

Williams College

2023 Annual Security and Fire Safety Report (ASFSR) - Clery Report *For Calendar Year 2022*



Williams-Mystic Program

Annual Security and Fire Safety
Report (ASFSR)

Williams-Exeter Programme at Oxford

Annual Security and
Fire Safety Report (ASFSR)

Published October 2023

Williams College Annual Security and Fire Safety Report (ASFSR) 2022-2023

This report is prepared by Campus Safety Services, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act. This report includes education programs, safety practices, policy statements, and emergency response procedures for the 2022 calendar year as well as the Campus Crime Statistics for Calendar Years 2020, 2021, and 2022. Additionally, the report includes the Annual Fire Safety Report.

The publication is for current students, employees, and parents as well as prospective students and prospective employees. This report includes steps to prevent and respond to crime so that students, faculty, and staff can work together to maintain a safe community.

Campus Safety Services works collaboratively with campus community members in our collective efforts to continually enhance the safety of the campus environment and community. It is everyone's responsibility to keep Williams College a safe place, thereby affording opportunities for community members to work, live, study, and develop personally, professionally, intellectually and socially.

Non Campus Properties

All policy statements contained in this report apply to all campuses, Williams College in Williamstown, MA; Williams-Mystic, in Mystic, CT; and Williams-Exeter, at Oxford University in Oxford, UK; unless otherwise indicated. 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



Table of Contents

- Williams College campus
- Williams College-Exeter Programme
- Williams-Mystic
- COVID-19 Pandemic Planning
- CSS Introduction and Overview
- Relationship with local, state, and federal partners
- Agreements and MOUs
- Emergency Response Policies and Procedures
 - Emergency Response and Evacuation
- Keeping the Community Informed
 - Alerting the Community
 - Timely Warnings
 - Emergency Notifications
- Reporting
 - Procedures
 - Protection of Evidence
- Maintaining a Safe Community
- Campus Safety Services Resources and Crime Prevention Programs
- Security and Access to Campus Facilities
 - Residence Halls
 - Security Considerations Used in the Maintenance of Campus Facilities
 - Academic and Administrative Buildings
 - Construction Safety Planning
- Blue Light Emergency Phones
- Collecting, Compiling, and Reporting Crime Statistics
- Confidential Reporting
 - Pastoral Counselor
 - Professional Counselor
- Reporting Procedures
- Response to a Report
- Resources
 - On-Campus Resources
 - Confidential Resources
 - Off-Campus Resources
 - Important Phone Numbers
- Missing Student Notification
- Sex Offender Community Notification and Registry
- Programming
 - Awareness Programs
 - Bystander Intervention Programs
 - Ongoing Awareness and Prevention Campaigns
 - Primary Prevention Programs
 - Risk Reduction
- Violence Against Women Reauthorization Act of 2013
- Sexual Misconduct Procedures – Including Title IX Sexual Harassment Adjudication Process - Students
- Faculty and Staff Title IX Sexual Harassment Investigations and Adjudication Procedures
- Protection Orders Available in Massachusetts
 - Assistance for Victims: Rights and Options
 - Accommodations and Protective Measures Available for Victims
- No Contact Order (NCO) Protocol – Sexual Misconduct (Administrative On Campus Order)
- Confidential Resources Off-Campus
- Confidential Resources On-Campus
- On and Off Campus Services for Victims
- Responsible Employees
- Clery Reportable Crimes
- Crime Statistics
- Geography
- Maps
- Annual Fire Safety Report
 - Fire Log
 - Reporting a Fire on Campus
 - Procedure for Student Housing Evacuation
 - Fire Safety
 - Policies Related to Fire Safety
- Plans for Future Improvements
- Fire Statistics

Williams College Campus Safety Services 2020-2021 Annual Security and Fire Safety Report

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. A campus map may be accessed at <http://www.williams.edu/map/>

Enrollment: The Williams College community consists of about 4000 members, which included 2200 undergraduate students and graduate students who lived in college-owned, or otherwise controlled housing, and 1889 employees (faculty and staff combined) at the college.

Williams College - Exeter Programme at Oxford

Williams College Exeter Programme at Oxford is located at Oxford University in Oxford, England. The campus is separate from the main Oxford University campus with 4 residence halls and one academic building. Students also frequent the library.

Williams-Mystic

Williams-Mystic is located in Mystic Connecticut on the shore of the Mystic River . It consists of one academic building, the Mystic Seaport Complex, and several residence halls in the neighborhood of Mystic, Connecticut.

Pandemic follow up: In the aftermath of a worldwide pandemic, the College continued to comply with State and CDC recommendations as it opened the campus for in-person education and residential living 2020-2021 and 2021-2022 academic years. Plans were developed in coordination with the Massachusetts Department of Health in conjunction with the local Williamstown Board of Health, Centers for Disease Control (CDC), and public health experts. These plans also considered both a fully remote learning and a working model as well as a hybrid of in-person and remote learning and working model depending upon the curve and direction of the virus. It has never been more important for campus community members to follow sound safety practices, including rigorous adherence to established public health guidelines and mitigation compliance. Any changes to policies and procedures that would impact the Annual Security and Fire Safety Report (ASFSR) policy statements in response to the pandemic are noted within this document.

Campus Safety Services

Williams College Campus Safety Services is committed to delivering innovative exceptional service to the campus community, and beyond. We earn public trust through inclusive collaboration and care. Through professional development, self-discipline, and strong leadership we continually strive for excellence. We support the university's pursuit of research and academic success in an environment free of disruption. We hold ourselves accountable to this mission.

The primary goal of the Williams College Campus Safety Services Department is to protect life and property by providing safety services 24 hours per day, 7 days per week, and every day of

the year. The Campus Safety Services Department dispatch center is open and staffed 24 hours a day in the Hopkins Hall basement level. The phone number is (413) 597-4444.

The Department consists of an Interim Director, two (2) Associate Directors, four (4) Safety Patrol Supervisors, eleven (11) full-time Patrol Security Officers, one (1) part-time Security Officers, one (1) full-time Communication Supervisor, and five (5) full-time Dispatchers. Additionally, the department has a Security Systems Manager, a Departmental and Systems Assistant, a Clery Compliance Manager and Investigator, and a Community Engagement Coordinator. The Department also employs temporary staff to supplement patrol, dispatch, and special events and details. Occasionally, the College may hire private outside security personnel, who are restricted to Williams College owned and controlled property, when contracted by the College and do not carry weapons or have any powers of arrest.

Campus Safety Services also employs a contingent of student workers during the academic year who serve as safety monitors, as well as media and engagement support.

The Department is under the leadership of the Vice President of Finance and Operations and works in close collaboration with the Dean of the College. The Interim Director of Campus Safety Services reports to the Vice President of Finance and Operations. The Director of Emergency Management and Associate Director of Campus Safety, and the Associate Director of Clery Compliance and Safety Engagement all report to the Interim Director. All patrol staff report to the Associate Director of Campus Safety Services through shift supervisors. The Security Systems Manager, who oversees the access system and parking, also reports to the Associate Director of Campus Safety Services. The Community Engagement Coordinator, along with the Dispatch Supervisor, who oversees dispatch, report to the Associate Director of Clery Compliance and Safety Engagement.

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. Full time CSS officers complete the 40 hour University Security Officer Academy at St. Lawrence University. Officers also receive annual training on topics that are relevant to campus safety and security as well as any specialized training courses. 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).

Campus Safety Services staff perform basic security and patrol functions, enforce College policy, and assist local police authorities enforcing Massachusetts State Law and Federal Law.

CSS cooperates with and has strong working relationships with the Williamstown Police Department, the Berkshire County Sheriff's Office, the Massachusetts State Police, 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 relies on the WPD to investigate accidents, crimes, and for support with medical and mental health ambulance transportations to the hospital. WPD reports all non-campus criminal activity, involving students of Williams College in order that the Deans may take appropriate action.

Williams College does not have officially recognized student organizations that own or control housing facilities outside of the Williams College core campus. Therefore, local police are not used to monitor and record criminal activity since there are no Noncampus locations of student organizations.

CSS Training

The Director, and Associate Directors of Campus Safety Services are primarily responsible for coordinating intensive and continuing training for campus safety officers, dispatchers, and office staff. Training topics include:

- Massachusetts and Federal Law
- Title IX
- The Clery Act/ Campus Security Authority
- Domestic/Dating and Sexual Violence Prevention and Awareness
- Bias and Hate Crime Violence Awareness and Response
- Safety Assessments and Investigations
- Crisis Intervention and Critical Care Response
- Suicide Prevention and Response
- Trauma Informed Investigation
- Implicit Bias
- De-escalation
- Emergency and Critical Incident Response and Incident Command System
- Emergency Operations
- Emergency Medical Training
- Stop The Bleed
- All facets of the protection of persons and property

We hold annual in-service training sessions with other campus departments with guest speakers, various out-service classes or training/seminars and conferences, online training/webinars, in-house training through Human Resources, tabletop exercises, and other specialized training.

Relationship with Local, State and Federal Agencies

Campus Safety Services' Working Relationships With Local And State Law Enforcement Agencies

CSS maintains a close working relationship with the Williamstown Police Department, Massachusetts State Police, Berkshire County Sheriff's Department, the Berkshire County District Attorney's Office, the Pittsfield Police Department, Homeland Security Department, Federal Bureau of Investigations, and the Secret Service. Collaborative training sessions and meetings are occasionally held to review issues and incidents occurring within the local jurisdictions, as well as discussions for additional support at special events and functions. Campus Safety Services is comfortable with and capable of reaching out to these responsive law enforcement entities for support and assistance as it relates to the safety and security of the campus community.

Campus Safety Service officers and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus area and for incidents requiring joint communication and efforts.

Agreements or memorandums of understanding (MOUs) between agencies for the investigation of alleged criminal offenses

Written MOUs with Local Police

Williams College currently has a MOU with the Williamstown Police Department (WPD) for response to Sexual Assaults. The department does not have agreements or MOUs with any other law enforcement agency for the investigation of alleged criminal incidents or for any other reason.

Emergency Response Policies and Procedures

Emergency Response & Evacuation

The Williams College Emergency Action Plan (EAP) is a resource for Williams College personnel, administrators, students and guides Crisis Coordinators in assisting with information, guidelines for responding to a crisis. While the Plan does not cover every conceivable contingency situation, it supplies basic administrative guidelines for coping 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.

Report emergencies occurring on Williams College property, by calling Campus Safety Services at 413-597-4444.

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 College 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, impacted individuals will be directed to the best practical building option based on the number of individuals needing assistance. Depending on the time of year, the two primary relocation/evacuation centers are the Rink and Paresky Center. These buildings are equipped with generator back-up in the event of a major power outage on campus.

Emergencies change as they progress. Some questions to ask yourself are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your area immediately proceed to the nearest exit, and leave the building.

If you are the first to recognize a fire situation, activate the fire alarm as you leave the area, evacuate to a safe location using the nearest exit, and dial 9-1-1 to notify Emergency Services.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. If able assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform CSS or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

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. If the building can be occupied, CSS will notify evacuees that the building is clear for them to re-enter. If it is not, additional information will be provided to the community members.

Sheltering In Place: This means for you to select an interior room or rooms within your building, or ones with no or few windows and remain there until you receive an "all clear" message from CSS. This is a precaution to avoid dangerous incidents including but not limited to a tornado, hostile intruder, or hazardous material release outside. Check your phone, email, and the Williams College website homepage for guidance and updates during the emergency.

Keeping the Community Informed

Alerting the Community

Members of the community help Williams College to be a safer community when they immediately report crimes, emergencies, or threats to the health and safety of the Williams College community to the CSS Department. Information from these reports will be used by the CSS leadership team to determine and confirm an active emergency or dangerous situation as well as next steps in issuing a Timely Warning, Crime Alert, Crime Log entry, and annual statistical disclosure. CSS will also be assessing them to determine if a Mass Notification or a Timely Warning Notice is necessary for the community to keep themselves safe.

Timely Warnings (Crime Alerts)

Timely Warnings are issued when Clery crimes that occurred within the Williams College Clery Geography (on campus, public property, and non campus property) are reported to a campus security authority or local law enforcement and, in the judgment of the Emergency Management Director or Director of Campus Safety Services pose a serious or ongoing threat to the campus community. These are distributed to the entire Williams College community, typically through email or posting. In addition to Timely Warnings, the College may issue crime alert notifications via RAVE system delivery of texts or phone calls, that provide similar information, but are not Clery reportable crimes. Williams College typically issues Timely Warning or Crime Alerts for incidents of:

- Murder/Non-Negligent Manslaughter;
- Aggravated assault (these 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 community);
- Robbery;
- 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 Services);
- Major incidents of arson;
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another;
- Other Clery reportable crimes as determined necessary by the Director of Campus Safety Services, or their designee

The institution is not required to issue a Timely Warning with respect to crimes reported to pastoral or professional counselors.

To determine if a Timely Warning or Crime Alert will be issued, the Director of Campus Safety Services (CSS) and/or their designee, in consultation with the Associate Director of Campus Safety Services/Director of Emergency Management and the Chief Communications Officer partners on campus will take into consideration the facts surrounding the crime, including, but not limited to the nature of the crime, the serious or continuing threat to the campus community, and the possible risk of compromising law enforcement efforts.

The following partners are consulted in developing messages to the community:

- President of the College
- Dean of the College
- General Counsel
- Chief Communications Officer
- Associate Director of Campus Safety Services/Director of Emergency Management

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

A timely warning notice will typically include the following information, unless issuing any of this information would risk compromising law enforcement efforts or be revealing of a victimized individual:

- Date and time of the incident
- Name and title of staff first on scene and their supervisor as author(s) of report
- 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 and/or photos of the suspect
- Apparent connection to past incidents when applicable
- Campus Safety Services and Williamstown Police Department contact information
- Other information as deemed appropriate by the Director of CSS or their designee

The following positions may send Timely Warnings/Crime Alerts:

- President of the College
- Dean of the College
- Chief Communications Officer
- Chief Information Officer
- Senior Associate Dean of Students
- Director of Campus Safety Services
- Associate Director of Campus Safety Services

Timely Warnings					
System to use	Primary Message Creator	Backup Message Creator	Authority for approving and sending messages	Primary Message Sender	Backup Message Sender
Campus Wide Email Broadcast, RAVE, Instagram	Director of CSS or Designee	Associate Director of CSS or Designee	President of the College Dean of the College Chief Communications Officer Vice President of Finance and Operations, Treasurer Information Security Director Senior Associate Dean of Students Director of CSS or Designee Deputy Director of CSS Operations Associate Director of Campus Safety Services/Director of Emergency Management (when needed in consultation with local, state and federal agencies)	Director of CSS or Designee	Associate Director of CSS or Designee
Buildings/Bulletin Board Messages	Director of CSS or Designee	Associate Director of CSS or Designee	President of the College Dean of the College Chief Communications Officer Vice President of Finance and Operations, Treasurer Information Security Director Senior Associate Dean of Students Director of CSS or	Director of CSS or Designee	Associate Director of CSS or Designee Assistant Director of Campus Safety Services/Director of Emergency Management (when necessary in consultation with local, state and federal agencies)

			Designee Deputy Director of CSS Operations Associate Director of Campus Safety Services/Director of Emergency Management (when necessary in consultation with local, state and federal agencies)		
--	--	--	---	--	--

Emergency Notification

Emergency Notifications are issued by Williams College to the Williams College community immediately upon the confirmation of a significant emergency or dangerous situation occurring on campus that involves a confirmed immediate threat to the health or safety of students or employees. Upon confirmation by Campus Safety Services of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, Williams College Campus Safety Services, in consultation with the Chief Communications Officer, as well as local, state, and federal agencies, 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 would, in the professional judgment of the first responders, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Through individual responders' training and experience with emergency response, and the understanding of Williams College operations and capabilities, a determination of the seriousness of an incident on campus will be made and resources requested as needed to stabilize the incident.

The Director of Campus Safety Services or designee will determine the appropriate segment(s) of campus to receive the emergency notification first. This will be based on those that are in the immediate area of the dangerous situation.

The means of distributing that notice include the RAVE system (broadcast text message, a phone call, and/or email); the College website; an audible siren alarm system; public address system and bullhorns, fire/emergency alarm. In the event that some or all of the systems above are not available during an emergency, in-person communication or postering will be used to communicate emergency information.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

If there is an immediate threat to the health or safety of students or employees occurring on campus, Williams College will follow its Crisis Communication Plan to provide emergency notifications specific to the incident. Williams College, through its Chief Communication Officer will provide necessary updates to the community as needed.

Williams College Campus Safety Services staff is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders and/or the national weather center.

Testing of the Emergency Notification System

Each residential building's alarm and evacuation procedure is tested in (unannounced) drills twice a year. Academic and recreational building alarms are tested once per year. The outdoor siren is tested monthly.

Evacuation procedures are tested in tabletop drills at least one time per year. In the calendar year 2022, this was tested during two exercises. The first on June 14th and 16th, 2022 and again on November 7th and 8th, 2022.

All College community members should verify their personal contact information in Peoplesoft to receive emergency notifications.

Students verify this information by going to: <https://sarah.williams.edu/>.

Faculty and staff verify this information by going to: <https://ephr.williams.edu/>.

Instructions:

Log in using college username and password

Go to: Self-Service

Select: Personal Information

Select: Phone Numbers

Verify all numbers, especially "College Emergency Cell"

The larger community may receive information about emergencies at Williams by checking the website (when it is activated) or following local/national media. Parents of active students are automatically added to the RAVE system to receive messages in the event of large-scale emergencies affecting Williams College.

Williams College utilizes a tiered format regarding crisis communication outside the immediate campus. The focus of crisis communication is based on the type of incident, number of individuals impacted, and duration of event. Events are tiered as follows:

- On-Campus Notification Only
 - Inclement weather, short-term utility interruptions, isolated non-violent criminal activity, and on-campus road closures
- On-Campus & Impacted Student Parents
 - Dorm specific long-term utility interruption or isolated specific academic group concern.
- All-Williams Including Student Parents

- Hostile Threat/Active Shooter, long-term utility interruption, serious weather event that negatively impacts the college and the services provided to students, substantial criminal activity.

All communication relative to emergency incidents will be provided in order of life-saving priority. Faculty, Staff and Students will also be the priority to receive information specific to an incident, and then secondary communication will be provided to parents, and media outlets. This communication will be reviewed and approved before disseminating as to not impede any investigations or jeopardize the safety of any individuals.

The following partners are consulted in developing messages to the community:

- President of the College
- Dean of the College
- General Counsel
- Chief Communications Officer
- Director of Campus Safety Services
- Emergency Management Director

The following positions can send Timely Warnings, Crime Alerts, and Mass Notifications:

President of the College

Director of Campus Safety Services

Deputy Director of Campus Safety Services

Associate Director of Campus Safety Services/Director of Emergency Management

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

Emergency Notification					
System to use	Primary Message Creator	Backup Message Creator	Authority for approving and sending messages	Primary Message Sender	Backup Message Sender
Primary					
Text Message	Director of CSS	Chief Communications Officer	Chief Communications Officer Director of CSS Deputy Director of Operations for CSS Associate Director of CSS/Director of Emergency Management CSS Patrol Supervisors	Director of CSS	Chief Communications Officer

Emergency Mass Communication	Director of CSS	Chief Communications Officer	Chief Communications Officer/Designee Director of CSS Deputy Director of Operations for CSS Associate Director of CSS/Director of Emergency Management CSS Patrol Supervisors	Director of CSS	Chief Communications Officer
Secondary					
Outdoor Warning System	N/A	N/A	Director of CSS Deputy Director of Operations for CSS Associate Director of CSS/Director of Emergency Management	CSS Dispatcher	CSS Systems Manager
Campus Wide Email Broadcast (All User Email)	Director of CSS Chief Communications Officer/Designee	Chief Communications Officer	Chief Communications Officer Director of CSS Deputy Director of Operations for CSS Associate Director of CSS/Director of Emergency Management CSS Patrol Supervisors	Director of CSS	Chief Communications Officer
Website	Chief Communications Officer	Director of Web Strategy and Development	Chief Communications Officer	Chief Communications Officer	Director of Web Strategy and Development
Fire Alarm System (to communicate the need to evacuate the building)	N/A	N/A	CSS Staff Environmental Health and Safety Staff in consultation with local first responders.	CSS Staff	Environmental Health and Safety Staff

Emergency Preparedness Programming

In addition to testing the evacuation plans of the campus, Emergency Preparedness planning included the following:

Jan 20, 2022: Active Shooter Response Training Jewish Religious Center

February 1, 2022: Active Shooter Response Training Spencer Arts

February 18, 2022: Crisis Communication Meeting

February 24, 2022: First Responder Training

March 1, 2022: Active Shooter Response Training Jewish Religious Center

March 22, 2022: Senior Staff Emergency Management Threat Assessment Meeting

March 29, 2022: Emergency Operations Plan Meeting Facilities
May 20, 2022: Emergency Management Director Meeting Facilities
May 23 & 24, 2022: Stop the Bleed Training
May 31, 2022: Risk Assessment Children's Center
Aug 22, 2022: CPR Training
Aug 31, 2022: Narcan Training
Sept 13 & 21, 2022: Stop the Bleed
Sept 28, 2022: Emergency Communications Meeting
Oct 18, 2022: CPR
Nov 11, 2022: WCMA Active Shooter Meeting
Nov 7, 2022: Spencer Arts CPR
Nov 18, 2022: CPR College Relations
Nov 28: WCMA Site Assessment

2022 Ongoing Programs

Monthly Regional Emergency Management Planning
Quarterly Campus Emergency Management Training
Quarterly Massachusetts Emergency Management Meeting

2022 New Initiatives

Implementation of RAVE notification system
Installation of Stop The Bleed Kits
Purchase of Public Access AED
Narcan Training for CSS Staff
New Evacuation Center/Building Development

Reporting

Including Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Occurs

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.

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. 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 alcohol or drug use.

It is the victim's choice whether or not to make such a report and they have the right to deny notification to law enforcement. However, Campus Safety Services and Sexual Assault Services

Network will assist any victim notifying law enforcement if they desire to do that. Anyone that chooses not to report to local law enforcement will still receive all available support and may seek to work with confidential resources including Integrative Wellness Services, Chaplain's Office, Employee Assistance Program, or the Campus Safety Services Anonymous Tip Line.

Williams Exeter Programme at Oxford (WEPO) - All crimes that occur at WEPO or during WEPO sponsored trips should be reported to the local police and the staff assigned to the WEPO campus which includes:

- Dean of the College (not physically assigned to the campus)
- Faculty Director
- Director of Administration
- Night Porter

Williams-Mystic - All crimes that occur at Williams-Mystic or during a Williams-Mystic sponsored trip should be reported to the local police department and staff assigned to the Williams-Mystic campus which includes:

- Dean of the College (not physically assigned to the campus)
- Executive Director
- Deputy Director

To report a sexual assault, dating violence, domestic violence, stalking or other sexual misconduct to the College contact:

- Campus Safety Services at 413-597-4444 (for any member of the community)
- Title IX Coordinator Toya Camacho 413-597-3301 (for any member of the community)
- Deputy Title IX Coordinator Gretchen Long, 413-597- 2125 (for students on any campus)
- Deputy Title IX Coordinator Danielle Gonzalez, 413-597-3129 (for staff)
- Deputy Title IX Coordinator Safa Zaki 413-597-4351 (for faculty)

To report a sexual assault to the local police contact:

- 911
- Williamstown Police Department business line at 413-458-5733 (825 Simonds Road, Williamstown, MA)

The College will inform the Williamstown Police of the basic facts of the report 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.

Upon reporting incidents to the College, the following is offered to those involved:

- Options for resources and possible accommodations
- The College offers an internal process for community members that are accused of violating policies, procedures, or laws
- If the person victimized chooses to report to police, the College will help facilitate that reporting
 - Facilitation includes the option to be transported by College staff to the police department, the hospital, or to make a connection through phone or email

- If an individual chooses not to report the crime, they will still receive resources and support from the College.

Upon receipt of a report of a crime, the College will determine if there is an immediate or ongoing threat to the community. If there is an ongoing danger to health or safety, in accordance with federal law, the College is required to notify the community. This is done through one or more platforms such as email, SMS message, or phone call. The messages provide the general details of the incident (e.g., time, location, and type of assault) and a description of the assailant, if they have not already been identified. Identifying information about the survivor is never given in these all-campus alerts. Every effort is made to inform the survivor before the message is distributed.

Protection of Evidence

In addition to emotional support, anyone victimized should also take steps to preserve physical evidence in case it is later used in a legal case. Below are some considerations for preserving evidence:

Immediately following an assault:

- Do not shower, bathe, douche, change clothing
- Do not wash any clothing or materials that were part of the assault
- Do not smoke
- Immediately contact CSS or local law enforcement to properly collect any evidence
- Immediately seek medical attention
 - A Sexual Assault Nurse Examiner (SANE) specializes in sexual assault examinations. (No later than 5 days or 120 hours after assault)
 - They work in designated hospitals
 - Local: Berkshire Medical Center - 725 North Street, Pittsfield, MA
 - Collect forensic evidence
 - Provide physical examinations and options around Sexually Transmitted Infections and pregnancy
 - Toxicology Testing if you are concerned about the influence of drugs or alcohol (No later than 4 days or 96 hours after an assault)
 - The victim's name may be hidden until they are prepared to seek a court proceeding and use the results of the exam as evidence

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he/she/they nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Maintaining a Safe Community

Williams College and Williamstown are relatively safe communities; but no community is crime-free. Members of the Williams College Community must assume responsibility for their own personal safety and are encouraged to assist others. The following suggestions, presented by Campus Safety Services and International Association of Campus Law Enforcement Administrators (IACLEA), will help reduce the possibility of becoming a victim to certain crimes of opportunity:

- Immediately report all crimes and suspicious activity to CSS. Program the CSS phone number (413-597-4444) into your cell phone so that it is easily available in the event of an emergency on campus.
- If you choose to consume alcohol, limit the amount and understand the proper measurements of a single drink.
- Leave social functions that get too loud, over crowded, or that have people showing signs of heavy intoxication. Remember to call CSS or WPD for help at the first sign of trouble and for medical assistance.
- Empower yourself. Enroll in a self-defense course. CSS offers Rape Aggression Defense R.A.D. to students, staff, and faculty. Students receive PE credit for taking the class.
- Do not walk alone, especially at night. Walk with friends or classmates or use the Campus Safety Services Escort service.
- Press the button at all crosswalks. Stop, Look and Wave at vehicles to ensure they see you.
- Ride bicycles in a single file and be sure to wear a bicycle helmet.
- Never leave valuables (purses, wallets, phones, books, laptops, etc) unattended.
- Report all solicitors to CSS. IRS scams, donation requests, magazine subscriptions, spa packages and earn money now schemes are some of the common methods criminals use to take your money. Never provide a solicitor with your personal information, in person or on-line.
- Remove all valuables from vehicles, roll up the windows, lock the doors of the vehicle when you leave them. College parking lots and structures are common targets for thieves. 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 or respond to suspicious emails.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep your windows closed and locked when you are not at home. DO NOT PROP INTERIOR OR EXTERIOR DOORS. A propped open door is a perfect target for would-be thieves and allows them quick and easy access to your belongings.
- Carry only small amounts of cash with you.
- 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 413 597-4444 to report a stranger. Never prop exterior doors open, this gives would-be thieves easy access to our dorms.
- Protect your wheels. Lock up bicycles and motorcycles. CSS offers bicycle and motorcycle registration. 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.

- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value. CSS has an engraver that can be used for this purpose.
- When you are out jogging, please jog in a single file line and wear reflective clothing.
- Call CSS at 413 597-4444, 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 normal business hours (typically Monday through Friday, from 8:00 am to 4:30 pm, except holidays) at the Campus Safety Services office, located at 880 Main Street, Hopkins Hall Basement, Williamstown MA 01267
- 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 413 597-4444.

Campus Safety Services Resources and Crime Prevention Programs

In addition to the educational programs above, CSS provides crime prevention programming that empowers the community members to protect themselves from potential threats. This programming is under the direction of the crime prevention officer who was trained and certified by the National Crime Prevention Association (NCPA). Below is a list of prevention options that everyone is encouraged to utilize to support their own safety.

- Operation ID – engraving, recorded information including serial numbers for all valuable items. (continual program)
- RAD (Rape Aggression Defense) - CSS offers these self-defense classes each semester, and students receive PE credits for completing the class. Sign up through PeopleSoft/Athletics.
- Whistle defense – students and employees may request a whistle that may be used in an emergency situation to summon help. (continual program)
- Bicycle registration – CSS offers on-sight bicycle registration at the Paresky Student Center, Hopkins Hall, and at various locations. (continual program).
- House and entry talks – CSS staff conducts approximately 20 crime prevention talks to every first-year student during their “entry snacks” in the month of September and offers them to all upperclass students throughout the year.
- The Employee Safety Committee consists of staff across various departments. The goal of the committee is to identify potential risks and address safety issues including: 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 met 8 times during the 2022 calendar year.
- Safety Escort Services - A walking escort service is provided for all students, faculty, and staff. This service can be reached from dusk until 1:00 am by contacting the Student Escort Service at x4400 during the academic year. From 2am until dawn or outside of the academic year, contact CSS at x4444 for an escort.

- Telephones – telephone wiring is provided in all sleeping rooms. There are also emergency phones located next to every card reader, and a campus phone in a public area of each residential house or dormitory.
- Emergency Phones – There are 32 emergency blue light phones 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 on a weekly basis by student security monitors and twice a year during the Fall and Spring fire drills during the academic year.

Security and Access to Campus Facilities

Williams College Campus Safety Services (CSS) Officers respond to incidents that occur anywhere within the college's Clery Geography. They do this by monitoring security related matters on campus grounds via vehicle, bicycle, and foot patrols. They conduct regular interior and exterior checks of academic and administrative buildings as well as residential facilities.

Residence Halls

All student residence halls have restricted electronic access. Entry into the building requires an authorized Williams College ID. Access to residence halls is limited to students and necessary staff such as Facilities, Custodial, Residential Life, and CSS. Anyone that is issued a Williams College ID must show proof of their ID to an authority upon request.

Security Considerations Used 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 shrubs are trimmed away from walkways and buildings. Lights that are not working, malfunctioning door locks, and any other unsafe physical conditions should be reported to Facilities Management for service repairs. 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.

Academic and Administrative Buildings

During normal business hours, the Williams College academic and administrative buildings are generally open to all students, faculty, staff, and visitors of the College. Outside business hours, the buildings are locked with limited access permitted to those who need access to the space.

Construction Safety Planning

The Campus Safety Services Department is often consulted on security measures during construction and renovation capital project meetings, or various upgrades that occur on campus.

Blue Light Emergency Phones

Williams maintains a blue light emergency phone system. Below is the current location of each phone:



- Parking Garage - Upper West Side
- Parking Garage - Upper East Side
- Parking Garage - Middle East Side
- Parking Garage - Middle West Side
- Parking Garage - Lower East Side
- Parking Garage - Lower West Side
- Hockey Rink
- Thompson Chemistry
- Towne Field House - NW corner, behind Log
- Heating Plant
- Squash Cts/Plaza Level - Chandler Plaza
- Freshman Quad Gate on Williams Hall
- Childrens' Center - Circle by Main Door
- Lamb Field
- Weston Team Support Building
- Chapin Lot - Neat MP Drive
- Garfield Rear Pole Emergency Phone
- Garfield Front Pole Emergency Phone
- Tyler Drive
- AMT Drive
- CTD Lot Parking - Bottom of stairs to Mears
- Park St/Student Center
- Thompson Dorm Parking Lot
- Mission/Williams Walk - Near Williams Hall
- Cole Field House
- Poker Flats/Stetson Rd
- Haystack Monument
- Schapiro Emergency pole
- Weston Field Entrance Gargoyle Gate
- Schow Library - Facing Rice House
- Taconic Lot
- Paresky/President's house walk

Additional Emergency Phones (Not Blue Light)

- Elevator Lobby Area of Refuge phones
 - Bookstore fl 2 Elevator Lobby phone
 - Bookstore fl 3 Elevator Lobby phone
 - Garfield fl 2 Elevator Lobby
 - Schow Science Elevator Lobby Level 0
 - Schow Science Elevator Lobby Level 1
 - Schow Science Elevator Lobby Level 2
 - St. Anthony fl 2 S Elevator Lobby
 - St. Anthony fl 3 Elevator Lobby
 - S. Anthony fl 2 Elevator Lobby
 - WSC Level B Elevator Lobby
 - Wachenheim Level B1 Elevator Hall
 - Wachenheim Level 1 Elevator Hall

- Wachenheim Level 2 Elevator Hall
- Wachenheim Level 3 Elevator Hall

Collecting, Compiling and Reporting Crime Statistics

Who prepares the ASR and How is the ASR Prepared

The Campus Safety Services Department at Williams College annually prepares and publishes the Williams College Annual Security and Fire Safety Report (ASFSR) 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 (<https://www.williams.edu/css/reporting/>). For all questions regarding this report or to receive a printed copy contact: Theresa Dufresne in the Williams College Campus Safety & Services 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 and Campus Security Authorities (CSAs), who are required to report statistical data for crimes reported to them. CSAs (include but are not limited to coaches, faculty advisors to student groups, Deans, Student Life, and 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, which can be found at <https://www.williams.edu/css/anonymous-tip-line/>, is the institution’s mechanism for voluntary, confidential, reporting of crimes. Crimes reported on the anonymous tip line will be included in the Annual Security Report.

CONFIDENTIAL REPORTING

Williams College Campus Safety Services encourages anyone who is the victim or witness of any crime to promptly report the incident to the police.

A confidential report may be made to “Pastoral Counselors” and “Professional Counselors” who, when acting as such, are not considered to be a Campus Security Authorities for Clery Act purposes. They are not required to report statistical data. They are still required to report safety concerns under the law of their licensing. The Pastoral and Professional Counselors at Williams College are encouraged to inform persons being counseled of the procedures to report crimes to Campus Safety Services.

Below are the definitions of these positions.

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.

GENERAL REPORTING PROCEDURES

Accurate and Prompt Reporting

Crimes should be accurately and promptly reported to the Williams College Campus Safety Services or the Williamstown Police Department, when the victim of a crime elects to, or is unable to, make such a report. CSS can be reached by dialing 413-597-4444 or by using any outdoor emergency phone. The Williamstown Police Department can be reached by dialing 9-1-1 for emergency services and should be used in any life threatening situation, to report a crime in progress, or to report a fire.

Williams Exeter Programme at Oxford students should report to the local police and their on-site staff as well as the Dean of the College.

Williams Mystic students should report to local police and their on-site staff as well as the Dean of the College.

Reporting to Meet Disclosure Requirements

Members of the community are helpful when they immediately report crimes or emergencies to the Williams College Campus Safety Services for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary.

Response to a Report

CSS dispatchers monitor emergency and non-emergency telephone lines, radio broadcasts, and numerous computer-based alarm systems. Dispatchers are able to connect the community with campus resources for both emergency and non-emergency situations 24-hours per day and 365 days per year. Dispatchers also coordinate the response of external resources regarding police, fire, or emergency medical services.

CSS incident reports involving students are forwarded to the Dean of the College's Office for review for potential action, as appropriate. CSS will investigate a report when it is deemed appropriate, taking the victim's choice and the safety of the community into consideration. Additional information obtained via the investigation will also be forwarded to the Dean of the College if a student is involved, or Human Resources if a staff or faculty member is involved. If assistance is required from the Williamstown Police Department or the Williamstown Fire Department, CSS will contact the appropriate agency. CSS response will offer numerous resources according to the incident and individual's needs.

Resources

Below is a list of both on- and off-campus resources available to Williams College community members. Report all crimes to the Williams College Campus Safety Services Department. Crimes reported to off-campus resources are not necessarily reported to Campus Safety Services.

On-Campus Resources

Office (Who they support)	Phone Number and Hours
Campus Safety Services (All Williams campus community and non-campus community members)	413-597-4444 x 4444 24 hrs, 365 days
Deans' Office (Students only)	413-597-4171 x 4171 Business Hours (On-call through CSS Dispatch)
Human Resources (All Williams campus community members)	413-597- 2681 x 2681 Business Hours
Medical Services (Students only)	413-597-2206 x 2206 Business Hours by appointment
Rape and Sexual Assault Network (Students only)	413-597-4100 x 4100 Business Hours
Sexual Assault Survivors Network (Students only)	413-597-3000 24 hrs, 365 days

Confidential Resources

Office	Phone Number and Hours
Chaplain's Office (All Williams campus community members)	413-597-2483 x 2483 Business Hours
Integrative Wellbeing Services (Students only)	413-597-2353 x 2353 Academic Year Business Hours (On-call through CSS Dispatch)
Ombudsperson (Faculty and Staff only)	413-597-4360 Business Hours

Off Campus Resources

Business Name	Phone Number and Hours
Elizabeth Freeman Center	866-401-2425
The Network/La Red (LGBTQ+)	617-742-4911 or toll free 800-832-1901
Rape, Abuse, and Incest National Network (RAINN)	800-656-4673
Williamstown Police Department	9-1-1 (emergency) (24 hours/365 days) 413-458-5733 (non-emergency) (24 hours/365 days)

Important Phone Numbers

TOWN POLICE	911
AMBULANCE	911
FIRE	911
From a Cell Phone (all above services)	1-413-458-5646
Campus Safety Services (CSS)	597-4444
Escort Service	597-4400
Rape and Sexual Assault Network	597-4100
Integrated Wellbeing Services	597-2353
College Switchboard	597-3131
Health Services	597-2206
Sexual Assault Survivor Services (SASS)	597-3000
Town Police (non-emergency)	9-458-5733
Fire (non-emergency)	9-458-8113
Northern Berkshire Emergency Medical Services (NBEMS) (non-emergency)	9-664-6680
NBEMS Non-Emergent Medical Transport (NEMT)	9-458-9831

Missing Student Notification

Any official missing person report (student, faculty or staff) must be reported immediately to Campus Safety Services or to the Williamstown Police Department. If members of the Williams College community believe that a student has been missing for 24 hours, it is critical that they immediately report that information to Campus Safety Services by calling (413) 597-4444. For all missing students, who reside in an on-campus student housing facility, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Williams College 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. The Williamstown Police Department or the local law enforcement with jurisdiction will be provided with information to assist in identifying and locating the student.

To aid in locating a missing person, the College may check the electronic access used, talk to roommates or neighbors to determine the missing person's possible whereabouts, travel plans or state-of-mind. A student is determined to be missing when Campus Safety Services has verified that reported information is credible and circumstances warrant declaring the person missing.

Students may annually provide a confidential contact, other than their emergency contact, to be contacted in the event they are missing. The designation of an alternate contact to their emergency contact 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.

Students are advised that the confidential contact's information is maintained confidentially, and will only be accessible to authorized campus officials and will not be disclosed except in furtherance of a missing person's investigation. The confidential information may also be disclosed to local law enforcement (a "third party") in connection with a missing person's investigation.

If no one is identified, their emergency contact will be notified. In the event of a student who resides in on-campus student housing facility, is under 18 years of age, and not emancipated, Williams College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing. Any additional contact person designated by the student will also be notified within 24 hours of a student missing.

Sex Offender Community Notification and Registration

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).

Programming

During the 2022 academic year, Williams College offered approximately 56 crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault and intimate partner violence prevention are some examples of programs offered during the prior academic year. Williams College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as they are defined by the Clery Act.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved. All are advised to call Williams College Campus Safety Services to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 413-597-4444.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and staff that teach tools to maintain this security. Williams College programs are comprehensive, intentional, and integrated initiatives, strategies and campaigns intended to end and prevent dating violence, domestic violence, sexual assault, and stalking that;

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assess for value, effectiveness, or outcome and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Awareness Programs

- Community-wide or audience specific programs, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention

- 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 actions 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 could not 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 Services or law enforcement to intervene in a situation that might be dangerous or unsafe.

Ongoing Awareness and Prevention Campaigns

- Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence,

sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs

- Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Risk Reduction

- 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.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Try not to load yourself down with packages or bags as this can inhibit your mobility, access to your phone, or increase your appearance of vulnerability.
- Make sure your cell phone is with you and charged and that you have money for private or public transportation.
- Do not allow yourself to be isolated with someone you do not know or trust.
- Avoid putting music headsets or earbuds in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see suspicious activity, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you left your drink alone, just get a new one.
- Do not accept drinks from people you do not know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself.
- Do not drink from common open sources or containers of alcohol.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they consumed, or is acting out of character, get them to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests.

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

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

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

Safety Awareness and Prevention Education

The Campus Safety Services Department works alongside various partners on and off campus to provide the community with prevention and awareness of security issues through active and passive programming.

Safety talks were held for various groups across campus including student leaders and staff. Annoying and passive education was provided through:

- Flyers and pamphlets
- Educational displays in common areas
- Educational videos and articles around scams

Below is a list of education programs, publications, posters, and notices provided to the community during the 2022 calendar year.

1/3-1/27		Taught 2 sections of eight 90-minute classes about healthy relationships and consent using the Bachelorette and Bachelor TV franchise and other fiction, non-fiction, and podcast materials and discussion. Topics include intimacy, consent, healthy relationships, healthy conflict, and breakups
1/10/2022	4:30-6:00pm	Consent and substance use workshop for women's crew team: Topics include basics of consent, how substance use impacts ability to understand basics of consent, impact of gender norms on messaging about consent
1/11/2022	4:30-6:00pm	Consent and substance use workshop for women's track and field team
1/19/2022	11am-12pm	Visit to Peer Health winter study class: On- and off-campus support services, first response to sexual assault, making effective referrals
1/19/2022	4:30-6:00pm	Bystander Intervention Training for women's lacrosse team-why people do/don't intervene, power and positionality in interventions, spectrum of harm, 4 Ds of intervention (Distract, Delegate, Delay, Direct), scenario practice
2/7/2022	4:30-6:00pm	Bystander Intervention Training for women's soccer team
2/11/22, 2/14/22,	11am-1pm	Tabling with print resources and information on consent,

4/22/22		healthy relationships, bystander intervention, and on-campus support services
4/12/2022	4:30-6:00pm	Bystander Intervention Training for men's and women's squash teams
4/18/2022	4:30-6:00pm	Bystander Intervention Training for women's golf team
4/19/2022	4:30-6:00pm	Consent and substance use workshop for softball team
4/19/2022	6:00-7:30pm	Focus group about using data on preventing sexual violence to inform student group policy and bystander intervention
4/24/2022	1:30-3:30pm	Bystander Intervention Training for WOOLF orientation group leaders
4/27/2022	4:30-6:00pm	Bystander Intervention Training for nordic and alpine ski teams
4/28/2022	6-7:30pm	Take Back the Night
5/1/2022	1:00-3:00pm	Bystander Intervention Training for men's lacrosse team
5/3/2022	4:30-6:00pm	Bystander Intervention Training for men's soccer team
5/5/2022	4:30-6:00pm	Bystander Intervention Training for men's golf team
5/8/2022	4:30-6:00pm	Bystander Intervention Training for field hockey team
5/9/22, 5/10/22	1:10-2:25pm	Visit WGSS 101 classes. Topics include Title IX, institutional policy, on-campus resources, consent
5/24/2022	2-3:30pm	Bystander Intervention Training for Junior Advisors (first-year res life staff)
5/25/2022	2:30-4pm	Bystander Intervention Training for Where Am I? orientation group leaders
6/22/2022	10-11:30am	Bystander Intervention Training for Summer Humanities and Summer Science residential leaders
6/28/2022	3:30-4:30pm	Respecting boundaries training for Summer Humanities bridge program students
6/29/2022	3:30-4:30pm	Respecting boundaries training for Summer Science bridge program students
8/23/2022	3-3:45pm	Orientation for Williams-Mystic students: on- and off-campus resources, Title IX and Williams sexual misconduct policies, reporting and supportive accommodations, respecting boundaries
8/28/2022	9:30-11:30am	Entry culture and prevention for JAs: Training on how to use entry policies and norms to prevent intimate violence, foster consent and respect for boundaries
8/28/22, 8/29/22		Series of 90-minute workshops on respecting boundaries, consent and bystander intervention training for varsity football players
8/29/2022	9:15-11am	Training for JAs on recognizing and responding to intimate violence in entry settings, reporting obligations, on- and off-campus resources
8/29/2022	2-3pm	Orientation training for incoming transfer and

		non-traditional students on Title IX and intimate violence policies, on- and off-campus resources, how to make reports, and consent practices for living-learning communities
8/30/2022	2:30-4pm	Orientation program for all incoming first-year and transfer students on safer party spaces, preventing sexual and identity-based harassment in parties and social events, safer substance use, and basic bystander intervention
8/31/2022	1-2pm	Orientation program and breakout discussions for all incoming first-year and transfer students on consent, healthy relationships, boundaries, and basic bystander intervention, as well as on- and off-campus resources
9/1/2022	10-11:15am	Training for incoming TA/language fellow staff on appropriate boundaries with students, Title IX policy, and on- and off-campus resources
9/1/2022	3-4:30pm	Orientation training for art history incoming graduate students on Title IX and intimate violence policies, on- and off-campus resources, how to make reports, and consent practices for living-learning communities
9/6/2022	1:30-3pm	Training with varsity captains on prevention of sexual and domestic violence through positive team culture: policies, consent norms, and approaches to healthy team and social relationships
9/7/2022	2-3pm	Orientation training for Center for Development Economics incoming graduate students on Title IX and intimate violence policies, on- and off-campus resources, how to make reports, and consent practices for living-learning communities
9/29/2022	4:00-5:30pm	Bystander Intervention Training for men's hockey team
9/30/2022	11:30am-12:30pm	Awareness-raising walk: introduce off-campus domestic and sexual violence resource agency and raise awareness of services and how to access
10/3/2022	5:15-6:45pm	Healthy Femininity workshop for women's track and field: Topics include gender messaging around consent, hookup culture, and healthy relationships
10/17/2022	6:00-7:30pm	Sexual Geographies workshop for alpine and nordic ski teams: Topics include planning safer events, preventing sexual harassment and violence in team spaces, and team consent culture
10/23/2022	5:00-6:30pm	Respecting boundaries training for women's hockey team
10/24/2022	4:30-6:00pm	Bystander Intervention for men's cross country team
11/3/2022	4:00-5:30pm	Respecting boundaries training for men's track and field team
11/11/2022	4:00-5:30pm	Respecting boundaries training for NOVA (women's ultimate frisbee) team
11/14/2022	4:30-6:00pm	Bystander Intervention for volleyball team

11/28/22, 11/29/22	1:10-2:25pm	Visit WGSS 101 classes. Topics include Title IX, institutional policy, on-campus resources, consent
11/29/2022	4:30-6:00pm	Sexual Geographies workshop for men's crew team: Topics include planning safer events, preventing sexual harassment and violence in team spaces, and team consent culture
12/14/2022	10:30am-12pm	Bystander Intervention Training for staff of Office of College Relations
1/3-1/27		Taught 2 sections of eight 90-minute classes about healthy relationships and consent using the Bachelorette and Bachelor TV franchise and other fiction, non-fiction, and podcast materials and discussion. Topics include intimacy, consent, healthy relationships, healthy conflict, and breakups
1/10/2022	4:30-6:00pm	Consent and substance use workshop for women's crew team: Topics include basics of consent, how substance use impacts ability to understand basics of consent, impact of gender norms on messaging about consent
1/11/2022	4:30-6:00pm	Consent and substance use workshop for women's track and field team
1/19/2022	11am-12pm	Visit to Peer Health winter study class: On- and off-campus support services, first response to sexual assault, making effective referrals
1/19/2022	4:30-6:00pm	Bystander Intervention Training for women's lacrosse team-why people do/don't intervene, power and positionality in interventions, spectrum of harm, 4 Ds of intervention (Distract, Delegate, Delay, Direct), scenario practice
2/7/2022	4:30-6:00pm	Bystander Intervention Training for women's soccer team
2/11/22, 2/14/22, 4/22/22	11am-1pm	Tabling with print resources and information on consent, healthy relationships, bystander intervention, and on-campus support services
4/12/2022	4:30-6:00pm	Bystander Intervention Training for men's and women's squash teams
4/18/2022	4:30-6:00pm	Bystander Intervention Training for women's golf team
4/19/2022	4:30-6:00pm	Consent and substance use workshop for softball team

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY

THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Williams College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, as defined by the Clery Act, and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community. Sexual violence prevention work at Williams is complex, collaborative, and involves students, staff, faculty, and alumni in order to address the broad spectrum of causes.

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 recurrence. Toward that end, Williams College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

The term “sexual misconduct” includes sexual assault, sexual harassment, sexual exploitation, dating violence and domestic violence.

Sexual Misconduct Procedures Including Title IX Sexual Harassment Adjudication Process

1. Introduction

Williams College is committed to establishing and 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, domestic violence, and Title IX sexual harassment, all of which have more complete definitions, which can be found in the policy titled Defining Sexual Misconduct on the college’s Title IX website. These behaviors threaten our learning, living, and work environments and are prohibited.

The following procedures apply to all reports and complaints of sexual misconduct brought against Williams College students. (Policies involving complaints against faculty or staff can be found in the Resources for Employees section of the college’s Title IX website. These procedures provide information about resources, reporting options, and prompt and equitable resolution options and seek to reinforce the college’s commitment to preventing and responding to sexual misconduct. The college is committed to implementing these procedures in a manner that is consistent with applicable law and is fair, equitable, and humane for all participants.

In May 2020, the Department of Education issued new regulations governing schools’ response to certain types of sexual misconduct. Those regulations, which became effective August 14, 2020, require all colleges to use specific procedures to address allegations of what the Department calls sexual harassment and what the college calls “Title IX sexual harassment.” The procedures described below have been updated to incorporate these new Department of Education requirements.

The college also prohibits and has established procedures to address sexual discrimination that

does not involve sexual misconduct. These issues are addressed in the college's Non-Discrimination Policy and Discrimination Grievance Procedures.

2. Reporting Sexual Misconduct

All members of the Williams community are encouraged to report incidents of sexual misconduct, whether they themselves experienced the incident or whether they observed misconduct against another person.

There are several reasons why the college encourages reporting. First, 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 person who committed the sexual misconduct if they are a member of the college community. The police offer a way to pursue prosecution whether or not the accused person is a member of the Williams community. 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.

Reports may be made by email, phone, or in person. People reporting may provide as much or as little detail as they feel comfortable with. To report a sexual assault or other sexual misconduct to the college contact:

- Campus Safety Services at 413-597-4444
- Any Dean at the Dean of the College's office at 413-597-4261 or by email
- Title IX Coordinator, Toya Camacho by phone at 413-597-3301, by email to tcc2@williams.edu, or in person at Hopkins Hall Room 110
 - Deputy Title IX Coordinator, Gretchen Long by phone at 413-597-2044, by email to glong@williams.edu, or in person at Hopkins Hall Room 200

To report a sexual assault to the local police dial:

- 911
- Williamstown Police Department at 413 458 5733

The on-campus reporting option is not exclusive of other reporting options, such as reporting to the police, and both mechanisms may be employed concurrently or consecutively.

Students should be aware that most college employees have an obligation to report any sexual misconduct of which they become aware to the Title IX Coordinator. More information about confidential resources for students, including a list of college employees who are designated as confidential and generally do not have an obligation to report sexual misconduct can be found in the Confidentiality and Privacy section of the college's Title IX website.

After the college receives a report of sexual misconduct, the Title IX Coordinator or Deputy Title IX Coordinator (referred to collectively here as "a Title IX coordinator") will promptly contact the person who was reported as having experienced the sexual misconduct to discuss the availability of supportive measures and to explain the process for filing a formal complaint. Supportive measures, which are available regardless of whether a formal complaint is filed, are discussed in more detail in Section 4 below. If the person reporting is not the person who experienced the misconduct, a Title IX coordinator will usually also contact the person who made the report to determine whether that person would like to further discuss the information provided.

3. Filing a Formal Complaint

To initiate the college's investigation and adjudication process, or to pursue informal resolution, a formal complaint must be filed. Anyone (including current and former students, faculty, staff members, visitors, or alumni) who believes they have experienced sexual misconduct or harassment may file a formal complaint. Williams will investigate formal complaints of sexual misconduct against current students, faculty members, or staff and may investigate complaints against former students, faculty, or staff.

The person filing the formal complaint is called the complainant. The person who is alleged to have committed the sexual misconduct is called the respondent. The respondent is not presumed responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the process.

To initiate the process, the complainant must sign (digitally or physically) and submit a written document, called the "formal complaint," in paper or electronic format, to a Title IX coordinator. The formal complaint must contain sufficient information regarding the allegations of sexual misconduct to permit the respondent to understand the allegations and be able to adequately respond, and for the college to initiate an investigation. At a minimum, the formal complaint must indicate the name of the accused student or respondent, if known; the date or approximate date of the alleged misconduct; and a description of it, including the location, if known. Further, the formal complaint must indicate, to the best of the complainant's ability, the alleged form(s) of sexual misconduct, as detailed in the college's sexual misconduct policy, that the complainant alleges were committed. The formal complaint does not need to include every detail related to the allegations, however; additional information may be discovered during the investigation.

A Title IX coordinator will reach out to the complainant to request additional detail if the formal complaint includes insufficient information regarding the allegations to permit the respondent to understand the allegations being brought and adequately respond or the college to initiate an investigation. If the investigation reveals other related allegations of instances of sexual misconduct not otherwise detailed in the formal complaint, the complainant will have the opportunity to amend the formal complaint to include allegations of these additional related instances.

The college may consolidate multiple formal complaints in situations that arise out of the same facts or circumstances and involve more than one complainant, more than one respondent, or what amounts to counter-complaints by one party against the other. If there are multiple complainants and one respondent, the college may consolidate the formal complaints where the allegations of sexual misconduct arise out of the same facts or circumstances. The requirement for the same facts and circumstances means that the multiple complainants' allegations are so intertwined that their allegations directly relate to all the parties. The college may also choose to consolidate a formal complaint of sexual misconduct with an allegation that a party violated another portion of the college's code of conduct.

In select circumstances, a Title IX coordinator may sign a formal complaint and initiate an investigation and adjudication process without the participation of the person alleged to have experienced the sexual misconduct. In deciding that circumstances require an investigation, the Title IX coordinator may consider a variety of factors, including whether there is a pattern of alleged misconduct by a particular respondent, or whether the allegations involved significant physical injuries, assault or battery, threats of violence, use of weapons, or similar factors. The Title IX coordinator's decision to

sign a formal complaint generally will occur only after the Title IX coordinator has contacted the person alleged to have experienced the sexual misconduct to discuss the availability of supportive measures, considered their wishes with respect to supportive measures, and explained the process for filing a formal complaint. If a Title IX coordinator decides to sign a formal complaint themselves, the person alleged to have experienced sexual misconduct is invited but not required to participate in the investigation and adjudication process.

Other than a Title IX coordinator, no other third parties can file formal complaints, but they can report sexual misconduct as described above.

4. Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered to either party, as appropriate and reasonably available, before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are designed to restore or preserve equal access to the college's education program or activity without unreasonably burdening the other party. They include measures designed to protect the safety of all parties or the college's educational environment, or to deter sexual misconduct.

Supportive measures may include, for example, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. More information about the college's procedures for issuing and reviewing no-contact orders can be found [on the Title IX website](#). Williams will maintain as confidential any supportive measures provided to the complainant or respondent (including from the other party), to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. For example, confidentiality may be impossible when a no-contact order is appropriate and the respondent would need to know the identity of the complainant to comply with it, or campus safety and security is informed about the no-contact order in order to help enforce its terms. Either party may appeal the imposition of a supportive measure as it pertains to them by writing to the Dean of the College, whose decision is final.

Both complainants and respondents are encouraged to speak with a Title IX coordinator about the availability of supportive measures at any point in the resolution process.

5. Emergency removal

The college reserves the right to remove a respondent from campus or any part of the college's education program or activity on an emergency basis, if, following an individualized safety and risk analysis, it determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual misconduct justifies removal. This assessment ordinarily will be made by a group comprising the Title IX Coordinator, the Director of Sexual Assault Prevention and Response, the Associate Director for Clery Compliance and Training, and the Assistant Director for Violence Prevention. Any decision to remove a student on this basis may be appealed in writing to the Dean of the College, whose decision is final.

6. Notice of Alleged Violations

Before the investigation is initiated, a Title IX coordinator will provide the parties a notice of alleged violations for their review. The notice of alleged violations will list the policy violation(s) alleged

by the complainant that will be investigated and will include the following:

- A copy of these procedures.
- The allegations of sexual misconduct, including any potentially constituting sexual harassment as defined in the Title IX regulations, with sufficient details to the extent known at the time and with sufficient time to prepare before any initial interview. It is important to note that complete details might not emerge until the investigation process is underway.
- An explanation of the burden of proof and that respondent is not presumed responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- A request that the parties preserve any potentially relevant documents or other evidence in any format.
- An explanation that the parties may
 - have an advisor of their choice, who may be an attorney, and
 - may inspect and review evidence in cases involving allegations of Title IX sexual harassment.
- An explanation that the college prohibits knowingly making false statements or knowingly submitting false information during the grievance process, as described in Section 20 below.
- An explanation of the college's prohibition against retaliation.

At the time the notice of alleged violations is sent to the parties, each party will also be assigned a dean who can serve as a resource to students to help them manage their academic life at the college while they participate in the adjudication process.

Throughout the process, parties will be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings that they are invited or expected to attend, with sufficient time for the party to prepare to participate.

If, in the course of an investigation, the college decides to investigate allegations about the complainant or respondent that are not included in the initial notice to parties, a Title IX coordinator will provide notice of the additional allegations to the parties.

7. Informal Resolution

The college may establish alternative procedures for cases where the complainant and respondent are both interested in pursuing an informal resolution of the formal complaint and the college deems the matter to be appropriate for informal resolution. Informal resolution will never be available to resolve allegations that an employee engaged in sexual misconduct towards a student. Either party may reach out to a Title IX coordinator to learn more about any options available for informal resolution.

The college will never pressure any person to engage in informal resolution; that decision must be made voluntarily by both parties who would be asked to sign a written consent to participate. Any informal resolution procedure would give both parties the right to withdraw from the informal resolution and resume the standard adjudication process at any time prior to the conclusion of the informal resolution process.

8. Advisors

All parties have the right to be assisted by an advisor throughout the investigation and

adjudication process, including at any related meeting. An advisor may, but is not required to be, an attorney. Parties may choose to provide their own advisor, and if the party does not, the college will make an advisor available to the party at no charge. A party may have only one advisor present at meetings, interviews, and any hearing. A party may choose to proceed through the investigation phase without an advisor, but each party must have an advisor present for any hearing involving allegations of Title IX sexual harassment.

When choosing an advisor, parties should be mindful of the advisor's availability. While the college will make reasonable efforts to take into account the advisor's availability, the college will not allow the advisor's unavailability to unreasonably delay the process and will assign a replacement if necessary to ensure the process moves forward without undue delay.

The advisor can help guide the student through the process, and may accompany the party to any meeting with a college employee, any meeting with an investigator, and to the hearing, but does not function as the party's representative and does not participate directly in meetings or hearings related to investigation or adjudication, except for the purposes of questioning witnesses as is explained below.

Advisors must follow these procedures and the rules of decorum. They may consult with and advise the party they are assisting, but may not disrupt an investigatory meeting, and may not speak directly to the investigator. As discussed further below, at a Title IX sexual harassment hearing, an advisor may ask relevant questions of the other party and any witness, in accordance with these procedures and provided the advisor complies with the college's rules of decorum. Beyond their roles asking permitted questions and as an advisor to their party, advisors will not actively participate at the Title IX sexual harassment hearings.

9. Confidentiality / Information Sharing

College personnel will take reasonable steps to protect the privacy of persons and information. All parties, witnesses, and advisors should understand that disclosing information learned during the investigation may compromise the integrity of the investigation and could also be construed as retaliation prohibited by the college's code of conduct. In certain circumstances, it might even give rise to civil liability. For these reasons, the college expects that persons will not disclose or re-disclose information learned during the course of the investigation, and both the complainant and respondent will be asked to sign a simple agreement stating that they will not disclose information learned or documentation received during the adjudication process, except as may be required to be able to discuss the allegations under investigation or to gather and present relevant evidence. Witnesses and advisors may also be required to sign an agreement regarding confidentiality.

Persons are, of course, free to discuss their own personal experiences, and to gather information necessary or appropriate to prepare for their participation in the investigation and adjudication process. While the college will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence, the college prohibits conduct towards a witness that might constitute intimidation, retaliation, or "tampering" (for instance, by attempting to alter or prevent a witness's testimony).

10. Withdrawal of Formal Complaint

Prior to a hearing, the complainant may withdraw the formal complaint. Withdrawal of the formal complaint may end the process, but in some cases the college may move forward with the investigation

and formal complaint, even after the complainant withdraws it, in order to protect the interests and safety of the college community. The college will inform both parties in a timely manner of its decisions.

11. Acceptance of Responsibility

At any point in the process the respondent may choose to accept responsibility for the conduct alleged in the formal complaint. If the respondent does so, the process will likely proceed directly to a determination of the appropriate sanction. If both parties are interested in pursuing informal resolution following a respondent's acceptance of responsibility, that option may also be available to them, as discussed in Section 7.

12. Investigation Phase

A. Investigator.

A Title IX coordinator will designate an investigator to conduct an investigation of the alleged conduct. The designated investigator will have specific training and experience investigating allegations of sexual misconduct, including on how to determine issues of relevance, how to remain unbiased, the dynamics of sexual misconduct, the appropriate manner in which to receive and evaluate sensitive information, and the college's policies and procedures. A Title IX coordinator will oversee the investigation process.

B. Investigation Process.

The investigator will coordinate the gathering of information from the complainant, respondent, and other individuals or entities that may have relevant information regarding the allegations using any of the methods listed below. The investigator may share information and documentation considered relevant to the allegations with the complainant and respondent for their comment or rebuttal. Relevant information is information that may assist a hearing panel in determining whether it is more likely than not that the respondent is responsible for the behaviors alleged in the formal complaint.

C. Document/Records Review.

In addition to reviewing any documents submitted by the complainant and respondent, the investigator will determine whether to obtain other records or other information that may be relevant to the investigation, including, but not limited to documents, police records, electronic or other records of communications between the parties or witnesses, or records of other potentially relevant information. In seeking to obtain such evidence, the investigator will comply with applicable laws and Williams College policies. The investigator may visit sites or locations of potential relevance to the allegations in the formal complaint and record observations through written, photographic or other means.

D. Complainant and Respondent Interviews.

The investigator will take primary statements from the complainant and respondent and ask follow up questions. The investigator may want to speak with the complainant and respondent on more than one occasion during the course of the investigation. The statements of the parties will be audio recorded.

E. Witness Interviews.

The investigator will make a good faith effort to contact and interview any identified witnesses believed to have relevant information, including those persons no longer at the college or who may not have any affiliation with the college. The parties will have the opportunity to provide witness names to the investigator. The investigator may also interview any other individual believed to have relevant information. The investigator will inform each witness or other individuals interviewed that they are prohibited from retaliating against any participant in the process, including the complainant, respondent, and other witnesses. Final decisions about whom to talk to and what to ask will be made by the investigator, who may decline to interview witnesses whom the investigator believes have only irrelevant or cumulative information. The statements of witnesses will be audio recorded.

F. Experts.

The investigator may contact any expert the investigator determines is necessary to ascertain the facts related to the formal complaint or other information the investigator determines is necessary or helpful to assist a hearing panel in determining whether it is more likely than not that the respondent is responsible for the allegations in the formal complaint.

G. Mental and Physical Health Records.

The college will not require that students disclose medical and counseling records, which are privileged and confidential documents; such records cannot be shared with anyone other than the treating professional unless the patient voluntarily agrees to disclosure. Therefore, individuals should be aware that there are legal implications to agreeing to share privileged records in whole or in part. The production of partial records may lead to the waiver of privilege and the production of additional records. Individuals are encouraged to seek advice from a knowledgeable source about the possible consequences of releasing this type of information. A party who, after due consideration, believes that their own medical or counseling records would be helpful in determining whether sexual misconduct occurred may voluntarily decide to present their own medical or counseling records to the investigator by providing a signed, written consent to disclosure.

The investigator will review the records and will use discretion to determine what information, if any, is relevant to the adjudication of the formal complaint. As discussed in more detail below, parties should be aware that while only records deemed to be relevant to the resolution of the formal complaint will be included in the investigative report, in cases involving allegations of Title IX sexual harassment, all evidence that is directly related to the allegations will be made available to the other party for inspection and review. Please also note that if a party decides to produce such records, the records must be produced in their entirety. The production of excerpts or selected documents will not be considered, though the investigator may redact portions of such records that are not relevant before including them in the investigative report or not directly related to the allegations before making them available for inspection and review by the other party. A party who does not wish to provide substantive medical records may decide to voluntarily provide a verification of therapeutic or medical services to the investigator, confirming simply that such treatment occurred, but not providing any details regarding the treatment.

13. Report and Responses

A. Content.

The investigator will prepare an investigative report summarizing and analyzing the relevant information determined through the investigation and referencing any supporting documentation or statements. The investigative report may include: summaries of interviews with the complainant, respondent, third-party witnesses, experts, and any other individuals with relevant information; photographs of relevant sites or physical evidence; and electronic records and forensic evidence. The investigator may provide a summary of their impressions including context for the information. The investigator will not make a determination as to whether or not an alleged violation occurred; that decision is reserved for the hearing panel.

B. Distribution of Draft to Parties.

The complainant and the respondent will receive a copy of the draft investigative report, including all exhibits, and transcripts of all interviews with parties and other witnesses. In cases involving allegations of Title IX sexual harassment, the complainant and respondent will also have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint and not included in the investigator's report. The draft report and evidence will also be shared with each party's advisor.

The parties have 10 days from receipt of the draft report to submit a written response to the investigator, which the investigator will consider prior to completion of the investigative report. Parties may present arguments in disagreement with an investigator's determination about relevance, propose corrections, provide appropriate context, point out relevant evidence that seems to be missing, or identify additional witnesses that should be interviewed. The investigator has discretion to decide whether and if so how to incorporate the parties' requested changes, pursue additional evidence, or otherwise address the parties' submissions. Each party will be permitted to see the other party's written response after they have submitted their own.

C. Final Report and Responses.

The investigator will then create the final investigative report that fairly summarizes relevant evidence and, at least 14 days before the hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report for their review and written response.

Each party will be permitted to write a response to the final investigative report to be shared with the hearing panel and must provide any such response within 10 days of receiving the final report. The complainant and respondent will each be given a copy of the other's written response prior to the hearing but will not have an opportunity to provide any additional written response.

Parties' written responses will be provided to the hearing panel along with the investigative report. In cases involving allegations of Title IX sexual harassment, the investigative report, the parties' responses, and all directly related evidence will be sent to the hearing officer. Before presenting the responses to the other party and remaining panel members, the hearing officer will review them for any

irrelevant or impermissible material and either require that material be removed or redacted from the responses.

14. Determination of Hearing Process / Mandatory Dismissal of Title IX Complaints

If any part of the conduct alleged in the formal complaint or revealed in the investigation falls within the definition of Title IX sexual harassment described in the policy titled Defining Sexual Misconduct on the college's Title IX website, and the parties do not agree to resolve the matter informally, the college is required to hold a live hearing that permits parties' advisors to ask questions of the other party and all witnesses. In cases involving allegations of both Title IX sexual harassment and non-Title IX sexual harassment, the entire matter will proceed to a live hearing. The Title IX sexual harassment hearing process is described in detail in Section 15.

If the alleged conduct would not constitute sexual harassment as defined under Title IX even if proven, or the conduct did not occur in the college's education program or activity, did not occur against a person in the United States, or did not occur against a member of the Williams College community, then the formal complaint will be dismissed for purposes of Title IX and may instead be adjudicated using the procedures described in Section 16.

A Title IX coordinator will promptly send the parties simultaneous written notice of any Title IX dismissals, reason(s) therefore, and which hearing process will be used to adjudicate the formal complaint. Such written notice will be provided as soon as it is clear to the Title IX coordinator that the alleged conduct falls outside the jurisdiction of Title IX and no later than 2 days following receipt of the parties' final written responses to the investigative report. A Title IX coordinator's decision to dismiss a formal complaint for purposes of Title IX may be appealed under certain circumstances, as discussed in Section 17.

15. Title IX Sexual Harassment Hearing Process

A. Composition of Hearing Panel.

Hearings to decide formal complaints of sexual harassment as defined under Title IX shall be conducted by a hearing panel. The hearing panel is composed of three persons, at least two of whom are drawn from a pool of volunteer Williams College staff members. The third panel member will be a hearing officer appointed by a Title IX coordinator who will conduct the hearing and vote as a member of the hearing panel. All hearing panel members receive training as required under the Title IX regulations, including on the following topics: how to determine issues of relevance; how to remain unbiased in decision making; the dynamics of sexual misconduct; the factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive information; the manner of deliberation and the application of the preponderance of the evidence standard; and the college's policies and procedures.

Prior to issuing the notice of hearing described below, a Title IX coordinator will provide each party with the full list of potential college employee panelists. Each party will have 24 hours to identify anyone on the list whom they believe cannot be objective in serving on the panel and must provide a brief explanation for that belief.

B. Notice of Hearing.

A Title IX coordinator will issue a notice of hearing to the complainant and the respondent. The notice of hearing will identify the date, time, and place of the hearing and provide the names of the hearing panel members who have been chosen to serve on the panel for that particular matter. The notice of hearing will be sent at least 7 days prior to the hearing date unless the complainant and respondent agree to an earlier date. All witnesses will also be given advance written notice of the date, time, and location of and participants in the hearing. The hearing will be conducted by the use of videoconferencing technology enabling participants simultaneously to see and hear each other. If both parties request an in-person hearing, a Title IX coordinator may grant that request upon a finding that there is a compelling reason for doing so.

C. Pre-Hearing Procedures

1. Request to Reschedule Hearing.

Either party may request to reschedule the hearing. Requests to reschedule must come directly from the complainant or respondent, must be submitted to a Title IX coordinator as soon as possible and at least 4 business days prior to the scheduled start of the hearing, whenever possible, and must specify the reasons for the request. A Title IX coordinator will decide whether to grant such a request. The hearing officer and Title IX coordinators retain the discretion to reschedule the hearing at any time for good cause.

2. Request to Present Witnesses Not Included in Investigative Report.

All witnesses whose testimony is included in the investigative report will automatically be given notice of the hearing with a request that they attend. The college will attempt to schedule the hearing at a time when all witnesses are available, but the hearing officer retains discretion to proceed with the scheduled hearing if a witness is unavailable or to reschedule the hearing as appropriate in the circumstances.

If a party seeks to call a witness whose testimony was considered by the investigator but not included in the investigative report, such a request must be made to a Title IX coordinator at least 4 days before the scheduled hearing and must include the following:

- Name, e-mail address and phone number of witness the party would like to call;
- A brief description of the relevant information the witness is expected to provide at the hearing; and
- A summary of why the witness' presence is relevant to a decision on the formal complaint.

The hearing officer will determine whether the proposed witness has relevant information to offer at the hearing and will inform the party of their decision at least 48 hours before the scheduled start of the hearing.

If a party seeks to call a witness whose name was not previously given to the investigator, that party must make such a request to a Title IX coordinator as outlined above, and must also include in the request an explanation as to why the witness's name was not previously provided to the investigator. The hearing officer will permit such witnesses to testify at the hearing in rare cases where

the party making the request has only learned the identity of the witness or the relevance of the witness's testimony following completion of the investigative report. The hearing officer retains discretion to postpone the hearing in light of such newly discovered witness testimony and to ask the investigator to interview the witness and amend the investigative report as appropriate.

Both parties and the hearing panel will learn, prior to the hearing, the list of witnesses expected to appear. All parties and witnesses called to participate in a hearing are encouraged but cannot be compelled to participate.

3. Request to Present Evidence Not Included in Investigative Report.

If a party wishes to present documents or other evidence that was made available to the investigator but not included in the investigative report, the requesting party must submit such a request in writing to a Title IX coordinator no later than 4 days prior to the scheduled start of the hearing. Any such request must contain a list of documents or other evidence that includes, as to each document or other piece of evidence:

- Identification and description of the document or other evidence the party intends to present; and
- A summary of why the document or other evidence is relevant to making a decision on the formal complaint.

The hearing officer will determine if the additional documentation or other evidence is relevant, permitting its use at the hearing. If the additional documentation or evidence is approved, it will be shared with the parties and the hearing panel at least 48 hours prior to the hearing.

If a party seeks to present evidence at the hearing that was not previously made available to the investigator, that party must make such a request to a Title IX coordinator as outlined above, and must also include in the request an explanation as to why the specific piece of evidence was not previously provided to the investigator. The hearing officer will permit use of such evidence at the hearing in rare cases where the party making the request has only learned of the existence of the evidence or its relevance following completion of the investigative report. The hearing officer retains discretion to postpone the hearing in light of such newly discovered evidence and to ask the investigator to consider the newly discovered evidence and amend the investigative report as appropriate.

D. Hearing Requirements

1. Participants.

Those who may be present at the hearing are: the complainant, the respondent, each party's advisor, witnesses, the hearing officer, and the hearing panel. As determined by a Title IX coordinator, one or more college personnel may also be present as may be necessary to ensure the smooth functioning of the hearing. Witnesses will only be present at the hearing when they are being questioned. The complainant and respondent may be present throughout the proceedings. All people participating in the hearing remotely may be asked to sign a document or otherwise affirm to the hearing officer that no one else will be present with them or otherwise in communication with them

during the hearing.

2. Attendance.

If a party or any witness fails to attend a hearing, the hearing may be held in their absence, or it may be delayed as may be reasonably necessary to secure their participation. The decision whether to proceed or postpone the hearing will be made by the hearing officer in consultation with a Title IX coordinator.¹

3. Standard of Evidence.

The hearing panel will determine the respondent's responsibility by a preponderance of the evidence standard, which is whether the evidence supports a finding that it is "more likely than not" that the respondent is responsible for the alleged violation(s).

4. Relevance.

Only relevant testimony and other evidence may be presented to the hearing panel and considered by the panel in making a determination of responsibility. Evidence is relevant if it tends to make a fact of consequence more or less likely to be true than it would be without the evidence. For purposes of clarity, the following information is deemed not relevant:

- information protected by a legally recognized privilege, unless the privilege has been waived;
- evidence about a complainant's prior sexual history, except as set forth below; and
- any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

Questions and evidence about the complainant's prior sexual behavior or sexual predisposition are not relevant except in two narrow scenarios: (1) when evidence of prior sexual behavior is offered to prove that someone other than the respondent committed the misconduct in question and (2) when the sexual history evidence concerns specific sexual incidents with the respondent and is offered to prove consent.

Relevance determinations related to a respondent's prior sexual history will be made on a case by case basis. In the case of either party, the hearing officer may direct the hearing panel to give less weight to evidence about that party's prior sexual history when determining whether it is more likely than not that the respondent is responsible for the allegations in the formal complaint.

¹ The following language was removed from these procedures in accordance with the court's decision in *Victim Rights Law Center et al. v. Cardona et al.*, 1:20-cv-11104-WGY (D. Mass. Aug. 10, 2021): "If a party or witness chooses not to participate in the hearing and make themselves available for cross-examination, the hearing panel cannot rely on that person's prior oral or written statements in reaching its decision about responsibility."

5. Recording Proceedings.

The college will make an audio or audiovisual recording of the hearing and will make it available:

to the parties for inspection and review, for reference by the hearing panel or hearing officer during deliberations, and for review by the Vice President for Institutional Diversity, Equity and Inclusion during any appeal. The hearing panel's deliberations are not recorded.

E. Conducting the Hearing

1. Call to Order.

The hearing officer will call the hearing to order. The hearing officer will describe the hearing process and provide an opportunity for the parties and their advisors to ask procedural questions. The hearing officer will ask everyone to state their name and identify their role in the hearing.

2. Confidentiality.

The hearing officer will inform parties that the proceedings are confidential as required under the Family Educational Rights and Privacy Act (FERPA) and that information received at the hearing should not be shared outside the hearing room except as allowed by FERPA or other applicable law. The hearing officer will repeat a brief overview of the process and discussion of confidentiality for each witness at the start of their testimony.

3. Questioning.

The hearing will then proceed directly to questioning. Questioning at the live hearing will be conducted directly, orally, and in real time by the hearing officer, hearing panel, or a party's advisor and never by a party personally. As discussed in Section 8, if a party does not have an advisor, the college will provide an advisor to ask questions on that party's behalf. Only relevant, noncumulative questions may be asked of a party or witness.

Before a complainant, respondent, or witness answers a question, the hearing officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Neither parties nor their advisors will be given an opportunity to challenge the hearing officer's relevance determinations during the hearing.

The advisor for each party may ask questions of any other party or witness but may not ask questions of their own party. The hearing officer will determine the order in which parties and witnesses are questioned. In the case of non-party witnesses, as between the parties' advisors, the advisor for the complainant will be given the opportunity to ask questions first, followed by the advisor for the respondent. The hearing officer and hearing panel may ask questions of any witness at any time.

Questioning must adhere to the college's [rules of decorum](#) at all times and failure to do so may, at the hearing officer's discretion, result in an advisor being barred from further participation in the hearing.

The hearing panel cannot draw an inference regarding the respondent's responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination questions. If a party chooses not to participate in a hearing, their advisor may still participate for purposes of asking questions of the other party and witnesses. If a party's advisor also chooses not to

participate, the college will appoint an advisor for the purpose of asking such questions.

4. Recall of Witnesses.

The hearing panel reserves the right to ask the hearing officer to recall any party or witness during the hearing process for further questions and to seek additional information necessary to make a decision.

5. Discretion of the Hearing Officer.

The hearing officer retains discretion to alter, at any time, the order of the hearing process or to call for a break during the course of the proceeding. A party may ask the hearing officer for a break at any point in the hearing, which request will be granted at the hearing officer's discretion. Parties may seek support from someone not participating in the hearing during any permitted break.

6. Dismissal.

At the conclusion of all questioning, the hearing officer will conclude the hearing and dismiss all parties.

F. Deliberation, Finding of Responsibility, and Determination of Sanctions.

1. Deliberation and Finding of Responsibility.

The hearing panel will deliberate and make a decision regarding responsibility. All three panel members have equal voting power, and two votes are required for a finding of responsibility. The panel's finding will be communicated simultaneously to the parties in writing.

2. Statements of the Parties.

If the hearing panel's finding is that the respondent is responsible for some or all of the conduct described in the formal complaint, the complainant and respondent will each have the opportunity to briefly address the hearing panel, either in person, by phone or video conference call, or in writing, before the sanction is determined. Any such presentation is optional and would not be made in the presence of the other party. This opportunity is not one in which the facts of the case are discussed or questions are asked by the panel. Rather, it is an opportunity for both parties to present directly to the hearing 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.

² The following language was removed from these procedures in accordance with the court's decision in *Victim Rights Law Center et al. v. Cardona et al.*, 1:20-cv-11104-WGY (D. Mass. Aug. 10, 2021): "If a party or witness does not make themselves available for cross-examination at the live hearing, the hearing panel may not rely on any statement of that party or witness in reaching a determination regarding responsibility."

3. Determination of Sanctions.

The hearing panel will then reach a decision about the appropriate sanction(s) by majority vote. The Dean of the College or designee will provide the panel with violation precedence and a student conduct history if applicable. In determining the appropriate sanction(s), the hearing panel may consider a number of factors including: the harm suffered by the complainant; any ongoing risk to either the complainant or the community posed by the respondent; the impact of the violation(s) on the community, its members or its property; any previous conduct violations; any mitigating or aggravating circumstances; and the information contained in any impact statements submitted by the parties. 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.

4. Written Decision.

The hearing panel will issue a written decision explaining the finding of responsibility and determination of any sanctions. The written decision will include the following:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the college's education program or activity will be provided by the college to the complainant; and
- The procedures and permissible bases for the complainant and respondent to appeal.

5. Notice of Outcome.

A Title IX officer will simultaneously distribute the written decision to the respondent and the complainant. Neither the complainant nor the respondent is prohibited from disclosing the outcome of the hearing, but the hearing panel's written decision is subject to the non-disclosure agreement signed by the parties.

16. Non-Title IX Hearings

A. Nature of Proceedings.

In cases where the sexual misconduct at issues does not fall within the definition of Title IX sexual harassment, did not occur in a college program or activity, or did not occur within the United States, the matter will be decided by a hearing panel of 3 staff members without a live hearing. 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.

B. Appointment of Panel.

For each case, the panel will be appointed by a Title IX coordinator. The panel will consist of three staff people who are trained to hear cases of sexual misconduct. 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 a Title IX coordinator.

C. Panel Review of Evidence.

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 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.

D. Panel Deliberation; Statements of the Parties.

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. If the panel determines that there has been a violation, the complainant and respondent will each have the opportunity to briefly address the panel, either in person, by phone, video conference, 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.

E. Notice of Outcome.

The panel then determines a sanction. The decision and the sanction are communicated to both parties simultaneously and in writing by a Title IX coordinator.

17. Appeals**A. Request & Timeline.**

Both parties have the right to request an appeal of the decision made by the hearing panel or any decision to dismiss a formal complaint or any allegations therein. The parties have 15 days following the receipt of the written decision to request an appeal. Requests for appeal, with reasons, should be sent in writing within the 15-day time limit to the Vice President for Institutional Diversity, Equity and Inclusion.

B. Grounds for Appeal.

The right of appeal is limited to the following grounds: (a) a procedural irregularity that affected the outcome of the matter, (b) newly discovered evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter (deliberate omission of information by the appealing party in the original investigation is not grounds for appeal); and (c) the fact that a Title IX coordinator, investigator(s), hearing officer, or other member of the hearing panel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

C. Procedures on Appeal.

All parties will be notified of any written request for an appeal, and will have a 15-day period to submit a written statement in support of, or challenging, the outcome. 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 a Title IX coordinator describing whom they wish to have interviewed and on what topic. (2) The Title IX coordinator or 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. (4) In cases involving allegations of Title IX sexual harassment, a live hearing will be reconvened to allow the witness to be cross-examined. The appeal process will be suspended until the completion of these steps.

If the appeal is granted, its disposition is determined by the Vice President for Institutional Diversity, Equity and Inclusion, who may affirm the decision of the panel, may return it to the original panel or may summon a new panel, and who may task those panels with reviewing the decision either in whole or in part. The Vice President for Institutional Diversity, Equity, and Inclusion will endeavor to make this initial decision within three weeks of receiving the parties' written statements. A decision by the Vice President for Institutional Diversity, Equity and Inclusion to affirm the original panel's decision shall be final.

Review by a panel after referral from the Vice President for Institutional Diversity, Equity and Inclusion may result in a change in the decision as to whether or not a violation occurred, or may result in an increase in sanction, a decrease in sanction, or no change in sanction. If the decision of the reviewing panel is to affirm the original decisions as to violation and as to sanction, that decision shall be final. If the decision of the reviewing panel is to change the original decision either as to violation or as to sanction, the reviewing panel's decision shall be subject to appeal in accordance with the foregoing procedures. The results of any such second appeal process shall be final and not subject to further appeal.

The results of any appeal and the rationale for the result will be communicated simultaneously and in writing to the complainant and the respondent by a Title IX coordinator.

18. Time Frame for Adjudication

The college endeavors to conclude the adjudication process for all formal complaints of sexual misconduct within 90-120 days. This timeframe balances the desire for prompt resolution and finality for all parties with the need to conduct a thorough and fair process. Any of the deadlines contained in these procedures may be extended by the college on its own or at the request of a party. No delay or extension shall be made except for good cause and each such decision will be communicated in writing to the complainant and respondent along with the reason for the college's decision. Decisions not to grant an extension will be communicated to the requesting party in writing.

19. Retaliation

A. Prohibition.

Retaliation of any kind against the person who reports sexual misconduct or against any person who participates or chooses not to participate in the adjudication process is strictly prohibited. Any retaliation will be treated as a new and additional violation of the code of conduct.

B. Forms of Retaliation.

Retaliation is harmful action taken against someone who has made a report, filed a formal complaint, provided testimony, assisted, or in some other way participated or chosen not to participate in any manner in a disciplinary investigation or process. Retaliation could also include actions taken against someone who has intervened as a bystander to stop or attempt to stop misconduct.

Retaliation can include intimidating, threatening, coercing, or discriminating against an individual because of their participation or failure to participate in a disciplinary process, or because they opposed behavior that was a violation of the college's code of conduct. Retaliation may also include bringing charges against someone for code of conduct violations that arise out of the same facts or circumstances as a report or formal complaint of sexual misconduct, such as for drug or alcohol use.

If the actions directed at that individual would deter a reasonable person in the same circumstances from reporting misconduct, participating in a disciplinary process, or opposing behavior in violation of the college's code of conduct, it is deemed retaliatory.

20. False Statements and Information

It is a violation of the college's code of conduct to knowingly make a false statement or otherwise knowingly provide false information in connection with a report, investigation, or adjudication of sexual misconduct under this policy. This prohibition against providing false information or statements does not apply to information or statements that are provided in good faith but ultimately found not to be substantiated. Students who violate this prohibition may be subject to discipline, and the college reserves the right to handle such an allegation within this sexual misconduct policy or as a separate matter pursuant to the college's student conduct procedures.

21. Recordkeeping

The college will maintain the following records for 7 Years:

- Each sexual harassment investigation including any determination regarding responsibility;
- Audio or audiovisual recordings or transcripts of the hearing;
- Any disciplinary sanctions imposed on the respondent;
- Documentation of any supportive measures or other remedies provided to the complainant designed to restore or preserve equal access to the college's education program or activity;
- Any appeal and the result;
- Any informal resolution and the result therefrom;

- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

In cases where the final disposition of a disciplinary case is expulsion, the Dean of the College retains student discipline records indefinitely.

Faculty and Staff Title IX Sexual Harassment Investigation and Adjudication Procedures

Introduction

The following procedures apply to all complaints of sexual harassment as defined under federal Title IX regulations that involve faculty or staff respondents. Policies for complaints that involve only students can be found here <https://titleix.williams.edu/policies/>.

The College also prohibits and has established procedures to address claims of sexual discrimination that does not meet the definition of harassment under Title IX. Those policies and procedures can be found in the Faculty Handbook in Section VII, Appendix A.

If a complaint alleges conduct that constitutes sexual harassment under Title IX, the following practices and procedures shall apply:

1. After the college receives a report of Title IX sexual harassment, the Title IX Coordinator or the applicable Deputy Title IX Coordinator (referred to collectively here as “a Title IX coordinator”) will promptly contact the person who was reported as having experienced the sexual harassment to discuss the availability of supportive measures and to explain the process for filing a formal complaint.
2. Supportive measures, which are available regardless of whether a formal complaint is filed, are non-disciplinary, non-punitive individualized services offered to either party, as appropriate and reasonably available, before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are designed to restore or preserve equal access to the college’s education program or activity without unreasonably burdening the other party. They include measures designed to protect the safety of all parties or the college’s educational environment, or deter sexual harassment. Supportive measures may include counseling, modifications of work schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence (which may be paid or unpaid), increased security and monitoring of certain areas of the campus, and other similar measures. Williams will maintain as confidential any supportive measures provided to the complainant or respondent (including from the other party), to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. Both complainants and respondents are encouraged to speak with a Title IX coordinator about the availability of supportive measures at any point in the resolution process.
3. To initiate the process, the complainant must sign (digitally or physically) and submit a written document, called the “complaint,” in paper or electronic format, to a Title IX coordinator. The complaint must contain sufficient information regarding the allegations of sexual harassment to permit the respondent to understand the allegations and be able to adequately respond, and for the College to initiate an investigation, including:
 - a. the name of the respondent, if known;

- b. the date or approximate date of the alleged misconduct; and
 - c. a description of it, including the location.
- 4. If the investigation reveals other related allegations of instances of sexual misconduct or harassment not otherwise detailed in the complaint, the complainant will have the opportunity to amend the complaint to include allegations of these additional related instances.
- 5. The college may consolidate multiple complaints in situations that arise out of the same facts or circumstances and involve more than one complainant, more than one respondent, or what amount to counter-complaints by one party against the other. If there are multiple complainants and one respondent, the college may consolidate the complaints where the allegations of sexual harassment arise out of the same facts or circumstances. The requirement for the same facts and circumstances means that the multiple complainants' allegations are so intertwined that their allegations directly relate to all the parties.
- 6. In select circumstances, a Title IX coordinator may sign a formal complaint and initiate an investigation and adjudication process without the participation of the person alleged to have experienced the sexual harassment. In deciding that circumstances require an investigation, the Title IX coordinator may consider a variety of factors, including whether there is a pattern of alleged harassment by a particular respondent, or whether the allegations involved significant physical injuries, assault or battery, threats of violence, use of weapons, or similar factors. If a Title IX coordinator decides to sign a formal complaint themselves, the person alleged to have experienced sexual misconduct is invited but not required to participate in the investigation and adjudication process.
- 7. Other than a Title IX coordinator, no other third parties can file formal complaints, but they can report sexual harassment as described above.
- 8. Administrative leave / Other disciplinary action. Nothing in this policy limits the college's ability to put a party on paid or unpaid administrative leave pending the completion of this process, or take any other action, provided the college complies with the policies and procedures set forth in Section II-W of the Faculty Handbook for faculty or the Workplace Conduct Policies in the Staff Handbook for staff.
- 9. Informal Resolution. The College will not use an informal resolution process to resolve allegations that an employee, whether faculty or staff, sexually harassed a student. In all other cases under this process, informal resolution is an option under the following circumstances:
 - a. It must be completely voluntary, and the written consent of both parties will be required;
 - b. a formal complaint must have been filed; and
 - c. the Title IX coordinator must agree that the complaint is suitable for informal resolution.

If the complaint proceeds to informal resolution, a Title IX Coordinator will provide the parties with written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Informal resolution occurring before the start of an investigation will take the form of the informal process described in Section VII, Appendix A, III.A.

- 10. Before the investigation is initiated, a Title IX coordinator will provide the parties a notice of

alleged violations for their review. The notice of alleged violations will list the policy violation(s) alleged by the complainant that will be investigated and will include the following:

- a. A copy of these procedures.
 - b. The allegations of sexual harassment as defined in the Title IX regulations, with sufficient details to the extent known at the time and with sufficient time to prepare a response before any initial interview. It is important to note that complete details might not emerge until the investigation process is underway.
 - c. An explanation of the burden of proof and the presumption that respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
 - d. A request that the parties preserve any potentially relevant documents or other evidence in any format.
 - e. An explanation that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence.
 - f. An explanation that the college prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
 - g. An explanation of the college's prohibition against retaliation.
11. Throughout the process, parties will be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings that they are invited or expected to attend, with sufficient time for the party to prepare to participate.
12. If, in the course of an investigation, the college decides to investigate allegations about the complainant or respondent that are not included in the initial notice to parties, a Title IX coordinator will provide notice of the additional allegations to the parties whose identities are known.
13. All parties have the right to be assisted by an advisor throughout the investigation and adjudication process, including at any related meeting. An advisor may, but is not required to be, an attorney. Parties may choose to provide their own advisor, and if the party does not, the college will make an advisor available to the party at no charge. A party may choose to proceed through the investigation phase without an advisor, but each party must have an advisor present for any hearing involving allegations of Title IX sexual harassment. When choosing an advisor, parties should be mindful of the advisor's availability. While the college will make reasonable efforts to take into account the advisor's availability, the college will not allow the advisor's unavailability to unreasonably delay the process and will assign a replacement if necessary to ensure the process moves forward without undue delay.
14. The advisor can help guide the party through the process, and may accompany the party to any meeting with a college employee, any meeting with an investigator, and to the hearing, but does not function as the party's representative and does not participate directly in meetings or hearings related to investigation or adjudication, except for the purposes of questioning witnesses as is explained below. Advisors must follow these procedures and the [rules of decorum](#). They may consult with and advise the party they are assisting, but may not disrupt an investigatory meeting, and may not speak directly to the investigator. As discussed further below, at a Title IX sexual harassment hearing, an advisor may ask relevant questions of the other party and any witness, in accordance with these procedures and provided the advisor complies with the college's [rules of decorum](#). Beyond their roles asking permitted questions and as an advisor to their party, advisors will not actively participate at the Title IX sexual harassment hearings.
15. Confidentiality. College personnel will take reasonable steps to protect the privacy of persons

and information. Process participants, including parties and witnesses, should understand that disclosing information learned during the investigation may compromise the integrity of the investigation and could also be construed as retaliation prohibited by college policies and codes of conduct. The college expects that persons will not disclose or re-disclose information learned during the course of the investigation, and both the complainant and respondent will be asked to sign a simple agreement stating that they will not disclose information learned or documentation received during the adjudication process, except as may be required to be able to discuss the allegations under investigation or to gather and present relevant evidence. Persons are, of course, free to discuss their own personal experiences, and to gather information necessary or appropriate to prepare for their participation in the investigation and adjudication process. While the college will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence, the college prohibits conduct towards a witness that might constitute intimidation, retaliation, or “tampering” (for instance, by attempting to alter or prevent a witness’s testimony).

16. **Withdrawal of Complaint.** Prior to a hearing, the complainant may withdraw the complaint. Withdrawal of the complaint may end the process, but in some cases the college may move forward with the investigation and complaint, even after the complainant withdraws it, in order to protect the interests and safety of the college community. The college will inform both parties in a timely manner of its decisions.
17. **Acceptance of Responsibility.** At any point in the process the respondent may choose to accept responsibility for the conduct alleged in the complaint. If the respondent does so, the process will likely proceed to informal resolution or to the determination of a recommended sanction by a hearing panel to determine the outcome. If both parties are interested in pursuing informal resolution following a respondent’s acceptance of responsibility, that option is also available to them. Informal resolution is discussed above in Section 9.
18. **Investigation Phase.** A Title IX coordinator will designate an investigator to conduct an investigation of the alleged conduct. The designated investigator will have specific training and experience investigating allegations of sexual misconduct, including on how to determine issues of relevance, how to remain unbiased, the dynamics of sexual misconduct, the appropriate manner in which to receive and evaluate sensitive information, and the college’s policies and procedures. A Title IX coordinator will oversee the investigation process.
19. The investigator will coordinate the gathering of information from the complainant, respondent, and other individuals or entities that may have relevant information regarding the allegations using any of the methods listed below. The investigator may share information and documentation considered relevant to the allegations with the complainant and respondent for their comment or rebuttal. Relevant information is information that may assist a hearing panel in determining whether it is more likely than not that the respondent is responsible for the behaviors alleged in the complaint.
20. In addition to reviewing any documents submitted by the complainant and respondent, the investigator will determine whether to obtain other records that may be relevant to the investigation, including, but not limited to documents, police records, electronic or other records of communications between the parties or witnesses, or records of other potentially relevant information. In seeking to obtain such evidence, the investigator will comply with applicable laws and Williams College policies. The investigator may visit sites or locations of potential relevance to the allegations in the complaint and record observations through written or photographic documentation.
21. The complainant and the respondent will have the opportunity to be interviewed separately by

the investigator. The investigator may offer the parties the opportunity to participate in more than one interview. The statements of the parties will be audio recorded.

22. The investigator will make a good faith effort to contact and interview any identified witnesses, including those persons no longer at the college or who may not have any affiliation with the college. The parties will have the opportunity to provide witness names to the investigator. The investigator may also interview any other individual believed to have relevant information. The investigator will inform each witness or other individuals interviewed that they are prohibited from retaliating against any participant in the process, including the complainant, respondent, and other witnesses. Final decisions about whom to talk to and what to ask will be made by the investigator, who may decline to interview witnesses whom the investigator believes have only irrelevant or cumulative information. The statements of witnesses will be audio recorded.
23. The investigator may contact any expert the investigator determines is necessary to ascertain the facts related to the complaint or other information the investigator determines is necessary to assist a hearing panel in determining whether it is more likely than not that the respondent is responsible for the allegations in the complaint.
24. The College will not require that parties disclose medical and counseling records, which are privileged and confidential documents; such records cannot be shared with anyone other than the treating professional unless the patient voluntarily agrees to disclosure. The investigator will review the records and will use discretion to determine what information, if any, is relevant to the adjudication of the complaint. Parties are reminded that while only records deemed to be relevant to the resolution of the complaint will be included in the investigation report, all evidence that is directly related to the allegations will be made available to the other party for inspection and review. Please also note that if a party decides to produce such records, the records must be produced in their entirety. The production of excerpts or selected documents will not be considered, though the investigator may redact portions of such records that are not relevant before including them in the investigative report or not directly related to the allegations before making them available for inspection and review by the other party. A party who does not wish to provide substantive medical records may decide to voluntarily provide a verification of therapeutic or medical services to the investigator, confirming simply that such treatment occurred, but not providing any details regarding the treatment.

25. Report and Responses

- a. Content. The investigator will prepare an investigative report summarizing and analyzing the relevant information determined through the investigation and referencing any supporting documentation or statements. The investigative report may include: summaries of interviews with the complainant, respondent, third party witnesses, experts, and any other individuals with relevant information; photographs of relevant sites or physical evidence; and electronic records and forensic evidence. The investigator may provide a summary of their impressions including context for the information. The investigator will not make a determination as to whether or not an alleged violation occurred; that decision is reserved for the hearing panel.
- b. Distribution of Draft to Parties. The complainant and the respondent will receive a copy of the draft investigative report and will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, including any inculpatory or exculpatory evidence whether obtained from a party or other source and any evidence that has not been

included in the investigator's report. The draft report and evidence will also be shared with each party's advisor unless a party requests otherwise. The parties have 10 days from receipt of the draft report to submit a written response to the investigator, which the investigator will consider prior to completion of the investigative report. Parties may present arguments in disagreement with an investigator's determination about relevance, propose corrections, provide appropriate context, point out relevant evidence that seems to be missing, or identify additional witnesses that should be interviewed. The investigator has discretion to decide whether to incorporate the parties' requested changes, pursue additional evidence, or otherwise address the parties' submissions.

- c. Final Report. The investigator will then create the final investigative report that fairly summarizes relevant evidence and, at least 10 days before the hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

Each party will be permitted to write a response to the final investigative report to be shared with the hearing panel and must provide any such response within 7 days of receiving the final report. The complainant and respondent will each be given a copy of the other's written response prior to the hearing but will not have an opportunity to provide any additional written response.

Parties' written responses will be provided to the hearing panel along with the investigative report. Before presenting the responses to the panel, the hearing officer will review them for any irrelevant or impermissible material and either require that material be removed or redacted from the responses.

26. Determination of Hearing Process / Mandatory Dismissal of Title IX Complaints. If the complaint is not resolved through an informal process, then the hearing process will be determined as follows:

- a. If the conduct alleged in the complaint and revealed in the investigation falls within the definition of Title IX sexual harassment, the College will adjudicate the issue of responsibility for Title IX sexual harassment according to procedures set forth below in the following Sections.
- b. If the alleged conduct would not constitute sexual harassment as defined under Title IX even if proven, or the conduct did not occur in the college's education program or activity, did not occur against a person in the United States, or did not occur against a member of the Williams College community, then a Title IX Coordinator will dismiss the complaint for purposes of Title IX. The complaint will be adjudicated using the procedures described in Section VII, Appendix A, II.B.3b or III.B.3b as applicable.
- c. A Title IX coordinator will promptly send the parties simultaneous written notice of any Title IX dismissals, the basis for the decision, and which hearing process will be used to adjudicate the complaint. Such written notice will be provided as soon as it is clear to the Title IX coordinator that the alleged conduct falls outside the jurisdiction of Title IX and no later than two days following receipt of the parties' final written responses to the investigative report. A Title IX coordinator's decision to dismiss a complaint for purposes of Title IX may be appealed under certain circumstances, as discussed below in Section 36.

27. Title IX Sexual Harassment Hearing Process

- a. Composition of Hearing Panel. Hearings to decide complaints of sexual harassment as defined under Title IX shall be conducted by a hearing panel. The hearing panel is composed of five persons that are drawn from the Standing Grievance Panel.

If a complainant is a student, the panel will usually consist of a member of the office of the Dean of the College plus four additional members, drawn from the Standing Grievance Panel. If the respondent is a member of the faculty, at least two persons on the adjudication panel will be faculty. If the respondent is a member of the staff, at least two persons on the adjudication panel will be staff.

If one party in the complaint is a member of the faculty and the other party is a member of the staff, the adjudication 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 adjudication panel will consist of five members of the staff, one of whom will be chair.

- b. All hearing panel members receive training as required under the Title IX regulations, including on the following topics: how to determine issues of relevance; how to remain unbiased in decision making; the dynamics of sexual misconduct; the factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive information; the manner of deliberation and the application of the preponderance of the evidence standard; and the College's policies and procedures.
- c. Prior to issuing the notice of hearing described below, a Title IX coordinator will provide each party with the full list of potential panelists. Each party will have 24 hours to identify anyone on the list whom they believe cannot be objective in serving on the panel and must provide a brief explanation for that belief.
- d. The college will appoint a non-voting hearing officer to conduct the hearing who will also be trained in accordance with the Title IX regulations as described above.
- e. Notice of Hearing. A Title IX coordinator will issue a notice of hearing to the complainant and the respondent. The notice of hearing will identify the date, time, and place of the hearing and provide the names of the hearing panel members who have been chosen to serve on the panel for that particular matter. The notice of hearing will be sent at least 7 days prior to the hearing date unless the complainant and respondent agree to an earlier date. All witnesses will also be given advance written notice of the date, time, and location of and participants in the hearing. The hearing will be conducted by the use of videoconferencing technology enabling participants simultaneously to see and hear each other. If both parties request an in-person hearing, a Title IX coordinator may grant that request upon a finding that there is a compelling reason for doing so.
- f. Pre-Hearing Procedures.
 - i. Request to Reschedule Hearing. Either party may request to reschedule the hearing. Requests to re-schedule must come directly from the complainant or respondent, must be submitted to a Title IX coordinator as soon as possible and at least 4 business days prior to the scheduled start of the hearing, whenever possible, and must specify the reasons for the request. A Title IX coordinator will decide whether to grant such a request. Title IX coordinators retain the discretion

to reschedule the hearing at any time for good cause.

- ii. Request to Present Witnesses Not Included in Investigative Report. All witnesses whose testimony is included in the investigative report will automatically be given notice of the hearing with a request that they attend. The college will attempt to schedule the hearing at a time when all witnesses are available, but the hearing officer retains discretion to proceed with the scheduled hearing if a witness is unavailable or to reschedule the hearing as appropriate in the circumstances. If a party seeks to call a witness whose testimony was considered by the investigator but not included in the investigative report, such a request must be made to a Title IX coordinator at least 4 days before the scheduled hearing and must include the following:
 1. Name, e-mail address and phone number of witness the party would like to call;
 2. A brief description of the relevant information the witness is expected to provide at the hearing; and
 3. A summary of why the witness's presence is relevant to a decision on the complaint.
- iii. The hearing officer will determine whether the proposed witness has relevant information to offer at the hearing and will inform the party of their decision at least 48 hours before the scheduled start of the hearing.
- iv. If a party seeks to call a witness whose name was not previously given to the investigator, that party must make such a request to a Title IX coordinator as outlined above, and must also include in the request an explanation as to why the witness's name was not previously provided to the investigator. The hearing officer will permit such witnesses to testify at the hearing in rare cases where the party making the request has only learned the identity of the witness or the relevance of the witness's testimony following completion of the investigative report. The hearing officer retains discretion to postpone the hearing in light of such newly discovered witness testimony and to ask the investigator to interview the witness and amend the investigative report as appropriate.
- v. Both parties and the hearing panel will learn, prior to the hearing, the list of witnesses expected to appear. All parties and witnesses called to participate in a hearing are encouraged but cannot be compelled to participate.
- vi. Request to Present Evidence Not Included in Investigative Report. If a party wishes to present documents or other evidence that was made available to the investigator but not included in the investigative report, the requesting party must submit their request in writing (in advance of the hearing) together with an explanation of the following for each document or other piece of evidence:
 1. Identification and description of the document or other evidence the party intends to present; and
 2. A summary of why the document or other evidence is relevant to making a decision on the complaint.
- vii. The hearing officer will determine if the additional documentation or other evidence is relevant, permitting its use at the hearing. If the additional documentation or

evidence is approved, it will be shared with the parties and the hearing panel at least 48 hours prior to the hearing.

- viii. If a party seeks to present evidence at the hearing that was not previously made available to the investigator, that party must make such a request to a Title IX coordinator as outlined above, and must also include in the request an explanation as to why the specific piece of evidence was not previously provided to the investigator. The hearing officer will permit use of such evidence at the hearing in rare cases where the party making the request has only learned of the existence of the evidence or its relevance following completion of the investigative report. The hearing officer retains discretion to postpone the hearing in light of such newly discovered evidence and to ask the investigator to consider the newly discovered evidence and amend the investigative report as appropriate.

28. Hearing Requirements

- a. Participants. Those who may be present at the hearing are: the complainant, the respondent, each party's advisor, witnesses, the hearing officer, and the hearing panel. Witnesses may only be present at the hearing during the call to order and confidentiality portions of the hearing and when they are being questioned. The complainant and respondent may be present throughout the proceedings.
- b. Attendance. If a party or any witness fails to attend a hearing, the hearing may be held in their absence, or it may be delayed as may be reasonably necessary to secure their participation. The decision whether to proceed or postpone the hearing will be made by the hearing officer in consultation with a Title IX coordinator.¹
- c. Standard of Evidence. The hearing panel will determine the respondent's responsibility by a preponderance of the evidence standard, which is whether the evidence supports a finding that it is "more likely than not" that the respondent is responsible for the alleged violation(s).
- d. Relevance. Only relevant testimony and other evidence may be presented to the hearing panel and considered by the panel in making a determination of responsibility. Evidence is relevant if it tends to make a fact of consequence more or less likely to be true than it would be without the evidence. For purposes of clarity, the following information is deemed not relevant:
 - i. information protected by a legally recognized privilege unless the privilege has been waived;
 - ii. evidence about a complainant's prior sexual history, except as set forth below; and
 - iii. any party's medical, psychological, and similar records unless the party has given voluntary, written consent.
- e. Questions and evidence about the complainant's prior sexual behavior or sexual predisposition are not relevant except in two narrow scenarios: (1) when evidence of prior sexual behavior is offered to prove that someone other than the respondent committed the misconduct in question and (2) when the sexual history evidence concerns specific sexual incidents with the respondent and is offered to prove consent.
- f. Relevance determinations related to a respondent's prior sexual history will be made on a case by case basis. In the case of either party, the hearing officer may direct the hearing panel to give less weight to evidence about that party's prior sexual history when

determining whether it is more likely than not that the respondent is responsible for the allegations in the complaint.

¹ The following language was removed from these procedures in accordance with the court's decision in Victim Rights Law Center et al. v. Cardona et al., 1:20-cv-11104-WGY (D. Mass. Aug. 10, 2021): "If a party or witness chooses not to participate in the hearing and make themselves available for cross-examination, the hearing panel cannot rely on that person's prior oral or written statements in reaching its decision about responsibility."

- g. Recording Proceedings. The college will make an audio or audiovisual recording of the hearing and will make it available: to the parties for inspection and review, for reference by the hearing panel or hearing officer during deliberations, and for review by the Vice President for Institutional Diversity, Equity and Inclusion during any appeal. The hearing panel's deliberations are not recorded.

29. Conducting the Hearing

- a. Call to Order. The hearing officer will call the hearing to order. The hearing officer will describe the hearing process and provide an opportunity for all parties to ask procedural questions. The hearing officer will ask everyone to state their name and identify their role in the hearing.
- b. Confidentiality. The Hearing Officer will inform parties that the proceedings are confidential as required under law and college policy and that information received at the hearing should not be shared outside the hearing room except as allowed by college policy and applicable law. The hearing officer will repeat a brief overview of the process and discussion of confidentiality for each witness at the start of their testimony.
- c. Questioning. The hearing will then proceed directly to questioning. Questioning at the live hearing will be conducted directly, orally, and in real time by the hearing officer, hearing panel, or a party's advisor and never by a party personally. As discussed above, if a party does not have an advisor, the college will provide an advisor to ask questions on that party's behalf. Only relevant, noncumulative questions may be asked of a party or witness.
- d. Before a complainant, respondent, or witness answers a question, the hearing officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Neither parties nor their advisors will be given an opportunity to challenge the hearing officer's relevance determinations during the hearing.
- e. The advisor for each party may ask questions of any other party or witness but may not ask questions of their own party. The hearing officer will determine the order in which parties and witnesses are questioned. In the case of non-party witnesses, as between the parties' advisors, the advisor for the complainant will be given the opportunity to ask questions first, followed by the advisor for the respondent. The hearing officer and hearing panel may ask questions of any witness at any time.
- f. Questioning must adhere to the College's [rules of decorum](#) at all times and failure to do so may, at the hearing officer's discretion, result in an advisor being barred from further participation in the hearing.
- g. The hearing panel cannot draw an inference regarding the respondent's responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination questions.² If a party chooses not to participate in a hearing, their

advisor may still participate for purposes of asking questions of the other party and witnesses. If a party's advisor also chooses not to participate, the college will appoint an advisor for the purpose of asking such questions.

30. Recall of Witnesses. The hearing panel reserves the right to ask the hearing officer to recall any party or witness during the hearing process for further questions and to seek additional information necessary to make a decision.
31. Discretion of the Hearing Officer. The hearing officer retains discretion to alter, at any time, the order of the hearing process or to call for a break during the course of the proceeding. A party may ask the hearing officer for a break at any point in the hearing, which request will be granted at the hearing officer's discretion. Parties may seek support from someone not participating in the hearing during any permitted break.
32. Dismissal. At the conclusion of all questioning, the hearing officer will conclude the hearing and dismiss all parties.
33. Deliberation, Finding of Responsibility, and Recommended Sanctions.
 - a. Deliberation and Finding of Responsibility. The hearing panel will deliberate and make a decision regarding responsibility. Four "yes" votes are required for a finding of responsibility. The panel's finding will be communicated simultaneously to the parties in writing.
 - b. Statements of the Parties. If the hearing panel's finding is that the respondent is responsible for some or all of the conduct described in the complaint, the complainant and respondent will each have the opportunity to briefly address the hearing panel, either in person, by phone or video conference call, or in writing, before a recommended sanction is considered. Any such presentation is optional and would not be made in the presence of the other party. This opportunity is not one in which the facts of the case are discussed or questions are asked by the panel. Rather, it is an opportunity for both parties to present directly to the hearing 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.
 - c. Recommended Sanctions. The panel will then recommend a sanction to the relevant senior administrator (Dean of the 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.

² The following language was removed from these procedures in accordance with the court's decision in *Victim Rights Law Center et al. v. Cardona et al.*, 1:20-cv-11104-WGY (D. Mass. Aug. 10, 2021): "If a party or witness does not make themselves available for cross-examination at the live hearing, the hearing panel may not rely on any statement of that party or witness in reaching a determination regarding responsibility."

34. Written Decision. The hearing panel will issue a written decision explaining the finding of responsibility and recommendation of any sanctions. The written decision will include the following:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through

- the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of the code of conduct to the facts
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions recommended to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to the college's education program or activity will be provided by the college to the complainant; and
- f. The procedures and permissible bases for the complainant and respondent to appeal.

35. Notice of Outcome. A Title IX officer will simultaneously distribute the written decision to the respondent and the complainant. Neither the complainant nor the respondent is prohibited from disclosing the outcome of the hearing, but the hearing panel's written decision is subject to the non-disclosure agreement signed by the parties.

36. Appeals

- a. Request & Timeline. Both parties have the right to request an appeal of the decision made by the hearing panel or any decision to dismiss a complaint or any allegations therein. The parties have 15 days following the receipt of the written decision to request an appeal. Requests for appeal, with reasons, should be sent in writing within the 15-day time limit to the Vice President for Institutional Diversity, Equity and Inclusion, Leticia Haynes.
- b. Grounds for Appeal. The right of appeal is limited to the following grounds: (a) a procedural irregularity that affected the outcome of the matter, (b) newly discovered evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter (deliberate omission of information by the appealing party in the original investigation is not grounds for appeal); and (c) the fact that a Title IX coordinator, investigator(s), hearing officer, or member of the hearing panel had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- c. Procedures on Appeal. All parties will be notified of any written request for an appeal, and will have a 15-day period to submit a written statement in support of, or challenging, the outcome. 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 a Title IX coordinator describing whom they wish to have interviewed and on what topic. (2) The Title IX coordinator or 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, and a live hearing will be reconvened to allow the witness to be cross-examined. The appeal process will be suspended until the completion of these steps.
- d. If the appeal is granted, its disposition is determined by the Vice President for Institutional Diversity, Equity and Inclusion, who may affirm the decision of the panel, may return it to the original panel or may summon a new panel, and who may task those panels with reviewing the decision either in whole or in part. A decision by the Vice President for Institutional Diversity, Equity and Inclusion to affirm the original panel's

decision shall be final.

e. Review by a panel after referral from the Vice President for Institutional Diversity, Equity and Inclusion may result in a change in the decision as to whether or not a violation occurred, or may result in an increase in the recommended sanction, a decrease in the recommended sanction, or no change in the recommended sanction. If the decision of the reviewing panel is to affirm the original decisions as to violation and as to recommended sanction, that decision shall be final. If the decision of the reviewing panel is to change the original decision either as to violation or as to sanction, the reviewing panel's decision shall be subject to appeal in accordance with the foregoing procedures. The results of any such second appeal process shall be final and not subject to further appeal.

f. The results of any appeal and the rationale for the result will be communicated simultaneously and in writing to the complainant and the respondent by a Title IX coordinator.

37. Time Frame for Adjudication. The college endeavors to conclude the adjudication process for all complaints of sexual misconduct within 90 days. This timeframe balances the desire for prompt resolution and finality for all parties with the need to conduct a thorough and fair process. Any of the deadlines contained in these procedures may be extended by the college on its own or at the request of a party. No delay or extension shall be made except for good cause and each such decision will be communicated in writing to the complainant and respondent along with the reason for the college's decision. Decisions not to grant an extension will be communicated to the requesting party in writing.

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

a. 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: Termination of Faculty Appointment for Cause 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: Procedures for Imposition of Sanctions on Faculty Other than Dismissal, "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 all cases covered by this policy the sole determination to be made according to the processes described in Sections II-V: Termination of Faculty Appointment for Cause and II-W: Procedures for Imposition of Sanctions on Faculty Other than Dismissal of the Faculty Handbook will be the final sanction to be imposed on the respondent. After any appeal, the determination by the adjudication panel that the respondent violated the college's Non-Discrimination, Harassment and Sexual Misconduct Policy shall be final and shall not be subject to review or reconsideration in the sanctions process.

b. The sanctions panel convened at this stage of the process will receive as evidence the letter of findings and recommended sanction from the adjudication panel described in sub-section III.B.3b. The sanctions panel 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, as well as the recording of the hearing. The sanctions panel may request assistance from a Title IX coordinator.

c. The faculty member does not have the right to compel the complainant to appear before

the sanctions panel. The complainant's testimony may be represented by the investigator's report and the recording of the hearing.

- d. Although the complainant cannot be compelled to appear before the sanctions panel, in all cases covered by this policy the complainant will have an equal right as the respondent to be heard by the Dean of the Faculty, any hearing committee convened pursuant to the provisions of Section II-V: Termination of Faculty Appointment for Cause or II-W: Procedures for Imposition of Sanctions on Faculty Other than Dismissal, and by the Board of Trustees.
- e. 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.

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

- a. Final determination of sanctions involving respondents who are members of the staff will be made by the Director of Human Resources, in conjunction with the Assistant Vice President for Institutional Diversity and Equity/Title IX Coordinator and relevant supervisor(s) of the staff member. They may take into account previous disciplinary records of the staff member in making their 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.

40. Additional Matters

- a. Retaliation. Retaliation of any kind against the person who reports sexual misconduct or against any person who participates or chooses not to participate in the adjudication process is strictly prohibited. Any retaliation will be treated as a new and additional violation of the college's Non-Discrimination, Harassment, and Sexual Misconduct Policy.
- b. Throughout the process parties will have access to support services provided by the college, including student support services for students and the Employee Assistance Program for employees.
- c. In the event that a participant in the process raises a claim that a Title IX Coordinator, investigator(s), hearing officer, or member of the hearing panel has a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent, that might affect the outcome of the process, the Title IX Coordinator will review the claim, determine its validity, and if necessary, appoint an alternate without such a conflict or bias. If the claim relates to a Title IX Coordinator, the President of the College, or her designee shall review the claim, determine its validity, and if necessary, appoint an alternate without such a conflict or bias.

Types of Orders Available in Massachusetts

Type of Order	Who Can File For One	Court	Based on
Restraining Order/209A Order/Abuse	Family or household members, including:	District Court -- Where victim lives, where	Causing or trying to cause injury or placing

Prevention Order -- up to 1 year, can be renewed	<ul style="list-style-type: none"> • Spouses, former spouses • Parent, child, foster parent • People who have kids together • Intimate partners who lived together • Same sex couples are eligible 	abuser lives or has a business, or where incident(s) occurred	someone in fear of imminent serious harm
Harassment Prevention Order/258E Order -- up to 1 year, can be renewed	Any person who is a victim of repeated harassment. No relationship with the offender is required.	District Court where victim lives	Pattern of conduct (3 or more events), closely related in time, that cause distress or make a victim believe the offender will harm them

The College may issue an institutional no contact order if deemed appropriate. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and nature of the violation and may impose sanctions if the accused is found responsible for violating the no contact order.

Assistance for Victims: Rights and Options

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. Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Williams College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

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 may 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 Wellbeing Services 597-2353 (or on call 24/7 through Campus Safety at 597-4444)
- Elizabeth Freeman Center (off campus) 499-2425
- Meg Bossong, Director of Sexual Assault Response, and Health Education 597-4977
- National Sexual Assault Hotline 1-800-656-HOPE
- LGBT National Hotline 1-888-843-4564
- National Sexual Assault Online Hotline – <https://hotline.rainn.org/online>
- For a list of resources with particular focus on the needs of LGBTQ survivors, see <http://barcc.org/information/resources-online/glbtc>
- For resources with particular focus on the needs of male survivors, see 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

No Contact Order Protocol-Sexual Misconduct (Administrative On Campus Order)

Note: This protocol refers to no contact orders issued as supportive measures for safety concerns related to sexual misconduct, domestic/dating violence, and stalking, or retaliation related to those concerns.

College administrators may impose a no contact order (NCO) to prohibit contact that contributes to a hostile environment or presents a reasonable risk of physical harm, emotional abuse, or gender-based harassment.

How to Request a NCO

To request a NCO, members of the Williams community (students, staff, and faculty) should meet first with one of the following members of college staff:

- The Title IX Coordinator (for student, staff, or faculty concerns);
- The appropriate Deputy Title IX Coordinator (the Dean of the College for students, the Director of Human Resources for staff, or the Dean of Faculty for faculty concerns);
- The Director of Sexual Assault Prevention and Response (for student requests only);
- A Sexual Assault Survivor Services (SASS) advocate (for student requests only)

If a person reports to the college that they have experienced sexual misconduct, the Title IX Coordinator will automatically reach out to that person to discuss the availability of supportive measures, which might include a NCO.

A person who is not a member of the Williams community may request that a NCO be imposed with respect to a member of the Williams community. For example, a student of another institution might request their former dating partner, a Williams student, not to contact them. This request should be made by contacting the Title IX Coordinator or the Deputy Title IX Coordinator for Student Concerns.

If a NCO is not an appropriate safety tool because the responding party is not a Williams community member, the requesting party will be directed to information on abuse prevention or harassment prevention orders (aka restraining orders) available in Massachusetts courts. In these circumstances, students seeking assistance should call the Director of Sexual Assault Prevention and Response or the on-call SASS advocate. Faculty or staff should contact the Director of Human Resources (Deputy Title IX Coordinator for Staff Concerns), the Dean of the Faculty (Deputy Title IX Coordinator for Faculty Concerns), or the Title IX Coordinator, or should seek help directly from an appropriate law enforcement

agency or the district or probate court.

Staff members who receive a request for a NCO will collect the following information, if it is not available through other means (for example, a Campus Safety or police incident report):

- The name of the requesting party;
- The name of the responding party;
- Facts from the requesting and responding parties sufficient to assess any ongoing safety, abuse, or harassment concerns and to determine if this is a sexual misconduct issue or non-sexual misconduct issue, to the extent that it is appropriate; and
- The following data for Clery purposes, which will be passed along to the Associate Director of Campus Safety for Clery Compliance: the date(s) of incident(s), the location(s) of incident(s), and sufficient facts for the Assoc. Director to determine the Clery categorization of the incident.

The Criteria for Implementing a NCO

The college will consider all applicable facts and circumstances when deciding whether to issue a NCO. Upon consideration of the information collected, the Title IX Coordinator or the applicable Deputy Title IX Coordinator will determine whether to issue a NCO based on the following criteria:

- Whether the NCO serves to prevent a reasonable risk of physical harm, emotional abuse, or gender-based harassment.
- Whether the NCO will help remedy a hostile environment.

A NCO may in rare cases be imposed by the college without an individual's request.

The terms of a NCO will be reasonably tailored to the particular risks of harm. The NCO will be subject to periodic review as set forth below.

Preparing a NCO

In order to determine the proper scope of the NCO, the Title IX Coordinator or the applicable Deputy Title IX Coordinator will review the relevant information with the requesting party, including the following details:

- Contact restrictions-direct or indirect, including through third parties and social media
- Card access restrictions
- Whether there are any existing space/schedule overlaps, for example housing, classes, extracurriculars, etc.
- If overlaps exist, discuss other accommodations related to housing, class changes, etc.

NCOs will not be implemented in a way that is punitive, disciplinary, or unreasonably burdens another party, unless it is issued following an investigation, adjudication and finding of responsibility. Staff should contact the Campus Safety Services Director, Associate Directors, or On-Call Supervisor to prepare NCO paperwork.

Issuing a NCO

The Office of Campus Safety Services issues and maintains records for all NCOs. Records of NCOs issued as a supportive measure following a report or complaint of sexual misconduct will also be kept by the Title IX Coordinator.

Once the college has determined that a NCO is appropriate and identified its proper scope, the Office of Campus Safety Services will issue the NCO. The Office of Campus Safety Services will arrange for the requesting party to sign the NCO. The requesting party will receive a copy of their order as well as any additional information about the NCO.

The following offices will contact the responding party for an appointment to discuss the NCO:

- For student responding party: Dean of the College's Office
- For staff responding party: Human Resources
- For faculty responding party: Dean of the Faculty's Office
- Alternatively, for any responding party: Title IX Coordinator

At the meeting, the Title IX Coordinator or the appropriate deputy, in conjunction with Campus Safety and Security (CSS), will review the terms of the NCO and the precipitating incident(s) with the responding party, the responding party will sign an acknowledgement that they have received and reviewed their order, and will receive a copy of their order and any additional information about the NCO. The applicable staff office will then notify the requesting party that the NCO is in effect.

Appealing the issuance of a NCO

The issuance of a NCO may be appealed by any party to it using the procedures for appealing supportive measures described in the sexual misconduct adjudication procedures.

Modifying a NCO

Either party may request modifications to a NCO at any time by contacting the Title IX Coordinator or the applicable deputy. The Title IX Committee for Student Concerns (defined below) will consider all applicable facts and circumstances when deciding whether to modify, or discontinue a NCO.

NCOs will be modified under the following conditions:

- The modification is necessary to protect privacy interests.

For example, if students reside in different entries of the same building and one party feels that moving the other party from the building would cause obvious disruption such that their confidentiality and privacy would be compromised, the NCO may restrict access to entries, floors, shared bathrooms, or adjoining suites, rather than the building in its entirety.

Similarly, if a party feels that removing the other party from a shared classroom would have the same effect and the shared classroom environment does not disrupt their academic success, the Dean of the College/Deputy Title IX Coordinator can work with the faculty member to navigate classroom seating and group work to avoid interactions between the parties to the NCO.

- The housing, academic, or extracurricular circumstances of either the requesting or responding party have changed since the issuance of the order, necessitating changes to the NCO's conditions.

For example, NCOs may be modified if one party has changed their housing mid-year, or changed classes during the drop/add period.

The Committee will also review and consider whether other facts or circumstances warrant modification of the NCO. This may include whether one party has intentionally or unintentionally violated the terms of the NCO.

Regular review of NCOs

For student orders, a NCO Review committee meets twice yearly (generally once in August before the Fall Semester and once in December before Winter Study and the Spring Semester) to review existing student NCOs, formally discontinue those NCOs no longer active, and contact the parties with the updated terms of their orders. This committee ordinarily consists of:

- The Director of Campus Safety Services (or designee)
- The Safety Systems Manager
- The Director of the Office of Student Life (or designee), as the office responsible for the student housing system, room draw process, and special housing accommodation process
- The Title IX Coordinator
- The Dean of the College/Deputy Title IX Coordinator
- The Director of Sexual Assault Prevention and Response

Discontinuing active NCOs

Either party to a NCO may request that a NCO be discontinued by contacting the Title IX Coordinator or the appropriate Deputy Title IX Coordinator.

The Title IX Committee for Student Concerns will review these requests twice per year, generally in August before the Fall Semester and in December before Winter Study and Spring Semester. The Title IX Committee for Student Concerns currently consists of: Toya Camacho, Title IX Coordinator and Assistant Vice President for Institutional Diversity and Equity; Gretchen Long, 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.

As part of the assessment, this committee will ask that the party requesting discontinuance provide the following in writing:

- A description of any hardship placed upon them as a result of the NCO being issued;
- Detailed information about why they believe the NCO has interfered with their ability to access any College program, activity or benefit of the College;
- An explanation of how they believe the identified hardship will be alleviated if the NCO is removed or amended;
- An explanation of whether they have violated their current NCO in whole or in part; and
- Any additional facts or relevant information that they believe will help the committee determine whether to continue, terminate, or modify the NCO.

The committee will also provide the party opposing discontinuance an opportunity to explain why the NCO should remain in place.

The NCO will be discontinued under the following circumstances:

- The responding party is no longer a member of the Williams community, including because of graduation, expulsion, or termination of employment. In this case, if safety concerns remain, the requesting party should be directed to information on abuse prevention or harassment prevention orders (sometimes referred to as restraining orders) that are available in district or probate court. The requesting party may also discuss with Campus Safety Services, the Title IX Coordinator, or the applicable Deputy Title IX Coordinator whether the circumstances warrant the posting of the responding party from entry onto the College campus.
- The Title IX Committee for Student Concerns determines there is no longer a likelihood of physical harm, emotional abuse, or gender-based harassment sufficient to justify a NCO.
- The NCO is no longer necessary to help remedy a hostile environment.
- A NCO will generally be removed when both parties request in good faith that it be discontinued.

The Title IX Committee for Student Concerns will forward the results of its review of NCOs to the NCO Review Committee, which, as part of its biannual review of NCOs, will inform the parties to a NCO whether it will be discontinued, modified, or remain in place.

NCO Violations

Any violations of the NCO should be reported immediately to Campus Safety Services (24/7). Ongoing concerns about a NCO should be directed to the Title IX Coordinator (business hours), or the appropriate Deputy Title IX Coordinator (business hours).

CSS officers will follow ordinary protocols for assessing and responding to campus safety concerns, consulting as necessary with the on-call staff (dean, mental health counselor, or SASS advocate), the Director of Sexual Assault Prevention and Response, and the Title IX and Deputy Title IX Coordinators. The Title IX Coordinator and/or Deputy Title IX Coordinators will follow up on alleged violations of NCOs and determine via investigation whether the contact in question was incidental or intentional.

Contact determined to be incidental will be addressed via advisory meetings with the responsible party, and/or modifications to the specific terms of the NCO, for example establishing schedules for the use of shared campus spaces.

Contact determined to be intentional will be addressed in accordance with the investigation and adjudication processes outlined in the sexual misconduct policy.

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 – any 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:

- Integrative Wellbeing Services counselors x2353
- Health Services medical clinicians x2206
- Chaplains x2483
- Meg Bossong, Director of Intimate Violence Prevention and Response and Health Education x4977
- SASS advisors x3000

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Williams College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	EMPLOYEES	STUDENTS
Counseling/Mental Health		Integrative Wellbeing Services 413/597-2353 (can make recommendations for local confidential counseling and psychiatric services in the local area)
Health Services		Thompson Health Center 413/597-2206
Title IX Coordinator	Title IX 413/597-3301 Human Resources 413/597-2681	Title IX 413/597-3301
Visa and immigration assistance/ International student services and support		Dean Of international Students 413/597-4265
Student Financial Aid		Financial Aid Office 413/597-4181
Davis Center		Davis Center 413/597-3131
Pastoral Counselling		Pastoral Counselling 413/597-2483

Campus Safety Services	Campus Safety Services 413/597-4444	Campus Safety Services 413/597-4444
Dean of Students		Dean of Students 413/597-4265
Dean of Campus Life		Dean of Campus Life 413/597-4265
Director of Sexual Assault Response and Health Education		Director of Sexual Assault Response and Health Education 413/597-4977

OFF CAMPUS	EMPLOYEES	STUDENTS
Counselling/Mental Health	Employees Assistance Program (EAP) 866/799-2485 *Confidential Resource	
Health Services	Berkshire Medical Center (Pittsfield) 413/447-2000 Berkshire Medical Center (North Adams) 413/664-5000	Berkshire Medical Center (Pittsfield) 413/447-2000 Berkshire Medical Center (North Adams) 413/664-5000
Victim Advocacy	Elizabeth Freeman Center 413/663-7459	Elizabeth Freeman Center 413/663-7459
Williamstown Police Department	Williamstown Police Department 413/458-5733	Williamstown Police Department 413/458-5733

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.html> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Responsible Employees

Responsible Employee Guidelines

Federal law requires that Williams College 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 allegations of sexual misconduct which they receive to the Title IX Coordinator. Title IX requires the Responsible Employee to share all relevant information about the alleged sexual misconduct, including the identity of the involved individual(s), with the Title IX Coordinator. 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

What do I have to do as a Responsible Employee?

- Address any imminent medical needs or threats to health and safety

If the Reporting Party requires medical attention, or there is an immediate threat of danger or injury, contact Campus Safety & Security 413-597-4444 or 911.

- Inform the Reporting Party of the limits to Confidentiality before he/she/they share information that he/she/they may want to keep confidential:
 1. Inform Reporting Party of your obligation to report the incident to the Title IX Coordinator
 2. Inform Reporting Party that the Title IX Coordinator will contact him/her/them about the report
 3. Inform Reporting Party about confidential resources on Campus:
Meg Bossong, Director of Sexual Assault Prevention and Response- 413-597-4977
Sexual Assault Survivor Services (SASS)- 413-597-3000
Faculty/Staff: Employee Assistance Program- 1-800-828-6025
- Provide the Reporting Party with the link for Williams's sexual misconduct webpage for additional information on policy, procedures, and resources <http://titleix.williams.edu/>.
- Report the incident to the Title IX Coordinator immediately after learning about it via email (tcc2@williams.edu) or phone (413-597-3301).

Responses to Avoid

Do NOT promise confidentiality.

As a responsible employee, you cannot keep confidentiality and you must report incidents of suspected sexual misconduct to the Title IX Coordinator.

Do NOT promise an outcome.

Do NOT provide counseling or guidance beyond your training or expertise. Instead, refer the person to a trained resource (Title IX Coordinator, Director of Sexual Assault Prevention and Response, Counseling Services, Health Services, and Employee Assistance.)

Do NOT discourage the person from further reporting.

If you have doubts about the incident, keep them to yourself.

Do NOT minimize (or magnify) the incident or the impact on the person.

Do NOT blame the person for the incident. Be aware that blame may be stated or implied through comments, body language, or questions.

Do NOT question the person about the incident. It is not the responsible employee's role to investigate the incident, and asking too many questions can make a person feel uncomfortable or even attacked. Questions should be limited to 1) the person's name, the accused perpetrator's name, date, time, and location of the incident, and 2) assessing for any immediate health and safety needs.

The College's **Title IX Coordinator** is Toya Camacho, who is Assistant Vice President for Institutional Diversity, Equity, and Inclusion, 413-597-3301. The Title IX Coordinator is responsible for overseeing the College's compliance with Title IX.

The College also has three **Deputy Title IX Coordinators**, who serve as key resources for **faculty, staff, and students** who have experienced sexual misconduct or other forms of harassment or discrimination on the basis of sex:

- Gretchen Long, Dean of the College, 413-597-2044
- Danielle Gonzalez, Director of Human Resources, 413-597-2058
- Safa Zaki, Dean of the Faculty, 413-597-4351

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. In select circumstances, a Title IX coordinator may sign a formal complaint and initiate an investigation and adjudication process without the participation of the person alleged to have experienced the sexual misconduct. In deciding that circumstances require an investigation, the Title IX coordinator may consider a variety of factors, including whether there is a pattern of alleged misconduct by a particular respondent, or whether the allegations involved significant physical injuries, assault or battery, threats of violence, use of weapons, or similar factors. The Title IX coordinator's decision to sign a formal complaint generally will occur only after the Title IX coordinator has contacted the person alleged to have experienced the sexual misconduct to discuss the availability of supportive measures, considered their wishes with respect to supportive measures, and explained the process for filing a formal complaint. If a Title IX coordinator decides to sign a formal complaint themselves, the person alleged to have experienced sexual misconduct is invited but not required to participate in the investigation and adjudication process.

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.

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

Confidentiality

Victims may request that directory information on file with the College be withheld by request to Kath Dunlop, College Registrar.

Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

(HEOA) Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.



Clery Reportable Crimes Violence Against Women Act Definitions, Massachusetts General Law Definitions, and Williams College Policy Definitions

**All Crimes Should be Reported to Campus Safety Services or
the Williamstown Police Department.**

Alcohol, Drugs, and Weapons

The unlawful possession, use, sale or distribution of alcohol or controlled substances is prohibited by Williams College. Williams College will enforce all local, state, and federal 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, possess, or transport alcohol
- To present false evidence of age to purchase any alcoholic beverage
- To sell or give away alcoholic beverages to a person who is actually, or apparently, under 21 or intoxicated.

- To transport alcohol in excess of twenty one gallons of malt beverages; three gallons of any other alcoholic beverage, or one gallon of alcohol or their measured equivalent.

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. Massachusetts has laws pertaining to operating a vehicle under the influence of alcohol, which stipulate major penalties. Drivers under the age of 21 and operating a motor vehicle with a blood alcohol level of 0.02% or greater will receive an automatic revocation of their driver's license from the Registry of Motor Vehicles.

Drivers over the age of 21 and operating a motor vehicle with a blood alcohol level of 0.08%; or under the influence of intoxicating liquors; or of marijuana, narcotic drugs, depressants or stimulant substances; or from smelling or inhaling the fumes of any substance have the property of releasing toxic vapors faces fines and imprisonment.

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, as well as effective intervention techniques. It is important to become informed about the ways that alcohol affects the body.

The College adopted a sanction program for addressing underage drinking, possession, false IDs 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, Guardian notification will be handled by either the Dean's Office, the Health Center or the hospital.

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

Illegal Drugs

Williams College is committed to the development and maintenance of a drug-free environment as well as acting in accordance with the Drug-Free Workplace Act of 1988 and Drug Free Schools and Communities Act. Williams College 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. The Williamstown Police Department takes possession of illegal drugs collected as evidence or confiscated by CSS. 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 acting in violation 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 Dean's Office will receive a report from CSS for all student-involved drug related violations. In the event of student-related medical emergencies involving alcohol or drugs, parental notification will occur through either the Dean's Office, the Health Center, or the hospital.

Help for Alcohol and Drug Abuse

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 <https://health.williams.edu/health-education/> . If you suspect that you might have a substance abuse problem or are concerned about the substance abuse of a friend, you can speak privately with the Health Educator, x3165, 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 disruptive behavior Williams College community members may face disciplinary action in addition to receiving wellness support. The Deans' office will require students to attend an educational workshop on alcohol abuse or other drug abuse. Two program examples include:

Programs

- August 31, 2022 Tabeing - Resources Fair and Ephsources - New students and parents - Health supplies giveaways and information
- September 7, 2022 - Sexpo - Health Ed, FemCo, QSU and BDP's first days orientation event that provides sex education workshops. Prize of Lickety awarded to the entry with the highest percentage attendance. Approx. 50-60 people in attendance for workshops on college and sex/relationship myths, sexual health services and resources on campus, healthy relationships and consent, sexual and gender Identities, pleasure, and more! Instagram component added for anonymous Q&A submissions. Brianna will be the lead next year, with support from other students as well as the Health Ed office.
- Tabeing in collaboration with student groups- Throughout the year to raise awareness about substance use- Health supplies giveaways
- Monthly - First Tuesdays - Berkshire Health Systems - First Tuesday of each month - anonymous STI, HIV, and Hepatitis Screening as well as Narcan distribution.
- April 2022 - Fresh Check Day - Organized by the Student Athlete Advisory Committee and held in April. Peer Health staffed the "Know Your Limits" booth and encouraged students to test their accuracy in pouring beverages. At the same time, peers presented alcohol information to students promoting harm reduction techniques to prevent intoxication. organized by the Student Athlete Advisory Committee and held in April. Peer Health staffed the "Know Your Limits" booth and encouraged students to test their accuracy in pouring beverages. At the same time, peers presented alcohol information to students promoting harm reduction techniques to prevent intoxication. Berkshire Doula Project raffled off a few sex toys as a 'teaser' to promote Masturbation Celebration, and gave out condoms, lube, etc.
- Drink Smart – A group-based alcohol education program offered to students.
- Marijuana Education – A marijuana education program, available on an individual basis.

Groups

The APPLE Team - a student-athlete peer education group, organized through Carolyn Miles' (Athletics) office, offers teams alcohol, tobacco, and other drug prevention and evaluation. The group attended the annual Apple Training Institute at the University of Virginia in March. Charlotte and Pilar presented to the coaches and SAAC toward the end of the year and have been recruiting additional student-athletes to join the group.

SUDS (Substance Use Discussion and Support) - was held weekly on Tuesdays at 4:15pm in Paresky 212. We had anywhere from 0-6 students who attended. There have been a couple of staff members that stop by but are not regular attendees. While I always hope the students outnumber the 'grown-ups', students seem to like the occasional staff attendance.

The SAMHSA definition of recovery is announced at every meeting, regardless if students had attended before or not, and serves as a reminder that abstinence is not a requirement nor an

expectation of the group. Students practicing abstinence, as well as those using harm reduction methods, bond on shared experience of struggle, identity and perceived/assumed social mores around substance use.

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. Additionally, College policy and Massachusetts General Law prohibits the following weapons in this statement: "Whoever, except as provided by law, carries on his person, or carries on his person or under his control in a vehicle, any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends; or whoever, when arrested upon a warrant for an alleged crime, or when arrested while committing a breach or disturbance of the public peace, is armed with or has on his person, or has on his person or under his control in a vehicle, a billy or other dangerous weapon other than those herein mentioned and those mentioned in paragraph (a), shall be punished by imprisonment for not less than two and one-half years nor more than five years in the state prison, or for not less than six months nor more than two and one-half years in a jail or house of correction, except that, if the court finds that the defendant has not been previously convicted of a felony, he may be punished by a fine of not more than fifty dollars or by imprisonment for not more than two and one-half years in a jail or house of correction." Massachusetts General Law Chapter 269 Section 10.

Possession or use of fireworks in Williamstown is forbidden by College policy as well as local and state law. Violators will be fined. The Williamstown Police Department will be requested for all related violations.



Bias Incidents and Hate Crimes

Williams College is a community that 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 and Williams encourages intellectual inquiry.

Negative actions targeting members of our community because of personal characteristics such as race, religion, disability, ethnicity, nationality, gender identity or sexual orientation injure our community and undermine the college's educational purpose. Such bias incidents violate College policy. The College urges all members of the community to report bias incidents immediately, so those affected can receive support and so the perpetrators can be held accountable.

Bias incident

The Office of Institutional Diversity Equity and Inclusion explains the College's definition of bias incidents. "Bias incidents can take place anywhere, and are the result of either intentional or unintentional conduct that causes harm to individuals or groups because of their race, gender, national origin, sexual orientation, religion, sex, ethnicity, age, or disability or socioeconomic, marital, or veteran status. The harm may come in various forms, such as threats, harassment, discrimination, stereotypes, intimidation, and degradation." 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 federal and Massachusetts law, in which case they are also hate crimes.

Hate crime

Federal law defines hate crimes as follows:

The UCR Program defines hate crime as a committed criminal offense which is motivated, in whole or in part, by the offender's bias(es) against a:

- Race
- Religion
- Disability
- Sexual orientation
- Ethnicity
- Gender
- Gender identity
- Ancestry

For Uniform Crime Reporting Program purposes, even if the offenders are mistaken in their perception the victim was a member of a certain group, the offense is still a bias crime because the offender was motivated by bias.

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.

Reporting a Bias Incident or Hate Crime

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.

To report a bias incident to the College contact:

- Campus Safety Services (413) 597-4444 (24 hours) (All community members)
- Dean of the College (413) 597-4171 - Business day between 8:30 and 4:30 (Students only)
- Human Resources (413) 597-2681 (Staff and Faculty) (All after hours calls should go to Campus Safety Services to connect with other departments for support.)
- Office of Institutional Diversity, Equity, and Inclusion (All community members)
 - Assistant Vice President for Institutional Diversity Equity, and Inclusion and Title IX Coordinator - Business day between 8:30 and 4:30
 - Vice President for Institutional Diversity, Equity and Inclusion, Leticia Haynes
 - Online form 24 hours: <https://diversity.williams.edu/bias-incident-reporting/>

Upon receiving a report of a bias incident or hate crime, CSS will activate the College's bias incident response protocols that include notification to the Dean of the College, and the Office of Institutional Diversity, Equity, and Inclusion. In reports of a Hate Crime, the Williamstown Police Department will also be notified.

All departments will help ensure you have the support for any Student, Employee or Faculty member who needs it. CSS and the WPD will investigate the report and collaborate with the College to hold responsible parties accountable.

Support and Resources

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 Institutional Diversity, Equity, and Inclusion (413) 597-4376
- Dean's Office (413) 597-4171 or (413) 597-4444 after hours
- Chaplains (413) 597-2483
- Integrated Wellbeing Services (413) 597-2353

Crime Definitions

The Clery Act is provided to assist in the classification of crimes. Clery definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR) as required by the Clery Act regulations.

Immediately Report All Crimes to Campus Safety Services or the Williamstown Police Department.

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.

Manslaughter by Negligence: The killing of another person through gross negligence. Any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.

Sexual Assault/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. This includes attempted sexual assaults, and does not include offenses outside the four types chosen by the Department of Education. (National Incident-Based Reporting System User Manual from the FBI UCR Program)

Williams College prohibits the crimes of sexual assault as defined by the Clery Act.

1) **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. Massachusetts General Law 265 Section 22

2) **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 their age or because of their temporary or permanent mental incapacity.

3) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

4) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Consent : In Massachusetts, it is illegal to have sex with someone who is incapable of giving consent because they are intoxicated, unconscious, mentally incompetent, or underage. The consent must also be without coercion, threat, or force. This definition is used for the purposes of the crimes of Sexual Assaults.

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.

Burglary: The unlawful entry of a structure to commit a felony or a theft. This includes unlawful entry 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.

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.

Larceny-Theft: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate relationship with the victim. Note that this may be counted as Domestic Violence in Massachusetts.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, or with whom a child is shared, or with whom they cohabitate, or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction. Massachusetts General Laws Chapter 209A Section 1 defines Domestic Violence as 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.
- “Family or household members”, 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.

Relationship Abuse (Williams College Definition): In addition to legal definitions, Williams College uses the term Relationship Abuse when addressing internal incidents of abuse. It is defined under the College as the use of physical force, coercion, threats, or sexual misconduct toward a partner in a current or former personal, intimate relationship constitute relationship abuse. Psychological, verbal and/or emotional manipulation also constitute relationship abuse if it has 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. 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. 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. Examples of relationship abuse 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 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 in the Code of Conduct;
- Stalking as defined 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.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, or suffer substantial emotional distress and makes a threat with intent to make the person in imminent fear of death or bodily injury. (Massachusetts General Law 265 Section 3)

Williams College prohibits the crime of stalking as defined by the Clery Act.

For the purposes of this definition—

- 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, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Hate Crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Arrest: Persons processed by arrest, citation or summons. An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for the specific offense(s) and a record is made of the detention. A juvenile should be counted as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.

Referred for Disciplinary Action: The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

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. This also includes the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Law Violation: 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 or 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 the 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 Violation: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. This includes: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

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.



Geography Definitions

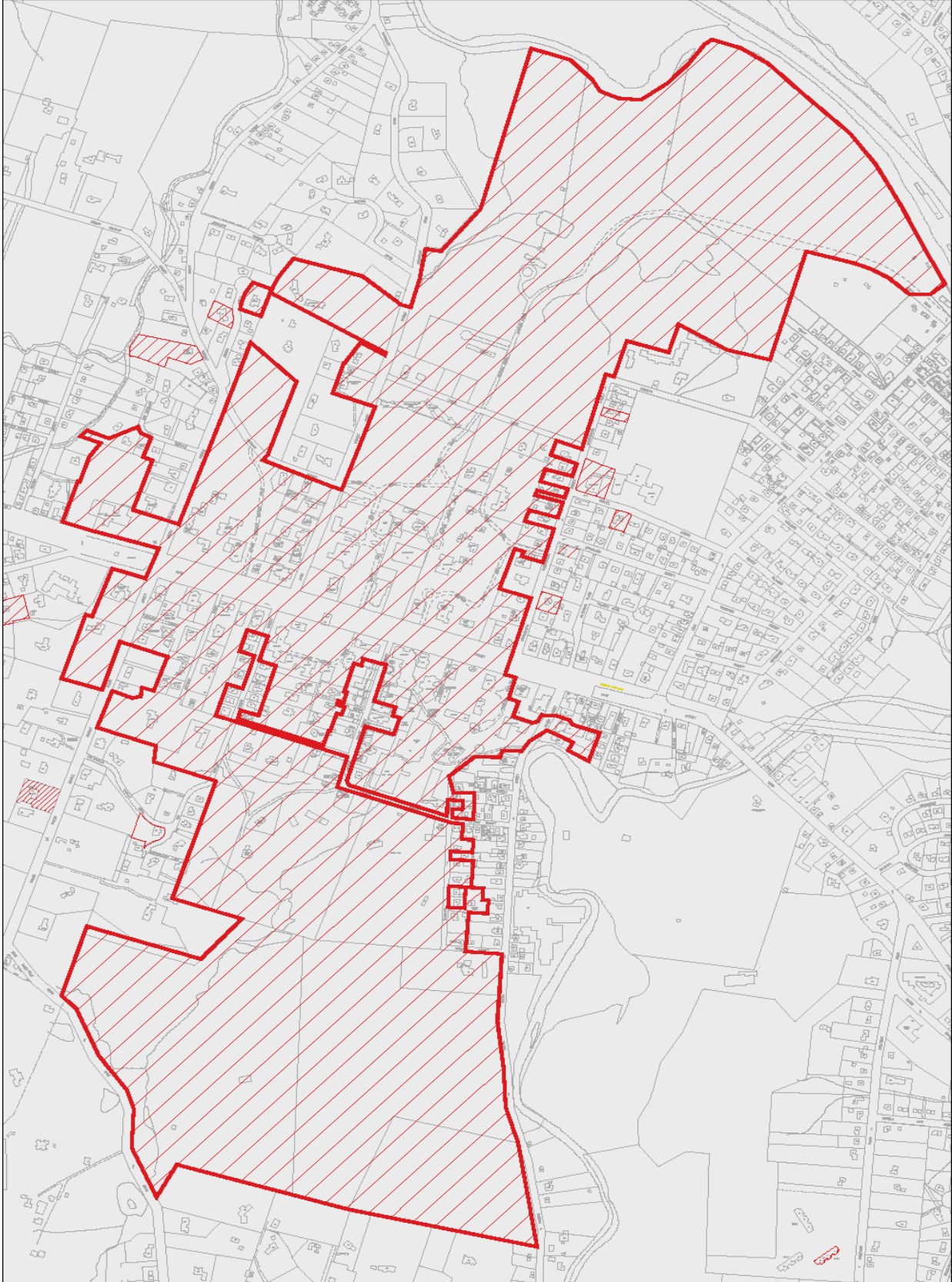
On Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property 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: (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.

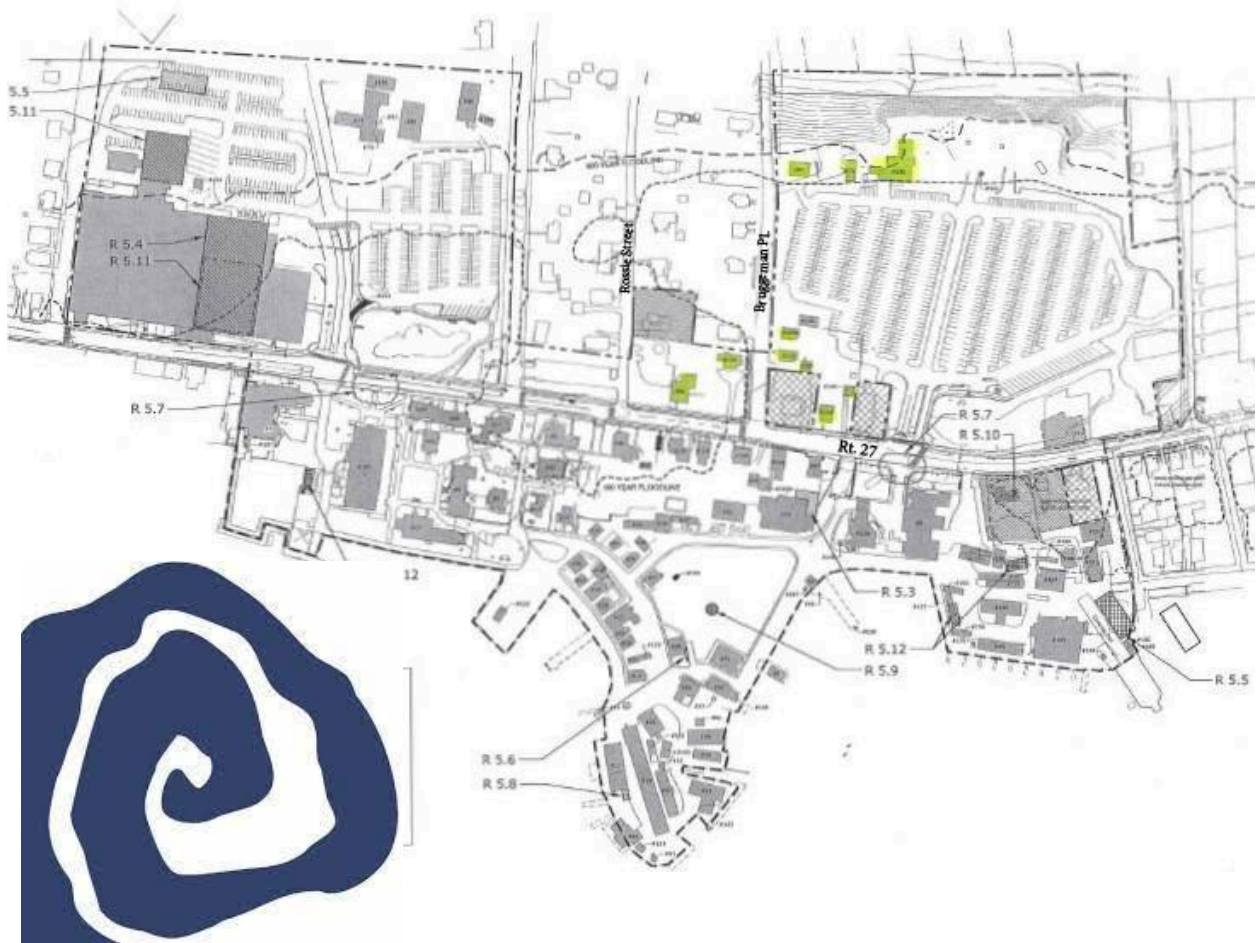
Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus. The Williams College crime statistics do not include crimes that occur in privately owned homes or businesses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

On-campus Student Housing Facility: 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 considered a subset of the On-Campus category.

Clery Geography Boundary Maps
WILLIAMS COLLEGE
PROPERTY BOUNDARY



WILLIAMS COLLEGE MYSTIC
PROPERTY BOUNDARY



WILLIAMS-EXETER PROGRAMME OXFORD

PROPERTY BOUNDARY



Clery Reportable Crimes

Williams College- Main Campus ** Williams-Mystic ** Williams Exeter Programme at Oxford

Clery Reportable Crimes Williams College

Offense	Year	On Campus	Non-Campus	Public Property	Residence Hall
Murder/Non-Negligent Manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Manslaughter By Negligence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Rape	2020	2	0	0	2
	2021	7	0	0	7
	2022	5	0	0	5
Fondling	2020	5	0	0	5
	2021	4	0	0	3
	2022	5	0	0	5
Incest	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2021	0	0	0	0

	2022	0	0	0	0
Burglary	2020	1	0	0	0
	2021	1	0	0	1
	2022	2	0	0	1
Motor Vehicle Theft	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

**VAWA Crimes
Williams College**

Offense	Year	On Campus	Non-Campus	Public Property	Residence Hall
Dating Violence	2020	1	0	0	1
	2021	3	0	0	2
	2022	0	0	0	0
Domestic Violence	2020	0	1	0	1
	2021	0	0	0	0
	2022	2	0	0	2
Stalking	2020	6	0	0	6
	2021	3	0	0	2
	2022	6	0	0	6

**Arrests and Disciplinary Action
Williams College**

Offenses	Year	On Campus	Non-Campus	Public Property	Residence Hall
Alcohol Violations	2020	19	0	0	18
	2021	8*	0	0	8
	2022	0	0	0	0
Alcohol Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug Violations	2020	1	0	0	1
	2021	8	0	0	8
	2022	0	0	0	0
Drug Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Weapons Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	2	0	0	1
Weapons Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

*The College implemented a different response to student-related incidents involving alcohol which resulted in a decreased number.

Hate Crimes Williams College

2020

- An incident of Intimidation occurred at an on campus residential facility, characterized by Race.
- An incident of Vandalism occurred at an on campus building, characterized by Race
- An incident of Intimidation occurred at a non-campus facility, characterized by Race, Gender, and Sexual Orientation.
- An incident of Intimidation occurred at an on campus residential facility, characterized by race.

2021

- An incident of Vandalism of a lawn sign occurred near an on campus academic building, characterized by Race, Gender, and Sexual Identity.

2022

- An incident of Vandalism of a wall occurred at an on campus building, characterized by Race.

Unfounded Crimes Williams College

2020 - There were no unfounded crimes during the 2020 calendar year.

2021 - There were no unfounded crimes during the 2021 calendar year.

2022 - There were no unfounded crimes during the 2022 calendar year.

Non-Campus Programs

Williams Mystic Program

Williams Exeter Program at Oxford

Williams College offers two programs outside of the main campus that provide a unique learning experience for the students. Both programs adhere to all Williams College policies and

Any building or property owned or controlled by a student organization that is officially recognized by the institution;

or

any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Clery Reportable Crimes
Williams Mystic

Offense	Year	On Campus	Non-Campus	Public Property	Residence Hall
Murder/Non-Negligent Manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Manslaughter By Negligence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Fondling	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Incest	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Burglary	2020	0	0	0	0

	2021	0	0	0	0
	2022	0	0	0	0
Motor	2020	0	0	0	0
Vehicle	2021	0	0	0	0
Theft	2022	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

**VAWA Offenses
Williams Mystic**

Offense	Year	On Campus	Non-Campus	Public Property	Residence Hall
Dating	2020	0	0	0	0
Violence	2021	0	0	0	0
	2022	0	0	0	0
Domestic	2020	0	0	0	0
Violence	2021	0	0	0	0
	2022	0	0	0	0
Stalking	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

NOTE: We originally reported a Domestic Violence on campus at Williams Mystic. In further review, we determined this incident occurred outside of Clery geography in a private dwelling, and have updated our statistics to reflect that. Updated 10/2/2024

**Arrests and Referrals
Williams Mystic**

Offenses	Year	On Campus	Non-Campus	Public Property	Residence Hall
Alcohol Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Alcohol Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug Violations	2020	0	0	0	0
	2021	0	0	0	0
	2021	0	0	0	0
Drug Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Weapons Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Weapons Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

**Hate Crimes
Williams Mystic**

2020 - There were 0 Hate Crimes reported during the 2019 calendar year.

2021 - There were 0 Hate Crimes reported during the 2020 calendar year.

2022 - There were 0 Hate Crimes reported during the 2021 calendar year.

Unfounded Crimes
Williams Mystic

2020 - There were no unfounded crimes during the 2019 calendar year.

2021 - There were no unfounded crimes during the 2020 calendar year.

2022 - There were no unfounded crimes during the 2021 calendar year.

**Clery Reportable Crimes
Williams Exeter Programme at Oxford**

Offense	Year	On Campus	Non-Campus	Public Property	Residence Hall
Murder/Non-Negligent Manslaughter	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Manslaughter By Negligence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Fondling	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Incest	2020	0	0	0	0
	2021	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Burglary	2020	0	0	0	0

	2021	0	0	0	0
	2022	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

VAWA Offenses
Williams Exeter Programme at Oxford

Offense	Year	On Campus	Non- Campus	Public Property	Residence Hall
Dating Violence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Domestic Violence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Stalking	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

**Arrests and Referrals
Williams Exeter Programme at Oxford**

Offenses	Year	On Campus	Non- Campus	Public Property	Residence Hall
Alcohol Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Alcohol Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Weapons Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Weapons Arrests	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

Hate Crimes

Williams Exeter Programme at Oxford

2020 - There were 0 Hate Crimes reported during the 2020 calendar year.

2021 - There were 0 Hate Crimes reported during the 2021 calendar year.

2022 - There were 0 Hate Crimes in the 2022 calendar year.

Unfounded Crimes

Williams Exeter Programme at Oxford

2020 - There were 0 unfounded crimes during the 2020 calendar year.

2021 - There were 0 unfounded crimes during the 2021 calendar year.

2022 - There were 0 unfounded crimes in the 2022 calendar year.

Annual Fire Safety Report



Fire Safety Policies, Procedures, Reports, and 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 all United States academic institutions that maintain on-campus student housing to 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 Services, in conjunction with the Department of Environmental Health and Safety, 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 Services website at the following address <https://www.williams.edu/css/reporting/> and a hard copy of the Annual Fire Safety Report can also be obtained by contacting the Department of Campus Safety Services at (413) 597-4444

Fire Log

The Fire Log is maintained by Campus Safety Services. 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 at dispatch 24 hours, and any older portions of the Log are available upon request within two (2) business days. These documents can be obtained by visiting Campus Safety Services at Hopkins Hall basement, 880 Main Street, Williamstown, MA (413) 597-4444.

Reporting a Fire on Campus

If you discover or suspect a fire immediately evacuate the building using the nearest available exit. 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 911. Be prepared to identify yourself, your location, and the nature of the emergency; the appropriate emergency service(s) will respond.

Campus Safety Services Officers on scene can assist the Williamstown Fire Department and other emergency personnel.

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 Services to ensure inclusion in the Annual Security and Fire Safety Report. CSS will notify the Department of Environmental Health and Safety 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 and 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.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key and Williams ID in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

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 member's 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. This means that you can not store anything in these areas (examples: shoes, clothes racks, boxes, furniture, and bicycles). The Williamstown Building Inspector and the Williamstown Fire Chief enforce these regulations. Items left in the hallways and stairwells will be removed and held in the Office

Environmental Health and Safety located in the Facilities Building (60 Latham Street). Repeat violators will be fined \$25.00 for each subsequent violation.

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 or otherwise disturb fire safety equipment, including smoke and carbon monoxide detectors, fire extinguishers, pull stations, and fire doors, or activate fire alarms due to smoking are subject to a \$250.00 fine as well as the cost of restoring the equipment. Smoke machines are not allowed in student residences for any reason. Alarm activations due to using a smoke machine 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

Students may use clocks, sound equipment, computers, electric razors, hair dryers, electric fans, electric blankets, microfridge (provided by the College), hot air popcorn poppers, and cool mist humidifiers in student housing. Items which the College strictly prohibits include, but are not limited to:

<ul style="list-style-type: none">• coffee makers (including Keurig)• crock pots• electric fry pans• toaster ovens• broilers• electric or gas stoves• air conditioners• cup warmers• deep fryers• hamburger and sandwich makers• bread makers• beer coolers• toasters• kegulators	<ul style="list-style-type: none">• popcorn poppers (other than hot air)• electric heaters• hot pots• hot plates• electric woks• any unit with a heating coil• rice cookers• soda machines• vending machines• hot tubs• swimming pools• water coolers
--	--

*Torchiere type lamps with a halogen bulb, and other lamps with a halogen bulb greater than 60 watts, are not allowed. Incandescent light bulbs should not exceed 60 watts unless there is specific UL approval for a higher wattage.

Violations of any of the above policies will be fined and the item(s) will be immediately removed. The fines vary depending on the number of violations. Confiscated items will be donated to a local charity or discarded. If a student has any questions regarding the acceptability of a particular appliance, the

Director of Environmental Health and Safety should be contacted at x2406.

The wiring in some of the College's older residence areas may not support heavy use of electrical appliances. If this is a problem in a residence, the College may need to limit the use of certain appliances and will consult with the students in the residence to resolve the problem.

Tampering with Life Safety Equipment

Students who misuse, tamper or otherwise disturb fire safety equipment, including smoke and carbon monoxide detectors, fire extinguishers, pull stations, fire doors, activate fire alarms due to smoking or the removal of batteries from carbon monoxide detectors or covered detectors are subject to a \$250.00 fine as well as the cost of restoring the equipment. Students will be called into the Department of Environmental Health and Safety Office. Students involved in a 2nd offense will be fined \$500.00 and will be referred to the Dean's Office for disciplinary action that may result in suspension or dismissal from the College.

Placing Lights or Items on Sprinkler Pipes or Sprinkler Heads

1st offense: student will be issued a written warning

2nd offense: \$50.00 fine

3rd offense: \$100.00 fine and referral to the Dean's Office for disciplinary action

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

Williams College is a smoke-free campus. Smoking is not permitted anywhere in College buildings, including student rooms or within 25 feet of a College building.

Fire alarms that are activated due to students smoking will be considered tampering and students will be fined per the written policy.

This policy includes the smoking of tobacco products and the use of electronic smoking devices. Electronic smoking device means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

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.

Improper Disposal of Cigarettes and Smoking

1st offense: \$250.00 fine

2nd offense: \$500.00 fine and referral to the Dean's Office for disciplinary action.

Students are held responsible for the condition of their room, suite, or entry common area. If the responsible parties cannot be identified for the improper disposal of cigarettes, the house, entry or suite will be charged with the fine.

All buildings are smoke-free—Individuals are not permitted to smoke within 25 feet of any building on campus. Students smoking in the residence halls will result in the following fines.

1st offense: \$250.00 fine.

2nd offense: \$500.00 fine and referred to the Dean's Office.

These fines and regulations will be progressive over your four years as a student at Williams College. If you have any questions about the policy, please contact the Director of Environmental Health and Safety, at x2406.

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 Services 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.

Failure to Leave the Building for any Fire Alarm or Fire Drills

1st offense: Written warning.

2nd offense: \$100.00 fine

3rd offense: \$100.00 fine and referral to the Dean's Office for disciplinary action

Fire Safety Education and Training

The Department of Environmental Health and Safety 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 Director of Environmental Health and Safety, 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 of 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.

On Campus Fire Drills

Campus Safety Services along with Environmental Health and Safety 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 Systems and Statistics

Fire Systems – Williams College-Main Campus

Temporary Student Housing Due to COVID-19 – December 1, 2021 through December 31, 2021

Residence Hall	Address	Smoke Detectors	CO Detectors	Sprinkler System	# of FireDrills
Austin House	68 South Street	Yes	Yes	No	0
Marcus House	24 Sabin Drive	Yes	Yes	No	0
McGuiness House	42 South Street	Yes	Yes	No	0
Williams Inn	101 Spring Street	Yes	Yes	Yes	0

Williams College – Main Campus Housing

Residence Hall	Address	Smoke Detectors	CO Detectors	Sprinkler System	# of Fire Drills
Agard	96 South Street	Yes	Yes	Yes	2
Brooks	983 Main Street	Yes	Yes	Yes	2
Bryant	1020 Main Street	Yes	Yes	Yes	2
Carter	36 North Street	Yes	Yes	Yes	2
CDE	1065 Main Street	Yes	Yes	Yes	2

Chadbourne	42 Stetson Court	Yes	Yes	Yes	2
Currier	14 Driscoll Hall Drive	Yes	Yes	Yes	2
Dodd	64 Mission Park Drive	Yes	Yes	Yes	2
Doughty	45 Walden Street	Yes	Yes	Yes	2
East College	10 Lawrence Hall Drive	Yes	Yes	Yes	2
Fayerweather	28 Lawrence Hall Drive	Yes	Yes	Yes	2
Fitch	30 Driscoll Hall Drive	Yes	Yes	Yes	2
Fort Hoosac	175 South Street	Yes	Yes	Yes	2
Garfield	45 South Street	Yes	Yes	Yes	2
Gladden	44 North Street	Yes	Yes	Yes	2
Goodrich House	65 Mission Park Drive	Yes	Yes	Yes	2
Horn Hall	64 Stetson Court	Yes	Yes	Yes	2
Hubbell	72 Mission Park Drive	Yes	Yes	Yes	2
Lambert	80 Hoxsey Street	Yes	Yes	Yes	2

Lehman Hall	94 Chapin Hall Drive	Yes	Yes	Yes	2
Mark Hopkins	32 North Street	Yes	Yes	Yes	2
Milham	53 Hoxsey Street	Yes	Yes	Yes	2
Mission Park	87, 101, 113, 127 Lynde Lane	Yes	Yes	Yes	2
Morgan	7 Spring Street	Yes	Yes	Yes	2
Parsons	82 Mission Park Drive	Yes	Yes	Yes	2
Perry House	1017 Main Street	Yes	Yes	Yes	2
Poker Flats	45 Stetson Road	Yes	Yes	Yes	2
Prospect	59 Driscoll Hall Drive	Yes	Yes	Yes	2
Sage	71 Chapin Hall Drive	Yes	Yes	Yes	2
Sewall	49 Mission Park Drive	Yes	Yes	Yes	2
Spencer House	973 Main Street	Yes	Yes	Yes	2
Susie Hopkins	60 Denison Park Drive	Yes	Yes	Yes	2
Thompson Dorm	172 Park Street	Yes	Yes	Yes	2

Tyler Annex	185 Park Street	Yes	Yes	Yes	2
Tyler House	183 Park Street	Yes	Yes	Yes	2
West College	931 Main Street	Yes	Yes	Yes	2
Williams	93 Chapin Hall Drive	Yes	Yes	Yes	2
Wood House	1039 Main Street	Yes	Yes	Yes	2
Woodbridge	17 Park Street	Yes	Yes	Yes	2

Fire Statistics - Williams College – Main Campus

Residence Hall	Address	2020 Fires	2021 Fires	2022 Fires
Agard	96 South Street	0	0	0
Brooks	983 Main Street	0	0	0
Bryant	1020 Main Street	0	0	0
Carter	36 North Street	0	0	0
CDE	1065 Main Street	0	0	0
Chadbourne	42 Stetson Court	0	0	0

Currier	14 Driscoll Hall Drive	0	0	0
Dodd	64 Mission Park Drive	0	0	0
Doughty	45 Walden Street	0	0	0
East College	10 Lawrence Hall Drive	0	0	0
Fayerweather	28 Lawrence Hall Drive	0	0	0
Fitch	30 Driscoll Hall Drive	0	0	0
Fort Hoosac	175 South Street	0	0	0
Garfield	45 South Street	0	0	0
Gladden	44 North Street	0	0	0
Goodrich House	65 Mission Park Drive	0	0	0
Horn Hall	64 Stetson Court	0	0	0
Hubbell	72 Mission Park Drive	0	0	0
Lambert	80 Hoxsey Street	0	0	0
Lehman Hall	94 Chapin Hall Drive	0	0	0

Mark Hopkins	32 North Street	0	0	0
Milham	53 Hoxsey Street	0	0	0
Mission Park	87, 101, 113, 127 Lynde Lane	0	1	0
Morgan	7 Spring Street	0	0	0
Parsons	82 Mission Park Drive	0	0	0
Perry House	1017 Main Street	0	1	0
Poker Flats	45 Stetson Road	0	0	0
Prospect	59 Driscoll Hall Drive	0	0	1
Sage	71 Chapin Hall Drive	0	0	0
Sewall	49 Mission Park Drive	0	0	0
Spencer House	973 Main Street	0	0	0
Susie Hopkins	60 Denison Park Drive	0	0	0
Thompson Dorm	172 Park Street	0	1	0
Tyler Annex	185 Park Street	0	0	0

Tyler House	183 Park Street	0	0	0
West College	931 Main Street	0	0	1
Williams	93 Chapin Hall Drive	0	0	0
Wood House	1039 Main Street	0	0	0
Woodbridge	17 Park Street	0	0	0

Fire Details

2020:

- No known fires were reported during the 2020 calendar year.

2021:

- 1 Fire occurred in Perry House as a result of a motor burning out. There were no injuries and it resulted in more than \$1,000 worth of damage.
- 1 Fire occurred in Mission Park as a result of an electrical outlet catching fire. There were no injuries and it resulted in less than \$1,000 worth of damage.
- 1 Fire occurred in Thompson Dorm as a result of a malfunction of the elevator machine. There were no injuries and it resulted in more than \$1,000 worth of damage.

2022:

- 1 Fire occurred in Prospect House due to the toaster oven being on for a prolonged period. There were no injuries and it resulted in less than \$1,000 worth of damage.
- 1 fire occurred in West Hall kitchen caused by cooking oil . Fire was extinguished by a student. There were no injuries and it resulted in less than \$1,000 worth of damage.

Fire Safety Systems - Williams Mystic

Residence Hall	Smoke Detectors	Sprinkler System	# of Fire Drills
Albion House	Yes	No	0
Carr House	Yes	No	0
Johnston House	Yes	No	0
Mallory House	Yes	No	0

Fire Statistics – Williams Mystic

Residence Hall	2020 Fires	2021 Fires	2022 Fires
Albion House	0	0	0
Carr House	0	0	0
Johnston House	0	0	0
Kemble House	0	0	0
Mallory House	0	0	0

Fire Safety Systems - Williams Exeter Programme at Oxford

Residence Address	Smoke Detectors	Sprinkler System	# of Fire Drills
145 Banbury Road	Yes	No	0
2 Lathbury Road	Yes	No	0
4 Lathbury Road	Yes	No	0
1 Moreton Road	Unknown	Unknown	0

Fire Statistics – Williams Exeter Programme at Oxford

Address	2020 Fires	2021 Fires	2022 Fires
145 Banbury Road	0	0	0
2 Lathbury Road	0	0	0
4 Lathbury Road	0	0	0
1 Moreton Road	0	0	0