



THE UNIVERSITY OF
TENNESSEE
MARTIN

College & University Security Information Act Report

2024

The following information is provided in accordance with Tennessee Code Annotated §49-7-2203. The goal of this report is to assist the community in understanding the process of campus security and the related policies and procedures at the University of Tennessee Martin.

1. Student Enrollment 2023-2024

Fall 2023 Term Campus Population:
Undergraduate Enrollment- 4,823
Graduate Enrollment- 392

Spring 2024 Term Campus Population
Undergraduate Enrollment- 3,444
Graduate Enrollment- 15

2. Student Housing

Fall 2023 Campus Student Housing Population- 1,786
Spring 2024 Campus Student Housing Population- 1,632

3. Nonstudent Employees on Campus

Fall 2023 Term Campus Population:
Staff Personnel- 530
Faculty Personnel- 289
Security Personnel- 12
Total- 831

4. Administrative Office Responsible for Security

Department of Public Safety
215 Hurt St.
159 Crisp Hall
Martin, Tn 38238
(731)881-7777
<https://www.utm.edu/offices-and-services/public-safety/>

Director: Dr. Michael O’Neill
The Department of Public Safety is housed within the Division of Finance and Administration, headed by Sr Vice Chancellor Petra McPhearson.

5. Security Personnel and Training

UT Martin’s Main Campus is served by a dedicated on-campus Department of Public Safety, which consists of eleven fully commissioned public safety officers with the authority to make arrests. These officers are commissioned by the State of Tennessee and the City of Martin (with certain limitations per MOU) to enforce local, state, and federal laws, as well as university administrative policies. Each officer attends the State Law Enforcement Academy within six months of employment and completes a minimum of 40 hours of in-service training annually, in line with Tennessee Peace Officer Standards and Training Commission (P.O.S.T.) requirements.

The UT Martin Department of Public Safety has recently made significant strides in improving its training program. With certified firearms instructors, Taser instructors, and personnel certified to teach first aid and self-defense, the department now has the capability to provide high-quality, in-house training to its officers. This has further strengthened the department's ability to train and support its personnel as well as the campus community.

Additionally, UT Martin's Public Safety Department recently hosted a highway emergency responder training for agencies across West Tennessee, showcasing the department's growing role in regional public safety initiatives. The department remains committed to high standards in officer training and hiring, ensuring a professional and effective police force for the campus.

Our officers receive specialized training in various critical areas, including criminal investigations, sexual assault response, defensive tactics, EMS first responder skills (including AEDs), domestic violence intervention, armed intruder response, National Incident Management System (NIMS) protocols, emergency response (natural and man-made), firearms training, crime scene processing, counter-terrorism intelligence, cybercrime, handling emotionally disturbed individuals, and emergency vehicle operations.

The UT Martin Department of Public Safety is proud of the dedication and professionalism of its officers. Several hold bachelor's, master's, or doctoral degrees, demonstrating their commitment to continued learning and excellence. This dedication ensures we continue providing a safe and secure environment for everyone at UT Martin.

6. Enforcement Authority

A. City of Martin Police Department

UT Martin and the City of Martin have a memorandum of understanding (MOU) between the two police departments that in most cases establishes that the primary investigative agency for most crimes will be the agency that has primary jurisdiction over the area where the crime was initiated, or where the most serious aspect of the crime occurred. Officers have concurrent responsibilities in areas of the city that are primarily designated for student use. The only exceptions are: 1) in the event of a sexual assault on campus, there will be a joint investigation, and 2) if there is an unexplained death on campus, the City Police will lead the investigation as required by State Law. UTM is contained within the city limits of Martin, thus City Police have full enforcement authority on campus and can make arrests.

B. County/State/Federal Officers

The Weakley County Sheriff's Department, State of Tennessee, and Federal Law Enforcement Officers have full enforcement authority on Campus and can make arrests. As normal protocol, they work through the UT Martin Department of Public Safety when needing to contact persons on campus, unless emergency or investigative conditions dictate otherwise.

C. Information about Monitoring & Reporting Off-Campus Criminal Activity, including at Noncampus locations of Officially Recognized Student Organizations

As noted above, UTM and the City of Martin have concurrent responsibilities in areas of the city that are primarily designated for student use. This includes, but is not limited to, noncampus locations of student organizations officially recognized by UTM (at the UTM Main Campus this includes fraternity houses). This means that City Police may monitor, respond to, and document

criminal activity occurring at noncampus locations of student organizations. In these situations, City Police will generally notify the UT Martin Department of Public Safety. (*Note the Centers do not have any recognized student organizations with noncampus locations). UT Martin Department of Public Safety has communicated with local police requesting their cooperation in informing the institution about situations reported to them that may warrant an emergency response.

7. Reporting Criminal Incidents

A. Accurate & Prompt Reporting

Students, faculty, staff, and visitors are encouraged to promptly and accurately report all crimes and public safety-related incidents to the UT Martin Department of Public Safety or the appropriate local police agency, including when the victim elects to, or is unable to, make such a report. Crimes and incidents should be reported as soon as possible for the purpose of making timely warning or emergency notification reports to the community, and for inclusion in the annual statistical disclosure. Crime statistics are reported to the Tennessee Bureau of Investigation for inclusion in their Crime on Campus report and for TIBRS/NIBRS reporting. Certain crime statistics are also reported to the US Department of Education and included in the Annual Security and Fire Safety Report.

B. Where & How to Report

Crimes and emergencies can be reported by contacting the following agencies:

Emergency - Police, Fire, Ambulance	Dial 911
UT Martin Department of Public Safety	Dial 911 or 731-881-7777
Local Law Enforcement	<p><u>Martin Police Department</u> 732 N. Lindell St., Martin, TN 38237 731-587-5355</p> <p><u>Weakley County Sheriff's Office</u> 7951 HW 22, Dresden, TN 38225 731-364-5454</p>

8. Access to Facilities and Programs

UT Martin is committed to providing a healthy learning and working environment for intellectual and personal growth. Safety on the campus of UT Martin is a natural source of concern for parents, students, and university employees. UT Martin recognizes this and employs several security measures to protect the members of its community. But safety is a “campus”

responsibility. We all share the responsibility of making UT Martin a safe place to study, work and live by staying informed, aware, and alert.

Make safety and security issues part of your everyday planning. Please remember there can never be a 100% guarantee that one will not become the victim of a crime. By developing a “security mindset” that involves remaining aware of your surroundings, taking preventative measures, and locking up/keeping control of your property you can greatly reduce the chances of becoming a victim.

Security Cameras

The university has hundreds of cameras throughout the campus, including the residence halls and parking lots, as well as academic buildings. UT Martin Department of Public Safety works in conjunction with the UT Martin I.T. Department to deploy and maintain cameras in advantageous security checkpoints throughout the campus. The university has 201 IP (internet protocol) cameras scattered throughout campus. The university also maintains 334 analog cameras to further maintain coverage of the University. Both UT Martin Department of Public Safety and UT Martin I.T. have the ability to review camera feeds at any time while I.T. has the responsibility of maintaining and managing the cameras and the video storage. Additionally, the UT Martin Office of Residence Life has the responsibility for monitoring and maintaining the cameras within the residence halls. The UT Martin I.T. department does provide network support for the residence hall cameras.

Residence Halls

UT Martin Main Campus has six residence complexes: Browning Hall, Cooper Hall, Ellington Hall, Arnold Pryor Place (formerly University Village Phase I (A-E)), Conner Community (formerly University Village Phase II (F-H)), and University Courts Apartments. The University takes extra precautions for the safety and security of its residents, including trained staff, restricted key and swipe card access, fire safety, security cameras and 24-hour operations in many complexes, maintenance assistance, and health & safety inspections.

Specifically, each residence hall has a Hall Director who is a full-time professional living in each complex, as well as Resident Assistants (RAs). Browning, Ellington, and Cooper Halls operate staffed desks and 24-hour access to staff. Although the remaining three complexes do not have 24/7 desk operations, residents can contact UT Martin Department of Public Safety for support, who will in turn contact the on-duty staff. University Courts residents who need assistance between the hours of 8am and 5pm, Monday through Friday, will call 731-881- 7928. After 5pm and on weekends, University Courts residents should call UT Martin Department of Public Safety at 731-881-7777 for any assistance. Each resident is given a key to their individual room/apartment and ID card access to their floor or building, as applicable. Browning and Ellington Halls utilize card access readers on each floor, while Cooper Hall and Conner Community (formerly University Village Phase II) apartments utilize card access for the building. Arnold Pryor Place (formerly University Village Phase I) and University Courts apartments are typical apartments with keyed access. If a resident (or anyone) sees someone tampering with doors, they should contact the front desk of the applicable residence halls or Public Safety. Letting anyone else use another person’s keys or ID card is a violation of the Standards of Conduct

outlined in the Student Handbook, and jeopardizes the security of the floor, room, or apartment. Floor doors are not allowed to be propped open by residents at any time. Some facilities also have security cameras located in strategic areas. Furthermore, each complex conducts Health and Safety Inspections. These will be announced, via fliers, email, and/or banners at least 24 hours in advance, so that the residents can be at home, if possible.

Other Institute Facilities

In addition to the access restrictions listed above involving on-campus residential facilities, the University of Tennessee at Martin campuses, and facilities (including centers) are restricted to students, employees, guests, and invitees to the university, except when part or all of the campus, its buildings, or facilities are open to the general public for a designated time and purpose.

Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is controlled by card access after normal business hours, and all these buildings have varied levels of access. Access to academic buildings, not normally open to students for class/study purposes during normal academic hours, will be limited to those on approved access lists filed with the UT Martin Department of Public Safety by the responsible instructor/university official. After hours use of facilities is limited in some areas, and those involved will depart the facility upon request of police or security personnel. Most academic and administrative buildings do not have UT Martin Department of Public Safety officers assigned to them, but officers patrol the academic and administrative buildings on a regular basis.

9. Reporting Criminal Actions or Other Emergencies & Institutional Response

A. Accurate & Prompt Reporting

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	<u>Weakley County Sheriff's Office</u> 7951 HW 22, Dresden, TN 38225 731-364-5454

Martin Fire Department operates its own EMS/Ambulance service. They are located at 106 Neal St, Martin Tn 38237, 731-587-4919. Weakley County EMS can also respond to campus emergencies. They are located at 8220 Hwy 22, Dresden TN 38225, 731-364-5002.

UTM Alert Systems

In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an emergency. These methods of communications include emergency text messaging via RAVE, and campus-wide or portions of the campus emergency e-mail. The university may also use:

- Fire Alarm System
- The UTM Home Page/Portal (mainly for updates)
- The tornado siren (weather related only)
- The mass audible alert system (loudspeakers)
- Campus and local media entities
- Posters placed in Campus Buildings and/or Residential Facilities

Confidentiality

UTM allows anyone to report crimes or other public safety-related incidents on a voluntary, confidential basis for statistical inclusion in this report. To submit a report for statistical inclusion only, use the anonymous tip website, available on the Public Safety website or here: [Crime Tip Form](#)

Retaliation

No university officer, employee, or agent shall retaliate, intimidate, threaten, coerce, seek retribution, or otherwise discriminate against any person for exercising their rights or responsibilities under any provision of the Clery Act. The university's Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking, found in Appendix D, prohibits retaliation. Retaliation means to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by the Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

TIMELY WARNINGS

The university will issue a Timely Warning to the campus community for Clery-reportable crimes occurring on the university's Clery Act geography that are reported to Campus Security Authorities or local police agencies, and that are considered by the university to represent a serious or continuing threat to students and employees.

- Clery-reportable crimes include: murder/non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, certain categories of hate crimes, domestic violence, dating violence, stalking, or violations of weapons, drug abuse, and liquor laws.
- Timely Warnings will not contain identifying information, such as the name of the victim.
- Clery Act geography, in general, means: on campus buildings or property, including residence complexes, noncampus property that the university owns, leases, or controls (Includes locations such as athletic travel or study trips where there is extended or repeated use), any building or property owned or controlled by a student organization that is officially recognized by the university (such as fraternities and other student organizations), and certain public property within or immediately adjacent to campus.

Whether an incident constitutes a serious or continuing threat to students and employees is a case-by-case determination. In general, this means that there is a risk of students or employees becoming victims of a similar crime. For example, if a robbery is reported on campus and the alleged perpetrator has not been caught, the risk is there. If the alleged perpetrator was apprehended, there may be no continuing risk if the perpetrator acted alone. Other questions that may be asked are: does a criminal incident appear to be a one-time occurrence, or does it fall into a pattern of reported crimes? For example, if students set some posters on fire after the football team lost the homecoming football game, the arsons are probably a one-night event. If an unknown person was randomly setting fires, this would pose a continuing threat.

Decision Criteria for a Timely Warning:

The Director of Public Safety (or designee) will determine whether a timely warning will be issued. The decision whether to issue a timely warning is decided on a case-by-case basis in light of all the facts surrounding a crime, including, but not limited to, the possible risk of compromising law enforcement efforts. A Timely Warning is not required for a crime that is reported to a professional counselor.

Content for a Timely Warning:

The amount and type of information presented in a timely warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice. Generally, the warning will specify the type of crime reported, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim. The Director of Public Safety (or designee) will determine the content for each timely warning. If time permits, the Director of Public Safety (or designee) will consult with the Chancellor (or a designee), and/or the university's Emergency Management Coordinator, and/or University Relations, in determining the content for each warning. Timely Warnings will withhold the name of the victim as confidential.

Timing for a Timely Warning:

Although the Clery Act does not define “timely,” the intent of a warning is to enable our university community to protect itself. This means that a warning is issued as soon as pertinent information is available so that it can be used as a preventive tool, and not solely constitute a description of the incident.

How Timely Warning Notices are Issued/Disseminated:

Timely warning notices will be made to the entire campus community through the use of the campus-wide e-mail system. The Director of Public Safety also has the discretion to issue the warning, via other tools, as necessary (including the emergency text messaging system if practical).

Emergency Notification System

The university will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. “Immediate threat” as used here includes an imminent or impending threat. Examples of significant emergencies or dangerous situations may include but are not limited to: an outbreak of meningitis, norovirus or other serious illness; approaching tornado or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; active shooter; bomb threat; civil unrest or rioting; explosion; and chemical or hazardous waste spill.

Confirming the Existence of a Significant Emergency or Dangerous Situation

The initial and primary responder to emergencies will normally be the UT Martin Department of Public Safety. It is possible that the initial and primary responder may be the Office of Environmental Health and Safety, particularly for incidents such as an outbreak of serious illness; extreme weather conditions; earthquake; gas leak; or chemical or hazardous waste spill. In either situation, the ranking or senior officer/administrator on the scene will quickly assess the situation and notify the Director of the UT Martin Department of Public Safety, or in his absence, the highest-ranking officer in Public Safety.

The Director (or highest-ranking officer) will take immediate steps to confirm whether the incident constitutes a “significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees,” such that an Emergency Notification is warranted. If time permits, the Director (or highest-ranking officer) may consult with the Vice Chancellor for Finance and Administration. If the Vice Chancellor for Finance and Administration cannot be contacted, and if time permits, the Chancellor will be consulted. If it is not possible to contact the Vice Chancellor for Finance and Administration or the Chancellor, and if time permits, efforts will be made to consult with the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, or the Vice Chancellor for University Advancement (in that order).

Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, UTM 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 judgement of the first responders, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Director of Public Safety (or designee) or the Emergency Management Coordinator (or designee) will initiate the notification system to the campus.

Determining the Appropriate Segment(s) of the Campus Community to Receive an Emergency Notification

The UT Martin Department of Public Safety Director (or a designee), in conjunction with first responders, will determine the appropriate segments to notify and the appropriate modes to use. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The UT Martin Department of Public Safety Director (or a designee), together with the Chancellor (or a designee), the Emergency Management Coordinator, and/or University Relations, will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Initiating the Emergency Notification System and Determining the Contents of an Emergency Notification

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure that each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases, where there are no predetermined templates in the system, the individual may use the “alert” template to craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community)

If the campus activates its Emergency Notification, University Relations is responsible for determining when and how to disseminate emergency information to the larger community. This may include updating notices on Facebook, Twitter, and other social networking platforms; maintaining communications with news outlets; distributing press releases; or scheduling press conferences.

Testing Emergency Response and Evacuation Procedures: Drills, Exercises, and Training

To ensure the campus emergency management plans remain current and actionable, the main campus, along with each center, conducts at least one test annually. Tests may be announced or unannounced. The UT Martin Department of Public Safety works with the main campus and each center to develop test scenarios. Outreach to local state and federal responders and stakeholders is also conducted in order to solicit participation. These tests are scheduled and include both exercises and drills. After each test, the main campus and each center conduct after-action reviews. In conjunction with at least one emergency management test each year, the main

campus and each center notify the appropriate campus community of the test and remind the community of the university's alerts system and emergency response procedures. They also document for each test: a description of the exercises, the date, the time, and whether it was announced or unannounced.

10. Possession, Use and Sale of Alcoholic Beverages

The following is a summary of UTM's policies regarding possession, use, and sale of alcoholic beverages, including UTM's policies regarding enforcement of Tennessee's underage drinking laws. Overall, UTM maintains an alcohol-free campus and workplace; and violation of this policy is grounds for disciplinary action -- up to and including immediate discharge for an employee and permanent dismissal of a student, and possible referral for prosecution of either students or employees, depending on age, location, and severity.

Standards of Conduct for Students, Alcohol

UTM prohibits consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages, if prohibited by federal, state, or local law. UTM also prohibits providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law. The possession of and/or being under the influence of alcohol are also prohibited on university owned or controlled property including the residential life facilities or student auxiliary affiliations. If students are found possessing alcohol, whether on or off campus, these incidents will be documented and referred to the Office of Student Affairs for disciplinary action.

In addition, university policy prohibits any student and/or student organization from serving or permitting the consumption, possession or display of any alcoholic beverage or containers at any time, or by anyone on university premises. Student organization officers are responsible for initiating risk management procedures and refusing admission to their social gatherings of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affairs are responsible for the general decorum of the event. Any student and/or organization can be sanctioned for violations of the UTM Standards of Conduct, whether on or off campus, if the Office of Student Affairs is notified or contacted.

In conjunction with any notification received by the Office of Student Conduct for any student who is found responsible of violating ordinances regarding the consumption, presence, possession, and/or use of alcohol, the university follows the below *Alcohol Notification Policy*. A complete copy of this policy is located in The Student Code of Conduct, located here: [https://www.utm.edu/offices-and-services/student-life-and-multicultural-affairs/ media/student handbook.pdf](https://www.utm.edu/offices-and-services/student-life-and-multicultural-affairs/media/student%20handbook.pdf).

1. First Offense and/or Arrest

Parental and/or guardian notification will be issued in accordance with APA procedures, disciplinary probation (TBA-may or may not include a loss of privileges and/or scholarships) and educational sanctions including mandatory completion of alcohol awareness program.

2. Second Offense and/or Arrest

Parental and/or guardian notification; Indefinite Disciplinary probation (TBA-may or may not include a loss of privileges and/or scholarships), additional counseling sessions (TBA) and a \$100.00 monetary fine, payable within 7-10 days of notification. In addition, a mandated Alcohol/Drug (A&D) Assessment examination under the supervision of the UT Martin Counseling Center. The Counseling Center is in the Student Health and Counseling Building, 731-881-7720.

3. Third Offense and/or Arrest

Recommended suspension from the university.

Additional sanctions may be recommended at the discretion of the Office of Student Conduct.

Other violations listed in the Student Handbook may also result in suspension. Disciplinary action may be taken regardless of whether violations occur **on or off campus**.

Code of Conduct for Employees, Alcohol

UTM prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or intoxicants while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events an employee is expected to attend as part of his or her duties); or reporting to work under the influence of alcohol or while unlawfully using controlled substances. HR0580 Code of Conduct is available at: <https://policy.tennessee.edu/policy/hr0580-code-of-conduct/>.

If employees are found violating these policies these incidents will be documented and referred to the Office of Human Resources for disciplinary action. Violation of these policies is grounds for disciplinary action -- up to and including immediate discharge for an employee and referral for prosecution. State law may provide additional penalties for such unlawful activities, including fines and imprisonment. Local ordinances may also provide various penalties for alcohol-related offenses.

Tennessee Underage Drinking Law

The following is a brief summary of Tennessee laws pertaining to underage drinking. This is not an exhaustive list and is subject to change as laws evolve.

Illegal Alcohol Purchase, Attempt to Purchase, Possession, or Consumption.

It is illegal in Tennessee for a person under the age of twenty-one (21) to buy (or attempt to buy), possess, transport, or consume alcohol; or knowingly provide false information to obtain alcohol. (Tenn. Code Ann. Sections 57-3-412(a)(3)(A), (a)(5)(A), &(b)(2)(c).) This type of violation is a Class A misdemeanor. In addition to possible criminal penalties, a judge may order license suspension. A minor who misrepresents the minor's age to buy or consume alcohol can be charged with a misdemeanor. (Tenn. Code Ann. Sections 57-3-412.) In addition to criminal penalties, a minor younger than 18 may face license suspension, a fine of up to \$50, and at least 20 hours of community service, as decided by the judge. Minors between 18 and 20 will be fined between \$50 and \$200 and may also face license suspension for up to one year, and between five and 30 days in jail, as decided by the judge.

Furnishing Alcohol to a Minor

It is illegal in Tennessee for an adult to furnish alcohol to a minor, or to knowingly allow a minor to consume alcohol on the adult's property. (Tenn. Code Ann. Sections 39-15-404(a)(4).) Purchasing alcohol for a minor is a Class A misdemeanor. For first offenses, violators will be fined between \$25 and \$500, and between \$50 and \$1,000 for second and subsequent offenses. (Tenn. Code Ann. Sections 57-3-412(a)(4).) A violator who provided alcohol or allowed alcohol to be consumed on the violator's property will also have to perform 100 hours of community service, and possibly face suspension of driving privileges. (Tenn. Code Ann. Sections 39-15-404(d).)

11. Possession, Use and Sale of Illegal Drugs

The following summarizes UTM's policies regarding possession, use, and sale of illegal drugs, including UTM's policies regarding enforcement of Federal and Tennessee drug laws. Overall, UTM maintains a drug-free campus and workplace, and violation of this policy is grounds for disciplinary action -- up to and including immediate discharge for an employee and permanent dismissal of a student, and possible referral for prosecution of either students or employees.

Standards of Conduct for Students, Drugs

UTM prohibits using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs or drug paraphernalia, if prohibited by federal, state, or local law; using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.

The possession of and/or being under the influence of drugs are prohibited on university owned or controlled property including the residential life facilities or student auxiliary affiliations. If students are found possessing drugs, whether on or off campus, these incidents will be documented and referred to the Office of Student Affairs for disciplinary action. Violation of this policy is grounds for disciplinary action -- up to and including permanent dismissal of a student, and referral for prosecution. A complete copy of The Student Code of Conduct can be located here: https://www.utm.edu/offices-and-services/student-life-and-multicultural-affairs/media/student_handbook.pdf.

Code of Conduct for Employees, Drugs

It is the policy of UTM to maintain a safe and healthy environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812). Specifically, UTM prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances; abuse of prescription drugs while on duty; or reporting to work under the influence of illegal drugs or while unlawfully using controlled substances. If employees are found in violation of this policy, these incidents will be documented and referred to the Office of Human Resources for disciplinary action.

If employees are found violating these policies these incidents will be documented and referred to the Office of Human Resources for disciplinary action. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug-related offenses. In addition, UTM will take all appropriate actions against violators, which may include referral for

legal prosecution or requiring the individual to participate satisfactorily in an approved drug use or rehabilitation program. Individuals who are paid by UTM through federal grants or contracts must abide by this policy and notify the university in writing of any criminal drug statute conviction which includes a finding of guilt, a plea of nolo contendere, or a sentence by any state or federal judicial body for a violation occurring in the workplace within five days after such conviction. The university is, in turn, required to inform the granting or contracting agency of such a violation within 10 days of the university's receipt of notification. A copy of the university's Drug Free Campus and Workplace HR0720 policy can be found at <https://policy.tennessee.edu/policy/hr0720-drug-free-campus-and-workplace/>.

State Illegal Drug Laws

The following is a brief summary of Tennessee laws pertaining to illegal drugs. This is not an exhaustive list and is subject to change.

In Tennessee, a simple possession charge is a misdemeanor, but all other violations of drug laws are felonies. It is an offense for a defendant to knowingly:

- Manufacture a controlled substance;
- Deliver a controlled substance;
- Sell a controlled substance; or
- Possess a controlled substance with intent to manufacture, deliver, or sell the controlled substance.

The actual penalties will depend on numerous factors including criminal history. Possible penalties include: Forfeiture of property; Suspension of driver's license; Jail and/or prison time; Fines; Probation; Community service. (T.C.A §§ 29-38-104; 39-17-417; 39-17-425). Below is a snapshot of sentencing by controlled substances schedules

Schedule I (heroin, psychedelics), and II (opiates/opioids, cocaine, methamphetamines) substances: Purchase or possession; first offense: incarceration ranging from 2-15 years; Purchase or possession; second offense: incarceration ranging from 5-30 years; Sale or intent to distribute; first offense: incarceration ranging for 5-30 years; Sale or intent to distribute; second offense: incarceration ranging from 10-40 years or life.

Schedule III (anabolic steroids), IV (Xanax, Valium) and V (Tylenol with Codeine) substances: Purchase or possession; first offense: incarceration ranging from 1-5 years; Purchase or possession; second offense: incarceration ranging from 1-10 years; Sale or intent to distribute; first offense: incarceration ranging for 1-10 years.

Federal Illegal Drug Laws

The following is a brief summary of federal laws pertaining to illegal drugs. This is not an exhaustive list and is subject to change.

The Controlled Substance Act provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are determined by the schedule of the drug or other substance. There are established five schedules of controlled substances, to be known as schedules I, II, III, IV, and V. The following information, although not complete, is an overview of federal penalties (see chart next page).

FEDERAL TRAFFICKING PENALTIES—

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Source: U.S. Department of Justice. (2020). *Drugs of Abuse*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.justice.gov/>.

FEDERAL TRAFFICKING PENALTIES – MARIJUANA –

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

Source: U.S. Department of Justice. (2020). *Drugs of Abuse*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.justice.gov/>.

12. Possession and Use of Weapons by Security Personnel and any Other Person

Per [UT System Policy](#) SA0875-Firearms, and in accordance with Tennessee law, the following categories are authorized for possession or carrying of firearms on campus:

Full-Time Employees with Handgun Carry Permits

1. In accordance with Tennessee law (Tennessee Code Annotated § 39-17-1309(e)(11)), a full-time employee who is the holder of a valid handgun carry permit may carry a concealed handgun on University property if the employee satisfies all of the following requirements:

a) The employee shall have the handgun carry permit in the employee's immediate possession at all times when carrying a handgun and shall display the permit on demand of a law enforcement officer.

b) Prior to carrying the handgun, the employee shall provide written notification to the law enforcement agency or agencies with jurisdiction over the University property on which the employee will be carrying a handgun. The employee shall provide written notification to the law enforcement agency or agencies in compliance with each applicable law enforcement agency's policies and procedures concerning notification of the intent to carry a handgun.

c) The employee shall not carry a handgun openly or in any other manner in which the handgun is visible to ordinary observation by a reasonable person unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or the other person defended was a victim.

d) The employee shall not carry a handgun at the following times or at the following locations:

i. Stadiums, gymnasiums, or auditoriums where University- sponsored events are in progress (Source: Tennessee Code Annotated § 39-17-1309(e)(11)(C)(v)(a)). If a gymnasium or auditorium is contained within a University building or facility, then the employee may carry a handgun in other parts of the building or facility in which University- sponsored events are not in progress.

ii. In meetings regarding employee disciplinary matters, student disciplinary matters, or tenure issues (Source: Tennessee Code Annotated § 39-17-1309(e)(11)(C)(v)(b)-(c)). In advance of a meeting regarding such matters, the person organizing the meeting (e.g., supervisor) should inform all employees who will be involved in the meeting that such a matter will be discussed during the meeting. An entire building or facility does not become a prohibited handgun-carry location by virtue of a disciplinary or tenure meeting occurring within the building or facility.

iii. A hospital, a student health or counseling center, or an office where medical or mental health services are the primary services provided (Source: Tennessee Code Annotated § 39-17-1309(e)(11)(C)(v)(d)).

iv. On property not owned by the University, if the property owner has prohibited the carrying of firearms on the property.

v. Any location where a provision of state or federal law, except the posting provisions of Tennessee Code Annotated § 39-17- 1359, prohibits the carrying of a handgun on that property (Source: Tennessee Code Annotated § 39-17- 1309(e)(11)(C)(v)(e)), such as the following locations:

1. On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child being cared for by a child care agency (Source: Rules of the

Tennessee Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers);

2. In or on any public or private K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by any K-12 board of education, school, or directors for the administration of any public or private K-12 educational institution, unless the employee is permitted to carry a handgun pursuant to a policy adopted by a private K-12 school in accordance with Tennessee Code Annotated § 49-

50-803, and the employee is carrying a handgun in compliance with the private institution's policy (Source: Tennessee Code Annotated § 39-17-1309);

3. In or on any building, bus, campus, grounds, recreation area, athletic field or any other University property owned, operated, or while in use by private institution of higher education, unless the employee is permitted to carry a handgun pursuant to a policy adopted by a private institution of higher education in accordance with Tennessee Code Annotated § 49-7-161, and the employee is carrying a handgun in compliance with the private institution's policy (Source: Tennessee Code Annotated § 39- 17-1309);

4. A public park, playground, civic center or other building facility, area or property which, at the time of the employee's possession of a handgun, the employee knows or should know is being used by board of education, school, college or University board of trustees, regents, or directors for the administration of any public or private educational institution for the purpose of conducting an athletic event or other University-related activity on an athletic field, permanent or temporary, including but not limited to, a football or soccer field, tennis court, basketball court, track, running trail, Frisbee field, or similar multi-use field (Source: Tennessee Code Annotated § 39-17-1311);

5. Inside any room in which judicial proceedings are in progress (Source: Tennessee Code Annotated § 39-17-1306);

6. A federal facility (including UT Tower in downtown Knoxville). (Source: 18 United States Code § 1930)

Instructional and Ceremonial Purposes

An employee may possess or carry a firearm for a University-approved instructional or ceremonial purpose. (Source: Tennessee Code Annotated § 39-17-1309).

Armed Forces, National Guard, Militia

An employee who is also employed in the army, air force, navy, coast guard or marine service of the United States or any member of the Tennessee National Guard may possess or carry a firearm on University property when in discharge of their official duties and acting under orders requiring them to carry a firearm. In addition, an employee who is an officer or soldier of the militia or the National Guard may possess or carry a firearm on University property when called into actual service. (Source: Tennessee Code Annotated § 39-17-1309(e)).

Law Enforcement Officers

An employee who is an officer of the state, or of any county, city or town, charged with the enforcement of the laws of the state, may possess or carry a firearm on University property when discharging the employee's official duties (Source: Tennessee Code Annotated § 39-17-1309(e)).

Any law enforcement officer may carry firearms, on-duty or off-duty, regardless of the officer's regular duty hours or assignments, except as provided by Tennessee Code Annotated § 39-17-1350, federal law, or the written directives of the executive supervisor of the officer's employing agency. (Source: Tennessee Code Annotated § 39- 17-1350).

ROTC, Course, Club, or Team Duties

An employee who is a member of the reserve officers training corps (ROTC), is enrolled in a University course of instruction, or is a member of a University club or team may possess or carry a firearm on University property when required to do so while discharging the employee's official duties for the ROTC, course, club, or team. (Source: Tennessee Code Annotated § 39-17-1309(e)).

Private Police

Any private police employed by the University may possess or carry a firearm on University property when discharging their duties. (Source: Tennessee Code Annotated § 39-17-1309(e)).

Registered Security Guard

An employee who is a registered security guard/officer who meets the requirements of title 62, chapter 35 of the Tennessee Code, may possess or carry a firearm on University property when discharging the employee's official duties to the University. (Source: Tennessee Code Annotated § 39- 17-1309(e)).

Hunting

An employee may possess or carry a firearm while hunting during the lawful hunting season on University property designated as open to hunting by the Chancellor responsible for oversight of the University property. An employee also may possess or carry unloaded hunting weapons while traversing University property for the purpose of gaining access to public or private lands open to hunting with the intent to hunt on the public or private lands unless University property is posted prohibiting entry. (Source: Tennessee Code Annotated § 39-17-1310).

Institute of Agriculture

1. An employee of the University of Tennessee Institute of Agriculture or a college or department of agriculture at a campus in the University of Tennessee system may possess or carry a firearm when in the discharge of the employee's official duties and with prior authorization from the Chancellor of the University of Tennessee Knoxville. (Source: Tennessee Code Annotated § 39-17-1309(e)(12))

2. An employee of the University of Tennessee Institute of Agriculture or a college or department of agriculture at a campus in the University of Tennessee system, and any member of the employee's household, living in a residence owned, used, or operated by the University of Tennessee, if the employee has prior authorization from the Chancellor of the University of Tennessee Knoxville and the employee and household members are permitted to possess firearms in a privately-owned residence under Tennessee and federal law. (Source: Tennessee Code Annotated § 39-17- 1309(e)(12)).

13. Students or Employees with Criminal Records

No formal policy.

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the UT Martin Department of Public Safety is providing a link to the Tennessee Bureau of Investigation (TBI) Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in the State, to provide notice to any institute of higher education in this State at which the person is employed, carries a vocation, or is a student. In the State of Tennessee, those convicted as sex offenders must register with a Law Enforcement Agency periodically as required by law.

The TBI Sex Offender Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation may make the violator subject to criminal and/or civil/university sanctions. The TBI is responsible for maintaining this registry. Follow the link below to access the TBI Sex Offender Registry which is also accessible from the UT Martin Department of Public Safety Web Site: <https://sor.tbi.tn.gov/home> or a registry map at <https://tnmap.tn.gov/sor/>**

Further information can be found in the Adam Walsh Child Protection and Safety Act of 2006 Web Site: <http://georgewbush-whitehouse.archives.gov/news/releases/2006/07/20060727-7.html>

14. Security Considerations Used in the Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner designed to minimize the potential for hazardous conditions. The UT Martin Department of Public Safety officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Building Services for correction. It is helpful when other members of the Campus Community also report problems. Safety concerns can be reported by contacting Building Services at fixit@utm.edu or calling 731- 881-7642. More information is available at

<https://www.utm.edu/offices-and-services/physical-plant-operations/>.

In addition, UTM developed an email address, safety@utm.edu, which UTM personnel can use to easily report unsafe conditions or other safety concerns. The e-mail address safety@utm.edu can be found at the Environmental Health and Safety website at <https://www.utm.edu/offices-and-services/environmental-health-and-safety/>. Recipients of this e-mail are the UTM Safety Officer, the Emergency Management Coordinator and Safety Specialist, and the Director of Public Safety.

Identification Cards:

Each full-time student at the university is required to obtain and carry an official university identification card (Skyhawk Card). The Skyhawk Card is used to check out books from the library; to gain access to dorms and computer labs; to gain admission to certain events sponsored by the

university and student organizations: to obtain discounts on items from certain local businesses: and to establish the owner's right to use university facilities. The Skyhawk Card is the property of the university and may be reclaimed if used by any person other than the person identified on the card. It must be shown when requested by any university official.

Registered Parking

All motor vehicles operated (utilized) by faculty, staff, and students in connection with their employment or attendance at UT Martin must be registered at the UT Martin Department of Public Safety in Crisp Hall. Visitor parking permit requests can be made in advance online at: <https://www.utm.edu/offices-and-services/public-safety/ut-martin-parking/online-visitor-parking-permit.php>

15. Communication Media Used to Inform the Community about Security Matters & Frequency the Information is Provided

UTM Alert Systems

In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an emergency. These methods of communications include emergency text messaging via RAVE, and campus-wide or portions of the campus emergency e-mail. The university may also use:

- Fire Alarm System
- The UTM Home Page/Portal (mainly for updates)
- The tornado siren (weather related only)
- The mass audible alert system (loudspeakers)
- Campus and local media entities
- Posters placed in Campus Buildings and/or Residential Facilities

TIMELY WARNINGS

The university will issue a Timely Warning to the campus community for Clery-reportable crimes occurring on the university's Clery Act geography that are reported to Campus Security Authorities or local police agencies, and that are considered by the university to represent a serious or continuing threat to students and employees.

- Clery-reportable crimes include: murder/non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, certain categories of hate crimes, domestic violence, dating violence, stalking, or violations of weapons, drug abuse, and liquor laws.
- Timely Warnings will not contain identifying information, such as the name of the victim.
- Clery Act geography, in general, means: on campus buildings or property, including residence complexes, noncampus property that the university owns, leases, or controls (Includes locations such as athletic travel or study trips where there is extended or repeated use), any building or property owned or controlled by a student organization that is officially recognized by the university (such as fraternities and other student organizations), and certain public property within or immediately adjacent to campus.

Whether an incident constitutes a serious or continuing threat to students and employees is a case-by-case determination. In general, this means that there is a risk of students or employees

becoming victims of a similar crime. For example, if a robbery is reported on campus and the alleged perpetrator has not been caught, the risk is there. If the alleged perpetrator was apprehended, there may be no continuing risk if the perpetrator acted alone. Other questions that may be asked are: does a criminal incident appear to be a one-time occurrence, or does it fall into a pattern of reported crimes? For example, if students set some posters on fire after the football team lost the homecoming football game, the arsons are probably a one-night event. If an unknown person was randomly setting fires, this would pose a continuing threat.

Decision Criteria for a Timely Warning:

The Director of Public Safety (or designee) will determine whether a timely warning will be issued. The decision whether to issue a timely warning is decided on a case-by-case basis in light of all the facts surrounding a crime, including, but not limited to, the possible risk of compromising law enforcement efforts. A Timely Warning is not required for a crime that is reported to a professional counselor.

Content for a Timely Warning:

The amount and type of information presented in a timely warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice. Generally, the warning will specify the type of crime reported, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim. The Director of Public Safety (or designee) will determine the content for each timely warning. If time permits, the Director of Public Safety (or designee) will consult with the Chancellor (or a designee), and/or the university's Emergency Management Coordinator, and/or University Relations, in determining the content for each warning. Timely Warnings will withhold the name of the victim as confidential.

Timing for a Timely Warning:

Although the Clery Act does not define "timely," the intent of a warning is to enable our university community to protect itself. This means that a warning is issued as soon as pertinent information is available so that it can be used as a preventive tool, and not solely constitute a description of the incident.

How Timely Warning Notices are Issued/Disseminated:

Timely warning notices will be made to the entire campus community through the use of the campus-wide e-mail system. The Director of Public Safety also has the discretion to issue the warning, via other tools, as necessary (including the emergency text messaging system if practical).

Emergency Notification System

The university will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. "Immediate threat" as used here includes an imminent or impending threat. Examples of significant emergencies or dangerous situations may

include but are not limited to: an outbreak of meningitis, norovirus or other serious illness; approaching tornado or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; active shooter; bomb threat; civil unrest or rioting; explosion; and chemical or hazardous waste spill.

Confirming the Existence of a Significant Emergency or Dangerous Situation

The initial and primary responder to emergencies will normally be the UT Martin Department of Public Safety. It is possible that the initial and primary responder may be the Office of Environmental Health and Safety, particularly for incidents such as an outbreak of serious illness; extreme weather conditions; earthquake; gas leak; or chemical or hazardous waste spill. In either situation, the ranking or senior officer/administrator on the scene will quickly assess the situation and notify the Director of the UT Martin Department of Public Safety, or in his absence, the highest-ranking officer in Public Safety.

The Director (or highest-ranking officer) will take immediate steps to confirm whether the incident constitutes a “significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees,” such that an Emergency Notification is warranted. If time permits, the Director (or highest-ranking officer) may consult with the Vice Chancellor for Finance and Administration. If the Vice Chancellor for Finance and Administration cannot be contacted, and if time permits, the Chancellor will be consulted. If it is not possible to contact the Vice Chancellor for Finance and Administration or the Chancellor, and if time permits, efforts will be made to consult with the Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, or the Vice Chancellor for University Advancement (in that order).

Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, UTM 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 judgement of the first responders, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Director of Public Safety (or designee) or the Emergency Management Coordinator (or designee) will initiate the notification system to the campus.

Determining the Appropriate Segment(s) of the Campus Community to Receive an Emergency Notification

The UT Martin Department of Public Safety Director (or a designee), in conjunction with first responders, will determine the appropriate segments to notify and the appropriate modes to use. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The UT Martin Department of Public Safety Director (or a designee), together with the Chancellor (or a designee), the Emergency Management Coordinator, and/or University Relations, will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Initiating the Emergency Notification System and Determining the Contents of an Emergency Notification

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure that each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases, where there are no predetermined templates in the system, the individual may use the “alert” template to craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community)

If the campus activates its Emergency Notification, University Relations is responsible for determining when and how to disseminate emergency information to the larger community. This may include updating notices on Facebook, Twitter, and other social networking platforms; maintaining communications with news outlets; distributing press releases; or scheduling press conferences.

Testing Emergency Response and Evacuation Procedures: Drills, Exercises, and Training

To ensure the campus emergency management plans remain current and actionable, the main campus, along with each center, conducts at least one test annually. Tests may be announced or unannounced. The UT Martin Department of Public Safety works with the main campus and each center to develop test scenarios. Outreach to local state and federal responders and stakeholders is also conducted in order to solicit participation. These tests are scheduled and include both exercises and drills. After each test, the main campus and each center conduct after-action reviews. In conjunction with at least one emergency management test each year, the main campus and each center notify the appropriate campus community of the test and remind the community of the university’s alerts system and emergency response procedures. They also document for each test: a description of the exercises, the date, the time, and whether it was announced or unannounced.

University Housing Requirements

1. Student Housing Available

- Residence Halls (Browning, Ellington, and Cooper Hall):
 - Options for double rooms (shared with a roommate) or private rooms.
- Suites (Arnold Pryor Place and Conner Community):
 - Options for 2-bedroom, 3-bedroom, or 4-bedroom suites.
 - Conner Community also offers single-bedroom apartments.
- University Courts:

- Options for 1-bedroom, 2-bedroom, or 3-bedroom apartments.
- Accommodations for Specific Groups:
 - Undergraduate and graduate students are both eligible.
 - University Courts accommodations available for married student housing or family housing.

2. Housing Assignments & Requests by Students for Assignment Changes

- Assignments:
 - Based on application date and admission classification.
 - Priority given to first-time students.
- Room Changes:
 - Students must remain in their assigned rooms unless approved for a change by the Hall Director.

3. Identifying and Admission of Visitors

- Guest Policies:
 - Guests must remain with their host and be escorted at all times.
 - Guests must adhere to university and hall regulations.
 - Overnight guests are allowed for a maximum of three days in any 30-day period, requiring suitemate and roommate agreement.
 - Approval from the Hall Director is required for minors as overnight guests.
 - Visitation policies are self-regulated, with agreements established by roommates and suitemates.
 - Violations may result in visitation revocation.

4. Housing Facility Entrances

- Security Measures:
 - Facilities are equipped with swipe card access and security cameras.
 - Desk operations provide additional safety measures, with staff monitoring building access.
 - Doors must not be propped open, and only issued keys and access cards should be used.

5. Standard Security Features

- Door and Window Security:
 - Rooms are equipped with locks on doors and windows.

6. Employees & Security Training

- Staff Structure:
 - 5 Hall Directors (full-time, live-in staff) oversee residence hall operations, supervise RAs, and address conduct issues.

- 28 Resident Assistants (RAs) and RA Team Captains (experienced RAs) live on-site to provide support, guidance, and programming.
- 8 Desk Attendants, along with the RAs, provide coverage of the desk operations from 8:00 am - Midnight.
- 11 Custodial Staff:
 - Assigned to each building to maintain cleanliness and safety.
- Training:
 - Residence Life employees undergo training on safety and community management in the fall, spring, and summer terms of their employment.

7. Programming

- Educational Initiatives:
 - Mandatory floor meetings organized by RAs at the beginning of each semester.
 - An online orientation video reviewing policies and procedures is provided at the beginning of each term to new residents.
 - An orientation quiz is given after the video with residents who score 100% being entered into prize drawings.

8. Special Security Procedures

- Low Occupancy Periods (e.g., Holidays, Vacations):
 - Residents must complete a break housing registration form to remain on campus during breaks.
 - Residents not registered for break housing will not have swipe access to buildings.
 - Before breaks, residents must remove trash, secure windows, lower blinds, and lock all doors.
 - UTM Police and Residence Life staff remain on duty during breaks.

9. Housing of Guests

- Guest Policies:
 - Guests must be approved by roommates/suitemates and may not cohabitate.
 - Length of stay is limited to three days in a 30-day period without written authorization.
 - Roommate/suitemate agreements include guest visitation terms.
 - Cohabitation or exceeding guest limits is a policy violation.

University of Tennessee at Martin - 2021

GROUP A OFFENSES	Offense	Rate per 1,000	Cleared	% Cleared
Homicide Offenses (Total)	0	0.0	0	0.0
Murder	0	0.0	0	0.0
Negligent Manslaughter	0	0.0	0	0.0
Negligent Vehicular Manslaughter	0	0.0	0	0.0
Kidnapping/Abduction	0	0.0	0	0.0
Sex Offenses (Forcible) (Total)	4	0.6	3	75.0
Forcible Rape	2	0.3	1	50.0
Forcible Sodomy	0	0.0	0	0.0
Sexual Assault W/Object	0	0.0	0	0.0
Forcible Fondling	2	0.3	2	100.0
Robbery	0	0.0	0	0.0
Assault Offenses (Total)	9	1.5	7	77.8
Aggravated Assault	0	0.0	0	0.0
Simple Assault	3	0.5	3	100.0
Intimidation	5	0.8	3	60.0
Stalking	1	0.2	1	100.0
Arson	0	0.0	0	0.0
Extortion/Blackmail	0	0.0	0	0.0
Burglary	1	0.2	0	0.0
Larceny/Theft Offenses (Total)	10	1.6	0	0.0
Theft - Pocket-picking	0	0.0	0	0.0
Theft - Purse Snatching	0	0.0	0	0.0
Theft - Shoplifting	0	0.0	0	0.0
Theft From Building	5	0.8	0	0.0
Theft From Coin Machine	0	0.0	0	0.0
Theft From Motor Vehicle	2	0.3	0	0.0
Theft of Motor Vehicle Parts	0	0.0	0	0.0
Theft - All Other Larceny	3	0.5	0	0.0
Motor Vehicle Theft	0	0.0	0	0.0
Counterfeiting/Forgery	0	0.0	0	0.0
Fraud Offenses (Total)	0	0.0	0	0.0
Fraud - Computer Hacking/Invasion	0	0.0	0	0.0
Fraud - Credit Card/ATM	0	0.0	0	0.0
Fraud - False Pretenses	0	0.0	0	0.0
Fraud - Identity Theft	0	0.0	0	0.0
Fraud - Impersonation	0	0.0	0	0.0
Fraud - Welfare	0	0.0	0	0.0
Fraud - Wire	0	0.0	0	0.0
Embezzlement	0	0.0	0	0.0
Stolen Property Offenses	0	0.0	0	0.0
Destruction/Damage/Vandalism	3	0.5	0	0.0
Drug/Narcotic Violations (Total)	10	1.6	9	90.0
Drug/Narcotic Violations	8	1.3	7	87.5
Drug/Narcotic Equipment Violations	2	0.3	2	100.0

GROUP A OFFENSES	Offense	Rate per 1,000	Cleared	% Cleared
Sex Offenses (Nonforcible) (Total)	0	0.0	0	0.0
Incest	0	0.0	0	0.0
Statutory Rape	0	0.0	0	0.0
Pornography/Obscene Material	0	0.0	0	0.0
Gambling Offenses (Total)	0	0.0	0	0.0
Gambling - Betting/Wagering	0	0.0	0	0.0
Gambling - Operating/Promoting	0	0.0	0	0.0
Gambling - Equipment Violations	0	0.0	0	0.0
Gambling - Sports Tampering	0	0.0	0	0.0
Prostitution Offenses (Total)	0	0.0	0	0.0
Prostitution	0	0.0	0	0.0
Prostitution Assisting/Promoting	0	0.0	0	0.0
Purchasing Prostitution	0	0.0	0	0.0
Human Trafficking Offenses (Total)	0	0.0	0	0.0
Commercial Sex Acts	0	0.0	0	0.0
Involuntary Servitude	0	0.0	0	0.0
Bribery	0	0.0	0	0.0
Weapon Law Violations	0	0.0	0	0.0
Animal Cruelty	0	0.0	0	0.0

GROUP B OFFENSES	Offenses	Rate per 1,000
Bad Checks	0	0.0
Curfew/Vagrancy	0	0.0
Disorderly Conduct	0	0.0
DUI	0	0.0
Drunkenness	0	0.0
Family-Non Violent	0	0.0
Liquor Law Violations	15	2.4
Peeping Tom	0	0.0
Trespass	1	0.2
All Other Offenses	1	0.2

2021 Fall Term Campus Population	
Undergraduate Enrollment	4,802
Graduate Enrollment	383
Staff Personnel	605
Faculty Personnel	374
Security Personnel	15
Total Campus Population	6,179



Crime on Campus 2021

University of Tennessee at Martin - 2022

GROUP A OFFENSES	Offense	Rate per 1,000	Cleared	% Cleared
Homicide Offenses (Total)	0	0.0	0	0.0
Murder	0	0.0	0	0.0
Negligent Manslaughter	0	0.0	0	0.0
Negligent Vehicular Manslaughter	0	0.0	0	0.0
Kidnapping/Abduction	0	0.0	0	0.0
Sex Offenses (Forcible) (Total)	0	0.0	0	0.0
Forcible Rape	0	0.0	0	0.0
Forcible Sodomy	0	0.0	0	0.0
Sexual Assault W/Object	0	0.0	0	0.0
Forcible Fondling	0	0.0	0	0.0
Robbery	0	0.0	0	0.0
Assault Offenses (Total)	28	4.6	19	67.9
Aggravated Assault	2	0.3	1	50.0
Simple Assault	8	1.3	6	75.0
Intimidation	18	2.9	12	66.7
Stalking	0	0.0	0	0.0
Arson	0	0.0	0	0.0
Extortion/Blackmail	0	0.0	0	0.0
Burglary	0	0.0	0	0.0
Larceny/Theft Offenses (Total)	15	2.4	1	6.7
Theft - Pocket-picking	0	0.0	0	0.0
Theft - Purse Snatching	0	0.0	0	0.0
Theft - Shoplifting	0	0.0	0	0.0
Theft From Building	7	1.1	1	14.3
Theft From Coin Machine	0	0.0	0	0.0
Theft From Motor Vehicle	3	0.5	0	0.0
Theft of Motor Vehicle Parts	0	0.0	0	0.0
Theft - All Other Larceny	5	0.8	0	0.0
Motor Vehicle Theft	1	0.2	1	100.0
Counterfeiting/Forgery	0	0.0	0	0.0
Fraud Offenses (Total)	0	0.0	0	0.0
Fraud - Computer Hacking/Invasion	0	0.0	0	0.0
Fraud - Credit Card/ATM	0	0.0	0	0.0
Fraud - False Pretenses	0	0.0	0	0.0
Fraud - Identity Theft	0	0.0	0	0.0
Fraud - Impersonation	0	0.0	0	0.0
Fraud - Welfare	0	0.0	0	0.0
Fraud - Wire	0	0.0	0	0.0
Embezzlement	0	0.0	0	0.0
Stolen Property Offenses	0	0.0	0	0.0
Destruction/Damage/Vandalism	4	0.7	0	0.0
Drug/Narcotic Violations (Total)	18	2.9	15	83.3
Drug/Narcotic Violations	15	2.4	14	93.3
Drug/Narcotic Equipment Violations	3	0.5	1	33.3

GROUP A OFFENSES	Offense	Rate per 1,000	Cleared	% Cleared
Sex Offenses (Nonforcible) (Total)	0	0.0	0	0.0
Incest	0	0.0	0	0.0
Statutory Rape	0	0.0	0	0.0
Pornography/Obscene Material	0	0.0	0	0.0
Gambling Offenses (Total)	0	0.0	0	0.0
Gambling - Betting/Wagering	0	0.0	0	0.0
Gambling - Operating/Promoting	0	0.0	0	0.0
Gambling - Equipment Violations	0	0.0	0	0.0
Gambling - Sports Tampering	0	0.0	0	0.0
Prostitution Offenses (Total)	0	0.0	0	0.0
Prostitution	0	0.0	0	0.0
Prostitution Assisting/Promoting	0	0.0	0	0.0
Purchasing Prostitution	0	0.0	0	0.0
Human Trafficking Offenses (Total)	0	0.0	0	0.0
Commercial Sex Acts	0	0.0	0	0.0
Involuntary Servitude	0	0.0	0	0.0
Bribery	0	0.0	0	0.0
Weapon Law Violations	3	0.5	2	66.7
Animal Cruelty	0	0.0	0	0.0

GROUP B OFFENSES	Offenses	Rate per 1,000
Bad Checks	0	0.0
Curfew/Vagrancy	0	0.0
Disorderly Conduct	1	0.2
DUI	1	0.2
Drunkenness	0	0.0
Family-Non Violent	0	0.0
Liquor Law Violations	17	2.8
Peeping Tom	0	0.0
Trespass	2	0.3
All Other Offenses	1	0.2

2022 Fall Term Campus Population	
Undergraduate Enrollment	4,787
Graduate Enrollment	394
Staff Personnel	593
Faculty Personnel	342
Security Personnel	13
Total Campus Population	6,129



Crime on Campus 2022

University of Tennessee at Martin - 2023

GROUP A OFFENSES					GROUP A OFFENSES				
	Offense	Rate per 1,000	Cleared	% Cleared		Offense	Rate per 1,000	Cleared	% Cleared
Homicide Offenses (Total)	0	0.0	0	0.0	Sex Offenses (Nonforcible) (Total)	0	0.0	0	0.0
Murder	0	0.0	0	0.0	Incest	0	0.0	0	0.0
Negligent Manslaughter	0	0.0	0	0.0	Statutory Rape	0	0.0	0	0.0
Negligent Vehicular Manslaughter	0	0.0	0	0.0	Pornography/Obscene Material	0	0.0	0	0.0
Kidnapping/Abduction	0	0.0	0	0.0	Gambling Offenses (Total)	0	0.0	0	0.0
Sex Offenses (Forcible) (Total)	3	0.5	2	66.7	Gambling - Betting/Wagering	0	0.0	0	0.0
Forcible Rape	2	0.3	1	50.0	Gambling - Operating/Promoting	0	0.0	0	0.0
Forcible Sodomy	0	0.0	0	0.0	Gambling - Equipment Violations	0	0.0	0	0.0
Sexual Assault W/Object	0	0.0	0	0.0	Gambling - Sports Tampering	0	0.0	0	0.0
Forcible Fondling	1	0.2	1	100.0	Prostitution Offenses (Total)	0	0.0	0	0.0
Robbery	0	0.0	0	0.0	Prostitution	0	0.0	0	0.0
Assault Offenses (Total)	21	3.5	16	76.2	Prostitution Assisting/Promoting	0	0.0	0	0.0
Aggravated Assault	1	0.2	0	0.0	Purchasing Prostitution	0	0.0	0	0.0
Simple Assault	5	0.8	5	100.0	Human Trafficking Offenses (Total)	0	0.0	0	0.0
Intimidation	15	2.5	11	73.3	Commercial Sex Acts	0	0.0	0	0.0
Stalking	0	0.0	0	0.0	Involuntary Servitude	0	0.0	0	0.0
Arson	0	0.0	0	0.0	Bribery	0	0.0	0	0.0
Extortion/Blackmail	0	0.0	0	0.0	Weapon Law Violations	1	0.2	1	100.0
Burglary	1	0.2	0	0.0	Animal Cruelty	0	0.0	0	0.0
Larceny/Theft Offenses (Total)	20	3.3	4	20.0	GROUP B OFFENSES				
Theft - Pocket-picking	0	0.0	0	0.0	Offenses		Rate per 1,000		
Theft - Purse Snatching	0	0.0	0	0.0	Bad Checks	0	0.0	0.0	0.0
Theft - Shoplifting	1	0.2	1	100.0	Curfew/Vagrancy	0	0.0	0.0	0.0
Theft From Building	10	1.7	3	30.0	Disorderly Conduct	0	0.0	0.0	0.0
Theft From Coin Machine	0	0.0	0	0.0	DUI	0	0.0	0.0	0.0
Theft From Motor Vehicle	4	0.7	0	0.0	Drunkenness	0	0.0	0.0	0.0
Theft of Motor Vehicle Parts	2	0.3	0	0.0	Family-Non Violent	0	0.0	0.0	0.0
Theft - All Other Larceny	3	0.5	0	0.0	Liquor Law Violations	11	1.8	0.0	0.0
Motor Vehicle Theft	1	0.2	0	0.0	Peeping Tom	0	0.0	0.0	0.0
Counterfeiting/Forgery	0	0.0	0	0.0	Trespass	0	0.0	0.0	0.0
Fraud Offenses (Total)	2	0.3	1	50.0	All Other Offenses	0	0.0	0.0	0.0
Fraud - Computer Hacking/Invasion	0	0.0	0	0.0	2023 Fall Term Campus Population				
Fraud - Credit Card/ATM	1	0.2	0	0.0	Undergraduate Enrollment				4,823
Fraud - False Pretenses	1	0.2	1	100.0	Graduate Enrollment				392
Fraud - Identity Theft	0	0.0	0	0.0	Staff Personnel				530
Fraud - Impersonation	0	0.0	0	0.0	Faculty Personnel				289
Fraud - Welfare	0	0.0	0	0.0	Security Personnel				12
Fraud - Wire	0	0.0	0	0.0	Total Campus Population				6,048
Embezzlement	0	0.0	0	0.0					
Stolen Property Offenses	0	0.0	0	0.0					
Destruction/Damage/Vandalism	4	0.7	0	0.0					
Drug/Narcotic Violations (Total)	8	1.3	8	100.0					
Drug/Narcotic Violations	6	1.0	6	100.0					
Drug/Narcotic Equipment Violations	2	0.3	2	100.0					



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