

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY-  
MURFEESBORO/SMYRNA**

# Campus Security Report

---

2019

**Tennessee College of Applied Technology Murfreesboro  
Smyrna  
January 1, 2018 to December 31, 2018**

TCAT-M, a Tennessee Board of Regents institute, is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities.

# Annual Security Report

## Table of Contents

<b>Introduction</b>	<b>3-5</b>
Emergency Numbers	3
Clery Act Requirements	4
Introduction to Clery Act Policy and Procedures	4
Policies for Preparing Annual Disclosure of Crime Stats	4-5
TCAT-M Facts	5
 <b>Law Enforcement on Campus</b>	 <b>5-13</b>
TCAT-M Authority	5
Offenses	6
Sexual Violence Prevention& Educational Program	7
Reporting Sex Offenses	9
 <b>Victims' Rights</b>	
Crimes of Violence Notification	13
 <b>Timely Warning and Emergency Notification</b>	 <b>4-18</b>
Making Timely Warnings	14
Internal Emergency Procedures	14
Local Agency Cooperation	17
Emergency Evacuation Procedures	17
Policies on Emergency Situations	17
 <b>Reporting Crimes and Other Emergencies</b>	 <b>18</b>
Report Crimes Center Administration	18
Anonymous Reporting	19
Campus Security Authorities	19
Professional Counselors	21
 <b>Security Of and Access to Campus Facilities</b>	
Academic	21

Security Procedures Used in Maintenance of Campus Facilities	22
<b>Crime Prevention</b>	
Type and Frequency of Programs	22
Description of Programs	22
<b>Sexual Assault Offenses</b>	23-25
Procedures to Follow	23
Options to Notify Appropriate Law Enforcement	24
Nottingham Act	24
Institution Will Assist In Notification of Law Enforcement	24
Counseling Information	24
<b>Student Rights</b>	25
Academic Situations	25
Accuser and Accused Entitled to Have Others Present at Hearing	25
Both Must Be Informed of Disciplinary Outcome	25
Sanctions	25
<b>Sex Offender Registration</b>	25
<b>Alcohol and Drugs</b>	26-28
Use, Possession, Sale of Alcoholic Beverages	26
Enforcement of Underage Drinking Laws	27
Use, Possession, Sale of Illegal Drugs	27
Enforcement of Federal and State Drug Laws	27
TCAT-M as a Drug-Free Workplace	27
Counseling Programs Available to Employees and Students	28
Drug and Alcohol Abuse Education Programs	28
<b>Clery Crime Statistics</b>	29
<b>Hate Crimes</b>	30
<b>Sexual Misconduct</b>	31

# **ANNUAL SECURITY REPORT**

## **A. Emergency Numbers:**

<b>Murfreesboro Police Department</b>	<b>615-893-1311</b>
---------------------------------------	---------------------

<b>Rutherford County Sheriff's Office</b>	<b>615-898-7770</b>
---	---------------------

<b>Murfreesboro Fire Department</b>	<b>615-893-1422</b>
-------------------------------------	---------------------

<b>Saint Thomas Rutherford Hospital Emergency Room</b>	<b>615-849-4100</b>
--	---------------------

<b>StoneCrest Medical Center Emergency Department</b>	<b>615-768-2034</b>
---	---------------------

<b>Rutherford County Health Department</b>	<b>615-898-7880</b>
--	---------------------

**RESOURCES NUMBERS:** Calls to the following resources are typically answered during regular business hours Monday through Friday when the Center is open.

<b>The Guidance Center – Murfreesboro</b>	<b>615-895-6051</b>
<b>Crisis Line</b>	<b>800-704-2651</b>

<b>Crisis Pregnancy Support Center</b>	<b>615-893-0228</b>
--	---------------------

<b>Rape Recovery and Prevention Center</b>	<b>615-494-9262 OR</b>
	<b>615-494-9881</b>

<b>Suicide Prevention and Crisis Prevention</b>	<b>615-244-7444</b>
---	---------------------

## **B. The Clery Act Requirements**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other Center officials who have “significant responsibility for student and campus activities”;
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;
- implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department”; and
- maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

## **C. Introduction to the Clery Act Policies and Procedures**

Tennessee College of Applied Technology- Murfreesboro (TCAT-M) is committed to disseminating relevant and pertinent information regarding reported criminal activities in a reasonable manner to its community and to interested parties. To that end, TCAT-M is implementing and maintaining policies and procedures in compliance with the reporting requirements of the Clery Act and the Higher Education Opportunity Act (HEOA), two pieces of federal legislation that provide guidance in disseminating certain types of information to campus communities and to the general public. Because the Clery Act and the HEOA encompass several areas of campus responsibility, TCAT-M utilizes its administrative staff to issue information that pertains to the criminal reporting requirements and policies of these two federal laws.

## **D. Policies for Preparing the Annual Disclosure of Crime Statistics**

Crime statistics which are provided in this institution's Annual Security Report are based upon incidents reported by local police agencies. This institution shall annually report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property (as those terms are defined and interpreted for purposes of the Clery Act) for occurrences of murder, manslaughter, sexual assault (forcible

and non-forcible), robbery, arson, aggravated assault, burglary, and motor vehicle theft; statistics on arrests for violations of liquor or drug abuse as well as weapons possession violations; disciplinary referrals for liquor, drug and weapons violations; and statistics on Hate Crimes that are reported to local police agencies.

TCAT-M administration will make the determination as to whether a reportable offense has occurred. These reports will be compiled to prepare the annual Campus Crime and Security Survey for submission to the United State Department of Education, Office of Postsecondary Education.

This report will be made available to the public by October 1<sup>st</sup> of each year. This report will be posted to the TCAT-M website for viewing at: <http://www.tcatmurfreesboro.edu>.

## **E. TCAT-M Facts (Student Enrollment)**

*The number of students enrolled:*

There are more than 528 full and part-time students enrolled at TCAT-M.

*The total number of non-student employees working on the campus:*

There are more than 40 regular full-time and part-time non-student employees working on the campus.

Our facility is located at 1303 Old Fort Pkwy, Murfreesboro, TN 37129. Our property is surrounded on three sides by public access roadways (no sidewalks) controlled by Murfreesboro Police Dept. and on one side by the Crestwood Suites, a public hotel owned by InterContinental Hotels Group, which also rely on the Murfreesboro Police Department for public safety. We have a Smyrna Campus as well. 663 Ken Pilkerton Drive, Smyrna, TN 37167.

For more information about TCAT-M, click on the TCAT-M website link:

<http://www.tcatmurfreesboro.edu>

## **Law Enforcement**

**The working relationship of campus security personnel with state and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation alleged criminal offenses:**

TCAT-M has a close working relationship with local, state, and federal law enforcement agencies including the City of Murfreesboro Police Department and the Rutherford County Sheriff's Office.

*Policy on reporting criminal incidents to state and local law enforcement agencies:*

TCAT-M will actively investigate any crime information it receives concerning or involving a member of the campus community or it will supply information regarding the incident as needed or required to local, state or federal law enforcement authorities.

In addition to the requirements of the Clery Act, TCAT-M forwards a monthly report to the Tennessee Bureau of Investigation of crimes that occur within our campus community. Each year the Bureau takes these monthly reports and publishes a compilation from all institutions of higher education in Tennessee.

Statistics will be gathered for the following crime categories based on the federal definitions as found in the Uniform Crime Report (UCR).

#### Offenses

1. Murder and non-negligent manslaughter
2. Negligent manslaughter
3. Forcible sex offenses
4. Non-forcible sex offenses
5. Robbery
6. Aggravated assault
7. Burglary
8. Motor vehicle theft
9. Arson
10. Liquor law violations, drug law violations, illegal weapons possession
11. Hate crimes (any crime involving bodily injury that manifests evidence the victim was intentionally selected because of the perpetrator's bias; to be reported by category of bias)
  - a. Race
  - b. Gender
  - c. Religion
  - d. National Origin
  - e. Sexual Orientation
  - f. Gender Identity
  - g. Ethnicity
  - h. Disability
12. Domestic violence
  - a. (1) A felony or misdemeanor crime of violence committed--
  - b. (i) By a current or former spouse or intimate partner of the victim;
  - c. (ii) By a person with whom the victim shares a child in common;
  - d. (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - e. (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

- f. (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- g. (2) Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual, or physical abuse.

### 13. Dating Violence

- a. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- b. (1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- c. (2) For the purpose of this definition-
- d. (i) A social relationship of a romantic or intimate nature means a relationship which is characterized by the expectation of affection or sexual involvement between the parties.
- e. (ii) Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- f. (iii) Dating violence does not include acts covered under the definition of domestic violence.

### 14. Stalking

- a. (1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to--
- b. (i) Fear for his or her safety or the safety of others; or
- c. (ii) Suffer substantial emotional distress.
- d. (2) For the purpose of this definition--
- e. (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- f. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## **Sexual Violence Prevention and Educational Program**

Sexual misconduct is a form of sex discrimination prohibited by Title IX. TCAT Murfreesboro is committed to rid its campuses of any and all acts of sexual misconduct and



discrimination. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking and sexual assault. TCAT Murfreesboro and its campuses strictly prohibit these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

Following are the definitions for sexual misconduct offenses:

**Dating violence.** Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. ("Dating" and "dated" do not include fraternization between two individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to,

- (1) inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
- (2) placing the accuser in fear of physical harm;
- (3) physical restraint;
- (4) malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
- (5) placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

**Domestic violence.** Violence against a person when the accuser and accused:

- (1) Are current or former spouses;
- (2) live together or have lived together;
- (3) are related by blood or adoption;
- (4) are related or were formally related by marriage; or,
- (5) are adult or minor children of a person in a relationship described above.

Domestic violence includes, but is not necessarily limited to, the following:

- (1) inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
- (2) placing the accuser in fear of physical harm;
- (3) physical restraint;
- (4) malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
- (5) placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

**Sexual assault.** The nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know

at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

**Stalking.** A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

**Consent.** An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

TCAT Murfreesboro is developing an educational program that will describe safe/positive options for bystander intervention.

TCAT Murfreesboro is developing an educational program that will include information on reducing the risk of sexual misconduct incidents.

1. A written explanation of the victim's rights and options when a student or employee reports to TCAT Murfreesboro they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus.

In the meantime, TCAT Murfreesboro will rely on local police department officers to deliver sexual assault education and information programs upon request.

### **Reporting Sex Offenses**

If a sex offense, domestic/dating violence or stalking occurs on campus against a student, the student should contact the following:

*Murfreesboro Main Campus*– Vice President

The following offense categories, known as Group A offenses, are those for which extensive crime data are collected in the NIBRS.

1. Arson
2. Assault Offenses - Aggravated Assault, Simple Assault, Intimidation
3. Bribery
4. Burglary/Breaking and Entering
5. Counterfeiting/Forgery
6. Destruction/Damage/Vandalism of Property
7. Drug/Narcotic Offenses - Drug/Narcotic Violations, Drug Equipment Violations
8. Embezzlement
9. Extortion/Blackmail
10. Fraud Offenses - False Pretenses/Swindle/Confidence Game, Credit Card/Automatic Teller Machine Fraud, Impersonation, Welfare Fraud, Wire Fraud
11. Gambling Offenses - Betting/Wagering, Operating/Promoting/Assisting Gambling, Gambling Equipment Violations, Sports Tampering
12. Homicide Offenses - Murder and Nonnegligent Manslaughter, Negligent Manslaughter, Justifiable Homicide
13. Kidnapping/Abduction
14. Larceny/Theft Offenses - Pocket-picking, Purse-snatching, Shoplifting, Theft from Building, Theft from Coin-Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, All Other Larceny
15. Motor Vehicle Theft
16. Pornography/Obscene Material
17. Prostitution Offenses - Prostitution, Assisting or Promoting Prostitution
18. Robbery
19. Sex Offenses, Forcible - Forcible Rape, Forcible Sodomy, Sexual Assault With An Object, Forcible Fondling

20. Sex Offenses, Nonforcible - Incest, Statutory Rape

21. Stolen Property Offenses (Receiving, etc.)

22. Weapon Law Violations

If one of these offenses is committed against a staff member on any campus, the staff member should contact the President or Vice President.

Once officials at the campus have been notified, and if the student requests the assistance of these personnel, the officials will work with the victim to notify the proper law enforcement authorities who have jurisdiction over the campus on which the incident allegedly occurred. The victim has the right to decline notifying law enforcement authorities.

TCAT Murfreesboro will provide the following information to sexual offense victims:

2. Procedures Victims should follow these procedures if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. These procedures will include the following information:
  - Written information about the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Because TCAT Murfreesboro has no police force, local law enforcement authorities will be called in to take control of evidence.
  - How and to whom the alleged offense should be reported.
  - Options about the involvement of law enforcement and campus authorities, including the victim's option to notify local police, be assisted by campus authorities in notifying local police, and the victim's right to decline to notify local police.
  - The rights of the victims and the institution's responsibilities for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

Information about how TCAT Murfreesboro will protect the confidentiality of victims and other necessary parties, including how the institution will:

- Complete publicly available record-keeping, including Clery reporting, without identifying information about the victim.
- Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.
- Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance,

and other services available for victims, both within the institution and in the community.

- Written notification to victims about options for, and available assistance in, changing academic, transportation, and working situations. TCAT Murfreesboro will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.
- An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.
- A written explanation of the victim's rights and options when a student or employee reports to TCAT Murfreesboro they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus.

The Student Services Associate serves as the student advocate refers issues to Vice President. The Vice President provides referrals to more in-depth, specific, off-campus counseling, mental health or other services for victims of sex offenses. Simultaneously while referring students to appropriate law enforcement authorities, the affected student will be referred to the Mobile Crisis Line (1.800.681.7444) staffed by The Guidance Center. Students and employees with health issues are referred to the local health department, urgent care clinics, area doctor's offices or area emergency rooms. For victim advocacy and/or legal assistance, students and employees are referred to the district attorney's office. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The proceeding will provide a prompt, fair and impartial investigation and resolution and be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both the accuser and the accused will be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding that is brought alleging a sexual assault, domestic violence, dating violence or stalking; the institution's procedures for the accused and victim to appeal the results of the disciplinary proceeding; of any change to the results that occurs prior to the time that such results become final and when such results become final. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

College officials will change a student's academic situation after an alleged sex offense if those changes are requested by the victim and are reasonably available, regardless of whether the victim is guilty or not.

## **A. Victim's Rights**

### Victim's Disclosure Policy Statement

**A statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph:**

### Crimes of Violence Notification

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by TCAT-M against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for notification purposes.

Other resources for victims of crimes of violence can be located at the Rutherford County District Attorney Victim/Witness Office or click here for their website:

<http://www.tndagc.org/contact.htm>

Victims of sex crimes are afforded specific rights. Please see the Sex Offense Section of this report for more information on students' rights.

### *TCAT-M policy statement regarding students or employees with criminal records:*

TCAT-M does not collect information on criminal records on applications for admission of students to the College. The application for employment of all employees except faculty requires that the applicant state whether he/she has been convicted of a misdemeanor or a felony. Only certain employees have to have a background check for employment. Acknowledged conviction of any crime results in an evaluation of the applicant's fitness for employment in consultation with legal staff. TCAT-M requires that employees notify the institution of any drug convictions resulting from a violation in the workplace no later than five days after the conviction.

Current College students convicted of a violation of a law or ordinance off-campus, whose violation also adversely affects the College's pursuit of its educational objectives, will become

subject to judicial sanction by the Administration. Students committing a crime on-campus are subject to arrest and prosecution, and are subject to judicial sanction by the Administration.

## **B. Timely Warnings and Emergency Notifications**

### **Policies for making timely warning reports to members of the campus community regarding the occurrence of Clery Act crimes:**

An Immediate Notification or a Timely Warning will be distributed campus wide by when it could be reasonably believed that a reported violent crime may endanger additional campus citizens, i.e., employees, students and guests.

### **Internal Emergency Procedures**

TCAT-M is committed to notifying persons regarding significant types of threatening events or situations that may occur on or near its campus properties. TCAT-M defines ***emergency notification*** as the attempt to properly and to immediately notify affected persons of events, incidents, or situations that potentially threaten or endanger lives or significant property, and in such cases that the information contained within the notification may substantially reduce the likelihood of individuals or groups being victimized. “Properly” is defined as the reasonable issuance of information given the capabilities of the College and its notification systems. “Immediately” is defined as the release of information as soon as verifiable or credible information can be reasonably received, understood, formatted and delivered via useable mass notification systems. This definition takes into account the fact that everything cannot happen at once: information must be received by decision-makers, a determination must be made that the information should be released, the material must be put together in an understandable manner, and the information must be released and received by viable stakeholders. “Affected persons” includes members of the campus community (i.e., TCAT-M employees and TCAT-M students) and visitors while on the TCAT-M campus. For this designation, members of the TCAT-M campus community include any currently employed TCAT-M employee and any currently enrolled TCAT-M student.

It is the intent of TCAT-M to immediately notify all members of its community of incidents and situations on or near TCAT-M campus property that have the potential to immediately threaten or endanger lives or that threaten severe bodily injury or extensive loss of property. These incidents and situations will typically be characterized as: on-going in nature in that they continue to pose a real or likely threat; they may be mitigated by the quick release of information to the campus community; or the release of information regarding the possible threats in a more immediate fashion may significantly reduce the chances of individuals or groups becoming victims.

It is the intent of TCAT-M to make timely warnings to all members of its community of incidents and situations that pose a potential on-going threat or risk in which the threat or risk is not likely to require immediate notification in order to greatly reduce the victimization risk to individuals or groups.

Notification for those previously described incidents that pose a grave and immediate threat to people and/or property will be made using any number of notification systems currently employed by Tennessee College of Applied Technology- Murfreesboro. Currently, the notification systems utilized by TCAT-M include: e-mail, text messages, phone calls, fire alarm notification systems only to specified emergency personnel, web pages, social media, and a voice mail box.

TCAT-M utilizes a private vendor (High Ground Solutions, Inc.) to send emergency notifications to all TCAT-M employees and TCAT-M students via their School Cast accounts. These accounts are established/maintained by College “bulk uploading” of information periodically from the College’s BANNER system. BANNER is a database system that maintains information regarding each employee and each student at TCAT-M. The School Cast accounts may be utilized in sending each TCAT-M employee and each TCAT-M student an e-mail in the event the campus community is notified of a situation or an event. TCAT-M employees and TCAT-M students may personalize their School Cast accounts in order to personally and individually choose their own most appropriate notification methods. TCAT-M employees and TCAT-M students cannot opt out of receiving e-mails via their School Cast accounts, but they can choose whether to receive text messages and/or voice alerts (phone calls); they can also add additional phone numbers and e-mail addresses for notification purposes.

The decision to immediately notify the TCAT-M campus community will be made on a case-by-case basis by either the Director of the College (or his designee), These decision-makers may also determine that a particular building or structure on campus, an area of TCAT-M campus, the entire TCAT-M campus, or other TCAT-M property should be immediately evacuated in order to create or maintain a safer situation for persons inhabiting those areas. In these instances, the aforementioned authorities may require evacuated persons to temporarily refrain from remaining or entering specified areas of campus or TCAT-M property for safety purposes. In those cases, TCAT-M employees, TCAT-M students and visitors may be informed as to how to leave TCAT-M campus or TCAT-M property. They may also be informed as to where they should assemble or disperse.

In making the decision about whether or not to activate emergency notification systems or to order an evacuation of TCAT-M campus and/or property, a decision-maker should consider:

- Does the event pose a significant or likely threat to the general campus community?
- Is the threat from the event likely to still exist?
- Is there evidence that the threat has subsided or moved away thereby no longer posing a danger or a hazard?
- Has there been a significant amount of time transpired from the time of the incident to the present that would reasonably lead one to presume that the threat or the danger is no longer in the area?
- Will notification about the incident provide persons with knowledge that, if utilized, would likely reduce or reasonably eliminate the possibility that they would be victimized by the threat?

Each situation requires that decisions regarding the public’s safety be measured and determined on a case-by-case basis.



**A statement regarding the institution's emergency response and evacuation procedures:**

**The procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus:**

The methods of communication include network emails, emergency text messages that can be sent to a phone or PDA, and audio announcements made via automated phone calls (called "Voice Alerts"). Members of the campus community are automatically entered into the TCAT-M Emergency Notification System during student orientation, employee new hire procedure, and by complying with volunteer contact information uploads to TCAT-M emergency information data base which is maintained by a private company, High Ground Solutions, Inc. All campus community members' e-mail addresses and other personal contact information are uploaded into the system, so that they will automatically receive emergency notification messages via e-mail and any other method of contact they have supplied to the system.

**A description of the process the institution will use to:**

- **Confirm that there is a significant emergency or dangerous situations as described above;**
- **Determine the appropriate segment or segments of the campus community to receive a notification;**
- **Determine the content of the notification;**
- **Initiate the notification system.**

TCAT-M typically receives information from individuals and various offices/departments on campus regarding suspicious activity and criminal incidents. If TCAT-M confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the TCAT-M Community, and TCAT-M administration will collaborate to determine the content of an emergency notification message and will use some or all of the systems described below to communicate the threat to the TCAT-M Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

**A statement that the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.**

TCAT-M administration, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: TCAT-M, Murfreesboro Police, Rutherford County Sheriff's Office and/or the Murfreesboro Fire and Emergency Medical Services), compromise the efforts to assist a victim, to conduct an adequate and competent criminal investigation or to contain, respond to, or otherwise mitigate the emergency.

**A list of the titles of the person or persons; or, organization or organizations responsible for carrying out the actions described above:**

TCAT-M Administration list is located in section: **Campus Security Authorities**

**The institution's procedures for disseminating emergency information to the larger community:**

TCAT-M Administration will work with Tennessee Board of Regents who may notify local news agencies to distribute press releases, as they are made available, concerning critical incidents.

### **Local Agency Cooperation**

The TCAT-M Administration has met with the Murfreesboro Police Department requesting their cooperation in informing the institution about situations reported to them that may warrant an emergency response.

**The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis, including:**

### **Emergency Evacuation Procedures**

In an effort to better prepare for emergencies TCAT-M faculty and staff participate in two fire drills each year. Two fire drills are conducted unannounced each year. The purpose of these drills is to prepare building occupants for an organized evacuation in case of fire or other emergencies.

Tornado drills are also done at least once annually. These drills are typically announced with one drill simulating an actual warning requiring students, faculty, and staff to take shelter in their designated "safe place".

TCAT-M has also implemented a series of training sessions to discuss "active shooter" situations on campus. These sessions discuss the police response to active shooter, sheltering in place, and the survival mindset needed in this type of encounter.

### **Policies on responding to specific emergency situations on campus:**

Fires or Fire Alarms: Persons should activate the building alarm system upon detecting a fire or visible smoke and immediately evacuate the building. Persons should REPORT ALL FIRES, regardless of size (even if extinguished); smoke; or fire alarms on campus to the Fire Department by dialing 911. *Be prepared to state your location.*

Medical Emergencies: Request an Ambulance and immediate medical assistance on campus by dialing 911. *Be prepared to state your location.* TCAT-M First Responder is only available for

non-emergency medical issues. First Responder is a selected individual from the Practical Nursing Department who holds a current TN State Board of Nursing RN license.

Bomb Threats: Report bomb threats or the discovery of suspicious objects or devices on campus by dialing 911. *Be prepared to state your location.*

Tornadoes: Alert other building occupants and move to the safest place in your building and/or complex. DO NOT PULL A FIRE ALARM - do not leave the safety of the building unless it is to seek shelter in a designated “safer place” in a nearby structure or building. If a tornado designated “safer place” is unavailable, seek shelter in the middle of the building. Take cover next to heavy furniture or in an interior hallway against a strong, inside wall on the lowest floor. Do not leave a relatively safe place nor get in a vehicle and attempt to drive. Follow the instructions of emergency response personnel or remain in your area until TCAT-M or other emergency response personnel give the all clear signal.

Other Emergencies: All other emergencies on campus may also be reported by dialing 911. *Be prepared to state your location.*

**PERSONS WITH DISABILITIES:** If you have a disability you should notify your instructor in each of your classes or your supervisor that you have a disability and will require assistance in case of an emergency. Instructors or supervisors must notify emergency response personnel, either police or fire department, of any persons with disabilities in their classes or area of responsibility.

For more information, see the TCAT-M Emergency Action Plan & Protocol for Emergency handbook located in each instructors office as well at all administration offices. The EAPPE is update at least annually.

## **Reporting Crimes and Other Emergencies on Campus**

### **A. Report All Crimes Administration**

#### **Policies which encourage accurate and prompt reporting of all crimes to administration and the appropriate law enforcement agencies:**

In addition to all faculty, staff, students, general visitors, and all guests of the College are urged to report crime and suspicious activity to TCAT-M as soon as possible. This allows law enforcement officers and/or the appropriate personnel to respond and assist. All emergency calls for fire, medical, or police assistance should be made by dialing 911.

TCAT-M personnel respond to all calls for assistance that involve potential criminal incidents, medical injuries or other emergencies that occur on TCAT-M’s campus. Occasionally complainants may be referred to other TCAT-M Departments or to agencies outside TCAT-M for appropriate assistance or guidance depending on the particular incident. TCAT-M personnel will also contact other agencies, such as the Rutherford County Emergency Medical Services or

the Murfreesboro Fire Department, to assist with ongoing or reported incidents that require additional resources, expertise, or specialized assistance.

## **B. Anonymous Reporting**

**This statement must also disclose whether the institution has any institutional policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report:**

TCAT-M encourages anyone who is the victim or witness to any crime to promptly report the incident to the TCAT-M administration and/or police. Because police reports are public records under state law, cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to TCAT-M administration.

## **Campus Security Authorities**

**A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure.**

### **To report a crime:**

Contact TCAT-M Administration (President, or Presidents duly appointed representative) (non-emergencies), dial 9-1-1- (emergencies only), or by using any campus telephones and dialing 911. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around any structure located on campus property should be reported to the TCAT-M administration. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other TCAT-M administration authorities as identified below. Administration Authorities are:

- Individuals having responsibility for campus security, who are not members of any local law enforcement department, such as those responsible for monitoring the access to College facilities or property.
- All employees who work in a position where they control or monitor access to some part of campus.
- Any person specified in campus security policy as one to which student and employees should report criminal offenses.
- All College officials who have significant responsibility for student and campus activities.

## **Campus Security Authorities:**

### **Administration to contact in case of an emergency:**

President:	Dr. Carol Puryear	Ext. 112
Vice President:	Judy Henegar	Ext. 116
Student Services:	Cindy Beverley	Ext. 132
Plant Operations	Jeremy McCloud	Ext. 122
Coordinator Workforce Development /Evening Programs	Kent Scoles	Ext. 113
First Responder:	Amy Curtis	Ext. 148

Students may report incidents to the Campus Security Authorities listed above. Incidents reported to these organizations or individuals will be included in Clery Statistics, even if no criminal action can be taken.

## **C. Professional Counselors**

**A description of procedures, if any, that encourage pastoral counselors and professional counselors, if and when they deem it appropriate to inform the person they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics:**

Crimes disclosed to a mental health counselor, serving in that capacity at the time of disclosure, are not subject to mandatory reporting. The term "mental health counselor" is defined as a fully qualified and/or licensed professional whose official responsibilities include providing mental health counseling to members of the College's community and is functioning within the scope of his/her license or certification.

This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual of voluntary disclosure procedures.

## **Security Of and Access to Campus Facilities**

### **A. Security of and access to campus facilities:**

The campus and facilities of the College are restricted to students, faculty, staff, guests, and invitees of the College, except when part or all of the campus, buildings, or facilities, are open to the general public for an approved and designated time and purpose. All persons on the campus of the College, including faculty, staff, guests, and invitees, shall be subject to all rules and regulations of the College and the Tennessee Board of Regents which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. For security reasons, not all TCAT-M buildings are open to the public. The campus and facilities of TCAT-M are governed by the Tennessee Board of Regents (Policy No. 3:02:02:00). Furthermore, most buildings open to the public are closed and locked after regular business hours.

All persons on the campus of the College shall provide adequate identification upon request to appropriate officials of the College. All students, faculty and staff are issued an TCAT-M Identification Card and are required to carry it while on campus. Personnel and students of the College who refuse to provide such identification may be subject to disciplinary action; other persons who refuse to provide such identification shall be requested to leave campus, and if they refuse, may be subject to lawful removal and prosecution.

## **Security considerations used in the maintenance of campus facilities:**

Personnel report all hazardous or unsafe campus conditions found to exist. These conditions may include overgrown trees or landscaping and a lack of outdoor lighting or inoperable lights. These reports are documented on a Maintenance Request form which is reviewed by the College's director to ensure expeditious corrective measures are taken. Maintenance Request forms are located at the main lobby information/receptionist desk.

Safety inspections will be conducted on a monthly basis in all departments according to an announced schedule. Maintenance inspections will be conducted by Center plant operations personnel during reasonable hours.

In Plant Operations, the Maintenance Request form is processed and coordinated by the Plant Operations staff. They strive to ensure that all buildings and structures are properly maintained to meet fire, safety, health and other required codes and regulations. This includes providing climate controlled, clean, properly supplied facilities, so that faculty, staff and students have comfortable surroundings in which to live, work, and receive training and education. They also serve as a communication link and liaison between facilities services employees and the campus community.

## **Crime Prevention**

### **A. Type and Frequency of Programs To Inform Students/Employees About Campus Security Procedures**

**A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others:**

In addition to the information in this report, information designed to inform students/employees about security procedures are available, these include: Frequent postings of crime prevention tips, workshops presented by local law enforcement dealing with gang related topics.

TCAT-M Human Resource Services offers a new employee orientation to all new employees. The orientation is an overview of the TCAT-M campus and the many services available to its employees. TCAT-M calendars are provided to all TCAT-M employees annually.

**A description of programs designed to inform students and employees about the prevention of crimes:**

TCAT-M personnel welcomes new students each trimester during the orientation function. A security program is presented and an information packet is distributed to all new students who attend the orientation session.

A New Employee Orientation is offered to all new employees by TCAT-M Human Resources Services. The orientation is an overview of the TCAT-M campus and the many services available to its employees.

## Sexual Assault Offenses

### A. Procedures students should follow if a sex offense occurs, including:

- **Procedures concerning who should be contacted:**
- **The importance of preserving evidence for the proof of a criminal offense:**
- **To whom the alleged offense should be reported:**

Any student who has experienced sexual assault or attempted assault is well aware of the trauma associated with such an act. Sexual assault can range from stranger rape to being emotionally coerced for sex by someone the victim knows. Statistics estimate that approximately one in every four women will be a victim of date or acquaintance rape during her college career. Students should be aware that any sexual intercourse without the consent of their partner is rape. Furthermore, sexual intercourse with a partner who is unconscious or unable to consent for any reason is rape.

#### **IF YOU ARE RAPED OR SEXUALLY ASSAULTED:**

- **Get to a safe place as soon as you can.**
- **Try to preserve all physical evidence.** Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- **Get medical attention** as soon as possible to make sure you are physically well and to permit collection of important evidence in the event you may later wish to take legal action.
- **Contact TCAT-M .**
- **Talk with an advocate or a counselor** who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- **Contact someone you trust** to be with you and support you.

#### **Past Abuse**

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

As a victim of sexual assault, you are encouraged to report the assault and seek medical treatment. You may report this crime by calling at 911 (if you are on campus report to Sr. administration) or the Murfreesboro Police Department. You may request assistance in reporting the crime by contacting the office in Student Services or Administration. It is important to report the assault so that evidence may be preserved to provide proof of criminal sexual assault if and when the victim chooses to make a criminal complaint.

Complaints of alleged sexual assault may be made to any College administration personnel, or to the Title IX Coordinator, Judy Henegar.



## **Option to Notify Appropriate Law Enforcement**

### **Information on a student's option to notify appropriate law enforcement authorities, including On-campus and local police.**

You may report this crime by calling 911(if you are on campus to Sr. administration), the Murfreesboro Police Department at (615) 893-1311 or Rutherford County Sheriff's Office at (615) 898-7770.

### **Nottingham Act**

TCA 49-7-129 - TCA Title 49, Chapter 7, Part 1 has been amended to add section 49-7-129 which states in essence "... the chief security officer or chief law enforcement officer of such institution shall immediately notify the local law enforcement agency with territorial jurisdiction over the institution if the medically unattended death of a person occurs on the property of such institution or if such officer or any other official of the institution is in receipt of a report alleging that any degree of rape has occurred on the property of such institution. Upon notification pursuant to subsection (b), it shall be the duty of each agency to participate in a joint investigation of the death or alleged rape. In case of a medically unattended death, the local law enforcement agency shall lead the investigation. In the case of an alleged rape, the institution's law enforcement agency shall lead the investigation".

### **B. A statement that the institution will assist the student in notifying these authorities, if the student requests the assistance of these personnel:**

The College will assist victims in notifying the appropriate legal authorities should the victim wish to do so. The College will also assist victims in finding alternate on-campus housing accommodations, if requested, and in making any additional accommodations to remedy the effects of the misconduct.

### **C. Students will be notified of existing on- and off-campus counseling, mental health or other services for victim of sex offenses:**

It is important that victims understand the value of obtaining and/or receiving help in dealing with the crime. Existing counseling, mental health or student services for victims of sexual assault:

Crisis Pregnancy Support Center – 615-893-0228 Rape Recovery and Prevention Center – 615-494-9262 OR 615-494-9881 The Guidance Center – 615-893-0770 EMERGENCY 1-800-704-2651 Suicide Prevention and Crisis Prevention – 615-244-7444
--

## **D. Student Rights**

### **Change Academic and Living Situations**

**The Clery Act requires notification to students that the institution will change a victim's academic and living situations after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available:**

Assistance is available in changing academic and living situations (TCAT-M has no on campus resident students) after an alleged sexual assault if requested by the victim and if such changes are reasonably available. The assistant director will assist the victim in making these any academic changes.

### **Accuser and Accused Entitled To Have Others at Hearing**

**The Clery Act requires that the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding:**

In cases of sexual assault, both the accuser and the accused shall be informed of the following: both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.

**The accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense:**

Both the accuser and the accused shall be informed of the outcome of any on-campus disciplinary proceeding, and of any right to appeal the outcome.

**Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offense:**

Any student found responsible for a sexual assault shall be appropriately sanctioned. A range of sanctions up to and including suspension or expulsion from the College are possible depending upon individual circumstances.

## **E. Sex Offender Registration Information**

**A statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained, such as the law enforcement agency with jurisdiction for the campus or a computer network address**

Any person who is required under the laws of the state of Tennessee to register as a sex offender is also required to provide notice that they are enrolled as a student, carry on a vocation, or are employed by Tennessee College of Applied Technology- Murfreesboro. Furthermore, the student or employee is required to provide written notice of each change in enrollment or employment to

the Rutherford County Sheriff's Office. The Sex Offender registry for the State of Tennessee is located on the Tennessee Bureau of Investigation website or click on the link below:

[http://www.tbi.state.tn.us/sex\\_ofender\\_reg/sex\\_ofender\\_reg.shtml](http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml)

## **Alcohol and Drugs**

### **A. A policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws:**

The following information is presented in compliance with the Drug-Free Schools and Communities Act Amendment of 1989:

TCAT-M prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus proper or on institutionally owned, leased, or otherwise controlled property. Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines. Tennessee statutes provide that it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days or a fine of not more than \$2,500 or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than \$50 or both.

TCAT-M does not currently provide drug/alcohol counseling, treatment, or rehabilitation programs for students. Referral to community treatment facilities may be made in appropriate cases.

TCAT-M will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases, suspension from the College. Referral for criminal prosecution may be made in appropriate cases. Individuals involved in the sale or distribution of illegal drugs will be suspended from the College and referred to the appropriate authorities for criminal prosecution. All employees, including students, agree as a condition of employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the workplace no later than five days after the conviction.

No alcoholic beverages, illegal drugs, or drug paraphernalia are permitted on the campus of TCAT-M. Empty alcohol containers (including but not limited to bottles, cans, and kegs) may not be used for display purposes.

The use and/or possession of alcoholic beverages on College owned or controlled property is prohibited (Tennessee Board of Regents Policy No. 3:05:01:01).

**B. A policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws:**

The following information is presented in compliance with the Drug-Free Schools and Communities Act Amendment of 1989:

TCAT-M prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus proper or on institutionally owned, leased, or otherwise controlled property.

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines. Tennessee statutes provide that it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days or a fine of not more than \$2,500 or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than \$50 or both.

TCAT-M will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases, suspension from the College. Referral for criminal prosecution may be made in appropriate cases. Individuals involved in the sale or distribution of illegal drugs will be suspended from the College and referred to the appropriate authorities for criminal prosecution. All employees, including students, agree as a condition of employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the workplace no later than five days after the conviction.

No alcoholic beverages, illegal drugs, or drug paraphernalia are permitted on the campus of TCAT-M. Empty alcohol containers (including but not limited to bottles, cans, and kegs) may not be used for display purposes.

**C. TCAT-M policy concerning a drug free workplace:**

It is the policy of TCAT-M that a drug-free workplace be maintained. The **unlawful** manufacture, distribution, possession, or use of any **controlled** substance (including prescription drugs) is banned in the workplace. Controlled substances are defined in 21 USCA 812 (listing

available in the Human Resource Services Office) and include such things as opium, hallucinogens (like marijuana, mescaline, etc.), cocaine, amphetamines, heroin, and morphine. This policy does not prohibit the **lawful** use of prescribed drugs which are taken under a doctor's care.

TCAT-M strives to maintain a workplace environment for all employees who are safe and free of illegal drugs, in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

### **Description of assistance or counseling programs available to employees and students**

The Employee Assistance Program (EAP) is a short-term counseling service available to you and your immediate family members who may be experiencing personal or workplace problems. The EAP is also a part of the Blue Cross and Blue Shield health insurance plan which provides mental health and substance abuse benefits.

Eligible employees may participate in the statewide EAP to receive consultation and referral for alcoholism or substance abuse. All center employees are eligible for referral assistance through the TCAT-M Employee Assistance Program, coordinated by TCAT-M Human Resources Services. The Office of Human Resources Services maintains a list of community agencies which provide referral information, and/or counseling to students and employees.

### **D. Drug and Alcohol Abuse Education Programs**

**A description of any drug or alcohol abuse education programs as required under Section 120(a) through (d) of HEA. For the purpose of meeting this requirement, an institution may cross-reference the materials it uses to comply with Section 120(a) through (d) of HEA:**

TCAT-M recognizes that the use of alcohol and drugs can have a negative impact on students and the learning process.

TCAT-M does not currently provide drug/alcohol counseling, treatment, or rehabilitation programs for students. Referral to community treatment facilities may be made in appropriate cases.

<http://state/tn/us/mental/MentHealtSerProviders.html>

Clery Crime Statistics	2016 TCATM		2017 TCATM		2018 TCATM		2017 TCATMS		2018 TCATMS									
Crime Offense	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property								
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0								
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0								
Sex Offenses - Forcible - Rape	0	0	0	0	0	0	0	0	0	0								
Sex Offenses - Forcible - Fondling	0	0	0	0	0	0	0	0	0	0								
Sex Offenses – Non-Forcible - Incest	0	0	0	0	0	0	0	0	0	0								
Sex Offenses – Non-Forcible - Statutory Rape	0	0	0	0	0	0	0	0	0	0								
Robbery	0	0	0	0	0	0	0	0	0	0								
Aggravated Assault	0	0	0	0	0	0	0	0	0	0								
Burglary	0	0	0	0	0	0	0	0	0	0								
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0								
Arson	0	0	0	0	0	0	0	0	0	0								
ARRESTS ON CAMPUS																		
Weapons: carrying, possession, etc.	0	0	0	0	0	0	0	0	0	0								
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0								
Liquor Law Violations	0	0	0	0	0	0	0	0	0	00								
DISCIPLINARY ACTIONS																		
Weapons: carrying, possession, etc.	0	0	0	0	0	0	0	0	0	0								
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0								
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0								
VAWA Offenses																		
Domestic Violence	0	0	0	0	0	0	0	0	0	0								
Dating Violence	0	0	0	0	0	0	0	0	0	0								
Stalking	0	0	0	0	0	0	0	0	0	0								
UNFOUNDED CRIMES																		
Total unfounded crimes	0	0	0	0	0	0	0	0	0	0								

## Hate Crimes

The Clery act requires that TCAT Murfreesboro disclose hate or bias motivated offenses. A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Hate Crimes on Campus	2018 TCAT Murfreesboro								2017 TCAT Murfreesboro							
Criminal Offense	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus	2016 TCAT Murfreesboro								2017 Murfreesboro Smyrna Campus							
Criminal Offense	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes on Campus	2018 TCAT Smyrna															
Criminal Offense	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0								
Rape	0	0	0	0	0	0	0	0								
Fondling	0	0	0	0	0	0	0	0								
Incest	0	0	0	0	0	0	0	0								
Statutory Rape	0	0	0	0	0	0	0	0								
Robbery	0	0	0	0	0	0	0	0								
Aggravated Assault	0	0	0	0	0	0	0	0								
Burglary	0	0	0	0	0	0	0	0								
Motor Vehicle Theft	0	0	0	0	0	0	0	0								
Arson	0	0	0	0	0	0	0	0								
Simple Assault	0	0	0	0	0	0	0	0								
Larceny-Theft	0	0	0	0	0	0	0	0								
Intimidation	0	0	0	0	0	0	0	0								
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0								



## Sexual Misconduct

The Clery act requires that TCAT Murfreesboro disclose sexual assault occurrences; sexual misconduct is a form of sex discrimination prohibited by Title IX. TCAT Murfreesboro is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault.

Sexual Misconduct	2018 (TCAT Murfreesboro)				Sexual Misconduct	2017 (TCAT Murfreesboro)				Sexual Misconduct	2016 (TCAT Murfreesboro)			
Offense	Sexual Assault	Domestic Violence	Dating Violence	Stalking	Offense	Sexual Assault	Domestic Violence	Dating Violence	Stalking	Offense	Sexual Assault	Domestic Violence	Dating Violence	Stalking
ARRESTS ON CAMPUS	0	0	0	0	ARRESTS ON CAMPUS	0	0	0	0	ARRESTS ON CAMPUS	0	0	0	0
DISCIPLINARY ACTIONS	0	0	0	0	DISCIPLINARY ACTIONS	0	0	0	0	DISCIPLINARY ACTIONS	0	0	0	0

Sexual Misconduct	2018 (TCAT Murfreesboro-Smyrna)				Sexual Misconduct	2017 (TCAT Murfreesboro-Smyrna)								
Offense	Sexual Assault	Domestic Violence	Dating Violence	Stalking	Offense	Sexual Assault	Domestic Violence	Dating Violence	Stalking					
ARRESTS ON CAMPUS	0	0	0	0		0	0	0	0					
DISCIPLINARY ACTIONS	0	0	0	0		0	0	0	0					