Campus Security Policies, Crime Statistics and Crime Log

Campus Security Policies
The college releases an annual Campus Security Report that explains such policies. The information below is referenced in the report:

Security of Facilities
Williamson College is staffed during normal College business hours. The building is protected with electronically locked security doors 24 hours a day. Staff members maintain key holder positions; faculty and staff are permitted in the building 24-hours per day. Outside door bells alert staff of persons who wish to enter the building. Students, faculty and staff have college-issued photo identification cards. Outside lighting, alarms and security systems are maintained and periodically checked by an outside agency. Williamson College does not maintain on or off-campus housing.

Off-Campus Student Organizations
Currently, Williamson College does not have off-campus student facilities or organizations. Monitoring of crimes off-campus is handled by the agency of jurisdiction where the crimes take place.

Statement Concerning Law Enforcement
Williamson College does not employ campus police or security. The Office of Student Services is responsible for promoting safety awareness and oversees the protection of campus property. If minor offenses occur involving College rules and regulations, and are committed by an enrolled student, the individual will be referred to the Office of Student Services. Students are encouraged to carry their Williamson College Photo ID card when attending classes. The Office of Student Services does not have law enforcement authority and utilizes local law enforcement agencies if necessary. Major offenses will be reported to the Franklin Police Department. Williamson College encourages accurate and prompt reporting of all crimes to the campus authorities and appropriate law enforcement agencies when the victim of such crime elects or is unable to make such a report.

In accordance with the Clery Act regulations, Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics, however, if deemed appropriate can inform the
persons they are counseling of procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

**Procedures for Reporting Crime**
To report a crime, the campus community is encouraged to contact the Franklin Police Department for emergencies (call 911) and for non-emergencies the following designated individuals on campus:

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<tr>
<th>Title</th>
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<tr>
<td>Neil Anderson: Campus Pastoral Counselor (Chaplain)</td>
<td>615-771-7821</td>
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<tr>
<td>Todd Bradley: Vice President of Academic Affairs</td>
<td>615-550-3173</td>
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<td>Susan Mays: Vice President of Operations</td>
<td>615-550-3161</td>
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<td>Ed Smith: President</td>
<td>615-550-3160</td>
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<td>Robyn Wollas: Director of Student Services</td>
<td>615-550-3164</td>
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College personnel are always available to assist in contacting law enforcement. If anyone in the campus community is a victim of a crime and does not elect to pursue action by notifying College personnel (615-771-7821) or local authorities, consider making a confidential report. 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 yourself and others. Williamson College will keep record of the number of incidents involving students and determine a pattern of crime with regard to a particular location, method or assailant and can alert the campus community if potential danger exists. The Franklin Police Department is located at 900 Columbia Avenue, Franklin, TN, 37064. The phone number used to report a crime is 615-794-2513.

If you are a victim of or a witness to a non-violent crime, report the following information:

- the nature of the incident
- the location of the incident
- the description of the person(s) involved
- the description of the property involved

If you are a victim of or a witness to a violent crime:

- Immediately call 911.
- Secure yourself in a safe location and make a complete report to authorities when they arrive.
- Notify a member of the college administration as soon as possible after the incident.

Should gunfire or explosives be discharged, take cover using all available concealment. Call 911 to report the incident immediately. After the incident, seek emergency medical attention if necessary.
Security Awareness and Crime Prevention Programs

Security Awareness
Students are instructed on services offered by the local police department related to security during campus Orientation courses. Students are also notified about crime statistics on campus during the class. Further, as part of the Orientation courses, presentation slides detail basic measures one should take to ensure personal safety (being aware of surroundings, keeping valuables in a safe place, etc.). New employees, including staff and faculty members, also receive information on campus security during orientation sessions with the Department of Human Resources or chosen representative for the academic body (e.g., the Vice President of Academic Affairs). Students are required to provide a valid email and cell phone number during their first meeting with the Registrar and encouraged to check the college’s website on a periodic basis for any alerts. Current contact information is necessary for security needs that need distribution in a timely manner. The same information (valid cell phone and email address) is also required of new employees. New hires are similarly reminded of the importance of checking the College’s website for any announcements related to security during their initial meeting with the Vice President of Operations. The Franklin Police Department maintains a relationship with the college and a representative from the department, or affiliate of the department, is invited to speak to students and staff during the academic year regarding personal safety and security. The goal of these informative assemblies is promotion of awareness and prevention among college personnel and students related to theft, property damage, and sexual offenses. The College uses a third-party for IT services. Representatives from the company are invited to periodically present informational sessions on computer safety and identity protection to employees and students.

Crime Prevention
Informative platforms related to crime prevention are periodically offered to the college community. These include tactics associated with protective measures surrounding crimes, including theft and sexual assault, in addition to greater awareness of violations of such crimes. These sessions are presented by the Franklin Police Department or affiliate of the department. The Franklin Police Department also offers free self-defense training as part of the RAD program: Rape, Aggression and Defense Systems. In addition to hands-on exercises, the program offers tips for risk reduction and avoidance. Contact information for the Franklin Police Department, and specifically the program, can be obtained from the Department of Student Services. Staff and faculty members may also inquire about participation through contacting the Department of Human Resources at the college. In Orientation sessions on campus, students are advised to report any crime in a timely manner. The same information is offered to employees in training when newly hired. Steadfast reporting applies to victims and witnesses to any crime. Criminal occurrences and major offenses are referred to the local police who have jurisdiction on the campus. Immediate reporting can help with disseminating timely warnings needed for the safety and security of others, in addition to the necessary disclosure of crime statistics. In the event of an emergency, the student or staff member is instructed to first call 911.
Security and Crime Prevention Tips
It is the goal of Williamson College to provide a safe, healthy, clean and secure environment for all students, faculty, staff and visitors.

Protect yourself:
• Never walk alone at night.
• Walk in a group of at least two persons.
• Refrain from taking shortcuts; walk where there is plenty of light and traffic.
• Have car or house keys in hand and ready as your approach the vehicle or home.
• Never hitchhike

Protect your automobile:
• Park your car in a well-lit area.
• Keep your car locked.
• Never leave keys, laptops, purses or other valuables in your vehicle.

Protect your property:
• Williamson College is not responsible for loss of or damage to an individual's personal property.
• Personal property should never be left unattended.

Help Williamson College protect you:
• The College asks that everyone assists in making the College environment a safe place by remaining alert to suspicious situations and reporting them immediately to a member of the College administration.
• In any situation, if attacked, give up any valuables and get away with the least injury to yourself. Notify police immediately.

Statements to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

1. Upon written request, Williamson College will disclose, to the alleged victim of a crime of violence or non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense.
2. If the alleged victim is deceased as a result of such crime or offense, Williamson College will provide the results of the disciplinary hearing to the victim’s next of kin, if requested.

Issuing Timely Warnings
Williamson College is committed to informing the campus community in a timely manner of Clery Act crimes committed within the school’s geographic area and those that have been reported to campus administration or local police agencies and are
considered to represent a serious or continuing threat to its students and employees. When a crime that represents a threat to the safety of the college community is reported to the local police department or to campus administration, campus administration will issue a Campus Alert. Every reasonable attempt will be made to issue the Alert properly and immediately to affected persons of the event. The Alert includes information about the crime that triggered the timely warning and all information that will promote safety. The Alert will be distributed through the college facilities by college administration, which includes, but are not limited to, postings on the Williamson College website (www.williamsoncc.edu), text messaging, and emailing. The Office of the President and Student Services will also be dedicated to maintaining communication with the Franklin Police Department in regards to requesting the Department's cooperation in informing the college about crimes reported to them that may warrant the issuance of a timely warning to the campus community.

**Procedures and Programs Regarding Sexual Offenses**

Any type of sexual offense, such as assault or violence (including domestic), is forbidden by the College. Sexual offenses are defined as any sexual act or physical contact of a sexual nature with or without consent. Consent requires a voluntary positive agreement between participants to engage in specific sexual activity. Sexual offenses which are unlawful but consensual do take into account attempts [includes incest, statutory rape]. These offenses can also be defined as “non-forcible”, or unlawful, non-forcible forms of sexual crimes.

Sexual activity that is nonconsensual would include, but is not limited to the definitions below. These offenses can also be defined as “forcible”, or against one's will or without consent.

- Nonconsensual sexual intercourse or penetration (vaginal, oral, or anal) by any means [includes rape, sodomy].
- Nonconsensual sexual contact (any touching of intimate body parts with any body part or object without consent) [includes fondling, sexual assault].
- Sexual contact with a person while knowing or having reason to know that the person is temporarily or permanently incapacitated by any means (physical or mental) or is unable to give consent due to his or her age.

It is important to note that sexual offenses can be committed by a stranger or acquaintance (friend, colleague, etc.), whether male or female. Victims may also be male or female and may or may not be known by the perpetrator.

Crime categories related to sexual offenses include the following, as provided by the Franklin Police Department in conjunction with the Tennessee Bureau of Investigation and/or Tennessee Correction Academy:

- Domestic Violence is a type of assault and can be aggravated or simple. Victims may include adults or minors who are current or former spouses, who live together or who have lived together, who are related by blood, adoption
or marriage, or who are adult or minor children of a person in a relationship described above.

**Aggravated assault** - an unlawful attack by someone upon another person wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Simple Assault** – an unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- Dating Violence is a type of assault and can be aggravated or simple (defined above). Victims may include adults or minors who are dating or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two individuals in a business or social context.

- Stalking is to intentionally and repeatedly follow or harass another person in such a manner as would cause that person to be in reasonable fear of being assaulted, suffering bodily injury, or death.

Sexual Assault is generally defined as attempted or actual unwanted sexual activity (Sandler, 993).

If you are a victim of sexual assault, please find a safe place following the attack. Then proceed to a hospital for emergent care if warranted. Take note not to shower or destroy any clothing you were wearing at the time of the occurrence. Evidence preservation and collection is very important. Make sure you are immediately evaluated for the risk of injury, pregnancy and/or disease through a medical examination. Please call someone to be with you if possible. You should not be alone.

A student or employee has the choice of reporting any offense to the local police department. The College strongly encourages any victim of sexual assault on or off-campus to report the offense immediately. To report the assault, call 911 or the local police department. The local police department or hospital employee can also refer you to a crisis counselor if desired. If a protection order is needed, the victim should request one from law enforcement and file the suitable paperwork. Upon request, the Director of Student Services or Vice President of Operations can also assist in alerting the appropriate authority. Additional referrals to counselors in the area will take place if inquired. If a victim does not wish to report the offense to the local police department, he or she can file a confidential report (without exposing his or her identity) with the Director of Student Services or Vice President of Operations. If a sexual offense is reported, the victim may request the College to make reasonable arrangements to avert unsolicited contact with suspected offenders, including assistance in changing class schedules or working conditions. Irrespective of whether the victim chooses to report
to law enforcement, the College will take steps to examine what occurred, such as speaking with the alleged parties involved, questioning witnesses, and reviewing any evidence. The College uses the preponderance of evidence standard for burden of proof, which it is determined as more likely than not that a violation has occurred.

Please refer to the information below if immediate assistance and additional support is desired:

- Franklin Police Department:  www.franklintn.gov/government/police; 615-794-2513
- Tennessee Coalition Against Domestic & Sexual Violence:  www.tcadsv.org
  Tennessee Domestic Violence Hotline:  1-800-356-6767
  Bridges Domestic Violence Center:  bridgesdvc.org; 615-599-5777
- Sexual Assault Center:  http://www.sacenter.org/
  Sexual Assault Crisis Support Line:  1-800-879-1999
  Center of Hope:  centerofhopetn.org; 931-381-8580
- Deep Waters Christian Counseling (fee-based):  615-599-0321

Educational programs on the subject of sexual offenses, including forcible and non-forcible, are offered by the Franklin Police Department or affiliate of the department. These seminars educate the college community about awareness and risk protection regarding rape, acquaintance rape, sexual assault, and harassment. Participants are also briefed on avoidance of domestic and dating violence, and the identification of stalking. Bystander intervention is a portion of the educational sessions and guidelines are offered for action when needed. Some include securing help if possible, approaching the situation in a friendly manner, avoiding violence, and/or contacting the police. Students are also advised about the college’s policy on sexual offenses during mandated Orientation sessions. New employees receive this information during the initial meeting with the Vice President of Operations. Additional literature related to sexual assault can be obtained at the College upon request. Please contact the Director of Student Services or Vice President of Operations for the information. Referral to outside counseling services will take place if necessitated. Additionally, the College’s Pastoral Counselor is available to speak and meet with individuals from the college community, including any student, faculty, or staff member when desired.

**Sex Offender Registry**

Any person who is required under the laws of the state of Tennessee to register as a sex offender is also required to provide notice that they are enrolled as a student, carry on a vocation, or are employed with Williamson College. Information concerning registered sex offenders may be obtained from the Tennessee Bureau of Investigation. The URL for the sex offender registry is:  http://www.tbi.state.tn.us/. Williamson College is located in Williamson County and the zip code is 37067.
**Crime Statistics**

The college annually reports crime statistics. It releases an annual Campus Security Report that explains the preparation and disclosure of Crime Statistics. The following information is found in the report:

The report is prepared by the Administration of Williamson College in cooperation with the Franklin Police Department, having jurisdiction over the College and its properties, and Williamson College Administration. It provides crime statistics for the prior three years, policy statements regarding various safety and security measures, and campus crime prevention program descriptions and procedures to be followed in the investigation and prosecution of alleged sex offenses. Crime statistics which are provided in this institution’s Security Report are based upon incidents reported by the Franklin Police Department. These include murder, manslaughter, sexual assault (forcible and non-forcible), robbery, arson, aggravated assault, burglary, and motor vehicle theft; statistics on arrests and disciplinary referrals for violations of liquor and drug abuse, as well as weapons possession violations, and reported hate crimes. *There have been no incidents reported over the last three years in any of the areas stated above. Additionally, there were not hate crimes reported over the last three years and no incidents of domestic violence, dating violence, sexual assault and stalking for the year 2013 (*The Clery Act was amended to require institutions to compile statistics for these crimes beginning in 2013).

**Crime Log**

Williamson College does not employ campus police or security onsite. Therefore, the college does not maintain a crime log. However, the college works with the Franklin Police Department, which has jurisdiction over the College and its properties, to gather crime statistics for reporting. Officer Amy Herron, Research and Development Officer with the Franklin PD, is the current Campus Safety Officer assigned to Williamson College. In addition to the annual Campus Safety Report released to employees and students, this information is also denoted in the annual Campus Safety and Security Survey reported online to the U.S. Department of Education in the fall by the Campus Safety Security Administrator (CSSA): Jennifer Speer, Financial Aid Administrator.