



Columbia State
COMMUNITY COLLEGE

CAMPUS SECURITY REPORT 2010

Columbia State Community College
Department of Safety and Security
Columbia Campus
1665 Hampshire Pike
Columbia, TN 38401

The following is the annual Campus Security Report for Columbia State Community College for the year 2010. The Department of Facility Services prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The report can also be accessed on the Columbia State Safety and Security web page at <http://www.columbiastate.edu/annual-security-report>. This report contains security policies, procedures and guidelines. Crime statistics for the period of 2008-2010 are included in the report. These statistics are based on incidents reported at five campus locations. You may request a paper copy from the student services or human resources office on the Columbia campus, 1665 Hampshire Pike, Columbia, TN 38401.

Crime Statistics: Statement Concerning Law Enforcement (All Campuses)

Columbia State Community College has a Security Department, which is responsible for promoting safe campus conditions and protecting campus property. The Security Department does not have law enforcement authority and utilizes local law enforcement agencies as deemed necessary in the event that criminal activity occurs or is suspected. Columbia State Community College has 5 campus locations:

- [Columbia Campus](#), Columbia TN – Security contact info: 9-931-797-7669
- [Williamson County Campus](#), Franklin TN – Contact Campus Director
- [Lawrence County Campus](#), Lawrenceburg TN – Contact Campus Director
- [Lewisburg Campus](#), Lewisburg TN – Contact Campus Director
- [Clifton Campus](#), Clifton TN - Contact Campus Director

The main campus is staffed with security officers 24 hrs per day. At the extended campuses, the Site Director is the security officer. The persons with Security responsibilities are listed on the Annual Security Report.

Preparation of Disclosure of Crime Statistics (ALL CAMPUSES)

The Facilities Services Director and Security Supervisor prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.columbiastate.edu/safety-security. The report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Campus crime, arrest and referral statistics include those reported to the campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations, athletic coaches) and local law enforcement agencies. Upon completion of the Annual Security Report, an e-mail notification is made to all enrolled students, faculty and staff that provide the website to access this report. Copies of the report may also be obtained at the campus security supervisor's office located at the facility services building, office 103 on the main campus located at 1665 Hampshire Pike, Columbia TN, 38401 or by calling (931) 540-2627.

How to Report Criminal Offenses (ALL CAMPUSES)

To report a crime:

Contact campus security at 931-797-7669 (non-emergencies), or dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles and inside buildings should be reported to the security department.

The Campus Security contact information by campus is listed below.

Security Contacts by Campus Location:

Columbia	(Security Officer)	(931) 797-7669
Williamson County	(Campus Director)	(615) 790-4403
Lawrenceburg	(Campus Director)	(931) 766-1603
Lewisburg	(Campus Director)	(931) 270-0119
Clifton	(Campus Director)	(931) 676-3000

If you experience any problems contacting campus directors, contact the security number in Columbia for assistance.

Voluntary Confidential Reporting of Crimes (ALL CAMPUSES)

Columbia State does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the appropriate disciplinary committee for review. When a potentially dangerous threat to the university community arises, timely reports or warnings will be issued through e-mail announcements, the posting of fliers at local campuses, in-class announcements or other appropriate means. All reports will be investigated.

Columbia State encourages anyone who is the victim, witness or has knowledge of any crime to promptly report the incident. The confidentiality of persons reporting criminal activity can be requested and will be respected when possible but cannot be ensured pending the nature of the crime reported.

Security and Access (ALL CAMPUSES)

During business hours, the college will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all college facilities is by key, if issued, or by admittance via the Department of Facility Services. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Wellness Center, computer labs, the library, auditoriums, theater and athletic facilities. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules.

Campus Law Enforcement Authority (ALL CAMPUSES)

Columbia State Community College Security offices have the authority to ask persons for identification and to determine whether individuals have lawful business at the campuses. . Columbia State Community College security officers have the authority to issue parking tickets to students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement agencies that have jurisdiction on the campuses. The Security Office personnel maintain a highly professional working relationship with the local law enforcement agencies in the communities of each campus location. All crime victims and witnesses are strongly encouraged to report the crime to campus Security Office and the appropriate police agency immediately. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Memorandum of Understanding (MOU) with Local Law Enforcement (ALL CAMPUSES)

The security office at each campus location maintains a close working relationship with their local law enforcement agencies. There is no written memorandum of understanding between Columbia State Community College and law enforcement agencies at each campus location.

Encouragement of Accurate and Prompt Crime Reporting (ALL CAMPUSES)

The campus community (students, faculty and staff) are to report any criminal behavior or suspected criminal acts promptly to campus security for investigation. In the event an emergency is occurring, dial 9-911 to obtain immediate assistance from local law enforcement agencies, and then contact security.

It is a core objective of Columbia State to maintain a safe environment for the entire campus population and public visitors. To ensure this, each person must take the proper reporting of criminal activity seriously and act promptly.

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The Columbia campus is staffed with security officers 24 hours per day. At the extended campuses, the campus director is the person with security responsibilities. Campus directors are

listed on the Crime Statistics Report for each campus, which is contained within this report.

All incident reports are forwarded to the student services office for review and potential action. Local law enforcement will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the security office and student services and/or human resources.

Crimes should be reported to the security office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate. For example, a crime that was reported only to a rape crisis center would not be included in the crime statistics.

Security, Crime Prevention and Sex Offenses Awareness Programs (ALL CAMPUSES)

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student, or volunteers at an institution of higher education in the State of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form, and deliver it to TBI headquarters in Nashville.

As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this State of committing a sexual offense, or who is or has been convicted in another state or another country, or who is or has been convicted in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this State. A "sexual offense" means the commission of acts including, but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping. Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and State laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution in the Security Office. Information is also available on the TBI's website listing of sex offenders located on the Internet at <http://www.ticic.state.tn.us/sorinternet/sosearch.aspx>.

The College provides information to students and employees about sexual assaults and date rape through online training, *Workforce Harassment*, accessible through the myChargerNet portal. Additional information is posted under *Safety and Crime Prevention* on the website.

A victim of a sexual assault at the College should take steps to ensure personal safety first. Next, the victim should obtain appropriate medical care and then report the incident in a timely

manner. An assault should be reported to Security, the Counselor, or the Associate Vice President for Student Services. The victim may choose for the investigation to be conducted by the local law enforcement agency and by the College Discipline Committee, or only the latter. The Student Success Counselor is available to the victim to provide options for support and counseling beyond the College, if necessary.

The Catalog/Student Handbook outlines disciplinary proceedings and sanctions, as well as special circumstances related to alleged sexual assault. In cases of alleged sexual assault, regardless of the method chosen by the student for disposition of the disciplinary matter, both the accused and the accuser shall be informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to present witnesses and other evidence during a disciplinary proceeding; and,
- Both the accuser and the accused shall be informed in writing of the outcome of any disciplinary proceeding involving allegations of sexual assault within five (5) days of the decision.

Student safety is one of the college's main concerns. Therefore, the college will take steps to prevent the recurrence of any harassment by assisting victims as appropriate.

Emergency Response and Evacuation Procedures (Emergency Preparedness)

Columbia State maintains a plan for each campus. Please see links below for complete plan/procedures.

- [Columbia Campus](#)
- [Williamson County Campus](#)
- [Lawrence County Campus](#)
- [Lewisburg Campus](#)
- [Clifton Campus](#)

Timely Warnings (ALL CAMPUSES)

In the event that a situation arises, either on or off campus, that, in the judgment of the Security Supervisor or campus management constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty and staff. Additional means of communication (pending circumstances) are campus digital signage, social networks and posted flyers in prominent locations. The office of Marketing and Public Relations should be contacted to initiate a timely warning. Timely warnings may also be issued by each campus director.

Alcohol and Illegal Drugs (ALL CAMPUSES)

To document Columbia State’s commitment to be a drug-free workplace and campus and define consequences for individuals violating college policy concerning illicit drugs and alcohol.

I. General

Columbia State Community College students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use of or being under the influence of illicit drugs and/or alcohol on any Columbia State campus, property owned or controlled by Columbia State, or as part of any Columbia State activity.

II. Penalties for Violation

A. Legal Sanctions under Federal, State or Local Law

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, 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; whether death or serious bodily injury resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000, supervised release, any combination of the above or all three. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or college campus; or (2) distribution to persons less than 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two (2) years the minor’s senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. Seq.; T.C.A. 39-12-417) It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his or her employment), or consume alcoholic beverages, wine or beer, such offenses being classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both. (T.C.A. 1-3-113 and T.C.A. 57-5-301) It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor. (T.C.A. 39-15-404) The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both. (T.C.A. S39-17-310)

B. Students

In addition to penalties students may be subject to under local, state or federal law, students violating this policy will be subject to disciplinary action, including, but not necessarily limited to:

1. Probation
2. Suspension

3. Required participation in, and satisfactory completion of drug/alcohol counseling or rehabilitation programs
4. Expulsion from school

C. Employees

In addition to penalties employees may be subject to under local, state or federal law, employees violating this policy will be subject to disciplinary action, including but not limited to:

1. Probation
2. Suspension
3. Demotion
4. Required participation in, and satisfactory completion of drug counseling or rehabilitation programs
5. Termination

As a condition of employment, employees, including student employees, must abide by the terms of this policy and must notify their supervisor of any criminal drug statute or alcohol abuse conviction for a violation occurring in the workplace no later than five days after such conviction.

I. Dissemination of Policy

A. Employees

1. The human resources office will provide new employees with a copy of this policy, as part of the new employees' orientation.
2. New employees will sign orientation forms acknowledging that the policy was disseminated as part of their orientation.
3. The human resources office will send e-mail copies of this policy annually to all employees with e-mail access. Supervisors of employees without e-mail access will distribute paper copies to those employees.

B. Students

1. A copy of this policy will be included in the Columbia State "Student Handbook" and on the college's web page.
2. The student services and enrollment management office will provide new students with a copy of this policy, as part of the new students' orientation.

II. Violations

A. Supervisor Notification of Human Resources

Any supervisor becoming aware of an employee violation of this policy, whether by virtue of notification by an employee of a conviction or by other means, will immediately notify the director of human resources.

B. Employees Funded by Federal Grants

The director of human resources will notify the appropriate sponsor or granting agency within ten days after the college receives actual notice of an employee conviction.

Policy Statement Addressing Substance Abuse Education

III. Drug and Alcohol Awareness

Columbia State is committed to raising the awareness of students and employees of the health risks associated with the use of illicit drugs and the abuse of alcohol.

A synopsis of those health risks is presented below.

A. Alcohol

Alcoholism is a complex, progressive disease that interferes with health, social and economic functioning. Untreated alcoholism results in physical incapacity, permanent mental damage and/or premature death. Alcohol is involved in one-third of all suicides, one-half of all traffic accidents and one-fourth of all other accidents and is involved in over 50% of all arrests. Alcohol is the third leading cause of birth defects involving mental retardation. Use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, gastrointestinal disease and other illnesses. Alcoholism has been estimated to reduce life expectancy by twelve years. Alcohol Beverage can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, change in personality, reproductive problems and central nervous system disorder such as poor vision, loss of coordination, memory loss, loss of sensation, mental and physical disturbances and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar drugs.

B. Illicit Drugs

The use of illicit drugs results in many of the health risks that are involved with alcohol use. Illicit drug use increases the risk of mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of flashback phenomenon, hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to lungs, brain, kidneys and liver, death from suffocation or choking, anemia, amnesia, AIDS and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

IV. Counseling, Treatment and Rehabilitation Programs

The director of counseling and disability services will assist students and/or employees by providing information concerning treatment resources in the surrounding area and assisting individuals in making initial contact with treatment providers. Regular employees may also use the Employee Assistance Program (EAP) by calling 1-877-237-8574 or 1-800-842-9489 (TDD) or on the web at www.ubhmemberweb.com. Information concerning the EAP is available in the human resources office.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses (ALL CAMPUSES)

Columbia State 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 hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Columbia State will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Anyone with information warranting a timely warning should report the circumstances to a Campus Security Officer, by phone or in person.

Sex Offender Registration (ALL CAMPUSES)

In accordance to the *Campus Sex Crimes Prevention Act of 2000*, which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act* and the *Family Educational Rights and Privacy Act of 1974*, Columbia State Community College's security department is providing a link to the Tennessee State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation or is a student. Members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution from the TBI's website listing of sex offenders located at http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.