

Campus Security and Safety Policy

**Updated
2010/2011**

Compliance with Campus Security Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to the Act.

The Clery Act requires colleges and universities to publish an annual report every year by October 1st that contains three years worth of crime statistics and certain security policy statements, including sexual assault policies which assure basic victims' rights, and provide locates where the students should go to report crimes.

Responsibility for Compliance

The President of American Baptist College (ABC) has overall responsibility for compliance with Title II of the Crime Awareness and Campus Security Act. For the purpose of meeting the requirements set forth in the Campus Security Act, all persons who are employed by ABC should be informed and aware of the school's policies and procedures to ensure campus security and safety.

In Compliance with the Campus Security Act:

American Baptist College is committed to providing an environment that provides security for persons and property without the need for burdensome policies and practices. No absolute guarantee of individual safety or security of property is possible, but with the cooperation of students, faculty, staff and visitors, it is possible to provide a level of security that is reasonable, effective, and relatively unobtrusive. All members of the American Baptist College campus community are expected to familiarize themselves with the Campus security policies and procedures, adhere to these policies and procedures, and immediately report violations.

If you witness any non-emergency criminal incidents or safety concerns and/or are the victim of criminal behavior on property owned or controlled by ABC, promptly report it to the Metro Police Department. In the case of an emergency, call should be made to 911. No firearms or weapons are permitted on the campus of American Baptist College. After reporting the incident to the Metro Nashville Police Department, report the incident immediately to the President's Office, the Office of the Vice President for Campus Operations or any other school official.

Campus Crime Report and Security

- Campus security shall be supervised by the office of the Chief Operating Officer. This office shall oversee the gathering and reporting of all statistics as required by state and federal law regarding campus security.
- The security office shall prepare, publish, and disseminate all required policy statements, operating safety and security procedures and other reports as required by law.
- The COO shall oversee the supervision of campus security and assign primary responsibility to respond to and to take appropriate action on reports of criminal actions and other emergencies.
- The COO shall arrange for student participation in all programs as mandated by campus security laws.
- Through the office of the COO shall distribute an annual report in printed form each fall on campus crime and security matters. The report shall be available to current students and prospective students and their families.

TBI Crime Report

- Among the reportable crime(s) listed in TBI crime report, there were no occurrences of crime on the campus of American Baptist College for the 2007, 2008, 2009, and 2010.
- Crimes that are reportable and must be recorded in campus crime statistics are:

Murder
Grand Theft Auto
Rape
Statutory Rape
Theft
Forcible Sodomy
Vandalism
Sexual Assault with or without an object
Weapon Violation
Alcohol Intoxication (DUI)
Robbery
Illegal Drugs
Aggravated Assault
Burglary
Hate Motivated Crimes or incidents*

*Criminal offenses that display evidence of prejudice based on race, religion, sexual orientation or ethnicity. All of the crimes listed above that are committed on the campus of ABC must be reported annually to the U.S. Department of Education, and must be readily available to the public upon request.

Campus and Community Notification of Criminal Activity

It is the policy of ABC to notify member of the Campus community of any reported crime(s) that are determined to pose an imminent threat to the safety of students or employees. Anyone with information warranting a potential timely warning should report the circumstances to the Office of the President or Vice President for Campus Operations, or any other college official. If in the case of witnessing a crime being committed on campus, the incident should be immediately reported to the Metro Police Department or by dialing 911. The President of American Baptist College or in his absence the Vice President for Campus Operation or the director of Business Affairs is responsible for determining the need for and implementing timely campus-wide notification. If the President deems it necessary to notify the Campus community of an imminent threat, Public Safety Bulletins will be published and posted on bulletins boards throughout the campus. The notification or bulletins will allow members of the Campus community to be informed about current security and safety activities.

If any persons hears any expression of hostility or threats made based on class, race, gender or sexual orientation that could compromise the safety and security of an individual; or such threats made against the institution of American Baptist College because of its stated mission and commitment, it is to be immediately reported to the Office of the President, the Vice President of Campus Operations, or any college official.

Access to ABC Campus and Buildings

American Baptist College is a private institution, and as such reserves the right to limit the use of its grounds and facilities as it deems appropriate. Access to any ABC facility by any person is strictly limited to those having legitimate business in that area or facility. Most campus buildings and facilities are accessible to students, faculty, employees, contractors, guests, and invitees during normal hours of business, Monday-Friday, and for limited designated hours on Saturdays and Sundays. Access times will vary depending upon the nature of the building and its activity. Access to all space on the ABC campus is limited to the official occupant of that space and that occupant's officers, employees, students, guests and/or invitees. Access to the ABC buildings is limited to residents and their guests. Keys allowing entry to ABC buildings and offices are issued by the Chief Operating Officer. The COO maintains a list of persons holding keys. Unauthorized copying of keys or lending them to unauthorized persons is expressly forbidden. Violation of this policy may result in the loss of access privileges.

Members of the ABC community are charged with the responsibility of safeguarding the spaces under their control. Maintaining custody of the keys to which they have been entrusted, and reporting promptly the loss of any such keys.

Campus Safety

American Baptist College (ABC) shall inform students and employees annually about campus security and safety procedures and practices through dissemination of the campus security report.

ABC urges persons affiliated with the school to make use of the extensive safety resources at the City of Nashville Metro Police and Fire Departments. ABC encourages students and employees to be responsible for their own safety and the security of others. You can do this by informing yourself about safety procedures and crime avoidance tips available from the Metro Police and Fire Departments and the office of the Vice President for Campus Operation.

Procedure to Report Criminal Activity and Emergencies

Member of the ABC community, or any other person authorized to be present on the ABC campus, should report any suspected criminal activity or threats of violence made by individuals or any other emergency situation that poses a threat to life or property.

- If immediate danger of life or property exists, dial 911 or the Metro Police Department
- If immediate danger is not present, call Chief Operating Officer at 615 256-1463 ext.6905 or the Director of Student Affairs at ext. 6901.

In all cases, report the incident to the Chief Operating Officer or Director of Student Affairs. It is the policy of the College that all crimes or threats made against the security and safety of the campus or individuals on campus must be reported. Such incidents may also be reported to college personnel with responsibility for controlling access to buildings or facilities, or to college staff and faculty having significant responsibility for student life and campus activity.

Emergency Notification

In the event of an emergency or natural disaster, ABC is committed to providing official emergency information as quickly as the situation allows. Information concerning the status of ABC will be available to students, faculty, staff, parents and community members through a variety of sources, including:

- ABC Website Home Page
- Public-address System
- Campus and Departmental Phone Trees
- Local Radio WQQK 92.1, FM
- WTVF News Channel 5
- WZTV Fox Channel 17
- WSMV News Channel 4

Sexual Assault and Harassment Policy

It is the policy of ABC to prohibit sexual assault and sexual harassment of its students, faculty, and staff or visitors to the Campus and other persons who use the Campus facilities. Faculty, students and staff are called upon to make every effort to eliminate sexual harassment on the Campus and to report any such behavior to the officials of the College. ABC prohibits sexual harassment between or among students, faculty, staff, and persons visiting or during conducting official business on campus, and in all areas of the campus's work and educational environments. Those who engage in sexual harassment may be subject to legal consequences, including civil and criminal penalties and monetary damages. Sexual harassment is prohibited by campus policy and is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972.

Sexual assault is an extreme form of sexual harassment. Sexual assault is not only a criminal act of violence, aggression, or coercion against a single individual, but is also an attack on human dignity, a value essential to our College's commitment to justice and equality. For these reasons, ABC encourages individuals who believe they have been sexually assaulted to report the sexual assault incidents to the appropriate Campus and governmental authorities as outlined in the Sexual Harassment policy.

Programs to Prevent Sexual Harassment and Sexual Assault

Several programs and resources are available to members of the Campus community on the topics of sexual harassment and sexual assault. Programs can be arranged through the office of the Vice President for Campus Operations and the Metro Nashville Police Department:

Rape and Sexual Abuse Crisis Line: (615) 256-8526
Tennessee Community Services: (615) 741-0380

Procedure to Follow if Sexual Assault Occurs:

Whom to Contact: If someone believes they are the victim of a sexual assault the quickest possible way to report it is to contact the Metro Nashville Police Department. A victim should also report the incident directly to Office of the President, the Vice President of Campus Operations, or any college official. A victim of sexual assault may go directly to a hospital and decide at the hospital what other agencies or resources to contact. The President, or any official on campus, will be glad to assist a victim in contacting the proper law enforcement agency.

Preservation of Evidence: After contacting the necessary law enforcement authorities as soon as possible, it is important that a victim of sexual assault does not shower, wash, brush teeth, or use the restroom, and that they do not wash their clothes or any bedding upon which the incident may have occurred. If they do so, important evidence can be lost and/or destroyed.

Notification of Counseling and Assistance: Counseling services for victims of sexual harassment or sexual assault can be found by contacting off-campus psychological services provided by local psychologists or community Rape Crisis Centers. Any victim who reports an incident to an on-campus official will be advised of counseling services.

Disciplinary Procedure: If the victim of sexual assault or harassment desires, and all parties involved are members of the Campus community, the incident can be referred to the President's Office or Vice President for Campus Operations to be investigated and adjudicated under the American Baptist College Sexual Harassment policy. Sanctions that can be imposed upon a final determination of an incident may range from a reprimand up to and including dismissal from the college or termination of employment.

Both the accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding. Both participants will be informed of the outcome of any disciplinary proceeding brought alleging a sexual assault or harassment charge.

Drug-Free Campus and Workplace

The campus of ABC is drug free. Legally this means that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at ABC is prohibited. The use of or abuse of alcohol (including underage drinking) on ABC premises is not allowed. ABC complies with Tennessee state law, which prohibits possession or use of alcohol by or sale of alcohol to anyone less than 21 years of age. Violation of this policy will be considered cause for termination from employment or from a student's program of study.

ABC will impose sanctions, up to and including the dismissal, of any employee or student engaged in the abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on school premises.

Policy amendment

This campus security and safety policy shall be amended periodically to ensure it represents the most effective procedures the College will implement for the safety and security of all members of the Campus community.