

**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 Security Information 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 ETSU Security Information 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/safetysecurity/securityreport.aspx>.

Sincerely,

Joseph A. Smith  
Department of \_\_\_\_\_

JAS:ss

Attachment

**SAMPLE ONLY - TO BE MODIFIED AS APPROPRIATE**