

Memphis Theological Seminary  
Office of Facilities and Safety

I would like to welcome you to the Memphis Theological Seminary. My name is Gregory Spencer I am grateful to serve as the Director of Facilities and Safety. I am aided by Ms. Vella Powell in the Facilities and Safety Administrative duties and Clergy Act compliance.

The Facilities and Safety Department serves two different functions.

The first being the maintenance of all MTS facilities and grounds including student housing.

The second is providing for the security and well-being of the Students, Faculty and Staff. This is accomplished thru various means one of which is a full time security contractor on site. Also, local resources such as the Memphis Police Department and crime and perpetrator notification sites are utilized.

Additionally, the Memphis Theological Seminary Facilities and Safety Department in conjunction with local advocacy groups will be offering several mandatory orientation and information sessions beginning in February 2016. In the coming months we will be addressing and educating on issues such as domestic violence, dating violence, sexual assault and stalking. These sessions are mandatory and are in keeping with the requirements of the **Violence Against Women Act and Clergy Act**.

I would like to share with you briefly regarding our different policies, additional literature will be provided.

- 1.) Student parking is located across the street at southwest corner of Lindenwood Church's parking lot. We request that all students park in that designated lot. Security patrols that location on a regular basis. Students are allowed to park in the 30 min parking this is reserved for business at the Seminary which is brief in nature. Students are allowed to park in the main lots after 5:00 p.m. on a first come first serve basis. We ask that you use crosswalks while crossing Union Ave. Traffic can be quite dangerous. The Security Guard is on site for your protection should you require to be escorted to your vehicle do not hesitate to ask them.
- 2.) Listed on your brochure is a number for our security guard as well as my number. We ask that any and all suspicious activity be reported to the security and or Director of Facilities and Safety. We also ask that any threats which you may have information of be reported to the Director of Facilities and Safety.
- 3.) It is required that you wear your identification badge while on the Seminary property and be prepared to present you identification if requested so that we may account for who is and isn't allowed to be here.
- 4.) We also have an available link on the web site to the TBI Sex Offender Registries.

In accordance with Federal Law there will be times when we may issue Cleary Act notifications this is done to inform you as to crimes which may occur in this area or on Campus. **We are required to provide Crime Statistics for this Campus if you do not have one please see me.**

**The Seminary utilizes Everbridge mass notification system to notify the Seminary of threats and inclement weather.**

We require that all local, state and federal laws be obeyed and the Seminary is required to notify the appropriate agencies of all criminal violations.

We are a drug free campus and will not tolerate the sale or use of illegal drugs we must enforce this policy in accordance with Federal Law.

Possession of Fire Arms in Memphis Theological Seminary buildings is prohibited unless you are a duly sworn local law enforcement officer in Shelby County Tennessee. Possession of fire arms and weapons in student housing is prohibited. These rules apply to all including individuals duly licensed to carry firearms.

Smoking is prohibited in all Seminary properties this does include e cigarettes.

In the event of an emergency we ask that you follow our instructions.

Student housing is available for 30.00 per night and the students must furnish there on linens. You are responsible for cleaning up after yourself.

I and our team are here to be of service to you and to help make your time here enjoyable and safe as possible. Please do not hesitate to come to or call the facility office if there is something that you see that needs to be addressed or is unacceptable in regards to the conditions or safety of the MTS campus. We want to know this so we can address your concerns.