

**DIVERSITY, EQUITY, AND INCLUSION (DEI) PLAN
FOR WILLIAMS CAMPUS SAFETY SERVICES**

July 1, 2022

“A diverse mix of voices leads to better discussions, decisions, and outcomes for everyone.”
-- Sundar Pichai.

Campus Safety Services is thinking critically about how our department impacts our students, faculty, and staff in terms of diversity, equity, and inclusion. We have established the following definitions of diversity, inclusion, equity, and equity mindedness for the department.

Diversity: Individual differences (e.g., personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations).

Inclusion: The active, intentional, and ongoing engagement with diversity — in the curriculum, in the co-curriculum, and in communities (intellectual, social, cultural, geographical) with which individuals might connect — in ways that increase awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions.

Equity: The creation of opportunities for historically underrepresented populations to have equal access to and participate in educational programs that are capable of closing the achievement gaps in student success and completion.

Equity-Mindedness: A demonstrated awareness of and willingness to address equity issues among institutional leaders and staff.

CORE BELIEFS AND PRACTICES GUIDING OUR WORK

CSS Mission Statement: Through innovative thinking and implementation, Williams College Campus Safety Services vows to deliver exceptional service to the campus community, and beyond. We will enhance public trust through inclusive collaboration that creates a sense of safety for all. We shall strive for excellence through professional development, self-discipline, and strong leadership that inspires and challenges us to be the best that we can be. Our commitment to excellence supports the university’s pursuit of research and academic success in an environment free of disruption. We willingly accept this mission and hold ourselves accountable for its continued accomplishment.

These interrelated goals further reflect our department's mission:

- Strive to promote ethnic and racial diversity within the department through the hiring process, education, and training.
- Use community engagement as a tool to listen, learn, and build mutually beneficial relationships and programs.
- Provide robust yearly training to continuously advance development and growth.
- Ensure that the CSS office is accessible and welcoming to all community members.
- Provide a culture of safety that is welcoming, supportive, and consistent.
- Provide an officer appearance that is non-threatening, while also demonstrating strong command presence and officer competence.
- Establish and develop a Campus Safety Advisory Committee to advise CSS on a variety of topics across the institution.

DEI GOALS AND MEASURES:

Diversity, equity and inclusion matter because they help build a fair society that allows all people to get equal opportunities. DEI brings together people, perspectives and ideas to help create stronger bonds among individuals and stronger organizations. CSS is committed to working with BSU, The Society of Griffins, MINCO, LGBTQ Organizations, and any other student groups representing oppressed and/or marginalized identities. We will collaborate and align with the campus's short- and long-term goals to encourage and support programs, learning, and other initiatives to guide our efforts to ensure all community members feel safe, included, heard, and valued overall.

WILLIAMS COMMUNITY PARTNERSHIPS

1. The CSS staff, is a group of dedicated, compassionate, and loyal members.
2. Our student body is a collection of diverse, educated, and passionate members.
3. Our faculty, is a group who embodies education, social awareness, and practical application of learning in an active environment.

GOALS AND STEPS FOR THE FUTURE:

1. Take steps to increase staff diversity through hiring practices.
 - a. Embrace policies in place to ensure hiring procedures reflect our commitment to diversity and inclusion.
 - b. During the onboarding process (orientation), build and promote relationships with colleagues to ensure all feel comfortable.
 - c. Continue department growth and leverage that growth into opportunities for promotion from within.
2. Take steps to increase staff understanding of diversity, equality, and inclusion.
 - a. Training for all staff on the importance of diversity, equity, and inclusion.
 - b. Provide annual Bias Training.

- c. Have active, intentional, and ongoing efforts to promote the full participation and sense of belonging of every employee, customer, and strategic partner.
- d. Actively and continuously encourage creativity and innovation for all staff.
- e. Develop creative programs to build lasting relationships with the campus community.

Actions We Have Taken

1. Partnering with HR to post positions in multiple locations to attract the most diverse pool of applicants for each and every job posting.
2. Participation in bias workshop training for all staff on hiring committees to ensure that our staff have training in order to conduct searches free from biases related to a candidate's age, race, gender, sexual orientation, and other personal characteristics unrelated to their job performance.
3. Providing annual bias training to staff.
4. Create internal promotion and advancement opportunities for current staff in CSS.
5. Continue to have active interaction between the director of CSS, leadership team and staff to harness an environment of open and productive communication to better understand our staff's onsite experience, as well as continuous community interactions.
6. Director of CSS to continue meeting with direct reports weekly, leadership team monthly, and continuously communicated with frontline staff on a regular basis.

Measures We Will Take To Ensure Success

1. Formal onboarding process for all new employees.
2. Formal offboarding process for all employees leaving the department including exit interviews.
3. Implement formal one on one with the director and all new staff members and also with all current staff members biannually.
4. Annual State of The Department meeting in August: Introduce the new CSS mission, values and vision and begin the process of taking active application of our Emergency Management program, student collaboration, community engagement, and talent development campaigns. We will map out the criteria for our internal recognition program through peer voting and will highlight awarded staff members via CSS social media platforms and post in campus safety offices. We will also begin selecting one staff member monthly to start a staff spotlight where we will introduce our staff members to the campus community with a picture, position, tenure, duties and hobbies. We will also engage the community actively by introducing new CSS initiatives.
5. Conduct monthly department-wide meetings with a state of business update, future plans, birthday announcements, and words of encouragement (Thank You).
6. CSS Feedback Process - We will work to host one town hall per semester and invite all students who have feedback to contribute to our overall performance and offerings. We will develop a feedback portal and continue to encourage students to utilize it to

communicate to our leadership team on how we are performing and how we can do better.

7. All Campus Events - Continue to work toward having a campus safety presence at all events on campus.
8. Monthly Staff Appreciation Initiatives: Recognizing staff who have gone above and beyond the call of duty nominated by staff and managers.
9. Safety Committee: We will establish the Williams Advisory Group on Safety (WAGS) to include a diverse group of campus community members.
10. Recruitment: Expand relationship with Westfield State University, MCLA, and BCC to create pipelines for new and diverse staff to join the team.
11. Allow staff the opportunity to be included in campus wide committees. Also, encourage staff to join organizations and programs outside of Williams that can provide support to the department and Williams as a whole.
12. Strongly encourage staff to pursue educational goals.

OBSTACLES TO OVERCOME

1. As staff grow, develop, and get promoted from within, vacancies will arise in our typical job classifications and hours such as over-night officers, and dispatchers. Our best path forward in fulfilling these positions with the best opportunity to attract a diversified group of people is to develop and foster relationships with our institutional partners with Criminal Justice programs such as, Westfield State University, MCLA, BCC etc. We also need to continue utilizing job posting sources such as Immigration Center in Pittsfield, Indeed, and LinkedIn.
2. Explore what would be the best approach to confront our affordable housing availability shortages in our county and specifically in our immediate area.
3. Due to the length of service our staff has dedicated to our department, we are in a position that within the next one to five years, more than 30% of our staff will reach retirement age requiring a strategic approach in making this turnover as seamless.
4. CSS lost the only full-time staff member of color in 2022. There are 3 other staff members of color but they are all part-timers.
5. Schedules will forever be a challenge because we are the only office at Williams that serves the community 24 hour a day, 7 days a week, and 365 days a year.

REFLECTIONS ON HOW CSS WILL HOLD ITSELF ACCOUNTABLE TO THE OVERALL PLAN

This DEI Plan is intended to establish goals, outline obstacles to overcome, and encourage commitment and participation at every level through staff understanding and buy-in without creating resistance or anxiety. This DEI Plan will be posted on the CSS web page for internal and external groups to know our goals for the department and the obstacles we are working to overcome. Our office will regularly review our goals and metrics to determine what is working and what isn't. We will meet with current CSS management as well as reach out to the campus community to continuously share thoughts and ideas on how to continually improve and move forward.