



WILLIAMSON  
— COLLEGE —

# Annual Security Report

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2015

This document is considered the “Annual Campus Security Report” for Williamson Christian College, DBA Williamson College, which is in compliance with “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” This act requires colleges and universities to address crime statistics, security policies, procedures and its practices. Williamson College is committed to providing a safe learning environment and can achieve this goal through a collaborative effort from students, faculty and staff. Campus crime, arrest and referral statistics include those reported to the campus officials and local law enforcement agencies.

## **Preparation and Disclosure of Crime Statistics**

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, how to report a crime, procedures for issuing timely warnings and emergency notifications to the campus community, and descriptions of the primary campus programs offered (which include campus safety, crime prevention and security awareness). Crime statistics which are provided in this institution’s Security Report are based upon incidents reported to designated campus authorities and by the Franklin Police Department. These include murder, manslaughter, sexual offenses (forcible and non-forcible), robbery, arson, aggravated assault, burglary, and motor vehicle theft. It also provides statistics on arrests and disciplinary referrals for violations of liquor and drug abuse, as well as weapons possession violations, hate crimes, and reported incidents of domestic violence, dating violence, sexual assault, and stalking.

The statistics are based on incidences reported for the following locations:

Williamson College Main Campus  
274 Mallory Station Rd.  
Franklin TN, 37067

The People’s Church  
828 Murfreesboro Road  
Franklin, TN 37064

The Annual Campus Security Report is distributed annually by email to all employees and students by October 1. The full report can be found on our website at <http://williamsoncc.edu/annual-security-report/>. A paper copy may be obtained from the Department of Student Services, located at 274 Mallory Station Road, Franklin, TN 37067, or by calling (615) 771-7821. A notice of availability with a link to the report will be distributed by email to applicants before they are admitted and registered, and a notice of availability with a link to the report is included in the WC employment applications. Prospective employees and students will be provided a paper copy of the report upon request.

## 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. If, however, deemed appropriate he/she 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 Campus Security Authorities (CSAs) on campus:

<b>Title</b>	<b>Phone</b>
Todd Bradley: Vice President of Academic Affairs, Title IX Coordinator	615-550-3173
Jim Harvey: Campus Pastoral Counselor (Chaplain)	615-771-7821
Susan Mays: Vice President of Operations, Title IX Coordinator	615-550-3161
Carl Roberts: Dean, School of Business	615-550-3166

Ed Smith: President

615-550-3160

Robyn Wollas: Director of Student Services

615-550-3164

College personnel are 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 to a Campus Security Authority at the College. 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. With your permission, a CSA or the Pastoral Counselor can file a report on the details of the incident without revealing your identity. 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. All reports submitted on a confidential basis are evaluated for purposes of issuing a campus-wide “timely warning” as well as inclusion in the annual crime statistics. 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, if applicable.

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. Furthermore, as part of the Orientation courses, the instructor details 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). These measures are followed by College

personnel as part of ongoing prevention efforts related to campus crime. 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 require 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. Students and employees are encouraged to be responsible for their own security and the security of others. 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 as part of the school's awareness campaign related to campus security. 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. You can visit <http://www.franklin.gov.com/government/police/public-affairs/rape-aggression-defense-rad-training> for more information. 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 criminal occurrence 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, emergency or occurrence. 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 Risk Reduction 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 you 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 is not limited to, postings on the Williamson College website ([www.williamsoncc.edu](http://www.williamsoncc.edu)), text messaging, and emailing. The College will also be dedicated to maintaining communication with the Franklin Police Department about circumstances reported to them that may warrant the issuance of a timely warning to the campus community. The Family Educational Rights and Privacy Act (FERPA) does not impede the College's compliance with timely warnings. FERPA discerns that information, in an emergency situation, be released without permission if required for the safety of others. The only reason notification will not be immediately issued for a confirmed emergency or dangerous situation is if doing so will hinder efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

### **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. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim (FBI, 2013).

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 emergency 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) to a Campus Security Authority at the College. If a sexual offense is reported by a student or employee, a written explanation of options will be provided to the alleged victim. The accuser may request the College make reasonable arrangements to avert unsolicited contact with suspected offenders, including assistance in changing class schedules or work situations. Irrespective of whether the purported victim chooses to report to law enforcement, the College will take steps to examine what occurred, such as speaking with the suspected 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 see the section, Sanctions and Campus Disciplinary Action, for the school’s protocol related to allegations of dating violence, domestic violence, sexual assault, or stalking.



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

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

The College hosts Educational programs on the subject of sexual offenses, including forcible and non-forcible, 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 awareness programs, and guidelines are offered for action when needed. A bystander is a person, not directly involved, who observes a conflict or unacceptable behavior and understands the behavior is destructive or likely to make a bad situation worse (MIT, 2004). An active bystander may assist in the deterrence of violence without stimulating additional harm when possible. The College promotes a community of accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Positive options for bystanders include, but are not limited to, approaching a tentative situation in a friendly manner, creating a distraction, securing help if possible, interrupting a questionable form of conduct, avoiding the use of 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: <https://www.tn.gov/tbi/section/tennessee-sex-offender-registry>. Williamson College is located in Williamson County and the zip code is 37067.

## **Drug and Alcohol Policy**

In keeping in compliance with the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Williamson College drug prevention policy is provided to the campus community annually. Williamson College prohibits the manufacturing, possession, selling, purchasing or use of illegal drugs or alcohol on the College campus or as a part of any College-sponsored activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from the College or termination of employment.

Students and employees in violation of the policy related to drugs or alcohol are required to participate in a prevention program designated by the College with the intention of correcting the problem of the person at his or her own expense. The College will determine when the person has satisfactorily corrected the problem. Refusal to effectively participate in the program will result in immediate dismissal as a student or employee of the College.

Federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess controlled substances. Penalties imposed depend upon many factors, including possible prosecution, fines, or confinement. Pursuant to state law, it is unlawful to sell, furnish, or provide alcohol to anyone under the age of 21. A minor who is convicted for underage possession, consumption, or transportation of drugs or alcohol, may face criminal penalties and license suspension. Adherence to such laws is not limited to College premises. Violation of the policy will result in disciplinary procedures and sanctions.

The Drug Policy is located online at <http://www.williamsoncc.edu/wp-content/uploads/2015/06/Drug-and-Alcohol-Abuse-Prevention-Program.pdf> found on the school’s Consumer Information page.

## **Substance Abuse Education (Drug & Alcohol)**

The College has a Code of Conduct all staff and students must abide by, including the policy related to drug and alcohol abuse. Students are informed of the policy in Orientation and can ask questions about school standards regarding substance abuse and sanctions related to its violation. The policy is also stated in the College Catalog and Student Handbook. Employees are advised when newly hired. A licensed counselor in the area is invited to present an educational seminar to the College community on a periodic basis. In addition to informing participants of laws surrounding drugs and alcohol, definitions and signs of substance abuse are also provided. The presenter additionally offers referrals to local counseling services and supplementary programs in the area. Interested individuals are advised to contact the Director of Student Services or Vice President of Operations for resources related to substance abuse. Referral to the College’s Pastoral Counselor involving drug and/or alcohol misuse may also take place when needed.

## **Sanctions and Campus Disciplinary Action**

All proceedings of Williamson College are intended to be non-adversarial and confidential. Proceedings

are not considered analogous to civil proceedings. The College's disciplinary process is based on the concepts of justice and fairness. Proceedings begin when a student, staff member, faculty member or member of the community witnesses or reports questionable behavior or any incident that appears to violate the expected behaviors of a student or employee of Williamson College. The accuser and the accused are entitled to have others present during any disciplinary proceeding; potential witnesses and evidence surrounding a violation may also be included. The accuser and accused shall be informed of the results of the hearing. The school will make every effort to resolve a complaint and provide a resolution to those involved in a reasonable time frame, most commonly within the same term (180 days) the questionable behavior or incident occurred. Extensions may arise when required and included parties will be notified.

The College's employees and students are expected to adhere to certain standards. A Code of Conduct is included in the College Catalog and is meant to guide individuals associated with the College in regard to acceptable and unacceptable behavior in relationship to the College.

Violations (excluding academic infractions) include, but are not limited to the following:

1. Violations of individual persons or individual property including, but not limited to:
  - Physical, psychological or sexual offense (including rape, acquaintance rape, or other forcible or non-forcible sex offenses), domestic or dating violence, sexual assault, or stalking.
  - Harassment of any member of the College community, or members of his or her family, or the threat of such abuse.
  - Acts of vandalism by individual or group participation.
  - Physical assault or injury to another individual.
  - Damage, destruction, theft, or misuse of property of an individual or of the College.
  - Disruptive conduct that interferes with College activities or the learning environment.
  - Harassment on the basis of race, color, sex, religion, sexual orientation, or national origin, defined as a person's conduct that interferes with an individual's status or performance by creating an intimidating, offensive, or hostile educational or working environment.
2. Violation of local, state, and/or federal law or College regulations, including but not limited to:
  - Misuse of fire safety equipment.
  - Unauthorized use of computers owned and operated by Williamson College, defined as transmitting, viewing, publishing, displaying, retrieving, or storing any information that is considered in violation of local, state, or federal law (including violation of federal copyright laws); transmitting, viewing, publishing, displaying, retrieving, or storing any information or material that is profane, obscene, physically or sexually explicit, or that describes or displays conduct that would be considered inappropriate for general public viewing; transmitting, publishing, displaying, retrieving, or storing information that could reasonably be construed to create an offensive or hostile educational and/or work environment for members of a particular sex, creed, or nationality.
3. Possession, use, sale, or distribution of narcotics or any other controlled substance on the College campus or at any College-sponsored event or activity, except when such use or possession is prescribed by a licensed physician.

4. Breach of school policy related to alcohol consumption, including:
  - Possessing, furnishing or consuming alcohol on the College campus.
  - Possessing, furnishing or consuming alcohol if under the legal age.
  - Misrepresenting one's age for the purpose of purchasing and/or consuming alcohol.
  - Purchasing, furnishing or serving alcohol as a legal-aged student or employee to a minor.
  - Being intoxicated to the point where Tennessee state law mandates that the person be taken into custody.
5. Possession of firearms, explosives, or other dangerous weapons on College grounds in adherence with Tennessee state law.

***Disciplinary procedure:*** Disciplinary action, up to expulsion from the College or termination of employment, is compulsory for those that violate the College's stated policies. If the violation occurs off campus and is not related to an event or activity of the College, disciplinary proceedings will not be initiated by the College unless the nature of the violation dictates that continued attendance of the student or service of the employee would be detrimental to others or to the College. Through coordination with local law enforcement, any criminal activity on or off campus, may be reported and can result in sanctions; violators of serious offenses reported through the judicial system may be subject to criminal trial, fines and/or incarceration. In the event that a student or employee is charged with a violation, he or she will be required to meet with the Director of Student Services and/or Vice President of Operations. The student or employee will be notified in writing of the alleged violation(s) at the time and place of the meeting. A serious allegation may warrant an interim suspension of the student or employee prior to the meeting.

***Sanctions:*** Non-academic sanctions are imposed by the Director of Student Services or Vice President of Operations; however, in some cases, consultation with the President or other members of the administrative staff may be necessary. Violations may be subject to one or more of the following sanctions:

- Warning - an oral notice to the student or employee that he or she has not met the Code of Conduct of Williamson College; the warning includes a caution that if the conduct is continued or repeated, a more serious sanction may be imposed; a record of the oral warning will be placed in the student or employee file.
- Reprimand - a formal, written notification censuring the student or employee for his or her failure to meet the responsibility standards of the College; written reprimands are given to the violator and a copy is placed in the student or employee file.
- Restitution and Fines - the requirement to make restitution or to pay a fine for misuse of or damage to College property.
- Rehabilitation Program - the mandatory participation in and completion of a rehabilitation program (e.g., drug and/or alcohol abuse).
- Suspension - a temporary withdrawal of the student from college classes or the employee from college work commitments, for serious violations of college policies; notice of suspension is given to the student or employee in writing and indicates the period of suspension and any special conditions that must be met prior to reentry; the violator will remain on probation for a

specific period of time; record of the suspension will be placed in the student or employee file.

- Expulsion or Termination - the expulsion of the student from the College or termination of the employee from his or her job for serious violations; notice of expulsion or termination is given to the student or employee in writing; record of the expulsion or termination will be placed in student or employee file.

**Appeals Procedure:** If a student or employee wishes to appeal a sanction imposed by the College, he or she must provide written notification to the Director of Student Services or Vice President of Operations within five business days of the imposition of a sanction. The notification must include reasons he or she believes an appeal is necessary and any supporting documentation he or she may possess. Upon receipt of the appeal by the appropriate department, a Disciplinary Committee shall convene and a chairperson will be appointed to consider the appeal. The chairperson of the committee will notify the student or employee in writing of the date, time and place of the appeal hearing related to the sanction. As such, the student or employee must respond to the chairperson of his or her intent to be present during the hearing. Should the student or employee fail to attend the hearing, the committee will consider the written appeal and any supporting documentation as the basis for the appeal. Upon hearing the appeal, the student or employee will be informed of the committee's decision from the chairperson in writing. The decision of the Disciplinary Committee is final.

## **Emergency Notification and Evacuation Procedures**

The safety of our campus community is of primary importance. In the event of an emergency, it is critical to stay informed. Notifications will be issued for emergencies with a wider scope that pose an imminent threat to the campus community. Williamson College Administration will immediately notify the campus community upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Senior ranking Administration, along with Franklin Police Department, if appropriate, will determine the activation of emergency notification and the information that is to be disseminated. Methods of notification to alert the campus community may include, but are not limited to, emergency text messages, emails, and posting alerts on the College website. The only reason a notification will not be immediately issued for a confirmed emergency or dangerous situation is if doing so will compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. The College conducts tests of emergency responses and evacuation procedures through table top exercises and drills at least annually and fire alarms are tested during the year. The tests will evaluate the effectiveness of the emergency plans currently in place. It is important to note that a first aid kit is located in the break areas. The City of Franklin also maintains a fire station adjacent to the Mallory Station Road location. A person should be sent to the fire station to request assistance if necessary.

### *Civil Disorder/Criminal Activity*

In the case of civil disorder or criminal activity, 911 should be called as soon as the senior person on the scene for the College deems the situation is either out of control or has a good possibility of becoming out of control. The senior person is defined as the faculty member for a class or the highest ranking

administrator in an office situation.

### *Fire and/or Explosion Emergency*

Fire extinguishers and alarm boxes are located throughout the building. However, in the case of a fire or explosives emergency, each person should leave the building as quickly as possible. If a fire or explosion occurs during class time, the faculty member present should call 911 and help evacuate the building. If the fire or explosion occurs in an office area, the employee should call 911 and alert all other persons to get out of the building. Orientation serves to acquaint students with the location of fire extinguishers, alternate exits, and first aid kits.

### *Medical Emergency*

The College recognizes the need to respond to medical emergencies as quickly as possible. If a sick or injured person is able to request medical treatment, then such treatment should be sought as long as those present conclude that the affected person is mentally sound. If the affected person is unable to request medical treatment or if the person is not mentally sound at the time, 911 should be called and given a description of the medical emergency and the location of the building. One person should go to the front door of the building to direct the emergency crew to the affected person. If the emergency occurs in the classroom, the faculty member present should assume the responsibility for first attempting to communicate with the person and then make the decision to call to 911, if necessary. Within the offices, the person closest to the situation should first attempt to communicate with the person and then call 911 if necessary.

### *Extreme Weather or Natural Disaster Protocol*

In the event of a natural disaster, the ranking College official present shall direct the response of those on campus. In the case of a tornado or severe weather conditions, all persons are to proceed to the interior hallway near the restrooms where there are no windows or doors. In case of flooding, all persons should exit the building if deemed safe, or proceed to the highest place in the building while waiting for the arrival of rescue personnel.

## **Clery Crime Statistics**

Statistics for all Clery Act crimes must be disclosed by the type of crime that was committed the year in which the crime was reported (January – December) and the geographic location where the crime occurred. There are limited circumstances where crimes have been “unfounded”. If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and will not be included in the College’s Clery crimes statistics. If a crime statistic is disclosed in the Clery crime statistics (below) and “unfounded” in a subsequent year, the column will be revised and notated that there was a change in statistics from the prior year’s data.

CRIME CATEGORY	ON-CAMPUS PROPERTY			PUBLIC PROPERTY		
	2014	2013	2012	2014	2013	2012
<b>Murder / Non-Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Sex Offenses, Forcible: Total</b>	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
<b>Sex Offenses, Non-Forcible: Total</b>	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	-	0	0	-
<b>Dating Violence</b>	0	0	-	0	0	-
<b>Stalking</b>	0	0	-	0	0	-
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Arrests: Weapons: Carrying, Possessing, Etc.</b>	0	0	0	0	0	0
<b>Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.</b>	0	0	0	0	0	0
<b>Arrests: Drug Abuse Violations</b>	0	0	0	0	0	1
<b>Disciplinary Referrals: Drug Abuse Violations</b>	0	0	0	0	0	0
<b>Arrests: Liquor Law Violations</b>	0	0	0	0	0	0
<b>Disciplinary Referrals: Liquor Law Violations</b>	0	0	0	0	0	0

**ADDITIONAL INFORMATION:**

- Williamson College does not have any on-campus student housing facilities or any non-campus buildings or property.
- Reported crimes may involve individuals not associated with the institution.
- There were no reported hate crimes for the years 2012, 2013 and 2014.
- There were no reported incidents of domestic violence, dating violence, sexual assault and stalking for the years 2013 and 2014\*. (\*The Clery Act was amended to require institutions compile statistics for these crimes beginning with the calendar year 2013).