

**SAMPLE TO RESPOND TO
INFORMAL EMPLOYMENT INFORMATION REQUESTS
(TO BE TYPED ON DEPARTMENTAL LETTERHEAD)**

Dear _____:

Thank you for your interest in the Department of _____ and in employment at East Tennessee State University. Attached is the information that you requested.

East Tennessee State University makes available to prospective employees the ETSU Annual Security & Fire Safety Report. The report is published annually and includes the following information:

- a) campus policy regarding the reporting of criminal activity
- b) campus policy concerning facility safety and access
- c) campus policy concerning law enforcement
- d) information regarding safety and crime prevention programs
- e) campus policy regarding the sale, possession and use of alcohol and illegal drugs
- f) information regarding drug and alcohol education programs
- g) campus policy regarding sexual assault programs to prevent sex offenses and procedures to follow when sex offenses occur
- h) description of procedures for preparing annual disclosure of crime statistics
- i) campus policy allowing disclosure of crimes on a voluntary, confidential basis
- j) campus policy concerning crimes disclosed to a pastoral or mental health counselor
- k) campus policy concerning the recording of student criminal activity at off-campus locations
- l) timely warning procedure (campus crime alerts)
- m) crime statistics for the three most recent calendar years.

The Annual Security & Fire Safety Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614. The report can be accessed on the Internet at: <http://www.etsu.edu/dps/>.

Sincerely,

Joseph A. Smith
Department of _____

JAS:ss

Attachment

SAMPLE ONLY - TO BE MODIFIED AS APPROPRIATE