



STONEHILL
COLLEGE

POLICE AND SAFETY

Fall 2011

Annual Security and Fire Safety Report

Fall 2011

The information in this brochure is provided to you as part of Stonehill College's commitment to safety and security on campus and complies with the requirements of Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Message from the Chief



The purpose of this booklet is to provide everyone with essential information about the Stonehill College Campus Police Department and the services that we provide.

Our mission here on campus is to contribute toward the quality of life at Stonehill College, by fostering a secure environment in which the safety and security of the campus are balanced with the freedom of movement and the needs of the community. We take a great deal of pride in accomplishing this mission. Our officers view each and every interaction we have with a member of our community as a learning opportunity. We feel it is our job to protect the members of our community and also to educate them as to how they can best protect themselves. It is our belief that personal protection is a life-long learning process.

In order to assist us in educating and protecting the community, we ask that everyone do their part by always remaining vigilant whenever they are on campus. Please contact us if something looks out of place or makes you feel uncomfortable. Further, I would ask that you take some time to review this booklet. Pay particular attention to the educational programs and the crime prevention tips that are offered here.

For additional information about the Stonehill Campus Police Department, please review our website at:

www.stonehill.edu/police, or you may call us at 508-565-5555.

Peter L. Carnes
Chief of Police

Important Telephone Numbers

Stonehill College Police Department

Police - Fire - Medical

(508) 565-5555 or

911 from any campus telephone

Personal Safety Escort

(508) 565-5555

Town of Easton Police Department

Emergency: Dial 9 and then 911 from any campus telephone

Business (508) 230-3322

Health Services

(508) 565-1307

Counseling & Testing and SHARE

(Sexual Harassment/Assault Resources and Education)

(508) 565-1331

A New Day (formerly Womansplace Crisis Center)

(508) 588-8255

Good Samaritan Medical Center

(508) 427-3000

Brockton Hospital

(508) 941-7000

National Domestic Violence Hotline

(800) 799-SAFE (800-799-7233)

The Department of Campus Police and Safety

Campus policing and safety is coordinated by the Stonehill College Police Department. The department is comprised of a Chief, a Lieutenant, three (3) Sergeants, a Detective Sergeant, ten (10) Patrol Officers, and two (2) Community Service Officers. In addition, the department employs Communications Officers and support staff in our Dispatch Center, and Gate House Attendants who work in the Gate House which is located at the Belmont Street entrance to the College.

Campus Police Officers are commissioned in accordance with the provisions of Massachusetts General Laws Chapter 22C, §63 and have full law enforcement authority in and upon all property owned, occupied, or used by the College. Police Officers are graduates of a police academy conducted or sanctioned by the Massachusetts State Police, the Massachusetts Criminal Justice Training Council, or have met other requirements established by the Colonel of the Massachusetts State Police. Community Service Officers serve the college community by locking campus buildings, reporting safety and maintenance problems, and monitoring the campus for suspicious people and activity.

The Campus Police Department is responsible for keeping the peace and enforcing public laws and college policies. Although the Campus Police Department performs a variety of services, its primary function is to protect the lives and property of community members and visitors to the College. Police Officers are on duty 24 hours a day, 7 days a week and patrol the campus on foot, on mountain bikes, and in marked police vehicles.

Annual in-service refresher training is provided to all officers, and officers are frequently assigned to attend in-depth training in a wide variety of specialized topics such as crime prevention, community policing, sexual assault investigations, bias motivated crimes, Response to Active Shooter, and many other subjects.

The Department maintains a close working relationship with the Easton Police Department and routinely exchanges information relative to criminal activity. Stonehill College does not have any written agreements with the Easton Police or the State Police.

Reporting Crimes and Emergencies

Members of the community are encouraged to immediately report crimes, emergencies, and other suspicious activity to the Stonehill College Police Department. All reports of crime are taken seriously. An Officer will be dispatched. He or she will gather information and make a determination on how to proceed. Anonymous reporting can be submitted on the “Anonymous Tips” form located on the Campus Police web page. However, we encourage community members to report incidents and crimes in person.

The Campus Police Department is located on the first floor in the Old Student Union building and may be reached by **dialing 911 or x 5555** from any campus telephone or **(508) 565-5555** from any cell phone or off-campus telephone. Free on-campus telephones are located in the lobbies or public areas of all campus buildings. Well marked “Blue Light” emergency telephones are located throughout the campus and may be used to report crime, suspicious activity, or to request a personal safety escort.

Campus Safety Authority Information

Who is a Campus Security Authority according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act?

Campus Security Authorities are defined as:

- Campus Police, Security, and others identified as the recipients of crime reports.
- Officials with significant responsibility for student and campus activities including:
 1. student housing and student centers
 2. student discipline and judicial proceedings
 3. coaches & advisors to team sports and recognized clubs

The following are *not* campus security authorities: a single teaching faculty member who is not also an advisor to a student group; a physician in the campus health center, a counselor in a counseling center whose only responsibility is to provide care to students; campus clergy, and campus clerical and support staff.

Access to Facilities

Students, faculty, and staff members at Stonehill College have access to academic, recreational, and administrative facilities Monday-Friday during normal business hour, and during designated hours in the evening and on weekends.

Access to residence halls is limited to students and their guests. Resident students are issued an identification access card and a key to their residence hall room; the access card unlocks the residence hall main door and the key unlocks the door to the student's room. Guests to student residence halls are admitted only when accompanied by a student host.

Exterior doors to residence halls are locked 24 hours a day and intrusion alarms are installed on exterior doors that are not used as a primary entry/exit door. Access to residence halls by college employees is on an as needed basis and incorporates strict access control procedures.

On Friday and Saturday nights from 6 p.m. - 2 a.m. during the school year, a roadblock controls access to the campus. Students are expected to register their weekend guests via an automated computerized "Guest Registration" system prior to the guests being allowed access to campus.

Maintenance and Security of Campus Facilities

Stonehill College maintains a strong commitment to campus safety. Trees, bushes and other vegetation on campus are trimmed on a regular basis. Police Officers and Community Service Officers conduct lighting surveys and report lighting and other deficiencies to the Facilities Management Department. Members of the community are also encouraged to report deficiencies to either the College Police at x5555 or directly to Facilities Management at x1380.

Officers routinely patrol parking lots, roadways, walkways, and other public areas in marked police cruisers, on foot, and on mountain bikes. Community Service Officers and Police Officers lock the exterior doors of campus buildings each evening. Door and lock deficiencies are reported to Facilities Management for repair.

Video cameras record activity at both entrances to the campus. Additional video cameras are located on campus to record activity at

specific locations. These cameras may also be monitored by Dispatchers in the Campus Police Station.

Crime Prevention and Security Awareness

The Stonehill College Police Department believes that it's better to act early to prevent a crime, rather than react to a crime after it has occurred. Ultimately, we are all responsible for our own safety and security and the safety and security of those around us. Members of the Stonehill College community are encouraged to participate in the crime prevention programs that are available to them. The following is a list of crime prevention programs that are offered throughout the year to the community.

Rape Awareness, Education and Prevention – Each year first year students are mandated to attend a sexual assault program. The College also implements additional training on sexual assault through the SHARE Committee. SHARE stands for Sexual Harassment/Assault Resources and Education. The committee includes representatives from Campus Police. Additional information about SHARE can be found at <http://www.stonehill.edu/x12098.xml>

Rape Aggression Defense (RAD) is a program of realistic self-defense techniques for women. The RAD System is a comprehensive self-defense course for women, which begins with awareness, prevention, risk reduction, and risk avoidance, and then progresses to the basics of physical hands-on self-defense training. R.A.D. is not a Martial Arts program. Several Campus Police Officers are certified R.A.D. Instructors. Students are presented with a reference manual. This manual outlines the entire self-defense program and is the key to RAD's *free lifetime return and practice policy* for R.A.D. graduates.



Fall 2011

Community Associate Program – Faculty and Staff, including some Stonehill College Police Officers, volunteer as Community Associates (CA’s). They pair with a Residence Assistant (RA) and participate in hall programs or meetings where they may offer safety advice and facilitate the exchange of ideas and information designed to minimize crime.

Printed Crime Prevention Materials – Pamphlets, brochures, and other materials are made available throughout the campus at various locations. These materials provide information on residence hall safety & security; bicycle and motor vehicle safety; crime prevention and awareness; sexual assault and drug/alcohol awareness.

Personal Safety Escorts - This service provides a “safety” escort upon request for persons walking across campus. Escorts may be provided by an Officer in a vehicle, on foot, or on a mountain bike.

New Student and New Employee Orientations – Campus Police participates in orientations for new employees, new students, and the training of new Resident Assistants (RA’s). Information about the Police Department is provided, as well as safety tips, and all are encouraged to promptly report crimes or suspicious people or activity.

Residence Hall Security - Campus Police works closely with the department of Residence Life to promote safety in the residence halls through training and education of staff and residents.

Emergency “Blue Light” Telephones – Emergency telephones are located throughout the campus.





Crime Prevention Programs and Presentations – occur throughout the year and are available upon request.

Parking Facility Security – Parking facilities are patrolled regularly by Campus Police. Lighting is well maintained. Our large student and visitor lot has emergency telephones and CCTV cameras to augment security.

Security and Fire Alarms Systems – Fire alarms, carbon monoxide alarms, and card access door alarms ring into the Campus Police Dispatch Center. In addition, some offices also are equipped with intrusion or panic alarms which ring into the Dispatch Center.

Crime Prevention Tables – Throughout the year, Campus Police participate in various wellness and education fairs by hosting a table, distributing literature, and answering questions.

Timely Warning Policy-To aid in the prevention of similar crimes or serious incidents, the Stonehill College Campus Police Department, in conjunction with other campus departments, issues campus crime alerts in a timely manner to notify community members about crimes in and around the community. Community members who have information about a crime or other serious incident should report that incident to the Stonehill College Campus Police Department so that a campus crime

alert can be issued, if warranted. These warnings will be distributed if the incident is reported either to the Stonehill College Police Department directly or indirectly through a campus security authority or the local police.

The Stonehill College Police Department will issue a crime alert by posting it as a “targeted announcement” and sending it out to the community via campus email. Crime alerts may also be posted in campus buildings when deemed necessary.

The decision to issue a crime alert shall be decided on a case by case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Emergency Notification Systems and Procedures

Stonehill College has an Emergency Management Plan which is intended to provide a standard document of broad guidelines, procedures, and organizational structure so that key individuals who must make and communicate decisions during an emergency can do so efficiently and effectively.

The emergency procedures are designed to provide a safe and secure environment during and after an emergency situation. Since an emergency may be sudden and without warning, the procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Defining and Categorizing Emergency Incidents - An “Emergency Incident” is a situation or condition, which significantly disrupts or potentially disrupts the educational mission, residential or student life, and/or administrative function of a significant portion of the Stonehill College community.

Levels of Emergency Severity: - Because each “Emergency Incident” situation will be unique, it is imperative that the situation is evaluated to determine a severity level based on the following criteria: **LOW** – situation is manageable within department, division or in coordination with Campus Police (if necessary); **ELEVATED** – situation has larger

impact on campus life and potential media and communication requirements; and **CRITICAL** – situation has major impact on campus life, college reputation or requires outside resources beyond the College's capacity.

Determining an Emergency Incident: When a First Responder determines that an emergency situation may exist, the first responder must notify his/her supervisor and Campus Police immediately. Campus Police will respond and assist the supervisor in assessing the situation and severity level and determine if notifying the Chief of Police and/or a college officer/president is warranted.

In situations that immediately threaten life or property, the Easton Fire/Rescue Department and Easton Police Department will be contacted.

Notification and Response Procedures: If the Chief of Police and/or the appropriate Division Head have determined an emergency incident is at the Elevated level, the Division Head will contact Legal Counsel and Media/Communications. If the incident is determined to be at the Critical level, the College President and all other Division Heads will be notified of the situation and any action steps being taken.

If the emergency meets the definition of a "critical incident," the Chief of Police will contact the Emergency Management Team members for response and notify them of the command center location. This group or their designee will have the responsibility for preparing and disseminating emergency messages and updates. Updates will be posted on the front page of the College's website.

In the event of a serious incident which poses an immediate threat to members of the Stonehill College community, the college has various systems in place for communicating information quickly to the community. Police officers will respond to reports of threats. Upon confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of the campus community, some or all of these methods of communication may be activated. The methods that may be used include: activating ConnectED, an emergency notification system which can deliver a message via text messaging, email, and or telephone voice messaging; posting a message on the MyHill portal; sending targeted announcements

to the community; use of a handheld or building public address (PA) system, and messages posted on the homepage of the Stonehill College website. The notification will be delivered without delay, taking into account the safety of the community, determining the content of the notification, and initiating the notification system, unless issuing the notification will, in the judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

It is the goal of the crisis communication plan to establish guidelines for dealing with a variety of situations, and to ensure that campus officials and communicators are familiar with those procedures and their roles in the event of a crisis. The plan is designed to be used in conjunction with the normal decision-making hierarchy of the College and does not supplant that decision-making process. It is designed to be used in conjunction with operational crisis response plans managed through other departments on campus.

The College's Crisis Management Team plans, publicizes and conducts a test of the emergency response and notification system at least annually and maintains a record documenting each test, including a description of the exercise, the date, time and whether it was announced or unannounced.

Procedures for Missing Students Residing on Campus

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, the Stonehill College Police Department should be contacted immediately at 508-565-5555. An incident report will be generated and an investigation will be initiated in order to attempt to locate the missing student. The Stonehill College Police Department maintains a detailed and specific protocol for conducting missing person investigations, which can be made available upon request.

If the Stonehill College Police Department determines that a student is missing and has been missing for more than 24 hours, the Easton Police Department, the police department of the community where the missing student maintains a home of record, and the person designated as the student's emergency contact will be notified no later than 24 hours after the student is determined to have been missing. If the missing student is

under the age of 21, a missing person notice will be posted on the national crime investigation center database. If the missing student is under the age of 18 and is not an emancipated individual, Stonehill will notify the student's parent or legal guardian immediately after the Stonehill College Police Department has determined that the student has been missing for more than 24 hours.

When annually registering names of emergency contacts in the online registration process through the *myHill* portal, students will have the option to confidentially identify an individual to be contacted by Stonehill in the event the student is determined to be missing for more than 24 hours. If the student has identified such an individual, Stonehill will notify that person no later than 24 hours after the student is determined to have been missing for 24 hours.

Crime Reporting

Numerous efforts are made to notify members of the campus community on a timely basis about crime and crime related problems. These efforts include:

Annual Security and Fire Safety Report – This Security and Fire Safety Information Report is published annually and is available to the entire community as well as any individual or organization requesting a copy. It lists statements on many of our policies and contains the last three calendar years of specific crimes.

Public Log - A chronological record of all crimes reported to the College Police, as well as the names of all persons arrested, is maintained at the College Police Station and is available for viewing during regular college business hours.

Student Newspaper – At times The Summit publishes selected incidents from the Public Log. Special articles concerning security issues also may also appear.

Campus Crime Alerts – Timely notices alert the Stonehill College community that a crime or incident which poses a safety risk has been committed on or near the campus. Notifications may be made via the campus email system, posted on the myHILL portal and through notices posted in conspicuous locations throughout the campus.

Alcohol and Drug Policies

Stonehill College is a grantee covered under the Drug Free Schools and Communities Act of 1989. The College provides a drug and alcohol awareness program and students are expected to know about the dangers of drug abuse, the policies affecting drug and alcohol abuse, and resources for available drug counseling within the College. Furthermore, students are expected to know the state and federal laws for unlawful possession, use, or distribution of illicit drugs and alcohol.

Members of the Stonehill community who use illicit drugs create a risk of serious danger to the health and safety of not only of themselves, but to other members of the community. The College takes reasonable steps to ensure that drug abuse does not occur, and will comply with applicable law and administrative regulations requiring maintenance of a drug-free workplace.

Students interested in learning more about health risks associated with use of illicit drugs and the abuse of alcohol are encouraged to inquire at Health Services, the College Counseling and Testing Center, or the Student Affairs Office. Students wishing to explore counseling assistance may do so at the Counseling and Testing Center. All counseling contacts are confidential.

Alcohol Policy



Stonehill Students are responsible for any alcohol or drugs found in their rooms or car, or possessed by themselves, their guests or visitors.

Massachusetts General Law forbids the possession, sale, serving, or procurement of the alcohol to any person(s) under the age of twenty-one (21) years of age. The law also forbids falsifying age and identification cards. Stonehill College supports the law and expects all students, faculty, administrators, and staff to abide by it. Violators will be fined and/or sanctioned.

Use or possession of alcoholic beverages in public areas (regardless of age), except at approved functions is a violation of town ordinance for the Town of Easton and is prohibited by the College.

All students who violate the alcohol policy on campus property, or at off campus sponsored events, will be held accountable for their behavior. A student found to be responsible, and/or in possession of a common source including, but not limited to; a full/empty keg, pony keg, beer ball, punch bowl, gelatin shots, while on Stonehill College grounds, except at approved functions is in violation of this policy and subject to sanction(s).

The use/possession of alcohol paraphernalia including, but not limited to ice luge, funnel, beer taps, etc., are in violation of this policy and subject to sanction(s).

Driving Under the Influence of Drugs/Alcohol is a violation of both law and of college policy.

Drug Policy



The use, possession, sale or distribution of narcotic or illegal drugs, such as hallucinogens, cocaine, marijuana, heroin, LSD, etc. is strictly prohibited. The unauthorized use or possession of drugs prescribed for medical purposes is also strictly prohibited.

The use, possession of drug paraphernalia is not permitted and is in violation of this policy and subject to sanction(s).

Students found to be responsible for drug policy violations will be required to participate in a drug use assessment program with the Coordinator of Alcohol and Drug Education. The Associate Vice President of Student Affairs, or her designee, may also include other sanctions.

In addition to the imposition of disciplinary sanctions which may include suspension or separation from the College, students and employees may face prosecution and imprisonment under Federal and Massachusetts laws for criminal offenses.

Stonehill College works to provide a drug-free workplace for all College employees and students. The departments of Health Services,

Counseling and Testing, and Human Resources provide resources for treatment and referral for students and employees with substance abuse problems. For more information on drug and alcohol policies, please refer to the student Hill Book or the employee handbook.

Sexual Assault Awareness Programs and Policy

Stonehill College educates the student community about sexual assaults and acquaintance rape through mandatory freshman orientations each year. The SHARE (**S**exual **H**arassment/**A**ssault **R**esources and **E**ducation) Program offers sexual assault education and information programs to students at various times throughout the year and also upon request. The Campus Police present awareness programs and provides services dealing with domestic violence, rape, and sexual assault to students and employees.

Nearly all of the sexual assaults reported to the Campus Police are committed by acquaintances. Victims of sexual assault are urged to report the incident to Campus Police as soon as possible, regardless of where the offense took place, whether or not the offender is known to the victim. College officials who are informed of a sexual assault in their official capacity as College employees will encourage the victim to make a report to the Campus Police or other off-campus law enforcement authorities. Campus Police work closely with the victim to ensure that the appropriate medical care and counseling is made available and will assist the victim in notifying the appropriate off-campus law enforcement authorities if applicable.

Victims of sexual assaults are not required to file formal criminal charges, even if they report the incident to the Campus Police. A Campus Police investigator, specially trained in dealing with victims of sexual assault, will present the victim with a full range of options and services available so the victim can choose the most appropriate course of action. Among the options available to a student victim of sexual assault are such things as on-campus or off-campus counseling and mental health services, immediate relocation to a different residence facility if the victim resides in college housing and changes in the victim's academic class schedule if the victim wishes and if such a change is reasonably available.

Students accused of sexual assault are subject to disciplinary action in

accordance with the provisions of the community standards as contained in the official Student Handbook, whether or not formal criminal charges are filed by the victim. Both the accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both are informed of the outcome. A student found to have committed a sexual assault in violation of the community standards is subject to disciplinary action up to and including suspension or expulsion from the college.

In keeping with the federal **Campus Sex Crimes Prevention Act**, the Campus Police Department maintains records provided by the Massachusetts Sex Offender Registry Board of registered sex offenders who have indicated that they are employed or enrolled at Stonehill College. Any member of the college community who wishes to review these records should contact the Chief of Police during normal business hours. For further information concerning the crimes for which convicted offenders must register, or regarding additional access to records of registered sex offenders, contact the Massachusetts Sex Offender Registry Board by telephone at 978.740.6400 or via the internet at www.state.ma.us/sorb/.

For more information about the College's sexual assault awareness programs and resources visit the SHARE website at:

<http://www.stonehill.edu/x12098.xml>

If you are Sexually Assaulted or Raped

Get to a safe place. - Contact Campus Police, a Resident Director, a friend, or a family member.

Get medical attention. – Brockton Hospital is experienced and prepared to help sexual assault survivors. Medical attention should be sought as soon as possible because you could be injured internally, as well as externally, by an attack. A prompt medical exam will test for pregnancy, HIV, and other sexually transmitted diseases. A medical examination can secure valuable evidence that can be used later if you wish to have the assailant prosecuted. Campus Police are available 24 hours a day and can assist you in getting immediate medical attention.

Do not drink, bathe, douche, brush your teeth, change your clothing, or comb your hair. It's only natural to want to do these things, but you may be destroying evidence you will need if you decide to prosecute at a later date. To preserve evidence such as clothing or bedding, place in a paper (not plastic) bag. We recommend having a Police Officer collect any evidence.

Call SHARE. (508) 565-1331. SHARE (Sexual Harassment/Assault Resource Educators) advocates are trained faculty and staff members that are available 24 hours a day to provide support and help you understand your options regarding medical attention, legal implications, and college judicial actions. Students can access SHARE Advisors by calling the Counseling and Testing Center during business hours (8:30am-4:30pm).

Campus Police and Residence Life Staff can access SHARE advocates after business hours. It is important to note that SHARE Advisors, as they are private, not "confidential" resources, must make a formal report of sexual misconduct if one has not already been completed.

Seek Counseling. - Counseling is a very important step in helping someone who has been sexually assaulted re-gain control of his or her life. Professional counseling services are confidential and are available locally, both on and off campus.

How SHARE can help. SHARE advocates are trained students and staff members who have volunteered to serve as advocates for victims of sexual assault.

A SHARE advocate can provide:

- ◆ Assistance with emergency rape crisis treatment and emergency medical services including accompanying the victim/survivor to the hospital, police, etc., as requested.
- ◆ Assistance, guidance and support throughout the College judicial process and/or criminal justice process, should the victim choose to pursue this course of action.
- ◆ Assistance in referrals around academic concerns such as missed classes and assignments, changing class sections, etc.
- ◆ Assistance in obtaining alternative living arrangements.
- ◆ Assistance in contacting community resources such as rape crisis center support group.
- ◆ General support and assistance as needed.

Filing a Sexual Misconduct Report

A person who believes he/she was the victim of another's sexual misconduct is encouraged to report the sexual misconduct. On and off-campus support and the campus student discipline system may play important roles, and Stonehill College provides support services to students who choose to seek criminal or civil prosecution as well as disciplinary action under Stonehill College's Student Discipline System.

Several options for reporting are available:

- 1.) **File a Report with Campus Police:** Campus Police will respond quickly upon notification of an assault. A campus investigation may or may not lead to initiating the Student Discipline System.
- 2.) **File a Report with the Easton Police Department:** Students can contact the Easton Police Department at 508-230-3322 or from dialing 911 from a cell phone. Campus Police will be notified if dialing 911 from a campus phone. Campus Police can assist in notifying the local police if the student chooses.
- 3.) **File a Report with a Title IX Coordinator:** Report the sexual misconduct to a Title IX Coordinator, who will forward the report to the Office of Student Affairs. The Title IX Coordinator can help inform victims about the process, procedures, and policies that apply in sexual misconduct cases. Other services provided by the Title IX Coordinator include, but are not limited to:
 - making referrals as appropriate
 - furnishing materials for support services on and off campus
 - imposing interim measures and/or no-contact orders
 - changing on campus student housing to a different on campus location (attempts will be made to move the charged student)
 - providing assistance from the College in completing the relocation
 - rescheduling exams and/or assignments
 - transferring class sections
 - processing temporary withdrawals

- providing information on civil and criminal investigation and adjudication processes
- 4.) **File an Anonymous Report:** Students who wish to anonymously inform the College of a sexual assault may file a Sexual Assault Incident Report online through the Community Standards web page. The information provided to the College in this manner will only be used for Clery Act data collection and will be kept confidential. Anonymous reports cannot be used to initiate a formal student discipline process.
- 5.) **Take No Action:** Students have the right not to file a report, yet they are highly encouraged to seek medical attention and counseling. Students who wish to file a report at a later date may contact a Title IX Coordinator. However, please note that a delay in reporting could weaken evidence used to determine whether a student is found responsible for a sexual assault.

The Investigation and Disciplinary Process for Sexual Misconduct

Campus officials must take appropriate actions to ensure that investigations of sexual misconduct complaints are normally completed within 60 days of receiving a complaint.

Generally reports of sexual misconduct are reported to and investigated by the Campus Police Department. The Detective Sergeant oversees investigations and often works in conjunction with the Easton Police. Students, who so choose, can report a rape or sexual assault directly to the Easton Police Department.

Reports of sexual misconduct by a student may be addressed through the College's student disciplinary process, which is described in further detail in the Hill Book. Additionally for matters alleging sexual misconduct, the student who believes he/she was the victim of sexual misconduct will:

- have the opportunity to be present throughout the entire disciplinary hearing;
- be entitled to the same opportunity to have others present during a disciplinary hearing as provided to the charged student;

- be informed of the outcome of the disciplinary hearing, including sanctions, in connection with his/her complaint; and
- be permitted to appeal the outcome of the disciplinary hearing.

College Discipline System Process

In addition to the procedures outlined in the Community Standards and Student Discipline System, the following special procedures have been adopted for hearing sexual misconduct complaints:

1. The person who believes he/she was the victim of another's misconduct will meet individually with the Associate Vice President of Student Affairs (AVPSA), or designee to provide input as to whether the complaint should be heard through an informal conference or formal discipline hearing. The AVPSA, or designee, will decide whether the complaint will be heard through an informal conference or formal discipline process.

2. Formal rules of process, procedure, or rules of evidence, such as those applied in criminal or civil courts are not used in the Student Discipline System.

3. The AVPSA, or designee, will appoint one administrator (to ensure gender balance) to hear the complaint if it is heard by an administrative panel.

4. No questions, statements, or information about the sexual activity of the person who believes he/she was the victim of another's misconduct with anyone besides the charged student may be introduced. Requests for exceptions to this guideline must be made in writing to the AVPSA, or designee, at least 72 hours prior to the hearing. If the person who believes he/she was the victim of another's misconduct raises his/her own sexual activity with anyone beside the charged student, questions may then be asked about that relationship.

Privacy and Confidentiality

Students have the right under federal law (Title IX) to expect that reports of sexual misconduct will be taken seriously by Stonehill College. Under federal law, if a student makes a formal report about an act of sexual misconduct to a College official (e.g. officials within Student

Affairs, a Title IX Coordinator, Resident Assistants, Resident Directors, Campus Police, and certain other staff members with supervisory responsibilities), or when deemed necessary to protect the interests of the College community, the College has an obligation to investigate the complaint. To the extent possible, the College will protect the privacy of all parties to a complaint of sexual misconduct.

An individual involved in sexual misconduct can speak confidentially with certain persons in legally protected roles, such as counselors at the Counseling and Testing Center, campus ministers, and/or staff in Health Services. These offices will pass along non-personally identifiable statistical information to Campus Police for statistical purposes only. The only information which will be released is that an incident was reported, the type of incident, and the general location of the incident (on or off campus). These statistics are made available through publication in the Annual Campus Security Report. The College will also notify a Title IX Coordinator, in writing, that a sexual assault complaint has been filed.

When the College, through a report to a College official, becomes aware of an incident of sexual misconduct that occurred on-campus and there is a potential for bodily harm or danger to members of the College community, College staff will issue a timely warning to the campus. While the College will provide enough information to safeguard the campus community, a student's name or other personally identifying information will not be disclosed.

Confidentiality with respect to a person accused of having violated the sexual misconduct policy is governed by the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. FERPA provides that personally identifiable information maintained in the educational records of an institution shall not be disclosed, except as otherwise specified by law.

Education and Prevention

The College is committed to providing on-going education and support programs aimed at the eradication of sexual assault. In addition, the College will evaluate on an ongoing basis, all policies and procedures related to sexual misconduct.

Crime Prevention Tips

Residence Hall and Building Security

- ◆ Keep your room/office door locked every time you are away. A thief with a target in mind needs only SECONDS to accomplish his/her task.
- ◆ Don't leave belongings unattended in the library, cafeteria, or in cubbies or lockers without locks.
- ◆ Keep valuables secured out of sight. Laptop computers, pocketbooks and cameras belong in a locked drawer, not under the desk or on a shelf.
- ◆ Not all people at the College are students or guests. Some people come to a college campus to commit personal and property crimes.
- ◆ Do *not* prop doors open.
- ◆ Do *not* allow strangers to follow you into the building.

Report Suspicious People, Activities, and Vehicles

- ◆ There are people who roam the campus buildings looking for unlocked doors, etc. They usually will make up a fictitious name to gain access to a building or room. Report this to Stonehill College Police immediately and try to gain a description of the person such as clothing, height, weight, color, age, and other markings.
- ◆ If you see a person hanging around a vehicle, near a closed building after hours, near a walking path or other place that seems suspicious, call Campus Police.
- ◆ If you see a vehicle driving around a campus lot, stopped behind a building, or parked in the woods, call Campus Police.

Personal Safety

- ◆ Always be aware of your surroundings.
- ◆ Walk or jog with a friend, not alone.
- ◆ Avoid dark isolated areas.
- ◆ Use the safety escort service.
- ◆ Know your limit on alcohol and do not accept drinks from others.
- ◆ Tell a friend where you are going and when you will return.
- ◆ Carry a personal alarm or noise maker. Yell if you need help.
- ◆ Carry a cell phone if possible.

- ◆ Know where the “blue light” emergency phones are located.
- ◆ If being followed, head toward a well lit occupied area and call police.
- ◆ When possible, park in an area that will be well lit.
- ◆ When approaching your car have your keys out in advance.
- ◆ Lock your car. Lock valuables in the trunk, or hide them from view.
- ◆ Don’t get in your car until you have looked inside.
- ◆ Before driving your car, lock your doors and put on your seatbelt.
- ◆ Trust your instincts. If it doesn’t feel right, it probably isn’t.

Fire Safety in On-Campus Residence Halls

Stonehill College administers an aggressive program of regular inspection, testing and maintenance of College premises, especially residence facilities, to ensure compliance with applicable fire and life safety codes and standards, conducting regular egress drills and providing a variety of educational and training programs for students, faculty and staff.

Fire alarm and suppression systems:

All on-campus residence halls are equipped with both automatic and manually operated fire alarm notification devices and sprinkler systems which meet and in many cases exceed state and local building and fire safety codes. The fire alarm systems in all on-campus residence facilities consist of horns and strobe lights alerting residents to an alarm and are also remotely monitored by the College’s campus-wide alarm monitoring system at the Campus Police Operations Center. All fire alarm systems contain emergency batteries to ensure operation during a power outage, and most facilities also have emergency generators designed to automatically activate whenever there is a power outage. These back-up batteries and generators will operate life safety systems, including fire safety equipment and emergency exit lighting.

On-campus residence halls are also equipped with fire-rated smoke/fire doors designed to impede the spread of smoke and fire. Regular inspections are conducted by Campus Police, Residential Life and Facilities staff who report fire hazards in residence halls and facilitate prompt resolution.

Upon receipt of a fire alarm, Campus Police Officers are immediately dispatched, and if needed, the Easton Fire Department is notified.

On-campus housing consists of a variety of configurations, including traditional dormitory-style buildings, modular housing units, village style buildings and newly-constructed apartment style and suite style facilities. Each facility is equipped with the fire and life safety systems required by the building codes. Fire safety equipment is reviewed regularly to identify locations where enhancements such as additional sprinkler and smoke detection systems beyond those required by building codes are appropriate and plans for such enhancements are integrated into the College's annual facilities maintenance project plan.

Policies and Rules for Electrical Appliances, Smoking and Open Flames:

Smoking is not permitted inside any campus building. Prohibited items include: candles, flammable liquids, flame lamps, and incense. Violators will be fined and subject to disciplinary action.

The use of electric blankets, hot plates, "George Foreman" type grills, toasters, toaster ovens, broilers, popcorn poppers, air conditioners, space heaters, and microwaves/microfridges in student rooms and in common areas is prohibited, except as provided by the College. Refrigerators larger than 4.5 cubic feet in student rooms are not allowed.

All types of halogen lamps are prohibited. Attaching or hanging items made of combustible material from the ceiling is prohibited. Gas grills of any type are not permitted on College grounds. Students are encouraged to utilize the charcoal grills located in their residence area or behind the Roche Dining Commons. The accumulation of debris, dirty laundry, cans and bottles is prohibited. Exterior decorations on residence halls and in residence areas are prohibited, unless provided by the College.

Coffee makers, curling irons, clothes irons, hair straighteners, hot pots, and other such appliances are allowed only if they have an automatic shut off. Students must have proof of automatic shut off. Multiple outlet

extension cords of any kind are prohibited. If you need an outlet strip you must purchase a UL approved unit with a circuit breaker. All string lights must be hung properly, safely, and ensure intact cord insulation.

Inspections

Periodically, Residence Life Staff will inspect all student rooms on campus to make sure they are safe for student occupants. Individual students may be fined \$25.00 - \$50.00 for each Fire Safety Code Violation. The students will have, at most, twenty-four hours to correct the violation(s) after which time, failure to correct the violation may lead to loss of residency. In order to insure integrity of the inspections, students do not have to be notified or present.

Further, the Easton Fire/Rescue Department, Stonehill Facilities and Maintenance Department, the Town of Easton Building Inspector and Stonehill Campus Police may also conduct unannounced inspections of student rooms.

Student compliance with these Fire and Safety Regulations is necessary to insure the safety of all campus residents.

To view the complete fire safety policy, please go to:

http://www.stonehill.edu/Documents/Residence%20Life/Fire_Safety.pdf

Fire Safety Training and Evacuation Plans for Residence Hall Staff and Residents:

The Residence Life Department provides training for Residence Assistants during the annual RA training just prior to the beginning of the academic year. At the start of the semester, during their opening floor meetings, Residence Life staff will explain the importance of evacuating the building during a fire alarm. They will review the fire evacuation routes in the buildings and point out the closest exits. In first-year areas, Residence Life staff posts a list of prohibited items on move-in day.

The Campus Police and Residence Life departments work together to schedule fire drills for each semester. The drills include guidance from Campus Police staff and Residence Life staff, so

that evacuating residents know where to safely assemble once outside the building.

Fires in On-Campus Residential Facilities:

Campus Police Officers respond to all fire alarms which ring into the College's automatic alarm system or by persons who report the presence of smoke. Officers investigate to determine the cause of the alarm. In the case of an actual fire, an incident report is generated, and a detailed record of the fire is maintained. A record of all fires in on-campus residence hall facilities is also included in the public log of crimes and other incidents maintained by the Campus Police Department, which is available for public viewing during normal business hours.

Anyone observing a fire in a residence hall should contact the College's Police Department at 508-565-5555 immediately or activate the fire alarm by operating the nearest manual pull station if the fire alarm is not already sounding. Pull stations are typically located near doors leading to stairways and exits. Upon hearing a fire alarm all occupants should evacuate the building immediately by using the stairs, not the elevator. Staff members who discover evidence of a past fire, which has been extinguished, are required to report their observations to the Campus Police Department. Such reports also result in an investigation, a written police report, and documentation in the public log.

During the three-year reporting period covered by this report no actual fires occurred in a residence hall. About 90% of Stonehill College students live on-campus. The residences have kitchen areas and as a result, each year there are a number of incidents when students over cook food on the stove, oven or in the microwave. Smoke from over cooked food items may activate the local smoke detector, which will reset once the smoke dissipates. Campus Police respond to *all* fire alarm activations to ensure safety. Students are required to evacuate their building when the fire alarm is activated - even if they know the cause of the alarm activation is burned food.

Policy for Reporting the Annual Disclosure of Crime Statistics

The Stonehill College Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report can also be located on our website at www.stonehill.edu. This report is prepared in cooperation with Student Affairs, Residence Life, Community Standards, and Facilities Management. Each department provides updated information on their educational efforts and programs to comply with the Clery Act.

Campus crime, arrest and referral statistics include those reported to the Campus Police, Campus Security Authorities, and outside law enforcement agencies.

Counseling and Testing staff inform their clients of the procedures to report crime to Campus Police on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year, an email notification is made to all enrolled students which provides the web site to access this report. Faculty and staff receive similar notification via email and via campus mail. Paper copies of the report may also be obtained at the Campus Police Department located at the Old Student Union or by calling (508) 565-5555. All prospective employees may obtain a copy from Human Resources and all prospective students can obtain a copy of the report from the Admissions department.

Crime Definitions

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: 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 or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of

assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).

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

Sex offenses definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting 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 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 temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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.

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 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 or physical incapacity.

D. Forcible Fondling - The touching of the private body parts 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.

Sex Offenses-Nonforcible: Unlawful, nonforcible sexual intercourse.

A. Incest - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape - Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Drug, Alcohol, and Weapon Law Violations

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine.)

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

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or

openly: furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

***Crime definitions are from the Uniform Crime Reporting Handbook

Crime Statistics

Reported Criminal Offenses

(On-Campus, within Residence Halls, and on Adjacent Public Property)

Total Reported Criminal Offenses (On-Campus):

Category	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	4	6
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	2
Burglary	17	17	13
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Of the Total Reported Criminal Offenses Listed Above, those that Occurred in Residence Halls:

Category	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	3	5
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	2
Burglary	16	7	13
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Total Reported Criminal Offenses on Public Property Adjacent to Campus:

Category	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Total Reported Criminal Offenses on Non-Campus Property***:

Category	2008	2009	2010
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

***Non-Campus Properties: Stonehill College leases an apartment building located at 2416 Lorillard Place Bronx, NY 10458. A small group of students reside in this residence, while participating in a Stonehill College sponsored internship. We made an attempt but were unable to obtain any crime statistics from New York Police for this property. Stonehill also leases an apartment located at 3600 Barham Blvd Los Angeles, CA. The La Police Department reported that no crimes occurred at this property.

Arrests and Campus Judicial Referrals

(On-Campus, within Residence Halls, and on Adjacent Public Property)

Arrests (On Campus):

Category	2008	2009	2010
Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Of the Arrests Listed, those that Occurred in Residence Halls:

Category	2008	2009	2010
Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests in Public Property Adjacent to Campus:

Category	2008	2009	2010
Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Campus Disciplinary Action/Judicial Referrals (On Campus):

Category	2008	2009	2010
Weapons Possession	2	0	3
Drug Law Violations	17	16	33
Liquor Law Violations	376	316	367

Hate Crimes/ Bias Related Incidents

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the separate reporting, by category of prejudice, of any crime reported in the classifications above and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Beginning with data for the 2009 calendar year (and earlier years if an institution had already collected it), institutions now must report statistics for four additional categories of crime that are more commonly bias related than the main Clery crimes. These crimes are only required to be reported if they are motivated by bias. These additional categories include: Larceny-theft, Simple assault, Intimidation, and Destruction, damage, or vandalism of property.

No hate crimes were reported at Stonehill College in 2008 or 2009. In 2010, there was one report of a simple assault characterized by sexual orientation bias. This occurred in a campus residence.

Note 1: Public Property is defined as the public streets, sidewalks, other thoroughfares or parking facilities adjacent to college facilities. For the purpose of this report, incidents have been included which were reported by Easton police to have occurred on public property within the area bounded by campus property.

Note 2: The term Non-Campus Building or Property means any building or property owned or controlled by a student organization recognized by the College or any building or property owned or controlled by the College and used in direct support of educational purposes, frequented by students, but not in the same reasonably contiguous geographic area of the main campus, as well as off-campus apartments leased by the College.

Note 3: Bias Related Incidents: During 2008-2010, there were incidences in which bias related slurs were uttered or words or offensive images were written on white boards or on doors or walls on campus. These were classified as bias related incidences (not reportable crimes). The College has a no tolerance policy towards such bias or hate-related crimes or incidences and will investigate every occurrence.

Compiling Crime Statistics

The statistics were compiled by first reviewing reports from the case files of the Stonehill College Police Department. Other College departments and individuals with significant responsibility for student and campus activities were then provided with reporting forms to be submitted to the College Police for compilation. Finally local and state police agencies were asked to provide statistics for applicable incidents on public property and non-campus property. All records were the analyzed to eliminate duplication.

STONEHILL

COLLEGE

POLICE AND SAFETY

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