



TTU TENNESSEE TECH
UNIVERSITY

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ANNUAL SECURITY REPORT
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(2011)

Prepared by **Tennessee Tech University Police Department**

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Check it Out

The entire annual report is available at ope.ed.gov/security

TTU COMMUNITY VALUES

Tennessee Tech University is committed to developing and nurturing a community devoted to learning, growth and service.

Each person who joins or affiliates with the community does so freely and accepts and practices the following core values and expectations:

HONESTY AND INTEGRITY

The notions of personal and academic honesty and integrity are central to the existence of the TTU community. All members of the community will strive to achieve and maintain the highest standards of academic achievement in the classroom and personal and social responsibility on- and off-campus.

RESPECT FOR DIVERSITY

The TTU community is composed of individuals representing different races, ethnicities, sexual orientations, cultures, and ways of thinking. We respect individual differences and unique perspectives and acknowledge our commonalities

ENGAGEMENT IN THE COMMUNITY

All members of the community are encouraged to participate in educationally purposeful activities that support and enhance the TTU experience. Active involvement and personal investment in the classroom and throughout the community are hallmarks of an engaged citizen.

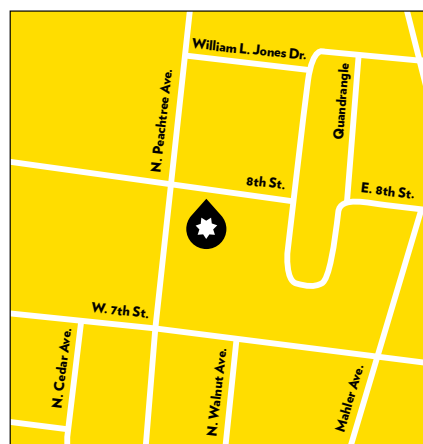
COMMITMENT TO NON-VIOLENCE

TTU is committed to the principles of nonviolence and peaceful conflict resolution. Community members will freely express their ideas and resolve differences using reason and persuasion.

INTRODUCTION

This Annual Security Report was compiled in compliance with the Jeanne Clery Act and the Tennessee College and University Security Information Act.

TTU Police is the administrative office responsible for law enforcement and security on campus. The TTU Police Department is located at 90 W. 8th Street, Cookeville, TN 38505; the building houses a fully certified law enforcement agency.



★ University Police Station

direct communication with TTU police officers by radio and/or phone.

If you have any questions about this report or any of the TTU Police Department services, please feel free to stop by the office or call (931) 372-3234. More information is on our web page at tntech.edu/police.

FIRE SAFETY REPORT & FIRE LOG

The TTU Fire Safety Report and TTU Fire Log may be accessed through the TTU Environmental Health and Safety Services website. The Report may be found specifically at tntech.edu/safety/firesafety/.

TTU Police works 24 hours a day, every day of the year. The TTU Police Department is always open and staffed by dispatch personnel who have

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 class rooms. The statistics must be gathered from campus police or security, local law enforcement, and other university officials who have “significant responsibility for student and campus activities;”
- Provide “timely warning” notices of those crimes that have occurred and pose an on-going “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.

INTRODUCTION TO THE CLERY ACT POLICIES AND PROCEDURES

TTU 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, TTU is implementing and maintaining policies and procedures in compliance with the university 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, TTU utilizes its Police Department to issue information that pertains to the criminal reporting requirements and policies

of these two federal laws. Additional information regarding other areas of reporting requirements may be distributed by other TTU departments and/or online at tntech.edu.

Policies for Preparing the Annual Disclosure of Crime Statistics

Crime statistics provided in this report are based upon incidents reported by campus security authorities and local police agencies. TTU 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 or to campus security authorities.

TTU Police 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 States Department of Education, Office of Postsecondary Education. This report will be made available to the public by October 1 of each year and will be posted at tntech.edu/police.

Daily Crime Log

A daily summary of all criminal activity reported to TTU Police is made available to the general public at <http://tntech.edu/police>. A printed crime log listing the crimes reported to TTU Police within the last 60-day period is also available at the TTU Police Office. Logs can be accessed during regular business office hours of Monday through Friday from 7:30 a.m. until 4:00 p.m. Crime logs older than 60 days are open to inspection within two

business days of the request. All crimes reported to the TTU Police Department are posted to the crime log within two business days of the report unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The TTU Police Department may also withhold information from the crime log when there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

TTU FACTS

*(Student Enrollment/
Employment Information)*

Number of undergraduate and graduate students enrolled? There are more than 11,700 undergraduate and graduate, full and part-time students enrolled at TTU.

Number of undergraduate and graduate students living in student housing?

There are approximately 2,500 students living in on-campus residence halls and apartments.

For more information about TTU, visit tntech.edu.

LAW ENFORCEMENT ON CAMPUS

TTU POLICE DEPARTMENT

Law enforcement authority of campus police

The TTU Police Department is an independent police agency recognized as such by the FBI and State of Tennessee. The department currently employs 14 full-time officers, four full-time dispatchers, one secretary and one technical clerk. The department operates 24 hours a day. TTU Police officers determine the appropriate response for all requests for assistance. Also utilized when requested are officers from the Cookeville City Police, Putnam County Sheriff's Department and other law enforcement agencies.

TTU Police Officers are commissioned pursuant to Tennessee Code Annotated, 49-7-118, and to Tennessee Board of Regents Policy No. 5:01:07:00. Commissioned TTU Police Officers, pursuant to Tennessee Board of Regents policy, have all of the police powers necessary to enforce all state laws as well as rules and regulations of the Tennessee Board of Regents and Tennessee Technological University. All officers have graduated from a fully accredited law enforcement training academy and are required to meet all minimum standards set forth for police officers by the State of Tennessee. The department also provides continuing education for its officers in excess of what is required by these minimum standards. Their training (pursuant to Tennessee Board of Regents Guideline No. P-100) meets the requirements of the Tennessee Peace

Officer Standards and Training Commission. Tennessee Peace Officer Standards and Training Commission rules mandate a Basic Police Course (Chapter 1110-2-.03, Candidate Certification Requirements) and an approved 40-hour in-service training session (Chapter 1110-4, In service Training Requirement) each calendar year.

TTU Police officers may exercise their authority on all property or facilities owned, leased, or operated by the Tennessee Board of Regents and the university including any public roads or rights of way contiguous to or within the perimeter of such facilities or property.

Policy statement regarding the possession and use of weapons by security personnel and any other person
TTU Police officers are authorized to carry firearms, pursuant to Tennessee Code Annotated 49-7-118(c). TTU Police officers are authorized to use necessary force, including deadly force, to protect themselves or other persons from death or serious bodily harm. TTU Police Officers are specifically not authorized to shoot a fleeing felon unless the above conditions apply. Officers' duty weapons are issued by the TTU Police Department. All TTU Police officers meet the firearms proficiency standards required by the Tennessee P.O.S.T. Commission.

Non-law enforcement personnel are strictly prohibited from carrying weapons on campus
Lethal weapons of any kind, most notably firearms and knives, are prohibited on the TTU campus. The penalty for possession of deadly weapons is enhanced by state law to a FELONY if that possession takes place on campus. Possession of firearms (or other statutorily defined weapons) on campus is prohibited pursuant to TCA 39-17-1309 and subject to the exceptions contained therein and to the affirmative defenses enumerated in TCA 39-17-1310. Similarly, the General Regulations on Student Conduct and Disciplinary sanctions prohibit the possession or use of any unauthorized firearm or dangerous weapon of any kind. The possession and use of firearms by anyone other than TTU Police Officers is prohibited except for those exceptions specified by the TCA 39-17-1310. All instances of use of a police firearm (including violation of policy, accidental discharge, as well as any authorized discharge) shall be reported immediately to the director of TTU

Police. All instances of firearm use will be investigated.

tnitech.edu/ttustudenthandbook/studentconducts/

(i) Weapons are not allowed on property owned or operated by Tennessee Tech. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed \$3,000 for having weapons on school property. Violation of this law is a felony. Even individuals with handgun permits may not bring handguns on property owned or operated by Tennessee Tech;

- The following items are prohibited in residence hall rooms or single student apartments: personal air conditioners, ice boxes, unauthorized refrigerators, exterior aerials or antennas, heavy electrical appliances, personal stoves, extension cords, halogen lamps, candles, incense, firearms, explosives, fireworks, flammable fluids, slingshots, paint ball guns, "super-soakers," dangerous chemical mixtures, pellet guns, B.B. guns, ammunition (which include but is not limited to bullets, paint balls, pellets, and B.B.s) propelled missiles, alcoholic beverages, and illegal drugs or paraphernalia."

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

TTU Police has a close working relationship with local, state, and federal law enforcement agencies including the Cookeville Police Department and the Putnam County Sheriff's Department. TTU Police also has a mutual aid agreement with the Cookeville City Police Department and the Putnam County Sheriff's Department. Assistance from the Cookeville City Police Department and the Putnam County Sheriff's Department is utilized when required. Also, assistance from other local, state, and federal agencies, including other law enforcement agencies, is requested as required.

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

TTU Police 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, TTU 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.

Policy concerning the monitoring and recording, through local police agencies, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities

Any monitoring of crime off-campus is done by the agency of jurisdiction where the crime occurred. Local law enforcement agencies have been requested to forward to TTU Police copies of their reports of all criminal activity occurring on off-campus properties belonging to campus-affiliated organizations recognized by TTU.

Monitoring and recording criminal activity at off-campus organizations
The University relies on its

working relationships with local law enforcement agencies to receive information about incidents involving students off campus. TTU Police will cooperate with local law enforcement to investigate any crime information received 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.

*Off-Campus Housing,
Fraternities and Sororities*

Neither Residential Life nor TTU provides supervision for off-campus housing, apartments, and individual homes. Sororities and fraternities educate their members on safety and security in their houses and on campus. All students receive crime awareness information. Students, whether they live on or off campus, are encouraged to report all crimes to the appropriate police agency. If community members report crimes or serious incidents to other University administrators, those administrators should notify TTU Police or the appropriate local police agency. Representatives of these offices will promptly notify and collaborate with TTU Police to issue an Immediate Notification or a Timely Warning, if one is appropriate.

VICTIM'S RIGHTS



VICTIM'S DISCLOSURE POLICY STATEMENT

TTU 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 university 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 TTU 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



Firearms are prohibited

The only people are authorized to carry firearms on Tennessee Tech's campus are TTU Police officers. Non-law enforcement personnel and students are strictly prohibited from carrying weapons on campus.

of such victim shall be treated as the alleged victim for notification purposes. Resources for victims of crimes of violence can be obtained at the Putnam County District Attorney's Office at 931-528-5015.

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

TTU POLICY STATEMENT REGARDING STUDENTS OR EMPLOYEES WITH CRIMINAL RECORDS

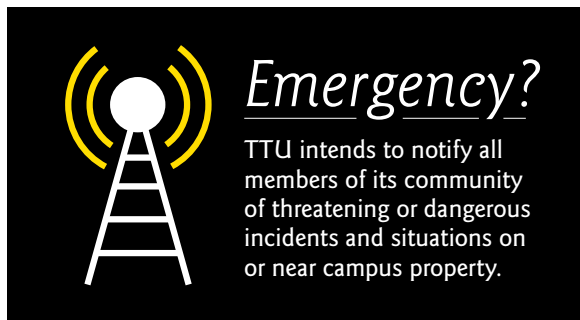
TTU does not collect information on criminal records on applications for admission of students to the university. The application for employment of all employees except faculty requires that the applicant state whether he/she has been convicted of a misdemeanor or a felony. Human Resources performs background checks for all positions. Acknowledged conviction of any crime results in an evaluation of the applicant's fitness for employment. TTU 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 university students convicted of a violation of a law or ordinance off campus, whose violation also adversely affects the university's pursuit of its educational objectives, will become subject to judicial sanction by the Office of Student Affairs. Students committing a crime on campus are subject to arrest and prosecution and are subject to judicial sanction by the Office of Student Affairs.

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 TTU Police 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 TTU is committed to notifying persons regarding significant types of threatening events or situations that may occur on or near its campus properties.



TTU defines emergency notification as the attempt to properly and 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 university 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 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., TTU employees and TTU students) and visitors while on the TTU campus. For this designation, members of the TTU campus community include any currently TTU employee and any currently enrolled TTU student.

It is the intent of TTU to immediately notify all members of its community of incidents and situations on or near TTU 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 (1) ongoing in nature in that they continue to pose a real or likely threat; (2) they may be mitigated by the quick release of information to the campus community; or (3) 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 TTU to make timely warnings to all members of its community of incidents and situations that pose a potential ongoing 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 Technological University. Currently, the notification systems utilized by TTU include email, siren towers, text messages, phone calls, fire alarm notification systems, public address systems, web pages, social media, and a voice mail box.

TTU utilizes a private vendor (Rave Mobile Safety) to send emergency notifications to all TTU employees and TTU students via their Rave Mobile Safety accounts. These accounts are established by visiting tntech.edu/ttualert and registering for the service. The Rave Mobile

Safety accounts may be utilized in sending each TTU employee and each TTU student an email in the event the campus community is notified of a situation or an event. TTU employees and TTU students may personalize their Rave Mobile Safety accounts in order to personally and individually choose their own most appropriate notification methods.

TTU employees and TTU students cannot opt out of receiving emails via their Rave Mobile Safety accounts, but they can choose whether or not to receive text messages. They can also add additional phone numbers and email addresses for notification purposes.

The decision to immediately notify the TTU campus community will be made on a case-by-case basis by either the president of the university (or designee), the TTU chief of police (or designee), or any TTU police officer while acting in an official supervisory role. These decision-makers may also determine that a particular building or structure on campus, an area of TTU campus, the entire TTU campus, or other TTU 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 TTU property for safety purposes. In those cases, TTU employees, TTU students and visitors may be informed as to

how to leave TTU campus or TTU 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 TTU 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 (individuals can sign up for this service on the university's TTU Alert website), audible tones/alerts from outside siren towers and from inside building fire alarm systems, outside public address speakers, and building fire alarm speaker systems.

The university will post updates during a critical incident on TTU Alert System.

TTU maintains three tornado siren warning towers that are equipped with Public Address Systems; these towers are strategically placed throughout the campus to facilitate communication through the PA system. Members of the campus community can enroll in the campus emergency notification system at ntech.edu/ttualert which is maintained by a private company, Rave Mobile Safety. Those who are interested in receiving information about emergencies on campus via text messaging should sign up for those emergency notification message options.

A description of the process the institution will use to

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

TTU Police typically receives information from individuals and various offices/ departments on campus regarding suspicious activity and criminal incidents. If TTU Police confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the TTU Community, TTU Police and TTU Communications & Marketing 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 TTU 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.

TTU Police and TTU Communications & Marketing 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 judgment of the first responders (including, but not limited to TTU Police, Cookeville City Police, Putnam County Sheriff's Office and/or the Putnam County 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 person; or, organization or organizations responsible for carrying out the actions described above
TTU Police and TTU Communications & Marketing

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

Critical incidents on-campus may have an impact on the larger community. In order to disseminate emergency information, the University will post updates during critical incidents on the TTU Alert.

The Office of Communications & Marketing will begin disseminating information to the campus community via:

- University website homepage
- Broadcast email to university faculty, students and staff
- Text alert
- Appropriate social media outlets, including university's official Facebook page
- An announcement on the university's main switchboard phone line
- An announcement on WTTU, the campus radio station
- WWW site (ITC Office)

Local Agency Cooperation
The TTU chief of police has met

with the Cookeville City Police Chief requesting 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:



IMMEDIATE NOTIFICATION/EMERGENCY EVACUATION



In an effort to better prepare for emergencies all residence halls participate in monthly fire drills. The purpose of these drills are to prepare building occupants for an organized evacuation in case of fire or other emergencies. Information about fire drills are published in the TTU Residential Life "Guide to Successful Living", Section 2 (tntech.edu/reslife/gslsection2) and the Safety and Environmental Services "Fire" section (tntech.edu/safety/fireemer).

Tornado drills are done on an annual basis or more frequently if exercises indicate a need for programmatic improvements. These drills are typically announced with simulation warning requiring students, faculty, and staff to take shelter in their designated "safe place."

TTU Police has also implemented a series of training sessions to discuss "active shooter" situations, severe weather, pandemic outbreak on campus, and a host of other emergency planning scenarios and measures. These sessions discuss the police response, sheltering in place, and the survival mindset needed in this type of encounter, along with logistical consideration, chain of command, communications, and other critical needs that may arise.

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. TTU Student Health Services 931-372-3320 is only available for nonemergency medical issues.

Student Health Services is typically open Mondays–Fridays at varying hours; however, the office may be closed on some days. Please call ahead for operating days and/or hours.

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

REPORTING CRIMES AND OTHER EMERGENCIES ON CAMPUS



REPORT ALL CRIMES TO CAMPUS POLICE

Policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies:

In addition to all faculty, staff, commuter students, and general visitors, all residents of the university community as well as residents' guests are urged to report crime and suspicious activity to the TTU Police as soon as possible. This allows law enforcement officers and/or the appropriate personnel to respond and assist. TTU Police may be reached 24 hours a day at 931-372-3234 (3234 from campus telephones). All emergency calls for fire, medical, or police assistance should be made to this number. All "911 Emergency" calls are monitored by TTU Police (from campus telephones).

TTU Police personnel respond to all calls for assistance that involve potential criminal incidents, medical injuries, or other emergencies that occur on campus. Occasionally complainants may be referred to other TTU departments or to agencies outside TTU for appropriate assistance or guidance, depending on the particular incident.

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:

TTU Police encourages anyone who is the victim of or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, TTU Police 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 other TTU campus security authorities as identified in the following:

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 "tornado shelter" in a nearby structure or building. If a tornado-designated shelter 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 TTU Police 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.

INDIVIDUALS WITH DISABILITIES EMERGENCY NOTICE:

If you have a disability and are concerned about emergency evacuation procedures you should notify the Office of Disability Services each semester, so that they may assist the instructors for each of your classes with evacuation plans in advance. Employees should report to HR and their immediate supervisors regarding the need for disability evacuation plan and will require assistance in case of an emergency.

Instructors or supervisors are responsible for notifying emergency response personnel, either police or fire department, or any persons with disabilities in their classes or area of responsibility.

For more information, see the TTU Campus Safety and Environmental Services website tntech.edu/safety.

TTU Police are active supporters of Crime Stoppers of TTU, Cookeville and Putnam County. You are urged to contact Crime Stoppers at 520-STOP (7867) if you have information about a crime that has occurred and wish to remain anonymous. If the information leads to an arrest and prosecution, you may receive a cash reward up to \$1,000.

A list of titles of each person or organization to which 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 TTU Police at 931-372-3234 or dial 9-1-1. Using any campus telephone you may dial just the last four digits of TTU Police (3234). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around the residential halls should be reported to the police department. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other TTU campus security authorities as identified below.

- Individuals having responsibility for campus security who are not part of TTU Police, such as those responsible for monitoring access to university facilities or property.
- All employees, including student employees, who work in a position where they control or monitor access to some part of campus.
- Any person or organization specified in the TTU Police Campus Security Policy as one to which student and employees should report criminal offenses.
- All university officials who have significant responsibility for student and campus activities, except professional counselors when functioning as such.

CAMPUS SECURITY AUTHORITIES

Students may report incidents to the campus security authorities listed below. Incidents reported to these organizations or individuals will be included in Clery Statistics, even if no criminal action can be taken.

Student Affairs	372-3411
Provost	
Vice Presidents	
Associate Vice Presidents	
Dean of Students	372-3237
Campus Recreation Director	372-6212
Counseling Services	372-3331
Disabled Student Services	372-6119
Health Services	372-3320
Housing and Residential Life	372-3414
All Area Coordinators	
All Hall Directors	
Judicial Affairs (<i>Dean of Students</i>)	372-3237
Family Programs (<i>Student Orientation & Success</i>)	372-3245
Greek Affairs	372-6434
Safety and Environmental Health	372-3524
Employment Office (<i>Human Resources</i>)	372-3034
Financial Aid	372-3073
Athletics	372-3940
Athletic Director	
Assistant Athletic Directors	
All Head Coaches	
All Assistant Coaches	
Sports Medicine	372-3934
Cheerleading	372-3721
Diversity & Legal Affairs Affairs	372-3016
Counseling Center	372-3331
Women's Center	372-3850

PROFESSIONAL COUNSELORS

A description of procedures, if any, that encourage 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 university’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

Security of and access to campus facilities, including campus residences

The campus and facilities of the university are restricted to students, faculty, staff, guests, and invitees of the university, 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 university, including faculty, staff, guests, and invitees, shall be subject to all rules and regulations of the university 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 TTU buildings are open to the public. The campus and facilities of TTU are governed by the Tennessee Board of Regents (Policy No. 3:02:02:00). TTU student housing facilities are private residences, and a person must be a guest of a resident in order to enter any area of student housing. Furthermore, most buildings open to the public are closed and locked after regular business hours.

All persons on the campus of the university shall provide adequate identification upon request to appropriate officials and security personnel of the university. All students, faculty and staff are issued a TTU Identification Card and are required to carry it while on campus.

Personnel and students of the University 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.

RESIDENCE HALLS

A residence hall is a densely populated community composed of students with many different interests, habits, and tastes. The university is committed to the concept that residence halls should provide an atmosphere conducive to both living and learning, where, in a spirit of cooperation and consideration for others, students may live, study, and relax together.

Full-time students enrolled at the university for the fall or spring semester shall be eligible to reside in the residence halls during their period of enrollment. Part-time students shall be eligible to reside in residence

halls on a space-available basis and with permission only. All students are expected to carry and swipe their own student identification (ID) cards to enter residence hall buildings with an installed card access system. As a security precaution, students who lose their ID cards should report the loss to the residence hall front desk and the Eagle Card Office. Residents are not permitted to share or loan their ID cards to other persons.

Residents' rooms may be inspected periodically by residence hall staff to determine compliance with safety, health, and maintenance standards. Notice will be given prior to these inspections. Residents who fail to

comply with the safety, health and maintenance standards may be subject to disciplinary action.

Residents must share responsibility for maintaining a safe and secure residential community. Residents should keep their doors and windows locked any time they are out of the room, even for short periods of time. Residents who prop open wing or building doors may be subject to disciplinary action. All visitors to residence halls must enter/exit only from the main entrance/door of the building, unless special permission has been secured from the area coordinator. Residents leaving the building through locked

security doors are responsible for ensuring that the doors close to the locked position. During holiday periods, doors and windows should be securely locked. Items of value should not be left in a room over a holiday period. Any theft or losses should be reported to TTU Police. Housing and Residential Life is not responsible for loss, damage, or theft of personal property. Residents and/or their parents are strongly encouraged to carry appropriate insurance to cover the potential theft, loss, or damage of personal property.

All main entrances are locked from midnight until 7 a.m. and can be accessed using the residents ID Card. These doors should not be propped open.

The TTU Eagle Card identifies students, faculty, and staff for access to campus services and privileges. Students use TTU Eagle Card to receive health services; attend campus events; gain entry into the Recreation Center, Residence Halls, and residence hall computer labs; check out books from the library; and purchase extra tickets to campus events. The TTU Eagle Card also serves as a meal ticket and library card.

If a TTU Eagle Card is lost, it will be invalidated as soon as the loss is reported. The TTU Eagle Card office can be called during regular business hours or TTU Police can be called after hours. Replacement cards are made for lost or stolen TTU Eagle Card cards. Students are required to carry a permanent ID

card with a magnetic strip on the back.

Types of student housing available

TTU houses more than 2,300 residents in the Residence Halls and nearly 300 residents in Tech Village Apartments; about 1,600 in traditional halls with common-area bathrooms; about 700 in double and single rooms with private bathrooms; and nearly 300 in traditional-style 1-and-2 bedroom apartments.

Policies on housing assignments and requests by students

for assignment changes

Room assignments are prioritized to allow current residents to have preference in assignments for the coming year. New applicants are then assigned to available spaces based upon their date of application. Room changes are on a first-come, first-served basis for as long as Residential Life has available space.

Policies concerning the identification and admission of visitors in student housing facilities and the measures to secure entrances to student housing facilities

Guests of the same sex may visit overnight with a resident after registering with the area coordinator. Guests for more than two nights must receive written permission from the Director of Residential Life. Residents must be present during their guests' visit and must accept responsibility for their guests' behavior. Guests of the opposite sex may only visit during visitation and must adhere to the policies governing that activity.

Other visitors in residence halls are required to enter and exit only by the main entrance to the hall, unless specific permission has been secured from the area coordinator. Staff members are trained to challenge unrecognized individuals in the building.

Industrial-strength locks are used on doors and windows. Some windows have been equipped with drop down bars. Room or apartment keys are the property of the university and students may not have duplicate keys made. Violation will result in disciplinary action.

Standard security features used to secure doors and windows in students rooms

Fire exit only doors are equipped with an alarm system. This alarm system is sounded if contact is broken on the door seal. Staff members check the exits as part of their regularly scheduled rounds. Industrial framing and locking devices are used on the windows and doors.

All students are expected to carry and swipe their own student identification (ID) cards to enter residence hall buildings with an installed card access system. Students who experience difficulty using their ID cards to gain entry to a building should contact the residence hall front desk. As a security precaution, students who lose their ID cards should report the loss to the residence hall front desk and the ID Office. Residents are not permitted to share or loan their ID cards to other persons.

A description of the type and number of employees, including security personnel, assigned to the student housing facilities which shall include a description of their training

Each residence hall is managed by a professional area coordinator and Assistant Coordinator who undergo training prior to the beginning of school. Each assistant coordinator supervises the hall staff. The assistant coordinator resides in the area in which they work, and resident assistants reside on each floor of the buildings to which they are assigned. Each resident assistant undergoes a week of intensive training. RAs are required periodically to attend scheduled in-service training throughout the year.

residents about housing security and enforcement procedures

Communications with residents prior to their arrival identify and detail security measures.

Immediately following check-in, each resident is strongly encouraged to attend a residence hall meeting in which the staff verbally communicates these security procedures.

Policy and any special security procedures for housing students during low-occupancy periods such as holidays and vacation periods

The Halls are closed between semesters; however, some break housing is available at an additional cost. Students may/will be required

to move to the assigned break area during this period. The Housing and Residential Life Office must approve exceptions for those students who must remain in housing, and each resident is required to sign in on a seasonal roster. The seasonal rosters

are provided to TTU Police, area coordinators and security staff.

Security considerations used in the maintenance of campus facilities

TTU Police or Facilities Services 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 sent directly to each respective department or to central work orders to ensure expeditious corrective measures are taken.

Safety inspections will be conducted on a monthly basis in all apartments according to an announced schedule. Maintenance inspections will be conducted by university personnel during reasonable hours.

In Facilities Services, the work orders office processes and coordinates all work requests for the campus. 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.

The Director of Safety and Environmental Services reviews existing campus occupancies and conditions, the design and construction of new buildings, remodeling of existing buildings, and additions to existing buildings to determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation or use of a building or premises under applicable codes. The Director of Safety and Environmental Services shall have the authority to require plans and specifications to ensure compliance with applicable codes and standards.

For more information, see the TTU Fire Safety Report at ntech.edu/safety/firesafety.

Lights Out?

When a lack of outdoor lighting or inoperable lights causes safety concerns, Tech works to ensure corrective measures are taken.



There are four hall desks that are open between 7 a.m. and midnight each day (two on each side of the campus).

Desk assistants provide information and emergency assistance and monitor the registration of visitors to the building. TTU Police patrol within and around the residence halls and residence hall parking lots when the residence halls are open and during breaks and holidays.

The type and frequency of programs designed to inform student housing

CRIME PREVENTION

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, programs designed to inform students and employees about security procedures are available. These programs include SOAR, Residential Life programming and class room lectures. These programs are offered throughout the semester or upon request. The program is offered during the Summer New/Transfer Student Orientation. TTU Human Resource Services offers a new employee orientation to all new employees. The orientation is an overview of the TTU campus and the many services available to its employees. The TTU Police website includes crime prevention safety tips, description of police services, crime statistics and other useful information.

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

An important segment of residence hall programming goals is providing safety and security programs for

residents. Typical programs include “Operation ID” which is engraving and inventory of all property for students in residence halls, “TTU Police Safety Program” which is a program designed to heighten student awareness of safety on campus, “Safety Walk” which university administration and students identify areas of concern for resident students being on campus after dark, the “Prevent Sexual Assault Week” which is comprised of self defense workshops, date rape videos, distribution of prevention – oriented sexual assault literature, guest speakers and the “National Collegiate Alcohol Awareness Week” which hosts programs and literature designed to heighten student awareness and increase student education relative to issues concerning alcohol. University 1010 classes (for crime prevention) are also available and other programs as requested.

To request an officer to present a program to a class, sorority, fraternity, department, or other organized group, please contact the TTU Police Department. Crime Prevention Programs include: DUI Awareness, Crime Prevention, Rape Awareness, Operation ID, RAD (Rape Aggression Defense), Bicycle Registration/Bicycle Safety, Crime Stoppers, University 1010 classes (for crime prevention), and other programs as requested. Further educational programs take place within the residence halls and for

student organizations upon request. Contact 931-372-3234 for more information.

Officers build rapport with the residents through various programming methods such as implementing crime prevention measures like Operation ID and bicycle registration. They conduct educational safety programs at least once a semester and assist in maintaining the physical security of the buildings (just to name a few). Officers attend Residential Life staff meetings and provide updated crime statistics for their residence halls; they then follow up with appropriate crime prevention methods with the students and staff.

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

SEXUAL ASSAULT OFFENSES

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.

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 Tennessee Tech Police at 931-372-3234 (if you are on campus, dial 3234) or the Cookeville Police Department at 931-526-2125. You may request assistance in reporting the crime by contacting any of the offices in Student Affairs or contacting your resident assistant, hall director, or area coordinator. 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 Campus Security Authority, or to the Title IX Coordinator or one of the Title IX Deputy Coordinators. See the Title IX web page for information on reporting sexual discrimination, harassment and assault: <http://www.tntech.edu/files/aa/harassment/TITLEIXFACTSHEET.pdf>

OPTION TO NOTIFY APPROPRIATE LAW ENFORCEMENT

Information on a student's option to notify law enforcement authorities: including On-campus and local police
 You may report this crime by calling TTU Police at 931-372-3234 (if you are on campus, dial 3234), the Cookeville Police Department at 931-526-2125 or Putnam County Sheriff's Office at 931-528-8484.

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."

A statement that the institution will assist the student in notifying these authorities, if the student requests the assistance of these personnel

The university will assist victims in notifying the appropriate legal authorities should the victim wish to do so. The university 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.

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:

TTU Counseling and Testing Services	931-372-3331
TTU Women Center	931-372-3850
Crisis Pregnancy Support Center	931-526-5525
Rape Recovery and Prevention Center	615-259-9055
The Guidance Center	615-893-0770
EMERGENCY	1-800-704-2651
Suicide Prevention and Crisis Prevention	1-800-281-4943

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 after an alleged sexual assault if requested by the victim and if such changes are reasonably available. The assistant Dean of Students will assist the victim in making these 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 that both 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 university are possible depending upon individual circumstances.

tntech.edu/ttustudenthandbook/studentconducts

A description of educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses: Additional Crime Prevention Programs, which include Assault Awareness, i.e., "Date/Stranger Rape," Alcohol Awareness, Individual Security, and Operation ID are presented throughout the academic year upon request.

Crime Prevention Programs include Crime Prevention, Rape Awareness, Operation ID, Crime Stoppers, University 1010 classes (for crime prevention), and other programs as requested.

Continuing education programs to promote the awareness of rape, acquaintance rape and other sexual offenses take place during the semester and Sexual Assault Awareness Week. Further educational programs take place within the residence halls and for student organizations upon request. Contact 931-372-3234 for more information.



What to Do...

IF YOU ARE RAPED OR SEXUALLY ASSAULTED

1. Get to a safe place as soon as you can.
2. 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.
3. 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.
4. Contact TTU Police.
5. Talk with an advocate or a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
6. Contact someone you trust to be with you and support you.

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 Technological University. Furthermore, the student or employee is required to provide written notice of each change in enrollment or employment to the Putnam County Sheriff's Office.

The Sex Offender registry for the State of Tennessee is located on the Tennessee Bureau of Investigation website at tbi.state.tn.us/sorint/SOMaminpg.aspx

ALCOHOL AND DRUGS

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:

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

Various federal and state 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, 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 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 30 days or a fine of not more than \$50 or both.

Information about how use of drugs and/or alcohol affects health is available at Health Services and the Counseling Center.

TTU does not currently provide drug/alcohol counseling, treatment or rehabilitation programs for students. Referral to community treatment

facilities may be made in appropriate cases.

TTU will impose sanctions against individuals who are determined to have violated policies prohibiting the use, possession or distribution of alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases, suspension from the university. In addition, residence hall students will be removed from the housing system for the use or possession of illegal drugs or drug paraphernalia. 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 university 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 TTU . Empty alcohol containers (including, but not limited to, bottles, cans, and kegs) may not be used for display purposes in any residence hall room or apartment. The use and/or possession of alcoholic beverages on university owned or controlled property is prohibited (Tennessee Board of Regents Policy No. 3:05:01:01).

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:

TTU 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.

Additional information about how use of drugs and/or alcohol affects health is available at Health Services and the Counseling Center.

TTU will impose sanctions against individuals who are determined to have violated policies prohibiting the use, possession or distribution of illegal drugs.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases,

suspension from the university. In addition, residence hall students will be removed from the housing system for the use or possession of illegal drugs or drug paraphernalia. 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 university 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.

TTU policy concerning a drug-free workplace
It is the policy of TTU 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 tntech.edu/files/adminpandp/Human_Resource_Services/Human_Resources_Policies_Procedures_Rev_E_08_24_11.pdf 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.

TTU 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/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 university employees are eligible for referral assistance through the TTU Employee Assistance Program, coordinated by TTU Human Resources Services. The Office of Human Resources Services maintains a list of campus and community agencies which provide referral information and/or counseling to students and employees.

The TTU Counseling Center, a student services unit within the Division of Student Affairs, offers limited assistance through personal counseling services for students who are experiencing alcohol and drug abuse problems. Counselors utilize community resources through professional referrals when appropriate. Additionally, TTU Police and counselors in the Counseling Center offer educational programs about alcohol and drug abuse for university student organizations and residence hall programming. The TTU Counseling Center is also available to students

requiring counseling and referral services.

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:

TTU recognizes that the use of alcohol and drugs can have a negative impact on students and the learning process. In order to inform students of these hazards, TTU Health Services provides educational outreach programs that are available online at TTU Health Services website at tntech.edu/healthservices/ or at the links below:

TTU Counseling Center provides educational outreach, drug education

and alcohol education programs; see tntech.edu/counsel for more information.

More information is also available e-CHUG section of the TTU Counseling web site at tntech.edu/counsel/echug/ or a printed information can be obtained at Health Services and Counseling Center.

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

MISSING PERSONS

Statement Regarding Missing Student Notifications

Most missing student reports in the university environment are a result of students changing their normal routine and failing to inform roommates, families or friends. In compliance with

Section 488 of the Higher Education Act of 2008, residential students have the option to identify the telephone number of a confidential contact person who will be notified within 24 hours by the university if the student is determined to be missing. Additionally, the university is required to notify students that their custodial parent or guardian will be notified if the student is less than 18 years of age, is not emancipated, and is determined to be missing. Residential students will be expected to enter and update emergency contact information in the Star-Rez Housing Portal. The student will be responsible for entering confidential emergency contact information and ensuring that it is up-to-date and accurate. The university will notify the appropriate law enforcement agency within 24 hours after the time that the residential student is determined to be missing.

Individuals who wish to report a missing student should contact Tennessee Tech Police at 931-372-3234. The TTU missing person policy can be found at tntech.edu/reslife/university-procedures/.



Too Much?

TTU's Health Services and Counseling Center both provide educational outreach programs to inform students about the use of alcohol and over-indulgence.

CAMPUS CRIME STATISTICS

OFFENSE	YEAR	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
<i>Murder and Non-Negligent Manslaughter</i>	2010	0	0	0	0	0
	2009	0	0	0	0	0
	2008	0	0	0	0	0
<i>Negligent Manslaughter</i>	2010	0	0	0	0	0
	2009	0	0	0	0	0
	2008	0	0	0	0	0
<i>Sex Offenses, Forcible</i>	2010	0	1	0	0	1
	2009	0	1	0	0	1
	2008	0	1	0	0	1
<i>Sex Offenses, Non-Forcible</i>	2010	0	0	0	0	0
	2009	0	0	0	0	0
	2008	0	0	0	0	0
<i>Robbery</i>	2010	1	0	0	0	1
	2009	1	1	0	0	2
	2008	0	0	0	0	0
<i>Aggravated Assault</i>	2010	0	3	0	0	3
	2009	0	0	1	0	1
	2008	2	0	0	0	2
<i>Burglary</i>	2010	10	12	2	0	24
	2009	17	10	2	0	29
	2008	9	24	0	0	33
<i>Motor Vehicle Theft</i>	2010	0	0	0	0	0
	2009	1	0	0	0	1
	2008	0	0	0	0	0
<i>Arson</i>	2010	0	0	0	0	0
	2009	0	1	0	0	1
	2008	2	0	0	0	2
<i>Liquor Law Arrests</i>	2010	0	0	0	2	2
	2009	0	0	0	0	0
	2008	0	0	0	0	0
<i>Liquor Law Violations Referred for Disciplinary Action</i>	2010	0	5	0	0	5
	2009	0	4	0	3	7
	2008	0	5	0	0	5
<i>Drug Law Arrests</i>	2010	0	4	0	8	12
	2009	0	0	0	0	0
	2008	0	3	0	0	3
<i>Drug Law Violations Referred for Disciplinary Action</i>	2010	0	5	0	0	5
	2009	0	7	0	0	7
	2008	0	3	0	0	3
<i>Illegal Weapons Possession Arrests</i>	2010	0	0	0	0	0
	2009	0	0	0	0	0
	2008	1	0	0	0	1
<i>Illegal Weapons Possession Violations Referred for Disciplinary Action</i>	2010	0	0	0	0	0
	2009	0	0	0	0	0
	2008	0	0	0	0	0

There were no hate crimes reported for the years of 2008, 2009 & 2010. | **NOTE:** The number of burglaries for the year of 2008 & 2009 were changed upon further review of inclusive definition of burglary is now being used.
 *Crimes reported in the residential facilities column are included in the on-campus category.



EMERGENCY NUMBERS

Calls to the following emergency numbers are answered 24 hours a day, 7 days a week

TTU Police	931.372.3234
Cookeville Police Department	931.526.2125
Putnam County Sheriff's Office	931.528.8484
Cookeville Regional Medical Center	931.528.2541
Cookeville Ambulance Service	931.528.1555
Putnam County Fire Department	931.526.2121

RESOURCES NUMBERS

Calls to the following resources are typically answered during regular business hours, Monday - Friday

TTU Student Health Services	931.372.3320
TTU Counseling and Testing Center	931.372.3331
TTU Women's Center	931.372.3850