



MEMPHIS THEOLOGICAL SEMINARY

168 East Parkway South
Memphis, TN 38104

Dear Students,

On behalf of the Department of Facilities and Safety, I extend you a sincere welcome and best wishes for your tenure with Memphis Theological Seminary. My name is Gregory Spencer, and it is my privilege to serve as the Director of Facilities and Safety for MTS. I am aided by Ms. Rheanne Williams in the Facilities and Safety administrative duties, including compliance with federal statues such as The Jeanne **Clery** Disclosure of Campus Security Policy and Campus Crime Statistics **Act** or **Clery Act**, 20 U.S.C. § 1092(f), 34 C.F.R. 668.46.

The purpose of this letter is to outline the role of the Department of Facilities and Safety and share with you some MTS policies that will be helpful to you as you begin your Seminary journey.

The Facilities and Safety Department serves two different functions:

- Maintaining all MTS facilities and grounds.
- Providing for the security and well-being of the students, faculty, and staff.

These purposes are accomplished through various sources including but not limited to a full time security contractor on site and local resources such as the Memphis Police Department and crime notification services.

Please note the following highlights about MTS policies enforced by our department. Additional literature is available upon request.

1. Student Parking

Student parking is located across the street at Lindenwood Church's parking lot in the southwest corner, facing the intersection of East Parkway South and Union Avenue. Open parking is available on a first-come, first-serve basis after 4:30 PM in the main MTS lot behind Founders Hall and Cumberland Hall. We ask that you use crosswalks while crossing Union Ave as traffic can be quite dangerous. Security patrols these locations regularly. However, Memphis Theological Seminary assumes no liability for theft or damage to vehicles parked on the premises or in the Lindenwood lot, so please be careful to secure all valuables and belongings left in your vehicle. Remember, the security guard is on site for your protection. If you should require an escort to your vehicle, please do not hesitate to ask them.

2. How to Get Assistance

- a. We ask that any and all suspicious activity or threats you received or witness be reported to the Security guard and Director of Facilities and Safety.
 - i. Security Contact Number – 901-834-7877
 - ii. Director of Facilities Contact Number – 901-334-5834

3. Identification Badges

It is required that you wear your identification badge while on the Seminary property. Be prepared to present your identification if requested. This is imperative to ensure only authorized students, faculty, staff, and visitors remain on campus.



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4. Safety Notices and Emergency Warnings

In accordance with Federal Law, there will be times when we may issue safety notifications to inform you of recent crimes and/or security concerns affecting this area or the campus community.

- a. We are required to provide crime statistics for the MTS campus, all MTS owned or controlled properties, and contiguous areas. If you do not have access to this reporting, please notify the Department of Facilities and Safety at 901-334-5870.
- b. The Seminary utilizes Everbridge mass notification system to notify the Seminary community of threats and inclement weather.
- c. In the event of an emergency, Seminary officials may order you to evacuate your premises or provide instructions for your safety. As we strive to keep you informed and to keep the campus secure, we ask for your cooperation and that you follow whatever official orders you receive.
- d. More information about these MTS policies and the most recent crime statistics for our campus and other facilities are available in the Annual Security Report and Fire Safety Report, published by October 1st of each calendar year. This report is available in hardcopy upon request at the Office of Facilities and Safety and at the Memphis Theological Seminary's website (www.MemphisSeminary.edu).

5. Legal Compliance

All students must comply with federal, state, and local laws as well as Memphis Theological Seminary policies. The Seminary is required to notify the appropriate agencies of all known criminal violations. If you are the victim of a crime or witness a crime being committed at MTS, we encourage you to notify our department at 901-334-5870, contact an available Seminary official, and/or local law enforcement.

6. Drug Free Campus

Memphis Theological Seminary is a drug free campus and workplace. As such, the use and/or sale of illegal drugs will not be tolerated. We enforce this Seminary policy in accordance with local, state, and federal law. More information about MTS drug free policies and procedures is available in the Alcohol and Other Drug Prevention & Penalty Policy report. This report is available in hardcopy upon request at the Office of Facilities and Safety and at the Memphis Theological Seminary's website (www.MemphisSeminary.edu).

7. Weapons Possession

Weapons are not allowed on Memphis Theological Seminary campus, in any Memphis Theological Seminary owned building or vehicle, or in any space otherwise occupied, used or leased by Memphis Theological Seminary, including student housing. Possession of all firearms is forbidden in Memphis Theological Seminary buildings unless you are a duly sworn local law enforcement officer in Shelby County, Tennessee or the city of Memphis. These rules apply to all including individuals properly licensed to carry firearms.

8. Smoking Policy

Smoking is strictly prohibited in all Memphis Theological Seminary's buildings and facilities, including entrance. For those who wish to smoke outside, there is designated area on the east side of the Brown Shannon building. Smoking must be done at least twenty-five feet from any entrance to Seminary doors.



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9. Student Housing

Student housing at Memphis Theological Seminary is located directly adjacent to campus along Roberta Drive. Students are able to rent a shared room on the same night(s) in each week for the whole semester or term. Students are also able to secure a room on a nightly basis as available. For more information, please contact the Facilities Office at 901-334-5870.

Our team is here to be of service to you and to help make your time here as enjoyable and safe as possible. Please do not hesitate to contact the Facilities office if there is something that you see that needs to be addressed or is unacceptable with regard to the conditions or safety of the MTS campus. We cannot address your concerns without this crucial information.

For any questions, please reach out to the Facilities staff at 901-334-5870.

Thank you for your time and attention. As always, stay vigilant and stay safe.

Sincerely,

Greg Spencer
Director of Facilities and Safety