



# College & University Security Information Act Report



THE UNIVERSITY OF  
TENNESSEE  
HEALTH SCIENCE CENTER.

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 Health Science Center.

**1. Student Enrollment 2023-2024**

Fall 2023 Term Campus Population:  
Undergraduate Enrollment- 368  
Graduate Enrollment- 2694

Spring 2024 Term Campus Population  
Undergraduate Enrollment- 388  
Graduate Enrollment- 2652

**2. Student Housing**

Fall 2023 Campus Student Housing Population- 0  
Spring 2024 Campus Student Housing Population- 0

**3. Nonstudent Employees on Campus**

Fall 2023 Term Campus Population:  
Staff Personnel- 3104  
Faculty Personnel- 1368  
Security Personnel- 50  
Total- 4522

**4. Administrative Office Responsible for Security**

Our office is located at 3 North Dunlap, Van Vleet Building 2<sup>nd</sup> Floor, Memphis, TN 38163

**5. Security Personnel and Training**

The department currently has 29 Police Officers and 23 Security Officers. The Chief of Police at UTHSC-PD manages all personnel functions, including screening, selection, training, equipping, deployment, scheduling, and record keeping. Police officers employed by the University must be previously certified by the Tennessee Peace Officer Standards and Training (P.O.S.T.) Commission or attend a basic academy within their first six months. Officers needing certification will receive basic training at one of the following training academies: the Tennessee Law Enforcement Academy (TLEA) in Nashville; the Memphis Police Academy; or the Shelby County Sheriff's Academy. This comprehensive training begins with 488 hours of basic instruction at a state or regional police training academy. Once appointed, officers will complete a 4–8 weeks Field Training Officer (FTO) program. Annually, police officers must complete 40 hours of in-service training. This training includes first aid, CPR, active shooter response, child abuse, defensive tactics, stress management, report writing, crime scene preservation, firearms, use of force, and legal topics.

The security officers on campus are unarmed and stationed in various buildings on campus. They must meet Tennessee requirements to become an unarmed guard. Which requires security officers to receive four hours of instruction on legal powers and limitations, emergency procedures training, general unarmed security training, e-escalation, ASPs Baton, handcuffing, OC pepper spray, CPR, and first aid.

## **6. Enforcement Authority**

The University of Tennessee and its Board of Trustees, through a State Police Commission, authorized by T.C.A. 49-7-118, et seq., may establish a university police service. Police officers receive the Commission on Peace Officers Standard and Training (POST) certification. They have general police powers, including powers of arrest necessary to enforce Federal and State laws, as well as the university rules and regulations. On all property owned, operated, or controlled by UT Health Science Center, its police officers are responsible for the detection and suppression of criminal activities. This is accomplished by enforcing federal laws, state laws, ordinances, and the University of Tennessee regulations. The enforcement process is carried out through a variety of discretionary alternatives, such as arrest and incarceration, detention and referral reporting, and investigations.

UTHSC-PD's officers are empowered "to enforce all state laws as well as rules and regulations of the... Board of Trustees." The authority granted" extends to all facilities or property owned, leased, or operated by the... Board of Trustees, including any public roads or right-of-way which are contiguous to or within the perimeter of such facilities or property." As set forth by the statute and as a matter of policy, these officers are authorized and expected to exercise full police powers necessary while on UT property, as defined above. Officers may also exercise full police powers on "public roads or right-of-way, which are contiguous to or within the perimeter" of the UT Health Science Center campus. However, this must be limited by the following guidelines: The shift supervisor of each shift is required to respond to all such incidents on the perimeter of the campus in a lawful, prudent manner. The Memphis Police Department (MPD) must be advised at the onset of any off-campus police action, and the matter will, if appropriate, be turned over to the MPD upon its arrival at the scene. The UTHSC-PD has a written "Memorandum of Understanding" (MOU) with the City of Memphis and the Memphis Police Department extending statutory authority to the Medical Center District.

## **7. Reporting Criminal Incidents**

To report criminal incidents, suspicious activity, or other incidents that are not emergencies that occur off campus, individuals may contact:

1. Memphis Police Department at 901-545-COPS (2677)
2. Shelby County Sheriff's Office at 901-379-7625
3. Barlett Police Department at 901-385-5555
4. Collierville Police Department at 901-853-3207
5. Germantown Police Department at 901-754-7222
6. Millington Police Department at 901-872-3333

The Tennessee Bureau of Investigation (TBI) collects data on criminal incidents through the Tennessee Incident-Based Reporting System (TIBRS). This system gathers detailed information on each criminal incident, including the nature of the crime, the characteristics of the victims and offenders, and the outcomes of the investigations. TIBRS data is used to compile crime statistics and to support law enforcement agencies in their efforts to prevent and respond to crime.

## **8. Access to Facilities and Programs**

All individuals associated with the University of Tennessee Health Science Center (UTHSC) must visibly wear a UTHSC ID card and present it upon request by UT police officers, faculty, or staff. This requirement has been in effect since January 1991. Key control is crucial for maintaining security at UTHSC facilities and activities. Personnel entrusted with keys must adhere to the policies and procedures outlined in this document. Access to the University's campuses and facilities is restricted to students, faculty, staff, guests, and other invitees, except during events open to the general public.

### **General Policies:**

1. The Chief of Campus Police is responsible for administering the ID card and card reader system at UTHSC and is available for consultation on security-related questions. The Assistant Vice Chancellor for Facilities oversees the key control program. Only the Chancellor or the Executive Vice Chancellor and COO can overrule UTHSC-PD on matters of ID cards, the card reader system, and key control.
2. ID cards and keys issued by campus police and key control to faculty, staff, and students are for official use on the UTHSC campus. These items remain the property of the University and must be returned to Campus Police and Key Control upon termination or transfer. Failure to return the ID and keys will result in penalties and restrictions as outlined in this document.
3. Graduating students may retain their ID cards only if the graduation date on the card is the correct expiration date. Students who withdraw must return their ID cards. Failure to return ID cards will result in penalties and restrictions as outlined in this document.
4. Vice chancellors, deans, chairpersons, department heads, and directors have the authority to request that Campus Police issue card reader ID cards and that Facilities issue keys. They must ensure proper controls and safeguards to protect the integrity of the Security Card Reader Access System, key control, and the security of UTHSC facilities and activities. They must also ensure that card reader access and key authorizations are limited to individuals with an official need.

## 9. Reporting Criminal Actions or Other Emergencies & Institutional Response

Community members, students, faculty, staff, and guests are encouraged to promptly and accurately report all criminal incidents, suspicious activity, and other public safety-related emergencies and incidents to UTHSC-PD, another appropriate law enforcement agency, or designated UT Health Science Center officials. This includes situations in which the victim of such crime either elects or is unable to report an incident. The intent of this statement is to balance empowering victims to decide whether and when to report a crime and encouraging members of the campus community to report crimes of which they are aware.

- **Immediate Danger:** If you or someone else is in immediate danger, call 911.
- **Emergency Situations on Campus:** For emergencies on the UTHSC campus, call Campus Police Dispatch at 901-448-4444.
- **Non-Emergency Situations:** For non-emergency incidents, contact UTHSC-PD at 901-448-4444.
- **Online Reporting:** UTHSC-PD offers an online form for reporting confidential/silent witness incidents. This can be accessed through the website at .
- **In-Person Reporting:** You can also report incidents in person at the UTHSC-PD office located at 3 N. Dunlap, Memphis, TN 38163

Promptly reporting criminal incidents, suspicious activity, and other emergencies to UTHSC-PD or designated UT Health Science Center officials helps the University issue emergency notifications or timely warnings, as required by the Clery Act, and include the incident in the University's annual crime statistics.

### Reporting a Crime or Emergency

- **On Campus:** Call UTHSC-PD at extension 8-4444 or 901-448-4444 from outside the University.
- **Non-Emergency:** For non-emergency security or public safety matters, use the same numbers.

### Reporting Suspicious Activity

- **On Campus:** Dial the Campus Police Dispatcher at extension 8-4444 or 901-448-4444 from off campus.
- **Patrol Services:** UTHSC-PD provides 24/7 uniform foot and vehicle patrol on campus and contiguous streets. The police department also operates a 24-hour dispatch office with a dispatcher always available to obtain information or notify campus police.

### Emergency Procedures

- **First Contact:** In the event of an accident, crime, or other emergency on campus, dial Campus Police first at 901-448-4444 before dialing 911. City Police may not be familiar with all campus buildings, and dialing 911 first may slow response time. Campus police will respond and contact the appropriate personnel, including Memphis police if necessary.
- **Communication Office:** The communication office telephone numbers are widely published in city campus directories, crime prevention literature, and provided in orientation sessions. Help phones with direct access to the UTHSC-PD communication office are available at various locations.

### "Blue Light" Emergency Telephones

- **Usage:** Strategically located throughout the campus, these phones can be used to report suspicious or unusual behavior. Note their locations and make a test call to ensure the system works. Inform the dispatcher that your call is a “test.”

#### **Victim Assistance**

- **Reporting Crimes:** Victims of crimes can contact the police communication office, and a police officer will be dispatched to their location. An offense report will be prepared, and a full investigation conducted. UTHSC-PD maintains mutual cooperation with city, county, state, and federal law enforcement agencies for processing criminal incidents in the appropriate jurisdiction.
- **Personal Injury:** If you are the victim of a personal injury or witness an injury to another party, notify the campus police communication office to speak with a police dispatcher (8-4444). The dispatcher will immediately dispatch a police officer, contact the appropriate medical personnel in University Health, and contact the Memphis Fire Department to dispatch an ambulance if required.

#### **Anonymous Reporting**

- **Confidential Reports:** If you have seen a crime or been a victim and wish to report it anonymously, submit a confidential/silent witness report by visiting the UT Health Science Center’s Campus Police Confidential/Silent Witness Report page at: <https://oracle.uthsc.edu/pls/htmldb/prd/f?p=113802:4:2412746615365151>

<b>10. Possession, Use and Sale of Alcoholic Beverages</b>
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In Tennessee, it is illegal for:

- Anyone under 21 years of age to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer.
- Anyone to purchase an alcoholic beverage for or at the request of a person under 21 years of age.
- Anyone under 21 years of age to purchase or attempt to purchase any alcoholic beverage.
- Anyone under 21 years of age to knowingly make a false statement or show false identification claiming they are 21 or older to purchase or obtain alcoholic beverages.
- Anyone to give or buy alcoholic beverages or beer for or on behalf of any minor, or to cause alcohol to be given or bought for any minor.
- A driver to consume any alcoholic beverage or beer, or possess an open container of alcoholic beverage or beer, while operating a motor vehicle.
- Anyone to persuade, entice, or send a minor to any place where alcoholic beverages or beer are sold to buy or procure alcoholic beverages or beer for the minor or any other person.
- Any owner, occupant, or person with lawful control of the property to knowingly allow someone to consume alcoholic beverages, wine, or beer on the property if they know the person consuming is underage.

Violating these Tennessee laws can result in criminal prosecution, including fines and imprisonment.

The University of Tennessee Health Science Center (UTHSC) is committed to maintaining a safe, healthy, and alcohol- and drug-free work environment. In alignment with local, state, and federal laws, the university prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on campus property or as part of any university-affiliated activity, unless otherwise permitted by university policy. This commitment is emphasized in the Code of Conduct, HR Policy/Procedure 0720, and the student [CenterScope student handbook](#).

### **Policies and Procedures**

- **Annual Notification:** The Annual Notification of Alcohol and Other Drugs Standards, Sanctions, Health Information, Programs, and Services can be found [here](#).
- **Employee Policies:**
  - Employee Code of Conduct
  - HR 720 Drug-Free Campus and Workplace
- **Student Policies:**
  - Student Code of Conduct
  - SA 116 Drug and Alcohol Policy

### **University Policy**

The University of Tennessee prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs (as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on university property or during university activities. Violations of this policy can result in disciplinary action, including immediate discharge for employees and permanent dismissal for students. Federal and state laws also impose penalties, including fines and imprisonment, for such unlawful activities.

The University of Tennessee Health Science Center policy [SA00120 Alcohol Policy](#) requires that all events on campus and all university affiliated events involving students be registered and approved by the EVC/COO.

### **Reporting and Screenings**

Employees paid from federal grants or contracts must notify the university of any criminal drug statute conviction for a violation occurring in the workplace within five days. The university must then inform the granting or contracting agency within ten days of receiving notification. To maintain a safe and drug-free environment, UTHSC may conduct screenings for controlled substances and alcohol in positions affecting public welfare or safety, or where required by federal regulations. Screenings are also permissible where there is reasonable suspicion of drug or alcohol use.

### **Sanctions**

The University of Tennessee will impose disciplinary sanctions on students and employees for violations of the respective Codes of Conduct. Sanctions may include dismissal of students or termination of employment and/or referral for prosecution. Students and student organizations must comply with all relevant university policies, including the Standards of Conduct outlined in the CenterScope Student Handbook. Violations can lead to disciplinary actions ranging from warnings to dismissal and may include participation in educational or counseling programs.

### **Legal Sanctions**

In addition to university disciplinary action, the illegal possession, use, or distribution of drugs, drug paraphernalia, or alcohol by university students or employees on campus or at any university-sponsored activity is subject to applicable federal, state, and local laws.

For more information, please review the Student Code of Conduct and the University's Drug-Free Campus and Workplace policy, HR0720.

### **11. Possession, Use and Sale of Illegal Drugs**

Various Tennessee state laws make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with the intent to manufacture, distribute, dispense, deliver, or sell controlled substances. Possible consequences for violating Tennessee state law could result in criminal prosecution, which may include fines and imprisonment.

#### **Reasonable Suspicion**

Reasonably suspicious signs and symptoms of drug and alcohol abuse may include but are not limited to the following: odor of alcohol, odor of marijuana, slurred speech, flushed, swollen face, red eyes, pupils dilated or constricted, unusual eye movement, lack of coordination, tremors or sweats, weariness, exhaustion and sleepiness. To report a person you may reasonably suspect under the influence of alcohol and/or drugs contact the UT Health Science Center Campus Police at 901.448.4444. You can view UT Health Science Center's Drug-Free Guidelines at: <http://uthsc.edu/hr/employee-relations/drug-free.php>

#### **Health Risks**

Drug and alcohol abuse can cause seriously fatal health problems such as cancer, brain damage/seizures, nerve damage, heart disease, and more. The following are some common health problems associated with drug and alcohol abuse: The use of alcohol can lead to... Alcoholism, damage to brain cells, increased risk of cirrhosis, ulcers, heart disease, heart attack, cancers of the liver, mouth, throat, and stomach, hallucinations, personality disorders, loss of muscle control, poor coordination, slurred speech, fatigue, nausea, headache, increased likelihood of accidents, impaired judgment, respiratory paralysis, death, and birth defects/fetal impairment.

### **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 the 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, Cours, 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)).

The University adopted policy SA0875 - Firearms in response to state law Public Chapter 1061, which generally allows full-time employees to carry a concealed handgun on certain University property if they have a valid handgun carry permit. Policies and procedures exist for eligible employees to carry concealed handguns in certain areas of the UT Health Science Center campus. Strict adherence to SA 0875 is required. The University permits employees to carry or possess firearms on university property only as authorized by law. Unless authorized by Section

3 of SA 0875 policy, an employee shall not possess or carry a firearm on university property or while acting within the course and scope of their University employment. A copy of SA0875 can be found at [policy.tennessee.edu/ut-systempolicies/health-safety-risk-management-policies](http://policy.tennessee.edu/ut-systempolicies/health-safety-risk-management-policies) Requirements under the policy include, without limitation:

1. 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.
2. 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.

### **UT Health Science Center Weapons Policy – Students**

Students are NOT authorized to carry a concealed handgun. The Student Code of Conduct states that a student may be disciplined for “possessing, carrying, using, storing, or manufacturing any weapon on University controlled property or in connection with a University-affiliated activity, unless authorized in writing by the Chief of Police or their designee or unless federal or state law affirmatively gives a student a right, irrespective of this Chapter, to possess or carry a weapon on University controlled property or in connection with a University-affiliated activity.” More information about the UTHSC Student Code of Conduct Policy can be located at:

### **UT Health Science Center Weapons Policy – Employees**

The University permits employees to carry or possess firearms on university property only as authorized by law. Unless authorized by University of Tennessee Safety Policy SA0875 Firearms, section three, Authorized Possession and Carrying of Firearms, an employee shall not possess or carry a firearm on university property or while acting within the course and scope of their University employment. More information about UT Safety Policy SA0875 can be located at: <https://uthsc.edu/campus-police/firearms.php>

## **13. Students or Employees with Criminal Records**

### **Criminal Background Check Process Overview for Students**

UT Health Science Center (UTHSC) requires admitted students to undergo a criminal background check (CBC) before matriculation. This process is managed by Verified Credentials and can be accessed online at Verified Credentials. A link to the site is included in each UTHSC NetID letter. Students are responsible for initiating the background check procedures and covering the cost. The CBC search may include the following:

1. **County Criminal Record Search:** Uses student address information from the past 7 years to provide a comprehensive report on criminal records from county courthouses.
2. **ID Search Plus:** Reviews fraudulent activity by matching the student's name, address, and/or social security number against a credit-reporting database.
3. **Level 3 FACIS Report (Fraud and Abuse Control Information System):** Obtains information on a wide range of disciplinary actions affecting healthcare providers, from

exclusions and debarments to letters of reprimand and probation. This search accesses over 800 databases in 50 states.

4. **Sex Offender Database:** Searches for individuals registered as sex offenders in the selected state or jurisdiction. Information and offender level retrieved vary by location.
5. **Tennessee Abuse Registry:** Maintained by the Tennessee Department of Health, this registry lists individuals who have abused, neglected, or misappropriated personal property of vulnerable persons. Allegations are thoroughly investigated, and due process is afforded to all accused persons.
6. **License Verification**
7. **Employment Histories**

A student whose CBC shows findings other than GREEN (no findings) may be excluded from a clinical placement program by the healthcare facility. Exclusion criteria include:

1. History of any felony conviction within the last seven years.
2. History of class "A" misdemeanor conviction within the last seven years.
3. History of class "B" misdemeanor conviction within the last seven years.
4. Listing on the registry maintained by the Department of Health pursuant to T.C.A. Section 68-11-1004.
5. Listing on any of the following registries: HHS/OIG list of excluded individuals, GSA list of Parties Excluded from Federal Programs, U.S. Treasury Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
6. An encumbered license (current or prior) in a health-related field, if applicable.

Verified Credentials will provide a report of the above eligibility screens to the designated UTHSC official(s) for each student.

### **Criminal Background Check Process Overview for Employees**

The University of Tennessee Health Science Center conducts a pre-employment background check for all staff, faculty, and friends working at the University. All new hires to the University must be willing to submit to a background investigation and reference check.

Our background investigations are used to determine if an applicant may be unqualified for a position due to a record of criminal conviction, motor vehicle violations, poor credit history, or misrepresentation regarding education or work history.

Our employment checks generally involve requesting verification documentation of a candidate's current and previous employment, volunteer work, or internship.

### **Tennessee Sex Offender Registry**

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 University of Tennessee Health Science Center Police Department provides a link to the Tennessee Bureau of Investigation (TBI) Sex Offender Registry. This act requires higher education institutions to inform the campus community where they can access law

enforcement information about registered sex offenders. It also mandates that sex offenders, who are already required to register in the State, must notify any higher education institution in Tennessee where they are employed, carry out a vocation, or are a student.

In Tennessee, convicted sex offenders must register with a Law Enforcement Agency as required by law. The Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004, established in TCA 40-39-201 et seq., became effective on August 1, 2004. All individuals who meet the definition of a sexual offender or violent sexual offender and who live, work, attend school, or establish a physical presence in Tennessee must register with the appropriate agencies as defined by law.

The TBI maintains the TBI Sex Offender Registry, which can be accessed at TBI Sex Offender Registry. It is also accessible from the UT Health Science Center Campus Police website under the Clery Act link at UTHSC Clery Act Sex Offender Registry.

The TBI Sex Offender Registry information is intended for the administration of criminal justice, screening of current or prospective employees or volunteers, and for the protection of the public, especially children. Unlawful use of this information for purposes of intimidation or harassment is prohibited, and willful violation may result in criminal, civil, and/or university sanctions.

#### **14. Security Considerations Used in the Maintenance of Campus Facilities**

##### **Security Considerations for Campus Facilities Maintenance**

The UT Health Science Center's Facilities Services ensures that campus facilities, grounds, and landscaping are maintained to eliminate natural obstructions that could pose safety concerns. The campus features card swipe access both externally and internally. Most buildings have timed door locks that open and close at predetermined times, while some buildings allow 24-hour access based on permissions.

There are fourteen (14) Emergency Call Boxes strategically located throughout the campus. When activated, these call boxes automatically contact the UTHSC-PD dispatcher. Additionally, over 3,800 security cameras are strategically placed both inside and outside campus buildings.

##### **Escort Service**

Campus Security and Police Officers provide escort services for staff, faculty, and students within the Medical District from dusk to dawn, or during other appropriate times such as weekends and holidays. Escorts may be provided by university vehicle or on foot, depending on the situation. Escorts are not available outside the Medical District or beyond the designated campus area. Emergency escorts may be granted in rare instances with approval from the Chief of Police, Shift Commander, or their designate. This service is for personal safety and is not a shuttle service. To request an escort, individuals should call the UTHSC-PD Dispatcher at 901.448.4444 and provide their location, destination, and name.

## **Security**

Security for the University's property is maintained 24/7 by controlling access to the property. This includes locking and unlocking doors and windows, securing gates, activating alarms, and conducting continuous checks of university facilities. Patrol officers respond to activated alarms and perform preventative patrols to detect traffic, security, or safety issues.

## **Traffic**

The traffic function involves enforcing parking regulations, issuing citations, and investigating accidents on campus and adjacent streets.

## **Solicitation**

Both commercial and noncommercial solicitation are prohibited in non-public areas of the university. Solicitation and sales in public areas are restricted to invited and registered organizations, as well as faculty, students, and staff, with prior approval. Such activities are subject to reasonable restrictions regarding time, place, and manner.

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

### **Emergency Notification System**

UT Health Science Center will immediately notify the campus community upon confirming a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. Examples of emergencies that will trigger notifications include fires, tornado warnings, campus closures and delays (e.g., winter storms), active shooters, utility outages (power, network), evacuations, and criminal activity.

"Confirmation" means that UT Health Science Center has verified a legitimate emergency or dangerous situation involving an immediate threat to health or safety on campus.

The UTHSC-PD Shift Supervisor will immediately communicate with the Chief of Police, the Chief Safety Officer, the Assistant Vice Chancellor of Facilities, and the Executive Vice Chancellor and Chief Operating Officer. If a major emergency or disaster is declared, the rest of the campus will be notified through the Campus Communications Network procedures.

UT Health Science Center will, without delay and considering community safety, determine the content of the emergency notification and initiate the notification system. This will be done unless issuing a notification would, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or mitigate the emergency. Emergency notifications are generally short and direct, and UT Health Science Center can amend the content of the message. The appropriate segments of the campus community to receive the notification will be determined based on the incident.

The following individuals or organizations are responsible for:

1. Confirming a significant emergency or dangerous situation.

2. Determining the appropriate segments of the campus community to receive a notification.
3. Determining the content of the notification.
4. Initiating the notification system.
  - Executive Vice Chancellor and Chief Operating Officer
  - Chief of Police
  - Deputy Chief of Police
  - Police Captain
  - Police Shift Commander
  - Dispatch Manager
  - Chief Safety Officer
  - Vice Chancellor of Strategic Communications and Marketing

In the event of an emergency or crisis on campus, the following mechanisms may be used to notify the campus community:

- Rave Guardian smartphone app (notifications based on a set mile radius within the app)
- Mobile phone (via SMS)
- Phone messaging system
- Text messaging using UT Health Science Center Alert
- Webpages: UT Health Science Center home page, UTHSC-PD website
- RSS
- Email alerts to all faculty, staff, and students
- Media alerts to local TV and radio outlets
- Campus digital signage

UT Health Science Center Alert is one of the methods used to communicate emergency notifications by email and text message to students and employees, and on digital signage within campus buildings. During emergencies, every second counts, and communication is critical. UTHSC-PD has ensured that you receive emergency notifications at your UT Health Science Center email address. You can also register additional emails, cell phone numbers, and pager numbers to receive alerts on multiple devices.

Key elements of the UT Health Science Center Alert system include:

- Automatic account creation and registration of your UT Health Science Center email address. If you are a faculty member, staff member, retiree, student, postdoc, or resident with an active NetID, an account has already been created for you.
- Easy login with your NetID and password to register additional email addresses and phone/pager numbers. You can add up to two cell phone numbers and five additional email addresses.



- Simplified registration process for non-UT Health Science Center members. Parents of students, vendors working on campus, and other community members can text "UT Health Science Center" to 79516 to register.

For more information about emergency planning at UT Health Science Center, visit [UTHSC Emergency Preparedness website](#). If you need help logging in to the UT Health Science Center Alert system or managing your account, refer to the Frequently Asked Questions or contact the Help Desk at [helpdesk@uthsc.edu](mailto:helpdesk@uthsc.edu) or 448.2222.

### **Campus Communications Network**

Once a major emergency or disaster has been declared, the Campus Communications Network should be activated. The Office of the Chancellor is responsible for maintaining the Campus Communications Network for UT Health Science Center, including names and phone numbers, on an up-to-date basis.

### **Responsibilities:**

#### **Campus Police Shift Supervisor:**

- Memphis Fire Department
- Memphis Police Department
- Chief of Police
- Chief Safety Officer
- Assistant Vice Chancellor for Facilities
- Shelby County Office of Preparedness
- Memphis Office of Emergency Management

#### **Chief of Police:**

- Vice Chancellor for Communications and Marketing
- Executive Vice Chancellor and Chief Operating Officer

#### **Executive Vice Chancellor and Chief Operating Officer:**

- Chancellor
- Vice Chancellors and Deans
- Assistant Vice Chancellor for Facilities
- Chief Safety Officer (as appropriate)
- Staff Support (as appropriate)
- Environmental Response Contractors (as appropriate)

#### **Assistant Vice Chancellor of Facilities:**

- Assistant Vice Chancellor for Facilities
- Memphis Light, Gas, and Water Division

- **Deans:**

- Departmental Chairs (as appropriate)

#### **Vice Chancellors:**

- Associate and Assistant Vice Chancellors
- Directors/Managers (as appropriate)

## Timely Warning

The UTHSC Police Department (UTHSC-PD), in consultation with the Executive Vice Chancellor and Chief Operating Officer or their designee, is responsible for issuing timely warnings in compliance with the Clery Act. Anyone with information warranting a timely warning should report the circumstances to UTHSC-PD. These warnings are issued to keep the campus community informed about safety and security matters and to prevent similar crimes from occurring.

The decision to issue a timely warning is made on a case-by-case basis, considering all available facts, the seriousness and continuity of the threat to students or employees, and the potential risk of compromising law enforcement efforts. Timely warnings are typically issued for Clery Act crimes that:

1. Are reported to UTHSC-PD or the Clery Coordinator directly, or indirectly through a campus security authority or local law enforcement.
2. Occur within the university's Clery geography (on campus, in non-campus buildings or properties controlled by the university, or on public property adjacent to the university).
3. Are considered a serious or continuing threat to students, employees, or their property.

Timely warnings, known as "Campus Alerts" at UTHSC, are designed to heighten safety awareness and aid in the prevention of similar crimes. The need and manner of issuing a Campus Alert are determined by UTHSC-PD's assessment of the threat potential and specific circumstances. Typically, Campus Alerts are not issued for incidents reported more than five days after the alleged occurrence. Once all relevant information is received, warnings are usually issued within twenty-four hours.

A timely warning will contain pertinent information about the incident to help individuals protect themselves and prevent similar crimes. The Campus Police Dispatcher prepares the message, which is reviewed by the Chief of Police or their designee before being sent to the campus community. Due to the length limitations of text messages, the message will include enough information to convey the threat and provide guidance.

Campus Alerts are issued via text messaging and email. The University will keep the names of victims confidential when issuing a timely warning. Timely warnings are not issued for crimes reported to professional or pastoral counselors, and the University does not employ pastoral counselors.

If a situation arises that constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued through the University's alert system to students, faculty, and staff. The UT Health Science Center Alert system is used to communicate timely warnings by email and text message. During emergencies, communication is critical, and Campus Police have ensured that emergency notifications are sent to your UTHSC email address. You can also register additional emails, cell phone numbers, and pager numbers to receive alerts on multiple devices.

Depending on the specific circumstances of a crime, especially those posing an immediate threat to the community and individuals, the UTHSC Police Department (UTHSC-PD) may post a notice on the campus-wide electronic bulletin board to provide immediate notification to the university community. In such cases, a copy of the notice is also posted around campus. Anyone with information that warrants a timely warning should report the circumstances to UTHSC-PD by phone at 901.448.4444 or in person at 3 North Dunlap.

The Clery Act does not require the University to issue a timely warning for:

1. A Clery Act crime that occurs outside of the University's Clery Geography.
2. A crime that is not a Clery Act crime, even if it occurs within the University's Clery Geography.

However, the Chief of Police, in consultation with the Executive Vice Chancellor and Chief Operating Officer, may issue a Campus Alert for other crimes.

### **Inclement Weather**

In the event of inclement weather, UT Health Science Center students, faculty, and staff can stay informed about the campus status through the following channels:

- The UT Health Science Center website: [www.uthsc.edu](http://www.uthsc.edu)
- UT Health Science Center Alert
- Local television and radio stations

The UT Health Science Center's administrative closing and inclement weather policy can be found at UT Policy HR0320-H.

## University Housing Requirements

### **1. Student Housing Available**

UT Health Science Center does not own or operate any on-campus housing facilities.

### **2. Housing Assignments & Requests by Students for Assignment Changes**

UT Health Science Center does not own or operate any on-campus housing facilities.

### **3. Identifying and Admission of Visitors**

UT Health Science Center does not own or operate any on-campus housing facilities.

### **4. Housing Facility Entrances**

UT Health Science Center does not own or operate any on-campus housing facilities.

### **5. Standard Security Features**

UT Health Science Center does not own or operate any on-campus housing facilities.

### **6. Employees & Security Training**

UT Health Science Center does not own or operate any on-campus housing facilities.

### **7. Programming**

UT Health Science Center does not own or operate any on-campus housing facilities.

### **8. Special Security Procedures**

UT Health Science Center does not own or operate any on-campus housing facilities.

**9. Housing of Guests**

UT Health Science Center does not own or operate any on-campus housing facilities.