Williams College Annual Security and Fire Safety Report 2018-2019

Published October 2018
Revised December 2018

This booklet includes campus safety policies and procedures, campus crime statistics for the calendar years 2017, 2016 and 2015 and the Annual Fire Safety Report.

The publication is for students, employees, parents, prospective students and prospective employees, and it describes steps to prevent and respond to crime, and how students, faculty, and staff can work together to maintain a safe community.

The booklet complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
Williams College Annual Security and Fire Safety Report 2018-2019

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This booklet includes campus safety policies and procedures, statistics for the calendar years 2017, 2016 and 2015 concerning campus crime, and the Annual Fire Safety Report.

The booklet covers the following topics and is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.

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Williams College Campus
Williams College is located in Northwestern Massachusetts in the town of Williamstown. The main campus consists of about 450-acres with 2,900 outlying acres, including the Hopkins Memorial Forest (2,600 acres). The college operates more than 170 academic, athletic, and residential buildings. The Williams College community consists of about 3,577 members (1,300 employees and 2,277 students). A campus map may be accessed at http://www.williams.edu/map/

Campus Safety and Security
The mission of the Williams College Campus Safety & Security (CSS) Department is to enhance the quality of life at Williams College by providing a safe and secure environment that is conducive to learning and is consistent with the educational goals of this diverse institution, while building community partnerships that foster trust, mutual respect and cooperation.

The primary goal of the Williams College Campus Safety & Security is to protect life and property. The Campus Safety & Security Department is located in the basement of Hopkins Hall. The phone number is (413) 597-4444. CSS reports to the Vice President for Campus Life and works in close collaboration with the Dean of the College. The CSS staff includes the director of campus safety, an associate director for accreditation and emergency management, an associate director for Clery compliance and training, an operations supervisor, two (2) patrol supervisors, a security systems manager, a security systems coordinator, a departmental and systems assistant, eleven (11) full-time officers, two (2) part-time officers, one (1) full-time communication supervisor, three (3) full-time dispatchers, and one (1) part-time dispatcher. The professional CSS staff is supplemented by 30 student security monitors. The CSS department provides protection and services 24 hours a day.

CSS officers complete 40 hours of training at the St. Lawrence University Security Officer Academy at St. Lawrence University. Officers also attend workshops and training seminars that are relevant to campus safety and security. Crime prevention information, security surveys, and presentations are available through our crime prevention officer who was trained and certified through the National Crime Prevention Association (NCPA).

CSS officers do not have powers of arrest and their jurisdiction and authority are limited to the Williams College main campus and other College owned properties. CSS officers enforce College policy as well as assist local police authorities enforcing Massachusetts state law and Federal law. CSS cooperates with and has developed working relationships with local, county, state and federal law enforcement agencies. The CSS Department and the Williamstown Police Department (WPD) monitor each other’s radio transmissions and have direct radio contact. CSS calls on the WPD to investigate accidents, crimes against persons/property, and for all evidence of illegal drugs on campus. WPD reports all non-campus criminal activity, including those non campus locations of student organizations officially recognized by the institution and including
those student organizations with non-campus housing facilities, involving students of Williams College in order that the Deans may take appropriate disciplinary action.

CSS does not currently have a completed memorandum of agreement with the Williamstown Police Department regarding the investigation of criminal incidents but is working on completing that document.

**Maintaining a Safe Community**

Williams College and Williamstown are relatively safe communities; but no community is crime-free. Responsibility for crime prevention is shared jointly by you and all other members of the College community. To ensure your own security and that of your friends and colleagues, take care and use common sense. The suggestions below presented by CSS and IACLEA will help you to substantially reduce the possibility of becoming a victim.

- See something, say something. Program the CSS phone number (413-597-4444) into your cell phone so you have it at your fingertips in the event of an emergency on campus. If you see a crime in progress or even something suspicious, don’t hesitate, make the call.
- Download the circle of six app and have emergency services at your fingertips.
- Empower yourself. Enroll in a self-defense course. CSS offers a sexual assault prevention program, Rape Aggression Defense R.A.D., sign up with a friend and you’ll both get PE credit. These courses are designed to give women viable defense options that may help save your life.
- Don’t walk alone. Take advantage of the safety escort services or walk with friends or classmates.
  - Stop, Look and Wave at all crosswalks.
  - Ride bicycles and jog in single file.
- Protect your property. Never leave items like your backpack, laptop or cell phone unattended—even if it’s just for a minute. Make it a habit to take these valuables with you.
- Report solicitors. Magazine subscriptions, donation requests, spa packages and earn money now schemes are some of the common methods criminals use to take your money. Avoid solicitors, scams by politely saying no and immediately notifying CSS. Never provide a solicitor with your personal information, in person or on-line.
- Grab it. Close it. Lock it. College parking lots and structures are common targets for thieves. Never leave valuables in your car or items in plain view. Take items like GPS devices, removable stereo faceplates, and electronics with you. Make sure your windows are up and the doors are locked and set the alarm.
- Keep personal information private. Avoid becoming a victim of identity theft by carrying only the necessary items in your wallet or purse. Don’t give personal information to solicitors.
- Keep your dorm locked. Even if you’re going next door to a friend’s room, always grab your keys and lock the door. A propped open door is a perfect target for would-be
thieves and allows them quick and easy access to your belongings. If your room has additional doors and windows, always be sure they are closed and locked as well.

- Do not allow strangers into the dormitories. If you are unsure of anyone’s identity; it is appropriate to ask for a College ID or call CSS at 597-4444 to report a stranger. Never prop exterior doors open, this gives would-be thieves easy access to our dorms.
- Protect your wheels. CSS offers bicycle registration for $1.00. Registering your bike helps improve the likelihood of recovery if stolen. Invest in a high-quality, hardened steel U-lock. For optimum security, lock both the front and frame to the bike rack.
- Call CSS at 597-4444, to report broken locks, lights, or emergency phones that need repair
- Review the Daily Crime Log maintained by CSS. The Daily Crime Log is available at CSS Dispatch during regular business hours.
- Anonymous, threatening, or harassing telephone calls are illegal and the College regards them as a serious offense. Immediately report obscene or harassing phone calls to CSS by dialing 597-4444.

Security Awareness Education
The CSS Department, the Student Life Department, the Campus Safety Committee, and the Dean’s Office work to make the campus aware of security issues through a variety of methods, including: education programs, publications, posters, and notices. Student Life works with student organizations to help plan safe events that are held on campus. Workshops on sexual assault are offered to all first-year students and Junior Advisors, and any group upon request. Student organizations also sponsor information sessions on a wide range of topics relevant to campus life.

CSS, the Office of the Dean, Director of Sexual Assault and Response, and the Office of Student Life offer an average of 7 educational programs per month. These programs address topics such as personal safety, alcohol and drug abuse awareness and sexual assault prevention. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others.

Campus Safety Resources and Crime Prevention Programs
No community can expect to eliminate crime, but Williams College is strongly committed to providing resources that promote personal safety, campus security, and a safe environment. The college’s CSS crime prevention program includes a number of professional, educational, and preventative components. The cooperation and involvement of individuals in a campus safety program is absolutely necessary. Individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Crime prevention depends largely on following sound safety practices, as well as recognizing and immediately reporting all suspicious or criminal activity. There is much you can do to protect yourself and others. The CSS Department offers crime prevention services under the direction of the crime prevention officer who was trained and certified by the National Crime Prevention Association (NCPA).
• Operation ID – engraving, recorded information including serial numbers for all valuable items. (continual program)
• RAD– rape aggression defense classes are taught each semester by CSS instructors and students receive PE credits for the class. Two basic RAD, one advanced RAD, three Aerosol Defense and three Keychain Defense classes per year. Other RAD classes taught upon request.
• Whistle defense – students and employees may request an engraved whistle that may be used in an emergency situation to summon help. (continual program)
• Bicycle registration – CSS registers all campus bicycles for the town of Williamstown. (continual program). CSS offers on-site bicycle registration at the Paresky Student Center and at the four Neighborhoods every Fall and Spring.
• House and entry talks – crime prevention discussions with students that are ongoing and occur every semester. CSS staff gave (25) crime prevention talks to every first-year student during their entry snacks in the month of September.
• The Campus Safety Committee consists of students, faculty, and administrators. The goal of the committee is to determine general policy relating to safety concerns in all aspects of campus life throughout the year. Members of the committee identify potential risks and address issues concerning: fire safety, lighting, locking systems, and emergency telephones. Committee members also assist in the development and implementation of the comprehensive Emergency Response Plan for the College community. This committee meets monthly during the academic year (9 times).
• Emergency Phones – yellow emergency phones are located on the exterior of the dorms next to the card readers. There are also 24 emergency phones topped by a blue light located throughout the campus. Pushing the red emergency button on any emergency phone will connect you directly with the CSS Department’s emergency response line. You may also reach 911 emergency services by pushing the black button for a dial tone and dialing 9-911 or 911. If you wish to reach CSS, dial 4444 from any College phone, including the yellow emergency phones. These phones are tested four times a week by student security monitors and twice a year during the Fall and Spring fire drills during the academic year.
• Telephones – telephone wiring is provided in all sleeping rooms. There is also an emergency phone located next to every card reader, and a campus phone in a public area of each residential house or dormitory.
• Escort Services - an after-dark, walking escort service is provided for all students, faculty, and staff. From dusk until 1:00am call the Student Escort Service at x4400. From 2am until dawn call CSS at x4444 for an escort.
Security and Access to Campus Facilities

RESIDENCE HALLS
All student residences have electronic locking systems, which are accessed by validated ID cards. CSS can invalidate lost or stolen cards and provide a temporary replacement ID card 24 hours a day. Deliberate damage to the access control system will result in a fine, the cost of repairing the equipment, and/or disciplinary action including suspension. All student bedrooms have individual locks. Each student is issued a key or a code to his or her room. Only authorized individuals are permitted in these buildings; the student residences are private property and trespassers will be prosecuted. Guests are permitted in the buildings, with hosts responsible for their guests’ behavior. Facilities personnel wear identification badges and have access only from 5AM to 9PM Monday through Sunday. On call technicians have 24 hour access.

During low occupancy periods (e.g., spring recess) some residences will be designated as temporary housing for students who are authorized to remain on campus. During these periods, only the authorized students will have IDs validated to access the electronic card readers on the residences. All other residences will be closed. Students are advised about safety concerns and precautions during periods of low occupancy. CSS officers monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity. (Note: The College does not supervise seniors granted the privilege of living off-campus.)

ACADEMIC BUILDINGS
Most academic buildings (e.g., Hollander Hall and Schapiro Hall, etc.) are open during the day and early evening, but are locked at night. Buildings with card access locks and are accessible 24 hours a day to students with a valid ID. These include Bascom, Kellogg House, Spencer Art, the Science Center, Goodrich Hall, Griffin Hall the Davis Center Houses (Hardy, Jenness, and Rice), Jesup Hall, The '62 Center for Theatre & Dance, the Paresky Student Center and the 24-hour section of Sawyer Library.

CSS Officers conduct routine security and safety patrols of the academic and administrative building to monitor condition and report any unusual circumstances.

Collecting, Compiling and Reporting Crime Statistics
The Campus Safety and Security Department at Williams College annually publishes the Williams College Campus Safety and Security Report in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. This report is available to read or print at (http://security.williams.edu/Reporting). For all questions regarding this report or to receive a printed copy contact David Boyer in the Williams College Campus Safety & Security Department, Hopkins Hall, 880 Main Street Williamstown, MA 01267 (413) 597-4444. Statistical data included in the report was collected from Williams College CSS incident reports, Campus Safety Authorities (CSAs) who are mandated campus reporters (including but not limited to coaches, faculty advisors to student groups, Deans, Student Life, the Health Center), the Williamstown Police Department and other regional law enforcement agencies. Community members are strongly encouraged to report criminal activity or suspicious behavior immediately.
and may even do so anonymously. The CSS Anonymous Tip Line can be found at https://webapps.williams.edu/admin-forms/security/tipline.php

CONFIDENTIAL REPORTING OPTIONS
If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a CSS officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offence or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Campus “Pastoral Counselors” and “Professional Counselors,” when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Williams College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Campus Safety and Security.

Pastoral Counselor
An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor
An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

CSS provides pastoral and professional counselors an informational handout and they are encouraged to inform the persons whom they counsel about the procedures for reporting a crime, should the individual choose to do so.

Reporting Procedures
Campus Safety and Security strongly encourages prompt reporting of crimes when the victim of a crime elects to or is unable to make such a report. If you witness, or are the victim of a crime, contact Campus Safety and Security and/or the Williamstown Police Department. CSS can be reached by dialing 597-4444 or by using any outdoor emergency phone. The Williamstown Police Department can be reached by dialing 911 for emergency services (9-911 from any
campus phone) and should be used in any life threatening situation, to report a crime in progress or report a fire. CSS officers will provide mutual aid to the local police, fire, or EMS providers when responding to campus and are First Responder trained. Calling 911 from a cell phone in Williamstown will initially connect the caller to the Massachusetts State Police in Northampton, Massachusetts who will then transfer the call to the Williamstown Police Department. Calling 911 or 9-911 from a hardwired campus phone will connect the caller directly to the Williamstown Police Department and this will provide enhanced caller ID indicating the location of the emergency.

Immediate and accurate reports provided to CSS will be used for the purpose of making a Timely Warning to the campus community and for annual statistical disclosure. Members of the community are helpful when they immediately report crimes or emergencies to the CSS Department and for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

**Response to a Report**

CSS dispatchers monitor telephones, radio broadcast, and numerous computer based alarm systems. Dispatchers are able to direct on campus resources for all non-emergency situations and coordinate with the Williamstown Police Department dispatchers to summon police, fire, or emergency medical services. Dispatchers also monitor emergency telephones that are located throughout campus; at the entrance to residence halls and in parking lots. The free standing emergency telephones are identified by a blue light and can be easily activated by the push of a large red button. These emergency phones report directly to the CSS dispatch center and provide enhanced address information.

CSS will take the required action, either dispatching an officer or asking the victim to report to CSS to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record only if subpoenaed by law enforcement. All CSS incident reports are forwarded to the Dean of the College’s Office for review for potential action, as appropriate. CSS Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of the College. If assistance is required from the Williamstown Police Department, the Williamstown Fire Department, CSS will contact the appropriate agency. If a sexual assault should occur, staff on the scene, including CSS, will offer victim a wide variety of services. See (Sexual Misconduct: Sexual Assault and Sexual Exploitation).

**Resources**

Individuals may also use the offices below as resources if the individual is the victim of a crime:

- Dean’s Office, x4171
- Health Center, x2206
- Rape and Sexual Assault Network of Williams, x4100
- Integrated Wellness Services, x2353
- Sexual Assault Survivors Services, x3000
This publication contains information about on- and off-campus resources and is made available to all Williams College community members. The information about “resources” is not provided to infer that those resources are “crime reporting entities” for Williams College. Crimes should be reported to the Williams College Campus Safety & Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the local Rape Crisis Center would not be included in the College Crime Statistics and would not result in a timely warning.

**Security Considerations in the Maintenance of Campus Facilities**
Williams College maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated. Trees and shrubberies are trimmed away from walkway and buildings. CSS works closely with Facilities management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that are designed to enhance security. Facilities has an active and ongoing preventative maintenance program that tests all electronic alarms and access systems on a regular basis including their battery back-up systems.
Emergency Response Policies and Procedures

Emergency Response & Evacuation
The Williams College Emergency Action Plan (EAP) is designed to provide a resource for Williams College personnel, administrators, students and to include Crisis Coordinators in assisting with information and guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the manual, must adhere to these guidelines. Only those College administrators responsible for directing and/or coordinating emergency operations may approve exception(s) to these crisis management procedures as required to fulfill the emergency response.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once a year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

The Williams College Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines.

Each residence on campus lists a specific evacuation site for the building. This information is posted on the door of individual rooms. In the event of an emergency that requires campus wide evacuation, community members will be directed to the Towne Field House. This building is equipped with generator back-up in the event of a major power outage on campus.

When Evacuation is Not Possible: In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and re-close the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call 911 and advise emergency responders of your location and situation. Wait for help to arrive.
**Post Incident:** At the completion of the incident, the Williamstown Fire Department [or other appropriate Emergency Official(s)] should release the building to the CSS official in charge. The facility should be pronounced all clear, or clear with conditions for re-occupancy. The CSS official in charge should then communicate the all clear or the clear with conditions to the area entrance monitors in person, via communications equipment, or by the use of a runner.

On the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.

**Sheltering In Place:** One of the instructions you may be given in an emergency where a dangerous conditions exists outside of a building is shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should check your smart phone and the College website homepage for guidance and updates during the emergency. Emergencies change as they progress. The questions to ask yourself are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

**Timely Warnings to the Campus Community**
The Director of Campus Safety and Security (CSS) or his designee, in consultation with some of the following: the Vice President of Campus Life, the Dean of the College, the Chief Communications Officer and the President’s Office will determine if a timely warning notice is warranted. Timely warning notices (called Crime Alerts at Williams) are distributed to inform members of our community about serious crimes or incidents that occur on or in the Williams College Clery Geography, when it is determined that the incident may pose a serious or ongoing threat. Timely Warning Notices are typically written by the Director of CSS or a designee, in consultation with some or all of the following: the Vice President of Campus Life, Dean of the College, VP for Public Affairs, the Chief Communications Officer and the President's Office. The email is typically distributed by CSS and the following departments have authority to issue the email if necessary: Campus Life, Dean of the College, Communications, Office of Information Technology and the President’s Office.

These warnings will typically be distributed if the incident is reported to Campus Safety and Security, a Campus Safety Authority (CSA) or to the local Police Department.
Timely warnings will typically be issued for the following Clery-reportable offenses

- Murder/Non negligent manslaughter
- Aggravated assault (cases involving assaults among known parties will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger Williams College community)
- Robbery involving force or violence
- Sexual Assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by Campus Safety and Security)
- Major incidents of arson
- Other crimes as determined necessary by the Director of Campus Safety and Security, or his designee in his absence
- A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:
  - Date and time or time of the incident
  - A brief description of the incident
  - Location of the incident
  - Information that will promote safety and potentially aid in the prevention of similar crimes
  - Suspect description(s) when deemed appropriate and if there is sufficient detail
  - Campus Safety and Security / Williamstown Police Department contact information
  - Other information as deemed appropriate by the Director of CSS or his designee
  - Timely warning notices are distributed to every student and to every employee via blast email. Updates are provided to the community, as appropriate, on relevant criminal investigations.

CSS does not issue timely warning notices for the above listed crimes if the subject(s) has been apprehended and/or the ongoing or serious threat to members of the Williams College community has been mitigated. Serious incidents or crimes not reported to Campus Safety and Security in a timely manner (5 days) will not automatically generate a timely warning, but will be evaluated on a case by case basis. Timely Warnings shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.
**Immediate Emergency Notification**

The Director of Campus Safety and Security or a designee heads the College’s Emergency Response Team. In consultation with others (such as College administrators, local first responders and/or National Weather Service), CSS confirms when an incident qualifies as an emergency and, depending on the nature of the emergency, which Emergency Response Teams to activate. CSS and the Chief Communications Officer or a designee determine the scope and content of the notification (depending on the complexity of the emergency they may consult with other campus administrators as deemed necessary) and the Departments/Personnel listed in the chart below have the authority to distribute the immediate notification messages. The Director of Campus Safety & Security will use some or all of the systems described below to communicate the threat to the Williams College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. Williams College uses the systems below to immediately notify the campus community upon confirmation that a dangerous situation or emergency exists involving an immediate threat to the health or safety of students or staff on campus and when immediate action is required by the recipient. Williams College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate 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 other mitigate the emergency.

The means of distributing that notice include Blackboard Connect (broadcast text message, phone call, and/or email); the College Web site; an audible siren alarm system alerts people outdoors to check their phone; blast email; public address system and bullhorns. Every College building has a fire/emergency alarm. In the event that some or all of the systems above are not accessible during an emergency, face-to-face communication will be used to communicate emergency information. Each residential building’s alarm and evacuation procedure is tested in (unannounced) drills twice a year. Academic and recreational building’s alarm and evacuation procedures are tested in drills one time per year. The outdoor siren is tested monthly.

All College community members are strongly encouraged to opt in to receive messages and should do so by listing their cell phone in PeopleSoft. For those who would like to verify enrollment, go to Self-Service in PeopleSoft under Personal Information/Phone Numbers. To receive a text or call in the case of a campus emergency, enter your personal cell number as Campus Emergency Cell. When you add an emergency cell phone number, we will
automatically add it to our emergency notification system within 1 week. You will receive an automatic confirmation via text message from 231-77 WILLIAMS COLLEGE. You do not need to respond to this message.

The larger community can receive information about emergencies at Williams by checking the website (when it is activated) or following local/national media. Parents are added to the Blackboard system to receive email messages in an emergency affecting Williams.

Some or all of the systems described in the chart below will be used to provide follow up information during an emergency.

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<td>Website</td>
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<td>Fire Alarm System (to communicate the need to evacuate the building)</td>
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**Missing Student Notification**
Any official missing person report (student, faculty or staff) must be referred immediately to Campus Safety and Security or to the Williamstown Police Department. If members of the WC community believe that a student has been missing for 24 hours, it is critical that they report that information to Campus Safety & Security by calling (413) 597-4444. In the event of a student under 18 years of age and not emancipated, WC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, WC will notify the local law enforcement agency within 24 hours of the determination that the student is missing,
unless the local law enforcement agency was the entity that made the determination that the
student is missing.

If reported to CSS we will immediately initiate a missing persons investigation and notify the
Williamstown Police Department after determining that the person is in fact missing. CSS will
notify the Williamstown Police Department or the local law enforcement with jurisdiction), within
24 hours that the student is missing, regardless of whether the student has identified a contact
person, is above the age of 18, or is an emancipated minor, and will provide the police with
information about the student, including, when available, a recent photo and vehicle information.
CSS will attempt to track the activity of the missing person from ID card usage at building card
readers, dining facilities and library services. This information will also be shared with local law
enforcement. CSS and the WPD will interview students, faculty, and staff members who are
familiar with the student or who might have additional information about his or her whereabouts,
travel plans or state-of-mind.

Should Campus Safety & Security investigate and determine that a residential student is
missing, contact will then be made to the missing person contact, if contact information has
been provided, within twenty-four (24) hours of the determination that the student is missing by
Campus Safety & Security. If the student is under the age of 18 and is not an emancipated
individual, Campus Safety and Security will notify the student’s parent or guardian and any other
designated contact person within 24 hours.

Community members must report any person suspected of being missing for more than 24
hours and should report much sooner, if circumstances warrant it.

Each student has the annual option to designate a person to be contacted in case he or she is
determined to be missing. The designation may be made in SELFREG. This “missing person”
contact is in addition to the “emergency contacts” in SELFREG. Students may update this
“missing person” contact information at any point by going to SELFREG. All contact information
is maintained confidentially, the information will only be accessible to authorized campus
officials and will not be disclosed except in furtherance of a missing person investigation. The
confidential information may be disclosed to local law enforcement (a “third party”) in connection
with a missing person investigation.

Sex Offender Community Notification
The Williamstown Police Department releases information pursuant to Massachusetts General
Laws Chapter 6 Section 178C- 178P, which authorizes law enforcement agencies to release
information that will enhance public safety and protection. To access Sex Offender Registry
information, please see the Sex Offender Registry at: http://sorb.chs.state.ma.us or by calling
toll free 1.800.93.MEGAN (MA only).
Alcohol, Drugs and Weapons

The unlawful possession, use, sale or distribution of alcohol or controlled substances is prohibited by the College. Williams College will enforce all local, state, and federal laws (including underage drinking laws) pertaining to possession, use and sale of alcoholic beverages, as well as illegal drugs. The College does not protect students, faculty, or staff from these laws. Furthermore,

the College expects all actions within the community to be respectful of the rights of others and to contribute to an environment conducive to education and personal growth.

Alcohol Awareness

In Massachusetts, it is illegal for anyone under the age of 21 to purchase or possess alcohol. It is illegal for anyone to present false evidence of age to purchase any alcoholic beverage. It is illegal to sell or give away alcoholic beverages to a person who is, actually or apparently, under 21 or intoxicated.

Students who host, monitor, or coordinate parties where alcohol is served are required to complete training with staff members from Student Life and the Health Center. Students learn the legal and social responsibilities of serving alcohol and learn effective intervention techniques. This program also reflects state and local laws governing the use and distribution of alcohol, recognizing the rights of individuals who are 21 years of age or older to consume alcohol in a legal manner. It is important to become informed about the ways that alcohol affects the body.

Massachusetts has drunk driving laws, which stipulate major penalties for operating motor vehicles under the influence of alcohol. The law also establishes “zero tolerance” for blood alcohol level in drivers ages 16-21. For such drivers, any alcohol level greater than .02 (roughly equivalent to one drink or one beer) will result in automatic on-the-spot revocation of their driver’s license. The College cautions everyone about the dangers of drinking and driving. Avoiding this combination could save your life and the lives of your friends and others on the road, as well as help you to avoid prosecution.

The College affirms the right of individuals to choose not to drink alcoholic beverages, and the right to be socially supported by the College community in that choice. Further discussion of this issue is contained in the Policies of the Dean of the College and staff handbooks.

The College adopted a sanction program for addressing underage drinking, possession, false ID’s and furnishing alcohol to minors. The Dean’s Office will receive a report from CSS for all alcohol related violations. In the event of medical emergencies involving alcohol or drugs, parental notification will occur and will be handled by either the Dean’s Office, the Health Center or the hospital.
Illegal Drugs

Williams College is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession, use or sale of drugs on its premises. The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs. Whenever evidence of illegal drugs is found on campus, the Williamstown Police Department is contacted and responds to the location. The police will investigate and will determine the appropriate response based on Massachusetts state law. Williams College recognizes and complies with federal law regarding marijuana and will sanction violators accordingly. Marijuana is not allowed anywhere on College property. The Williamstown police will only be called for amounts that violate state law.

Members of the community charged with violations of the standards of conduct are subject to disciplinary action through the established disciplinary procedures of the College. When violations are determined to have occurred, the College will impose disciplinary sanctions on students and employees, consistent with local, state, and federal law. The College adopted a sanction program for addressing concerns regarding use, possession and/or distribution of illegal drugs. The Dean’s Office will receive a report from CSS for all drug related violations.

In the event of medical emergencies involving alcohol or drugs, parental notification will occur and will be handled by either the Dean’s Office, the Health Center or the hospital.

Members of the community who have drug-related concerns are encouraged to use the professional services available at the Health Center, Integrated Wellness Services, or other organizations. These services are completely confidential. For further discussion of this issue, see the Policies of the Dean of the College or the staff handbooks.

Help for Alcohol and Drug Abuse

If you suspect that you might have a substance abuse problem or are concerned about the substance abuse of a friend, you can talk in confidence with anyone in the Dean’s Office, x4171, Health Center, x2206, CSS, x4444, or Chaplain’s Office, x2483 or Human Resources, x2681.

Substance abuse is not considered an excuse for dangerous or disruptive behavior. If substance abuse has contributed to unacceptable behavior, disciplinary action may, in addition to other penalties, require the student to attend an educational workshop on alcohol abuse offered by the Health Center. In compliance with the Drug Free Schools and Communities Act, Williams College has various drug or alcohol abuse education programs and policies. More information including information about the health effects of drugs and alcohol can be found at Health Education.

Drink Smart – is a group based alcohol education program offered to students.
Straight Dope – is a marijuana education program, it is available on an individual basis.

**Impact of Drug Conviction of Federal Financial Aid Eligibility**


The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drugs</th>
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<tbody>
<tr>
<td>1st</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd</td>
<td>2 years from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3rd</td>
<td>Indefinite period</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. The student will lose eligibility again upon a subsequent drug conviction. For complete information, please see the FAFSA web page at: [http://studentaid.ed.gov/node/55](http://studentaid.ed.gov/node/55) or contact the Federal Student Information Center at 1-800-4-FED-AID.

**Convictions During Enrollment**

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Williams College Office of Financial Aid immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. The Office of Financial Aid will work with the student regarding all of the available options.

**Weapons, Fireworks and Hazardous Chemicals**

The possession or use of any weapons including firearms, ammunition, air guns, spring guns, slingshots, bow and arrow, and paintball guns, or hazardous chemicals is forbidden. Possession or use of a knife with a double-edge blade, a spring blade, or a blade over 4 inches in length is prohibited by College policy and is against Massachusetts state law. Possession or use of a machete, sword or other long bladed cutting device are also against College policy. Possession
or use of fireworks in Williamstown is forbidden by College, local, and state law, and violators will be fined. The Williamstown Police Department will be requested for all related violations.
Sexual Misconduct: Sexual Assault and Sexual Exploitation

Sexual violence prevention work at Williams is complex and collaborative, and involves the work of many community members: students, staff, faculty, and alumni. The root causes of sexual violence, dating violence, and stalking exist at many levels, and so our prevention work must address all of them.

Williams College’s programs to prevent dating violence, domestic violence, sexual assault, and stalking are comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. They are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research and assessed for value, effectiveness, and outcome.

| Individual Level | Workshops for incoming students (first year undergraduates, transfer students, graduate students, Williams Mystic) on College policy and resources, consent, and healthy relationships |
| Relationship Level | Consent workshops for student groups |
| | Bystander intervention training required for all JAs, Ephventures program leaders, Neighborhood Leadership Teams and House Coordinators, First Generation and International orientation leaders, student group leaders, and students residing off-campus |
| Community Level | Restorative justice circle practices for student groups to articulate violence-prevention norms and develop group policies and practices for violence prevention |
| | Training for athletic captains on using team structures to build positive norms to prevent violence |
| Institutional Level | Sexual Assault Prevention and Awareness working group to coordinate awareness programming (films, panel discussions, Take Back the Night community events) |

Williams College is committed to maintaining a learning and working environment that is free from sexual assault, sexual harassment and other sexual misconduct, remedying the effects of such misconduct when it occurs, and preventing its re-occurrence. The term “sexual misconduct” includes sexual assault, sexual harassment, sexual exploitation, stalking, dating violence and domestic violence.
Definitions of Clery-reportable VAWA crimes, MA law, and Williams College policy.

<table>
<thead>
<tr>
<th></th>
<th>VAWA Definition</th>
<th>Commonwealth of MA definition</th>
<th>Williams College policy definition</th>
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<tbody>
<tr>
<td>Dating Violence</td>
<td>Violence committed by a person who is or has been in a social relationship of a</td>
<td>Mass. does not treat dating violence as a separate crime from assault and battery on a family/household member.</td>
<td>Williams does not treat dating violence as a separate policy definition from relationship abuse.</td>
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<td></td>
<td>romantic or intimate nature with the victim. I. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.</td>
<td>There are 2 statutes which address this: 1) MGL c. 209A: Under that definition, &quot;Abuse&quot; is the occurrence of one or more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress. &quot;Family or household members&quot;, persons who: (a) are or were married to one another; (b) are or were residing together in the same household; (c) are or were related by blood or marriage; (d) having a child in common regardless of whether they have ever married or lived together; or (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors: 1) the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship. 2) MGL c. 265 sec. 13M: An assault is either (1) an attempted battery or (2) an immediately threatened battery, where a battery is a harmful or unpermitted touching of a person. To convict a defendant of an assault and battery, the</td>
<td>Relationship abuse is defined as the use of physical force, coercion, threats, intimidation, isolation, or other forms of physical, or sexual abuse toward a partner in a current or former personal, intimate relationship. Relationship abuse also includes manipulation or other forms of emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. Relationship abuse includes behaviors that are defined as dating and/or domestic violence for purposes of remedies under Massachusetts law, Title IX, and for Clery Act reporting. Relationship abuse is directed primarily against a person who is or has been involved in a sexual, dating, domestic or other emotionally, romantically, and/or physically intimate relationship with the respondent, although the abuse may be directed toward the family members, friends, pets, or property of the targeted partner. Relationship abuse can encompass a broad range of behavior including, but not limited to, coercive, abusive, or violent behaviors that are physical, sexual and/or economic in nature. They also include psychological, verbal and/or emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. The behaviors generally form an ongoing pattern of behavior, although one severe instance of physical or sexual abuse may be sufficient to establish relationship abuse. Examples include, but are not limited to, situations in which the following behaviors are</td>
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The Commonwealth must prove that:

1. The defendant touched the person of another without having any right or excuse for doing so;
2. The defendant intended to touch that person; and
3. The touching was either harmful or was done without the person’s consent.

The crime of domestic assault or domestic assault and battery is proved by showing the above-mentioned elements, but in addition, the Commonwealth must show that the defendant and alleged victim was a “family or household member” of the defendant, which is defined in the statute as persons who:

- are or were married to one another;
- have a child in common regardless of whether they have ever married or lived together; or
- are or have been in a substantive dating or engagement relationship.

Directed toward the targeted individual:

- Threats and intimidation: coercion and manipulation, including threats of self-harm, used to compel the targeted individual(s) to behave as directed; exhibiting extreme possessiveness or jealousy to control or compel the targeted partner(s) behavior; threatening to share information which could damage the target’s reputation or relationships with others to compel the targeted partner’s behavior; threatening to harm the target’s family, friends, pets, or property; threatening the target with physical or sexual harm;
- Isolation and restriction of freedom: isolating or confining the target for a substantial period of time; repeatedly depriving the target of personal freedom of movement or access to friends, family, or support systems;
- Resource abuse: forcible or coercive denial of use or access to owned or shared assets, or limiting or controlling access to education or work; words and/or actions aimed at manipulating the financial or legal situation of the target;
- Harm to property or pets: attempting to cause or causing damage or injury to property owned or controlled by the target, or the target’s pets; interfering with the target’s access to property they own or control, or their pets;
- Physical abuse: attempting to cause or causing the target bodily injury or offensive physical contact;
- Sexual assault, sexual exploitation, and sexual harassment as defined elsewhere in the Code of Conduct;
- Stalking as defined elsewhere in the Code of Conduct

* In adjudication of cases, behavior that would cause a reasonable person to feel fear will be interpreted as constituting relationship abuse by this standard. Williams does not treat domestic violence as
separate policy definition from relationship abuse. Relationship abuse is defined as the use of physical force, coercion, threats, intimidation, isolation, or other forms of physical, or sexual abuse toward a partner in a current or former personal, intimate relationship. Relationship abuse also includes manipulation or other forms of emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. Relationship abuse includes behaviors that are defined as dating and/or domestic violence for purposes of remedies under Massachusetts law, Title IX, and for Clery Act reporting. Relationship abuse is directed primarily against a person who is or has been involved in a sexual, dating, domestic or other emotionally, romantically, and/or physically intimate relationship with the respondent, although the abuse may be directed toward the family members, friends, pets, or property of the targeted partner. Relationship abuse can encompass a broad range of behavior including, but not limited to, coercive, abusive, or violent behaviors that are physical, sexual and/or economic in nature. They also include psychological, verbal and/or emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. The behaviors generally form an ongoing pattern of behavior, although one severe instance of physical or sexual abuse may be sufficient to establish relationship abuse. Examples include, but are not limited to, situations in which the following behaviors are directed toward the targeted individual:

Threats and intimidation: coercion and manipulation, including threats of self-harm, used to compel the targeted individual(s) to behave as directed; exhibiting extreme possessiveness or jealousy to control or compel the targeted
| Domestic Violence | A felony or misdemeanor crime of violence committed a. By a current or former spouse or intimate partner of the victim; | There are 2 statutes which address this: 1) MGL c. 209A: Under that definition, "Abuse" is the occurrence of one or more of the following: | Williams does not treat domestic violence as a separate policy definition from relationship abuse. Relationship abuse is defined as: | partner(s) behavior; threatening to share information which could damage the target's reputation or relationships with others to compel the targeted partner's behavior; threatening to harm the target's family, friends, pets, or property; threatening the target with physical or sexual harm; Isolation and restriction of freedom: isolating or confining the target for a substantial period of time; repeatedly depriving the target of personal freedom of movement or access to friends, family, or support systems; Resource abuse: forcible or coercive denial of use or access to owned or shared assets, or limiting or controlling access to education or work; words and/or actions aimed at manipulating the financial or legal situation of the target; Harm to property or pets: attempting to cause or causing damage or injury to property owned or controlled by the target, or the target's pets; interfering with the target's access to property they own or control, or their pets; Physical abuse: attempting to cause or causing the target bodily injury or offensive physical contact; Sexual assault, sexual exploitation, and sexual harassment as defined elsewhere in the Code of Conduct; Stalking as defined elsewhere in the Code of Conduct * In adjudication of cases, behavior that would cause a reasonable person to feel fear will be interpreted as constituting relationship abuse by this standard. |
### Relationship Abuse

**Definition:**
Relationship abuse includes behaviors that are defined as dating and/or domestic violence for purposes of remedies under Massachusetts law, Title IX, and for Clery Act reporting. Relationship abuse is directed primarily against a person who is or has been involved in a sexual, dating, domestic or other emotionally, romantically, and/or physically intimate relationship with the respondent, although the abuse may be directed toward the family members, friends, pets, or property of the targeted partner.

Relationship abuse can encompass a broad range of behavior including, but not limited to, coercive, abusive, or violent behaviors that are physical, sexual and/or economic in nature. They also include psychological, verbal and/or emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. The behaviors generally form an ongoing pattern of behavior, although one severe instance of physical or sexual abuse may be sufficient to establish relationship abuse.

Examples include, but are not limited to, situations in which the following behaviors are directed toward the targeted individual:

- **Threats and intimidation:** coercion and manipulation, including threats of self-harm, used to compel the targeted individual(s) to behave as directed; exhibiting extreme possessiveness or jealousy to control or compel the targeted partner(s) behavior; threatening to share information which could...

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<th>B. By a person with whom the victim shares a child in common; c. By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner; d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</th>
<th>more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress. &quot;Family or household members&quot;, persons who: (a) are or were married to one another; (b) are or were residing together in the same household; (c) are or were related by blood or marriage; (d) having a child in common regardless of whether they have ever married or lived together; or (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors: (1) the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.</th>
<th>as the use of physical force, coercion, threats, intimidation, isolation, or other forms of physical, or sexual abuse toward a partner in a current or former personal, intimate relationship. Relationship abuse also includes manipulation or other forms of emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. Relationship abuse includes behaviors that are defined as dating and/or domestic violence for purposes of remedies under Massachusetts law, Title IX, and for Clery Act reporting. Relationship abuse is directed primarily against a person who is or has been involved in a sexual, dating, domestic or other emotionally, romantically, and/or physically intimate relationship with the respondent, although the abuse may be directed toward the family members, friends, pets, or property of the targeted partner. Relationship abuse can encompass a broad range of behavior including, but not limited to, coercive, abusive, or violent behaviors that are physical, sexual and/or economic in nature. They also include psychological, verbal and/or emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. The behaviors generally form an ongoing pattern of behavior, although one severe instance of physical or sexual abuse may be sufficient to establish relationship abuse. Examples include, but are not limited to, situations in which the following behaviors are directed toward the targeted individual: Threats and intimidation: coercion and manipulation, including threats of self-harm, used to compel the targeted individual(s) to behave as directed; exhibiting extreme possessiveness or jealousy to control or compel the targeted partner(s) behavior; threatening to share information which could:</th>
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1) MGL c. 265 sec. 13M: An assault is either (1) an attempted battery or (2) an immediately threatened battery, where a battery is a harmful or unpermitted touching of a person. To convict a defendant of an assault and battery, the Commonwealth must prove that: (1) the defendant touched the person of another without having any right or excuse for doing so; (2) the defendant intended to touch that person; and (3) the touching was either harmful or was done without the person's consent. The crime of domestic assault or domestic assault and battery is proved by showing the above-mentioned elements, but in addition, the Commonwealth must show as the use of physical force, coercion, threats, intimidation, isolation, or other forms of physical, or sexual abuse toward a partner in a current or former personal, intimate relationship. Relationship abuse also includes manipulation or other forms of emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. Relationship abuse includes behaviors that are defined as dating and/or domestic violence for purposes of remedies under Massachusetts law, Title IX, and for Clery Act reporting. Relationship abuse is directed primarily against a person who is or has been involved in a sexual, dating, domestic or other emotionally, romantically, and/or physically intimate relationship with the respondent, although the abuse may be directed toward the family members, friends, pets, or property of the targeted partner. Relationship abuse can encompass a broad range of behavior including, but not limited to, coercive, abusive, or violent behaviors that are physical, sexual and/or economic in nature. They also include psychological, verbal and/or emotional abuse if they have the effect of creating fear*, isolation, or restriction of access to resources, education or work. The behaviors generally form an ongoing pattern of behavior, although one severe instance of physical or sexual abuse may be sufficient to establish relationship abuse. Examples include, but are not limited to, situations in which the following behaviors are directed toward the targeted individual: Threats and intimidation: coercion and manipulation, including threats of self-harm, used to compel the targeted individual(s) to behave as directed; exhibiting extreme possessiveness or jealousy to control or compel the targeted partner(s) behavior; threatening to share information which could: |
| Sexual Assault | An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act that the defendant and alleged victim was a “family or household member” of the defendant, which is defined in the statute as persons who: (i) are or were married to one another; (ii) have a child in common regardless of whether they have ever married or lived together; or (iii) are or have been in a substantive dating or engagement relationship. | damage the target’s reputation or relationships with others to compel the targeted partner’s behavior; threatening to harm the target’s family, friends, pets, or property; threatening the target with physical or sexual harm; Isolation and restriction of freedom: isolating or confining the target for a substantial period of time; repeatedly depriving the target of personal freedom of movement or access to friends, family, or support systems; Resource abuse: forcible or coercive denial of use or access to owned or shared assets, or limiting or controlling access to education or work; words and/or actions aimed at manipulating the financial or legal situation of the target; Harm to property or pets: attempting to cause or causing damage or injury to property owned or controlled by the target, or the target’s pets; interfering with the target’s access to property they own or control, or their pets; Physical abuse: attempting to cause or causing the target bodily injury or offensive physical contact; Sexual assault, sexual exploitation, and sexual harassment as defined elsewhere in the Code of Conduct; Stalking as defined elsewhere in the Code of Conduct * In adjudication of cases, behavior that would cause a reasonable person to feel fear will be interpreted as constituting relationship abuse by this standard. | Sexual Misconduct means any form of sexual assault, sexual harassment, sexual exploitation, dating or domestic violence, or stalking. Sexual Assault means any non-consensual sexual intercourse or other non-consensual sexual contact. |
| **directed against another person, without the consent of the victim, including in instances where the victim is incapable of giving consent.** | **submit by threat of bodily injury Indecent assault and battery (Section 13H):** Whoever commits an indecent assault and battery on a person who has attained the age fourteen. Assault and battery is essentially the intentional touching of another person, without legal justification or excuse. An indecent act is one that is fundamentally offensive to contemporary standards of decency. An assault and battery may be “indecent” if it involves touching portions of the anatomy commonly thought private, such as a person’s genital area or buttocks, or the breasts of a female. Incest (c. 272, s. 17): Persons within degrees of consanguinity within which marriages are prohibited or declared by law to be incestuous and void, who intermarry or have sexual intercourse with each other, or who engage in sexual activities with each other, including but not limited to, oral or anal intercourse, fellatio, cunnilingus, or other penetration of a part of a person's body, or insertion of an object into the genital or anal opening of another person's body, or the manual manipulation of the genitalia of another person's body Statutory rape (Section 23): Whoever unlawfully has sexual intercourse or unnatural sexual intercourse, and abuses a child under 16 years of age. | **Non-Consensual Sexual Intercourse means any sexual penetration (anal, oral or vaginal), however slight, with any body part or object, by any person upon any other person, without effective consent.** Non-Consensual Sexual Contact means any sexual touching, however slight, with any body part or object, by any person upon any other person, without effective consent. Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, instruction or participation in other College activities; (2) submission to or rejection of such conduct by an individual is used as a basis for making academic, employment or personnel decisions affecting that individual; or (3) such conduct has the purpose or effect of creating an intimidating or hostile educational or working environment. Sexual Exploitation occurs when a person takes nonconsensual, unjust or abusive advantage of another for his/her own advantage or benefit or to benefit or advantage anyone other than the one being exploited and that behavior does not otherwise constitute sexual misconduct. Examples of sexual exploitation include prostituting another person, nonconsensual video or audiotaping of sexual activity, going beyond the boundaries of consent (such as letting your friends watch you have consensual sex), engaging in peeping tommy, knowingly transmitting STD or HIV to another person, and inducing incapacitation with the intent to sexually assault another person. |

| Stalking | Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or mental health. | Stalking refers to a pattern of conduct directed at a specific person that would cause a reasonable person to feel fear, or to fear for the health of the person. |
safety or the safety of others; or
B. Suffer substantial emotional distress.

For the purposes of this definition--
A. Course of conduct means two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveills, threatens, or communicates to or about, a person, or interferes with a person's property
B. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
C. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking.

The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

MGL c. 265 s. 43A: Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment

Massachusetts statutory law does not explicitly define consent outside of the statutes regarding rape and indecent assault and battery, except with regard to age. Two pieces of case law further articulate consent in MA:
In Suliveres v. Commonwealth , 449 Mass. 112 (2007) the Court held that "intercourse where consent is achieved by fraud does not constitute rape."

Consent is a crucial part of both the Williams Code of Conduct. The Williams College Code of Conduct requires affirmative consent for all sexual activity. Consent means that at the time of the sexual contact, words and conduct indicate freely given approval or agreement, without coercion, by all participants in the sexual contact. Consent may not be inferred from silence or passivity. In addition, consent once given may be withdrawn at any time. If consent is
in a rape case in which lack of consent due to intoxication is an issue, the prosecution must prove not only intoxication, but 1) that the intoxication rendered the complainant incapable of consent and 2) that the defendant knew or should have known that the condition rendered the complainant incapable of consenting.

withdrawn, whatever sexual contact is occurring must immediately stop. Individuals are unable to give consent if they are:
- substantially physically or mentally impaired by illness, alcohol or drugs
- forced, coerced, threatened or subject to intimidation
- physically incapable of communicating, asleep, or unconscious

Consent while under the influence of alcohol or drugs is valid consent unless the person is under the influence to the point of being substantially impaired.

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual’s will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity.

Examples of coercion include threatening to ‘out’ someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

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Williams utilizes required training on bystander intervention for students in leadership positions as part of the College’s comprehensive gender-based violence prevention program. Williams also offers bystander workshops to groups of students throughout the year and provides Circle of 6, a bystander intervention app customized with Williams-specific resources to all students free of charge.

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Some examples of safe and positive options for bystander intervention include:
● Checking in with a friend who looks very intoxicated when they are leaving a party or event, either alone or with someone else
● Talking with friends, classmates, teammates, and peers about intimate violence as a serious issue in the community.
● Speaking up to a friend or someone else who says they had sex with someone who was very intoxicated or couldn’t consent.
● Expressing discomfort when someone makes a joke about or minimizes sexual or domestic violence or stalking.
● Helping a friend get home safely if they seem very intoxicated.
● Interrupting a conversation when it looks like one person might be making another person feel uncomfortable or unsafe.
● Talking to a friend suspected of being in a relationship that is abusive or harmful to connect them to supportive resources.
● Calling Campus Safety and Security or law enforcement to intervene in a situation that might be dangerous or unsafe.

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

The Circle of 6 mobile app provided free to all students includes risk reduction functions: the ability for the user to send a message and their location to 6 contacts asking for help getting home safely; the ability for the user to send a message to 6 contacts asking them to call to interrupt an uncomfortable conversation; links to on-campus and local confidential and private safety and support resources (local rape crisis center, health center, and 24/7 on-campus support systems.)

Williams offers a RAD class for physical education credit to female-identified students. Additionally, Williams maintains a blue light emergency phone system.

Sexual violence prevention work at Williams is complex and collaborative, and involves the work of many community members: students, staff, faculty, and alumni. The root causes of sexual violence, dating violence, and stalking exist at many levels, and so our prevention work must address all of them.

Williams College’s programs to prevent dating violence, domestic violence, sexual assault, and stalking are comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. They are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research and assessed for value, effectiveness, and outcome.
Williams College conducts the following programming for new employees:

Training during orientation with the Title IX Coordinator, Toya Camacho, which includes a statement that Williams prohibits the crimes of domestic violence, dating violence, sexual assault and stalking; the definitions (from VAWA) of domestic violence, dating violence, sexual assault and stalking in Massachusetts, the institution’s definition of consent, descriptions of safe and positive bystander intervention, information on risk reduction, and the procedures that Williams will follow when one of these crimes is reported, as well as procedural requirements for institutional disciplinary and criminal legal actions.

Williams College conducts the following programming for incoming first-year and transfer students:

A mandatory theater performance and peer-facilitated small group discussions during orientation which includes a statement that Williams prohibits the crimes of domestic violence, dating violence, sexual assault and stalking; the definitions (from VAWA) of domestic violence, dating violence, sexual assault and stalking the definitions of domestic violence, dating violence, sexual assault and stalking in Massachusetts, the institution’s definition of consent, descriptions of safe and positive bystander intervention, information on risk reduction, and the procedures that Williams will follow when one of these crimes is reported, as well as procedural requirements for institutional disciplinary and criminal legal actions.

Williams College conducts the following programming for incoming graduate students and students of Williams Mystic:

| Individual Level | Workshops for incoming students (first year undergraduates, transfer students, graduate students, Williams Mystic) on College policy and resources, consent, and healthy relationships
| | Workshops for summer bridge students, incoming international students on respecting boundaries
| | RAD workshops available through Campus Safety
| Relationship Level | Consent workshops for student groups
| | Bystander intervention training required for all JAs, Ephventures program leaders, Neighborhood Leadership Teams and House Coordinators, First Generation and International orientation leaders, student group leaders, and students residing off-campus
| Community Level | Restorative justice circle practices for student groups to articulate violence-prevention norms and develop group policies and practices for violence prevention
| | Training for athletic captains on using team structures to build positive norms to prevent violence
| Institutional Level | Sexual Assault Prevention and Awareness working group to coordinate awareness programming (films, panel discussions, Take Back the Night community events)
Training during orientation with the Director of Sexual Assault Prevention and Response, Meg Bossong, which includes a statement that Williams prohibits the crimes of domestic violence, dating violence, sexual assault and stalking; the definitions (from VAWA) of domestic violence, dating violence, sexual assault and stalking, the definitions of domestic violence, dating violence, sexual assault and stalking in Massachusetts, the institution’s definition of consent, descriptions of safe and positive bystander intervention, information on risk reduction, and the procedures that Williams will follow when one of these crimes is reported, as well as procedural requirements for institutional disciplinary and criminal legal actions.

*Williams College conducts the following ongoing prevention and awareness campaigns for students:*

Mailings to all returning student mailboxes which includes the definitions (from VAWA) of domestic violence, dating violence, sexual assault and stalking, the definitions of domestic violence, dating violence, sexual assault and stalking in Massachusetts, the institution’s definition of consent, descriptions of safe and positive bystander intervention, and the procedures that Williams will follow when one of these crimes is reported, as well as procedural requirements for institutional disciplinary and criminal legal actions.

An annual email to all enrolled students from the Dean of the College and Deputy Title IX Coordinator, Marlene Sandstrom, which includes a statement that Williams prohibits the crimes of domestic violence, the procedures that Williams will follow when one of these crimes is reported, as well as procedural requirements for institutional disciplinary and criminal legal actions.

Williams is committed to doing everything possible to prevent sexual assault and other misconduct; mitigate its effects when it occurs; prevent its recurrence; and prevent retaliation for reporting or otherwise participating in an investigation of such conduct. The College is best able to accomplish this when it is made aware directly of such conduct. Accordingly all members of the Williams community are encouraged to report – and all responsible employees are required to report – any instances or claims of sexual misconduct, whether or not the person who experienced the misconduct wishes to pursue the case through the College’s disciplinary system.

The College will inform the Williamstown Police of the basic facts of reports made to the College; however, the College will not disclose the name of the survivor unless that person consents to the disclosure of their name.

Williams College encourages the reporting of sexual misconduct, including sexual assault. Under this policy, if an individual reports or seeks care for an incident of sexual misconduct during which they consumed alcohol or drugs, they will not be subject to disciplinary action regarding the alcohol or drug use.
This policy is applicable to any student reporting an incident of sexual misconduct, whether they themselves experienced the incident or whether they observed misconduct against another person.

There are several reasons why it is important to report. First, as discussed above, the College has resources that you can use for support and accommodation after an incident. Second, it is important for the College to know about an incident in order to maintain the safety of the community. Finally, the College offers a way to discipline the perpetrator if they are a member of the College community. The police offer a way to pursue prosecution of the perpetrator whether or not they are a member of the Williams community.

To report a sexual assault or other sexual misconduct to the College contact:

- Campus Safety and Security at 413-597-4444 (for any member of the community)
- Title IX Coordinator Toya Camacho at 413-597-3301 (for any member of the community)
- Deputy Title IX Coordinator Marlene Sandstrom, 413-597-4261 (for students)
- Deputy Title IX Coordinator Danielle Gonzalez, 413-597-3129 (for staff)
- Deputy Title IX Coordinator Denise Buell 413-597-4351 (for faculty)

To report a sexual assault to the police contact:

- 911
- Williamstown Police Department at 413-458-5733

The on-campus option is not exclusive of other reporting options such as reporting to the police, and survivors may choose them concurrently or consecutively.

The wishes of the survivor are likely to predominate in the College’s consideration of whether to investigate and/or pursue disciplinary action, except in particular circumstances where the College has an overriding obligation to provide a safe and non-discriminatory environment.

If there is a danger to the community, the Title IX Coordinator and Director of Campus Safety and Security will notify all members of the community. All colleges are required by federal law to provide timely warnings to the college community about certain violent crimes or other threats to campus safety. Usually this is done through an all-campus alert (via email, SMS message, or phone call) that provides the general details of the incident (e.g., the time, location, and type of assault and a description of the assailant, if he/she has not been identified. The name of the survivor is never given in these all-campus alerts. Every effort is made to inform the survivor before the mailing is distributed and to protect her or his identity.

Within 5 days (120 hours) of an assault:
• Forensic evidence collection is an option. You do not need to report to the police to have evidence collected but, if you do have evidence collected, you may have more options in the future.
• Toxicology testing is available within the first 4 days (96 hours) after an assault if there are signs that drugs or alcohol may have facilitated the assault.

Preserving evidence may assist in proving that the alleged criminal offense or code of conduct violation occurred or may be helpful in obtaining a protection order. Other than forensic and toxicology evidence, this includes but is not limited to: social media or other electronic messages and photographs or other visual evidence.

It is the right of every survivor to pursue criminal prosecution and conviction of the perpetrator. This is done, most often, by reporting the assault directly to the Williamstown Police Department (413 458-5733 or 9-911). Reporting to the police does not commit you to further legal action but does make it easier for the police to investigate the crime if that is your wish. Early reporting will increase the chances of a successful prosecution.

The Williamstown Police Department has two officers who have special training and are certified by the state to investigate sexual assaults and other sexual violence. During your initial meeting with a police officer, you will be asked to tell what happened and what your attacker looked like or who your assailant was, if you know. You may have a friend or other supportive person with you during this or any other interview with the police. A SASS member will be glad to accompany students to the police station and to court.

The police are responsible for investigating and the District Attorney’s Office is responsible for prosecuting such crimes. If you decide to prosecute and your case goes to trial, it will be handled by a member of the District Attorney’s Office at the State’s expense. You will incur no costs. In Berkshire County there is a Victim’s Advocate Program which will work closely with you throughout the process.

When you report an incident of sexual misconduct to the College, a Sexual Assault Survivor Services staff member (for students) or the Title IX coordinators will be available to respond and will listen carefully to what you have to say. The first concern will be that you are taken care of both physically and emotionally. Depending on your needs and wishes, this could include steps such as making sure you get medical attention, having a supportive friend notified and having access to counseling. During this and subsequent meetings the primary role of the SASS member is to be supportive of the student survivor during this difficult time.

Once a report is made the Title IX Coordinator also is notified. As discussed above, the Title IX Coordinator can help in providing accommodations and supports, such as changing your academic, living or work situation if needed, and arranging for a no-contact order with the person or persons involved in the misconduct.
There is no time limit for reporting sexual misconduct to the College. The disciplinary process can take place at any time, so long as the person accused of the misconduct remains part of the Williams community.

Safety measures include campus no-contact orders, which prevent any contact from the alleged perpetrator or others involved in the assault, including in-person, via electronic means, or through third parties. These are available if both parties are members of the Williams community.

An abuse prevention order (MGL c. 209A) or harassment prevention order (MGL c. 258E) are civil orders available from MA district court. A person suffering from abuse or harassment from an adult or minor family or household member may file a complaint in the court requesting protection from such abuse, including, but not limited to, the following orders:
(a) ordering the defendant to refrain from abusing or harassing the plaintiff, whether the defendant is an adult or minor;
(b) ordering the defendant to refrain from contacting the plaintiff, unless authorized by the court, whether the defendant is an adult or minor;
(c) ordering the defendant to vacate forthwith and remain away from the household, multiple family dwelling, and workplace. Notwithstanding the provisions of section thirty-four B of chapter two hundred and eight, an order to vacate shall be for a fixed period of time, not to exceed one year, at the expiration of which time the court may extend any such order upon motion of the plaintiff, with notice to the defendant, for such additional time as it deems necessary to protect the plaintiff from abuse.

When a student or employee reports to Williams College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, Williams will provide the student or employee with a written description of their rights and options as described above and below. The College has many means of increasing safety, support, and accommodation for survivors. These are accessible and available regardless of whether a person decides to make a formal disciplinary or criminal report. They are also available during and after investigation and adjudication of cases.

These measures include, but are not limited to:

- Campus no-contact orders, which prevent any contact from the alleged perpetrator or others involved in the assault, including in-person, via electronic means, or through third parties.
- Changes to college-affiliated living situations, either temporary or permanent.
- Changes to academic situations, for example to avoid sharing a class with the alleged perpetrator.

To get more information about or to request these accommodations, contact any member of the Dean of the College’s office (students), the Title IX Coordinators, or Sexual Assault Survivor Services (students).
Williams offers assistance to survivors of sexual assault, dating or domestic violence, or stalking through Sexual Assault Survivor Services (SASS). The SASS team consists of specially trained staff members. Upon notification that an assault has occurred, a SASS member will respond immediately and be available to provide counseling and support to the survivor. The SASS member will work with the survivor to ascertain medical needs, reporting options and ongoing counseling opportunities. A SASS member can accompany you to medical or legal appointments, to the Dean’s office or Campus Safety, or through any other part of the process of recovery. This team of trained professionals is available 24 hours a day and can be reached at (413) 597-3000.

Counselors with special training in helping survivors of sexual violence are available at:

- Sexual Assault Survivor Services (SASS) 597-3000
- Williams College Health Center 597-2206
- Williams College Integrated Wellness Services 597-2353 (or on call 24/7 through Campus Safety at 597-4444)
- Rape and Sexual Assault Network of Williams (student staffed hotline) 597-4100
- Elizabeth Freeman Center (off campus) 499-2425
- Meg Bossong, Director of Sexual Assault Prevention and Response 597-4977
- Donna Denelli-Hess (Health Educator) 597-3013
- National Sexual Assault Hotline 1-800-656-HOPE
- National Sexual Assault Online Hotline – [https://ohl.rainn.org/online/](https://ohl.rainn.org/online/)
- For a list of resources with particular focus on the needs of LGBTQ survivors, see [http://barcc.org/information/resources-online/glbt](http://barcc.org/information/resources-online/glbt)
- For resources with particular focus on the needs of male survivors, see [malesurvivor.org](http://malesurvivor.org)

Other resources that may be helpful include:

- Peer Health (student staffed hotline) 597-3140
- Chaplain’s Office 597-2483
- Dean’s office 597-4171 (or on call 24/7, through Campus Safety at 597-4444)
- Davis Center 597-3340
Confidentiality and Privacy

In determining which resources to access, it is important to consider the related issues of confidentiality and privacy. Those terms sound similar, but they mean somewhat different things.

Confidential resources. Some resources, both on and off campus, are able with very limited exceptions to maintain complete confidentiality with respect to reports of sexual misconduct. They will not share with anyone—including law enforcement, College officials or anyone else—anymore information that identifies or might be used to identify the person reporting the sexual misconduct, except with the reporting person’s consent or where there is an imminent threat to the safety of the reporting person or others.

Confidential resources off-campus include:

- Elizabeth Freeman Center
- Any local or national rape crisis center or certified rape crisis counselor
- Chaplains or clergy
- Licensed medical or mental health professionals
- Private attorneys

Confidential resources on-campus include:

- Health Center staff, including Donna Denelli-Hess (Health Educator) x3013
- Psych Services staff x2353
- Chaplains x2483
- Meg Bossong, Director of Sexual Assault Prevention and Response x4977
- SASS advisors, when acting in a support or advocacy role x3000

A “responsible employee” is any college employee who is not a confidential employee. Federal law requires that Williams address sexual violence about which “responsible employees” knew or should have known. The term “responsible employee” means a College employee who has the duty to report or authority to address sexual misconduct by a member of the College community, or who a student reasonably could believe has such duty or authority. Responsible employees must report to the Title IX Coordinator all relevant details about the alleged sexual misconduct that the person disclosing the incident has shared. This includes:

- The person who experienced the alleged sexual misconduct
- The name of the alleged perpetrator, if known
- The identity of other persons involved in the alleged sexual misconduct
- The relevant facts, including the date, time, and location of the alleged misconduct
- Whether the person who experienced the alleged misconduct has asked that their name not be disclosed to the alleged perpetrator(s) or that the College not investigate or take action against the alleged perpetrator(s).
Privacy and its limitations in some cases. Williams strongly supports the confidentiality interests of persons reporting sexual misconduct. Even if a person does not specifically ask for confidentiality, Williams will disclose information regarding incidents of alleged sexual misconduct only to those individuals directly responsible for handling the College’s response. In addition, persons considering whether to report an incident, or in the process of reporting and/or adjudication, will be told, in advance, what information would need to be disclosed, to whom, and why.

At the same time, there are situations in which the College must override a person’s request for confidentiality, or request that the College not investigate or take action against an alleged perpetrator, in order to meet its legal obligations to provide a safe and non-discriminatory environment for the reporting person or others. When a request for confidentiality could preclude a meaningful investigation and appropriate response to the alleged misconduct of a student, the request will be evaluated by the Title IX Committee for Student Concerns, which consists of Toya Camacho, Title IX Coordinator and Assistant Vice President for Institutional Diversity and Equity; Marlene Sandstrom, Deputy Title IX Coordinator and Dean of the College; Meg Bossong, the Director of Sexual Assault Prevention and Response; and Donna Denelli-Hess, Health Educator. In the case of sexual misconduct for which a student is not the alleged perpetrator, the committee that makes these decisions is the Title IX Committee, consisting of the Title IX coordinator (Camacho) along with the three deputy coordinators (Denise Buell, Dean of the Faculty, Marlene Sandstrom, Dean of the College and Danielle Gonzalez, Director of Human Resources.) In all cases these committees are authorized to seek additional information from other subject matter experts in order to inform their decisions. Examples of such experts include Campus Safety and Security officers, the Director of Sexual Assault Prevention and Response, and witnesses to behaviors of concern.

The relevant Title IX Committee considers a range of factors in their evaluation of requests for confidentiality and requests that the College not pursue disciplinary action against an alleged perpetrator, including:

- Circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual misconduct or other violence
- Whether there have been other sexual misconduct complaints about the alleged perpetrator
- Whether the alleged perpetrator has a history of arrests or disciplinary complaints in other settings indicating a history of violence
- Whether the alleged perpetrator threatened further sexual misconduct or other violence against the student or others
- Whether sexual misconduct was committed by multiple perpetrators
- Whether the survivor’s report reveals a pattern of perpetration at a given location and/or by a particular group
- Whether sexual violence was perpetrated with a weapon
- Whether the College possesses other means of obtaining relevant evidence (e.g., electronic evidence, via security personnel
In cases where the balance of factors compels the College to investigate the allegation of sexual violence and pursue disciplinary action in a manner that requires the disclosure of the survivor’s identity to the alleged perpetrator, the survivor always will be told in advance and the College will work with the survivor to maximize their safety and privacy, as well as reiterating the College’s non-retaliation policy with all parties.

Publicly available recordkeeping

Accommodations and protective measures are disclosed only to those staff in offices directly responsible for providing or implementing the measures in question.

Process for student respondents

Any person who experiences conduct that the person believes violates the College’s Sexual Misconduct policy is encouraged to report that conduct to Campus Safety and Security or the Dean’s Office. The person is also encouraged to make a report to the police for legal action. Both of these processes can happen simultaneously. For the purposes of this description, the person who reports an experience of sexual assault or sexual misconduct is called the “complainant”. The person who is accused of committing sexual assault or sexual misconduct is called the “respondent”. Both the complainant and the respondent are encouraged to participate in the process of investigation and adjudication.

The College’s procedures seek to ensure a prompt, fair, and impartial investigation and resolution. Procedures will be conducted by college officials who receive annual training on issues related to domestic violence, dating violence, stalking, sexual exploitation and sexual assault, as well as on conducting a hearing process that protects victim safety and promotes accountability.

The standard of evidence used in adjudication of cases of sexual misconduct, including sexual assault, relationships abuse and stalking, will be preponderance of evidence. Possible sanctions if a student is found responsible for violation of the code of conduct with regards to sexual misconduct include the full range of disciplinary sanctions available at the college, including suspension from the college for one or more semesters, and expulsion.

Before the process of investigation and adjudication starts, several steps are taken:

a. Both complainant and respondent will be assigned to a dean. If the complainant is not a student they will also be connected to the relevant Title IX Officer. The dean will explain to them the process, and will also serve as a resource for any questions or concerns.

b. A no-contact order (which also includes confidentiality requirements) between the complainant and respondent will be issued if one is not already in place. This helps ensure the integrity and privacy of the process.
c. The Dean of the College will make available at any time, before, during or after the hearing process, and whether or not the complainant participates in the investigation and adjudication, additional reasonable accommodations to increase their safety and well being on campus. These may include changes of housing accommodations (or changing of the respondents’ housing, if preferred and appropriate), academic accommodations such as extensions, tutors, changes of class schedule. Accommodations may also include changes of class modality (for example, switching to an independent study) if needed in order to ensure access to academic opportunity for the complainant in a class where the complainant and respondent are both participants.

l. Investigation:

a. Both the complainant and respondent have the right to have an advisor of their choosing present with them for all parts of the process, including any meeting with campus officials, with the hearing panel, and with the investigator. The advisor can speak to the complainant/respondent at any time during the process but cannot speak directly to the investigator or to the hearing panel.

b. If a person reports a sexual assault, sexual exploitation, stalking, or relationship abuse by a student but does not wish to participate in the investigation and adjudication process, the situation will be reviewed by the Title IX Committee for student concerns. (This committee ordinarily consists of the Director of Sexual Assault Prevention and Response, the Dean of the College, a representative of the Davis Center, and a representative of Health Services). That committee will determine whether there is sufficient information to proceed with an investigation and adjudication without the participation of the complainant, and also whether there is evidence of a risk to the larger campus community such that a timely warning to the campus should be issued.

c. If a respondent does not wish to participate in the investigation and adjudication process, the process will proceed without their contribution to the determination of the facts of the case. The respondent should note that the appeal process based on appearance of new information not available to the hearing panel does not apply in cases of deliberate omission of information by the appellant, including refusal by the appellant to participate in the investigation.

d. The Dean of the College will assign a person trained in Title IX and sexual misconduct investigations to determine the facts of the case as completely as possible. This investigator will take primary statements from the complainant and respondent, ask follow up questions, reach out to and collect statements from others who have evidence/information relevant to the question of violation of the code of conduct, and ask follow-up questions as needed. The complainant and respondent may each suggest questions to the investigator to be asked of others, and may also suggest others that the investigator speak with. Final decisions about whom to talk with and what to ask will be made by the investigator. All of those contacted by the investigator will be required to maintain the privacy of the investigation. The investigator will also
pull together any additional evidence available (for example, health care records (with permission of the student) previous disciplinary records, etc.) The investigator may consult with the Dean of the College in decisions regarding the investigation process. The statements of the complainant and respondent will be recorded (audio). The investigator will produce for the hearing panel a report of his/her findings, which will include a list of those interviewed and copies of any additional material referenced. The Dean of the College will review the report and may request that additional information be gathered. The Dean will also ensure that the report does not contain material that is inadmissible in the decision process, such as irrelevant prior sexual history.

e. The investigator’s report will be shared with the complainant and respondent once it is complete. The complainant and respondent each have 10 days following the receipt of the report to write a response to it if they wish to do so. Responses will be included in the official materials sent forward to the hearing panel for adjudication.

II. Primary adjudication:

The decision about whether there has been a violation of the College’s Code of Conduct regarding sexual misconduct (including sexual assault) will be made by a hearing panel of three staff members. The panel will be drawn from a pool of staff trained in hearing cases of this kind. If such a violation is found to have taken place, then the same panel also determines a sanction. Two “yes” votes are necessary for a finding that there has been a violation.

a. For each case the panel will be appointed by the Dean of the College. The panel will ordinarily consist a member of the office of the Dean of the College plus two additional staff. The complainant and respondent will have the opportunity to state whether there are those they feel should not participate in the panel due to bias or any other reason which would prevent them from making a fair assessment of the evidence. The final decision on any such requests for recusal will be made by the Dean of the College.

b. The panel will start its deliberations by reading the statements gathered by the investigator and the investigator’s report, along with the responses to the report (if any) from the complainant and respondent. After discussion, the panel will decide whether there are additional questions that need to be asked. If so, the investigator will go back to the parties to ask those questions.

c. The panel will decide whether there is a preponderance of evidence showing a violation of the college’s code of conduct as regards sexual misconduct.

d. If the panel determines that there has been a violation of the code of conduct regarding sexual misconduct, the complainant and respondent will each have the opportunity to briefly address the committee, either in person, by phone or Skype, or in writing, before the sanction is determined. (The two parties would do this separately – neither one in the presence of the other. It is optional to make such a statement, not required.) This opportunity is not one in which
the facts of the case are discussed or questions are asked by the committee. Rather, it is an opportunity for both parties to present directly to the committee in their own “voice” any additional information, including information about the impact of the incident in question. This opportunity is limited to 15 minutes or the written equivalent thereof. The students’ deans will provide them with guidelines on what is and is not permitted in this part of the process.

e. The committee then determines a sanction. The decision and the sanction are communicated to both parties, simultaneously and in writing, by the Dean of the College.

III. Appeal:

Both parties have the right to request an appeal of the decision made by the hearing panel. The right to appeal is limited to (a) significant procedural lapses or (b) the appearance of substantive new evidence not available at the time of the original decision. (Note that deliberate omission of information by the appealing party in the original investigation is not grounds for appeal.) Each party has 15 days following the receipt of the written decision to indicate their intention to appeal. Requests for appeal, with reasons, should be sent in writing to the Vice President for Institutional Diversity & Equity, Leticia Haynes.

a. If either the complainant or respondent wishes to have other people interviewed to determine whether they have substantive new information pertinent to the appeal that was not available at the time of the original decision, the following process will be followed. (1) The complainant or respondent will write to the Dean of the College describing whom they wish to have interviewed and on what topic. (2) The Dean or her designee will ask the person whether they do, in fact, have information on that topic. (3) If they do, the investigator will ask them questions or request a written statement. The appeal process will be suspended until the completion of these steps.

b. Appeals will be granted only in cases where the procedural problems or new evidence are considered substantive enough to have had significantly affected the outcome of the initial hearing. If the appeal is granted, its disposition is determined by the VP for Institutional Diversity & Equity, who may affirm the decision of the panel, return it to the original committee or summon a new committee, and who may task those committees with reviewing the decision either in whole or in part. An appeal may result in an increase in sanction, a decrease in sanction, or no change. The results of the appeal process are final.

c. The results of any appeal will be communicated simultaneously and in writing to the complainant and the respondent by the Dean of the College.

IV. Additional matters:

a. Support. The complainant and respondent will each be assigned a dean to help them navigate the process. Each party can bring the supporting dean with them for all parts of the process, including the investigation. Deans assigned to support students will not be part of a
hearing panel regarding those students. Both the complainant and respondent have the right to have an advisor of their choosing present with them for all parts of the process, including any meeting with campus officials, with the hearing panel, and with the investigator. The advisor can speak to the complainant/respondent at any time during the process but cannot speak directly to the investigator or to the hearing panel. The complainant and respondent may bring one advisor with them – either the dean or the other advisor of their choosing – to any part of the process.

b. Both parties have full access to the support services in the Health Center and Integrated Wellness Services throughout the process, so long as they are enrolled students.

c. Retaliation. Retaliation of any kind against the person reporting assault or against any person participating in the investigation is strictly prohibited. Any retaliation will be treated as a new and additional violation of the code of conduct.

**Cases involving a student and a faculty or staff member**

A student who experiences conduct on the part of a staff or faculty member that the student believes violates the College's Sexual Misconduct Policies is encouraged to report that conduct to Campus Safety and Security, the College's Title IX Coordinator, or the Dean of the College. A student who reports an experience of sexual assault or other sexual misconduct is called the "complainant." The staff or faculty member who is accused of committing sexual assault or sexual misconduct is called the "respondent." Both the complainant and the respondent are encouraged to participate in the process of investigation and adjudication.

A. **Before the process of investigation and adjudication starts, several steps are taken**

The Title IX Coordinator, in consultation with the relevant Title IX deputy or deputies (for students, the Dean of the College; for faculty, the Dean of Faculty; for staff, the Director of Human Resources) will assign the complainant and the respondent each to a different trained advisor from the College staff (the "trained College advisor"). This advisor will explain to them the process and will also serve as a resource for any questions or concerns. The Title IX Coordinator will provide to both the complainant and the respondent a written statement of their rights and responsibilities, and a description of these processes, including the requirements of confidentiality and the rules forbidding retaliation.

The Title IX Coordinator will make available at any time, before, during or after the hearing process, and whether or not the complainant participates in the investigation and adjudication, reasonable and appropriate accommodations to increase the complainant’s safety and wellbeing on campus. These may include no-contact orders with the respondent and/or other parties, changes of housing accommodations, and academic accommodations such as extensions, tutors, and changes of class schedule.
Accommodations may also include changes of class modality (for example, switching to an independent study) if needed in order to ensure access to academic opportunity for the complainant in a class taught by a faculty member who is the respondent. The Title IX Coordinator will inform the complainant in writing of the College’s obligation to provide these accommodations and resources as soon as the complainant comes forward. The Title IX Coordinator will work with the relevant Title IX deputy or deputies to arrange any appropriate accommodations for the respondent and will inform the respondent in writing of the College’s readiness to provide these accommodations and resources.

B. Investigation

Both the complainant and respondent have the right to have an advisor of their choosing (either the trained College advisor or any other person, including an attorney) present with them for all parts of the process. The advisor can speak to the complainant/respondent at any time during the process but cannot speak for them to the investigator or to the hearing panel.

If a student reports an incident but does not wish to participate in the investigation and adjudication process, the situation will be reviewed by a committee comprised of the Title IX Coordinator, the relevant Title IX deputy or deputies, and the Director of Sexual Assault Prevention and Response. That committee will determine whether there is sufficient information to proceed with an investigation and adjudication without the participation of the complainant. If the committee determines that the case should proceed without the complainant, it will make every effort to protect confidentiality (see Title IX Confidentiality and Privacy).

If it is determined that a process will go forward, the Title IX deputy relevant to the respondent will inform the respondent of the charges in writing. If a respondent chooses not to participate in the investigation and adjudication process, the process will proceed without their contribution to the determination of the facts of the case. The respondent should note that the appeal process based on appearance of new information not available to the hearing panel does not apply in cases of deliberate omission of information by the respondent, including refusal by the respondent to participate in the investigation.

The Title IX Coordinator, in consultation with the relevant Title IX deputy or deputies, will assign a person trained in sexual misconduct investigations to determine the facts of the case as completely as possible. This investigator will hear statements from the complainant and respondent, ask follow up questions, reach out to and collect statements from others who have evidence/information relevant to the question of violation of the Sexual Misconduct Policies, and ask follow-up questions as needed. The complainant and respondent may each direct the investigator toward people to interview and may frame questions to be asked of others. The investigator will respect these directives unless they violate standards of good practices for sexual misconduct investigations or are clearly redundant or irrelevant. If the investigator decides not to pursue a question or interviewee submitted by one of the parties in the case, he or she will so inform that party in writing of the decision. All of those contacted by the investigator will be required to maintain the privacy of the investigation. The investigator will also gather any additional evidence available (for example, health care records, with permission of
the person to whom they refer). The investigator may consult with the Title IX Coordinator and relevant deputies in decisions regarding the investigation process. The statements of the complainant and respondent will be recorded (audio). The investigator will produce for the hearing panel a report of his/her findings, which will include a list of those interviewed and copies of any additional material referenced.

The Title IX Coordinator, in consultation with the relevant Title IX deputy or deputies, will review the report and may request that additional information be gathered. These Title IX officers will also ensure that the report does not contain material that is inadmissible in the decision process, such as irrelevant prior sexual history.

The investigator’s report will be shared with the complainant and respondent once it is complete. The complainant and respondent each have 10 days following the receipt of the report to write a response to it if they wish to do so; at that time, both may request that further information be gathered. Responses will be included in the official materials sent forward to the hearing panel for adjudication. If the Title IX Coordinator agrees that further information should be gathered, the investigator will be charged with pursuing the additional information and, if appropriate, issuing an amendment or supplement to the report.

The complainant and respondent will be given an additional ten days to respond to any such additional or supplemental report. The Title IX Coordinator and each of the deputies relevant to the complainant and respondent will review the report and the responses of both parties, and determine whether the alleged behavior of the respondent is properly within the purview of the sexual misconduct policies.

If the Title IX Coordinator and deputies determine that the respondent’s alleged behavior is not within the purview of the college’s sexual misconduct policies, the Title IX Coordinator or relevant deputy will so inform the complainant and respondent in writing, and will direct the complainant to any other relevant college or legal processes that may address the behavior. The complainant may bring the investigator’s report over into other relevant college processes (such as the discrimination grievance process).

If the Title IX committee determines that the respondent’s alleged behavior is within the purview of the college’s sexual misconduct policies, the case will move forward to the primary adjudication process, described below.

C. Primary adjudication
The decision about whether there has been a violation of the College’s Sexual Misconduct Policies will be made by a hearing panel of five trained members. Four “yes” votes are necessary for a finding that there has been a violation. If such a violation is found to have taken place, then the same panel recommends an appropriate sanction. Sanctions are ultimately determined according to the rules in the Staff and Faculty Handbooks as described and modified below.
For each case the panel will be appointed by the Title IX Coordinator in consultation with the relevant Title IX deputy or deputies. The panel will ordinarily consist of a member of the office of the Dean of the College plus four additional members, drawn from the President’s Standing Panel. If the respondent is a member of the faculty, at least two persons on the panel shall be faculty. If the respondent is staff, at least two persons on the panel shall be staff. The complainant and respondent will have the opportunity to state whether there are those they feel should not participate in the panel due to bias or any other reason which would prevent them from making a fair assessment of the evidence. The final decision on any such requests for recusal will be made by the Title IX Coordinator in consultation with the relevant Title IX deputy or deputies.

The panel will start its deliberations by reading the investigator’s report, along with the responses to the report (if any) from the complainant and respondent. The hearing panel also may request statements gathered by the investigator if they believe it is important to read the transcripts of the interviews. If the hearing panel draws substantive new information from review of the raw transcripts that was not already in the investigator’s report, it will inform the complainant and respondent and allow them an opportunity to respond. After discussion, the panel will decide whether there are additional questions that need to be asked. If so, the investigator will go back to the parties to ask those questions. The panel may ask questions of the Title IX Coordinator or other relevant college officials.

The panel will decide whether there is a preponderance of evidence showing a violation of the College’s Sexual Misconduct Policies.

If the panel determines that there has been a violation of the College’s Sexual Misconduct Policies, the complainant and respondent will each be so informed in writing, and each then will have the opportunity to briefly address the committee, either in person, by media communication, or in writing, before the sanction is considered. (The two parties would do this separately – neither one in the presence of the other. It is optional rather than required to make such a statement.) This opportunity is not one in which the facts of the case are discussed or questions are asked by the committee. Rather, it is an opportunity for both parties to present directly to the panel in their own “voice” any additional information, including information about the impact of the incident in question. This opportunity is limited to 15 minutes or the written equivalent thereof. Each party’s trained College advisor will provide them with guidelines on what is and is not permitted in this part of the process.

The panel will then recommend a sanction to the relevant senior officer (Dean of Faculty for respondents who are members of the faculty, the Director of Human Resources for respondents who are members of the staff.) The complainant and respondent will each be informed in writing of the recommended sanction. Sanctions are ultimately determined by the processes described in the Staff and Faculty Handbooks, modified as described below.

D. Appeal of the finding of the hearing panel
Both parties have the right to request an appeal of the finding made by the hearing panel on whether or not there was a violation of the College’s policy on Sexual Misconduct. This right to appeal of the finding is limited to (a) significant procedural lapses or (b) the appearance of substantive new evidence not available at the time of the original decision. Each party has 15 days following the receipt of the written decision to indicate their intention to appeal. Requests for appeal, with reasons, should be sent in writing to the Vice President for Institutional Diversity and Equity.1

1. If this position is empty, this role will be filled by the Vice President for Finance and Administration.

If either the complainant or the respondent wishes to have other people interviewed to determine whether they have substantive new information pertinent to the appeal that was not available at the time of the original decision, the following process will be followed. (1) The person wishing to appeal will write to the Vice President for Institutional Diversity and Equity describing whom they wish to have interviewed and on what topic. (2) The Vice President or a designee will ask the person whether they do, in fact, have information on that topic. (3) If they do, the investigator will ask them questions or request a written statement. The appeal process will be suspended until the completion of these steps.

The Vice President for Institutional Diversity and Equity will grant appeals only in cases where the procedural problems or new evidence are considered substantive enough to have had a significant effect on the outcome of the initial hearing. If the appeal is granted, its disposition is determined by the Vice President for Institutional Diversity and Equity who may affirm the decision of the panel, return it to the original committee or summon a new committee, and who may task those committees with reviewing the decision either in whole or in part.

The results of any appeal will be communicated simultaneously and in writing to the complainant and the respondent by the Title IX Coordinator.

E. Final determination of sanction in cases involving respondents who are members of the faculty

If the recommended sanction is termination of the respondent’s appointment for cause, the Dean of the Faculty will initiate proceedings pursuant to section II.V. of the Faculty Handbook. If the recommended sanction is a major sanction, such as suspension from service for a stated period, the Dean of the Faculty will initiate proceedings pursuant to section II. W., “Major Sanctions,” of the Faculty Handbook. If the recommended sanction is a minor sanction, the Dean of the Faculty will initiate proceedings in accordance with section II.W., “Minor Sanctions,” of the Faculty Handbook. In order to comply with federal law, regulations, and guidance regarding Title IX, sections II.V. and II.W. of the Faculty Handbook must be changed in some ways for cases involving sexual misconduct. Those changes are delineated below.

In all cases covered by this policy the sole determination to be made according to the processes described in section II.V. and II.W. of the Faculty Handbook will be the final sanction to be imposed on the respondent. The determination by the hearing panel that the respondent
committed a violation of the college’s Sexual Misconduct Policies shall be final and shall not be subject to review or reconsideration in the sanctions process.

The hearing panel convened at this stage of the process will receive as evidence the letter of findings and recommended sanction from the original hearing panel described in section C. They will also have access to the report of the investigator and to previous disciplinary records of the respondent, if any. The hearing panel may request assistance from the Title IX Coordinator or other college officials.

The faculty member does not have the right to compel the complainant to appear before the panel. The complainant’s testimony may be represented by the investigator’s report.

Although the complainant cannot be compelled to appear before the hearing panel, in all cases covered by this policy the complainant will have an equal right with the respondent to be heard by the Dean of the Faculty, any hearing committee convened pursuant to the provisions of section II. V. or W., and by the Board of Trustees.

Final decisions as to sanctions will be reported in writing simultaneously to the complainant and the respondent, as well as to the Title IX officer.

F. Final determination of sanction in cases involving respondents who are members of the staff

Final determination of sanctions involving respondents who are members of the staff will be made by the Director of Human Resources, in consultation with the Title IX officer and relevant supervisor(s) of the staff member. The Director of Human Resources may take into account previous disciplinary records of the staff member in making his/her decision regarding sanction. Final decisions as to sanctions will be reported in writing simultaneously to the complainant and the respondent, as well as to the Title IX officer.

Appendix: Additional Matters

The complainant and respondent will each be assigned a trained College advisor to help them navigate the process. Each party can bring this advisor with them for all parts of the process, including the investigation. These trained College advisors will not be part of a hearing panel regarding the case. Both the complainant and respondent have the right to have another advisor of their choosing present with them for all parts of the process, including any meeting with campus officials, with the hearing panel, and with the investigator. This advisor can speak to the complainant/respondent at any time during the process but cannot speak directly to the investigator or to the hearing panel. The complainant and respondent may bring one advisor with them—either the trained College advisor or the other advisor of their choosing—to any part of the process.

Both parties have full access to the support services provided by the College throughout the process. For students, this includes the resources of the Health Center and Integrated Wellness Services; for faculty and staff, the employee assistance program.
Retaliation of any kind against the complainant or any witness is strictly prohibited. Any retaliation will be treated as a new and additional violation of the Sexual Misconduct Policy. Cases involving faculty and/or staff members only a staff or faculty member who experiences conduct on the part of a staff or faculty member that he or she believes violates the College’s Sexual Misconduct Policies is encouraged to report that conduct to the Dean of Faculty, the Director of Human Resources, the College’s Title IX Coordinator, or Campus Safety and Security. A staff or faculty member who reports an experience of sexual misconduct is called the “complainant.” The staff or faculty member who is accused of committing sexual misconduct is called the “respondent.” Both the complainant and the respondent are encouraged to participate in the process of investigation and adjudication.

A. Before the process of investigation and adjudication starts, several steps are taken
The Title IX Coordinator, in consultation with the relevant Title IX deputy or deputies (for faculty, the Dean of Faculty; for staff, the Director of Human Resources) will assign the complainant and the respondent each to a different trained advisor from the College staff (the “trained College advisor”). This advisor will explain to them the process and will also serve as a resource for any questions or concerns.

The Title IX Coordinator will provide to both the complainant and the respondent a written statement of their rights and responsibilities, and a description of these processes, including the requirements of confidentiality and the rules forbidding retaliation.

The Title IX Coordinator will make available at any time, before, during or after the administrative resolution or hearing process, and whether or not the complainant participates in the investigation and adjudication, reasonable and appropriate accommodations to increase the complainant’s safety and wellbeing on campus. These may include no-contact orders with the respondent and/or other parties, changes of housing if living in College housing, and changes of work duties if necessary to avoid conflict. The Title IX Coordinator will inform the complainant in writing of the College’s obligation to provide these accommodations and resources as soon as the complainant comes forward. The Title IX Coordinator will work with the relevant Title IX deputy or deputies to arrange any appropriate accommodations for the respondent and will inform the respondent in writing of the College’s readiness to provide these accommodations and resources.

B. Investigation
Both the complainant and respondent have the right to have an advisor of their choosing (either the trained College advisor or any other person, including an attorney) present with them for all parts of the process. The advisor can speak to the complainant/respondent at any time during the process but cannot speak for them to the investigator, to the relevant administrators, or to the hearing panel.

If a faculty or staff member reports an incident but does not wish to participate in the investigation and adjudication process, the situation will be reviewed by a committee comprised of the Title IX Coordinator, the relevant Title IX deputy or deputies, and the Director of Sexual
Assault Prevention and Response. That committee will determine whether there is sufficient information to proceed with an investigation and adjudication without the participation of the complainant. If the committee determines that the case should proceed without the complainant, it will make every effort to protect confidentiality (see Title IX Confidentiality and Privacy).

If it is determined that a process will go forward, the Title IX deputy relevant to the respondent will inform the respondent of the charges in writing.

If a respondent chooses not to participate in the investigation and adjudication process, the process will proceed without their contribution to the determination of the facts of the case. The respondent should note that the appeal process based on appearance of new information not available to the hearing panel does not apply in cases of deliberate omission of information by the respondent, including refusal by the respondent to participate in the investigation.

The Title IX Coordinator, in consultation with the relevant Title IX deputy or deputies, will assign a person trained in sexual misconduct investigations to determine the facts of the case as completely as possible. This investigator will hear statements from the complainant and respondent, ask follow up questions, reach out to and collect statements from others who have evidence/information relevant to the question of violation of the Sexual Misconduct Policies, and ask follow-up questions as needed. The complainant and respondent may each direct the investigator toward people to interview and may frame questions to be asked of others. The investigator will respect these directives unless they violate standards of good practices for sexual misconduct investigations or are clearly redundant or irrelevant. If the investigator decides not to pursue a question or interviewee submitted by one of the parties in the case, he or she will so inform that party in writing of the decision. All of those contacted by the investigator will be required to maintain the privacy of the investigation. The investigator will also gather any additional evidence available (for example, health care records, with permission of the person to whom they refer). The investigator may consult with the Title IX Coordinator and relevant deputies in decisions regarding the investigation process. The statements of the complainant and respondent will be recorded (audio). The investigator will produce for the administrators and/or the hearing panel a report of his/her findings, which will include a list of those interviewed and copies of any additional material referenced.

The Title IX Coordinator, in consultation with the relevant Title IX deputy or deputies, will review the report and may request that additional information be gathered. These Title IX officers will also ensure that the report does not contain material that is inadmissible in the decision process, such as irrelevant prior sexual history.

The investigator’s report will be shared with the complainant and respondent once it is complete. The complainant and respondent each have 10 days following the receipt of the report to write a response to it if they wish to do so; at that time, both may request that further information be gathered. Responses will be included in the official materials sent forward to the hearing panel for adjudication. If the Title IX Coordinator agrees that further information should be gathered, the investigator will be charged with pursuing the additional information and, if
appropriate, issuing an amendment or supplement to the report. The complainant and respondent will be given an additional 10 days to respond to any such additional or supplemental report.

The Title IX Coordinator and each of the deputies relevant to the complainant and respondent will review the report and the responses of both parties, and determine whether the alleged behavior of the respondent is properly within the purview of the sexual misconduct policies. If the Title IX Coordinator and deputies determine that the respondent's alleged behavior is not within the purview of the college's sexual misconduct policies, the Title IX Coordinator or relevant deputy will so inform the complainant and respondent in writing, and will direct the complainant to any other relevant college or legal processes that may address the behavior. The complainant may bring the investigator's report over into other relevant college processes (such as the discrimination grievance process).

If the Title IX committee determines that the respondent's alleged behavior is within the purview of the college's sexual misconduct policies, the case will move forward to the primary adjudication process, described below.

C. Primary adjudication
After receiving the investigator's report, the complainant may choose to pursue an administrative resolution of the complaint or proceed straight to a hearing panel. If the complainant chooses the administrative resolution, he or she may end that process at any time and move instead to a hearing by the hearing panel.

I. Administrative Resolution
Two executive officers of the college will oversee the administrative resolution process for the complaint. Ordinarily, the two executive officers will be those to whom the complainant and respondent report (the Dean of Faculty for the faculty, and the executive officer to whom the staff member's department reports for staff.) In cases where both complainant and respondent have the same executive officer, or in cases where the complainant or respondent believe their own executive officer cannot fairly adjudicate the complaint, the Title IX coordinator, after consultation with the complainant and respondent, will determine which two executive officers of the College will oversee the administrative resolution process. If it is an executive officer whose behavior is at issue in the complaint, the Title IX Coordinator, in consultation with the President and after conversation with both complainant and respondent, shall select two other executive officers to oversee the administrative resolution process.

The executive officers will read and consider the investigator’s report, along with any response to that report written by the complainant and respondent. The executive officers may request statements gathered by the investigator if they believe it is important to read the transcripts of the interviews. If the executive officers draw substantive new information from review of the raw transcripts that was not already in the investigator’s report, they will inform the complainant and respondent and allow them an opportunity to respond. If the executive officers decide that additional questions need to be asked, the investigator will go back to the parties to ask those
questions. The executive officers may also ask questions of the Title IX Coordinator or other relevant college officials.

The executive officers will reach a finding and report it to both the complainant and the respondent. If it is the judgment of the executive officers that the respondent committed the act(s) alleged by the complainant and thereby violated College sexual misconduct policy, they will seek a resolution of the complaint. They will also, if the respondent is a faculty or staff member, confer with his or her department supervisor. The complainant’s executive officer will keep the complainant informed of any progress made in resolving the grievance, reporting to the complainant within one month of the filing of the complaint. This period may be extended beyond one month if the complainant and his or her executive officer agree that an extension is needed.

To be successful, the terms of the resolution proposed by the executive officers must be acceptable to both the complainant and the respondent. The executive officers will put both the finding of responsibility and the terms of the proposed resolution in writing, giving a copy to the complainant and another to the respondent. Each party will have 10 days to indicate his or her acceptance of the terms as constituting a satisfactory resolution of the grievance by returning a signed copy to the executive officers. Upon receipt of both signed copies, the respondent’s executive officer, as well as the Title IX Coordinator, will place them in his or her file of complaints of discrimination and take such actions as are called for in the resolution. The executive officers’ attempt at a resolution will have failed if either the complainant or the respondent chooses not to accept the terms proposed. If the complainant or the respondent does not accept them, either of them may, again within 10 days of receiving the proposed terms in writing, instruct the Title IX Coordinator to convene a hearing panel.

II. Hearing Panel
If the complainant decides to forgo administrative resolution or if administrative resolution is not acceptable to the complainant or respondent, the decision about whether there has been a violation of the College’s Sexual Misconduct Policies will be made by a hearing panel of five trained members. Four “yes” votes are necessary for a finding that there has been a violation. If such a violation is found to have taken place, then the same panel recommends an appropriate sanction. Sanctions are ultimately determined according to the rules in the Staff and Faculty Handbooks as described and modified below.

For each case the panel will be appointed by the Title IX Coordinator in consultation with the relevant Title IX deputy or deputies. The panel will be drawn from the President’s Standing Panel. If one party is a member of the faculty and the other party is a member of the staff, the panel will consist of two members of the faculty, two members of the staff, and a chair. If the complainant and respondent are both faculty, then the panel will consist of five members of the faculty, one of whom will be chair. If the complainant and respondent are both staff, then the hearing panel will consist of five members of the staff, one of whom will be chair. The complainant and respondent will have the opportunity to state whether there are those they feel should not participate in the panel due to bias or any other reason which would prevent them
from making a fair assessment of the evidence. The final decision on any such requests for recusal will be made by the Title IX Coordinator in consultation with the relevant Title IX deputy or deputies.

The panel will start its deliberations by reading the investigator’s report, along with the responses to the report (if any) from the complainant and respondent. The hearing panel may request statements gathered by the investigator if they believe it is important to read the transcripts of the interviews. If the hearing panel draws substantive new information from review of the raw transcripts that was not already in the investigator’s report, it will inform the complainant and respondent and allow them an opportunity to respond. After discussion, the panel will decide whether there are additional questions that need to be asked. If so, the investigator will go back to the parties to ask those questions. The panel may ask questions of the Title IX Coordinator or other relevant college officials.

The panel will decide whether there is a preponderance of evidence showing a violation of the College’s Sexual Misconduct Policies.

If the panel determines that there has been a violation of the College’s Sexual Misconduct Policies, the complainant and respondent will each be so informed in writing, and each then will have the opportunity to briefly address the committee, either in person, by media communication, or in writing, before the sanction is considered. (The two parties would do this separately – neither one in the presence of the other. It is optional rather than required to make such a statement.) This opportunity is not one in which the facts of the case are discussed or questions are asked by the committee. Rather, it is an opportunity for both parties to present directly to the panel in their own “voice” any additional information, including information about the impact of the incident in question. This opportunity is limited to 15 minutes or the written equivalent thereof. Each party’s trained College advisor will provide them with guidelines on what is and is not permitted in this part of the process.

The panel will then recommend a sanction to the relevant senior officer (Dean of Faculty for respondents who are members of the faculty, the Director of Human Resources for respondents who are members of the staff.) The complainant and respondent will each be informed in writing of the recommended sanction. Sanctions are ultimately determined by the processes described in the Staff and Faculty Handbooks, modified as described below.

D. Appeal of the finding of the hearing panel
Both parties have the right to request an appeal of the finding made by the hearing panel on whether or not there was a violation of the College’s policy on Sexual Misconduct. This right to appeal of the finding is limited to (a) significant procedural lapses or (b) the appearance of substantive new evidence not available at the time of the original decision. Each party has 15 days following the receipt of the written decision to indicate their intention to appeal. Requests for appeal, with reasons, should be sent in writing to the Vice President for Institutional Diversity and Equity.
If either the complainant or the respondent wishes to have other people interviewed to determine whether they have substantive new information pertinent to the appeal that was not available at the time of the original decision, the following process will be followed. (1) The person wishing to appeal will write to the Vice President for Institutional Diversity and Equity describing whom they wish to have interviewed and on what topic. (2) The Vice President or a designee will ask the person whether they do, in fact, have information on that topic. (3) If they do, the investigator will ask them questions or request a written statement. The appeal process will be suspended until the completion of these steps.

The Vice President for Institutional Diversity and Equity will grant appeals only in cases where the procedural problems or new evidence are considered substantive enough to have had a significant effect on the outcome of the initial hearing. If the appeal is granted, its disposition is determined by the Vice President for Institutional Diversity and Equity who may affirm the decision of the panel, return it to the original committee or summon a new committee, and who may task those committees with reviewing the decision either in whole or in part. The results of any appeal will be communicated simultaneously and in writing to the complainant and the respondent by the Title IX Coordinator. If this position is empty, this role will be filled by the Vice President for Finance and Administration.

1. If this position is empty, this role will be filled by the Vice President for Finance and Administration.

E. Final determination of sanction in cases involving respondents who are members of the faculty

If the recommended sanction is termination of the respondent's appointment for cause, the Dean of the Faculty will initiate proceedings pursuant to section II.V. of the Faculty Handbook. If the recommended sanction is a major sanction, such as suspension from service for a stated period, the Dean of the Faculty will initiate proceedings pursuant to section II. W., “Major Sanctions,” of the Faculty Handbook. If the recommended sanction is a minor sanction, the Dean of the Faculty will initiate proceedings in accordance with section II.W., “Minor Sanctions,” of the Faculty Handbook. In order to comply with federal law, regulations, and guidance regarding Title IX, sections II.V. and II.W. of the Faculty Handbook must be changed in some ways for cases involving sexual misconduct. Those changes are delineated below.

In all cases covered by this policy the sole determination to be made according to the processes described in section II.V. and II.W. of the Faculty Handbook will be the final sanction to be imposed on the respondent. The determination by the hearing panel that the respondent committed a violation of the College’s Sexual Misconduct Policies shall be final and shall not be subject to review or reconsideration in the sanctions process.

The hearing panel convened at this stage of the process will receive as evidence the letter of findings and recommended sanction from the original hearing panel described in section C. They will also have access to the report of the investigator and responses written by either party.
to that report, and to previous disciplinary records of the respondent, if any. The hearing panel may request assistance from the Title IX Coordinator or other college officials.

The faculty member does not have the right to compel the complainant to appear before the panel. The complainant’s testimony may be represented by the investigator’s report. Although the complainant cannot be compelled to appear before the hearing panel, in all cases covered by this policy the complainant will have an equal right with the respondent to be heard by the Dean of the Faculty, any hearing committee convened pursuant to the provisions of section II. V. or W., and by the Board of Trustees.

Final decisions as to sanctions will be reported in writing simultaneously to the complainant and the respondent, as well as to the Title IX Coordinator.

F. Final determination of sanction in cases involving respondents who are members of the staff

Final determination of sanctions involving respondents who are members of the staff will be made by the Director of Human Resources, in consultation with the Title IX Coordinator and relevant supervisor(s) of the staff member. The Director of Human Resources may take into account previous disciplinary records of the staff member in making his/her decision regarding sanction.

Final decisions as to sanctions will be reported in writing simultaneously to the complainant and the respondent, as well as to the Title IX Coordinator.

Appendix: Additional matters

The complainant and respondent will each be assigned a trained College advisor to help them navigate the process. Each party can bring this advisor with them for all parts of the process, including the investigation. These trained College advisors will not be part of a hearing panel regarding the case. Both the complainant and respondent have the right to have another advisor of their choosing present with them for all parts of the process, including any meeting with campus officials, with the hearing panel, and with the investigator. This advisor can speak to the complainant/respondent at any time during the process but cannot speak directly to the investigator or to the hearing panel. The complainant and respondent may bring one advisor with them—either the trained College advisor or the other advisor of their choosing—to any part of the process. Both parties have full access to the support services, including the employee assistance program, provided by the College throughout the process.

Bias Incidents and Hate Crimes

Williams College is a community in which students, faculty and staff from all over the world live and learn together. Williams values the social and intellectual vibrancy that occurs when individuals with different life experiences, viewpoints and belief systems come together.

Among the highest values of our campus is respectful discourse across difference and Williams encourages intellectual inquiry and debate and the open discussion of differing viewpoints.
At the same time, negative actions targeted at members of our community because of personal characteristics such as race, religion, disability, ethnicity, nationality, gender identity or sexual orientation injure our community and its members and work to undermine the college’s educational purpose. Such bias incidents violate College policy. The College urges all members of the community to report bias incidents right away, both so that those affected can receive support and so that the perpetrators can be held accountable.

What is a bias incident?

A bias incident is an action that violates college policy and is motivated, in whole or in part, by the perpetrator’s animus against an individual or group based on perceived or actual personal characteristics, such as race, religion, ethnicity, gender identity, sexual orientation, or disability. Examples of bias incidents include harassment, intimidating or threatening comments or messages, vandalism of personal or college property, and defacing posters or signs. Bias incidents affect not only the individual victim or target of a specific action, but often make an entire group or community feel vulnerable, unsafe and unwelcome. This is unacceptable at Williams and will be treated as a serious offense that could result in separation from the College.

Some bias incidents are also criminal acts under Massachusetts law, in which case they are also hate crimes.

What is a hate crime?

Massachusetts law describes hate crimes as follows:

“A hate crime is any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation."

Examples of specific crimes identifiable as hate crimes include murder, manslaughter, robbery, theft, aggravated assault, burglary, motor vehicle theft, arson, sex offenses, intimidation, destruction, and damage or vandalism of property in which the victim is intentionally selected because of the actual or perceived protected category.

How to report and get help

If you have observed or have been a victim of a bias incident or hate crime, it’s important to let someone know. That way you can find support, and the College can act to address the situation.

To report a bias incident to the College call: Campus Safety and Security, at (413) 597-4444. Or A Dean, at (413) 597-4171, between 8:30 and 4:30. (Campus Safety and Security can also
reach a Dean on Call any time, 24/7/365. Call (413) 597-4444 and ask to reach the Dean on Call.)

If you report a bias incident to Campus Safety and Security, they will immediately let the Dean of the College and the Dean on Call know what has happened. CSS will also activate the College’s bias incident response protocols that include notification to the Williamstown Police Department. Campus Safety and the deans will help ensure you have the support you need. CSS and the WPD will also investigate what happened and act to find the perpetrators and hold them accountable.

To find support:

Support after a bias incident can come from many places, including family and friends. Here are some contacts for people on campus who are trained, experienced and ready to help.

- Staff of the Davis Center (413) 597-3340
- Vice President for Strategic Planning and Institutional Diversity, (413) 597-4376
- Deans (413) 597-4171 or (413) 597-4444 after hours
- Chaplains (413) 597-2483
- Integrated Wellness Services (413) 597-2353

Crime Definitions From the Uniform Crime Reporting Handbook

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Manslaughter by Negligence – The killing of another person through gross negligence.

Murder and Non-negligent Manslaughter – The willful (non-negligent) killing of one human being by another. This includes death or injuries received in a fight, argument, quarrel, assault, or commission of a crime.

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Simple Assault – Includes all assaults (assault and battery, intimidation, coercion, and all attempts to commit these offenses) which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon.

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

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. Includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Larceny – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Motor vehicle theft is not included here and is counted separately.)

Illegal Weapons Possession – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
Drug Law Violations – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws; specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

Hate Crimes – Specific crimes that are identifiable as a hate crime, including murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, forcible and non-forcible sex offenses, simple assault, intimidation, destruction/damage/vandalism of property in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Any student, faculty member, or employee who is the victim of a bias-motivated incident or hate crime is encouraged to file a report immediately. Timely response to these incidents is crucial. Failure to report allows the incidents to remain hidden and may even allow them to escalate. The College takes all reports seriously and will thoroughly investigate every incident and work with local law enforcement agencies whenever necessary. Reports can be filed with the Williamstown Police Department, Dean’s Office, the Dean of Faculty, CSS Department, The Health Center, The Chaplain’s Office, Davis Center, BGLTU Issues Coordinator, Human Resources, and the Sexual Harassment/Discrimination Advisors.

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

Sex Offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
B. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

C. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence, Dating Violence and Stalking Definitions from the Violence Against Women Act

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction.

Dating Violence – Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors: (1) The length of the relationship; (2) the type of relationship; or (3) the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his/her safety or the safety of others; or (b) suffer substantial emotional distress.

*Arrests – for reporting purposes an arrest is defined as - any instance in which a person is processed by arrest, citation, or summons. The term “arrest” includes not only (1) arrests that result in criminal charges, but also (2) arrests where the person is released without being charged, and (3) any situation where a person, “in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court or similar official for violation of the law.” The term “arrest” does not include situations in which juveniles are taken into custody, but only warned and released without being charged.

In December of 2018 the following changes were made for the year 2016:
- Burglary was changed from 15 to 18 due to a miscount
- Domestic violence was changed from 3 to 0 because the incidents did not occur on Clery geography

In December of 2018 the following changes were made for the year 2017:
- Sex offenses non-campus was changed from 4(rape)/3(forcible fondling)/1(statutory) to 0 because the incidents did not occur on Clery geography reducing the total sex offenses from 28 to 20
- Domestic violence non-campus was changed from 2 to 1 because the incidents did not occur on Clery geography reducing the total from 4 to 3.
- Aggravated assault was changed from 3 to 0 because the incidents did not occur on Clery geography reducing the total from 5 to 2
- Arson non-campus was changed from 1 to 0 because the incident did not occur on Clery geography reducing the total from 1 to 0.
- Arrests on campus for liquor law violation was changed from 0 to 2 due to a miscount.
- Arrests on campus student housing facilities liquor law violation was changed from 0 to 2 due to a miscount.
- Arrests non-campus weapon was changed from 1 to 0 because the incident did not occur on Clery geography.
- Arrests non-campus liquor law violation was changed from 16 to 0 because the incidents did not occur on Clery geography.
- Arrests public property liquor law violation was changed from 0 to 14 due to a miscount.
<table>
<thead>
<tr>
<th>Crimes Reported to Campus Safety &amp; Security and the Williamstown Police Department</th>
<th>On Campus</th>
<th>Non Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential</th>
<th>Unfounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>2017: 0</td>
<td>2016: 0</td>
<td>2015: 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>2017: 10R/11FF</td>
<td>2016: 13R/3FF</td>
<td>2015: 9R/2FF</td>
<td>8R/9FF</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Dating Violence</td>
<td>2017: 7</td>
<td>2016: 5</td>
<td>2015: 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>2017: 2</td>
<td>2016: 2</td>
<td>2015: 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>2017: 7</td>
<td>2016: 4</td>
<td>2015: 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2017: 0</td>
<td>2016: 0</td>
<td>2015: 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2017: 2</td>
<td>2016: 3</td>
<td>2015: 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2017: 11</td>
<td>2016: 20*</td>
<td>2015: 7</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>2017: 0</td>
<td>2016: 0</td>
<td>2015: 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2017: 1</td>
<td>2016: 0</td>
<td>2015: 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alcohol and Drug Violations by Campus Safety &amp; Security</th>
<th>Alcohol</th>
<th>Drugs</th>
<th>Weapons</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017: 13</td>
<td>2016: 20</td>
<td>2015: 0</td>
</tr>
<tr>
<td></td>
<td>2017: 16</td>
<td>2016: 4</td>
<td>2015: 2</td>
</tr>
<tr>
<td>Drugs</td>
<td>2017: 3</td>
<td>2016: 5*</td>
<td>2015: 54</td>
</tr>
<tr>
<td></td>
<td>2017: 0</td>
<td>2016: 0</td>
<td>2015: 0</td>
</tr>
<tr>
<td></td>
<td>2017: 3</td>
<td>2016: 5*</td>
<td>2015: 54</td>
</tr>
<tr>
<td></td>
<td>2017: 3</td>
<td>2016: 5*</td>
<td>2015: 49</td>
</tr>
<tr>
<td>Weapons</td>
<td>2017: 2</td>
<td>2016: 0</td>
<td>2015: 0</td>
</tr>
<tr>
<td></td>
<td>2017: 1</td>
<td>2016: 0</td>
<td>2015: 0</td>
</tr>
<tr>
<td></td>
<td>2017: 3</td>
<td>2016: 0</td>
<td>2015: 0</td>
</tr>
</tbody>
</table>
### Arrests On-Campus

<table>
<thead>
<tr>
<th>Law Violations</th>
<th>Number of Arrests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>A. Weapons -- Carry, Possession</td>
<td>0</td>
</tr>
<tr>
<td>B. Drug Abuse Violations</td>
<td>3</td>
</tr>
<tr>
<td>C. Liquor Law Violations</td>
<td>2</td>
</tr>
</tbody>
</table>

### Arrests On-Campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Law Violations</th>
<th>Number of Arrests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>A. Weapons -- Carry, Possession</td>
<td>0</td>
</tr>
<tr>
<td>B. Drug Abuse Violations</td>
<td>3</td>
</tr>
<tr>
<td>C. Liquor Law Violations</td>
<td>2</td>
</tr>
</tbody>
</table>

### Arrests Non-Campus

<table>
<thead>
<tr>
<th>Law Violations</th>
<th>Number of Arrests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>A. Weapons -- Carry, Possession</td>
<td>0</td>
</tr>
<tr>
<td>B. Drug Abuse Violations</td>
<td>0</td>
</tr>
<tr>
<td>C. Liquor Law Violations</td>
<td>0</td>
</tr>
</tbody>
</table>

### Arrests Public Property

<table>
<thead>
<tr>
<th>Law Violations</th>
<th>Number of Arrests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>A. Weapons -- Carry, Possession</td>
<td>0</td>
</tr>
<tr>
<td>B. Drug Abuse Violations</td>
<td>0</td>
</tr>
<tr>
<td>C. Liquor Law Violations</td>
<td>14</td>
</tr>
<tr>
<td>Hate Crimes Reported by Campus Safety &amp; Security and the Williamstown Police Department</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>On Campus</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>Larceny/Theft</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation/Harrassment</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
</tr>
</tbody>
</table>
**Geography Definitions from the Clery Act**

**On-Campus**- Defined as: (1) 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 (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), 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 retail vendor).

**Non-Campus Building Or Property**- Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) 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.

**Public Property**-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Williams College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

**On-campus Student Housing Facility**- Defined as: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is a considered a subset of the On-Campus category.

**UNFOUNDED CRIMES**

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.
I think they may have wanted to put in a spreadsheet listing all of Williams College properties, their addresses and whether they are residential (indicating Students or WC Employees) or not residential but within the campus.
patrol boundries.
Fire Safety Policies, Procedures, Reports & Statistics

Williams College is required by The Higher Education Opportunity Act (Public Law 110-315), to produce and make available by October 1st of each year, an annual report outlining fire safety practices, standards, and all fire-related on-campus statistics. The Higher Education Opportunity Act became law in August of 2008, requiring that all United States academic institutions that maintain on-campus student housing produce an annual fire safety report. This report must contain a fire log that records the nature, date, time, and general location of each fire occurring in campus residence halls. The following public disclosure report details all information required by this Federal Law as it relates to Williams College.

Report Availability

By October 1st of each year the Williams College Department of Campus Safety and Security, in conjunction with the Department of Safety and Environmental Compliance, will make the Annual Fire Safety Report available to all students, prospective students, parents, employees, and prospective employees. The report will be made available electronically on the Campus Safety and Security website at the following address http://security.williams.edu/Reporting and a hard copy of the Annual Fire Safety Report can also be obtained by contacting the Department of Safety and Environmental Compliance at (413) 597-2406 or the Department of Campus Safety and Security at (413) 597-4444.

The Fire Log is maintained by the Department of Safety and Environmental Compliance. Each entry to the Fire Log or addition to a past entry is made within two (2) business days from which the information was received. The Log for the most recent 60-day period will be made available to the public during normal business hours, and any older portions of the Log are available upon request within two (2) business days. These documents can be obtained by visiting the Department of Safety and Environmental compliance at Facilities, 60 Latham Street - Williamstown, MA 01267 or calling (413) 597-2406 during business hours.

Reporting a Fire on Campus

A fire is, “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” In the case of an actual fire or if smoke is detected (by sight or smell) all students, faculty, and staff are to contact emergency personnel immediately by dialing 9-911 or 911 from any campus phone, or by dialing (413) 458-5646 from cell phones. Be prepared to identify yourself, your location, and the nature of the emergency; the appropriate emergency service(s) will respond. In the case of an actual fire or detectable smoke Campus Safety and Security is to be called at x4444 from any campus phone, or (413) 597-4444 from cell phones, after emergency personnel have been contacted. Once Campus Safety and Security Officers have arrived at the location of a reported fire the officer can assist the Williamstown Fire Department and other emergency personnel by radio. If you discover or suspect a fire immediately evacuate the building using the nearest available exit. Do not attempt
to fight a fire unless you have been trained to do so. Sound the building fire alarm by activating the nearest pull station and/or by verbally sounding the alarm and knocking on doors as you evacuate the building by the nearest exit.

All campus fires must be reported to Campus Safety and Security to ensure inclusion in the Annual Security and Fire Safety Report. CSS will notify the Department of Safety and Environmental Compliance when a fire has occurred on Williams College property. If a member of the Williams community finds evidence of a fire that has been extinguished, and the person is not sure whether CSS has already responded, the community member must immediately notify CSS to investigate and document the incident for inclusion in the Annual Security Fire Safety Report.

Procedure for Student Housing Evacuation

When a fire alarm sounds in a residence hall all students are required to vacate the building immediately by following the evacuation routes posted on the doors of each room within that particular residence hall. In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the CSS Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community members only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Fire Safety

Williams is concerned about the safety of every individual on campus and therefore has very strict fire safety regulations. Students who do not observe these regulations jeopardize the safety of others on this campus and therefore, will be subject to disciplinary action and/or fines.

State Law requires that hallways and stairways be completely clear at all times. Hallways and stairwells are inspected regularly for any clutter that might hinder access or egress. The Williamstown Building Inspector and the Williamstown Fire Chief enforce these regulations, and any items left in the halls or stairways will be removed.

Fire and Life safety programs must receive community-wide support in order to be effective, cooperation from students at fire drills, announced and unannounced, is expected. Students who do not vacate in a timely manner are subject to disciplinary action, and to the possibility of additional drills, with the individual house responsible for all costs associated with repeated drills.
Students who misuse, tamper with, or otherwise disturb fire safety equipment, including smoke and carbon monoxide detectors, fire extinguishers, pull stations, fire doors, or activate fire alarms due to smoking are subject to a $250.00 fine as well as the cost of restoring equipment. Smoke machines are not allowed in student residences for any reason. Alarm activations due to the use of smoke machines will result in a $250.00 fine. These students will be referred to the Dean's Office and may be dismissed or suspended from the College.

**Policies Related to Fire Safety**

**Electrical Appliances**

Portable electrical appliances (any unit with a heating coil) are prohibited in student rooms. A complete list can be found in the chart below or in the Policies of the Dean of the College by following the listed web address, [http://dean.williams.edu/policies/](http://dean.williams.edu/policies/).

In addition to the information provided in the chart below and in the policies, the Department of Safety and Environmental Compliance sends a letter to all parents listing prohibited items and Fire Safety Brochures are placed in all student rooms at the beginning of each academic year. If a student has any questions regarding the acceptability of a particular appliance, the Manager of Safety and Environmental Compliance should be contacted at x2406.

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>NOT APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clocks</td>
<td>Air conditioners</td>
</tr>
<tr>
<td>Computers</td>
<td>Any non-floor lamp with a halogen bulb over 60 watts</td>
</tr>
<tr>
<td>Cool mist humidifiers</td>
<td>Any unit with a heating coil</td>
</tr>
<tr>
<td>Electric blankets</td>
<td>Beer coolers or kegolators</td>
</tr>
<tr>
<td>Electric fans</td>
<td>Coffee Makers</td>
</tr>
<tr>
<td>Electric razors</td>
<td>Cooking appliances (broilers, deep fryers, electric frying pans, electric</td>
</tr>
<tr>
<td>Hair dryers</td>
<td>gas stoves, electric woks, hot pots, hot plates, Panini presses, hamburger/</td>
</tr>
<tr>
<td>Hot air popcorn poppers</td>
<td>sandwich makers, bread makers, rice cookers, crock pots or toaster ovens</td>
</tr>
<tr>
<td>Microwave ovens 800 watts or</td>
<td>Cup warmers</td>
</tr>
<tr>
<td>less</td>
<td>Electric heaters</td>
</tr>
<tr>
<td>Refrigerators 5 cubic feet or</td>
<td>Floor lamps with halogen bulb over 60 watts</td>
</tr>
<tr>
<td>less</td>
<td>Incandescent bulbs over 60 watts unless there is specific UL approval for</td>
</tr>
<tr>
<td>Sound Equipment</td>
<td>higher wattage</td>
</tr>
</tbody>
</table>

**Candles, Fireworks and Other Open Flames**

Candles (including those used for religious purposes), incense, and other open flame devices are not allowed in residential buildings. Students who want to light candles for religious purposes need to see the Chaplain’s Office to make arrangements.
Per Massachusetts General Law no person shall possess or explode any fireworks. Students found in possession of fireworks at any time will be fined $100.00 per incident and referred to the Dean’s Office.

**Smoking**

All members of the Williams College community and visitors are expected to comply with the College’s regulations on smoking. Because both smoking and its secondary effects are known to be health and fire safety concerns, the College prohibits smoking in all buildings, offices, and indoor facilities of the College. The College requires that smoking occur no closer than 25 feet from a College building. Smoking is also not permitted in College vehicles. Students who are found to be smoking in the residence halls will be fined and may be referred to the Dean’s Office depending on past violations.

*Violations of any of the above policies will be fined and the item(s) will be removed immediately. The fines vary depending on the number of violations. Confiscated items will be donated to a local charity or discarded.*

**General Statement of On-Campus Student Housing Fire Safety Equipment**

*Each College dormitory contains a NOTIFIER fire alarm system that communicates directly to the Campus Safety and Security Department; the communicator is tested daily. Each college residence is equipped with a sprinkler system, hard-wired smoke detectors, battery-operated carbon monoxide detectors, emergency lights, exit signs, and fire extinguishers. Fire extinguishers are inspected every thirty days. Fire alarms are cleaned and tested by Fire Safety & Telecom technicians annually per National Fire Protection Association (NFPA) requirements.*

**On Campus Fire Drills**

Campus Safety and Security along with Safety and Environmental Compliance staff conduct two (2) scheduled drills during the academic year for every student residence building. The scheduled drills usually occur in September and April.

**Fire Safety Education and Training**

The Department of Safety and Environmental Compliance provides fire safety training to the Junior Advisors, which include smoke drills, and additional smoke drills may be scheduled throughout the academic year for first-year entries. Further information can be obtained by contacting the manager of Safety and Environmental Compliance, Facilities, 60 Latham Street, Williamstown, MA 01267 or by calling (413) 597-2406.
**Plans for Future Improvements in Fire Safety**

There is an ongoing renovation plan for residences that replaces and updates fire alarm systems; including the addition to sprinkler systems when necessary. The College has plans to replace older style alarm panels at several locations and to repair or replace fire escapes that were identified as needing work.

Annual Fire Safety Report January 1, 2017-December 31, 2017

During the 2017 calendar year, there was zero (0) fires reported on campus, resulting in zero property damage and no personal injuries.

The fire statistics for the last three calendar years are included in this publication.
<table>
<thead>
<tr>
<th>Student Dormitory</th>
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2017 Zero first to report at the Williams-Exeter Programme at Oxford
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2017 Zero first to report at the Williams-Mysic Campus
Williams maintains small campuses in Oxford, England and at Mystic Seaport in Mystic, Connecticut. Information on security issues at these satellite campuses can be obtained by writing the Director, Williams-Oxford Program, 1 Moreton Rd., Oxford OX2 7AX, England, or the Director, Maritime Studies Program, 50 Greenmanville Ave., Mystic, CT 06355.

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<th>Crimes Reported to Campus Safety &amp; Security at the Williams-Mystic Program</th>
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### Arrests On-Campus

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### Arrests On-Campus Student Housing Facilities

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### Arrests Non-Campus

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### Arrests Public Property

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### Hate Crimes Reported to Williams CSS by the Williams-Exeter Programme at Oxford

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<td>Motor Vehicle Theft</td>
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<td>2016</td>
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R = Rape, FF = Forcible Fondling, I = Incest, S = Statutory Rape
## Important Numbers

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</table>

## Additional Brochure Copies

Additional copies of this brochure are available at the Campus Safety & Security Office, Box 368 Williamstown, MA 01267, phone 413-597-4343; the Office of Admission, Box 478, Williamstown, MA 01267-0487, phone 413-597-2211; or the Human Resources Office (413-597-2681). The information in this brochure is updated and produced annually by the Campus Safety & Security Office. A link to the .pdf file of the brochure is also available on the Campus Safety and Security website at: [http://security.williams.edu/reporting/](http://security.williams.edu/reporting/)