

## **How to report a criminal offense**

### **To report a crime:**

Contact Memphis Theological Seminary Security at 901-834-7877 (non-emergencies) or from a phone which is located within the Seminary or Commuter Housing. Dial 9-9-1-1 (emergencies only).

Any suspicious activity or person seen in the parking lot or loitering around vehicles, inside buildings or around the commuter housing should be reported to the Security Officer at 901-834-7877.

In addition you may report a crime to the following:

1. Director of Facilities and Safety at 901-334-5834 or 901-355-5882 located in the Facilities Office at 2385 Union Ave.
2. Director of Student Services at 901-334-5806 located in Founders Hall.
3. Receptionist at 901-334-5800 located in Founders Hall.

## **Voluntary Confidential Reporting**

If you are a victim of a crime and do not want to pursue action within the Seminary System or the criminal justice system, you may still want to consider making a confidential report.

With your permission, the Director of Safety or a designee of Memphis Theological Seminary can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of others and yourself.

With such information, the Seminary can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

## **Limited Voluntary Confidential Reporting**

The Safety Department for Memphis Theological Seminary encourages anyone who is a victim or witness to any crime to promptly report the incident to the Memphis Police Department. Because police reports are public records under state law the Memphis Police Department cannot hold reports of crime in confidence.

Confidential reports of crime can be directed to the Memphis Police Department by calling 901-528-2274 (528-CASH)

### **Addressing the Encouragement of Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Director of Facilities and Safety, Security Officers and the Memphis Police Department in a timely manner.

The Memphis Police Department should be contacted at 901-545-2677 when incidents, emergencies, or crimes occur at the Seminary.

**In accordance with the Jeanne Clery Act and the Department of Education Guidelines**, professional and pastoral counselors must report crimes to the Director of Facilities and Safety, thus not evoking the doctor/ pastoral confidentiality standards.

### **Addressing the Encouragement of Accurate and Prompt Crime Reporting**

To report a crime or an emergency on the Memphis Theological Seminary campus, call 911 or 9-911 when using a land line located within the Seminary. To report a Non-emergency security or public safety related matter, call the Director of Facilities and Safety at **extension 5834** or, from outside the Seminary phone system, **901-334-5834**.

**The direct number to the Security Officer on duty is 901-834-7877.** In response to a call, Memphis Theological Security will take the required action, dispatching an officer and report the incident to the Memphis Police Department to file an incident report.

All incident reports are forwarded to the President, Vice President of Operations, Dean of Students and the Director of Facilities and Safety for review and potential action by the President and/or Dean.

If assistance is required from the Memphis Police Department the Memphis Theological Seminary will contact the appropriate unit.

### **Withholding Information on Crime**

If there is clear and convincing evidence that the release of information would cause a suspect to flee or evade, would result in the destruction of evidence, or is prohibited from release by law, such information is absolutely necessary and will be withheld only until the damage is no longer likely to occur.

### **Addressing Counselors and Confidential Crime Reporting**

Students, faculty, staff, and visitors to campus are encouraged to report emergencies and criminal activity to the Director of Facilities and Safety.

To report an emergency, dial 9-9-1-1 from any campus telephone.

It is important to cooperate with Police so proper investigation can occur. Anonymous crime reports may be sent to the Director of Facilities and Safety, 168 East Parkway South. Memphis, TN. 38104.

### **Addressing Counselors and Confidential Crime Reporting**

Campus Security Authorities, Employees, Faculty and Staff must document crimes they have personally observed or have been reported to them. Campus Security Authorities may use the General Incident Reporting Form to report crimes.

These reports must be immediately forwarded to the Director of Facilities and Safety. Those crimes observed by a Campus Security Authority or reported to by a victim, or witness of said crimes is included in the campus crime statistics.