



2016

# Annual Security Report



## Middleborough Campus

Massasoit Community College Police Department  
One Massasoit Boulevard  
Brockton, MA 02302  
[www.massasoit.edu](http://www.massasoit.edu)

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## Message from the President

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College Community,

I am pleased to share with you all the enclosed Annual Security Report, which provides comprehensive information about our safety and security policies and procedures, and assessments of our performance in these areas over the last year. I can confidently report that Massasoit Community College is a safe place for our students, faculty, staff, and guests. Our College Police Department has done exemplary work to become engaged in our college community, serving as a resource for questions about personal safety and security. Though our College Police Department is diligent in maintaining a secure community, we must all remember that it is the responsibility of each of us individually to contribute to keeping our campuses safe by reporting emergencies and crimes, knowing our roles in times of crisis, and being familiar with acceptable behavior. I urge you to review the information in this report, and to keep abreast of our policies and procedures. And remember: see something, say something!



Charlie Wall



## Message from the Chief of Police

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Dear Massasoit Community;

The safety and security of our campus is our utmost concern. The Massasoit Community College Police Department employs 17 commissioned officers and 2 civilian employees whom are dedicated to keeping the campus a safe place to learn and work.

But we need your help. Maintaining a safe and secure campus is a community effort. This Annual Security report has been produced in accordance with the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and provides information you can use to help keep yourself and your property safe. I encourage you to become familiar with this guide. Read it and learn how you can be more aware of your surroundings, prevent crime and report suspicious incidents to police.

Massasoit Community College Police Department is a full service police agency providing community based public safety services to a diverse community of approximately 8,000 students and 1,000 staff and faculty members. Our officers patrol the campus on foot, bicycle and vehicle. The Massasoit Community College Police Department works diligently with the Middleborough community and surrounding agencies to ensure a prompt and coordinated law enforcement response.

Notwithstanding the campus' development of well-rehearsed plans to deal with major emergencies that may threaten the health and safety of our campus community, your safety and security is enhanced when you are well informed and take appropriate actions to keep yourself safe. The College Police Department website <http://www.massasoit.edu/massasoit-police/index> serves as an excellent resource on emergency preparedness and crime prevention. You can also find updates on crime trends, prevention tips, and more on MCC through our social media twitter page <https://twitter.com/MassasoitPolice> and our Massasoit Community College Police Application is available for smartphones through our MyPD app.

The Massasoit Community College Police Department is here to serve and protect you, as well as to maintain a safe learning and work environment for our Community. We want to hear your questions and concerns. Together, we can ensure that our campus community remains safe – campus safety is a shared responsibility.

You may request a printed copy of this report by contacting the Massasoit Community College Police Department at 508.588.9100 extension 1049

Sincerely,



Christopher Cummings  
Chief of Police  
Massasoit Community College



## Emergency Numbers

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<b>EMERGENCY:</b>	<b>911</b>
<b>Middleborough Police:</b>	<b>508.947.1212</b>
<b>Middleborough Fire:</b>	<b>508.946.2461</b>

## How to Contact the Massasoit Community College Police Department

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<b>Non-Emergency:</b>	508.588.9100 Extension 1041
<b>Administration:</b>	508.588.9100 Extension 1049
<b>Confidential Tip-Line:</b>	508.427-1210
<b>RAD Training:</b>	508.588.9100 Extension 2616/1049
<b>Records:</b>	508.588.9100 Extension 1049
<b>Website:</b>	<a href="http://www.massasoit.mass.edu/mccpd/index.cfm">www.massasoit.mass.edu/mccpd/index.cfm</a>
<b>Twitter:</b>	@MassasoitPolice
<b>Smart Phone Application:</b>	MyPD – Massasoit Community College Police Department

## Other Important Numbers

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<b>Signature Care Hospital:</b>	508.941.7400
<b>Woman's Place:</b>	508.588.8255
<b>New Hope:</b>	800.323.4673

### Domestic violence hotlines

 **If you are in immediate danger, call 911**

- **SafeLink Domestic Violence Hotline**  
(operated by Casa Myrna)

Hotline: Voice: 1-877-785-2020; TTY: 1-877-521-2601

### Sexual Assault Hotlines

 **If you are in immediate danger, call 911**

**National Sexual Assault Hotline**  
(operated by the Rape, Abuse & Incest National Network - RAINN)

- Hotline: 1-800-656-HOPE (1-800-656-4673)
- **GLBTQ Domestic Violence Project Hotline**
  - Hotline: 1-800-832-1901

## Clery Overview

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The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.



## Clery Act Requirements

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### What is the Clery Act?

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. To ensure compliance with the Clery Act, Massasoit Community College must meet certain obligations required by federal law. These obligations include: (1) policy disclosure; (2) records collection and retention; and (3) information dissemination.

### Policy Disclosure

Massasoit Community College must provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus, security of and access to campus facilities, and campus law enforcement.

### Record Collection and Retention

Massasoit Community College is required to keep campus records of crimes reported on campus to campus security authorities, make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report, and keep a daily crime log open for public inspection.

### Information Dissemination

To provide members of the campus community with information needed to make informed personal safety decisions, Massasoit Community College must provide: 1) a "timely warning" of any Clery Act crime that represents an ongoing threat to the safety of students and employees; 2) develop and maintain a log of all crimes reported to the Massasoit Community College Police Department and ensure public access to the crime log during normal business hours and; 3) publish an annual security and fire safety report, make the report available to all current students and employees, and ensure the annual security and fire safety report is made available to prospective students and employees.

## Overview of the Massasoit Community College Police Department

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### Statement Addressing MCCPD Mission, Law Enforcement Authority and Officer Training

#### Vision

We will continue to define a standard as one of the leaders amongst community college law enforcement agencies by delivering progressive and unique police services designed to protect and serve our campus community.

#### Mission

The Massasoit Community College Police Department will remain a community driven organization by achieving outstanding public safety through the recognition and appreciation of community diversity and the need for joint cooperation between the College Police Department and the community that we serve. Our values will emphasize commitment to our goals and principled decision-making.

#### Authority

The Massasoit Community College Police Department proudly serves a community that works and studies on three separate and unique campuses, these campuses include Brockton, Canton, and Middleborough. With a student enrollment of approximately 8000 students and approximately 1,000 employees, MCCPD provides service for a combined population that roughly equates the similar size of our adjacent residential communities. At approximately 16 sworn officers, and two civilian employees, MCCPD ranks as the one of the largest community college police departments in the Commonwealth of Massachusetts. MCCPD Officers are licensed under Massachusetts General Law, Chapter 22C, § 63 by the State Police granting them the same powers of arrest as a city or town police officer while on property owned, used, and occupied by Massasoit Community College. Subject to approval by the Chief of Police, Massasoit Police Officers may also receive additional police authority as Plymouth County Deputy Sheriffs under G.L. Chapter 37 § 3. MCCPD remains a very progressive campus law enforcement agency and participates in a multiple campus crime prevention programs, special events both on and off campus, employee safety training, sexual assault defense training, as well as numerous other initiatives that are designed to educate and inform our community of campus safety.

#### Officer Training

MCCPD officers receive the same training as other full-service police officers in Massachusetts; each officer must successfully complete an authorized Massachusetts Law Enforcement Training Academy program with a minimum of 315 hours of specialized instruction. All MCCPD officers must also successfully complete an on-the-job field-training program under the supervision of certified Field Training Officers. This training lasts approximately three months and provides additional training for security and crime concerns specific to Massasoit Community College. Once officers have successfully completed their initial training and probationary period, they remain mandated to complete annual in-service training curriculums based on a variety of topics for the duration of their careers.

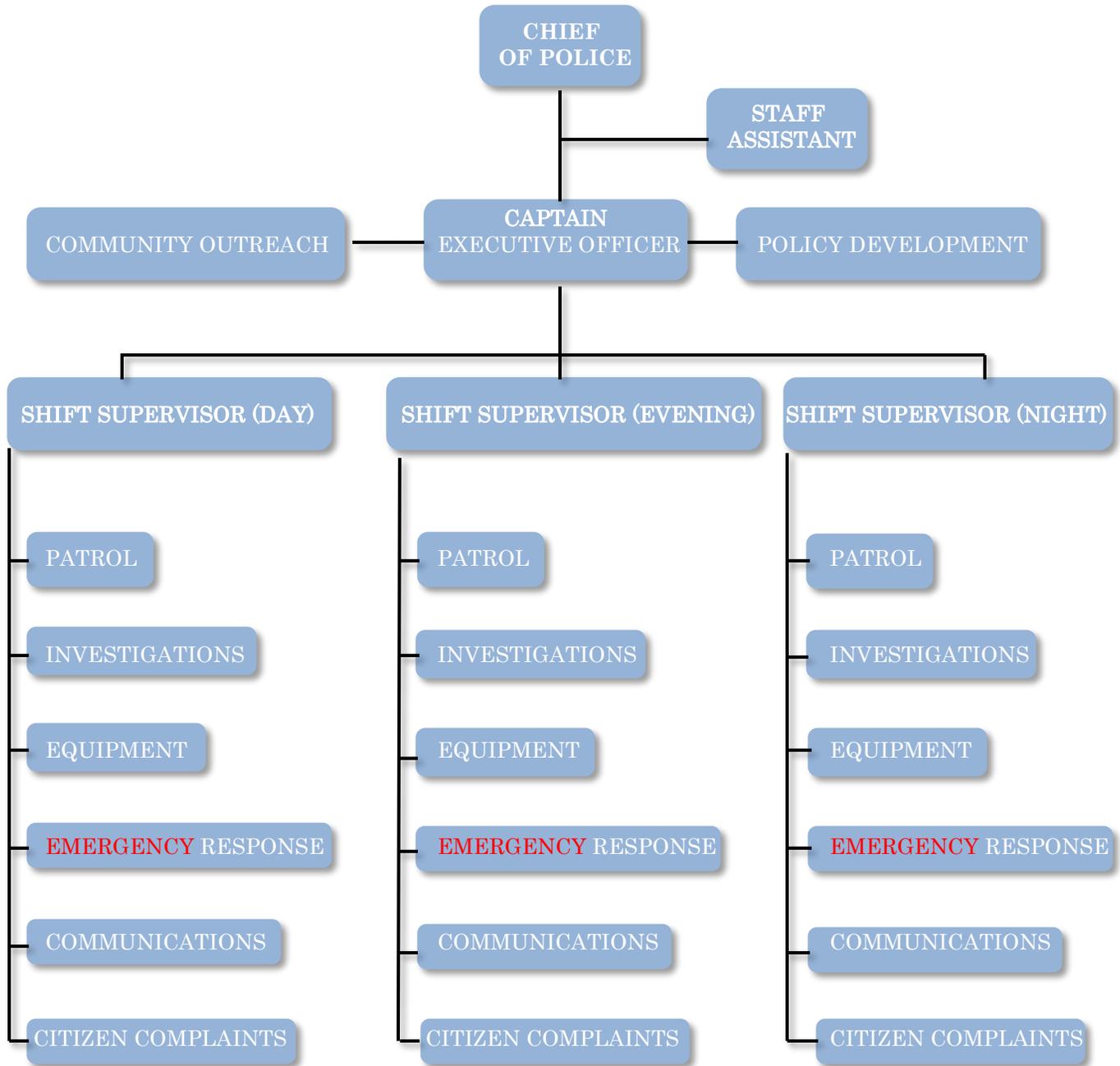
#### Station Location (Middleborough Center)

Massasoit Community College does NOT currently have a police station at Massasoit's Middleborough Center. The Massasoit Community College Police Department can be reached by contacting any of the aforementioned telephone numbers.

## Organizational Chart

### Massasoit Community College Police Department

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## Statement Addressing Interagency Relationships with Local and State Law Enforcement

MCCPD maintains excellent working and mutual aid relationships with other State and local law enforcement agencies and will coordinate responses to crime when appropriate. MCCPD recognizes the importance of maintaining close and cooperative working relationships with the agencies that surround each of our campuses. MCCPD routinely meets with these departments on a formal and informal basis and on specific issues as needed. MCCPD has direct lines of communication with State and local law enforcement agencies, which allows for efficient coordination when necessary.



MCCPD has police authority within the legal jurisdiction of Massasoit Community College. MCCPD has the authority to provide assistance to other law enforcement agencies as needed and required. Additionally, under Massachusetts G.L. Chapter 37 § 3, MCCPD officers may, through the approval of the Chief of Police also be sworn as Plymouth County Deputy Sheriffs. MCCPD has the authority to request law enforcement personnel from other agencies as needed or required to deal with emergency situations on any of our campuses. MCCPD has mutual aid agreements in place with the Canton Police Department. Currently, MCCPD does not have mutual aid agreements in place with the Brockton Police Department or the Middleborough Police Department.



## Statement Addressing How to Report a Crime or on Campus Emergencies

In case of an emergency, call 911 from any ON-college telephone to reach MCCPD to report criminal incidents, emergencies on campus, request fire or ambulance services. MCCPD operates its own Dispatch Center 24 hours a day, which monitors emergencies at all of our campus locations. Emergency telephones are located strategically throughout the campus, including in classrooms and offices. All students, faculty, and staff are encouraged to report crimes in progress, suspicious persons, medical emergencies, or concerns about your personal safety. Large “Emergency” signs are installed at each emergency box location. Emergency call box phones will connect you directly with the Police Dispatch Center at MCCPD. All emergency classroom phones are equipped with a red emergency button that states “Emergency” – when activated; the caller will be directly connected to our Police Dispatch Center. A caller may also dial 911 from any classroom/office phone to be connected directly to our Police Dispatch Center.

## Motor-Vehicle Crashes/Roadway/Parking Lot Accidents (Middleborough)

In order to prevent motor-vehicle crashes on campus, please be aware of traffic conditions while driving or riding your bicycle on campus. If you have an accident on campus or in one of the campus parking lots, call the Middleborough Police Department at 508.947.1212 or 911.

### Police Response

Dispatchers are available at the MCCPD Dispatch Center 24 hours a day to answer your calls. MCCPD policies and procedures require immediate response to all emergency calls. MCCPD works closely with the Brockton Police Department, Canton Police Department, and the Middleboro Police Department, and all other area first responders (police, sheriff, and fire/ambulance) to coordinate effective responses to all on-campus emergency calls. Priority response is given to crimes against persons and incidents involving personal injuries. Upon receipt of non-emergency calls, MCCPD will either dispatch an officer or ask the victim to file an incident report in person at MCCPD police station at the Brockton or Canton Campus Police Station. Currently, the Middleboro Campus does not have a police station and relies on Middleboro first responders to respond and address all on-campus emergencies.

Like other full-service law enforcement agencies, MCCPD provides police patrol, investigations, police records, emergency communications (dispatch) center, property and evidence and event management services. MCCPD maintains excellent working relationships with local, state and federal law enforcement and emergency response agencies. Massasoit Community College Police Officers do provide frequent property checks of the Middleboro Center.

MCCPD incident reports involving students are forwarded to the Office of the Dean of Students for review. The Office of the Dean of Students is vested with the campus authority to sanction students for violations of Massasoit Community College's Student Code of Conduct and other inappropriate behaviors on and off the campus. The Dean of Student may sanction options such as, but not limited to; student suspension and expulsion.

MCCPD incident reports involving employees are forwarded to Massasoit's Human Resource Division for review.

### Statement Addressing Anonymous and Voluntary Confidential Reporting

If you are not comfortable identifying yourself, MCCPD offers anonymous reporting on its website, through its MyPD Application (Massasoit Community College Police Department) or via our Anonymous Tip Line at 508.427-1210. Tips are reviewed by MCCPD Command Staff and, if appropriate, investigated by police personnel. The anonymous reporting form is available here:

<https://docs.google.com/forms/d/e/1FAIpQLSc8PI2u2WX3Mv8KBBSs6wHjTX2e7jm6lAT3SJSKT66hVTLFjQ/viewform?c=0&w=1>. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, MCCPD may not be able to assure confidentiality and will inform you in those cases.

### Statement Encouraging Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to MCCPD in a **timely** and **accurate** manner. Crimes should be reported to MCCPD for inclusion within the annual crime statistics (if they occurred within Massasoit Community College's defined Clery boundaries at all of its locations) and may be used to aid in the provision of timely warnings or safety advisories to the Massasoit Community. All crimes reported to MCCPD that fall outside the department's jurisdiction will be referred to the appropriate law enforcement agency with jurisdictional authority. In addition to reporting the crime, MCCPD will help connect the reporting party to the appropriate law enforcement agency.

## Statement Addressing Campus Security Authorities

Occasionally, victims of crime wish to report the crime, but do not want to give their names and/or do not want to pursue action through the criminal justice or the area's judicial systems. Campus Security Authorities (CSA) who receive confidential reports of crime are required to report these crimes to MCCPD for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. If crimes are never reported, very little can be done to help others from also being victims. Massasoit Community College will be much safer when all community members participate in the campus's safety and security initiatives. Anyone may call MCCPD at 508.427-1210 to report concerning information while remaining anonymous. Campus Safety Authorities are defined as follows:

While Massasoit Community College prefers that community members immediately report all crimes and other emergencies directly to MCCPD at 508-427.1296 or 911, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as "Campus Security Authorities". The act defines these individuals as "officials of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to a particular issue on behalf of the institution. Furthermore; The regulations that govern the Clery Act (34 CFR 668.46) define a CSA as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department...such as an individual who is responsible for monitoring entrance into institutional property.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Pastoral and professional counselors are not considered a campus security authority when acting in their roles as a pastoral or professional counselor. As a matter of policy, the College encourages professional counselors to notify those whom they are counseling of the voluntary, confidential report options available to them.

While Massasoit Community College has identified a number of CSAs, we officially designate the following offices as places where campus community members should report crimes:

### Middleborough Center

Official	Campus Address	Phone Number
College Police Department	Student Center Building	508.427.1296
Human Resources/Donna Boissel	Administration Building (A234)	508.588.9100 Extension 1550
Institutional Diversity/Yolanda Dennis	Administration Building (A229)	508.588.9100 Extension 1304
Counseling Support/Christine Dymont	Student Center Building (SC198)	508.588.9100 Extension 1462
Dean of Students/Alvin Riley	Student Center Building (SC208)	508.588.9100 Extension 1415
Women's Resource Center/Donna LeClair	Student Center Building (SC147)	508.588.9100 Extension 1484
Student Services/VP David Tracy	Administration Building (A219)	508.588.9100 Extension 1085
Director of Student Life/Kathleen Reid	Student Center Building (SC220A)	508.588.9100 Extension 1480
Director of the Middleborough Center/Douglas Walo	Middleboro Center (MD101)	508.588.9100 Extension 4001

## Crime Alerts (Timely Warnings)

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### Statement Addressing the Issuance of Timely Warnings

MCCPD is responsible for developing and disseminating Timely Warning notices to members of the Massasoit community. The Chief of Police or his/her designee, the President of the College, as well as other designated officials can or will determine if a Timely Warning should be issued. The decision will be made on a case-by-case basis, including a variety of factors. These factors include:

- Whether the incident poses a **serious or continuing threat** to the Massasoit community, as determined at Massasoit's sole discretion;
- If the **suspect has been apprehended**;
- **Timeliness** of the reported crime to MCCPD; and,
- Whether a **pattern of crimes** exist that places Massasoit Community College students, faculty, staff, or visitors at risk of becoming victims of a similar crime.

In general, Timely Warnings will be issued when the following three conditions are met:

1. One of the following **statutorily designated crimes** is reported to MCCPD:
  - **Homicide** – Murder and non-negligent manslaughter
  - **Sex Offenses** – Forcible and non-forcible
  - **Robbery** involving force or violence

#### Aggravated Assault

- The decision to release a Timely Warning for an Aggravated Assault depends on the facts of the case and the information known by MCCPD. For example, if an assault occurs between two students who have a disagreement, there may be no continuing threat to other Massasoit community members. As such, a Timely Warning would not be distributed.

#### Burglary and/or Motor Vehicle Theft

- In general, Timely Warnings will not typically be issued for single incidents. A Timely Warning may be distributed if a series of incidents poses a continuing threat to the Massasoit community.
- Major incidents of **Arson**
- **Hate Crimes** involving bodily injury
- **Domestic Violence, Dating Violence, or Stalking**

Timely Warnings will only be issued when there is a serious or continuing threat to the Massasoit community at-large.

2. The reported crime occurred at a **Clery-reportable location**, which is defined as:
  - a. on campus;
  - b. on public property within or immediately adjacent to the campus boundaries; or,
  - c. in buildings or on property beyond the core campus, but designated as a non-campus location. Non-campus locations are owned or operated/controlled by Massasoit Community College, used for educational purposes and frequently used by students, faculty, staff, or visitors
3. The reported crime presents a serious or **continuing threat** to Massasoit students, faculty, staff or visitors.

MCCPD personnel will work with the College’s Department of Public Relations and the College’s Legal Counsel in the development and dissemination of the Timely Warning. Timely Warnings will generally be disseminated via multiple communications methods to alert all members of the college community in the event of an emergency, including the exterior siren system on the Brockton Campus. The College’s Alert System can broadcast messages to multiple mobile phones and landlines, via text message, College email, through RSS feed, Facebook, Twitter, webpage, College televisions and (Exterior Siren System/**Brockton Campus**). **The Middleborough Center does NOT currently have an exterior siren or campus emergency television screens.**

## Emergency Notification (Timely Warning Authority Chart)

**\*Campus Televisions – Not Applicable (Middleborough)**

**\*Exterior Siren – Not Applicable (Middleborough)**

System	Primary Creator	Back-Up Creator	Approval Staff	Primary Sender	Back-Up Sender
<b>Primary</b>					
<b>RAVE</b>	Police Dispatcher Police Command	Police Staff Public Relations OIT	President Vice President Police Command	Dispatcher	Police Command Public Relations OIT
<b>**Exterior Siren</b>	Police Dispatcher Police Command	Police Staff	President Vice President Police Command	Dispatcher	Police Command
<b>Secondary</b>					
<b>Network Email</b>	Public Relations	Police Command OIT Vice President	President Vice President Police Command	Public Relations	Police Command OIT Vice President
<b>*Campus Television</b>	Public Relations	Police Staff Police Command	President Vice President Police Command	TV/Media Dept	Police Staff Police Command Public Relations

## Emergency Notification (Past Security Notifications) \*Updated 09/26/2016

Alert	Status	Case Number	Alert Method	Sender	Campus	On/Off Campus
		<b>NO ITEMS</b>	<b>TO REPORT</b>			

**RaveAlert**



## Emergency Response, Notifications and Evacuation Procedures

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When an emergency occurs on campus, Massasoit Community College strives to provide students, faculty and staff with the critical information needed to protect themselves. To be able to provide this information to our Massasoit community, students, faculty, and staff must update and maintain up to date information within the College's official alert system by using the below link:

[www.getrave.com/login/massasoit](http://www.getrave.com/login/massasoit)

You should enter your preferred phone number(s), email address(es), and other optional notification information such as your mobile and text messaging information.

**NOTE:** None of the information that you supply will be used for data collection within the College or shared with anyone outside the College.

This is an important part of protecting and informing everyone in the Massasoit community of events and circumstances that may affect their safety and wellbeing, as well as keeping you informed of important events at the College such as school closings.

Everything about this system is optional, however the more contact information you are willing to share, the better the system will work for you.

## Statement Addressing Emergency Response and Evacuation Procedures

### Policy Statement

This policy establishes the emergency response and evacuation procedures for Massasoit Community College. This policy has been established to ensure the safety and welfare of Massasoit Community College students and employees to the greatest extent possible. This policy is aligned with and in compliance with the Higher Education Opportunity Act, which requires all Title IV institutions, without exception, to have and disclose emergency response procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

### Scope

The requirements set forth in this policy are only applicable to emergency or dangerous situations occurring on campus. The institution may issue emergency notifications about emergency or dangerous situations that occur in the broader community if institutional officials determine that such notifications provide helpful or relevant information to the campus population.

## Situation

Massasoit Community College will, upon confirmation of an ongoing significant emergency or dangerous situation that poses an imminent threat to the safety of campus community members, immediately issue emergency notifications to the campus community. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following situations are examples that may warrant an emergency notification after confirmation.

- a) Armed/hostile intruder
- b) Bomb/explosives (threat)
- c) Communicable disease outbreak
- d) Severe weather
- e) Terrorist incident
- f) Civil unrest
- g) Natural disaster
- h) Hazardous materials incident
- i) Structure fires

Massasoit Community College officials shall use their best, reasonable judgment in all other situations to determine whether an emergency notification is warranted.

Situations that may create business, academic or research interruptions, but do not pose a health or safety risk, do not necessitate an emergency notification. College Communications will facilitate notifications about such situations with coordination of involved departments as appropriate. Examples of such situations include:

- a) Snow closures
- b) Temporary building closures
- c) Power outages

Massasoit Community College will, upon confirmation of an ongoing significant emergency or dangerous situation that poses an imminent threat to the safety of campus community members, immediately issue emergency notifications to the campus community, unless the notification will, or is likely to:

- a) Compromise the efforts of first responders
- b) Compromise efforts to assist the victim
- c) Compromise efforts to contain the emergency

## Assumptions

This policy was established with the following assumptions:

- a) Utilization of multiple notification methods are needed, as no single notification method will reach everyone, everywhere, every time.
- b) 100 percent delivery of notification to each member of the campus population cannot be guaranteed.
- c) Other information sources outside the institution's control may generate erroneous or conflicting information (i.e. unaffiliated social media sites, word of mouth).
- d) Regular testing of emergency notification systems is required to ensure proper functionality and operator skill.
- e) Notification systems must account for communication impairments.
- f) Several notifications are considered passive notifications requiring an action by recipients. Some recipients will not take this action and, therefore, not all recipients will receive notifications during the desired timeframe.
- g) There is no mechanism to ensure that campus members that have registered for the MCC's Alert system have updated contact information
- h) Several notification methods rely on the functionality of third party vendors that are outside of the institution's control (i.e. cell phone service providers, electricity).

## Confirmation of an Emergency or Dangerous Situation

Reports of emergency or dangerous situations can originate from various sources including:

- Reports from first responders
- Reports from established warning points
- Reports from other campus departments
- Reports from citizens through 911

For all of the processes listed below, MCCPD, Emergency Management and/or College Communications will confirm if there is a significant emergency or dangerous situation on campus.

Confirmation of these situations will occur through several different processes:

### (1) Criminal Nature

Emergency or dangerous situations that are criminal in nature will be considered confirmed if a law enforcement officer observes the situation as it is occurring. For situations that are criminal in nature that are not apparent or not directly observed by law enforcement, MCCPD command-level staff will make confirmation. Command-level personnel will review the readily available information and determine if there is enough information to reasonably conclude a significant emergency or dangerous situation is occurring on campus. Command-level personnel may consult with additional departments and policy-level personnel as required, without jeopardizing life safety.

### (2) Other Emergency or Dangerous Situations

Confirmation of non-criminal situations will be determined after campus emergency management, law enforcement or policy-level personnel review readily available information.

### (3) Established Warning Points

Established warning points are considered entities with subject matter expertise on particular hazards that may affect campus. When a warning is issued by one of these entities, it is considered confirmed, however, additional consultation with campus officials will occur as practical without jeopardizing life safety.

## Population Notified/Segmented Notification

In the situations when a single facility/area is involved, facility alarms, public address systems, phone trees, and other available technologies may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible. Should a segmented emergency notification be issued, on-going assessments of the situation will occur and a campus-wide notification will be sent as necessary. MCCPD will determine the appropriate segment or segments of the campus community to receive a notification. For example, specific buildings, portions of the campus, certain campus locations, etc.

## Emergency Notification Content

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- A description of the situation (i.e., flash flood warning, dangerous situation)
- Relevant safety instructions (i.e., move to higher ground, shelter in place)
- Armed intruder – safety instructions (i.e. shelter in place, evacuate)

A third element of where to get additional information will be included in the initial notification if feasible. Because of text character limits or the immediate availability of information, the third element of where to get information may not always be included in the initial emergency notification. Typically, more information will be provided on the Massasoit Community College website at [www.massasoit.mass.edu](http://www.massasoit.mass.edu)

## Pre-scripted Emergency Notifications

To the greatest extent possible, the institution will develop and utilize pre-scripted emergency notifications that have been collaboratively developed and agreed upon by MCCPD, campus Emergency Management, College Department of Public Relations, and appropriate policy-level personnel. The development of pre-scripted notifications facilitates faster dissemination. Pre-scripted notifications have been developed primarily for the College's Outside Siren system.

During situations for which a pre-scripted notification has not been developed, or when the responsible official determines different content is needed, the guidelines listed above will be followed to craft these notifications by the aforementioned Timely Warning Officials.

## Additional Content Considerations

As feasible, after the situation description, relevant instructions, and additional information sources are provided, the following content should be considered for inclusion:

- Campus operating status (open, closed, etc.)
- Information update frequencies
- Additional instructions that are not specific to life safety

## Follow Up/Update Information

As deemed appropriate by the responsible institution official, follow-up/update messages deemed necessary during an emergency may be distributed to the campus community and an "all clear" notification may be distributed at the conclusion of a significant emergency or dangerous situation. Any follow-up notifications and the "all clear" message will be sent using some or all of the same communication methods used to send the original emergency notification. These follow up notifications should include campus operating status, if relevant.

## Concept of Operations

The primary method of issuing an emergency notification is the MCC's Alert system (RAVE). The MCC Alert system is capable of sending text messages, voice messages and emails to registered users. Registered users are responsible for maintaining correct contact information and for regularly checking registered devices and accounts. This is the primary alerting tool for campus-wide emergency notifications as it utilizes both "active" and "passive" alerting functions. The campus recognizes the need for public safety partners in the broader community to have situational awareness of emergencies that occur on campus and, as such, select members of the broader public safety community are eligible to be registered to receive campus-wide alerts (surrounding schools, institutions).

MCC Alert notifications may be used in conjunction with other campus warning systems such as the Massasoit Community College home page, [www.massasoit.mass.edu](http://www.massasoit.mass.edu), Massasoit Portal, and campus social media sites. Other warning systems that will be used as appropriate include local television and radio news stations.

The website will be the primary point of information dissemination for the broader community, including parents, neighbors and other members of the larger community.

### Initiation of Notification

Upon confirmation of a significant emergency or dangerous situation, the following process to initiate an emergency notification will be used:

#### (a) Decision Criteria for Emergency Notifications

##### 1. Life Safety Considerations

- a. What is the potential for injury or death?
- b. What is the potential for damage?
- c. What is the potential for interruptions to critical services?

##### 2. Situation

- a. What is the impact to the campus?
- b. Is the situation stable, what is the potential for the situation to worsen?
- c. What is the urgency of the situation?

##### 3. Audience

- a. Who needs to receive the notification?

##### 4. Limitations

- a. Are there any known limitations of the notification systems?

#### (b) Initial Emergency Notification Responsibilities

##### Massasoit Community College Police Department (MCCPD)

- MCCPD is responsible for initiating emergency notifications regarding criminal incidents that warrant an emergency notification rather than a timely warning notice because there is an immediate threat to the health and safety of the community, such as an active shooter on campus.
- MCCPD personnel are responsible for sending MCC Alerts
- MCCPD Command Staff or their designees are responsible for contacting Massasoit Communications to initiate additional notification methods (MCC website, Emergency notification methods)

## Emergency Response Organization

The campus maintains an Emergency Operations Plan that outlines responsibilities of campus departments during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular departments or positions.

Massasoit departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus Emergency Management provides resources and guidance for the development of these plans, specifically Crisis Teams.

## Emergency Response Education

Information about emergency response procedures are provided at the beginning of each semester and are emphasized throughout the year on a campus-wide basis through MCCPD emails, College emergency posters, newsletters, information sessions. Information on how to receive emergency notifications is also located in the campus disclosure policy, which is provided electronically to the entire campus community on an annual basis.

Every campus building is equipped with an emergency evacuation sign that illustrates the emergency evacuation route.

## Statement Addressing Emergency Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify dialing the **Middleborough Fire Department at 911**. Other tips for response in a fire situation include:

- Remain calm.
- Do not use elevators; use the stairs.
- If you are unable to self-evacuate without the use of elevators, proceed to the “temporary gathering place” as identified on the building emergency evacuation plans posted in all buildings; often, this is near or in a stairwell. If you are part of a personal support network for someone who is unable to self-evacuate, evacuate the building and immediately inform Middleboro Police or the Middleboro Fire Department of the individual’s location.
- Proceed to a clear area at least **150** feet from the building.
- Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building until told to do so.

## Statement Addressing Testing Emergency Response

In compliance with federal law, the MCC Alert system and MCC webpage are tested at least once a year. During these scheduled (announced) test periods, campus community members are encouraged to register for MCC Alerts and to become familiar with the location of emergency information. Testing of the emergency response system is typically announced through internal campus e-mails and social media. In addition to the emergency notification system test, the campus conducts tabletop exercises and participates in drills and exercises with community partners when possible.

## Emergency Shelter In-Place Procedures

During times of a campus wide emergency, the College Police Department or the Middleboro Police Department may order a Shelter in Place warning. It is extremely important for our Community to understand what this order means and how to apply it. Below you will find the definition of Shelter in Place

**Shelter in place (or place of refuge) refers to a designated area of safety, such as an interior room with no or few windows, and taking refuge in that location. If you are told to shelter in place, follow the instructions provided.**

Different situations require different locations.

You may be required to shelter in place for events such as an active shooter, tornado warning, hazardous material incident, or when directed by police personnel.

When ordered, you must immediately seek shelter in the nearest facility, classroom, office, or building (preferably in a room with no windows).

**Shelter in Place Warnings will be issued by:**

1. **The College Police Department, Middleborough Police Department or the Middleborough Fire Department;**
2. **Massasoit Community College's Emergency Warning Notification System – RAVE, Campus Televisions, Emergency Classroom Phones, as well as verbal instruction by emergency personnel.**

We strongly encourage that you have a cell phone, hard-wired telephone, or computer system in the shelter location to assist in obtaining additional information as well as being able to report any life-threatening conditions.

When safe to do so, the College Police Department will notify our Community of the "All Clear" using the aforementioned notification methods.

Please feel free to contact the College Police Department if you have any questions pertaining to Shelter in Place procedures or any other College emergency procedures.

## Crime Statistics

### Statement Addressing Preparation of Disclosure of Annual Crime Statistics

Campus crime, arrest and referral statistics include those reported to MCCPD, the Office of Dean of Students and other Campus Security Authorities as defined by the Clery Act. Crime statistics are gathered for buildings and property within the core campus that are owned or operated by Massasoit Community College and used for educational and institutional purposes. Other geography included for crime statistics purposes includes areas on public property within or immediately adjacent to the campus boundaries, and in buildings outside the core campus and designated as “non-campus” locations that are owned or operated by Massasoit Community College, used for educational purposes and frequently used by students. Annual Statistics are gathered by the Massasoit Community College Police Department once a year from outside police agencies that fall within the geographical area defined by the Clery Act.

By October 1st of each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the website address for accessing crime statistics and information regarding how interested persons can request a printed copy. Massasoit Community College most current Annual Security and Fire Safety Report is posted at <http://www.massasoit.edu/massasoit-police/about/crime-statistics/index>. Additionally, information about the Annual Security and Fire Safety Report is made available to all applicants who apply for a position at Massasoit Community College through the Colleges Human Resources Department.

#### Clery Geography- Massasoit Community College, Middleborough Campus, Middleborough Massachusetts



 Middleborough Campus Boundaries

 Public Property

### Statement Addressing Criminal Activity Off-Campus

Massasoit Community College has college owned or operated off-campus locations, which is included in the “non-campus” reporting area. Massasoit Community College is also required to report crimes that occur at non-campus buildings or property that is owned or operated by organizations officially recognized by Massasoit Community College. As such, MCCPD monitors and obtains crime reports from the City of Brockton Police Department, Town of Canton Police Department, Town of Middleborough Police Department, Stoughton Police Department, Bridgewater Police Department, Plymouth Police Department, and various other police departments that have jurisdiction within the areas frequented by official college events, such as sports teams and clubs.

MCCPD maintains excellent working relationships with all area law enforcement agencies including the City of Brockton Police Department, the Plymouth County Sheriff’s Department, the Massachusetts State Police, the Plymouth County’s Bureau of Criminal Investigation (BCI), the Town of Canton Police Department, and the Town of Middleborough Police Department, and the local field office of the Federal Bureau of Investigation/Boston (FBI). These working relationships are maintained through periodic communication among agency administrators and by frequent contact between line officers and investigators cooperating on specific investigations and/or inquiries.

MCCPD handles all criminal matters on the property of Massasoit Community College.

Prospective students, employees and visitors to Massasoit Community should know that, as with any community, criminal activity occasionally occurs both on- and off-campus at all MCC locations, and it is important to take reasonable precautions at all times. MCCPD can and will assist any member of the Massasoit community in determining an appropriate point of contact for police matters falling outside of the department's jurisdiction.

## Designation and Description of Massasoit Community College Campuses

Massasoit Community College's 100-acre (0.40 km<sup>2</sup>) main campus is located in Brockton, MA. Satellite locations are located in Plymouth, MA., Bridgewater, MA, and Stoughton, MA. Massasoit Community College does not maintain any residential facilities. Furthermore; there are no off-campus student organizations that are officially recognized by Massasoit Community College including student organizations with "off-campus" housing facilities.

### **Brockton, Massachusetts – 1 Massasoit Boulevard, Brockton, MA. 02302**

The Brockton Campus is a 100-acre (0.40 km<sup>2</sup>) facility, which began construction in 1969 and completed in 1978, with a number of modern academic buildings, a student center, library, child care facility, two theaters, radio and TV studios, and a Field House which houses a swimming pool, basketball court, racquetball courts and weight room. Business hours are Monday through Friday 8:00 AM until 6:00 PM. The main telephone number is 508.588.9100

### **Canton, Massachusetts – 900 Randolph Street, Canton, MA.02021**

The Canton Campus is a multi-level facility on 18 acres (73,000 m<sup>2</sup>) in the Blue Hills area south of Boston. Specialized labs, art studios, and CAD and Macintosh computer labs support the technical and visual arts programs on campus. The campus is home to the Milton Art Museum and Akillian Gallery. The building was formerly the property of an associate degree granting two-year institution named the Blue Hills Regional Technical Institute. Business hours are Monday through Friday 8:00 AM until 6:00 PM.

### **Middleboro, Massachusetts – 49 Union Street, Middleborough, MA. 02346**

The Middleborough Campus was opened in September 2010. The campus currently has advisement, counseling and tutoring services. Specialized labs for business, industry, and agency workforce training is located at this location. Business hours are Monday through Friday from 8:00 AM until 6:00 PM.

### **Non-Campus Building and/or Property**

Massasoit Community College has six non-campus sites. The six sites are:

- **The Conference Center at Massasoit** located at 770 Crescent Street, Brockton, MA 02302
- **The Conference Center at Massasoit (rear North Storage Building)**, located at 780 Crescent Street, Brockton, MA 02302
- **Parking Lot**, located at 782 Crescent Street, Brockton, MA 02302
- **South Shore Community Action Counsel**, 71 R Obery Street, Plymouth, MA 02360
- **Bridgewater-Raynham Regional High School**, 415 Center Street, Bridgewater, MA 02324
- **Adult Basic Education (ABE), Massasoit Stoughton ESOL Program**, 232 Pearl Street, Stoughton, MA 02072

### **Statement addressing the Daily Crime Log**

As required under federal law and the Clery Act, MCCPD maintains a daily crime log, which is made available for public review weekly at <http://www.massasoit.edu/massasoit-police/police-general-information/police-log/index> as well as visiting the Massasoit Community College Police Department (Brockton Campus) located in the Student Center Room Number 158B. Request for paper copies of the log for purposes of inspection will be provided to the requestor by the College Police Department within 1 business day. The daily crime log is normally uploaded each week and contains all crimes reported to MCCPD in accordance with State and Federal Laws, specifically governing public disclosure. Archived logs are kept for a period of seven (7) years, per the Department of Higher Education. The daily MCCPD's Crime Log entry includes all crimes reported to the campus police that occur within MCCPD jurisdiction. The log records the nature, date and time reported, date and time occurred, general location, and disposition of each offense.

## Specific Information about Classifying Crime Statistics

The preceding statistics are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the Clery Act.

The number of victims involved in a particular incident is indicated for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, Aggravated Assault. For example; if an aggravated assault occurs on campus and there are three different victims, then this would be counted as three aggravated assaults in the crime statistics chart.

The number of incident involving a particular offense is indicated for the following crime categories: Robbery, Burglary, Larceny, and Arson.

In cases of motor-vehicle theft, each vehicle stolen is counted.

In cases involving liquor violations, drug violations, and illegal weapons violations, each person who was arrested is indicated in the arrest statistics.

Hate Crime statistics are separated by their category of prejudice. Statistics for Hate Crimes are counted in each specific Clery reportable crime category; therefore, they are part of the overall statistics reported for each year. The only exception to this is the addition of a bias motivated simple assault resulting in bodily injury; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.

### Definition of Sex Offenses according to the National Incident Based Reporting System addition of the Uniform Crime Program:

**Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### A. Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity, or because of his/her age.

#### B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her age.

#### C. Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate; however, slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her age.

#### D. Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her age.

## Clery Reportable Crime Definitions

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

**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.

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified in all cases where an automobile is taken by persons not having lawful access even though the vehicles are later abandoned, not limited to joy riding.

**Murder and Non-Negligent Manslaughter:** The non-negligent killing of one human being by another.

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

**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, violence, and/or causing the victim fear.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature.

**Drug Law Violations:** Violations of Federal, State, and Local laws relating to the unlawful possession, sale, use, growing, manufacturing, sale, and making of drugs.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor.

**Definition of On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls, and any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes.

**Definition of Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Definition of Public Property:** Public property encompasses all public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to or accessible from the campus.

### Definition of Unfounded Crimes (Effective 2014)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires the reporting of unfounded crimes effective with the 2014 crime statistics data. Unfounded crimes are those crimes that occurred on-campus, in on-campus student housing facilities, on or in non-campus property or buildings, and on public property. Unfounded crimes are reported for ALL crimes (not limited to Clery Act Crimes) that occurred on each campus or non-campus property and include all criminal offenses, hate crimes, arrests, or disciplinary action for weapons, drug or liquor law violations, and domestic violence, dating violence, and stalking incidents.

## Crime Statistics Tables

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### Preparation of Crime Statistics

Crime statistics are gathered and formulated through the Office of the Chief of Police at Massasoit Community College. In compiling annual statistics, the Chief and designated Department Clery coordinators will gather and review all statistics. Statistical information, including anonymous reports are requested from college counseling staff and designated Campus Security Authorities (*See Statement Regarding Campus Safety Authorities pg. 11*)

In addition to collecting crime *reports* from campus security authorities, Clery requires that every institution, including Massasoit Community College to make a “reasonable, good-faith effort” to obtain Clery crime *statistics* from local law enforcement agencies that have jurisdiction over the school’s Clery geography. Local law enforcement agencies do not include the institution’s police or security department – these are Campus Security Authorities. Local law enforcement refers to outside law enforcement agencies or departments with jurisdiction over some or all of the institution’s Clery geography. Massasoit Community College collects geographical statistics from the Brockton Police Department, Canton Police Department, Middleboro Police Department, Bridgewater Police Department, Stoughton Police Department and Plymouth Police Department once a year for the previous year to be disclosed in its Annual Security Report on or before October 1<sup>st</sup> **each year**.

**Effective 2014** - The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires the reporting of unfounded crimes effective with the 2014 crime statistics data. *See Definitions on page 24. Note Unfounded Crimes are not included on years previous to 2014.*

**CRIME STATISTICS: CLERY DATA** - The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f). \*The College is a non-residential institution.

	2013			2014			2014 Unfounded	2015			2015 Unfounded
	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus		On-Campus	Public Property	Non-Campus	
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses											
<i>Rape</i>	0	0	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	1	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>											
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>											
Weapon Law Violation	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	1	0	0	0	0	0
<b>REFERRALS</b>											
Weapon Law Violation	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>											
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses											
<i>Rape</i>	0	0	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Vanadism	0	0	0	0	0	0	0	0	0	0	0

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

## Security Awareness, Crime Prevention and Education

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### Statement Addressing Security Awareness Programs for Students and Employees

MCCPD provides a number of services and programs to the campus community to ensure the safety and security of our campus affiliates. Our police department strives to emphasize **proactive** measures in order to minimize the need for **reactive** responses. We must all take responsibility for our own safety and the safety of others. Promptly and accurately reporting any and all criminal acts, dangerous situations and suspicious behaviors greatly assists in the provision of a safe campus community at all of our locations.

The following are descriptions of MCCPD security awareness programs provided to MCC on a frequent basis:

**Active Shooter Response Training:** In-person training offered to employees and campus departments (by request) on actions you should take if you encounter an active shooter.

**Clery Act Campus Security Authority Training:** In-person and online training provided to all Campus Security Authorities regarding responsibilities under the Clery Act and mechanisms in place to report Clery-related offenses. This training is provided in compliance with the mandatory training provisions of the Clery Act.

**Rape Aggression Defense Training:** The R.A.D. System of women's self-defense balances the need of women to acquire self-defense education in a relatively short period of time by providing short term training opportunities in a progressive building block format. Combined with R.A.D.'s trademark Lifetime Return and Practice Policy each student will participate in basic hands on self-defense techniques accompanied by a crime prevention and risk reduction lecture. The class is taught by RAD Instructor Certified Officers of the Massasoit Community College Police Department. This 12 hour course of instruction will provide a basic knowledge of self-defense and crime prevention education. This class is one of the most popular programs offered.

**Resisting Aggression With Defense:** The R.A.D. For Men program balances the need for men to acquire self-defense education in a relatively short period of time by providing short term training opportunities in a progressive building block format.

**Alcohol Awareness Program:** This session educates students on responsible drinking, alcohol and the body, OUI, and underage drinking. Demonstrations, along with brochures on alcohol and how it affects the body are distributed. Also, a drinking demonstration using simulation goggles is conducted to show how a person reacts to alcohol; and standardized field sobriety tests are conducted by a Massasoit Community College Police Officer.

**Personal Safety Program:** This program educates students and staff on the different forms of personal safety available to them. This program gives the pros and cons of several personal safety tips.

**Drug Awareness Program:** This program educates students on how drugs affect the human body. Information distributed on this subject and drug identification is explained so students know what to look for while out on the town and what to look for if they suspect that other students are involved with drugs. Also, locations of agencies are provided for people fighting drug abuse.

**Domestic Violence/Date Rape/Stalking Program:** This program educates students, faculty, and staff on the signs of Domestic Violence, Date Rape, and criminal stalking. Information is distributed to people to inform them of available resources and how to combat and respond to these problems.

**Nasal Naloxone:** Participants receive training and certification by trained College Police personnel on how to administer Narcan - a medication used to reverse opioid overdoses. All College Police personnel are certified to administer NARCAN

**Haven** is a digital learning course that uses a population level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences by providing key definitions and statics, reflective and personalized content, bystander skill and confidence building strategies.

In addition, throughout the year, College Police personnel routinely present information or facilitate programs for student organizations, and campus departments on a variety of educational strategies and tips on how to protect themselves. Information is also available on a variety of topics through MCCPD's website at:

<http://www.massasoit.edu/massasoit-police/emergency-management/emergency-procedures/index>

## Rape Aggression Defense Training



### Rape Aggression Defense Systems

The mission of the R.A.D. Systems is to establish an accessible, constantly improving and internationally respected alliance of dedicated Instructors. These Instructors in turn, will provide educational opportunities for women, children, men and seniors to create a safer future for them. In doing this, we challenge society to evolve into an existence where violence is not an acceptable part of daily life.

### Why R.A.D.?

**R.A.D.** is the largest network of its kind with over 11,000 Instructors receiving training in our systems to date. These Instructors teach at various colleges, universities, and municipal law enforcement agencies as well as various other community organizations internationally. R.A.D. has trained more than 900,000 women since the program began in 1989. The cornerstone of R.A.D. Systems, this course has its foundations in education and awareness. The course includes lecture, discussion and self-defense techniques. It's suitable for women of all ages and abilities. Classes range from a total of 9 to 12 hours over 3 or 4 days, depending on the Instructor(s).



**R.A.D.** is the only existing program with a free lifetime return and practice policy, honored worldwide.

**R.A.D.** has developed specialized simulation techniques and equipment for use by certified R.A.D. Instructors.

**R.A.D.** is the only self-defense program ever endorsed by the International Association of Campus Law Enforcement Administrators (IACLEA), National Academy of Defense Education, the National Self-Defense Institute (NSDI) and Redman Training Gear.

### Massasoit Community College Police R.A.D. Program

The R.A.D. System of women's self-defense balances the need of women to acquire self-defense education in a relatively short period of time by providing short term training opportunities in a progressive building block format. Combined with R.A.D.'s trademark Lifetime Return and Practice Policy each student will participate in basic hands on self-defense techniques accompanied by a crime prevention and risk reduction lecture. The class is taught by R.A.D. Instructor Certified Officers of the Massasoit Community College Police Department. This twelve hour course of instruction, taught over four days of three hour increments will provide a basic knowledge of self-defense and crime prevention education.

**R.A.D. Rape Aggression DEFENSE**  
Can you defend yourself?





## Resisting Aggression With Defense

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### What is R.A.D. for Men?

Participants will have the opportunity to raise their awareness of aggressive behavior, recognize how aggressive behavior impacts their lives, learn steps to avoid aggressive behavior, consider how they can be part of reducing aggression and violence, and practice hands-on self-defense skills to resist and escape aggressive behavior directed toward them. This program is designed to empower participants to make safer choices when confronted with aggressive behavior.

### Massasoit Community College Police R.A.D. For Men Program

The R.A.D. for Men balances the need for men to acquire self-defense education in a relatively short period of time by providing short term training opportunities in a progressive building block format. Combined with R.A.D.'s trademark Lifetime Return and Practice Policy each student will participate in basic hands on self-defense techniques accompanied by a risk reduction lecture. The class is taught by RAD Instructor Certified Officers of the Massasoit Community College Police Department. This twelve hour course of instruction, taught over four days of three hour increments will provide a basic knowledge of self-defense and crime prevention education.

It is a minimum nine (9) hour program, twelve (12) hours plus with simulation.



## Missing Student Policy

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### Statement Addressing Missing Student

#### Policy Statement

The Massasoit Community College Police Department complies with Public Law 108-21, Title II, Section 204, which is also known as "Suzanne's Law." This law states that there shall be no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and enters the missing person's information into the National Crime Information Center computer network (NCIC) of the U.S. Department of Justice. Previously, police were only mandated to enter missing persons under the age of 18 into NCIC.

#### Procedures

The Massasoit Community College Police Department will enter missing persons who are under 21 into NCIC. The Massasoit Community College Police Department will then immediately initiate its investigation to find the reported missing person(s); this includes, but is not limited to; talking with friends, calling significant others, checking their classes, etc. The Massasoit Community College Police Department will allocate all available resources to locate the missing person and/or verify his/her safety.

## Statement of Policy Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking Programs and Procedures

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In accordance with federal law, Massasoit Community College does not discriminate on the basis of sex/gender in its educational programs and employment. Sexual assault, dating violence, domestic violence, and stalking are forms of sex/gender discrimination and are violations of criminal law in addition to prohibited offenses by Massasoit Community College.

#### Statement Policy

Massasoit Community College is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive or disorderly. In an effort to assure safety to all members of the college community, the procedures set forth on the following pages have been established. Copies of these procedures are available in the offices of the Advisement and Counseling Center, Health Services, Women's Resource Center, Dean of Student Services, Office of Diversity & Inclusion, Office of Human Resources and the College Police Department.

Sexual assault is a criminal offense and will not be tolerated. Sexual assault includes forcible and non-forcible offenses.

Massasoit Community College is required by the Crime Awareness and Campus Security Act of 1990 and the Higher Education Amendments of 1992 to collect information related to sexual assault on campus. When an allegation of sexual assault is made, the alleged victim is encouraged to pursue criminal prosecution. In addition, appropriate campus disciplinary action may be pursued.

All allegations of sexual assault will be handled confidentially and will be investigated. Both the accuser and the accused will have equal opportunity for a hearing.

## Prevention

Massasoit Community College has adopted a pro-action plan with education and awareness programs to prevent these crimes on campus. The prevention of sexual assault depends in part on the awareness of an individual's responsibility for crime prevention and personal safety. Information is provided through programs and education which include:



- Student and employee handbooks
- Campus media, including the newspaper and newsletters
- Seminars, workshops, pamphlets and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women.

It is our concern, when a rape or sexual assault is reported to campus authorities, that the victim's welfare be paramount, and she or he is not victimized again by the system. With this in mind, we have established procedures to follow in the event of a rape or sexual assault on campus.

## Procedures

### College Police

- College Police will notify the Director of Health Services x 1450 or the Advisement and Counseling Center x 1461 to provide advocacy and medical attention.
- College Police will identify a support person for the victim, such as the respondent from the college staff or someone whom the victim chooses and feels comfortable with, to provide support and accompany the victim to the police station, hospital or home.
- In case of medical emergency, College Police will arrange transportation to the hospital emergency room. The support person may accompany the victim. Medical attention should be encouraged even if the victim does not feel it is necessary, for the person may be in shock or otherwise unable to make such a decision which may be important to future legal action. The victim should be informed of the importance of preserving evidence.
- If there is potential for immediate apprehension of the assailant, College Police will take appropriate action.
- The Executive Director of Public Relations will be the spokesperson for all media inquiries.

### Faculty and Staff

1. Any faculty or staff member who receives a report of or discovers a possible sexual assault on campus should do the following:

Assure the victim of his or her safety and, in emergency situations, move the victim to a safe, private location

Do not leave the victim alone and, if possible, send someone else to get additional assistance

Immediately report this to the College Police at extension 911 and the Dean of Student Services x1415.

Every effort will be maintained to assure confidentiality in the investigation of the assault.

2. The Office of Student Services, Title IX Coordinator and/or Human Resources shall be responsible for ensuring College policies and procedures are followed and shall also determine appropriate College disciplinary action if the alleged perpetrator is a student. Any student or employee who is a victim will be offered information of law enforcement options, mental health services and options for changing academic and/or living situations if requested and available.

## Students

Any student who receives a report of or discovers a possible sexual assault on campus should do the following: Assure the victim of his/her safety and, in emergency situations, move the victim to a safe, private location. Do not leave the victim alone and, if possible, send someone else to get additional assistance immediately notify the College Police at extension 911, a faculty member or a staff member.

The College may initiate College disciplinary action against the student or employee accused of rape/sexual assault, or other sex offenses, forcible or non-forcible. Possible sanctions which may be imposed following the final determination of an on-campus disciplinary procedure regarding such changes include suspension or dismissal.

The Title IX Coordinator or Dean of Student Services shall oversee and implement these decisions for students and ensure the accuser and accused are treated fairly and informed of the outcome of any campus disciplinary proceeding and action.

*See Disclosure of Student Disciplinary Records for further information.*

## CAMPUS SEXUAL ASSAULT VICTIM INFORMATION

### 1. Who to Contact

In the event that you are the victim of sexual assault on campus, find yourself a place of safety. Once safe, call one or more of the following:

- College Police at extension 911 from any college phone, anytime day or night and weekends.
  - If you are off Campus, call (508)-427-1296 or 911
  - A friend
  - Rape Crisis Hotline (508)-588-8255
  - Jordan Hospital (508) 746-2000
  - Health Services x 1450\*
  - Advisement & Counseling Center x 1460\*
- \* Monday through Friday or after 5:00 p.m., call College Police at x1296, 911, or direct line (508-427-1296)

### 2. The Importance of a Medical Examination

For purposes of ensuring your own physical health, as well as successful apprehension and prosecution of your attacker (if desired/warranted), it is very important that you promptly go or be sent to a nearby hospital emergency room to be examined. As awkward or uncomfortable as it may be, you should not change your clothing or bathe prior to this examination. At this time you may want to be tested and treated for any injuries you have sustained and also be tested for the presence of any sexually transmitted diseases.

Be aware that it is your right to have a trained rape counselor accompany you throughout all or any part of the medical examination. The counselor is there to provide support and answer any questions you have. The information you share privately with the counselor is confidential. Seeing the doctor and having an evidentiary “rape kit” completed does not mean you must prosecute your attacker, but it does significantly increase the potential for success if you choose to do so.

If possible, either bring a change of clothing with you to the hospital or have someone do so for you, as your clothing worn during the assault should be collected by the medical team.

### 3. Protecting Yourself Following a Sexual Assault

After a sexual assault has occurred, it is extremely important to provide for your personal safety. If you know or fear that your attacker knows your whereabouts, you may want to make temporary arrangements to stay elsewhere. Restraining orders preventing your attacker from contacting you are available through the court system. Although you must request the order (with or without the assistance of an attorney), rape crisis counselors can help you fill out the required paperwork at the police station. Counselors can also refer you to appropriate support agencies and shelters, if desired.

### 4. Recovery

It is important to remember that sexual assault can happen to anyone. Sexual violence is not the victim's fault. However, victims frequently experience confusing and deeply troubling feelings following an attack. It is important not to hold such feelings in. Talk to a trusted friend or relative and seek appropriate professional counseling. Rape Crisis Centers offer 24 hour hotlines and these conversations are completely confidential. You can talk to the counselors about anything. They are there to listen and to help answer questions about police proceedings, legal issues, medical procedures, counseling options, and many other topics.

**REMEMBER, if you have been sexually assaulted, you need to take appropriate steps toward physical and emotional recovery.**

#### Definitions:

Forcible sex offenses are defined as “any sexual act directed against another person, forcible and/or against that person's will; or not forcibly or against the person's will when the victim is incapable of giving consent. Forcible offenses include:

- **Forcible Rape:** the carnal knowledge of a person forcibly and against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- **Forcible Sodomy:** oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object:** to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** the touching of the private body part of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

*Non-forcible sex offenses may include:*

- **Incest:** non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Massasoit Community College Title IX Violation Reporting

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If a victim would like to initiate a Massasoit Community College Title IX investigation into an incident of sexual assault, domestic violence, dating violence, or stalking, they should report the incident to the Executive Director of the Office of Diversity and Inclusion, and Title IX Coordinator, Yolanda Dennis (by phone at 508.588.9100 Extension 1304, or by e-mail at [ydennis@massasoit.mass.edu](mailto:ydennis@massasoit.mass.edu)).

Massasoit Community College will provide resources to persons who have been involved in an incident of sexual assault, domestic violence, dating violence, or stalking. Appropriate disciplinary procedures will be taken against parties who violate this policy.

## Massasoit Community College Commitment to Addressing Sexual Assault/Rape

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### Statement Addressing Sexual Assault/Rape

The College does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, College Policies, and may violate federal and state laws. Violations of this policy are subject to disciplinary sanctions through the Colleges Title IX Coordinator or the Dean of Students.

### Sexual Assault Prevention Education Programs

The Women's Resource Center is primarily responsible for sexual assault education and awareness in collaboration with many offices at Massasoit Community College. Together, these offices offer a variety of programs focusing on sexual and gender violence.

### Primary and On-Going Prevention and Awareness Programs

Massasoit Community College engages in comprehensive educational programming to prevent and bring awareness about sexual assault (which includes, but is not limited to, rape), domestic violence, dating violence and stalking.

### Programming Content

Educational programming consists of primary prevention and awareness programs for all students and employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

- a. Identifies sexual assault, domestic violence, dating violence, and stalking as prohibited conduct by Massasoit Community College policies and state criminal law;
- b. Defines what behavior constitutes sexual assault, domestic violence, dating violence, and stalking pursuant to Massasoit Community College policies and state criminal law;
- c. Defines what behavior and actions constitute consent to sexual activity pursuant to Massasoit Community College policies and state criminal law;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks; and,
- f. Provides an overview of the information that follows below in this policy statement.

## Law Enforcement Reporting

The victim has the option to contact the Massasoit Community College Police Department by calling **508.427.1296** or in person at **1 Massasoit Boulevard, Brockton MA 02302**. Additional information about the Massasoit Community College Police Department may be found online at: [www.massasoit.mass.edu/mccpd/index.cfm](http://www.massasoit.mass.edu/mccpd/index.cfm)

## Options Regarding Notification of Law Enforcement and Campus Authorities

Reports of sexual assault, domestic violence, dating violence, or stalking made within the primary reporting jurisdiction of the Massasoit Community College Police Department will be referred to the Director of Institutional Diversity and Compliance & Title IX Coordinator for investigation regardless of if the victim chooses to pursue criminal charges. Names of victims of a sexual assault will only be released with the victim's consent in accordance with state law.

Federal and state law requires some faculty and staff positions to report certain criminal activity to law enforcement. Massasoit Community College also strongly encourages all members of its community to report any criminal activity to law enforcement.

Additional resources on campus, who can provide assistance in notifying law enforcement authorities if the victim so chooses, includes: the Vice President of Student Affairs and Dean of Students; Director of Institutional Equity and Compliance & Title IX Coordinator; the Associate Vice President of Human Resources; and the Dean of Students.

Reports of criminal activity that occurred on the campus of Massasoit may be made directly to the Massasoit Community College Police Department at 508.427.1296.

**Definition of Title IX:** On June 23, 1972, the President signed Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., into law. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. The Department of Education has issued regulations on the requirements of Title IX, 34 C.F.R. § 106.1 et seq. The Title IX common rule published on August 30, 2000 covers education program providers/recipients that are funded by other federal agencies.

## Orders of Protection, No Contact Orders, Restraining Orders, or Harassment Orders

Victims, who are interested in obtaining an Order of Protection, or any other order issued by a criminal, civil, or tribal court, must pursue those options on their own behalf. Restraining orders are obtained through your residential police department. More information on obtaining a restraining order in Massachusetts is located at <http://www.mass.gov/courts/forms/restrain-harass-forms-gen.html> The Massasoit Community College Police Department can also supply students, faculty, and staff with information regarding the aforementioned orders. Massasoit Community College complies with Massachusetts law in recognizing orders of protection. Any person who obtains an order of protection from Massachusetts or any other state should provide a copy to the Massasoit Community College Police Department as soon as possible.

## How Massasoit Community College Will Protect Victim Confidentiality

For students who are victims of crime, the College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) in regards to record keeping. For faculty and staff members who are victims of crime, the College adheres to the applicable law, including the Massachusetts Open Records Act.

These record-keeping protections are also applicable to any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

Massasoit students may request that directory information be withheld from public release by contacting the Office of the Registrar. The Office of the Registrar can be contacted by telephone at 508.588.9100 x1949.

Massasoit recognizes that employees might have unique circumstances that justify removing an employee's name from campus phone directories (the hard copy and online versions and via the switchboard). However, this need must be balanced against the legitimate business need of the campus to ensure that all employees are accessible to the campus community. As a result, a process has been created to assist employees who have a legitimate need to be removed from these sources for safety purposes (e.g., stalking). For more information, contact the Department of Human Resources at 508.588.9100 Extension 1550.

The **Family Educational Rights and Privacy Act** of 1974 (**FERPA**) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student may submit to the registrar, dean, chair of the academic department, or other appropriate official, written requests that identify the record(s) he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should submit a request in writing to the College official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on or assisting an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Further, upon request, the College discloses education records without consent to officials of another school in which a student seeks admittance or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by an institution of higher education to comply with the requirements of FERPA

Such complaints may be filed with the Family Policy Compliance Office at the U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

5. The College identifies the following student information as directory information: student name, town of residence, college email address, level of education (first year or second year), enrollment status (full- or part-time), program of study, dates of attendance, degrees, and awards received from Massasoit (e.g. Dean's List, athletic awards, etc.). Directory information may be released by the College to a third party requesting such student information without first obtaining the consent of the eligible student. An eligible student has the right to refuse to permit the College from identifying some or all of those types of information about the student as directory information. An eligible student must notify the College's registrar within two weeks of the beginning of each academic semester if the eligible student does not want any or all of those types of information about a student designated as directory information.

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997 (Solomon Amendment), identifies the following information as student recruiting information: student names, addresses, and telephone listings; and if known, students' ages, levels of education, and majors. If an eligible student chooses not to exercise his or her aforementioned right to refuse to permit the College to designate some or all of the student's record information as directory information, the College will release to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as student recruiting information. This may result in the nonconsensual disclosure of personally identifiable information. When student information is released pursuant to a Department of Defense request, notice of the request, and the release of student information in accordance therewith, will be posted in a conspicuous location in the College's Registrar's Office for the period of one academic year.

## Victim Accommodations

Sometimes experiencing a sexual assault, domestic violence, dating violence, and/or stalking can compromise concentration, ability to focus on school, or feeling unable to get to class. The Title IX Coordinator and/or Office of the Dean of Students can discuss options for managing academic issues while maintaining privacy, and provide assistance with identifying other options under the policy.

Regardless of whether a victim elects to pursue a criminal complaint with MCCPD or other law enforcement, Massasoit Community College will assist victims of sexual assault, domestic violence, dating violence, and/or stalking by providing assistance and accommodations, and will provide each victim with a written explanation of these options.

For example, if reasonably available, a victim may be offered changes to academic, living, transportation, and working situations, such as alternative transportation options, adjustment to course schedules, or a leave of absence. Massasoit Community College must make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Victims should communicate accommodation requests to the Executive Director of Diversity and Inclusion, and Title IX Coordinator.

## Off Campus, Online State and National Resources

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

<http://www.massresources.org/domestic-violence-agencies.html>

## Massasoit Community College Procedure for Disciplinary Action

Massasoit Community College's disciplinary process provides a prompt, fair, and impartial investigation and resolution process. The proceedings are conducted by officials who receive training on issues related to sexual assault, domestic violence, dating violence, and stalking, and how to conduct an investigation and to ensure a process that protects the safety of victims and promotes accountability.

All investigations and subsequent findings as applicable use the "preponderance of the evidence standard," which means whether it is more likely than not that the conduct occurred.

Massasoit Community College investigators will determine the most appropriate means for addressing the report or complaint, which may include informal and formal options. The accuser ("Complainant") and the accused ("Respondent") are entitled to the same opportunities to have an advisor of their choice present during the disciplinary process. The advisor may be an attorney or any support person. A list of resources for students, faculty, and staff are listed above. The Complainant and Respondent are not permitted to directly question each other and are not required to be present together at any point. The Complainant and the Respondent each have the right to identify witnesses and provide other information relevant to the investigation.

Once a formal investigation is complete, the investigator will issue an investigative report, which is reviewed by a standing review committee. The standing review committee reviews the report to assess the thoroughness and fairness of the investigation and determine if the conclusions reached in the report are reasonable. The review committee may review any information contained in the investigative file, may consult with the investigator, or may recommend that further investigation or a new investigation be done by the same or another investigator. The review committee may not conduct its own investigation. After the standing review committee has approved the investigative report it is considered final. Investigative findings related to sexual assault, dating violence, domestic violence and/or stalking cannot be appealed. Both the Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any formal investigation.

### Possible Protective Measures or Sanctions

Protective measures for victims may be available and put into place on an interim basis pending the final outcome of disciplinary procedures regarding sexual assault (which includes, but is not limited to, rape), domestic violence, dating violence, or stalking.

In the case of an accused student, the Executive Director of Diversity and Inclusion/Title IX Coordinator, Dean of Students, Office of Student Conduct, and/or their designees will determine appropriate interim protective measures, which could include, but are not limited to: an order of no contact and/or residence hall relocation.

In the case of an accused employee, the Executive Director of Diversity and Inclusion/ Title IX Coordinator will determine together with the appropriate disciplinary authorities and/or supervisors the appropriate interim measures, which could include, but are not limited to: reassignment to a different position or supervisor, modification of job duties, and/or a temporary leave of absence.

These remedies may be applied to one, both, or multiple parties involved. Violations of these directives and/or protective measures will constitute related violations that may lead to additional disciplinary action.

Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Massasoit Community College.

Students who violate the provisions of the Code, which includes provisions that prohibit sexual assault (which includes, but is not limited to, rape), domestic violence, dating violence, and stalking, will be sanctioned by the Executive Director of Diversity and Inclusion/ Title IX Coordinator and/or Dean of Students.

. These sanctions may include one or more of the following:

1. Expulsion
2. Suspension
3. Exclusion from Some/All Campus Facilities
4. Restriction or Denial of College Services
5. Warning/Written Reprimand
6. Probation
7. Educational Sanctions
8. Additional Sanctions

## Sex Offender Registration

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The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials, notice of each institution of higher education in the state in which the offenders is employed, carries on vocation, or is a student.

### How to inquire

Members of Massasoit Community College may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone number: (978) 740-6400 or <http://sorb.chs.state.ma.us/>

Members of Massasoit Community College may obtain information concerning registered sex offenders that either work or are enrolled as students at the Massasoit Police Department.

### Penalties

Sex offender registry information shall not be used to commit a crime or engage in illegal discrimination or harassment of an offender. Any person who uses this information for such purpose shall be punished by 2 ½ years in the house of correction or a fine of not more than \$1,000.00

## Drug and Alcohol Policy

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### Alcohol Use at Massasoit Community College

**No** alcoholic beverages may be consumed, served, sold or stored by students, guests, invitees, educators, administrators or executives of the College at either the Brockton, Canton or Middleboro education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College, without the advance (not more than 90 days) written approval of the College President. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or athletic facilities of Massasoit Community College shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person.

**No** alcoholic beverages may be consumed, served, sold or stored by outside organizations or off-campus entities or their guests or invitees of the College using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College without the advance (not more than 90 days) written approval of the College President. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state law. All arrangements for the delivery, service, sale, storage and removal of alcoholic beverages at the education campuses or athletic facilities of Massasoit Community College shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person.

**No** alcoholic beverages may be consumed, served, sold, or stored at the Massasoit Community College Conference Center in Brockton, without the advance (not more than 90 days) written approval of the College President. However, the President may delegate such function granting authority to an authorized Leasing Agent or the Conference Center Manager or the Director of Food Services, provided, such function granting authorization is in writing and the agent's authorization was dated within the past twelve (12) months. If, after having secured the required written approval to hold or conduct a function, alcohol is served, sold or stored by anyone, then it must be served, sold or stored strictly in accordance with applicable state liquor laws. All arrangements for the delivery, service, sale, storage, and removal of alcoholic beverages at the Massasoit Community College Conference Center in Brockton shall be coordinated with the Director of Food Services, and he or she shall identify and retain the name of the responsible person for each authorized function.

Notwithstanding, the restrictions and limitations otherwise included in this Alcohol & Drug Policy, a duly licensed bar, cafe, pub or other liquor serving establishment may be operated at the Massasoit Community College Conference Center in Brockton. Whether such liquor serving establishment is directly managed and operated by College personnel or by some other independent entity, it shall be subject to the general supervision of the President of the College and closely monitored and supervised on a continuing basis by either the authorized Leasing Agent or the Conference Center Manager or the Director of Food Services as may from time to time be determined by the President in writing. Any duly licensed bar, cafe, pub or other liquor serving establishment operated at the Massasoit Community College Conference Center in Brockton shall strictly observe all state liquor laws, all applicable ordinances established by the City of Brockton and all rules and regulations established in writing by the person designated by the President to closely monitor and supervise the liquor serving establishment.

**No** alcoholic beverages may be consumed, served, sold or stored at any Massasoit Community College student group activity or function, whether held on-campus or off campus. The only limited exception to this strict prohibition is for recognized religious ceremonies or situations where it is absolutely certain every student present will be of legal drinking age, and the advance (not more than 90 days) written approval of the College President has been secured. If, after having secured the required written approval, alcohol is served or sold by anyone, then it must be served or sold strictly in accordance with applicable state liquor laws. Notwithstanding the defined limited exceptions, no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which alcoholic beverages will be consumed, served or sold, whether held on-campus or off campus. .

**No** unlawful drug or illegal substance may be consumed, served, sold, stored or used by students, guests, invitees, educators, administrators or executives of the College at either the Brockton or Canton education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College. No unlawful drug or illegal substance may be consumed, served, sold, stored or used by outside organizations or off-campus entities or their guests or invitees using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College.

**No** unlawful drug or illegal substance may be consumed, served, sold, stored or used by students, guests, invitees, educators, administrators or executives of the College at either the Brockton or Canton education campuses or athletic facilities or in any motor vehicle owned or leased by Massasoit Community College. No unlawful drug or illegal substance may be consumed, served, sold, stored or used by outside organizations or off-campus entities or their guests or invitees using any Massasoit Community College education campus or athletic facility or in any motor vehicle owned or leased by the College.

**No** unlawful drug or illegal substance may be consumed, served, sold, stored or used at any Massasoit Community College Conference Center in Brockton.

**No** unlawful drug or illegal substance may be consumed, served, sold, or used at any Massasoit Community College student group activity or function, whether held on-campus or off-campus. There are no exceptions to the College policy that no College funds, no College funds indirectly made available to students and no student fees shall be used in support of any Massasoit Community College student group activity or function at which any unlawful drug or illegal substance will be served, sold, or used, whether held on-campus or off-campus.

**Any** person actually observed consuming, serving, selling or storing alcoholic beverages on College property in violation of this Alcohol & Drug Policy or applicable state liquor laws and any person actually observed consuming, serving, selling, storing or using any unlawful drug or illegal substance on College property in violation of this Alcohol & Drug Policy or applicable state drug laws or substance laws shall be required to immediately leave the property of Massasoit Community College. Such individuals are also subject to arrest and criminal penalties as provided by state law, and the College may report such apparent violations to law enforcement authorities for further investigation and prosecution. In addition, students and College personnel should be aware that they are subject to such civil penalties as may be deemed appropriate, under the particular circumstances, by the President of Massasoit Community College, including the distinct possibility of temporary suspension or even permanent dismissal from employment or attendance at the College.

It is the official policy of Massasoit Community College to assist students and College personnel in dealing with problems they may be experiencing with alcohol, drugs and chemical substances, provided that the student or employee acknowledges that he or she may have a problem and seeks to remedy the situation before the College administration decides that it must take action under this Alcohol & Drug Policy. Students seeking information concerning substance abuse, rehabilitation programs and counseling services should contact the Human Resources Office.

It is not a violation of this Alcohol & Drug Policy for a student, guest, invitee, educator or administrator to carry, consume, possess or otherwise use a prescription drug or an over the counter drug or medicine in a lawful manner. No authorization to carry, consume, possess or otherwise use a prescription drug or an over the counter drug or medicine need be sought or secured from the President or any other College official, provided such consumption or use is lawful and is reasonable under the circumstances involved. However, the College's Alcohol & Drug Policy does not authorize or condone the abusive use of any lawful drug or medicine, whether obtained by prescription or over the counter, which could result in a drug overdose, chemical dependence, adverse health effects or an accident to anyone on College property or in a College owned or leased motor vehicle. While the President of Massasoit Community College may adopt a different standard for evaluating the circumstances involving the excessive consumption or abusive use of lawful prescription drugs and over the counter medicines and make a reasonable allowance for mitigating circumstance, the President may impose on college personnel and students such civil penalties as he or she may deem appropriate, under the particular circumstances, including the possibility of permanent dismissal from employment or attendance at the College.

Students and College employees need to understand that Massasoit Community College is subject to various state and federal laws that deal with the abusive use of alcohol, drugs and chemical substances, including specifically the federal Higher Education Act of 1965. Title XII, which was an amendment to this Act created by the Drug-Free Schools and Communities Act of 1989, applies to every educational institution receiving federal funding. In addition, certain College employees, including those involved in federally funded grants and projects, are subject to the Drug-free Workplaces Act of 1988, and as a result the College may be a mandatory reporter of certain employee acts that could result in a criminal conviction.

Once in each calendar year, the President of the College shall inform the Board of Trustees that he or she has caused this Alcohol & Drug Policy to be posted on each campus in at least one prominent place and has also taken such other appropriate measures to inform employees and students as a reasonably objective person would deem to be adequate and sufficient to accomplish the several objectives of this Alcohol & Drug Policy. The Student Handbook, which is to be distributed to all students at least once each year, shall contain a prominent reference to and a brief synopsis of the College's Alcohol & Drug Policy and, in addition, shall contain such other details, material and related information as the President of the College shall deem.

### **Drug and Alcohol Abuse Education Programs**

Pursuant to the Higher Education Opportunity Act, Massasoit Community College offers a variety of drug- and alcohol-abuse education programs for students and employees. For information on these programs, please contact the Department of Human Resources of the Counseling Department at Massasoit.

## Campus Facilities

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### Statement Addressing Access to Campus Facilities

Security and access control standards have been developed to add further protection of the College's assets and buildings, as well as to maintain enhanced levels of security at all times. Access protocols are reviewed by the Massasoit Police Department for compliance with security requirements. The Massasoit Police Department frequently reviews security measures to ensure proper building security at all times. Students are required to have in his/her possession their College Photo ID at all times while on campus. Faculty and Staff are required to have their Photo ID clearly displayed on their outer clothing while on campus.

**Individuals found on College property without a legitimate purpose will be directed to leave campus; failure to comply with a warning will result in arrest for trespassing.**

### Statement Addressing Security of Campus Facilities

#### Police Patrols

Massasoit Community College currently utilizes frequent police patrols to maintain security at the Middleborough Center. Massasoit Community College relies on Middleboro Police and Middleboro Fire to be the primary first responders during an emergency.

#### Automated External Defibrillator

The Public AED at the Middleboro Center is currently installed in the second floor hallway.

### Statement Addressing Security Considerations in the Maintenance of Campus Facilities

#### Lighting

Exterior campus lighting is essential in creating a safe campus environment. Motor vehicle parking lots and structures, main pedestrian walkways and paths and most campus building exteriors are illuminated throughout the night. Maintenance, custodial, police, parking and College personnel advise the Facilities Service Desk and/or outside vendors on an ongoing basis of any lighting outages that occur. Exterior lighting receives periodic inspections to identify any unreported lighting failures.



## Campus Counseling, Mental Health and Other Resources

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### Personal Counseling

College can be an exciting time that offers its students tremendous opportunities for individual and intellectual growth. However, there may be occasions where students experience some difficulties during their college career that can interfere with meeting their educational goals. The Advisement and Counseling Center is a valuable resource that can assist students with issues that impact their personal well-being. Some of these issues may include:

- Anxiety
- Attention / Concentration Deficits
- Depression
- Relationship Problems
- Substance Abuse
- Sexuality / Sexual Orientation
- Stress Management

Counselors can help students explore how to best address these and other personal concerns which may include a referral to professionals in the community for more extensive services. Information shared by students in their appointments with counselors is considered confidential and will not be disclosed to others except in very specific circumstances (which can be discussed between counselors and students).

The Advisement and Counseling Center can also provide crisis intervention services and consultations to college faculty and staff. Students who are experiencing a crisis on campus should meet with a counselor for assistance. For faculty and staff that have serious concerns about students' emotional and behavioral well-being, counselors can offer strategies that may benefit both faculty/staff and students.

### Faculty and Staff Assistance Program

Massasoit Community College provides an Employee Assistance Program (EAP) to its benefits eligible employees, their spouse/partner and dependent children. Your EAP services are provided through *e4health*. Consultation with our EAP is completely confidential.

Massasoit Community College is concerned about your well-being and provides this program at no cost to you. However, you may be responsible for any costs outside the EAP sessions, such as for services by referred providers. Your EAP counselor will talk about these costs with you before outside services are used. Your health insurance plan usually covers some or all of these expenses but it is wise to inquire at the onset.

*e4health* is available 24 hours a day 365 days a year. All services are voluntary and confidential. Emotional well-Being (EAP) issues vary from the routine challenges we face at home and at work to very serious matters that may arise. Experienced, well-qualified professionals meet with individuals confidentially to help them reach their goals.

- 24/7 toll-free access 800-828-6025 to live master's level counselors for intake and clinical assessment
  - Face-to-face counseling sessions
  - Assessment and referral for long-term cases
  - Seamless coordination with behavioral health benefits plans
  - Nationwide provider network of licensed clinicians with locations convenient to work or home
  - Employees and family members are all eligible for services
- You may also access e4health website at [www.HelloE4.com](http://www.HelloE4.com)

## Massasoit Community College Annual Fire Safety Report

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### Introduction

The Higher Education Opportunity Act (P.L. 110-315) became law in August, 2008, requiring all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics related to student housing. The following disclosure report details all information required by this law as it related to Massasoit Community College as outlined in the initial regulation; subsequent yearly reports will comply with the Act as amended and published October 29, 2009.

### Fires and Fire Prevention

All Campuses are protected by fire detection and alarm systems which are monitored 24 hours a day, seven days a week. The buildings are equipped with emergency generators and lighting fixtures that incorporate backup batteries. All systems and equipment are strictly maintained and tested in accordance with applicable national regulations.

### Reporting Fires

Fire Alarms for College owned buildings ring directly to the College's alarm monitoring company and the Brockton, Canton, and Middleboro Fire Departments. Regardless of the safeguards that are in place, any member of the College Community that becomes aware of any active or past fire shall immediately notify the Middleboro Police Department

Every person in the building, including Students, Faculty, Staff, Visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause is MANDATED to evacuate IMMEDIATELY. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire or police personnel. NO occupant will re-enter a building until the clearance is given by fire or police personnel ONLY.

### Emergency Evacuation Procedures

The following evacuation procedures are in place for Massasoit Buildings for the Middleboro Campus. These procedures are to be followed when a fire alarm sounds. All occupants must exit the building when a fire alarm sounds, regardless of whether it is a fire drill, false activation, or actual fire. Any persons physically unable to exit the building should immediately contact the Middleboro Police Department at **508.947.1212** or **911**. All questions pertaining to evacuation procedures should be directed to the College Police at extension 1041.

Please use the emergency exits available in your building. **DO NOT USE ELEVATORS**. It is very important to be aware of ALL possible exit locations in the building you are occupying in the event that one or more of the fire exits are unsafe.

## If You Hear a Fire Alarm

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1. Immediately evacuate the building via the shortest and safest route. Do not use elevators.
2. If you notice smoke, use the alternative escape route.
3. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
4. Crawl low if you have to go through smoke.
5. Go to a safe area or to a pre-assigned exterior area for your building.
6. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
7. If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or 911 and tell them exactly where you are.
8. Stop, Drop and Roll if your clothing catches fire.

## If You Discover a Fire

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1. Leave the fire area and close the door to the area.
2. Sound the fire alarm.
3. Immediately evacuate the building via the shortest and safest route. (Proper use of fire extinguishers within extinguisher limits and by trained individuals is optional but should not be attempted until building alarm is actuated and people are evacuated.)
4. Do not use elevators. A fire can disrupt the operation of elevators and trap occupants inside.
5. If you notice smoke, use the alternate escape route.
6. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
7. Crawl low if you have to go through smoke.
8. Go to a safe area or to a pre-assigned exterior area for your building.
9. From the nearest phone in a safe area, call 911.
10. Await emergency response personnel at safe location and direct them to the scene.
11. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
12. If you are trapped during a fire emergency, close all doors between you and the fire and stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call 911 and tell them exactly where you are.
13. **Stop, Drop and Roll** if your clothing catches fire.

