

## **10:03:02:00 Reporting Suspicious Activity**

### **Purpose:**

The purpose of this policy is to document the procedures to be followed when a person on Dyersburg State Community College (DSCC) property witnesses any suspicious activity related to terroristic activity. This policy is in response to the USA Patriot Act.

### **Scope:**

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

### **Policy:**

DSCC students, faculty and staff should immediately contact a Campus Security Authority (CSA) if they witness any suspicious activity related to terroristic activity on college property. CSAs include campus security officials and DSCC managerial staff (see DSCC policy 10:01:01:00 Campus Security for a listing of all CSAs).

The CSA will immediately inform a senior administrator who will immediately contact the Tennessee Board of Regents (TBR) Office of the General Counsel (hereinafter "Legal Counsel") for a review of the situation.

If the suspicious activity occurs after normal business hours, the Senior Administrator will call Legal Counsel and leave a detailed voice mail message explaining the urgency of the situation. Legal Counsel will promptly reply the next business day.

Legal Counsel will provide advice and assistance concerning the situation. Upon Legal Counsel's advice, DSCC will notify the proper authorities.

DSCC staff members involved in the process of reporting suspicious activity pursuant to the standards outlined in this policy have a duty to maintain the confidentiality of the report such that the matter may only be discussed with individuals who have a legitimate business need to know. DSCC will maintain accurate, comprehensive, and confidential written documentation of the incident.

### **Compliance:**

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

## **Definitions:**

**USA Patriot Act** Uniting (and) Strengthening America (by) Providing Appropriate Tools Required (to) Intercept (and) Obstruct Terrorism Act of 2001

**Suspicious Activity** Observed behavior reasonably indicative of pre-operational planning related to terrorism or other criminal activity

## **Revision History:**

Policy written in 2001. Policy updated September 2012; approved by Administrative Council on 9/27/2012.

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**Dyersburg State Community College**

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