

10:03:01:00 Reporting Criminal Offenses

Purpose:

Dyersburg State Community College (DSCC) is committed to the welfare of its community, students, faculty, staff, and visitors. Accordingly, this policy was developed to document procedures to be followed when a criminal offense is committed on DSCC property.

Scope:

This policy is applicable to all DSCC students, faculty, staff and visitors.

Policy:

The victims or witnesses of any crime at any DSCC location, no matter how minor it may appear to you, should contact a DSCC Campus Security Authority (CSA). CSA's include campus security and most DSCC officials (see DSCC Policy 10:01:01:00 for a complete listing of CSA's). Emergency phones are located in the hallway on each floor of each building on campus, and instructions for use are posted beside the phone. Any suspicious activity or person seen in the parking lots or loitering around vehicles or buildings should be reported.

Campus Security: For the Dyersburg campus, call (731) 589-3250 or dial 910 from a campus phone. For the Jimmy Naifeh Center at Tipton County, call (901) 201-1344 or dial 1397 from a campus phone. For the Gibson County Center, call (731) 222-5141 or dial 7800 from a campus phone.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to a CSA in a timely manner. Promptness in reporting a crime increases the chance of the suspect being apprehended and preventing future criminal activity. DSCC allows any victim or witness to report crimes on a voluntary, confidential basis to the extent allowed by law.

When a person asks for assistance or files a complaint through a CSA, all pertinent information is obtained and officially documented in an Incident Report. DSCC will notify the applicable local police department of all felony crimes that occur on campus or at the centers.

All reports will be investigated. DSCC officials will dispatch a security officer and/or assist the victim to report the

incident to local law enforcement agencies. Victims of sexual assault are encouraged to report the assault to the local police and will be assisted by campus or center personnel. DSCC officials and local law enforcement agencies have a mutual aid and working agreement. Each agency augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions.

All Incident Reports are maintained in the office of the Physical Plant Director. All DSCC student incident reports are forwarded to the Dean of Student Services office for review and potential action by local law enforcement agencies.

Victims of a crime who do not want to pursue action within the college system or the criminal justice system may still want to consider making a confidential report. With the victim's permission, the law enforcement agency can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to keep the matter confidential while taking steps to ensure the future safety of the victim and others. With such information, DSCC can keep an accurate record of the number of incidents involving students; determine where there is 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 re counted and disclosed in the institution's annual crimes statistics.

Prevention of Crimes: Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. DSCC personnel facilitate orientation programs for students, parents, faculty and new employees as well as programs for student organizations and community organizations. These programs provide a variety of educational strategies and tips on how to protect oneself from sexual assault, theft and other crimes.

Student Safety Policy: DSCC strives to maintain a learning-centered environment free from intimidation, threats, violent acts and theft. This includes, but is not limited to, intimidating, threatening or hostile behaviors; physical or verbal abuse; vandalism; arson; sabotage; carrying or use of weapons; or any other act which is inappropriate to the academic environment.

Students who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to the Dean of Student Services. Students who observe or have knowledge of any violation of this policy should also report it immediately. Complaints will be investigated in accordance with the DSCC Student Handbook and disciplinary action will be taken against the offender, if appropriate.

The College reserves the right to take any and all action required to enforce the above policy including searching and inspection of school property and material brought into or out of the institution.

Criminal Activity off Campus: DSCC does not have any officially recognized student organizations with off-campus or off-center locations. Crimes witnessed off DSCC property should be reported to the local law enforcement agencies.

Compliance:

Faculty, staff and students are expected to adhere to this policy.

Definitions:

Revision History:

Policy written September, 2012; approved by Administrative Council on 9/27/12.

Dyersburg State Community College

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