

# PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE

## ANNUAL SECURITY REPORT 2006

Pellissippi State Technical Community College  
Department of Safety & Security  
10915 Hardin Valley Road  
P.O. Box 22990  
Knoxville, TN 37933-0990

The following is the annual Campus Security Report for Pellissippi State Technical Community College. The Department of Safety & Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. A copy of this report can be obtained from the Department of Safety and Security upon request. Our office is located in Goins 141 at the Pellissippi campus or in the main offices of the Division Street, Magnolia Avenue, and Blount County campuses. The report can also be accessed on the Pellissippi State Safety & Security web page <http://www.pstcc.edu/security/index.html>. This report contains security policies, procedures, and guidelines. Crime statistics for the year and the previous two years are included in the report. These statistics are based on incidents reported at all four campuses.

August 27, 2007

Thank you for taking the time to read this years report. This report is designed to provide you with important information about your safety and security on the Pellissippi State campuses. Many people are involved in keeping our campuses safe and secure. However, truly safe campuses can only be achieved through the cooperation of the entire college community including students, faculty, and staff. This report is part of our effort to ensure that this collaborative endeavor is effective. Please read it carefully and use the information provided to join our efforts in fostering a safe environment for yourself and others on our campuses.

*David Walton*

Director of Facilities, Safety & Security

## ***SECURITY AUTHORITY AND JURISDICTION***

Pellissippi State Technical Community College Safety and Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. PSTCC security officers also have the authority to issue citations for parking and for operating vehicles in an unsafe manner on the college's campuses, which are billed to financial accounts of students, faculty, and staff. Safety and Security officers do not possess arrest power over and above the ability of the average citizen. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety and Security Office at PSTCC maintains a close working relationship with the Knox County Sheriff's Department, Knoxville City Police, Blount County Sheriff's Department, and City of Alcoa Police. All crime victims and witnesses are strongly encouraged to immediately report any crime to the campus Safety and Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

If a student commits a minor offense involving college rules and regulations, the Department of Safety and Security may refer the offender to the disciplinary division of the Dean of Student Affairs. Any faculty or staff member committing minor offenses of college rules and regulations will be referred to the Vice President of College Advancement. Any visitors committing these offenses may be reported to the local law enforcement agency.

Major offenses and/or violation of local, state, or federal statutes are reported to the respective law enforcement agency. (Knoxville Police Department, Alcoa Police Department, or the Knox County Sheriff's Department) Communications with all law enforcement agencies allows Pellissippi State's Department of Safety and Security to be aware of any criminal activity surrounding the campuses and also allows us to assist in arrests of criminals who might be found on college property.

## ***TIMELY WARNINGS***

In the event that a situation arises, either on or off campus that in the judgment of the Director of Safety & Security or the College Administration 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, and/or the text messaging system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an ongoing threat to the community and individuals, the Office of Safety & Security may also post notices in the college buildings, as well as notices on the college Safety & Security web site at:

<http://www.pstcc.edu/security/index.html>.

Anyone with information warranting a timely warning should report the circumstances to the Department of Safety & Security, by phone (694-6649) or in person at the main Security office in the Goins 141 or the main desk of the particular branch campus where you may be.

## ***COLLEGE BUILDINGS AND PROGRAMS***

Pellissippi State Technical Community College is comprised of four campuses – the Pellissippi Campus at 10915 Hardin Valley Road, Knoxville, TN, the Division Street Campus at 3435 Division Street, Knoxville, TN, the Blount County Campus at 1010 Middlesettlement Road, Alcoa, TN and the Magnolia Avenue Campus at 1610 E. Magnolia Avenue, Knoxville, TN.

## ***ACCESS POLICY***

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 Safety & Security. In the case of periods of extended closing, the College will admit only those with prior written approval. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Pellissippi State Technical Community College does not provide or maintain residences for students either on or off campus.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Physical Plant, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

## ***HOW YOU CAN LEARN MORE ABOUT CAMPUS SAFETY AND SECURITY***

Annually information is made available to all students and employees upon request. All students receive the official Student Handbook with sections on student conduct, security, and safety. Safety and security information is periodically provided through e-mail, the Pellissippi State web site, the student newspaper, and via the televisions located throughout the campus. New students and new employees receive a briefing on safety and security matters during orientation.

## ***CRIME STATISTICS***

The following is a detailed listing of the crimes reported to the Pellissippi State Department of Safety and Security for 2006 and the previous two years as required by the Crime Awareness and Campus Security Act of 1990.

<b>Pellissippi</b>									
<b>OFFENSE</b>	<b>ON CAMPUS</b>			<b>NONCAMPUS</b>			<b>PUBLIC PROPERTY</b>		
	2004	2005	2006	2004	2005	2006	2004	2005	2006
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	1	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
<b>OPTIONAL TOTAL</b>	0	0	1	0	0	0	0	0	0
<b>*PSTCC DOES NOT HAVE CAMPUS RESIDENCES</b>									

<b>Division</b>									
<b>OFFENSE</b>	<b>ON CAMPUS</b>			<b>NONCAMPUS</b>			<b>PUBLIC PROPERTY</b>		
	2004	2005	2006	2004	2005	2006	2004	2005	2006
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	1	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
<b>OPTIONAL TOTAL</b>	1	0	0	0	0	0	0	0	0
<b>*PSTCC DOES NOT HAVE CAMPUS RESIDENCES</b>									

**Blount**

OFFENSE	ON CAMPUS			NONCAMPUS			PUBLIC PROPERTY		
	2004	2005	2006	2004	2005	2006	2004	2005	2006
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
<b>OPTIONAL TOTAL</b>	0	0	0	0	0	0	0	0	0
<b>*PSTCC DOES NOT HAVE CAMPUS RESIDENCES</b>									

<b>Magnolia</b>									
<b>OFFENSE</b>	<b>ON CAMPUS</b>			<b>NONCAMPUS</b>			<b>PUBLIC PROPERTY</b>		
	2004	2005	2006	2004	2005	2006	2004	2005	2006
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	1	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
<b>OPTIONAL TOTAL</b>	0	0	1	0	0	0	0	0	0
<b>*PSTCC DOES NOT HAVE CAMPUS RESIDENCES</b>									

## ***A SAFE CAMPUS***

A stimulating educational environment and a safe one---Pellissippi State Technical Community College offers you both. Many individuals are involved in providing you with a safe learning environment to make your experience at Pellissippi State as full of growth and as trouble-free as possible.

Uniformed security guards patrol the campuses during the time classes and events are held. The Pellissippi campus has security guards on campus 24 hours a day, 7 days a week. The guards patrol the buildings, parking lots, and the grounds. Surveillance cameras are placed throughout the interior and exterior of the buildings on the Pellissippi campus. Phones are placed in every classroom with the emergency number displayed on the phone.

## ***A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY***

Pellissippi State's security policies and procedures are aimed at your safety and welfare. You help maintain your own safety on campus by following all security policies and by using common sense safety practices, such as walking in groups, reporting suspicious activities, not leaving your purse, coat, books, or backpacks, and other items unattended.

**Remember, Safety and Security is Everyone's Responsibility**

## ***USE OF FACILITIES***

The policy concerning the use of college buildings and facilities was developed under the auspices of the Tennessee Board of Regents. Any outside group must submit written requests and related material to the Business and Community Services Department, Alexander Building Room 108. Please refer to Pellissippi State's policy on Facilities and Property Use, Number 08:03:00.

College policy prescribes that all persons must report any entrance into administrative or faculty areas after 10:00 p. m. weekdays, on weekends, and all holidays to the Department of Safety and Security, Goins Building, Room 141. The individual must sign in on the "Pellissippi After Hours Book." Visitors, as a general rule, are not authorized in buildings after normal business hours unless escorted by faculty, staff, or a college official.

Except when part or all of the campus facilities are open to the general public for a designated time and purpose, the buildings and facilities of each campus are accessible only to the students, staff, faculty, guest, and other visitors of Pellissippi State Technical Community College. However, there are limitations to this accessibility. All persons who utilize Pellissippi State's campuses must provide adequate identification, upon request, to appropriate Pellissippi State officials and Security personnel. Refusal to do so may result in disciplinary action, a request to leave the campus, or arrest.

The Department of Safety and Security must receive written notification of all approved requests for use of campus buildings and facilities. Information regarding other limitations of access is available in the Goins Building, Room 141.

## ***COMMUNICATIONS OF SECURITY MATTERS***

The Department of Safety and Security uses the Pellissippi State web page, text messaging, the Pellissippi Press (student newspaper), the Pellissippi State internal TV system, Inside Pellissippi (faculty/staff newsletter), both employee and student e-mail, and new student and employee orientation sessions to keep the college community abreast of security concerns.

## ***REPORTING SUSPICIOUS OR CRIMINAL ACTIVITY ON CAMPUS***

You may report suspicious or criminal activity or any other emergencies by phoning the Department of Safety and Security at **6649** by campus phone or **694-6649** by pay phone, cell phone, or off campus phone. This is the **Emergency Phone** and is manned 24 hours a day, 7 days a week. You may also come by the office in the Goins Building, Room 141 (Pellissippi Campus) to receive immediate response.

For branch campuses you may report suspicious or criminal activity to the front administration desk. The number for this desk is displayed on each phone in the respective campus building. From off campus or from cell phones you may call the respective campus as follows:

<b>Blount County Center</b>	<b>681-1064</b>
<b>Division Street Campus</b>	<b>971-5200</b>
<b>Magnolia Avenue Campus</b>	<b>329-3100</b>

When complaints are received, they are documented on a Complaint Report, which is entered into the computer within 48 hours, as required by law. The Security Daily Log is open for inspection by students, family, faculty, staff, and the general public at any time. Crimes may also be reported to the following persons:

Vice President for Student Affairs  
Director of Counseling Services  
Director of Student Life  
Director of Services for Students with Disabilities  
Branch Campus Assistant Deans

## ***Voluntary Confidential Reporting***

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Department of Safety & Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students, faculty, and staff, and determine where there may be a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the college.

## ***CAMPUS MAINTENANCE POLICIES TO KEEP YOU SAFE***

Pellissippi State has installed and maintains exterior lighting around all of its buildings and parking lots, as well as additional sidewalk and street lighting, to keep the campuses well-lit. While maintaining an attractive campus, grounds crews keep shrubs and hedges low for student and employee safety.

On any normal workday, there are many college support personnel whose jobs include providing inspection of the entire campus and its buildings to discover and correct health, safety, and maintenance problems. There are facilities personnel on call 24 hours a day for emergency situations. In addition to these personnel, campus security officers and others tour the campus on a daily basis and report any safety or security problems to the Facilities Department which responds to correct these problems promptly. Students as well as faculty and staff may also call the Facilities Department (694-6618) to report any maintenance problems. Safety problems may be reported to the Department of Safety and Security at 694-6646 (during normal weekday working hours of 8:00 a.m. to 4:30 p.m.) or 694-6649 (emergency number) after hours and on weekends.

## ***POSSESSION AND USE OF WEAPONS***

***T.C.A. 39-17-1309 prohibits the possession of weapons, including firearms, on any property owned, used or operated by the Tennessee Board of Regents, including Pellissippi State.***

***Felony: State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property.***

This notification is posted prominently throughout the campus buildings on all four campuses. However, the broad prohibition does not apply to the following situations or persons;

- (1) Firearms used for instructional or school-sanctioned ceremonial purposes [39-17-1309(b)(1) and (c)(1)];
- (2) Firearms possessed by a non-student adult, contained within a private vehicle operated by the adult and not handled by such adult, or by any other person acting with the consent of the adult, while the vehicle is on school property [39-17-1309(c) (1)];
- (3) Persons employed in the Army, Air Force, Coast Guard, or Marine Corps of the United States or any member of the Tennessee National Guard when in discharge of their official duties and acting under orders requiring them to carry arms or weapons;
- (4) Civil officers of the United States in the discharge of their official duties;
- (5) Officers and soldiers of the militia and the National Guard when called into actual service;
- (6) Officers of the state, or any county, city or town, charged with the enforcement of the laws of the state, when in the discharge of their official duties;
- (7) Any pupils who are members of the reserve officers training corps or pupils enrolled in a course of instruction or members of a club or team, and who are required to carry arms or weapons in the discharge of their official class or team duties;
- (8) Any private police employed by the institution in the discharge of their duties;
- (9) Any registered security officer/guard who meets licensing requirements, and who is discharging such officer's official duties [39-17-1309(e)(1)-(7)]
- (10) Any law enforcement officer, policeman, bonded and sworn deputy sheriff may carry such handguns at all times pursuant to a written directive by the executive supervisor of the organization to which the person is attached or employed, regardless of the person's regular duty hours or assignment [39-17-1315].

An off-duty police officer will be allowed to carry a weapon on campus while attending a class if he/she is doing so pursuant to the required written directive as provided by statute.

### ***ALCOHOL AND ILLEGAL DRUG POLICY (POLICY 08:06:01)***

Pellissippi State seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, and staff. In keeping with these objectives, the college has established guidelines and policies governing the possession and consumption of alcoholic beverages on college properties.

Tennessee Board of Regents policy number 08:06:01 specifically states that “the use of and/or possession of alcoholic beverages on college or university-owned property shall be prohibited.” The Pellissippi State Student Handbook prohibits the consumption or possession of alcoholic beverages on college-owned or controlled property.

As a result of the Drug-Free Work Place Act, Pellissippi State is committed to maintaining a drug-free working environment. The Personnel Department has issued and distributed copies to all employees the Pellissippi State policy regarding drugs in the workplace. This policy states that Pellissippi State will ensure that all of its workplaces are safe and free from the illegal use, manufacture, possession, distribution, or dispensing of controlled substances (as defined in the Controlled Substance Act), by employees. The Pellissippi State Student Handbook strictly prohibits the unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance by any student.

### ***DRUG/ALCOHOL COUNSELING, TREATMENT & REHABILITATION PROGRAMS***

The Student Development Office at Pellissippi State provides confidential counseling to students on drug and alcohol-related problems. This service is furnished at no cost to students. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available in the local community. The cost of these professional services is normally the responsibility of the individual concerned or the individual’s insurance carrier.

Pellissippi State employees and their families needing treatment information should call the Human Resources Office in the Goins Building, Room 204 at 694-6607, or the State of Tennessee Employee Assistance Program at 1-800-308-4934.

### ***PROCEDURE REGARDING PREVIOUS CRIMINAL RECORDS***

The college does not inquire as to whether students entering the college have been convicted of a crime. However, if such information is brought to the college’s attention, admittance of the student to the college will be reviewed by appropriate administrative personnel on a case-by-case basis.

Many departments require a thorough security background investigation for employees seeking employment with the college. Applicants for Security Officer positions must undergo an extensive background investigation and must have no record of criminal convictions.

## ***REGISTERED SEX OFFENDERS***

Go to the “Safety Links” Web site (<http://www.pstcc.edu/security/links.html>) for more information.

## ***SEXUAL ASSAULT***

If you are a victim of sexual assault, remain as calm as possible and don't change clothes, shower, or douche. If you do not want to call the police, call a friend. You do not need to be alone to face this ordeal. If your friend thinks you should report the rape but you can't bring yourself to do it, let the friend report the rape and give the information to the police. Go to a hospital because you may need medical attention. You may also seek assistance through Student Affairs for counseling. The college will make class schedule changes for victims in academic situations when reasonably possible.

Literature and brochures on sexual crimes are available in the Student Affairs office, Goins Building, Room 162 and located in the Student Lounge in Goins. Presentations on sexual crimes are occasionally provided at the campuses.

## ***CASES OF ALLEGED SEXUAL ASSAULT***

In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

1. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
2. Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

Any person may report a crime to the Department of Safety and Security by telephoning 694-6649 (emergency number) or 694-6646 or visiting the Goins Building, Room 141. You may also call the Knoxville Police Department for the Division Street Campus and Magnolia Avenue Campus, Knox County Sheriff's Department for the Pellissippi Campus, or the Alcoa Police Department for the Blount County Campus.

## ***TIPS FOR A SAFE CAMPUS***

Learn and follow college Security policies. These policies were created out of concern for your welfare and consideration for the rights of others.

When walking or jogging:

- Go with someone you know.
- Stay away from isolated areas.
- Try to stay near streetlights.
- Hold your purse or briefcase tightly and close to your body.
- A front pocket is safer for a wallet than a back one.
- Dress sensibly. Tight pants, clogs, or heels make movement difficult.

If you are being followed:

- Cross the street or change directions.
- Keep looking back so the person knows you can't be surprised.

- Go to a well-lit area. Enter a store, house, classroom, or library – anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description later.

If you are held up:

- Don't resist. No amount of money is worth taking chances with your life.
- Notify campus security (if on campus) or the local police immediately.
- Try to give a description including approximate age, height, weight, and details on hair, clothing, jewelry, tattoos, or anything else that is noticeable.

Protect personal and college property:

- Lock your door every time you leave.
- Engrave expensive equipment and valuables with an ID number.
- Don't store your purse or wallet in an unlocked desk drawer.
- Don't leave your belongings unattended in libraries, hallways, locker rooms, or classrooms.

If you are working late:

- Be sure all entrance and exit doors close securely behind you.
- Keep your office door locked.
- Lock all doors behind you when entering or exiting at night.
- Inform Security of your presence on campus and have them check on you occasionally.
- Be sure to inform Security when you leave.

In a vehicle:

- Keep your doors locked while driving.
- Don't pick up hitchhikers.
- Check your back seat before getting into the vehicle.
- Do not leave anything of value in plain view in your vehicle. Thieves window shop also.

Protect your vehicle:

- Always lock your vehicle and take the keys.
- Lock your valuables in the trunk.
- Park in well-lit areas.

Don't hitchhike.

Report suspicious activities and vandalism immediately to the Department of Safety and Security.

**EMERGENCY PHONE NUMBER.... 694-6649 (will be answered 24 hours a day, 7 days a week).**

**NON-EMERGENCY..... 694-6646 (during normal weekday working hours of 8:00 a.m. to 4:30 p.m.)**

## ***DEPARTMENT OF SAFETY AND SECURITY***

The administrative office responsible for security on the Pellissippi State campuses is the Department of Safety and Security, located in the Goins Building, room 141 at the Parkway campus.

The personnel in the Department of Safety and Security are divided into the following groups:

- Director of Safety and Security
- 2 Full-time Security Officer Supervisors
- 1 Full-time Technical Clerk
- 1 Part-time Information Receptionist
- 20 Contract, State certified, Security Officers

The campuses at Division Street, Magnolia Avenue, and Blount County have day and evening shift officers from 8:00 a.m. until the campus closes. The Pellissippi campus is covered 24 hours with day and evening shifts. Weekends and holidays are fully covered with two officers on each shift.

Security personnel are trained by senior employees for each job classification and are required to have the established level of education and experience in their respective field. All personnel are encouraged to participate in professional development classes and maintain certifications.