

10:03:04:00 Annual Security Report

Purpose:

The purpose of this policy is to document procedures for the annual publishing of the Dyersburg State Community College (DSCC) Security Report and to comply with the Clery Act.

Scope:

This report contains information regarding security and access to campus and center facilities, campus security officers, reporting criminal offenses, including hate crimes, alerts and warnings during emergencies or threats, emergency response and evacuation procedures, the prohibitive use of alcohol, illegal drugs and firearms, sexual assault awareness and prevention, individual or organizational misconduct, student disciplinary proceedings, security awareness, education programs and annual crime statistics.

Policy:

The Dyersburg State Community College (DSCC) Security Report is published annually by October 1st by the Vice President for Finance and Administrative Services.

The Secretary to the Vice President for Finance and Administrative Services prepares the annual Crime on Campus report. This report details campus and center crime, arrest and referral statistics reported to DSCC security, campus security authorities and local law enforcement agencies. These statistics also include crimes that have occurred on adjoining public property . Public Property is defined as property owned by a public entity, such as a city or state government. This report is prepared in cooperation with the local law enforcement agencies with jurisdiction for our campus and off-site centers.

The Director of Physical Plant and the Dean of Student Services provide updated information on the educational efforts and programs to comply with the Clery Act. The counselors and the Dean of Student Services shall inform their clients of the procedures to report crime to campus security on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students and faculty and staff providing the web site to access the campus security report. This email contains:

- information regarding the report's availability
- a brief description of the information contained in the report
- the exact web address (URL) at which the report is posted
- information regarding obtaining a paper copy of the annual security report

Faculty and staff receive notification during semester updates and conferences. Brochures with the link to access the complete Crime Report are located in document holders around the campus and centers. All prospective students and employees are provided a notice containing a statement of the report's availability, a description of its contents, and the opportunity to request a copy.

Compliance:

All DSCC faculty, staff and students are expected to adhere to this policy.

Definitions:

Clery Act Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 1990

Revision History:

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

Policy revised July 11, 2018; Approved by Administrative Council on July 27, 2018