

American Baptist College Campus Security and Safety Policy

2014

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. 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 at (615-862-8600). In the case of an emergency, calls 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 campus Resident Assistant, the Campus Operations Director, or any other school official.

Campus Crime Report and Security

- Campus security shall be supervised by the office of the Campus Operations Director. This office shall oversee the gathering and reporting of all statistics as required by state and federal law regarding campus security.
- The Campus Operations office shall prepare, publish, and disseminate all required policy statements, operating safety and security procedures and other reports as required by law.
- The COD 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 COD shall arrange for student participation in all programs as mandated by campus security laws.
- The office of the COD 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.

Crime Report

- Among the reportable crime(s) listed in this report, there were no occurrences of crime on the campus of American Baptist College for the current three periods required by federal law (2011, 2012, 2013).
- 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 members 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 Resident Assistant or to the Campus Operations Director, or any other college official. In the case of witnessing a crime being committed on campus, the incident should be immediately reported to the Metro Police Department at (615) 862-8600 or by dialing 911. The President, Vice President, or Campus Operations Director is responsible for determining the need for and implementing timely campus-wide notification. If either official deems it necessary to notify the Campus community of an imminent threat, Public Safety Bulletins will be published and posted through social media, phone texts, and on bulletins boards throughout the campus. The social media notifications 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 Resident Assistant, the Campus Operations Director, 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 Campus Operations Director. The COD 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 Campus Operations Manager.

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 at (615) 862-8600.
- If immediate danger is not present, call the Resident Assistant at (615) 256-1463 or Campus Operations Director at (615) 256-1463.

In all cases, report the incident to the Resident Assistant or Campus Operations Director. 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](#)
- ABC-CAMS Student and Faculty Portals
- Campus and Departmental Phone Trees
- Local Radio WQQK92.1.FM
- [WTVF News Channel 5](#)

- [WZTV Fox Channel 17](#)
- [WSMV News Channel 4](#)
- [Twitter](#)
- [Facebook](#)

Annual Testing

American Baptist College conducts annual testing and evaluation of all emergency systems outlined in the above section. Information about the emergency response and evacuation procedures are made available on ABC's website. The announced and unannounced tests, drills, and evacuations are coordinated, monitored, and evaluated through the office of the Campus Operations Director. Announced tests and drills are publicized via email and the American Baptist College website.

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 Campus Operations Director and the Metro Nashville Police Department:

Rape and Sexual Abuse Crisis Line: (615) 256-8526
Tennessee Community Services: (615) 741-0380
Police Department (MNPd): 615) 862-8600
Crime Stoppers: (615) 742-7463 (to give an anonymous tip on a crime)
MNPd Sex Crimes Unit: (615) 862-7540
MNPd Domestic Violence Division: (615) 880-3000
MNPd Victim Intervention: (615) 862-7773
District Attorney's Office Victim-Witness Program: (615) 862-5500 (legal questions)
Crisis Call Center: (615) 244-7444 (24-hour assistance)
Sexual Assault Center of Nashville: (800) 879-1999
YWCA Domestic Violence Center: (615) 242-1199

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 the Resident Assistant, Faculty Adviser, the Campus Operations Director 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. 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 Campus Operations Director or any campus official 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.

Missing Student Notification Policy

All potential missing student reports must be referred to the Resident Assistant or Campus of Operations Director for investigation. In compliance with the Higher Education Opportunity Act (HEOA) of 2008, American Baptist College provides each student residing on campus the opportunity to designate a confidential contact. This contact will be notified if the student is missing. Although it is not

required to do so, ABC makes the missing student notification procedure available to all students. This confidential contact is in addition to any other emergency contact that the student may identify, although both the confidential contact and the emergency contact(s) may be the same person. In the case of non-emancipated students under the age of eighteen, the HEOA requires that a custodial parent or guardian be notified; however, an additional contact may also be specified. Only the Campus Operations Director can view this information. During the first 24 hours after the American Baptist College has determined that a student is missing, the Campus Operations Director or a designee will notify the student's confidential contact. American Baptist College will also notify appropriate external law enforcement agencies and others at the college about the missing student.

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.

Security Policy and Campus Crime Statistics Act, American Baptist College publishes an annual report to provide information on security-related services offered by the college. The *Annual Security Report* contains information related to college-wide security and safety, including related policies, procedures, and criminal statistics. The Annual Security Report can be found on the ABC website, or a copy may be obtained from the campus, American Baptist College at 1800 Baptist World Center Drive, Nashville, TN 37207. The report will be available after October 1, 2013.

Federally Mandated Crime Statistics

The Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires colleges to publish statistics on certain types of crimes that occur on college grounds and are reported to the Safety and Security Department or designated campus administrators. Crimes confidentially reported to other college offices may not necessarily be reflected in these statistics.

The data that is presented here includes all crimes reported to the American Baptist College Safety and Security Department that occurred on the American Baptist

College Campus, in the residence halls on campus, as well as crimes that may have been reported to other campus authorities. To give a broader picture of crime on campus and its immediate environs, this data also includes crimes committed at campus remote facilities, as well as those occurring near the campus. Hate crime statistics and arrests and/or referrals for campus disciplinary action are also included.

Further, the statistics for certain types of crimes, such as sexual offenses, may not be a true reflection of their occurrence due to underreporting. For campus crime statistics, consult the [U.S. Department of Education's website](#) or call the director of security at (615) 256-1463.

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.

Offense:	2010	2011	2012	2013
Arson	0	0	0	0
Homicide	0	0	0	0
Manslaughter	0	0	0	0
Sexual Offenses	0	0	0	0
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Vehicle Theft	0	0	0	0
Hate Crimes (by prejudice)				

Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Sexual Orientation	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0

The same act requires publication of arrest statistics for violation of laws governing the use or possession of alcohol and illegal drugs. The college cannot and will not give members of its community protection from the consequences of violating federal, state, and local law. Students, administrative personnel, staff, and faculty who break any of these laws are also subject to disciplinary action by the college as outlined in [College Student and Employee Handbook](#) which are published and distributed to the college community. Possession and/or use of firearms of any kind are prohibited. A more detailed account of American Baptist College's policies can be found in the college's Safety and Security section of the College Student and Employee Handbook.

Offense:	2010	2011	2012	2013
Liquor Law	0	0	0	0
Weapons	0	0	0	0
Drug Law	0	0	0	0

Disciplinary Referral:	2010	2011	2012	2013
Liquor Law	0	0	0	0
Weapons	0	0	0	0
Drug Law	0	0	0	0

Clery Act Crime Definitions

- **Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions**

Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal

Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol 64, No. 210).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions from the Uniform Crime Reporting Handbook:

- **Arson**
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Criminal Homicide-Manslaughter by Negligence**
The killing of another person through gross negligence.
- **Criminal Homicide-Murder and Nonnegligent Manslaughter**
The willful (nonnegligent) killing of one human being by another.
- **Robbery**
The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault**
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- **Motor Vehicle**

Theft The theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned) , and including joyriding).

- **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

- **Drug Abuse Violations**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbituates, benzedrine).

- **Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape-** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy-** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object-** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling-** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Nonforcible

Unlawful, nonforcible sexual intercourse.

- **Incest-Nonforcible** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape-Nonforcible** sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes

Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

