

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: College and University Security Information Act of 1989****EFFECTIVE DATE: July 1, 2000; Revised April 25, 2023****Purpose**

The purpose of this policy is to establish the process for compliance by Southwest Tennessee Community College (“Southwest” or “the College”) with the State of Tennessee’s College and University Security Information Act of 1989 found in Tennessee Code Annotated §49-7-2201, et seq.

Policy

In 1989, the Tennessee General Assembly enacted the College and University Information Act, which requires Tennessee colleges to report crime annually to the Tennessee Bureau of Investigation. Southwest’s Police Services/Public Safety department shall comply with this requirement pursuant to instructions from the Tennessee Board of Regents.

Southwest will:

1. Report annually statistics for crimes occurring on the College’s campuses.
2. Publish and distribute a report of the crime rates reflecting each of the most recent three (3) years. The crime rates will be based on the number of full time equivalent (FTE) students and the number of FTE employees.
3. This report will be updated annually and kept on file in the Police Service/Public Safety Office.
4. Notify applicants for admission to the College of the availability of the report of crime statistics and rates. This notice will be included on the application for admission.
5. Notify students of the availability of the College’s public safety policies. This notice will be included in the College’s pre-admission materials and the Student Handbook.
6. Provide to applicants for admission or current students a copy of the report on crime statistics and rates and information related to the College’s security policies, upon request.
7. Provide to employees a copy of the report on crime statistics and rates and information related to the College’s security policies, upon request.

8. Post public notices stating that the College's security policies are available and how the information may be obtained.
9. Make the report available via a Tennessee Open Records Request pursuant to the state's Open Records Act.

Source of Policy: _____ **Responsible Administrator:** AVP of Admin Services

Related Policy: N/A **TBR Guideline Reference:** N/A

Approved: _____ **Date:** April 25, 2023

President