

- (i) A faculty or staff member found in violation of the policy will be subject to employee disciplinary procedures.
- (j) Non-students violating the Smoking/Clean Air Policy may be charged with trespassing.

## 2. Appeal Process.

- (a) Upon receipt of a citation, a student has three class days to submit a written appeal. Appeals submitted after three days will not be considered.
- (b) The appeal form can be obtained from the Central Student Affairs Office or can be completed online.
- (c) The issuing official will be afforded the opportunity to comment on appeals before being presented to the appeal authority.
- (d) In addition to the Student Tribunal's authority to adjudicate traffic and parking violations, the Student Tribunal also shall hear and decide all cases involving the appeal of smoking violation citations by students. The Tribunal will consist of a minimum of three members and decide by majority vote.
- (e) The Tribunal will meet at a minimum every two weeks and report findings in writing to the student, the chief judicial officer, and the Business Office.

## **APSU CAMPUS SECURITY, TRAFFIC & PARKING**

### **Security Policies and Procedures**

APSU maintains a 24-hour dispatch service accessible by telephone (221-7786), emergency (911) and is always open for walk-in service (Shasteen Building). Officers patrol the campus by automobile and on foot 24 hours a day. The department of public safety is open 365 days a year. Department regulations state that when a person applies for assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information shall be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established departmental procedure.

The campus and facilities of the University are restricted to students, faculty, staff, guests, and invitees of the University, except when part or all of the campus, its buildings, or facilities, are open to the general public for an approved and designated time and purpose. Campus facilities include all on-campus buildings and off-campus buildings owned or controlled by the University or student organizations recognized by the University. For specific information on access to facilities and key control, refer to APSU Policy No. 4:007.

All persons using campus facilities, including faculty, staff, guests and invitees, shall be subject to all rules and regulations of the University and the Tennessee Board of Regents, which are applicable to the conduct of students on campus and to all applicable federal and state laws and regulations. The public safety department conducts ongoing surveys of outdoor lighting and reports problems directly to the physical plant department.

The Department of Public Safety also conducts surveys of the campus for hazardous conditions and reports problems directly to the physical plant department. In addition, department of public safety personnel routinely report all unsafe or potentially unsafe conditions found to exist on campus. In the event of a hazardous or unsafe condition, steps are taken to ensure the safety of the University community. There are commissioned officers employed by the Department of Public Safety. Their training consists of a basic police academy, which meets the requirements of the Tennessee Police Officers Standards and Training Commission and an annual in-service training session of 40 hours, which also meets Tennessee P.O.S.T. requirements.

APSU campus police are commissioned as peace officers by the president of APSU as provided by state statutes. The commission authorizes officers to enforce laws on the campus and provides officer status on University property and streets contiguous to the campus. Public Safety has a close working relationship with municipal, county, state and federal law enforcement agencies. The Clarksville Police Department offers close support by patrolling surrounding neighborhoods and may investigate major crimes on campus. The Military Police at Fort Campbell provide similar support at the APSU Center @ Fort Campbell.

All members of the University community are encouraged to report all criminal activity and other suspicious activity to the Department of Public Safety. Security awareness and reporting procedure presentations are made to all incoming students and new employees during orientation sessions. Should the University acquire any new facilities at remote locations that come under the purview of these laws, arrangements will be made with local law enforcement agencies to provide required crime statistics. These will be distributed annually to facility users to alert them to potential criminal activities.

The Student Handbook contains a statement encouraging students to contact Public Safety regarding criminal activity. Other methods to encourage prompt reporting of criminal activity include distribution of newsletters, memorandums, newspaper articles, posters, and other media. A list of off-campus student organizations and their addresses are provided regularly to the Clarksville police department. They have agreed to forward reports of any criminal activity at these locations to Public Safety at APSU. Crime prevention programs including a program to engrave identification numbers on valuable items, assault awareness presentations, and videos providing information regarding methods to prevent crimes are used on a regular basis. Other information on crime prevention is regularly distributed to students and employees through newsletters, memorandums, campus newspapers, and posters.

Statistics for all crimes will be publicized and distributed to employees and students on an annual basis, in the time frames required by Federal/State law and will be available to applicants for enrollment or employment upon request to the Office of Public Safety. For University policy and statistics, contact the Office of Institutional Research and Effectiveness at 221-7331, or at [www.apsu.edu/ire](http://www.apsu.edu/ire).

### Traffic and Parking Regulations

1. Purpose: The purpose of these regulations is to facilitate the orderly and efficient flow of traffic on campus, to provide a safe atmosphere with regards to both pedestrians and other motor vehicle operators, and provide order with regards to parking within our limited space allocations.
2. General Information:
  - (a) Every Austin Peay State University student, faculty and staff member who chooses to park a vehicle on campus at any time must obtain and display a current, valid parking permit. All members of the campus community will be afforded the opportunity to become familiar with these regulations. All personal receiving a parking permit will be offered a copy of the parking regulations along with a detailed map of parking locations by category. Persons are expected to read and familiarize themselves with these regulations. Accordingly, when found in violation, ignorance of these regulations is no excuse or defense.
  - (b) The president and vice president for Finance and Administration direct all matters concerning traffic and parking on campus, unless delegated to the director of public safety/ chief of campus police. The director/chief is responsible for the enforcement of these regulations. The director/chief is authorized to selectively enforce or not enforce certain regulations and parking categories based on special events and circumstances that require special accommodation.