

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:**                                 **Threatening Telephone Calls**                                

**EFFECTIVE DATE:**                                 **July 1, 2000**                                

The following policy shall apply to any employee of Southwest Tennessee Community College who may receive a telephone call threatening violence or damage of any nature.

Although most telephone threats are meant to cause disruption, the safety of the students and staff demand that these calls be treated as potentially life threatening and action taken accordingly.

**Purpose**

This policy is adopted to insure that every reasonable effort is made to protect persons and property from possible violence reported by telephone.

- 1. Any employee receiving a call of a threatening nature directed towards persons, property, or equipment connected with Southwest Tennessee Community College (faculty, staff, students, buildings, grounds, etc.) should observe as many details as possible:
  - a. the caller's voice--sex, age, accent, tone of voice, background sounds, etc.
  - b. the date and time the call was received
  - c. the exact words of the caller
  - d. the time the caller hung up

The observations should be documented immediately.

**Source of Policy:**                                 **Transition Team VII**                                  
                                **Human Resources**                                

**Responsible Vice President for Business,**  
**Administrator:**                                 **Finance & Info Systems**                                

**Related Policy:**                                 **N/A**                                

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

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

**Approved:**     
                                **President**                                

**Date:**                                 **July 1, 2000**

2. The following questions should be asked if the caller has made a bomb or fire threat. (See the attached checklist.)
  - a. the time the bomb will explode or the fire will be started
  - b. the location of the bomb or fire
  - c. the type of bomb
  - d. what the bomb looks like
  - e. why the caller placed the bomb or started the fire
  - f. from where is the call being made
  
3. Notify the Public Safety Office immediately. Telephone numbers are available in campus directories.