



2016 Annual Security Report

Statistical Reporting Period
January 1, 2015 to December
31, 2015



Columbia State Community College
Department of Safety and Security
Columbia Campus
1665 Hampshire Pike
Columbia, TN 38401

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Introduction

The following is the annual Campus Security Report for Columbia State Community College for the year 2015. The Department of Facility Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report can also be accessed on the Columbia State Safety and Security web page at <http://www.columbiastate.edu/safety>. This report contains security policies, procedures and guidelines. Crime statistics for the period of 2013-2015 are included in the report. These statistics are based on incidents reported at six campus locations. You may request a paper copy from the student services or human resources office on the Columbia campus, 1665 Hampshire Pike, Columbia, TN 38401.

Crime Statistics: Statement Concerning Law Enforcement (All Campuses)

Columbia State Community College has a Security Department, which is responsible for promoting safe campus conditions and protecting campus property. The Security Department does not have law enforcement authority and utilizes local law enforcement agencies as deemed necessary in the event that criminal activity occurs or is suspected. Columbia State Community College has six campus locations:

- [Columbia Campus](#), Columbia, TN – Security contact info: 9-931-540-2700
- [Williamson County Campus](#), Franklin, TN – Campus Security contact info 615-790-5700

- [Lawrence County Campus](#), Lawrenceburg, TN – Contact Campus Coordinator
- [Lewisburg Campus](#), Lewisburg, TN – Contact Campus Coordinator
- [Clifton Campus](#), Clifton, TN - Contact Campus Coordinator
- [Northfield Training Center](#), Spring Hill, TN – Contact Program Director AIT or Program Director EMS.

The Columbia Campus and new Williamson County Campus are staffed with security officers 24 hours per day. At the other extended campuses, the Campus Coordinator is the security officer. The Campus Coordinators typically are on campus Monday thru Friday from 7:45 a.m. until 4:15 p.m. The persons with



Security responsibilities are listed in this Annual Security Report.

Crime Statistics [34 CFR §668.46 (b)(1) & §668.46 (c)] (All Campuses)

Columbia State Community College has published the crime statistics described in 34 CFR §668.46(c) for the last three reporting periods for all campuses, on the Columbia State Community College website <http://www.columbiastate.edu/safety/crime-statistics>. Additionally, copies of the crime statistics for the reporting period covered under this report have been included as Appendix A-B of this report.

These crime statistics are collected for three different geographic areas, which are defined in 34 CFR §668.46(c)(5). These geographical classifications are as follows:

- On Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- Public property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- Noncampus building or property - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and

is not within the same reasonably contiguous geographic area of the institution.

The College has recorded all reports of stalking in accordance with the requirements found in 34 CFR §668.46(c)(6).

The statistics collected and reported by the College in this Annual Security Report do not include the identification of the victim or the person accused of committing the crime as is required by 34 CFR §668.46(c)(7).

The College has compiled the statistics in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting program. As a part of this statistical compilation, the College has compiled its statistics in accordance with the Hierarchy Rule, which is a part of this Uniform Crime Reporting program in order to comply with 34 CFR §668.46(c)(9).

The College has provided maps in Appendix C of this report that depicts the campus and public property areas. These maps are intended to provide current and prospective students and employees with a visual representation of the Clery Geography for which statistical reporting information is gathered. Although the new Williamson County Campus was not occupied during this reporting period, a map identifying the Clery Geography of this new campus has been added to Appendix C for the purpose of transparency.



In order to comply with the statistical reporting requirements required under 34 CFR §668.46(c), the College has made a good-faith effort to obtain statistics for crimes that occurred on or within the College's Clery geography at all campus, non-campus, and public property locations. This good-faith effort is the responsibility of the Columbia Campus Security Office and is conducted by contacting the local police agencies around the campuses to determine if any crimes have been committed. Documentation of this good-faith effort is maintained by the Columbia Campus security office.

Timely Warnings [34 CFR §668.46(b)(2)(i) and 34 CFR §668.46(e)] (All Campuses)

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Security or campus management constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. This determination shall be made in accordance with [Columbia State Policy 06-08-00](#), which is entitled Timely Warning. In accordance with this policy, the determination is completed by the Columbia State Security Office upon notification of the occurrence of a Clery Crime on the Columbia State Clery Geography. This determination is based on the following criteria. First, the incident must be one of the listed Clery



Crimes that are found in 34 CFR §668.46(c)(1). Second, the incident must be considered to represent a continuing threat to the students and employees.

The warning will be issued through one or more of the methods outlined in policy 06-08-00. A few of the listed methods for issuing a timely warning include emergency text messaging through ChargerNet Alerts, campus-wide emails, posting to the College's home page, posting of notices, utilizing the public address and paging system, through press releases, or by utilizing the College App Alert.

If time is available, the office of Communications should be contacted to initiate a timely warning, but if time is not available, the Security Office or each campus coordinator may issue a timely warning.

All timely warnings will be issued in a manner that withholds as confidential the names and other identifying information on the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994.

The College is not required to provide timely warnings for crimes that are reported in a confidential manner to the Campus Counselor. The Counselor is a licensed counselor and is required by Tennessee State law to maintain confidentiality of a victim. If the Campus Counselor reported a crime to campus security while maintaining compliance with Tennessee State laws regarding confidentiality of the victim, the College's Security Office would review this report against the timely warning policy to determine if the crime necessitated the issuance of a timely warning.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the College will follow the emergency notification procedure identified in [Emergency Response and Evacuation Section](#) of this Annual Security Report. As part of this notification, the College will provide adequate follow-up information to the community as needed.



Anyone with information warranting a timely warning should report the circumstances to the Chief of Security at (931) 540-2700.

Preparation of Disclosure of Crime Statistics [34 CFR §668.46(b)(2)(ii)] (All Campuses)

The Facilities and Safety Services Director and Security Chief prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at <http://www.columbiastate.edu/safety>. The report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Campus crime, arrest and referral statistics include those reported to campus officials and local law enforcement agencies. Upon completion of the Annual Security Report, an e-mail notification is made to all enrolled students, faculty and staff that provides the website to access this report. Copies of the report may also be obtained at the campus chief of Security's office located at the facility services building, office 103 on the main campus located at 1665 Hampshire Pike, Columbia TN, 38401 or by calling (931) 540-2700.

How to Report Criminal Offenses [34 CFR §668.46(b)(2)(iii)] (All Campuses)

To report a crime or other emergency:

For non-emergencies, all individuals at campuses other than the Williamson County campus should contact the Columbia Campus Security Office by dialing 931-540-2700 (non-emergencies). For non-emergencies at the Williamson County Campus, please contact the Williamson County Campus Security Office at 615-465-5700.

For emergencies, dial 911 (emergencies only).

Any suspicious activity or person seen in the parking lots or loitering around vehicles and inside buildings should be reported to the respective campus security department.

In addition, a list of individual campus security contacts has been listed below. For assistance in reporting crimes that are of a non-emergency nature, please feel free to contact these individuals to assist with reporting crimes.

Security Contacts by Campus Location:

Columbia Campus Security Officer	(931) 540-2700
Williamson County Security Officer	(615) 465-5700
Lawrenceburg Campus Coordinator	(931) 766-1603
Lewisburg Campus Coordinator	(931) 270-0119
Clifton Campus Coordinator	(931) 676-3000
Northfield AITT Program Director	(931) 540-2711
Northfield EMS Program Director	(931) 540-2686

Campus Security Authorities:

The following is a list of all Campus Security Authorities for each of our campuses.

Columbia Campus

Title	Contact Number
President	(931) 540-2510
Executive Vice President – Provost	(931) 540-2517
Financial & Administrative Services Vice President	(931) 540-2533
Access & Diversity Assistant to the President	(931) 540-2644
Human Resources Director	(931) 540-2521
Facility Services and Safety Director	(931) 540-2712
Chief of Security	(931) 540-2700
Security Guard	(931) 540-2700
Faculty, Curriculum & Programs Associate Vice President	(931) 540-2752
Dean of Health Sciences	(931) 540-2595
Student Services Associate Vice President	(931) 540-2762
Dean of Humanities and Social Sciences	(931) 540-2859
Dean of Science, Technology, and Math	(931) 540-2678
Evening Services & Cohort Coordinator	(931) 540-2862
Athletic Director	(931) 540-2632
Men's Baseball Coach	(931) 540-2633
Women's Softball Coach	(931) 540-2840
Men's Basketball Coach	(931) 540-2634
Women's Basketball Coach	(931) 540-2635
Disability Services Counselor	(931) 540-2857
Career Services Coordinator	(931) 540-2778

Lawrenceburg Campus

Dean, Regional Services and the Southern Campuses	(931) 540-2606
Director of Student Support Services	(931) 766-1301
Academic Coach	(931) 766-4580
Lawrence County Center, Campus Coordinator	(931) 766-1603
Student Services Coordinator	(931) 766-1606
Learning Center Specialist	(931) 766-1605
Lead Custodial	(931) 766-1608

Williamson County Campus

Extended Services and Williamson Campus Dean	(615) 790-4419
Williamson County Campus Director	(615) 790-4403
Learning Center Specialist	(615) 790-4402
Student Services Coordinator	(615) 790-4421

Lewisburg Campus

Dean, Regional Services and the Southern Campuses	(931) 540-2606
Lewisburg Campus Coordinator	(931) 270-0119
Learning Center Specialist	(931) 359-1938
Lead Custodial	(931) 270-3190

Clifton Campus

Dean, Regional Services and the Southern Campuses	(931) 540-2606
Clifton Campus Coordinator	(931) 676-3000
Lead Custodial	(931) 676-6966

Northfield Training Center

Program Director AITT	(931) 540-2711
Program Director EMS	(931) 540-2686

If you experience any problems contacting Campus Coordinators, contact the security number in Columbia for assistance.





Voluntary Confidential Reporting of Crimes [34 CFR §668.46 (b)(2)(iv)] (All Campuses)

Columbia State has instituted two separate methods for voluntary confidential reporting of crimes. The first system is new and can be utilized to report all crimes. This system is a web form that can be utilized to report non-emergency crimes. This form specifically states that submitting the reporters name with the report is optional, which provides for confidentiality. Access to this web form can be found at the following website:

<http://www.columbiastate.edu/safety/report-an-issue> .

The second system provided for confidential reporting of crimes is specific to cases of sexual misconduct. These procedures are found in the section of this report entitled [Reporting Sexual Misconduct](#).

Violations of the law will be referred to law enforcement agencies and when appropriate, to the appropriate disciplinary committee for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued as described in the section of this report dedicated to [Timely Warnings](#). All reports will be investigated.

Columbia State encourages anyone who is the victim, witness or has knowledge of any crime to

promptly report the incident. The confidentiality of persons reporting criminal activity can be requested and will be respected when possible but cannot be ensured pending the nature of the crime reported.

Security and Access [34 CFR §668.46(b)(3)] (All Campuses)

During business hours, the college will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, all college facilities are locked, and access is restricted. Some facilities may have individual hours, which may vary at different times of the year. Examples are the wellness center, computer labs, the library, auditoriums, theater and athletic facilities. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules.

Safety and security have been considered in the landscape and lighting of the campuses. Areas that are revealed as problematic have security evaluations conducted. Administrators from the Finance and Administration, Facilities and Safety, and other concerned areas review these results. These evaluations examine security issues such as landscaping, locks, alarms, lighting, and communications. All identified issues are evaluated and corrective actions are implemented in a timely manner.

Columbia State does not have any on-campus residences at any of our campuses.

Columbia Campus

Access to buildings on the Columbia Campus are controlled by key. Keys are issued through the Columbia Campus Facility Services Department in accordance with College Policy [07:14:00](#). For access to buildings during non-business hours for legitimate purposes, the Columbia Campus Security Office may be contacted at 931-540-2700.

The Security Department routinely evaluates the campus for safety and security issues. If issues are noted by security, these issues are reported to the Director of Facility Services and Safety at the Columbia campus.

Clifton, Lawrenceburg, Lewisburg, Campuses

During non-business hours access to all college facilities is by key. These keys are issued by the Campus Coordinator. For access to these buildings during non-business hours for legitimate purposes, the Campus Coordinators can be contacted.

The Campus Coordinators for Clifton, Lawrenceburg, and Lewisburg Campuses report maintenance needs for their centers to the Director of Facility and Safety Services.

Northfield

During non-business hours access to the Northfield Training Center is by key. These keys are issued by the Northfield Training Center Facility Manager.

The Academic Program Directors at Northfield report their maintenance needs for this site to the Northfield Training Center Facility Manager.

Williamson County

During non-business hours access to all college facilities is by magnetic striped access badges. These access badges are issued as College IDs. These IDs are issued by the Student Services Office.

The Campus Security Officer for the Williamson Campus reports maintenance needs to the Director of Student and Facility Services.

Campus Law Enforcement Authority [34 CFR §668.46(b)(4)(i)] (All Campuses)

Columbia State Community College Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the campuses. Columbia State Community College Security Officers have the authority to issue parking tickets to students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement agencies that have jurisdiction on the campuses. The Security Office personnel maintain a highly professional working relationship with the local law enforcement agencies in the communities of each campus location. All crime victims and witnesses are strongly encouraged to report the crime to campus Security Office and the appropriate police agency immediately. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.





Memorandum of Understanding (MOU) with Local Law Enforcement [34 CFR §668.46(b)(4)(ii)] (All Campuses)

The security office at each campus location maintains a close working relationship with their local law enforcement agencies, but there is no written memorandum of understanding between Columbia State Community College and law enforcement agencies at any of our campuses.

Encouragement of Accurate and Prompt Crime Reporting [34 CFR §668.46(b)(4)(iii)] (All Campuses)

The campus community (students, faculty and staff) are to report any criminal behavior or suspected criminal acts promptly to campus security for investigation. In the event an emergency is occurring, dial 911 to obtain immediate assistance from local law enforcement agencies, and then contact security. It is a core objective of Columbia State to maintain a safe environment for the entire campus population and public visitors. To ensure this, each person must take the proper reporting of criminal activity seriously and act promptly. Columbia State Community College has a security department,

which is responsible for promoting safe campus conditions and protecting campus property. The security department does not have law enforcement authority and utilizes local law enforcement agencies as deemed necessary in the event that criminal activity occurs or is suspected. Columbia State Community College has **six campus locations:**

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Lewisburg Campus Coordinator	(931) 270-0119
Clifton Campus Coordinator	(931) 676-3000
Northfield AIT Program Director	(931) 540-2711
Northfield EMS Program Director	(931) 540-2686

The Columbia and Williamson Campuses are staffed with security officers. At the other extended campuses, the campus coordinator is the person with security responsibilities

When a person asks for assistance or files a complaint through the Campus Security Authorities, all pertinent information is obtained and officially documented in an Incident Report. Confidentiality is maintained to the extent allowed by law. Columbia State notifies the applicable local police department of all felony crimes that occur on campus or at

the extended campuses. The office of the Security Chief provides a monthly crime report to the Tennessee Bureau of Investigation (TBI) for all campuses. TBI is also notified of any crime determined to be of special interest.

All reports are investigated. Columbia State officials dispatch a security officer or campus representative to assist the victim in reporting the incident to local law enforcement agencies. Victims of sexual assault are encouraged to report the assault to the local police and are assisted by campus personnel.

All Incident Reports are maintained in the office of the Chief of Security. All Columbia State student incident reports are forwarded to student services office for review and potential action. Local law enforcement investigates reported incidents when deemed appropriate. Additional information obtained via the investigation is also forwarded to the security office and student services and/or human resources.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to campus security or the Chief of Security in a timely manner. Your promptness in reporting a crime increases the chance of the suspect being apprehended and helps prevent future criminal activity.



This publication contains information about on-campus and off campus resources. The information is made available to provide Columbia State community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for Columbia State.

Encouragement of Professional Counselors to Disclose Crime Statistics [34 CFR §668.46(b)(4)(iv)] (All Campuses)

The College employs a professional counselor acting as the Campus Counselor. The Counselor is a licensed counselor and is required by Tennessee State law to maintain victim confidentiality. Although 34 CFR §668.46(c)(8) specifically states that the College is not required to report statistics for crimes reported to that counselor, the College’s Security Office has encouraged the Campus Counselor to notify counselled individuals of our procedure for [reporting crimes voluntarily and confidentially](#) for statistical inclusion. This encouragement is conducted both verbally and in writing.

Security Awareness Programs for Students and Employees [34 CFR §668.46(b)(5)] (All Campuses)

In order to educate both students and employees about campus security procedures and practices as well as to encourage students and employees to be responsible for their own security and the security of others, the College conducts various educational activities. A description of the type of activity and the frequency of each activity is included in the following table.



Description of the Type of Program	Contents of Program	Target Audience	Freq. of Program
New Student Orientation	<ul style="list-style-type: none"> • General Safety and Security Considerations; • Emergency Procedures; • Sexual Misconduct Procedures; • Alcohol and Drugs. 	New Students	Initial
Convocation	Safety and security procedures review as well as list of recommended safety procedures.	Employees	Beginning of Fall and Spring Semester
Know Now Informational Email	Informational email providing students and employees copies of college policies pertaining to security activities.	Students and Employees	Beginning of each semester.

Additionally, the Columbia State Security Office provides information on the Columbia State website. <http://www.columbiastate.edu/safety> .

Programs Designed to Inform Students and Employees About Prevention of Crime [34 CFR §668.46(b)(6)] (All Campuses)

Columbia State has provided general crime prevention training to incoming students during their initial student orientation program. Columbia State has also provided general crime prevention awareness training to all faculty and staff during the convocation in-service training as is detailed in the previous section.

Additionally, the Columbia State Security Office provides information on the Columbia State website <http://www.columbiastate.edu/safety>. The following safety and crime prevention tips are identified on the website.

- When walking or jogging:
 - Go with someone.
 - Stay away from isolated areas.
 - Try to stay near streetlights.
 - Hold your purse or briefcase tightly, close to your body

- A front pocket is safer for a wallet than a back one.
- Dress sensibly. Tight pants, clogs, or heels make movement difficult.
- If you're being followed:
 - Cross the street or change directions.
 - Keep looking back so the person knows you can't be surprised.
 - Go to a well-lighted area. Enter a building hall, classroom, or library; anywhere there are people.
 - Notice and remember as much as possible about the person so you can give a good description later.
- If you're held up:
 - Don't resist. No amount of money is worth taking chances with your life.
 - Notify the campus police or local police immediately. Try to give a description that includes approximate age, height, weight, and details on hair, clothing, jewelry, scars, and tattoos - anything that is noticeable.
- Where you live:
 - Keep your doors and windows locked day and night.
 - Don't let strangers in.
- Don't leave a door unlocked for someone planning to come back later.
- Protect personal and College property:
 - Lock your door every time you leave.
 - Engrave expensive equipment and valuables with an I.D.number.
 - Don't store your purse in an unlocked desk drawer.
 - Don't leave your belongings unattended in libraries, hallways, locker rooms, or classrooms.
 - If you are working late: Keep your office door locked.
 - Lock all doors behind you when entering or exiting at night.
- In a car:
 - Keep doors locked while driving.
 - Don't pick up hitchhikers.
 - Check the back seat before getting into a car.
- Protect your car:
 - Always lock your car and take the keys.
 - Lock valuables in the trunk.
 - Park in well lighted areas.
 - Don't hitchhike.



- Report suspicious activity and vandalism immediately.

Monitoring Off-campus Student Organizations [34 CFR §668.46(b)(7)] (All Campuses)

Columbia State Community College did not officially recognize any student organizations with off-campus locations during this reporting period.

Alcohol and Illegal Drugs [34 CFR §668.46(b)(8) & (b)(9)] (All Campuses)

Columbia State Community College students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use of or being under the influence of illicit drugs and/or alcohol on any Columbia State campus, property owned or controlled by Columbia State, or as part of any Columbia State activity.

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances.

The penalty imposed depends upon many factors which include the type and amount of controlled substance involved; the number of prior offenses, if any; whether death or serious bodily injury resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000, supervised release, any combination of the above or all three. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or college campus; or (2) distribution to persons less than 21 years of age. Repeat



offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two (2) years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. Seq.; T.C.A. 39-12-417) It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his or her employment), or consume alcoholic beverages, wine or beer, such offenses being classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both. (T.C.A. 1-3-113 and T.C.A. 57-5-301) It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor. (T.C.A. 39-15-404) The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both. (T.C.A. S39-17-310)



Students

In addition to penalties students may be subject to under local, state or federal law, students violating this policy will be subject to disciplinary action, including, but not necessarily limited to:

- Probation
- Suspension
- Required participation in, and satisfactory completion of drug/alcohol counseling or rehabilitation programs
- Expulsion from school

Employees

In addition to penalties employees may be subject to under local, state or federal law, employees violating this policy will be subject to disciplinary action, including but not limited to:

- Probation
- Suspension
- Demotion
- Required participation in, and satisfactory completion of drug counseling or rehabilitation programs
- Termination

As a condition of employment, employees, including student employees, must abide by the terms of [Columbia State Policy 05:27:00](#) and must notify their supervisor of any criminal drug statute or alcohol abuse conviction for a violation occurring in the workplace no later than five days after such conviction.

Dissemination of Policy

Employees

- The human resources office provides new employees with a copy of Columbia State Policy 05:27:00 as part of the new employees' orientation.
- New employees sign orientation forms acknowledging dissemination of the policy as part of their orientation.
- The human resources office sends e-mail copies of this policy annually to all employees with e-mail access. Supervisors of employees without e-mail access distribute paper copies to those employees.

Students

A copy of this policy is included in the Columbia State "Student Handbook" and on the college's web page.

The student services and enrollment management office provides new students with a copy of this policy, as part of the new students' orientation.

Violations

Supervisor Notification of Human Resources

Any supervisor becoming aware of an employee violation of this policy, whether by virtue of notification by an employee of a conviction or by other means, is required to immediately notify the director of human resources.

Notification of Sponsor or grant agencies

The director of human resources notifies the appropriate sponsor or granting agency within ten days after the college receives actual notice of an employee conviction.

Policy Statement Addressing Substance Abuse Education [34 CFR §668.46(b)(10)]

General

Drug and Alcohol Awareness

Columbia State is committed to raising the awareness of students and employees of the health risks associated with the use of illicit drugs and the abuse of alcohol. A synopsis of those health risks is presented below.



Alcohol

Alcoholism is a complex, progressive disease that interferes with health, social and economic functioning. Untreated alcoholism results in physical incapacity, permanent mental damage and/or premature death. Alcohol is involved in one-third of all suicides, one-half of all traffic accidents and one-fourth of all other accidents, and is involved in over 50% of all arrests. Alcohol is the third leading cause of birth defects involving mental retardation. Use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, gastrointestinal disease and other illnesses. Alcoholism has been estimated to reduce life expectancy by twelve years. Alcohol beverages can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, change in personality, reproductive problems and central nervous system disorder such as poor vision, loss of coordination, memory loss, loss of sensation, mental and physical disturbances and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar drugs.

Illicit Drugs

The use of illicit drugs results in many of the health risks that are involved with alcohol use. Illicit drug use increases the risk of mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of flashback phenomenon, hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to lungs, brain, kidneys and liver, death from suffocation or choking, anemia, amnesia, AIDS and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

Counseling, Treatment and Rehabilitation Programs

The director of counseling and disability services assists students and/or employees by providing information on surrounding area treatment resources, and by assisting individuals make initial contact with treatment providers. Regular employees may also use the Employee Assistance Program (EAP) by calling 1-877-237-8574 or 1-800-842-9489 (TDD). Information concerning the EAP is available in the human resources office.

Education Programs

At the beginning of each semester, Columbia State's Department of Student Services distributes a Know Now informational email to all students. This email serves to notify all students about applicable College Policies, including the College's Drug Free Workplace and Campus Policy, which is found in the student handbook.

In addition, new students are provided with a copy of the Student Rights, Conduct & Safety handout during their new student orientation program. This handout covers the Drug and Alcohol Prevention Program.

To ensure that all employees are familiar with this policy, the Columbia State Human Resources Department requires that all new faculty and staff members review [Columbia State Policy 05:27:00](#), which is entitled Drug Free Workplace and Campus. Additionally, faculty and staff are required to review this policy annually thereafter.

This Drug Free Workplace and Campus Policy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the College's property or as part of any of the College's activities.

The Drug Free Workplace and Campus Policy also includes a description of the legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs or alcohol, and includes a cursory description of the health risks associated with the use of beverage alcohol and illicit drugs.

The policy states that the Student Success Counselor will assist students and/or employees who now have or have had a drug and/or alcohol problem. The procedures are:

- To encourage the individual with a problem to seek the assistance of a qualified drug/alcohol therapist or seek treatment from a drug treatment center or mental health center;





- To provide information to the individual regarding treatment resources in the surrounding area, and how to secure their services. When available, materials detailing the facility, length of stay, cost, etc. are provided;

- To assist the student and/or employee in making the initial contact with an outside agency or to provide ongoing emotional support.

Finally, this policy includes a clear statement that the College will impose appropriate sanctions on any employee or student who fails to comply with the terms of this policy.

During the spring semester, the Student Government Association conducted educational events in recognition of Alcohol Awareness Week. These events included a vision impairment goggle demonstration, and an alcohol awareness video display.

Sexual Misconduct [34 CFR §668.46(b)(11)] (All Campuses)

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Columbia State is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in [Columbia State Policy 06:07:00](#), sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. Columbia State strictly prohibits these offenses.

The following definitions of “dating violence,” “domestic violence,” “sexual assault,” “stalking,” “consent,” “sexual assault,” and “sexual misconduct” have been provided in the following section for clarity.

Definitions

Consent—an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.



Dating Violence—violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – **TCA § 36-3-601(5)(c)**

Domestic Violence Victim—violence against a person when the accuser and accused:

1. Are current or former spouses’
2. Live together or have lived together;
3. Are related by blood or adoption;
4. Are related or were formally related by marriage; or,
5. Are adult or minor children of a person in a relationship described above.

Domestic Violence – includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – **TCA § 36-3-601**

Sexual Assault—the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent.

Sexual Misconduct—for the purposes of this policy, “sexual misconduct” is defined as dating violence, domestic violence, stalking, and sexual assault.

Stalking—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized,

frightened, intimidated, threatened, harassed, or molested.

Sexual Misconduct Educational Programs And Campaigns [34 CFR §668.46(b)(11)(i)]

The College engages in comprehensive educational programming to prevent sexual misconduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, staff, and faculty that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines what behavior constitutes domestic violence, dating violence, sexual assault and stalking;
3. Defines what behavior and actions constitute consent to sexual activity;
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault and stalking against a person other than the bystander;
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks; and
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Employee Educational Programs

As a part of our primary prevention efforts, the College has required that all faculty and staff take Haven For Faculty and Staff, which covers important issues related to sexual assault, dating violence, domestic violence, stalking, and sexual harassment. In addition, new Columbia State faculty and staff are required complete Title IX training.

Student Educational Programs

To provide educational activities to our students, Columbia State has worked with the [Tennessee Coalition to End Domestic and Sexual Violence](#) to provide Bystander Intervention training opportunities to our students. In addition, Haven –Understanding Sexual Assault training was provided to athletes, peer leaders and others on our campus. In the fall of 2016, this training has been integrated into the Columbia State College Success Course (COLS 101), which is targeted at all incoming freshmen to ensure that they all are aware of the importance of sexual misconduct issues.



Awareness Activities

The campus has seen many positive awareness activities in the past year. One of the most promising was the formation of the UNITE club, which was dedicated to increasing sexual assault awareness. In addition, awareness programs have been conducted in observance of Sexual Assault Awareness Month. These events included a donation drive to benefit the [Center of Hope](#). Additionally, a kickoff event was conducted in conjunction with the Center of Hope, which provided refreshments and information. There was also an event featuring

the [NO MORE](#) Campaign, which is targeted at ending rape culture. This event included a [NO MORE](#) pledge drive. In addition, there was an observance of [National Denim Day](#) in which faculty, staff, and students were encouraged to wear jeans in visual protest of victim blaming. To increase sexual assault awareness, Columbia State sent a coalition to attend the Tennessee Sexual Assault & Relationship Violence Summit during the spring of 2015. This summit covered topics such as Domestic and Dating Violence, Sexual Assault 101 and Consent, Sexual Assault: Normal and Brain-Based but Commonly Misunderstood Responses and Memories, the basics of primary prevention, combating sexual assault and relationship violence: implementing the final VAWA rules, and the intersection of alcohol and sexual assault.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another, and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

(Bystander intervention strategies adapted from Stanford University)

Sexual Misconduct Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and

leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

(Risk Reduction strategies adapted from University of North Dakota)

Procedures Victims Should Follow If A Sex Offense Occurs [34 CFR §668.46(b)(11)(ii)]

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries. A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed. Valuable physical evidence can be obtained from the victim and the victim's

clothing. A victim should make every effort to save anything that might contain the offender's DNA.

Therefore, a victim should not:

- Bathe or shower;
- Wash his/her hands;
- Brush his/her teeth;
- Use the restroom;
- Change clothes;
- Comb hair;
- Clean up the crime scene; or
- Move anything the offender may have touched.

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date. Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators.

A victim has the right to decline to notify local law enforcement. However, filing a police report with a local law enforcement agency will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- ensure the victim has access to confidential counseling from counselors specifically

trained in the area of sexual assault crisis intervention.

When a victim of sexual misconduct presents to the College, Columbia State provides written information about the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. The College also provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both on our campus and in the community. The College further provides written notification to victims about options for, and available assistance in, changing academic, transportation, and working situations. The College must make such accommodations if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Protection from abuse orders may be available through [TNCOURTS.gov](http://www.tncourts.gov), with forms found at: <http://www.tncourts.gov/programs/self-help-center/forms> and additional information related to such orders may be found at:

<http://www.tncoalition.org/resources#legal>.

Regardless of whether an offense occurred on or off campus, the College will provide a student or employee a written explanation of their rights and options when a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking.

Reporting Sexual Misconduct [34 CFR §668.46(b)(11)(ii)(B)]

The College encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

A. Reporting Confidentially

If a victim chooses to report an incident of sexual misconduct in a confidential manner, the victim can report the incident to the following person who is a licensed counselor and is required by Tennessee State law to maintain confidentiality of a victim:

[Dr. Phillip Owens](#)

Campus Counselor

(931) 540-2572

1665 Hampshire Pike, Columbia, TN 38401
Jones Student Center – Rm 157

B. Filing an Institutional Complaint

Reports of acts of sexual misconduct to any other employee of the College must be reported to the Title IX Coordinator, and the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

1. The College shall not share information with law enforcement without the complainant's consent or unless the



victim has also reported the incident to law enforcement.

2. Before a complainant reveals any information to an employee, the employee must ensure that the complainant understands the employee's reporting obligations.
3. If the complainant wants to maintain confidentiality, the employee must direct the victim to confidential resources as detailed in Section A above.
4. If the complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the complainant that the College will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.



5. In addition to all other employees on campus, an institutional complaint can be filed directly with either or both of the following:

Title IX Coordinator:
 Ms. Christie Miller
 1665 Hampshire Pike
 Columbia, TN 38401
 Prior Administration Bldg. 109
cmiller26@ColumbiaState.edu
 (931) 540-2521

VP of Student Affairs
 Dr. Sean Fox
 1665 Hampshire Pike
 Columbia, TN 38401
 Jones Student Center – Rm 146
Sfox12@columbiastate.edu
 (931) 540-2762

C. Filing a Criminal Complaint

Contact local law enforcement where the assault occurred. The local law enforcement agency will determine the subsequent steps. An advocate from Center of Hope, the College's Title IX Coordinator, or the College's Security Office can assist in the reporting process.

D. Filing an Anonymous Complaint

Filing an anonymous report will assist the institution with compiling statistical information that can call attention to the number of incidents that occur at the College. If the survivor's identity is not

known, no subsequent appropriate services will be made available. The suspect will not be notified that a report was filed if no name is revealed. The report will be sent to the Director of Facility Services and Safety for recording and tracking of incidents on and around the College.

To file an anonymous report, use one of the following ways:

Call the Sexual Violence Hotline at 931-540-2503

Send by mail to:

Title IX Coordinator
 Columbia State Community College
 1665 Hampshire Pike
 Columbia, TN 38401

- E.** The College will to the extent possible, complete publicly available record-keeping, including Clery reporting, without identifying information about the victim. [34 CFR §668.46(b)(11)(iii)(A)]

- F.** The College will to the extent possible, maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. 34 CFR §668.46(b)(11)(iii)(B)]

Written Information Regarding Orders of Protection [34 CFR §668.46(b)(11)(ii)(D)]

The College will provide student or employees reporting sexual misconduct with written information covering where applicable, the rights of the victim and the College's responsibilities for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the College.

Involvement of Law Enforcement [34 CFR §668.46(b)(11)(ii)(C)]

All victims of sexual misconduct will be provided written information in regards to their options about involvement of law enforcement and campus authorities. This notification will include the victim's option to:

- 1) Notify proper law enforcement authorities.
- 2) Be assisted by campus authorities in notifying law enforcement authorities, if the victim choose.
- 3) Decline to notify such authorities.

Investigation Requirements And Procedures

- A.** All proceedings will include a prompt, fair, and impartial investigation and result. The College will provide the respondent and complainant equitable rights during the investigative process.
- B.** All complaints of sexual misconduct shall be presented to the Title IX Coordinator or designee for investigation and appropriate disposition, subject to the confidentiality policy.
- C.** Mediation between the complainant and respondent will never be considered an appropriate resolution in sexual misconduct cases.

D. Initiating an investigation

- 1.** Immediately upon receipt of a complaint, the Title IX Coordinator shall communicate with the complainant to identify and implement any reasonable interim measures necessary. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complainant should complete a complaint form and submit a detailed written report of the alleged incident.
- 2.** When the complainant chooses not to provide or sign a written complaint, the Title IX Coordinator or designee will investigate to the extent possible and take appropriate action.
- 3.** In addition to immediate interim measures, the Title IX Coordinator shall consider what, if any, interim measures may be necessary during the pendency of the investigation.
- 4.** Complaints made anonymously or by a third party will be investigated to the extent possible.
- 5.** After consultation with TBR General Counsel, if the Title IX Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
- 6.** The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
- 7.** Only one person shall be identified as the investigator for a complaint, though the investigator may have a second person present during interviews to take notes.
- 8.** Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent.

9. If the complainant or respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the College's executive vice president – provost (provost). The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The provost will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the provost shall be final.

E. What the investigation should and should not entail:

1. Once the investigator receives the complaint, the investigator shall notify the victim (Complainant) in writing of his/her rights and request a meeting.
2. The investigator shall also notify the accused (Respondent) in writing of the complaint and his/her rights and request a meeting with the respondent.
3. The investigator shall notify the complainant, respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.
4. The investigation shall include interviews with both the complainant and respondent, unless either declines an in-person interview.
5. The complainant and respondent shall be provided with the same opportunities to have others present during any interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.

6. The College will not limit the choice of advisor for either the complainant or respondent.
7. The investigation shall include interviews with relevant witnesses identified by the complainant and respondent or any other potential, relevant witness made known to the investigator via other means.
8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
9. The investigator is expected to request a list of relevant witnesses and evidence from complainant and respondent and take such into consideration.
10. The investigator shall not consider any evidence about the complainant's prior sexual conduct with anyone other than the respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

Outcome Of Investigation And Determination Of Appropriate Action

- A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the complainant, the response of the respondent, corroborating or non-corroborating statements of the witnesses, review of other evidence obtained, conclusions that may be drawn from the evidence gathered, and recommendations about the disposition of the matter.
- B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.
- C. The report shall be delivered to a designated "decision maker."

1. The vice president of finance and administrative services if the respondent is an employee;
 2. The executive vice-president and provost if the respondent is a student
- D.** After review of the report the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred.
- E.** The decision maker's determination shall be communicated in writing simultaneously to the complainant and respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

Timeframe For Conducting The Investigation

- A.** Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the decision maker, and that the investigator will notify the parties in writing of decision maker's determination.
- B.** If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.
- C.** If either party determines that additional time is needed, that party shall request such in writing to either the investigator (if the decision maker has not yet made a determination). The written request for additional time shall include the reasons for the requested delay and the number of additional days needed.

- D.** The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in written as to whether or not the request is granted.

Institutional Hearing [34 CFR §668.46(k)]

- A.** Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision makers' decision.
- B.** If a request is not received within ten (10) days, the decision maker's determination is final.
- C.** The hearing may be held before either a hearing officer or hearing committee. The President of the College shall determine whether to proceed with a hearing officer or hearing committee and shall appoint individuals to serve in those capacities. The hearing officer and all hearing committee member shall receive, at a minimum, annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- D.** If the complainant or respondent believes the hearing officer has or the hearing committee member(s) have a conflict of interest, that party must submit a written explanation of the reason for that belief to the appropriate decision maker. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew of or should have known the facts that would give rise to the alleged conflict of interest. The decision maker will determine if the facts warrant the appointment of a

different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the decision maker shall be final.

- E.** If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President, within thirty (30) days following the College's receipt of the party's request for a hearing.
- F.** The parties to the hearing may not engage in formal discovery.
- G.** Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.
- H.** The College will not limit the choice of advisor for either the complainant or respondent.
- I.** The complainant and respondent shall be timely notified of all meetings relevant to the proceeding.
- J.** The hearing officer or chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties' requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings.
- K.** The hearing officer or hearing committee shall use a preponderance of the evidence standard when reaching a decision.
- L.** Absent good cause, within five (5) business days of the close of evidence, the hearing officer or committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.
- M.** Each party shall be simultaneously notified of the hearing officer or committee's decision

in writing, which shall include notice of their rights to appeal the hearing officer's or committee's determination to the President.

Appeal Of Hearing Decision

- A.** If either party chooses to appeal the hearing officer's/committee's decision, the party shall notify the investigator in writing of the decision to appeal within five (5) business days of receipt of the hearing officer's/committee's determination.
- B.** If a written request for appeal is not received within five (5) days, the decision of the hearing officer/committee is final.
- C.** The appealing party(ies) must explain why it is believed the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
- D.** The President will issue a written response to the appeal as promptly as possible. This decision will constitute the College's final decision on the complaint.

Effect Of A Finding Of A Violation Of This Policy [34 CFR §668.46(b)(11)(vi)]

- A.** If a final decision has been made that a policy violation occurred, the respondent shall be referred to the appropriate personnel for a determination of discipline.
- B.** The appropriate personnel will be determined by the status of the respondent. For example, if the respondent is a student, then the matter may be referred to the associate vice president of student services. If the respondent is an employee, the matter may be referred to the director of human resources.

- C. If the respondent is a student, the College will follow the procedures for disciplining students as described in [TBR Policy 3:02:00:01 General Regulations on Student Conduct & Disciplinary Sanctions](#) and [Columbia State Policy 02:07:00 Student Conduct in the Classroom](#).
- D. If the respondent is an employee, the College will follow the procedures related to disciplining employees as described in applicable employee policies.
- E. Notwithstanding any policy to the contrary, the following additional requirements apply to disciplinary actions related to violations of this policy:
1. The complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.
 2. The complainant shall be allowed to have an advisor of her/his choice attend any meeting or hearing.
 3. The complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the complainant as a witness during the case-in-chief.
 4. The complainant shall be allowed access, consistent with FERPA requirements, to any evidence presented during any disciplinary meeting or hearing.
 5. The Title IX Coordinator or designee shall be appointed as the complainant's contact person for any questions or assistance during the disciplinary process.
 6. The complainant shall receive written notice, consistent with FERPA, of the outcome of the disciplinary process.
- F. If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine any remedies required to address the campus-wide environment, taking into consideration the impact of an incident of sexual misconduct on the campus as a whole and

on specific groups or areas on campus. For example, the Title IX Coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

- G. Subject to federal law, state law, and TBR policies, the following sanctions may be imposed by the institution following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking:
1. Restitution
 2. Warning
 3. Reprimand
 4. Service to the institution or community
 5. Specified educational/counseling program
 6. Apology
 7. Fines
 8. Restriction upon privileges
 9. Probation
 10. Suspension
 11. Expulsion
 12. Revocation of admission, degree, or credential
 13. Interim suspension
 14. Suspension of employment
 15. Termination of employment
 16. Demotion
 17. Termination of tenure status
 18. Other sanctions as deemed appropriate by the institution

Available Assistance [34 CFR §668.46(b)(11)(v)]

The College will provide written notification of available assistance to victims reporting sexual misconduct. This written notification will include how to request changes to academic, living, transportation, and working situations or protective measures. The College will make any accommodations outlined in the [Interim Measures](#) section of this Annual Security Report if those accommodations are reasonably

available. These accommodations will be made regardless of whether the victim chooses to report the crime the campus security or local law enforcement office.

Interim Measures

In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:

- A. Providing an escort to ensure that the complainant can move safely between classes and activities;
- B. Ensuring that the complainant and respondent do not attend the same classes;
- C. Providing referrals or access to counseling services;
- D. Providing referrals to medical services;
- E. Providing academic support services, such as tutoring;
- F. Issuing no contact orders; and
- G. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

Resources for Victims of Sexual Misconduct [34 CFR §668.46(b)(11)(iv)]

The College provides written notification of the resources listed below to students and employees that report sexual misconduct. This list of resources is not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation, or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should review carefully the section of this document entitled [Reporting Sexual Misconduct](#) related to the limits on the College's ability to maintain confidentiality.

On-Campus Resources

Office of Director of Student Success Counseling	Jones Student Center Room 157	(931) 540-2572
Campus Security (Chief of Security)	Facility Services Room 103	(931) 540-2700
Sexual Violence Hotline	After Normal Business Hours	(931) 540-2503
Office of the Title IX Coordinator (Director of Human Resources)	Pryor Administration Building Room 108	(931) 540-2521
Conduct Officer (Associate VP of Student Services)	Jones Student Center Room 146	(931) 540-2762

In the Columbia Area

Police - City of Columbia	800 Westover Drive, Columbia, TN 38401	(931) 380-2720
Sheriff - Maury County	1300 Lawson White Dr. Columbia, TN 38401	Emergency: (931) 388-5151 Nonemergency (931) 380-5733
Maury Regional Hospital & Medical Center	1224 Trotwood Ave Columbia, TN 38401	(931) 381-1111
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
TNCOURTS.gov	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	Order of Protection Forms
Maury County Circuit Court	41 Public Square Columbia, TN 38401	(931) 375-1201

In the Franklin Area

Police - City of Franklin	900 Columbia Avenue Franklin, TN 37064	(931) 380-2720
Sheriff – Williamson County	408 Century Court Franklin, TN 37064	(615) 790-5560
Williamson Medical Center	4321 Carothers Parkway Franklin, TN 37067	(931) 381-1111
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
TNCOURTS.gov	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	Order of Protection Forms
Williamson County Circuit Court	Williamson County Judicial Center 135 4th Ave South Franklin, TN 37064	(931) 790-5454

In the Lawrenceburg Area

Police - City of Lawrenceburg	233 West Gains St. Lawrenceburg, TN 38464	(931) 762-2276
Sheriff – Lawrence County	240 West Gains St NBU #8 Lawrenceburg, TN 38464	(931) 762-3626
Southern Tennessee Regional Health System Lawrenceburg	1607 S. Locust Ave. Lawrenceburg, TN 38464	(931) 762-6571
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
TNCOURTS.gov	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	Order of Protection Forms
Lawrence County Circuit Court	240 West Gains St. NBU 12 Lawrenceburg, TN 38464	(931) 762-4142

In the Lewisburg Area

Police - City of Lewisburg	101 Water St. Lewisburg, TN 37091	(931) 359-4040
Sheriff – Marshall County	209 1st Ave N. Lewisburg, TN 37091	(931) 359-6122
Marshall Medical Center	1080 N. Ellington Parkway Lewisburg, TN 37091	(931) 359-6241
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
TNCOURTS.gov	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	Order of Protection Forms
Marshall County Circuit Court	302 Marshall County Courthouse Lewisburg, TN 37091	(931) 359-0536

In the Clifton Area

Police - City of Clifton	142 Main St Clifton, TN 38425	(931) 676-3435
Sheriff – Wayne County	1016 Andrew Jackson Dr. Waynesboro, TN 38485	(931) 722-3615
Wayne County Medical Center	103 J.V. Mangubat Drive Waynesboro, TN 37091	(931) 722-5411
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
TNCOURTS.gov	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	Order of Protection Forms
Wayne County Circuit Court	100 Court Circle, Suite 202 Waynesboro, TN 38485	(931) 722-5519

Online Resources:

State Coalition Against Rape – <http://tncoalition.org/>
 State Coalition Against Domestic Violence – <http://tncoalition.org/>
 National Domestic Violence Hotline – <http://www.thehotline.org/> - LGBTQ survivors of sexual or domestic violence and minority women survivors of sexual or domestic violence
 Pandora’s Project – <http://www.pandys.org/malesurvivors.html> -Male survivors of rape and sexual abuse
 Rape, Abuse and Incest National Network – <http://www.rainn.org>
 U. S. Department of Justice – <http://www.justice.gov/ovw/sexual-assault>
 Department of Education, Office of Civil Rights <http://www2.ed.gov/about/offices/list/ocr/index.html>

Sex Offender Registration [34 CFR §668.46(b)(12)] (All Campuses)

In accordance to the *Campus Sex Crimes Prevention Act of 2000*, which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act* and the *Family Educational Rights and Privacy Act of 1974*, Columbia State Community College's security department is providing a link to the Tennessee State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation or is a student. Members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution from the TBI's website listing of sex offenders located at <http://tnmap.tn.gov/sor/>.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Emergency Response and Evacuation Procedures [34 CFR §668.46(b)(13) & §668.46(g)]

The College has developed emergency preparedness plans for each of its campuses. These emergency plans can be found at <http://www.columbiastate.edu/safety>. These plans provide detailed instructions for complying with the requirements found in 34 CFR §668.46(g). A summary of these procedures is provided here.

The College immediately notifies the campus community upon confirmation of a significant emergency or dangerous situation. The methods and procedures of notification vary based upon

the scope or characteristic of the emergency. The College utilizes the following process:

- 1) Upon notification of an emergency, the Columbia State Security Office or the Campus Coordinator evaluates the report, to determine if this report can be confirmed as a significant emergency or dangerous situation.
- 2) Once the threat has been confirmed, the Security Office or the Campus Coordinator evaluates the appropriate segment of the campus community to receive the notification.
- 3) If time safely allows, the Security Office or the Campus Coordinator confers with the Public Relations and Marketing Department to determine the proper content of the notification, and the most appropriate method for distributing this emergency notification. If time does not safely allow for coordination with the Public Relations and Marketing Department, the Security Office or the Campus Coordinator prepares the contents of the notification.



- 4) The Security Office or the Campus Coordinator will then initiate the notification system.

Columbia State Community College without delay, and taking into account the safety of the community, determines the content of the notification and initiates the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Security Office, Campus Coordinators, and the Department of Public Relations and Marketing all perform the roles defined in both the emergency preparedness plan and the abbreviated summary provided previously in this section of this Annual Security Report.

Columbia State communicates emergency information about critical incidents on campus that may have an impact on the larger community by posting updates on these critical incidents through chargernet alerts, the College's website homepage, campus wide emails to College faculty, students and staff, or any other method deemed to be appropriate by the office of Public Relations and Marketing.

Columbia State conducts emergency preparedness drills to test the emergency response and evacuation procedures of each facility at all campuses on an annual basis. The

results of each of these drills are recorded documenting the date, time, and whether the drill was an announced or unannounced.

Missing Student Notification Procedures [34 CFR §668.46(b)(14) & §668.46(h)]

The Department of Education requires under 34 CFR §668.46(b)(14) that any institution that provides any on-campus student housing facilities must include a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities in its annual security report. Columbia State Community College did not provide any on-campus student housing facilities during this reporting period.

Retaliation [34 CFR §668.46(m)]

According to the College's [Sexual Misconduct Policy 06:07:00](#) the College, its officers, employees, or agents are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising his or her rights or responsibilities under any provision of this this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.



Appendix A: On-Campus Crime Statistics

Campus Crime Statistics	2013						2014					2015						
	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield
Campus																		
PRIMARY CRIMES																		
A. Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(1) Murder & non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(2) Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Sex offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(1) Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(2) Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(3) Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(4) Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Burglary	7	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
F. Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS																		
A. Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS																		
A. Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
VIOLENCE AGAINST WOMEN																		
A. Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Stalking	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0

Campus Crime Statistics		2013						2014						2015					
		Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield
Campus																			
HATE CRIMES																			
A. Criminal Homicide		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(1) Murder & non-negligent manslaughter		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(2) Negligent manslaughter		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Sex offenses		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(1) Rape		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Campus Crime Statistics		2013						2014					2015						
		Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield
Campus																			
HATE CRIMES																			
(2)	Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(3)	Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(4)	Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C.	Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Campus Crime Statistics		2013						2014					2015						
		Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield
Campus																			
HATE CRIMES																			
D. Aggravated assault		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Burglary		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. Motor vehicle theft		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. Arson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Category of Bias	Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Appendix B: Public Property Crime Statistics

Public Property Statistics	2013						2014						2015					
	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield	Columbia	Lawrenceburg	Lewisburg	Clifton	Williamson	Northfield
Campus																		
PRIMARY CRIMES																		
A. Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(1) Murder & non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(2) Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Sex offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(1) Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(2) Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(3) Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(4) Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Aggravated assault	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS																		
A. Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS																		
A. Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VIOLENCE AGAINST WOMEN																		
A. Dating Violence	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Appendix C: Geographic Area Maps

Columbia State Community College (Main Campus)



LEGEND



Public Property





Campus Property

Columbia State Community College (Lewisburg Campus)



LEGEND

	Public Property
	Campus Property

Columbia State Community College (Williamson Campus)



LEGEND

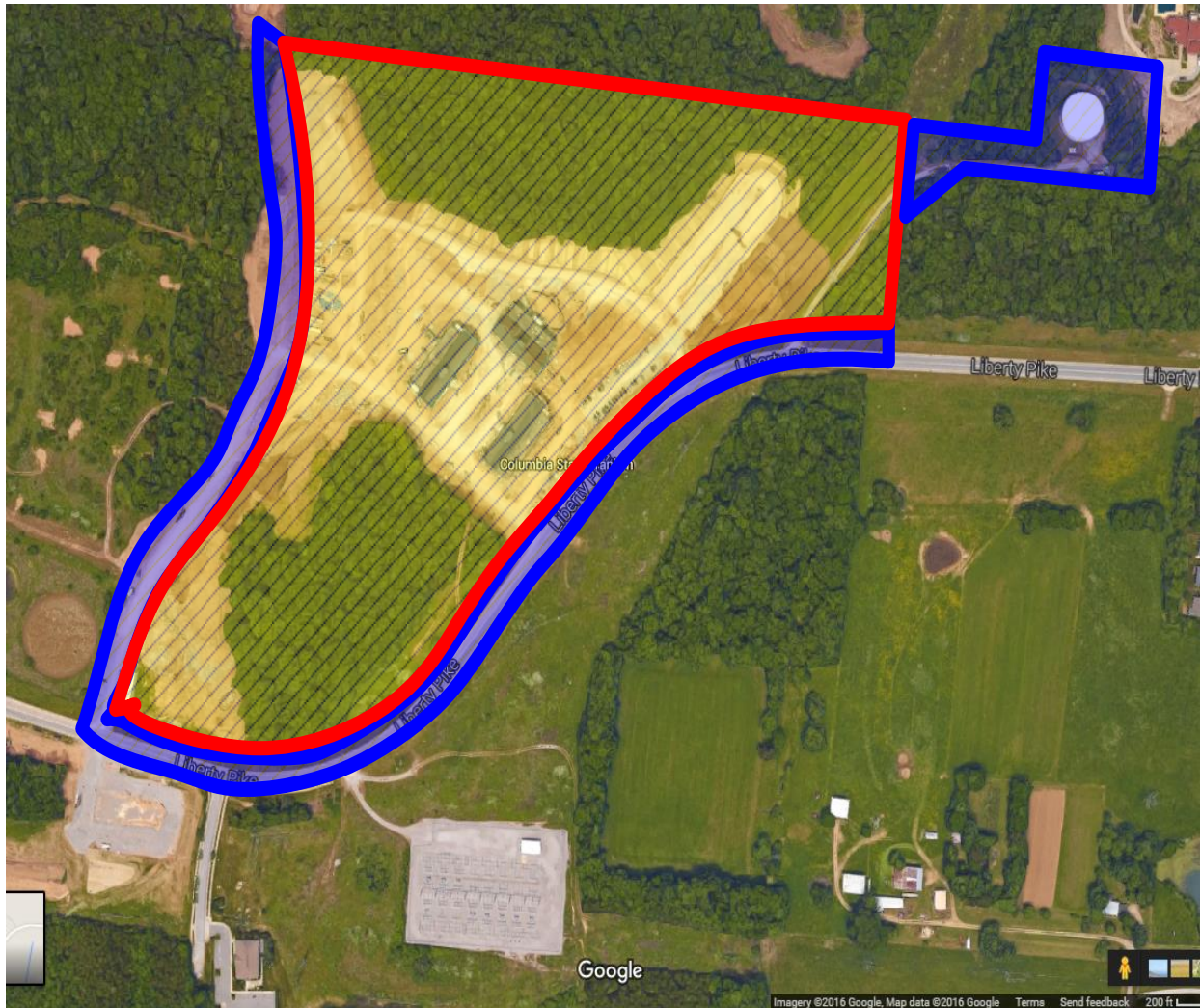


Public Property





Campus Property

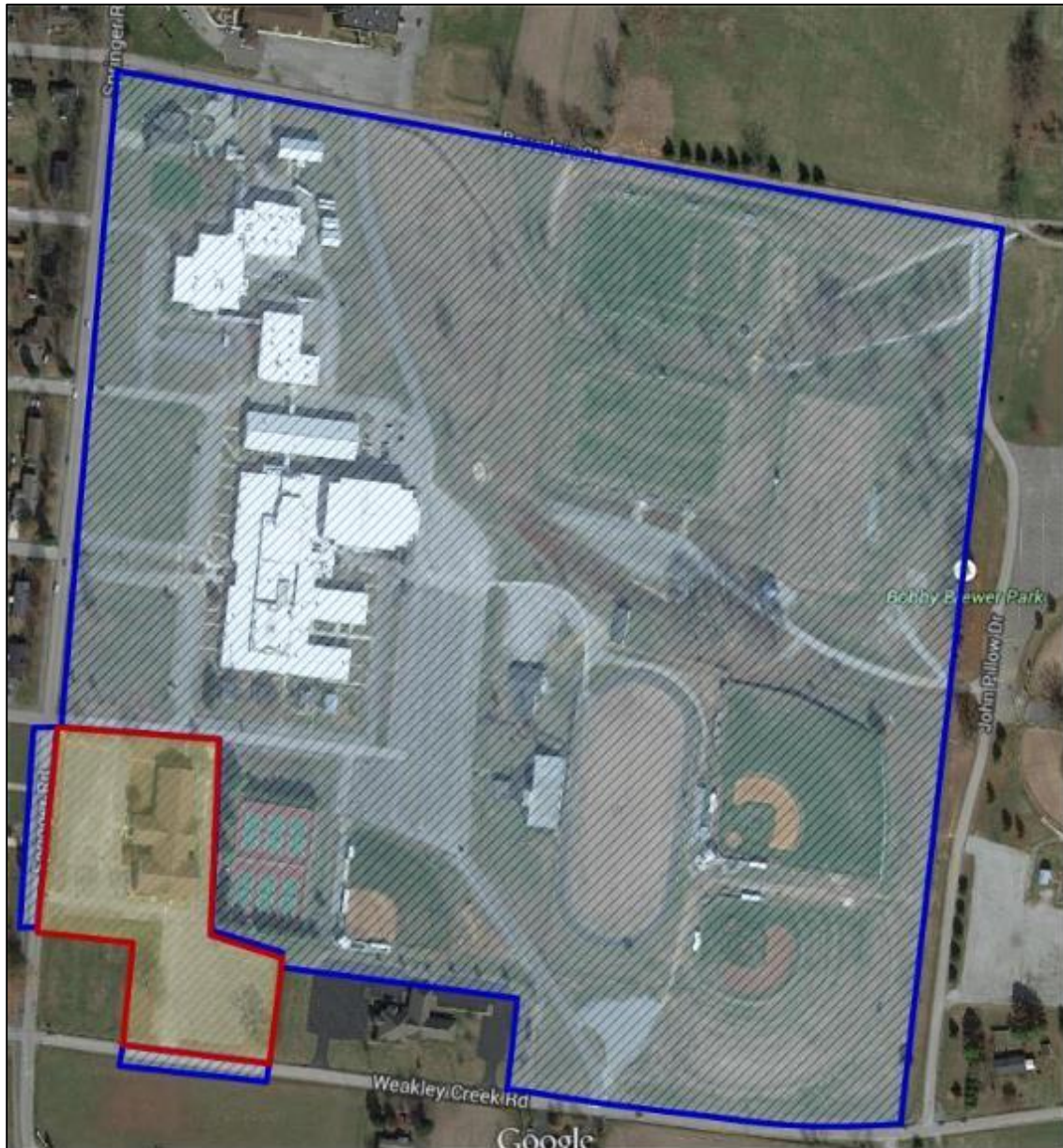
Columbia State Community College (Williamson Campus) [Did Not Open Until 5/31/2016]



LEGEND

	Public Property
	Campus Property

Columbia State Community College (Lawrenceburg Campus)



LEGEND



Public Property



Campus Property

Columbia State Community College (Clifton Campus)



LEGEND



Public Property



Campus Property

Columbia State Community College (Northfield Training Center)



LEGEND



Public Property



Campus Property