Campus Crime and Security for Calendar Year 2013

Watkins College of Art, Design & Film provides information on campus crime and security in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), formerly known as the Crime Awareness and Campus Security Act. All incidents of security infractions are reported to designated staff members and, when appropriate, to local police. This report is updated annually by a joint effort of the Office of Facilities and the Office of Student Life.

Watkins College of Art, Design & Film sits on 13 acres in the MetroCenter area of Nashville, Tennessee. This urban neighborhood features many restaurants as well as a post office and city library directly across from campus. The campus borders a small city lake with a view of the Tennessee Titans training field and hosts an abundance of wildlife. The main academic building is a repurposed 60,000 sq ft multiplex cinema located at 2298 Rosa L. Parks Blvd. Residence halls are just behind the main academic building and accessible via footbridge from the student center. Hawkins and Turner Halls each feature 12 four-bedroom, two-bath apartments of roughly 1,200 sq ft each with a full kitchen, combination living and dining room, and laundry.

During 2013, Watkins leased additional off-campus apartments at 377 Athens Way, Nashville, TN 37228 (.5 miles from the main academic building).

CAMPUS SECURITY AUTHORITIES

The Director of Facilities, who is in charge of safety and security, has primary oversight of Watkins’ security policies and implementation. Additionally, Watkins contracts with an independent security firm to provide after-hours security officers. These officers are primarily for the protection of the students; they will intervene to prevent imminent danger but have no arrest authority.

All Watkins community members are encouraged to report suspicious activity, possible crimes, or concerns to the front desk which is staffed either by the Assistant Facilities Manager, a receptionist, or security personnel. These reports will be maintained as confidential to the extent that it is appropriate or possible. Additionally, all Watkins community members are encouraged to promptly report any suspicious activity or crimes to the Metropolitan Nashville Police Department at 615.862.8600 for non-emergencies. In an emergency, always call 911.

In addition to the dedicated security personnel, there are other individuals with significant responsibility for community safety by virtue of their job duties. These individuals include:

- Director of Student Life
- Director of Facilities
- Vice President for Academic Affairs
- Vice President for Finance and Operations

Alleged crimes or violations reported to these authorities are then reported to the Assistant Facilities Manager. It is possible that reports may originally be made to receptionists, resident advisors, and/or faculty advisors. However, those reports must immediately be passed on to someone on the list above.

The campus maintains 64 day/night security cameras that allow front desk security staff to monitor the academic building and the entrances to the residence halls. These cameras are monitored around the clock and images are kept for 14 days.
ACCESS TO CAMPUS

Access to the campus building during school hours is for students, faculty, and administration only. Friends or relatives are not permitted in the classrooms or studios while classes are in session; however, visiting parents may tour the school with their student. Students who are in the building for evening classes or who need to use equipment in classrooms outside of regular class times may be required to show a valid Watkins ID card and/or picture ID.

Keys to residence hall apartments and bedrooms are issued to residents upon check-in. Residents may not duplicate keys. If a key is lost or not returned when an apartment is vacated, the lock may be changed. Lost keys must be reported to the Housing Operations Manager immediately. Keys are not to be given to guests or visitors.

TIMELY WARNINGS

Watkins has a written timely warning policy available in the operations manual. Practice indicates that timely warnings would be issued for the following events:

- Weather events: notification is immediate and includes public address systems on campus, email to community, announcement to local news, text messages to residence hall thermostats, and broadcast telephone messages.
- Violent outbreaks on or around campus: notification is immediate and includes public address systems on campus, email to community, text messages sent to residence hall thermostats, and broadcast telephone messages.
- Fire, gas leaks: notification is immediate and includes the building fire alarm and public address systems on campus. Watkins practices fire drills once a semester.
- Un-apprehended suspects for violent crime in the surrounding area: notification is within 24 hours of receiving the information and includes emails to community, fliers on campus doors, and text messages sent to residence hall thermostats.
- In the case of a threat to public health, school authorities will make a determination about the most appropriate response. Students, staff and faculty will be notified by email.

Watkins is engaged in ongoing communication with local police, which provides ready knowledge of any other event requiring a timely warning to the Watkins community.

Different offices hold responsibility for the different methods of issuing timely warnings. The Vice President for Finance and Operations has final responsibility for ensuring the appropriate methods are used and is responsible for communicating with the local news. The Assistant Facilities Manager is responsible for the public address systems, emails to community, text messages sent to residence hall thermostats, and fliers. The Director of Student Life is also responsible for emails to community and fliers. The IT Director is also responsible for emails to community, public address systems, text alerts, and broadcast telephone messages.

In all cases, the determination is made in the following line of authority per the Operational Policies and Guidelines Manual:

- President and/or the Director of Facilities
- Vice President for Finance and Operations
- Vice President for Academic Affairs
- Vice President for Institutional Advancement
- Director of Student Life
- Assistant Facilities Manager
- Business Manager
- Other Administrative Officer
DAILY CRIME LOG

Watkins maintains a daily crime log at the front desk of reported incidents. This log contains a full description of any reported incident, including the nature of the incident, the date and time, the general location, and the persons involved to the extent that they can be identified. This log also notes whether local authorities were involved as well. Currently, the disposition of the complaint is not maintained as part of this record, though it is maintained as part of students’ disciplinary records, when applicable. The Assistant Facilities Manager is responsible for the maintenance of this log, which is updated as incidents are reported. It is available for the public to view upon request.

PREVENTION

Student orientation each semester promotes student safety, incorporated into parent panels and the Student Life session. The material communicated in those sessions mirrors that of the student handbook:

- The MetroCenter complex has its own mobile security force that patrols the area.
- In addition, the campus is patrolled by the Metro Police and college officials who have a positive working relationship with the patrolling Metro officers.
- Watkins has an internal and external electronic security system and surveillance system. When the system indicates a potential problem, a security company is automatically called and the company calls the Metro police.
- The front desk receptionist can assist students to their cars and provides other security services as needed.
- During late night hours, Watkins contracts an independent security company whose security officers patrol the parking lot, the main academic building, and the residence halls and also assist people to their cars.
- Security is further enhanced with parking lot lights and floodlights from the top of the building.

To further enhance security, Watkins College of Art, Design & Film officials have adopted the procedures listed below:

- Students, faculty, staff, and visitors must enter and leave the main academic building at the front doors where the reception desk is staffed by persons who monitor all those who come and go. At no time should anyone use the emergency exit doors unless there is an emergency, as these doors are alarmed. Other non-emergency doors besides the front doors may be used only in special, approved circumstances and only by designated college staff. For questions about disarming other doors, please see the front desk staff.
- No one should be in the main academic building after officially posted business hours unless he or she has special permission from the President or his or her official designee.
- Everyone must have an official Watkins parking sticker, which must be displayed appropriately on his or her automobile.
- In the evenings, everyone should avoid walking alone to a parked car.
- Everyone should walk with a companion or request a security officer escort. Students living on campus are also advised to do the same.
- Cars should be parked directly near buildings and should be locked at all times. Absolutely nothing of value should be left in plain view inside a car.
● Any suspicious activity or any person who does not appear to have reason to be at the college should be reported immediately to the security officer, front desk receptionist, or other appropriate college official.

● Every apparent crime should be reported immediately to the security officer, front desk receptionist, or other appropriate college official.

● It is advisable that blinds on the windows in the main academic building be closed in the evenings and should remain closed until the following morning. Students living in on-campus residence halls are also strongly encouraged to do the same.

● Due to liability issues, individuals should never utilize the lake property via any means of watercraft or swimming.

An officer from the North Precinct presents general safety workshops to residence life and facilities staff annually. One all-resident meeting is held each semester with on-campus residents to discuss safety procedures that are specific to the residence halls, including reporting to Resident Advisors, door safety, and residence halls policies and procedures. Additional communication and programming occurs as is deemed necessary by the Campus Security Committee.


CAMPUS POLICIES

All Watkins College of Art, Design & Film policies can be found in either the Student Handbook, College Catalog, or the Operational Policies and Guidelines Manual.

Alcohol and other drugs
Watkins strictly prohibits the use, sale, dispensing, possession, or manufacture of illegal drugs or alcoholic beverages in the workplace or while engaged in Watkins business. Doing so is inconsistent with the behavior expected of employees, subjects all employees and visitors to unacceptable safety risks, and undermines Watkins’ ability to operate effectively and efficiently.

Watkins College of Art, Design & Film prohibits the unlawful possession, use of or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities. Watkins will impose disciplinary sanctions, including expulsion and referral for prosecution under state and federal law. This policy on alcohol use is consistent with federal and state regulations that state that individuals under the age of 21 should not consume alcoholic beverages. The only places on campus where students 21 or older may routinely possess and consume alcoholic beverages are within the rooms and apartments of students who are of legal drinking age. Students found to be in possession of alcohol outside of the above are in violation of the alcohol policy and may be subject to disciplinary procedures. Specifically, underage students present in a residential room where alcohol is being consumed will be subject to disciplinary action, as will their hosts.

Watkins College of Art, Design & Film prohibits the manufacture, distribution, possession, or use of illegal drugs on the property of Watkins College of Art, Design & Film or when engaged in the performance of official Watkins business off-campus, is expressly prohibited. Such behavior is not only illegal; it also harms both the individual and the learning environment. Watkins students are responsible for knowing and complying with all applicable state and local laws that make it a crime to possess, sell, or manufacture those drugs considered to be controlled substances by the State of Tennessee. Violators of these laws are subject to both prosecution and punishment by civil authorities and to disciplinary proceedings by the college. Penalties to be imposed by the college may range from one-day suspension to expulsion.

Watkins, through a contracted partnership with AGAPE, a local counseling organization, provides access to counseling for many personal issues, including but not limited to alcohol and drug abuse. Students found responsible for violations of the alcohol or drug policies above may be referred to this agency as part of the disciplinary process, depending on the severity and situation of the violation. Additionally, drug counseling, rehabilitation, and assistance programs are available
through the Nashville Alcohol and Drug Council (available by telephone at 615.269.0029). Watkins provides mandatory alcohol abuse prevention each fall to all students via StudentSuccess online modules in partnership with the Bacchus Network.

**Missing Student Notification/Action Policy**

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Watkins College of Art, Design & Film to actively investigate any report of a missing student currently enrolled at the College.

Students have the option to provide an emergency person/number to be contacted if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger. This information should be provided on the Student Health Questionnaire upon matriculation or by contacting the Director of Student Life at any time during enrollment.

This information will only be available to authorized campus officials and law enforcement officers in furtherance of resolving the missing student’s investigation/emergency situation.

Anyone who believes that a student has gone missing should report his or her concern to a Residence Advisor or the Director of Student Life. The official receiving the report should:

1. Collect and document the name, campus address, physical description (including last known clothing), vehicle information and any contact information relative to the missing student.
2. The last time and location the missing student was seen.
3. The circumstances leading to the belief the student has gone missing.
4. Any friends, other locations, or changes in routine involving the missing student.
5. The name and contact information of the individual filing the report.

The official receiving the report will then contact the Director of Facilities, the Vice-President of Academic Affairs, and the President. An investigation will be initiated surrounding the circumstances that lead to the concern to determine the threat level to the involved missing student to include as necessary:

1. Initiating a search on campus for the missing student to include common areas, residence halls, parking areas for his/her vehicle, or other known areas frequented by him/her.
2. Attempting to contact the involved missing student directly through cell phones, room phones, or e-mail/social networking venues.
3. Contacting known associates of the missing student.
4. Checking the involved missing student’s room for information that might lead to his/her location.
5. Checking the involved missing student’s campus e-mail, phone, and cyberkey (if applicable) records for recent usage. Class schedules and instructors should also be consulted to determine the latest attendance.

6. Making contact with the involved missing student’s emergency contact number if the threat level determines it to be necessary and/or if the student has been missing for more than 24 hours. If the student is under the age of 18 and is not emancipated, the student’s parents/guardians must be notified. The Metro Nashville Police Department will be notified if the student is believed to be in potential danger and/or has been missing for more than 24 hours.

**Weapons**
Possession or use of firearms, explosives (including fireworks), dangerous chemicals or other dangerous weapons, or the brandishing of any weapon or any other object in a menacing or threatening manner is strictly prohibited. Weapons may be defined as any object or substance designed to inflict a wound, cause injury, or otherwise cause harm to individuals. Weapons may include, but are not limited to, all firearms, pellet guns, stun guns, paintball guns, slingshots, martial arts devices, switchblade knives, baseball bats and clubs. Weapons will be confiscated and the student in possession will be subject to disciplinary action and prosecution under state criminal codes.

Possession of or use of firearms or other dangerous weapons of any kind on the property of Watkins College of Art, Design & Film is prohibited. As prescribed by state law, signs are posted at prominent locations at the College stating the criminal penalties for violation of this prohibition. This policy does not apply to authorized law enforcement officers in the actual discharge of official duties. Absolutely no other exceptions are permitted except as authorized in writing by the President of the College.

The possession, ignition, or detonation of any object or article which could cause damage by fire or other means to persons or property, or any substances which could be considered to be and are used as fireworks, explosives, or pyrotechnics is prohibited. Any exceptions must be authorized in writing by the President of Watkins College of Art, Design & Film.

**Sex Offenses**
Watkins provides mandatory sexual assault prevention to all students via StudentSuccess online modules and live training provided by Student Life twice annually - or more often as deemed necessary.

Surviving a sexual assault or attempted sexual assault is challenging. The following suggestions and resources are available to anyone who may have been or who may be involved in a sexual assault, whether as a survivor, the friend of a survivor, or someone who otherwise has knowledge of an event.

- Go to a safe place.
- If you can, and if it will help, call someone to be with you so that you are not alone. This person may be a friend, family member, or Watkins faculty or staff. If you do not know who to call, the Director of Student Life can assist you 615.383.4848.
- You may also want to call AGAPE Counseling Services at 615.781.3000, the National Sexual Assault Hotline at 800.656.4673, or the Rape and Sexual Abuse Center at 615.259.9055 or 800.879.1999.
- Though it may be hard to resist, if you have any thought of reporting this crime, please do not take a bath or shower or otherwise clean yourself or your clothing. Do not douche, urinate, eat, drink, bathe, or change clothes so that evidence will be preserved.
- Seek immediate medical assistance to evaluate any risk of injuries, disease, or pregnancy. Medical evaluation may also provide evidence, should you decide to prosecute. In the Nashville metropolitan area, only Nashville General Hospital has the forensic capability to provide a rape exam that is admissible in court. Nashville General Hospital is located at 1818 Albion St., 615.341.4100. As always, if you are in immediate danger, please call 911.
- Reporting
• Please report any incident of sexual assault as soon as reasonable to the Director of Student Life.
• Please report any sexual assault to the Nashville Metro Police at 615.862.8600. This is the non-emergency number. If you are able to reach a phone while you still feel you are in danger, please call 911.
• Neither the involvement of the Director of Student Life nor a report to the Nashville Metro Police obligate you to prosecute. However, if evidence and your ability permit, we strongly encourage you to do so. The Director of Student Life will serve as your advocate in this process.
• Confidentiality
• Every attempt will be made to keep a survivor’s or third party’s identity confidential. Watkins cannot, however, guarantee complete confidentiality in a situation where a threat of substantial danger to any member of the community exists. Every effort will be made to prevent the sharing of any identifying information of the survivor or third party.
• AGAPE Counseling operates under different reporting requirements and may be able to provide fully confidential service.

Watkins personnel will work with both the survivor and the accused (if both are students of the College) to take reasonable steps to prevent unnecessary or unwanted contact. This may include changes in course enrollment/scheduling and living arrangements, to the extent that they are appropriate, desired, and available. If it is deemed in the best interest of the college community, a no-contact order between the parties may be put in place.

Procedures for disciplinary action for alleged sex offenses follow the same procedure as for any other disciplinary action, which requires a meeting with the Director of Student Life. Any student making a report to or called to meet with the Director of Student Life for a disciplinary offense is entitled to the same opportunities to have others present. Additionally, it is at the discretion of the Director of Student Life if the meetings with the accuser and accused are separate or concurrent. If separate meetings are deemed to be safer or more effective, that will be implemented. Finally, in any case of alleged violence or sex offense, all parties directly involved (accuser and accused) will be informed of the outcome of disciplinary proceedings and informed of the method and opportunity for an appeal.

Sanctions for all offenses, including sex offenses, are fully at the discretion of the Director of Student Life and may include but are not limited to:

• warnings
• fines
• reflection papers
• letters of apology
• mandated service
• change of residency (if living on campus)
• loss of privilege of on-campus residency
• loss of scholarship
• disciplinary probation
• disciplinary suspension
• disciplinary expulsion

While Watkins does not currently have mandated sanctioning guidelines, a student found responsible for sexual assault should expect no less than the loss of privilege of on-campus residency (if a resident) and disciplinary probation.
Off-Campus Events

College-sanctioned off-campus events are coordinated by a designated faculty or staff member, who bears responsibility for reporting any criminal activity back to a campus security official via the incident reporting system.

STATISTICS

On-Campus Housing Fire Statistics

Hawkins Hall

- 2009 - 0
- 2010 - 0
- 2011 - 0
- 2012 - 0
- 2013 - 0

Turner Hall

- 2009 – 1 Electrical fire in the wall; no injuries or deaths.
- 2010 – 0
- 2011 - 0
- 2012 – 0
- 2013 – 0

Residence Halls parking lot

- 2012 - 1 Fire was incidental, in dumpster. No damages, injuries, or deaths.

Crime Statistics

The Assistant Facilities Manager acquires annual crime statistics from the Metropolitan Nashville Police Department North Precinct which is responsible for the Watkins Campus and surrounding areas. This information is combined with our own crime log and included in the submitted to the online campus crime survey. The Assistant Facilities Manager reports these crime statistics to the Department of Education Annually, via the Department of Education Web site.

As required by the Clery Act, the most recent three years of data are presented below, arranged by type of offense and calendar (not academic) year.
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*Crimes counted as “on-campus” in any given year include the crimes counted in residence halls for that same year.

** If a crime is determined to be bias-related, a “hate crime,” that crime is reported in this category instead of above.

*** Students may be in violation of College policy without actually violating a law. Disciplinary actions reported here include only those violations that were, in addition to a violation of College policy, a violation of local, state, and/or federal law.