

# WILLIAMSON COLLEGE



## Annual Security Report

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2023

## **Introduction**

This document is considered the “Annual 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 Report Information**

The report is prepared by the administration of Williamson College in cooperation with the Franklin and Smyrna Police Departments, having jurisdiction over the College and its properties. 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. Crime statistics which are provided in this institution’s Security Report are based upon incidents reported to designated campus authorities and by the Franklin and Smyrna Police Departments. 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

Williamson College - Smyrna  
506 Legacy Drive  
Smyrna, TN 37167

The People’s Church (The Church of the City)  
828 Murfreesboro Road  
Franklin, TN 37064

The Annual Security Report is distributed each year by email to all employees and students. The full report is located on our website at <http://williamsoncc.edu/resources/annual-security-report/> which can be navigated from the Consumer Information page of the school’s website. A paper copy of the

report may be obtained from the Director of Student Services or Vice President of Operations, located at 274 Mallory Station Road, Franklin, TN 37067, or by calling (615) 771-7821. A notice of availability of the report, along with the link to the report's website address, is distributed to applicants before they are admitted and registered, and to prospective employees prior to being employed. Prospective employees and students are provided a paper copy of the report upon request.

### **Security of Facilities**

The Williamson College main campus in Franklin 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 doorbells alert College staff of persons who wish to enter the building. Students 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 overseeing the protection of campus property. If minor offenses occur involving College rules and regulations, and are committed by an enrolled student or employee, the individual will be referred to the Office of Student Services or Vice President of Operations. Students are encouraged to have their Williamson College Photo ID card when attending classes. The Office of Student Services and Vice President of Operations do not have law enforcement authority and utilize local law enforcement agencies if necessary. Major offenses will be reported to the Franklin or Smyrna Police Departments. 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 to or is unable to make such a report.

Franklin Police Department  
900 Columbia Avenue  
Franklin, TN 37064  
615-794-2513

Smyrna Police Department  
400 Enon Springs Road East  
Smyrna, TN 37167  
615-459-6644

## Dissemination of Police and Fire Contact Information

For prompt reporting of a crime or emergency, the telephone directory in the College main offices is labeled with phone numbers to the Franklin Police Department and Fire Department. 911 should be dialed to report emergencies. Students are also provided with non-emergency phone numbers during new student Orientation class.

|                                       |              |
|---------------------------------------|--------------|
| Franklin Non-emergency Police contact | 615-794-2513 |
| Franklin Fire Department              | 615-794-3411 |
| Smyrna Non-emergency Police contact   | 615-459-6644 |
| Smyrna Fire Department                | 615-459-6644 |

## Procedures for Reporting Crime

To protect the campus community, report all criminal activity in a timely manner. This includes crimes on and immediately around the campus that pose an ongoing threat to the community. To report a crime, the campus community is encouraged to contact the Franklin or Smyrna Police Departments for emergencies (call 911) and for non-emergencies the following college Campus Security Authorities (CSAs):

| <b>Contacts and Titles:</b>   | <b>Phone</b> |
|---|--------------|
| Susan Mays: Vice President of Operations, Title IX Coordinator            | 615-550-3161 |
| Jerry Owens: Director of Ministry Formation                               | 615-771-7821 |
| Ed Smith: President, Title IX Representative                              | 615-550-3160 |
| Bryan Thomas: Chief Academic and Enrollment Officer/Accreditation Liaison | 615-550-3163 |
| Kristen Varner: Registrar   | 615-550-3165 |
| Alyxius Young: Assistant Registrar and Executive Assistant                | 615-550-3166 |
| Robyn Wollas: Director of Student Services                                | 615-550-3164 |

Campus Security Authorities are identified annually and receive annual compliance training as a CSA. Campus Security Authorities (CSA) are federally mandated crime reporters. However, all 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 (Franklin Police: 615-794-2513 or Smyrna Police: 615-459-6644), consider making a confidential report to the College. The purpose of a confidential report is to comply with a wish to keep the matter confidential, while taking steps to ensure future safety. The College also has a Campus Pastoral Counselor available for students; David McCall (615-771-7821). With permission, a CSA in the list above, or the Pastoral Counselor, can file a report on the details of the incident without revealing identity. Williamson College will keep record of the number of incidents involving students and determine a pattern of crime regarding 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.

In accordance with the Clery Act regulations, Campus “Pastoral 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, 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.

*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 when possible 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.

Related information also appears in the Evaluation/Evacuation scenarios section of the report.

## **Security Awareness and Crime Prevention Programs**

### **Security Awareness**

Students are instructed on services offered by the local police department related to security and briefed about crime statistics during student Orientation classes. As part of the Orientation courses, the instructor details basic measures one should take to ensure personal safety using common sense precautions as a means of maintaining personal safety and property security (being aware of surroundings, keeping valuables in a safe place, etc.). In addition, new hires will receive information on campus security from the Department of Human Resources or chosen representative for the academic body. These measures are followed by college personnel as part of ongoing awareness efforts to prevent campus crime. Students are required to provide a valid email and cell phone number during their first meeting with the Registrar and are encouraged to watch the College’s website for campus alerts. Current contact and emergency information from both students and employees are necessary for security needs that require distribution in a timely manner. New hires are similarly reminded of the importance to check the College’s website for any campus alerts related

to security. The College maintains a relationship with the local police department 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. The goal of these informative assemblies is to promote awareness and prevention (among college personnel and students) related to theft, property damage, assault, and sexual offenses. The College uses a third-party servicer for its Information Technology services. Representatives from the company or an affiliate in the IT industry are invited annually to present informational sessions to the campus community on computer safety, privacy, and identity protection.

## **Crime Prevention**

The Williamson College community assesses areas in need of improving security. Drills and tabletop exercises are conducted to further awareness. Crime prevention awareness sessions are also presented on-campus by the Franklin or Smyrna Police Departments or affiliates of the department. These can include tactics associated with protective measures surrounding crimes, including theft and sexual assault, in addition to greater awareness of violations of such crimes. In addition, the Franklin Police Department offers free self-defense training as part of the RAD program: Rape, Aggression and Defense Systems. Hands-on exercises are offered while the program offers tips for risk reduction and avoidance. One can visit <https://www.franklintn.gov/government/departments-k-z/police/rape-aggression-defense-rad-training> for more information. The 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 by contacting the Department of Human Resources. In new student Orientation classes, students are advised to report any criminal occurrence in a timely manner. The same information is offered to new hires. Steadfast reporting applies to victims of 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 healthy, clean, and safe environment for all students, faculty, staff, and visitors. Use common sense precautions to stay safe.

### *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 your 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 the campus community assist 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. Williamson College will disclose, to accuser and accused of a crime or offense of violence or non-forcible sex offense, the results of any disciplinary hearing conducted by the College. The accuser and accused shall be informed in writing, simultaneously, of the results of the hearing.
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 of Clery Act crimes committed within the College's geographic area in a manner that gets the word out quickly and effectively communitywide, and that have been reported to campus administration or local police agencies. The College will follow the timely warnings/campus alert procedure to inform the campus community of all potentially dangerous criminal situations considered to represent a serious or continuing safety threat, so as to take appropriate precautions. To keep the campus community safe, everyone is asked to assist in reporting criminal activity immediately. 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, senior administration will issue a campus alert. Every reasonable attempt will be made to issue the alert properly and to the 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. The

method of dissemination may include, but is not limited to, postings on the Williamson College website (<http://www.williamsoncc.edu/>), text messaging, and emailing. The administration will also be dedicated to maintaining communication with the Franklin and Smyrna Police Departments 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 allows 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.

### **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 from the College administration will be immediately issued for confirmed emergencies that are occurring or ongoing; and that pose an imminent threat to the health or safety of the campus community. Confirmation may occur by observation of local emergency agencies, someone in the campus community, multiple witness phone calls or activated alarms. Emergency Notification involves understanding the situation and then developing, coordinating, and disseminating information to the public effectively under all hazard conditions (examples: a fire, bomb threat, active shooter, infectious disease outbreak, terrorist attack, natural disaster, weather emergency). The safety of the campus community is crucial. Williamson College administration will determine the audience(s) at risk, how the audience(s) should be informed, and the information that should be communicated. There will be continuing assessments of an ongoing event; and as the situation threatens to involve the campus community, a wider scope of notifications may be warranted. If a large segment of the campus community will potentially be affected by the emergency, then the entire College community will receive notification. Senior ranking administration along with the Franklin or Smyrna Police Departments, if appropriate, will make decisions regarding the activation of an emergency notification. This team will work together, if appropriate, regarding additional notifications needed beyond the college community. Dissemination of the emergency announcement may include, but is not limited to, emergency text messages, emails and posting alerts on the College website. For a confirmed ongoing emergency, an overlapping of dissemination may be considered. The only reason a notification may 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, as mentioned previously.

The College's emergency plan requires training and exercises. The College conducts tests of emergency responses and evacuation procedures through tabletop exercises or drills at least annually. Tests or drills may be announced or unannounced. Fire alarms are tested during the year. The emergency evacuation notification, in most cases, will be the fire alarm system. When the fire



alarm is engaged, everyone must leave the building or move to a safe location. The tests will evaluate the effectiveness of the emergency plans currently in place. First aid kits are located in break areas or cafe depending on meeting location. Both college locations have fire stations within a few miles of the meeting sites. A person can be sent to the fire station to request assistance if warranted.

## **Emergency/Evacuation scenarios**

### *Civil Disorder/Criminal Activity*

In the case of civil disorder or criminal activity, 911 should be called as soon as the responsible authority 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 responsible authority is defined as the faculty member for a class or the highest-ranking administrator in an office situation. Sheltering in place may be required if evacuation is not possible. Should gunfire or explosives be discharged, such as an active shooter scenario, take cover using all available concealment. Stay low and quiet, trying not to bring attention to yourself or those around you if possible. If able to exit the building, do so judiciously. If not possible to exit, try to secure yourself in a safe place by putting something heavy against a door or any other entry point, and remain discreet if able. Call 911 to report the incident once in a safe location. Following the incident, seek emergency medical attention if necessary.

### *Fire and/or Explosion Emergency*

Fire extinguishers and fire alarm boxes are located throughout the Franklin and Smyrna buildings. However, in the case of a fire or explosives emergency, the fire alarm should be engaged, and each person must evacuate the building as quickly as possible, seeking a safe location. If a fire or explosion occurs during class time, a responsible authority present should call 911, help evacuate the building and make sure all have exited. If the fire or explosion occurs during office hours, an employee should call 911 and engage the fire alarm to alert all other persons to move out of the building. Meeting in an area outside the building ensures all are counted for and safe. New student Orientation serves to acquaint students with the location of fire alarms, 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 if those present conclude the affected person is mentally and physically able. If the affected person is unable to request medical treatment themselves, 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 of the building to direct the emergency crew to the affected person. If the incident 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 administrative 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 responsible authority 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 to a safe shelter where there are no windows or glass doors. In case of flooding, all persons should evacuate the building if deemed safe, or proceed to the highest place in the building while waiting for the arrival of rescue personnel. In cases of an earthquake while any of the campus community are in the building, all persons must evacuate the building quickly. A senior staff member must be notified of any situation on campus.

With these scenarios, a warning will be issued if certain segments of the College community need to be alerted to stay away from the campus.

### **Catastrophic Events Policy**

In the event of a catastrophe, Williamson College will adhere to all principles of Tennessee Higher Education Commission Rule 1540-01-02-.23, "Institution Closure". The college will ensure that impacted students will receive the services for which they have paid or reasonable financial compensation for those not received. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers. The institution agrees that it and/or its home state has adequate measures to protect student records in the event of closure.

Student records (physical documents), including official transcripts are protected in a fire safe for three years in the Registrar's Office. Regarding protection of digital student records, ImageQuest (the college's IT support group) backs up the institutional shared drive and servers and runs routine system updates. ImageQuest also loads the digital student records to a cloud for additional protection and security measures. In the event of an institutional closure, all official transcripts (and other requested student records) will be provided to the Tennessee Higher Education Commission.

### **Policies, Procedures and Programs Regarding Sexual Offenses**

Williamson College prohibits any type of sexual offense, such as dating violence, domestic violence, sexual assault, and stalking. The College is intent on providing a safe educational and working environment for the campus community free from any sex or gender discrimination, harassment, misconduct, and violence. In accordance with federal and state laws, orders, and regulations, Williamson College prohibits discrimination on the basis of race, color, gender, religion, handicap, age, or national or ethnic origin. Title IX of the Education Amendments of 1972 protects individuals

from discrimination on the basis of sex in any federally funded education program or activity. The law states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance” (U.S. Department of Justice). This includes any building owned or controlled by a student organization or officially recognized as part of the institution. Further, the U.S. Department of Education’s Title IX regulations recognize sexual harassment, including sexual assault, as unlawful sex discrimination. Please refer to the school’s Title IX Policy on the college website for further information. It contains contact information, the definition of sexual harassment, reporting measures, and the grievance process, including investigation and hearing processes associated with Title IX formal complaints.

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 violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.

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 victim 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.

Related to sexual offenses, the following definition of sexual assault is provided by the Franklin Police Department in conjunction with the Tennessee Bureau of Investigation and/or Tennessee Correction Academy:

Sexual Assault is generally defined as attempted or actual unwanted sexual activity (Sandler, 1993).

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.

*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.*

Crime categories related to sexual offenses also include the definitions below from the Violence Against Women's Act of 1994 and Clery Act regulations:

Domestic Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares as a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

A student or employee has the choice of reporting any offense to the local police department. The College strongly urges 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. You have the right to a protection or restraining order and, if one is needed, the victim will request one from law enforcement and file the suitable paperwork. Upon request, the Director of Student Services or Vice President of Operations, who is the Title IX Coordinator, will assist in alerting the appropriate authorities. Additional referrals to counselors in the area will be given if requested. If a victim is hesitant in reporting 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. If a sexual offense is reported by a student or employee, a written notification 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. All accommodations or protective measures provided to the victim will remain confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to offer the measures. Disclosure of crimes for required reporting will be completed in accordance with the Clery Act, but personal identification of information about a victim or other parties involved will not be integrated to protect confidentiality. 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 to have occurred." In other words, the conduct process asks: "is it more likely than not that the respondent violated the College Code of Conduct?" Please see the section, "Sanctions and Campus Disciplinary Action," for the school's protocol related to sexual offenses, including allegations of dating violence, domestic violence, sexual assault, or stalking.

**Please refer to the information below for immediate assistance and additional support:**

- Franklin Police Department: <https://www.franklintn.gov/government/departments-k-z/police>; 615-794-2513
- Smyrna Police Department: <https://www.townofsmyrna.org/departments/police>; 615-459-6644
- Tennessee Coalition Against Domestic & Sexual Violence: <https://www.tncoalition.org>
  - Tennessee Domestic Violence Hotline: 1-800-356-6767
  - Bridges Domestic Violence Center: <http://www.bridgesdvc.org>; 615-599-5777
- Sexual Assault Center: <http://www.sacenter.org/>
  - Sexual Assault Crisis Support Line: 1-800-879-1999
  - Center of Hope: <http://centerofhopetn.org> 931-381-8580
- Hope Ministries: [biblicalcounseling.org](http://biblicalcounseling.org) (fee-based); 615-961-6216

The College hosts educational programs on the subject of sexual offenses, including forcible and non-forcible, offered by the Franklin Police Department or affiliates of the department. These seminars educate the College community about awareness and risk protection regarding rape, acquaintance rape, and assault. 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 required Orientation classes. New employees are provided this information as well. 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. These Departments also assist in providing written notification to victims for referral to counseling services, health/mental health agencies, victim advocacy groups, legal assistance, visa and immigration assistance, financial aid, and other services if necessitated. Referral to such assistance may be offered within the institution and/or in the local community. Please see the various agencies referenced throughout the report. Additionally, students and staff may meet with department representatives by calling the main campus (615-771-7821) for an appointment. Contact information is found on the school's website. The College will make best efforts to assist those needing help while pursuing outside referral when needed. The College's Pastoral Counselor is further accessible to speak with and meet individuals from the College community when desired, including students, faculty, or staff members.

### **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/general-information/tennessee-sex-offender-registry.html>. Williamson College's main site is located in Williamson County and the zip code is 37067. The Smyrna location is in Rutherford County and the zip code is 37167.

### **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. Williamson College will allow the use and/or sale of alcoholic beverages in non-campus events, if and only if, beverages are provided by a sponsor of the event and in no way paid for by Williamson College.

Students and employees in violation of the policy related to drugs or alcohol are required to participate in a prevention program or see a licensed counselor designated by the College with the intention of correcting the problem of the person at his or her own expense. The student or employee must meet weekly for a minimum of three months in the program and receive a signature from the person who can verify participation in the activity. Following completion of the program, the student or employee will remain on a probationary period for three additional months. Refusal to effectively participate in the program or meet with a counselor 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 on the school's Consumer Information page.

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

The campus community must abide by the College's policy related to drug and alcohol abuse. Students are informed of the policy in new student Orientation and can ask questions about school standards regarding substance abuse and sanctions related to its violation. The policy is 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 campus community on an annual basis. In addition to informing participants of laws surrounding drugs and alcohol, definitions and signs of substance abuse are also provided. The presenter will offer 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. Individuals may also be referred to the College's Pastoral Counselor.

### **Suicide Prevention/Intervention/Postvention Information**

If any student or staff member is engaged in a situation where someone is conveying thoughts or actions related to suicide, please refer that individual to help immediately. Prevention is of utmost importance. The Tennessee Statewide Crisis Line is available at 855-CRISIS-1. An individual may also text TN to 741 741 for help if needed. Intervention is important and should be considered in such cases. If you as an individual are considering thoughts related to suicide, also seek help. Contact the crisis line listed or family member or friend. If unable to do this, contact someone else, such as the

College Pastoral Counselor or a fellow church member. Seek counseling services if desired; the Office of Student Services has contact information. Regarding Postvention, if you or someone you know has considered, attempted, or been affected by suicide, also contact the Tennessee Statewide Crisis Line at the number above. Please know you are not alone, and help is there for you.

### **Sanctions and Campus Disciplinary Action**

All proceedings of Williamson College are intended to be non-adversarial and confidential. A fair grievance process is intended. 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. An investigation will take place. The College intends to provide a prompt hearing utilizing officials who do not have a conflict of interest. When two parties with differing sides are involved, the accuser and the accused are entitled to have an advisor of their choice present during any disciplinary proceeding; potential witnesses and evidence surrounding a violation may also be included. The accuser and accused shall be informed in writing, simultaneously, of the results of the hearing. The College 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 academic term (180 days) in which the questionable behavior or incident occurred. If an extension of the timeframe is granted, both parties will be notified. Regarding Title IX hearings specifically, please refer to the school's Title IX Policy concerning U.S. Department of Education requirements; appropriate College officials shall have adequate and relevant training regarding Title IX issues, as well as how to conduct an investigation that protects the safety of individuals.

The College community is expected to adhere to certain standards. A Code of Conduct is included in the College catalog (<http://williamsoncc.edu/catalog/>). 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, 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-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-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, ranging from a warning 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 an administrator of the College, most commonly the Director of Student Services and/or Vice President of Operations. The student or employee will be notified in writing of the presumed 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 administration may be needed. 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 standards 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 an accuser or accused wishes to appeal determination of responsibility 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 accused and accuser will receive simultaneous notification by the chairperson of the committee in writing of the date, time, and place of the appeal hearing related to the sanction. As such, the accused and accuser must respond to the chairperson of his or her intent to be present during the hearing. Should the accused or accuser fail to attend the hearing, the committee will consider the written appeal and supporting documentation, including new evidence, as the basis for the appeal. Upon hearing the appeal, the accused and accuser will be simultaneously informed of the committee's decision from the chairperson in writing. The decision of the Disciplinary Committee is final. Specific to Title IX appeals and/or informal resolution processes that may occur (such as mediation), please refer to the school's Title IX Policy for U.S. Department of Education criteria.

## Clery Crime Statistics

The crime data table below displays crime data over the past three calendar years for on-campus, public property within or immediately adjacent to and accessible from the campus, and for a non-campus building or property (our Smyrna location). 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 |      |      | NON-CAMPUS BUILDINGS OR PROPERTY |      |      |
|--|--------------------|------|------|-----------------|------|------|----------------------------------|------|------|
|  | 2022               | 2021 | 2020 | 2022            | 2021 | 2020 | 2022                             | 2021 | 2020 |
| <b>Murder / Non-Negligent Manslaughter</b> | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Negligent Manslaughter</b>              | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Sex Offenses, Forcible: Total</b>       | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| Rape                                       | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| Fondling                                   | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Sex Offenses, Non-Forcible: Total</b>   | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| Incest                                     | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| Statutory Rape                             | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Domestic Violence</b>                   | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Dating Violence</b>                     | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Stalking</b>                            | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Robbery</b>                             | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Aggravated Assault</b>                  | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |
| <b>Burglary</b>                            | 0                  | 0    | 0    | 0               | 0    | 0    | 0                                | 0    | 0    |

|  |   |   |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|---|---|
| <b>Motor Vehicle Theft</b>   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Arson</b>   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Arrests: Weapons:</b><br>Carrying, Possessing, etc.                   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Disciplinary Referrals:</b><br>Weapons: Carrying,<br>Possessing, etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Arrests: Drug Abuse</b><br>Violations                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| <b>Disciplinary Referrals:</b><br>Drug Abuse Violations                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Arrests: Liquor Law</b><br>Violations                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Disciplinary Referrals:</b><br>Liquor Law Violations                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**ADDITIONAL INFORMATION:**

- Williamson College does not have any on-campus student housing facilities.
- Reported crimes may involve individuals not associated with the institution.
- There were no reported hate crimes for the years 2020, 2021 and 2022.
- There were no unfounded crimes to report.
- The annual security report and all supporting records used in compiling the report for three years from the latest publication will be retained, in effect, for seven years.