

January 12, 2018

Zack Sampson
MuckRock News
DEPT MR 8842
411A Highland Ave
Somerville, MA 02144-2516

RE: Public Records Request

Dear Mr. Sampson:

Thank you for your recent Public Records Request. The Massachusetts Public Records Law (M.G.L. Chapter 66 & Chapter 4, Section 7(26)) provides that every person has a right to access public information. This right of access includes the right to inspect or be furnished a copy of any public record within ten (10) business days following the receipt of a request. A state agency is only required to provide records that are in existence and is not required to create a new record based on information in its custody to accommodate a specific request.

Your request, received on January 2, 2018, for multiple Campus Police records has been fulfilled as follows:

- 1) A roster of all campus safety and/or police department employees.
–This request has been fulfilled and is attached as a PDF entitled “2018 Roster”.
- 2) A map or summary document that outlines or establishes the jurisdiction of the safety and/or police department.
–This request has been fulfilled and is attached as a PDF entitled “QCCPD Responsibility & Authority for MOU”.
- 3) All memoranda of understanding (MOU) or memoranda of agreement (MOA) the institution and/or its safety/police department holds with local or state police departments in Massachusetts.
–This request has been fulfilled and is attached as a PDF entitled “Worcester MOU”.
- 4) The last five emails sent from the email account of the director of public safety or chief of police on campus at the time this request is processed.
–This request has been fulfilled and is attached as a PDF entitled “Chief’s Last 5 Emails”.

- 5) Reports for arrests of individuals who are not enrolled or affiliated with the university or college, as well as all warnings, violations, or trespass notices issued to individuals who are not enrolled or affiliated with the university or college. Please include these arrest reports, warnings, violations or trespass notices issued from January 1, 2013 through the date this request is processed.

–The estimated fees to fulfill this request are attached. Once payment is received, the records will be compiled and released. Please note that trespass notices are exempt from disclosure under Exemption (c) of M.G.L. Chapter 4, Section 7(26)(c). Exemption (c) applies to: “personnel and medical files or information; also any other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy.”

- 6) Reports filed for rape or sexual assault investigations, both on campus or involving students off campus, between August 1, 2010 and the date this request is processed.

–This request has been fulfilled. Please note that these documents are exempt from disclosure pursuant to M.G.L. Chapter 4, Section 7(26)(a) and M.G.L. Chapter 41, Section 97D.

- 7) Any contracts or purchase orders the university or the university’s safety department holds with companies for security or surveillance cameras. Please include contracts and orders from August 1, 2001 through the date this request is processed, or as far back as such records are maintained.

–The estimated fees to fulfill this request are attached. Once payment is received, the records will be compiled and released.

Sincerely,



Josh Martin

Director of Institutional Communications/Records Access Officer

Quinsigamond Campus Police Department Officers

Name	Phone Number	Email
Chief Kevin Ritacco	508.854.4221	kritacco@qcc.mass.edu
Stephen DiGiovanni	508.854.2885	sdigiovanni@qcc.mass.edu
Reynaldo Rodriguez	508.854.4383	rrodriguez@qcc.mass.edu
Sgt. Dennis Blair	508.781.7948	dblair@qcc.mass.edu
Sgt. Joseph Cecchi	508.854.4371	jcecchi@qcc.mass.edu
Sgt. Daniel Litchfield	508.854.4596	dlitchfield@qcc.mass.edu
Det. Larry Flowers	508.854.4333	lflowers@qcc.mass.edu
Off. Dillon George	508.853.7627	dgeorge@qcc.mass.edu
Off. Edward Ramos	508.854.4374	eramos@qcc.mass.edu
Off. Catherine Dixon	508.854.3300	cdixon@qcc.mass.edu
Off. Todd LaBranche	508.854.2770	tlabranche@qcc.mass.edu
Off. Nicholas Yacuzzi	508.854.2723	nyacuzzi@qcc.mass.edu
Ryan Clark, Dispatcher	508.854.4221	rclark@qcc.mass.edu
Amanda Joaquin, Dispatcher	508.854.4221	ajoaquin@qcc.mass.edu
Charles Nasis	508.854.4221	cnasis@qcc.mass.edu
Jose Rivera	508.854.4221	jrivera@qcc.mass.edu

Campus Police Department Authority, Reporting and Responsibilities Policy Statement

Quinsigamond College Police Department is located on the first floor of the Athletic Center room 136 AC on the Main Campus. The department is a full service Police Department providing safety, security, parking and traffic services to the entire campus community throughout the year. Quinsigamond Community College Police Department received state Accreditation from the Massachusetts Police Accreditation Commission. Accreditation is a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. The program not only sets standards for the law enforcement profession, but also for the delivery of police services to the citizens of the commonwealth. The College Police Department is currently staffed by a chief of police, deputy chief of operations, deputy chief of administration, three sergeants, seven campus police officers, one detective, one institutional security officer and two dispatchers. The primary mission of the department is to provide a safe and secure environment for the College community. The department embraces a professional approach to law enforcement, emphasizing customer service, community policing, and impartial enforcement of all laws, policies and regulations. Quinsigamond Campus Police Officers receive their police authority from Chapter 22C of Massachusetts General Laws, Section 63 and are sworn Special State Police Officers. Officers armed have full arrest powers on ALL land and buildings owned, or used by the institution. Campus police officers are charged with the enforcement of all state and local laws as well as any College regulations and policies on Quinsigamond property. Quinsigamond Campus Police Officers receive basic and in-service training at the Massachusetts State Police Academy and or the Municipal Police Training Committee. They also receive specialized training from various police agencies throughout the state and country. The department works closely with state, city and federal police and fire agencies to assist with the safety of the college community. The Southbridge Campus utilizes one contract security officer from Securitas Inc. to patrol the campus during business hours. This officer has no police authority.

There is no written Memorandum of Understanding between Quinsigamond College Police and any local or Massachusetts State Police however; jurisdiction is shared with local and State law enforcement. Local Police and the Massachusetts State Police have concurrent jurisdiction on all campuses and upon all properties owned or controlled by the College. Part I Crimes, such as rape, murder, aggravated assault, robbery and arson are reported to the jurisdictional law enforcement authority for that area, and a joint investigative effort between Quinsigamond College Police Department and the Jurisdictional Department and or Massachusetts State Police is conducted to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted through the Worcester County District Attorney's Office.

All felonies occurring on campus and any Search Warrants issued or requested are reported to the Massachusetts State Police on a monthly basis.



GARY J. GEMME
CHIEF OF POLICE

DEPARTMENT OF POLICE
CITY OF WORCESTER
MASSACHUSETTS 01608-1172
(508) 799-8600



November 13, 2012

Chief Kevin J. Ritacco
Quinsigamond Community College
670 West Boylston Street
Worcester, MA 01606

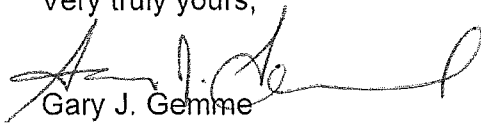
Re: Memorandum of Understanding

Dear Chief Ritacco:

This letter is written for the purpose of confirming our longstanding policy and procedure of providing the Worcester Police Department's lockup facility to house persons arrested by special police officers, railroad police, college police, and the Massachusetts State Police. This service includes access to our breathalyzer machines. This policy is codified in Worcester Police Department Policy and Procedure number 735 dated March 10, 1994.

Please feel free to contact my office with any questions or concerns you may have at 508-799-8611.

Very truly yours,


Gary J. Gemme
Chief of Police

/km

Kevin Ritacco

From: Kevin Ritacco
Sent: Friday, January 05, 2018 1:35 PM
To: Joseph Cecchi
Subject: FW: Your Apple Developer Program membership expires in 15 days.

FYI. Not sure if we need to do anything with this.

Sent from my Android phone using Symantec TouchDown (www.symantec.com)

-----Original Message-----

From: Apple Developer [noreply-appledev@email.apple.com]
Received: Friday, 05 Jan 2018, 5:01AM
To: Kevin Ritacco [kritacco@qcc.mass.edu]
Subject: Your Apple Developer Program membership expires in 15 days.



Dear Kevin Ritacco,

In 15 days, you will no longer have access to membership benefits. Renew your Apple Developer Program membership to keep your apps on the App Store, submit new apps, utilize advanced app capabilities, and get personal technical support.

[Renew now >](#)

Best regards,
Apple Developer Program Support

TM and copyright © 2018 Apple Inc. 1 Infinite Loop, MS 96-DM, Cupertino, CA 95014.

All Rights Reserved / [Privacy Policy](#) / [My Apple ID](#) / [Support](#)

Kevin Ritacco

From: Kevin Ritacco
Sent: Friday, January 05, 2018 1:33 PM
To: jim.mccloud15@gmail.com
Subject: RE:

Happy New Year Jim. It is mighty COLD. .LOL.. surviving it well thanks. I see it got pretty cold down there as well. Did you get any snow.

Sent from my Android phone using Symantec TouchDown (www.symantec.com)

-----Original Message-----

From: Jim McCloud [jim.mccloud15@gmail.com]

Received: Friday, 05 Jan 2018, 11:52AM

To: Kevin Ritacco [kritacco@qcc.mass.edu]

Chief,

HAPPY NEW YEAR!!

I'm checking in with you and make sure you didn't freeze to death!!

Jim McCloud
K&B Solutions LLC
promoplace.com/kbsolutions
855-243-8383

Kevin Ritacco

From: Kevin Ritacco
Sent: Thursday, January 04, 2018 8:12 PM
To: sgoulet@clarku.edu; cam@wpi.edu
Cc: Kevin Ritacco; dstmartin@worcester.edu; mclouti4@fitchburgstate.edu; sb.carl@assumption.edu; dburl@holycross.edu; msavasta@annamaria.edu; david.bousquet@becker.edu; GomesM@worcesterma.gov; k_kolimaga@mwcc.mass.edu; FiskeR@worcesterma.gov; alex.beaudoin@umassmed.edu; matthew.besselait@umassmed.edu
Subject: RE: HECCMA - Friday Delays or Closures?

Qcc is closed tomorrow, Friday. Kevin

Sent from my Android phone using Symantec TouchDown (www.symantec.com)

-----Original Message-----

From: Martunas, Cheryl A [cam@wpi.edu]
Received: Thursday, 04 Jan 2018, 5:40PM
To: Stephen Goulet [sgoulet@clarku.edu]
CC: Burl, Denielle [dburl@holycross.edu]; FiskeR@worcesterma.gov [FiskeR@worcesterma.gov]; Gomes, Meghan [GomesM@worcesterma.gov]; Mark Savasta [msavasta@annamaria.edu]; Carl, Steven B [sb.carl@assumption.edu]; David Bousquet [david.bousquet@becker.edu]; Fitchburg State University [mclouti4@fitchburgstate.edu]; Karen Kolimaga [k_kolimaga@mwcc.mass.edu]; Kevin Ritacco [kritacco@qcc.mass.edu]; UMASS Medical [alex.beaudoin@umassmed.edu]; UMASS Medical [matthew.besselait@umassmed.edu]; StMartin, David [dstmartin@worcester.edu]
Subject: Re: HECCMA - Friday Delays or Closures?

WPI will be open tomorrow with no delay

Sent from my iPhone

On Jan 4, 2018, at 5:36 PM, Stephen Goulet <sgoulet@clarku.edu> wrote:

Clark University will be open with no delay.

*Stephen P. Goulet
Chief of Police
Clark University Police Department*

Our Departmental Vision
"Clark University Police is

the standard in law enforcement
for our community through
leadership, innovation and
commitment to excellence."

On Jan 4, 2018, at 4:40 PM, Burl, Denielle <dburl@holycross.edu> wrote:

Good evening:

We are interested in learning whether any of our Worcester colleagues are considering delaying or cancelling for Friday. Based on the NWS and MEMA updates, it sounds like although there will be some drifting, roads should be cleared by morning.

Seems the only remaining issue is the temperature. Although we ordinarily would not cancel on account of frigid temperatures, we are meeting at 7 p.m. to make the final call.

Thanks in advance.

Sincerely,

Denielle

Kevin Ritacco

From: Kevin Ritacco
Sent: Wednesday, January 03, 2018 5:52 PM
To: Campus Police
Cc: Jim Racki
Subject: FW: Situational Awareness Statement #3: Significant Winter Storm Thursday; Dangerously Cold Weather This Weekend

Sent from my Android phone using Symantec TouchDown (www.symantec.com)

-----Original Message-----

From: Schwartz, Kurt (CDA) [Kurt.Schwartz@MassMail.State.MA.US]
Received: Wednesday, 03 Jan 2018, 5:27PM
To: Kevin Ritacco [kritacco@qcc.mass.edu]
Subject: Situational Awareness Statement #3: Significant Winter Storm Thursday; Dangerously Cold Weather This Weekend

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY SITUATIONAL AWARENESS STATEMENT

DATE: January 3, 2018

TIME: 5:00 PM

SUBJECT: Significant Winter Storm Thursday; Dangerously Cold Weather This Weekend (Update #3)

Situation

The National Weather Service (NWS) is forecasting a strong but fast-moving coastal storm on Thursday that will bring accumulating snow across the entire state, with the eastern half of the state seeing the greatest amounts. Strong to damaging winds are also expected across much of the state; however the Cape and Islands will experience the strongest winds. These winds combined with wet, heavy snow in areas, bring potential for scattered to widespread power outages, particularly in southeastern MA. In addition, there is the potential for moderate and pockets of major coastal flooding, primarily in areas south of Boston along the coast of Plymouth County and in Cape Cod Bay. Following the storm, bitterly cold weather, with wind chill values of -15 to -35, will return on Friday and persist into the weekend.

Since the last Situational Awareness Statement, the NWS has revised its projected snowfall totals for this storm upwards, with western Massachusetts now forecast to receive up to 6-8" of snow and large portions of central and eastern Massachusetts expected to see as much as 12-18" of snow. Winter Storm Warnings have been expanded to cover all of Massachusetts except for Nantucket. Additionally, Blizzard Warnings have been expanded to cover all of eastern and southeastern coastal Massachusetts except for the Cape and Islands.

Watches, Warnings, Advisories

Blizzard Warning

Issued: January 03 at 4:29PM EST
Expiring: January 04 at 7:00PM EST

Areas affected: Eastern Essex; Eastern Norfolk; Eastern Plymouth; Southern Bristol; Southern Plymouth; Suffolk; Western Plymouth

Winter Storm Warning

Issued: January 03 at 4:29PM EST
Expiring: January 05 at 1:00AM EST

Areas affected: Central Middlesex County; Eastern Franklin; Eastern Hampden; Eastern Hampshire; Northern Bristol; Northern Worcester; Northwest Middlesex County; Southeast Middlesex; Southern Worcester; Western Essex; Western Franklin; Western Hampden; Western Hampshire; Western Norfolk

Winter Storm Warning

Issued: January 03 at 4:29PM EST
Expiring: January 05 at 1:00AM EST

Areas affected: Barnstable; Dukes

High Wind Warning

Issued: January 03 at 4:28PM EST
Expiring: January 05 at 1:00AM EST

Areas affected: Barnstable; Dukes; Nantucket

Coastal Flood Warning

Issued: January 03 at 3:12PM EST
Expiring: January 04 at 4:00PM EST

Areas affected: Barnstable; Dukes; Eastern Essex; Eastern Norfolk; Eastern Plymouth; Nantucket; Suffolk

Winter Storm Warning

Issued: January 03 at 3:01PM EST
Expiring: January 05 at 1:00AM EST

Areas affected: Northern Berkshire; Southern Berkshire

Wind Chill Watch

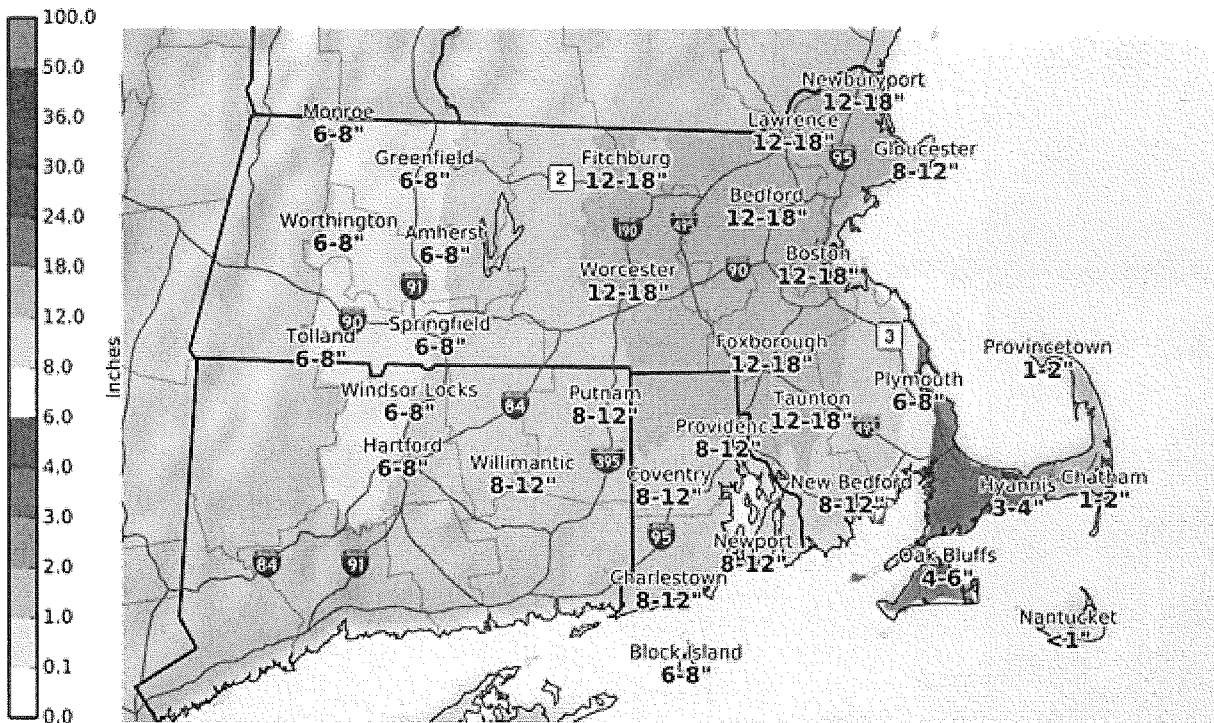
Issued: January 03 at 3:01PM EST
Expiring: January 06 at 6:00PM EST

Areas affected: Northern Berkshire; Southern Berkshire

Graphics

Expected Snowfall - Official NWS Forecast

Valid: 01/03/2018 07:00 PM - 01/05/2018 07:00 AM

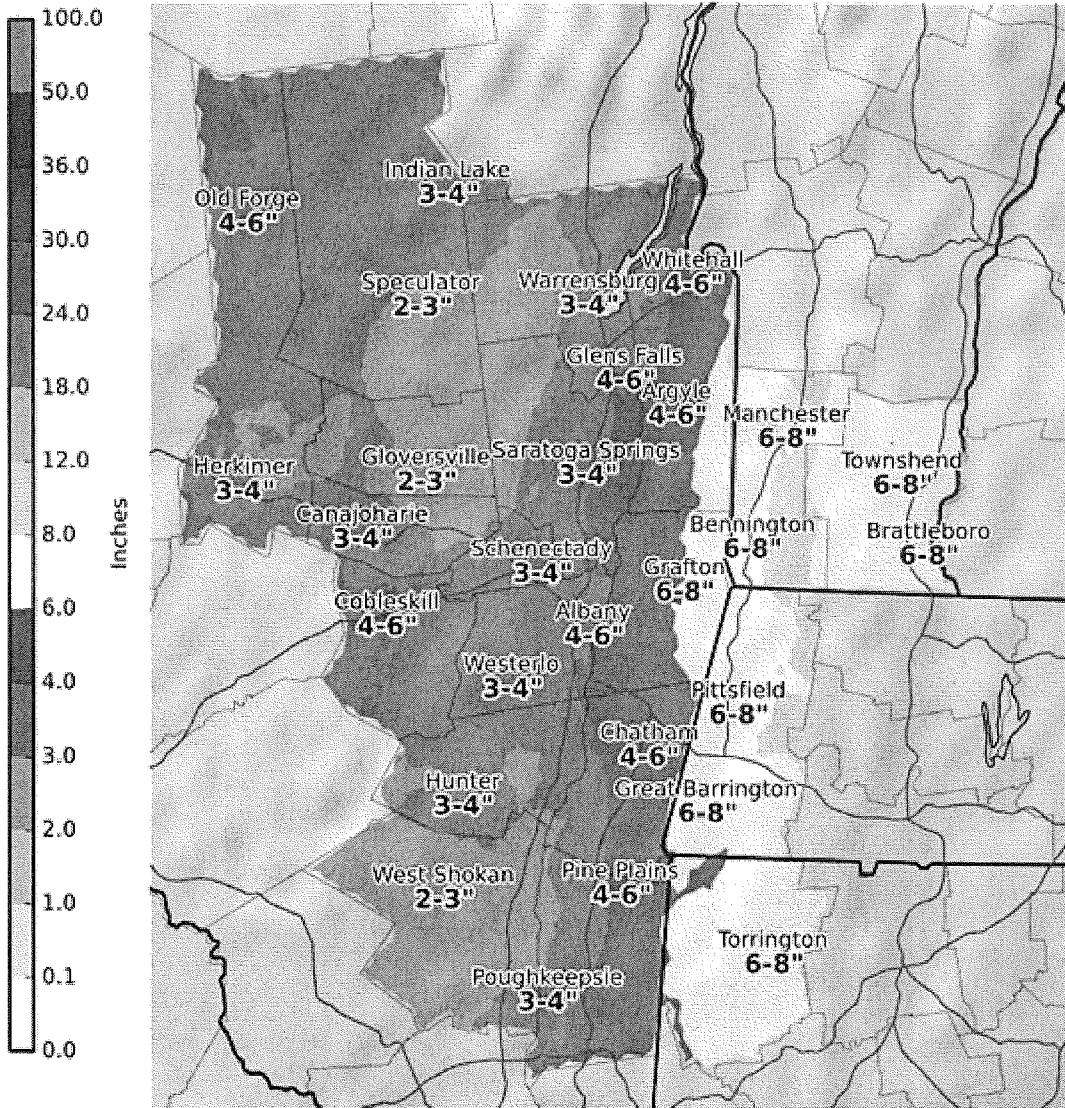


National Weather Service
Taunton, MA
01/03/2018 03:20 PM EST

Follow Us:   
weather.gov/Boston/winter

Expected Snowfall - Official NWS Forecast

Valid: 01/03/2018 07:00 PM - 01/05/2018 07:00 AM

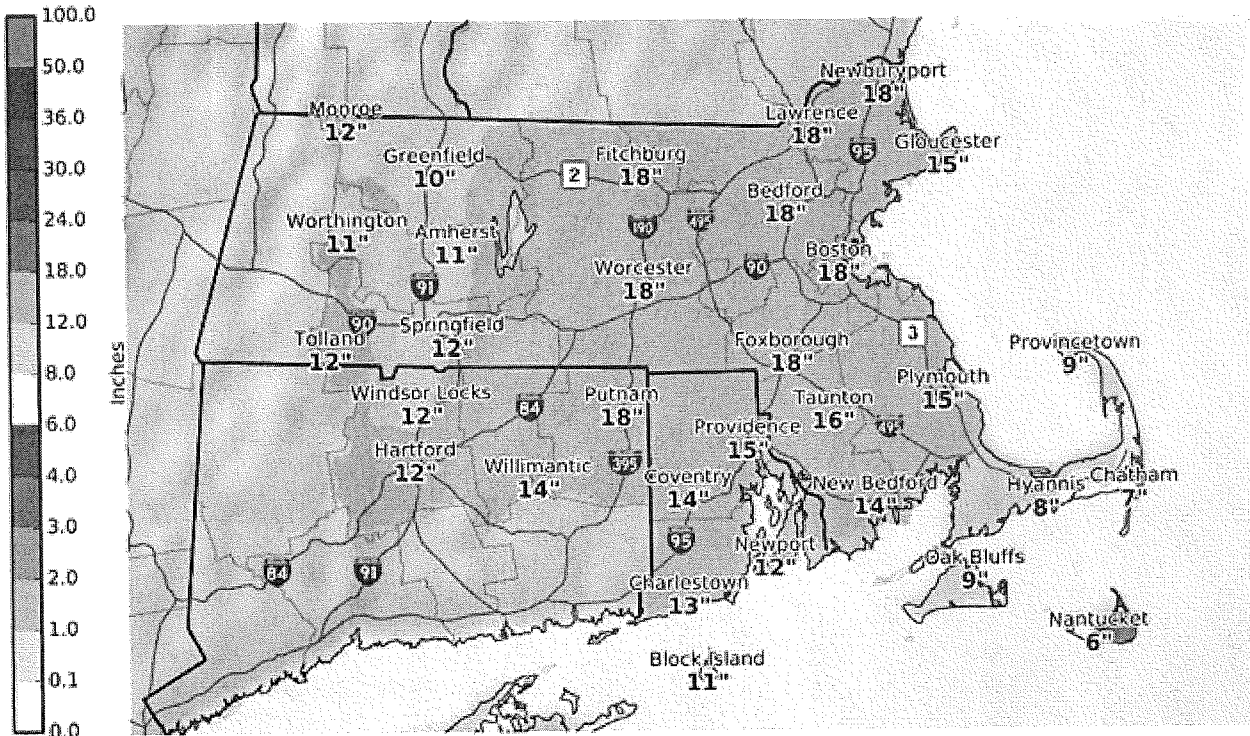


National Weather Service
Albany, New York
 01/03/2018 03:24 PM EST

Follow Us:   
weather.gov/Albany/winter

High End Amount - 1 in 10 Chance (10%) Of Higher Snowfall

Valid: 01/03/2018 07:00 PM - 01/05/2018 07:00 AM

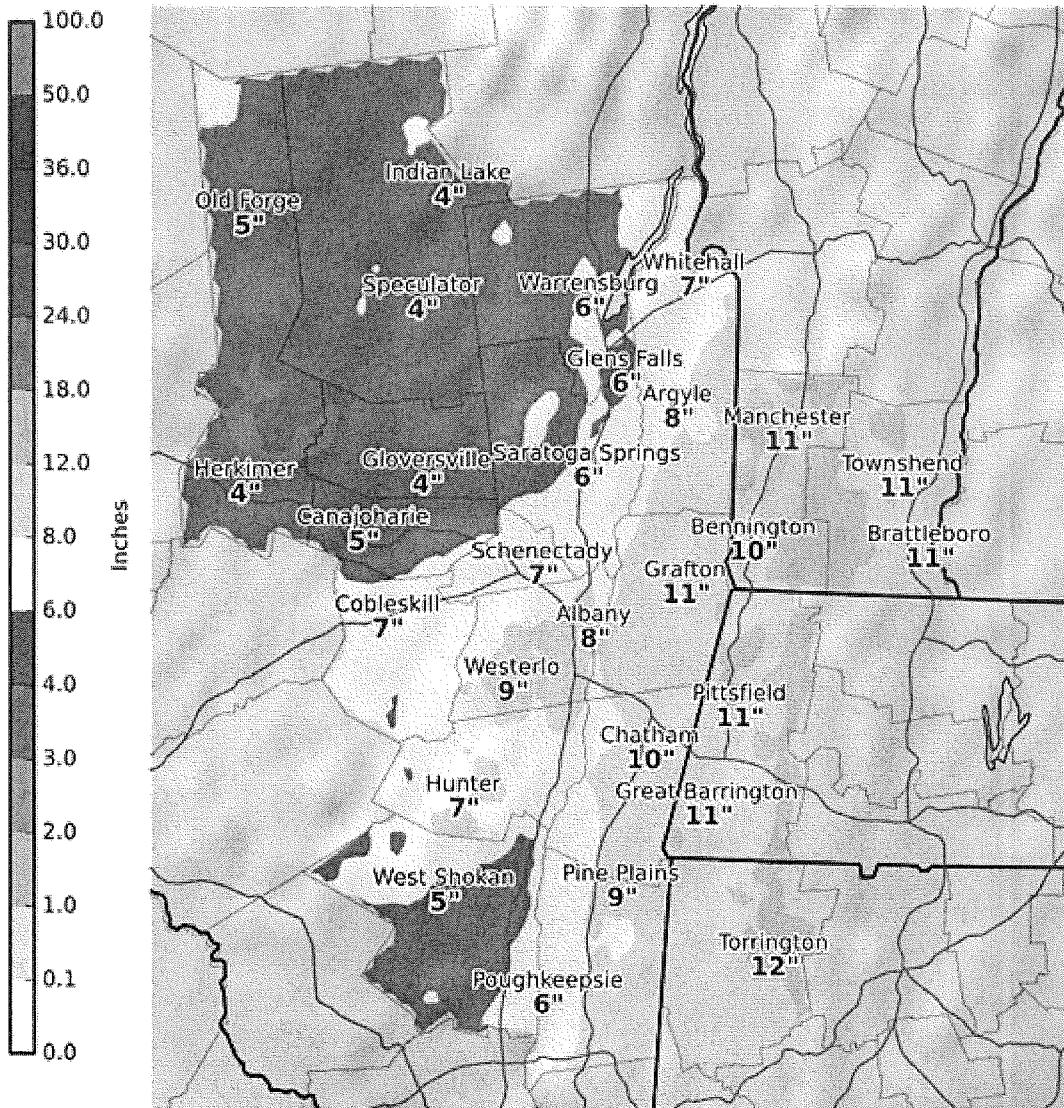


National Weather Service
Taunton, MA
01/03/2018 03:21 PM EST

Follow Us:   
weather.gov/Boston/winter

High End Amount - 1 in 10 Chance (10%) Of Higher Snowfall

Valid: 01/03/2018 07:00 PM - 01/05/2018 07:00 AM



National Weather Service
Albany, New York
01/03/2018 03:24 PM EST

Follow Us:   
weather.gov/Albany/winter

MEMA Operations

- The State Emergency Operations Center is operating at Level 1 (Steady State Monitoring), and will activate to a Level 2 (Partial Activation) Thursday morning at 6 AM.
- MEMA conducted a conference call with local emergency management officials at 3 PM this afternoon (Wednesday).
- MEMA will continue to monitor the forecast and will disseminate Situational Awareness Statements as necessary.
- Tomorrow starting at 6 AM, the National Guard will stage High Water Vehicles in the following communities/areas in anticipation of moderate to major coastal flooding with the mid-day high tide:

- Marshfield
- Scituate
- Hull
- Quincy
- Hingham National Guard Armory

Preparedness and Safety Information

- Safety and preparedness tips for extreme cold:
<http://www.mass.gov/index.php/service-details/extreme-cold-safety-tips>
- Winter storm preparedness and safety information:
<http://www.mass.gov/index.php/service-details/winter-storm-safety-tips>
- Power outage preparedness and safety information:
<http://www.mass.gov/index.php/service-details/power-outage-safety-tips>
- Flood safety tips:
<http://www.mass.gov/index.php/service-details/flood-safety-tips>
- Winter safety tips for pets:
<https://www.mass.gov/service-details/winter-pet-safety-tips>

Stay Informed:

Utilize *Massachusetts Alerts* to receive emergency notifications and information from the Massachusetts Emergency Management Agency and the National Weather Service. *Massachusetts Alerts* is a free app that is available for Android and iPhones. To learn more about *Massachusetts Alerts*, and for information on how to download the free app onto your smartphone, visit: <http://www.mass.gov/service-details/massachusetts-alerts-smartphone-app>.

Utilize MEMA's real-time power outage viewer to stay informed about current power outages in your community and region, and across the state, including information from utility companies about restoration times: <http://mema.mapsonline.net/public.html>

Utilize MEMA's live weather radar and forecasting tools: <http://www.mass.gov/map-resources>

Online Resources:

For additional information and resources, visit:

Massachusetts Emergency Management Agency at www.mass.gov/mema

MEMA's Facebook page: <http://www.facebook.com/MassachusettsEMA>

MEMA Twitter: [@MassEMA](https://twitter.com/MassEMA)

Federal Emergency Management Agency at www.fema.gov

National Weather Service/Taunton at www.weather.gov/boston

National Weather Service/Albany, NY at www.weather.gov/albany

National Weather Service Weather Prediction Center: <http://www.wpc.ncep.noaa.gov>

National Weather Service Storm Prediction Center: <http://www.spc.noaa.gov/>

Mass211 at www.mass211.org

Kevin Ritacco

From: Kevin Ritacco
Sent: Wednesday, January 03, 2018 3:09 PM
To: FiskeR@worcesterma.gov; dburl@holycross.edu; sgoulet@clarku.edu
Cc: dstmartin@worcester.edu; MawdsleyS@worcesterma.gov; sb.carl@assumption.edu; msavasta@annamaria.edu; david.bousquet@becker.edu; GomesM@worcesterma.gov; k_kolimaga@mwcc.mass.edu; cam@wpi.edu; cda-dl-rg3@state.ma.us; jack.caulfield@nichols.edu; alex.beaudoin@umassmed.edu; Kevin Ritacco; mclouti4@fitchburgstate.edu; david.bryant@state.ma.us; gina.smith@umassmemorial.org; paulm@mass211.org; security@auc.edu; matthew.besselait@umassmed.edu
Subject: RE: Winter Storm Warning - School Closures?

QCC will be closed tomorrow as well
Message will go out around 7pm. Kevin

Sent from my Android phone using Symantec TouchDown (www.symantec.com)

-----Original Message-----

From: Stephen Goulet [sgoulet@clarku.edu]
Received: Wednesday, 03 Jan 2018, 11:51AM
To: Fiske, Richard [FiskeR@worcesterma.gov]; 'Burl, Denielle' [dburl@holycross.edu]
CC: Gomes, Meghan [GomesM@worcesterma.gov]; Mawdsley, Sandy A. [MawdsleyS@worcesterma.gov]; paulm@mass211.org [paulm@mass211.org]; Mark Savasta [msavasta@annamaria.edu]; Carl, Steven B [sb.carl@assumption.edu]; Atlantic Union College [security@auc.edu]; David Bousquet [david.bousquet@becker.edu]; Fitchburg State University [mclouti4@fitchburgstate.edu]; Karen Kolimaga [k_kolimaga@mwcc.mass.edu]; Jack Caulfield [jack.caulfield@nichols.edu]; Kevin Ritacco [kritacco@qcc.mass.edu]; UMASS Medical [alex.beaudoin@umassmed.edu]; UMASS Medical [matthew.besselait@umassmed.edu]; UMASS Memorial [gina.smith@umassmemorial.org]; Cheryl A. Martunas [cam@wpi.edu]; StMartin, David [dstmartin@worcester.edu]; CDA-DL - RG3 [cda-dl-rg3@state.ma.us]; Bryant, David (CDA) [david.bryant@state.ma.us]
Subject: RE: Winter Storm Warning - School Closures?

Hello All,
Here at Clark University we will be announcing, this afternoon, that we will be closed tomorrow.

Stephen Goulet
Chief of Police
Clark University Police Department

Our Departmental Vision

“The Clark University Police Department is the standard in law enforcement for our community through leadership, innovation and commitment to excellence.”

From: Fiske, Richard [mailto:FiskeR@worcesterma.gov]
Sent: Wednesday, January 03, 2018 11:43 AM
To: 'Burl, Denielle' <dburl@holycross.edu>
Cc: Gomes, Meghan <GomesM@worcesterma.gov>; Mawdsley, Sandy A. <MawdsleyS@worcesterma.gov>; paulm@mass211.org; Mark Savasta <msavasta@annamaria.edu>; Carl, Steven B <sb.carl@assumption.edu>; Atlantic

Union College <security@auc.edu>; David Bousquet <david.bousquet@becker.edu>; Stephen Goulet <sgoulet@clarku.edu>; Fitchburg State University <mclouti4@fitchburgstate.edu>; Karen Kolimaga <k_kolimaga@mwcc.mass.edu>; Jack Caulfield <jack.caulfield@nichols.edu>; Quinsigamond Community College <kritacco@qcc.mass.edu>; UMASS Medical <alex.beaudoin@umassmed.edu>; UMASS Medical <matthew.besselait@umassmed.edu>; UMASS Memorial <gina.smith@umassmemorial.org>; Cheryl A. Martunas <cam@wpi.edu>; StMartin, David <dstmartin@worcester.edu>; CDA-DL - RG3 <cda-dl-rg3@state.ma.us>; Bryant, David (CDA) <david.bryant@state.ma.us>

Subject: RE: Winter Storm Warning - School Closures?

We are recommending schools close tomorrow, and evaluate Friday after this event ends tomorrow evening, depending on what we experience locally.

Director Richard H. Fiske, III

Department of Emergency Communications/911

Emergency Management

City of Worcester

.P: 508-799-1777 (Internal X-30727)

www.worcesterma.gov/911



From: Burl, Denielle [<mailto:dburl@holycross.edu>]

Sent: Wednesday, January 03, 2018 11:01 AM

Cc: Fiske, Richard; Gomes, Meghan; Mawdsley, Sandy A.; paulm@mass211.org; Mark Savasta; Carl, Steven B; Atlantic Union College; David Bousquet; Clark University; Fitchburg State University; Karen Kolimaga; Jack Caulfield; Quinsigamond Community College; UMASS Medical; UMASS Medical; UMASS Memorial; Cheryl A. Martunas; StMartin, David; CDA-DL - RG3; Bryant, David (CDA)

Subject: Winter Storm Warning - School Closures?

Dear All:

As we prepare our briefing to determine the appropriate response to the storm, I wanted to advise decision-makers regarding any action our Worcester-area schools are taking.

At this point, do you have a decision regarding any changes in normal operations? If no - when do you expect to make that determination?

Holy Cross is meeting at 4 p.m. and I expect we'll have a decision at that time. Although historically we've tended to wait until 4 a.m. to make a decision, with the limited student and faculty presence on campus, it should be easier to come to a decision and give our employees the opportunity to know in advance.

Thanks in advance. It's my hope that we might be willing to engage in this kind of outreach in the future, when we prepare for similar events.

Sincerely,

Denielle Burl

January 12, 2018

Zack Sampson
MuckRock News
DEPT MR 8842
411A Highland Ave
Somerville, MA 02144-2516

RE: Public Records Request

Dear Mr. Sampson:

The Massachusetts Public Records Law (M.G.L. Chapter 66 & Chapter 4, Section 7(26)) provides that every person has a right to access public information. This right of access includes the right to inspect or be furnished a copy of any public record within ten (10) business days following the receipt of a request. A state agency is only required to provide records that are in existence and is not required to create a new record based on information in its custody to accommodate a specific request. Under some circumstances a state agency may assess a reasonable fee for the production of public records. Permissible charges include, but are not limited to, fees for storage devices or materials, five cents (\$0.5) per copy and personnel services. There shall be no fee for personnel services for the first 4 hours of work performed. If more than 4 hours of employee time is required to search for, compile, segregate, redact or reproduce the records requested, a fee may be charged at an hourly rate equal to or less than the hourly rate attributed to the lowest paid employee who has the necessary skill required to complete the record request, which rate shall not exceed twenty-five dollars (\$25) per hour. Said fee restrictions may not apply when a request for records is for a commercial purpose as determined by the Commonwealth's Supervisor of Records.

On January 2, 2018, the College received the attached public records request from you. Upon reviewing this request, the College has prepared the attached reasonable fee estimate in order to comply with your request. Once payment of this fee estimate is received, the College shall complete your request. This is a fee estimate and the actual costs for complying with your request may vary. If the actual costs are less than the estimated fee, a refund will be issued. If the actual costs are greater than the estimated fee, a revised fee estimate will be issued. If you wish to modify your request, please indicate so in writing to the College. If you wish to appeal this estimate or you believe the College has failed to comply with the law, you may file a petition with the Supervisor of Records, Secretary of the Commonwealth, Public Records Division, McCormack Building, One Ashburton Place, Room 1719, Boston, MA 02108. You may also seek judicial review by filing a civil action in Suffolk Superior Court.

Sincerely,



Josh Martin
Director of Institutional Communications/Records Access Officer

**ESTIMATED FEES FOR RESPONDING TO A PUBLIC RECORDS REQUEST
QUINSIGAMOND COMMUNITY COLLEGE**

Date Request Received: 1/2/2018

Record Access Officer: Josh Martin

COPYING FEES

Records Requested	Estimated # of Pages	Fee per/page* (\$0.5)	Total Fee

*Fee for standard black and white paper copies or printouts

STORAGE DEVICE OR MATERIAL

Type of Storage Device or Material Used	Number Used	Total Fee

PERSONNEL SERVICES

Name/Title of Employee Performing Services: Reynaldo Rodriguez/Deputy Chief of Administration

Services Performed	Hourly rate*	# of hours after initial 4 hours	Total Fee
Compile information to fulfill request for Reports for arrests of individuals who are not enrolled or affiliated with the university or college, as well as all warnings, violations, or trespass notices issued to individuals who are not enrolled or affiliated with the university or college. Please include these arrest reports, warnings, violations or trespass notices issued from January 1, 2013 through the date this request is processed.	\$25.00	8	\$200.00

*Hourly rate of the lowest paid employee who has the necessary skill required to complete the record request. The hourly rate shall not exceed twenty-five dollars (\$25) per hour and there is no charge for the first 4 hours of work.

Name/Title of Employee Performing Services: Deb LaFlash/Assistant Vice President, Finance

Services Performed	Hourly rate*	# of hours after initial 4 hours	Total Fee
Compile information to fulfill request for any contracts or purchase orders the university or the university's safety department holds with companies for security or surveillance cameras. Please include contracts and orders from August 1, 2001 through the date this request is processed, or as far back as such records are maintained.	\$23.40	4	\$93.60

*Hourly rate of the lowest paid employee who has the necessary skill required to complete the record request. The hourly rate shall not exceed twenty-five dollars (\$25) per hour and there is no charge for the first 4 hours of work.

MAILING/DELIVERY FEES

Method of mail or delivery	Service Provider	Total Fee

ADDITIONAL FEES

Type of Fee	Rate	Total Fee

TOTAL FEE ESTIMATE

Total Fee: \$293.60

This fee estimate must be paid in order for the records to be produced. Checks shall be payable to: Quinsigamond Community College, c/o Josh Martin, Record Access Officer, 670 West Boylston Street, Worcester, MA, 01606. If you have any questions, please contact the Records Access Officer at jmartin@qcc.mass.edu or 508.854.7513.