



**QUINSIGAMOND**  
Community College

# ANNUAL SECURITY REPORT

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*POLICIES - SERVICES - STATISTICS*

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# 2023

Campus Emergency Number: 508.854.4444

Non Emergency Dispatch: 508.854.4221

# A WORD ABOUT PUBLIC SAFETY

## FROM THE CHIEF OF POLICE

Safety and security at Quinsigamond requires a strong Community effort. The Police Department works hard to develop a trust and professionalism to serve the College community. Quinsigamond students, faculty, and staff have a strong tradition of working closely with the College Police. This tradition fosters open communication between campus police officers and the College community. I ask you to get involved with the College community and promptly report any suspicious activity to the Police Department. I also encourage you to meet the campus police officers that serve you. The officers patrol the campus by cruiser, on foot, and bike patrols to hinder the dangers of crime that can occur on any college campus. The College Police Department offers many programs throughout the year that assist the College community, with the ultimate goal of a safe and secure environment. I encourage you to seek out the programs we offer. I welcome any suggestions you may have, so that we may better serve the College community.

**“See Something Say Something”**

Sincerely,  
Kevin Ritacco  
**Chief of Police**  
Quinsigamond Community College PD

## CAMPUS SECURITY ACT - CLERY ACT - PREPARATION POLICY STATEMENT

Quinsigamond Community College faithfully adheres to the Student-Right-to Know and Campus Security Act which was passed by Congress in 1990. This law requires all Post-Secondary Colleges to report specific incidents of campus crime which occurred during the prior school year.

Title II of this act was known as the Crime Awareness and Security Act. It requires institutions participating in the student financial aid program under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occur on campus. It was amended and renamed the Jeanne Clery Act in October 1998. In compliance with the act, the Department of Public Safety publishes and distributes this information by October 1 of each year. The Higher Education Act as amended by the Higher Educational Opportunity Act specifies new campus safety requirements in regards to hate crime, emergency response and evacuation procedures effective October 1, 2010 and is included in this report.

This Annual Security Report includes statistics for the previous three years concerning certain reported crimes, arrests and disciplinary referrals on all of the campus locations, including certain off-campus buildings owned or controlled by Quinsigamond Community College, and on public property within or immediately adjacent to and accessible from the campus.

All College departments that are identified as mandated reporters, together with local municipal police departments, are surveyed annually by the Chief of Police for reportable crimes. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Each year on or about October 1st, an e-mail is sent to both employees and students via “QCC Family” that provides the location of the Clery Website. The report can be accessed and hard copies can be picked up at the Campus Police Office 136 AC. You can obtain a copy of this report by contacting the Campus Police Office or by accessing the following Web site: [www.QCC.edu/clery](http://www.QCC.edu/clery)

This document should be read in conjunction with the Student Handbook.

## THE COLLEGE AND CLERY GEOGRAPHY

Quinsigamond Community College is one of twenty-seven colleges and universities in the public higher education system of the Commonwealth of Massachusetts. It was established on February 1, 1963 to provide equality education to meet the diverse needs of the citizens of Central Massachusetts. The College is situated in Worcester, the second largest city in New England, which is also the home of many nationally noted private liberal arts and technical institutions. The city, and region, are major industrial and commercial centers, especially in banking, convention/tourism, health-care, high technology, insurance, and manufacturing. The College has expanded its operations over the years to include many locations in the Worcester County Area as defined below.

### MAIN CAMPUS

The main campus of Quinsigamond Community College is located at 670 West Boylston Street, Worcester MA. The campus consists of 7 campus buildings including an Athletic Center, Administrative Building, Children’s Building, Quest Classroom and Lab Building, Library, Student Center and Surprenant Classroom Building. The hours of operation are generally 6:00 a.m. to 10:00 p.m. Monday through Friday and 7:00 a.m. to 5:00 p.m. Saturday and Sundays.

The main number is 508.853.2300. (See map at end of report).

## BRANCH CAMPUS – SEPARATE CAMPUS

**Southbridge Campus:** QCC's separate campus is located at Southbridge High School, 132 Torrey Road in Southbridge, MA. The location is leased to Quinsigamond Community College and consists of Classrooms, Computer rooms, labs and the main office on the first floor. For CLERY purposes the Southbridge campus has been considered a separate campus since 2021 and as such crime stats are displayed separately. Southbridge campus has no non campus Clery properties to report. The main Number is 508.853.2300.

(See Map at end of report)

**Center for Workforce Development and Continuing Education:** Located at 25 Federal street Worcester MA. The location is leased to QCC and consists of one building with Classroom, Lab, and Office space. Parking areas included: 3 Salem Square, 12 Federal Street, 30 Federal Street and 30 Myrtle Street. Hours: Monday to Friday, 8:00 a.m. to 10:00 p.m.

## NON CAMPUS BUILDINGS

**CLERY Defined Non Campus buildings:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. The following locations are considered Non-Campus Buildings for the purposes of the Clery Act and crime statistics for these locations are included in the Non-Campus Buildings column in the Main Campus Stats. The Crime Stats for the below locations were attained from Worcester Police Crime Analysis Unit in perspective to its geographical location. The crime stats are reflective of the dates and times of operation hours described below.

### **Parking areas located at the following: Worcester, MA**

12 Federal Street.  
30 Federal Street  
30 Myrtle Street  
3 Salem Square.  
570 main Street.

**QCC at Great Brook Valley (WHA),** 35 Freedom Way, Worcester, MA. 01605  
Hours: Monday to Friday, 8:00 a.m. to 9:00 p.m.

**QCC at the Senior Center,** 128 Providence Street, Worcester, MA. Hours:  
Monday to Friday, 6:00 a.m. to 5:00 p.m.

**QCC at Burncoat High School,** 179 Burncoat Street,  
Worcester, MA 01606. General Hours: Monday to Friday,  
8:00 a.m. to 4:00 p.m. including Summer I & II.

**QCC at WSU Campus,** 486 Chandler Street, Worcester MA. WSU hosts several QCC students in Student Housing at Chandler Village, Sheehan Hall or Wasylean Hall. Students are required to subscribe to WSU emergency alerts. The Annual WSU Clery/Fire Report can be found here at:  
<https://www.worcester.edu/University-Police-Services>

## PUBLIC PROPERTY ASSOCIATED WITH CAMPUS

Public property, under the Clery Act, encompasses streets, thoroughfares, sidewalks, and parking facilities, that is "within campus, or immediately adjacent to and accessible from the campus."

## POLICY STATEMENTS

The following policy statements apply to all Quinsigamond Community College campus locations unless otherwise noted or explained otherwise within the policy statement.

### HOW TO REPORT CRIMINAL OFFENSES AND OTHER EMERGENCIES POLICY STATEMENT

#### "See Something Say Something"

**Main Campus and Center for Workforce Development and Continuing Education:** Quinsigamond Community College 's education and awareness efforts encourage the reporting of ALL crimes and suspicious activity to Campus Police using the emergency line 508.854.4444 or Extension 4444 from any on campus phone. As part of the college's on-going effort to enhance safety and security, emergency phones have been installed throughout the campus. (See list below) These phones offer an additional way for community members to report incidents. The phones are programmed to dial the Campus Emergency number when the button is pushed and have a two-way speaker capacity. From 7:00 a.m. to 11:00 p.m., these calls go directly to the Campus Police Dispatch Center and will indicate the exact location from where a call is being made. The dispatcher will dispatch the appropriate response to the scene. After hours, weekends and holidays the emergency phone will ring directly through to the officers emergency cell phones and officers will respond accordingly. Each classroom is equipped with a standard phone that is capable of dialing the emergency line 4444 or 911.

**Southbridge Campus:** Quinsigamond Community College 's education and awareness efforts encourage the reporting of ALL crimes and suspicious activity to Campus Police Dispatch 508-854-4444 or 911. Southbridge Police are the primary emergency responders to campus. A QCC police officer will be dispatched and respond if necessary.

### ENCOURAGING ACCURATE AND PROMPT REPORTING POLICY STATEMENT

It is QCC's policy to protect the rights of all individuals and to safeguard the welfare of everyone in the QCC community. All members of the QCC community are expected to conduct themselves with proper respect

for one another and for each other's property. Each member of the QCC community has the right to be free from acts of violence and threats of violence. Members of the community are expected and required to comply with all city, state, and federal laws. Any member of the community, who is victimized by, observes, or has knowledge of a criminal action (or other emergency) should immediately and accurately report such action or emergency to the QCC Police. Violations of the law can result in charges by the QCC Police or another law enforcement agency and/or a referral to the Dean of Students or Human Resources Office.

QCC Police strongly recommend that community members pre-program their cell phones with the QCC emergency dispatch number 508.854.4444.

When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself
- State where you are calling from
- State briefly the nature of your call
- Stay on the line until the dispatcher requests you to hang up or an officer arrives

## **CONFIDENTIAL REPORTING PROCESS & EXCLUSIONS**

It is the policy of Quinsigamond Community College that all crimes be reported to the QCC Police Department. If you are a victim or witness to a crime on campus you are encouraged to promptly report the incident to QCC Police. Due to the sensitive nature of certain types of crimes, victims of sexual assault may choose to confidentially report the crimes to the following individuals. These reports are included in the annual crime statistics.

- **Dean of Students:** 508.854.4294
- **Assistant Dean of Students:** 508.854.4526
- **Director of Counseling:** 508.854.4479

Police reports are public records under Massachusetts state law, and therefore, the QCC Police Department cannot hold reports of crimes in confidence. All reported crimes will be investigated by QCC Police, local and or state police and prosecuted with the assistance and direction of the Worcester County District Attorney's Office.

## **ANONYMOUS REPORTING**

If you would like to report a crime but do not wish to reveal your identity, the police department offers an anonymous hotline (508.854.7550) that allows you to leave specific information about an incident while ensuring your confidentiality. Cases reported anonymously are disclosed in the annual crime statistics.

**TEXT-A-TIP** is available to all. It is a useful tool utilized by Campus Police to receive reports of suspicious or criminal activity. Reports can be made from a computer (link is external), android (link is external), or iPhone (link is external) It is also available by texting "QCC" + (space) + your tip to 847411.

Tip 411 is NOT AN EMERGENCY NOTIFICATION SERVICE. All tips are completely ANONYMOUS

## **STATEMENT OF POLICY FOR ADDRESSING COUNSELORS**

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselor at the Quinsigamond Community College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

**The rulemaking committee defines counselors as:**

### **PASTORAL COUNSELOR**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### **PROFESSIONAL COUNSELOR**

Employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

## **LOCATION OF EMERGENCY CALL BOX:**

All Classrooms on the main campus are equipped with a standard telephone to be used to call 911 or 4444.

### **ADMINISTRATION BUILDING**

- Basement Level Entrance
- 1st floor - by both elevators
- 2nd floor - by both elevators

- 3rd floor - by both elevators
- 4th floor - by 416A, elevator

**SURPRENANT BUILDING**

- Basement - by elevator
- 1st floor - by elevator
- 2nd floor - by elevator
- 3rd floor - by elevator
- 4th floor - by elevator

**AHLFORS BUILDING**

- Hallway - main entrance

**ATHLETIC CENTER**

- Basement level - by Campus Police
- Basement level - women’s locker room
- Basement level - men’s locker room
- Basement level - room 135G
- Lower level - north wall
- Hallway - east entrance

**QuEST BUILDING**

- Basement Level - elevator
- 1st Floor Level - elevator
- 2nd Floor Level - elevator
- 3rd Floor Level - elevator

**CHILD STUDY CENTER**

- First floor - main entrance
- Second Floor – outside classroom

**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, four sergeants, seven campus police officers, one detective, one community resource officer, four institutional security officers 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 and are POST certified. 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 a written Memorandum of Understanding between Quinsigamond College Police and the 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.

**ACCESS TO ACADEMIC FACILITIES POLICY STATEMENT**

During the academic year when the College is open, academic buildings and other facilities are accessible to members of the Quinsigamond community and visitors during the day and evening hours. Access to buildings and facilities after hours and when school

is not in session is in accordance with procedures established by designated administrative staff and faculty responsible for their areas in conjunction with the College Police Department. Access is on an as needed basis only. Quinsigamond Community College does not have on campus housing or residents halls.

### **MONITORING AND RECORDING CRIMINAL ACTIVITY POLICY STATEMENT**

Quinsigamond maintains communication with local law enforcement authorities, in addition to retaining statistical data through a computerized incident reporting system. This system assists Campus Police Officers in their documentation efforts relating to reports of crimes, injuries, emergencies, unusual events and/or suspicious activity. In addition to the internal computerized report system the Quinsigamond Public Safety Department is linked nationwide through the LEAPS/NCIC/CORI Law Enforcement Network. This system allows the department access to criminal activity, motor vehicle history/information and priority communication from one law enforcement agency to another. The Crime Log is available at the Campus Police Office during business hours Monday to Friday 9:00 a.m. to 5:00 p.m. or by request.

### **MAINTAINING SAFE AND SECURE CAMPUS FACILITIES POLICY STATEMENT**

The College Police Department reports to the Vice President of Administrative Services, as does the Facilities Department. Both Departments work closely with one another to ensure that our campus buildings and grounds are safe places to study and work. The Facilities Department inspects campus facilities regularly, keeping in mind the concern for safety and security. If Campus Police Officers discover a broken window, nonfunctional light, etc., they file an electronic work order and that is submitted to the Facilities Department. Students as well as faculty and staff may also call Facilities at ext. 7400 to report any safety or security hazards. For those security concerns that require prompt attention, Facilities is contacted via hand held radios immediately and the situation is handled as expeditiously as possible.

#### **Prevention Initiatives Conducted by Facilities and Campus Police include:**

- Locking and alarm systems
- CCTV Cameras
- Fire equipment inspections
- Exterior doors and windows
- Emergency/interior/exterior Lighting
- Educational programs
- Monthly newsletters

- Bulletin board displays
- Card access

### **SECURITY AWARENESS PROGRAMS FOR STUDENTS AND STAFF POLICY STATEMENT**

The College Police Department offers education materials to support its yearly safety efforts. They are prepared and/or disseminated to enhance college communities understanding of safety programs in order to prevent harm both physically and emotionally. Such prevention ultimately reduces violence and builds a community that is closely tied together. The College understands it is necessary for all community members to be increasingly responsible for their own security and assist with the security of others around them.

Examples of educational materials consist of, but will not be limited to:

- Educational pamphlets
- “See Something Say Something” program
- Newsletter and campus newspaper contributions – Monthly
- Educational materials are located at the Quinsigamond Community College Police Department
- Posters are at locations around campus
- Educational programs and/or presentations are provided upon request and encouraged on a regular basis.
- Welcome back reminder e-mails on how to contact Campus Police – Several each semester
- Annual Security report distributed – Yearly
- Crime Alerts posted throughout campus – As occur
- Seminars on campus safety (luncheon) sexual assault safety – Monthly
- Run, Hide, Fight, video presentations All College day and as requested

### **CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES POLICY STATEMENT**

The College encourages **ALL** community members to take advantage of the below described specialized programs designed to inform students and employees about the prevention of crimes.

#### **CAMPUS POLICE WEBSITE**

General safety information and safety tips can be found on the Web site at: [www.QCC.edu/campus-police](http://www.QCC.edu/campus-police)

## **RAPE AGGRESSION DEFENSE (R.A.D.)**

The R.A.D. System/Program is a free program designed to teach women about awareness, prevention, risk reduction and avoidance while progressing into the basics of hands-on defense training. The R.A.D. System's objective is to "develop and enhance the options of self-defense." Rape is one of the most rapidly growing crimes in American society and affects all people; no matter what their age, race, or economic status. Each situation is different and as such R.A.D. is dedicated to teaching women defensive concepts and techniques against various types of assaults so that they can make an educated decision about resistance. The course requires a 14 hours commitment from each participant.

QCC Police have two certified instructors. The Course is offered once per semester or by request. Requests can be made by calling Campus Police at 508.854.4221.

### **radKIDS**

The radKIDS program is designed to teach kids about abuse prevention awareness, personal safety, and self-defense. It is an abduction prevention course offered to children ages 5-7. The program is usually offered twice per year for the Children's School and may be scheduled at other times upon request by the calling Campus Police at 508.854.4221.

## **FATAL VISION PROGRAM**

The Fatal Vision program educates college students about the dangers of driving while impaired. The program is presented at least once per year usually at the annual "Spring Fling".

## **SAFETY ESCORTS**

The Campus Police Department provides safety escorts for students and employees upon request during operational hours on the Worcester and Southbridge Campus. The College encourages the use of the "buddy system" for personal safety on and off campus.

## **SEX OFFENDER REGISTRY BOARD REQUIREMENT**

Community Notification Regarding Access to Sex Offender Information In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Accordingly, in order to access public information pertaining to registered sex offenders enrolled or employed at the College, please contact the Commonwealth of Massachusetts' Sex Offender Registry Board,

located at P.O. Box 4547, Salem, MA 01970-4547, 978.740.6400, or the Worcester Police Department, located at 9-11 Lincoln Square.

If you have any questions regarding access to this type of information, please feel free to contact the College's Chief of Police located in the Campus Police Office room 136AC Athletic Center.

**NOTE:** Three informational boards have been established on the main campus one at our QCC Southbridge campus and one at our Healthcare and Workforce Development Center. These boards will list those individuals known to the college as being Level III Sex Offenders. They are located in the Administration Building by the Student Cafeteria and the 1st floor of the Surprenant Building, HLC outside the Cafe and the Southbridge main entrance.

## **SEX OFFENSES POLICY STATEMENT AND EDUCATIONAL PROGRAMS TO PREVENT RAPE, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

Quinsigamond values the health and safety of every individual on campus and expects its community members to treat other persons with respect and dignity. Quinsigamond prohibits domestic violence, dating violence, sexual assault and stalking. Quinsigamond recognizes the critical need to develop policies and programs that support victims/survivors and encourages them to report sexual assaults and rape (forcible and non-forcible) to the College staff. The College is committed to providing a working and learning environment that is free from all forms of abuse, harassment or coercive conduct and to offering the **educational programs** designed to meet these goals. The College presents the following programs.

As part of our comprehensive sexual violence prevention program, Quinsigamond Community College (QCC) expects all students to complete **Haven**, an online program that addresses the critical issues of sexual assault, harassment, relationship violence and stalking in our culture and on our campus. This program represents our commitment to help students work together to create a safe, inclusive and empowering campus community. All **QCC** students are being asked to complete **Haven**. We recognize that every student has a unique set of personal experiences. This program will help you better understand the scope and impact of these important topics while introducing you to national, local and campus wide resources and policies that exist to help protect and support you as a student at QCC.

The program is available online and takes approximately 45 minutes to complete. You can finish the program all at once or in shorter installments – saving your progress as you go. **Your participation in this program is mandatory and will help the College comply with Federal guidelines.**

Before you begin Haven, please review QCC's policy below, which outlines our expectations of appropriate conduct towards other students by visiting the Student Handbook at: [www.QCC.edu/handbook](http://www.QCC.edu/handbook)

If you have any questions about school policies, procedures, or support resources related to dating violence, domestic violence, sexual assault, and stalking, please contact Liz Woods – Dean of Compliance, Enrollment and Student Services (Title IX Coordinator) at [LWoods@qcc.mass.edu](mailto:LWoods@qcc.mass.edu) and/or 508.854.2791.

By clicking "Proceed to Haven" below, you are acknowledging that you have read and understand these policies.

Go to: <http://www.everfi.com/register> and enter the Registration Code:11b1bede.

Please be sure to use your [firstname.lastname@qmail.qcc.edu](mailto:firstname.lastname@qmail.qcc.edu) email address in order to receive credit for completing the course.

- It's on us to stop sexual assault. Take the pledge to be part of the solution and find additional campus support materials at [ITSONUS.ORG](http://ITSONUS.ORG)
- Educational Programs promoting awareness such as bystander training
- Procedures Community members should follow if a sex offense occurs
- Procedures on who should be contacted
- Evidence preservation
- Options regarding notification of campus and local law enforcement authorities
- Notification to students of existing on and off campus counseling, and other services for victims of sex offenses.
- Academic options/changes
- Procedures for campus disciplinary action
- Disciplinary Sanctions

#### **The College supports bystander education as described below:**

The following is a six step schema in its bystander training, "Gut Check," to better prepare men to intervene:

**STEP ONE:** Notice Events. Social norms often reinforce the normality of sexism and sexual assault so that they escape notice. Therefore, the first step is to notice when someone is crossing a line.

**STEP TWO:** Identify Events as Problems. If we understand the potential impact that a sexual assault can have on a survivor and the survivor's friends, family, and co-workers, we will see someone crossing the line as a problem requiring action.

**STEP THREE:** Feel Motivated to and Capable of Finding a Solution. Many times men feel stuck in situations where they might intervene.

Providing them with frameworks like primary prevention, dominant/counter stories of masculinity, and bystander intervention can motivate them to become unstuck.

**STEP FOUR:** Acquire Skills for Action. This key step underlines the necessity in helping men to develop strategies leading to effective action. MCSR works with men to develop an intervention toolkit.

**STEP FIVE:** Act. The first four steps are very important, but they only have an effect if an emphasis is placed on action. Men need to remember and use the strategies in the toolkit.

**STEP SIX:** Evaluate and Revise. After having intervened, men should consider what worked well, what did not, and what they might do differently the next time an opportunity arises.

#### **WARNING SIGNS OF AN ABUSIVE PERSON:**

This is a list of behaviors that are seen in people who abuse their partners. The first four behaviors (past abuse, threats of violence, breaking objects and any force during an argument) are almost always seen in an abusive person. If someone exhibits more than three of any of these warning signs, there is a strong potential for abuse in the relationship. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

##### **Past abuse**

An abuser may say, "I hit someone in the past, but she made me do it." An abusive person who minimizes what happened with a previous partner is likely to be violent with their current partner. Abusive behavior does not just go away; long-term counseling and a sincere desire to change are necessary.

##### **Threats of violence or abuse**

Threats can involve anything that is meant to control the victim. For example, "I'll tell your parents about your drug use if you don't do what I want." Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying that "everybody talks like that."

##### **Breaking objects**

An abuser may break things, beat on tables or walls or throw objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.

##### **Use of force during an argument**

An abuser may use force during arguments, including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, "You're going to listen to me."

## **Jealousy**

An abuser will say that jealousy is a sign of love. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about whom they talk to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly or monitor the victim's activities.

## **Controlling behavior**

An abuser will claim that controlling behavior is out of concern for the victim's welfare. They will be angry if the victim is late and will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim's appearance and activities.

## **Quick involvement**

An abuser will often pressure someone to make a commitment after a very short amount of time. The abuser comes on quickly, claiming "love at first sight," and will tell the victim flattering things such as "You're the only person I could ever love."

## **Unrealistic expectations**

The abuser is dependent on the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, "You're the only person I need in my life."

## **Isolation**

The abuser will attempt to diminish and destroy the victim's support system. If a female victim has male friends, she is accused of being a "whore." If she has female friends, she is accused of being a "lesbian." If she is close to her family, she is accused of being "tied to the apron strings." The abuser will accuse people who are close to the victim of "causing trouble."

## **Blames others for problems**

Abusers will rarely admit to the part they play in causing a problem. She will blame the victim for almost anything that goes wrong.

## **Blames others for their feelings**

An abuser will tell the victim, "I hurt you because you made me mad," or "You're hurting me when you don't do what I ask." Blaming the victim is a way of manipulating them and avoiding any responsibility.

## **Hypersensitivity**

An abuser can be easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices -- such as getting a traffic ticket or not doing well on an exam.

## **Cruelty to animals or children**

An abuser may brutally punish animals or be insensitive to their pain or suffering. Pets can be used to control the victim or to emotionally abuse them.

## **"Playful" use of force during sex**

The abuser may like to hold the victim down during sex. They may want to act out sexual fantasies in which the victim is helpless. An abuser may show little concern about whether the victim wants to have sex and use sulking or anger to manipulate the victim into compliance. They may demand sex or start having sex with the victim when they are sleeping or very intoxicated.

## **Rigid sex roles**

Male abusers often expect women to serve and obey them. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.

## **Jekyll-and-Hyde personality**

Explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.

# **YOUR RIGHTS**

As a society we don't often give women permission to assert and defend their sexual and emotional limits. Women are taught to be nice at all costs and to avoid offending people, even if that means giving in on their own boundaries in the process. This message is wrong. **Everyone deserves the power that comes with defining their own limits.**

## **You have the right to set sexual limits.**

You may have different limits with different people and your limits may change throughout your life. It's a good idea to know what you want or don't want before you are confronted with an uncomfortable situation.

## **You have the right to communicate your limits.**

Talking about sex isn't always comfortable or easy, but the only way for people to know our limits and desires is to express them. Try to find ways to feel comfortable communicating your feelings to your partner(s) and avoid engaging in sexual activities with people who you don't feel comfortable communicating with. Respect your partner(s) by checking in about their limits as well.

## **You have the right to call out behavior that doesn't seem right and/or remove yourself from the situation.**

- Someone sitting or standing too close who enjoys your discomfort
- Power stares—looking through you or down at you
- Someone who blocks your way
- Someone speaking or acting as if they know you more intimately than they do
- Someone who grabs or pushes you to get their way
- Someone who does not listen or disregards what you are saying

**You have the right to trust your feelings.**

If you feel you are being pressured into unwanted sex, you're right. Don't be afraid to express those feelings and remove yourself from any situation that feels unsafe. Your well-being is more important than the other person's desires or feelings.

**You have the right to be assertive.**

- You can get angry when someone does something to you that you don't want
- You're allowed to act immediately with some kind of negative response. (You may want to practice this by yourself or with friends.)
- It's okay to be rude to someone who is sexually pressuring you, even if it hurts their feelings. After all, they're not paying attention to your feelings

**POLICY ADDRESSING DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES**

The College will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this disclosure. Disclosure of this information shall not violate the Family Educational Rights and Privacy Act pursuant to 34 CFR § 99.31(a)(14).

**POLICY ADDRESSING PREVENTION AND RESPONDING TO SEX OFFENSES**

The College maintains a policy against sexual violence as part of its Policy on Affirmative Action. The College's Policy on Affirmative Action is available to all students, employees and members of the general public at the College's website or by hard copy through the Human Resources Office. The College's Policy against Sexual Violence is enforced by the College's Title IX Coordinator and states as follows:

**POLICY AGAINST SEXUAL VIOLENCE**

**Introduction**

Sexual violence is prohibited under state law and the College's Policy on Affirmative Action. Sexual violence is prohibited pursuant to Title IX of the Educational Amendment Act of 1972, which states: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.

All reported or suspected cases of sexual violence shall be reported to the College's Affirmative Action and/or Title IX Coordinator. Please refer to the Complaint Procedures for specific complaint procedures and guidelines (see Section L).

The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual violence is confirmed.

**SEXUAL VIOLENCE DEFINED**

**Sexual violence is defined under the "Definitions" section of this Policy and includes rape, acquaintance rape, sexual assault, stalking, domestic and dating violence.**

**REPORTING COMPLAINTS OF SEXUAL VIOLENCE**

A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College. The process for filing a complaint is outlined under the Policy on Affirmative Action's Complaint Procedure. For more information or assistance with filing a complaint, please contact the College's Title IX Coordinator. If the Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures. A victim may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Police can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Campus Police does not obligate the victim to file criminal charges.

**CONSENT:** "Consent" must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

### **COLLEGE'S INVESTIGATION**

The College is obligated to investigate allegations of sexual violence, even if the alleged victim chooses not to file a formal complaint and/or participate in the investigation. Additionally, a complaint filed in another forum, including a criminal or civil complaint, shall not delay the College's investigation of a complaint of sexual violence. The College shall promptly and thoroughly investigate all such allegations in accordance with the Policy on Affirmative Action. The College may also institute protective measures, such as a no-trespass order, restricted access to campus, adjusted class or work schedule, or a leave of absence, during the investigative process and/or upon completion of the disciplinary process. A person found to have committed an act of sexual violence shall be subject to disciplinary action, up to and including suspension, expulsion or termination from the College, as well as criminal prosecution.

### **VICTIM IDENTIFICATION**

Personal identifiable information about a victim will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the victim or as public safety requires. The College does not publish the names or other identifiable information of victims in the campus police department's Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act, a victim may request that no directory information maintained by the College be released absent his/her prior, written consent.

### **PROTECTIONS FOR VICTIMS OF SEXUAL VIOLENCE**

A person who is subjected to sexual violence shall:

- Be provided with a copy of the College's Sexual Violence – Victim's Rights and Information form
- Have the right to, or not to, seek assistance from campus administration or campus law enforcement
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued

- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a representative during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity with the accused individual(s) insofar as the College is permitted and able
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available
- Be informed of any no-contact or no-trespass orders issued to the accused by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law

### **RECOMMENDED PROCEDURES FOR A VICTIM OF SEXUAL VIOLENCE**

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence are advised as follows:

Protect yourself and get medical attention – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.

Preserve Evidence - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be

advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag.

Health and Support Services - Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such services, including counseling, please contact the Affirmative Action and/or Title IX Coordinator.

### **RAPE CRISIS CENTER CONTACT INFORMATION**

The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information may be subject to change, current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth's Executive Office of Health and Human Services' Website under "Consumer" information at <http://www.mass.gov/eohhs/>.

#### **Greater Boston Area**

- Boston Area Rape Crisis Center, Cambridge, 617.492.7273  
Hotline, 617.492.6434 TTY

#### **Northeastern Massachusetts**

- North Shore Rape Crisis Center, Beverly, 800.922.8772  
Hotline, 978.921.8729 TTY
- Rape Crisis Services of Greater Lowell, 800.542.5212 Hotline,  
978.452.8723 TTY
- YWCA of Greater Lawrence, 877.509.9922 SA Hotline,  
978.686.8840 TTY

#### **Central Massachusetts**

- Rape Crisis Center of Central Mass., Worcester, 800.870.5905  
Hotline, 508.852.7600 TTY
- Rape Crisis Center of Central Mass., Fitchburg, 800.870.5905
- Wayside Victim Services, Milford, 800.511.5070 Hotline,  
508.478.4205 TTY
- Voices against Violence, Framingham, 800.593.1125 Hotline,  
508.626.8686 TTY

#### **Southeastern Massachusetts**

- A Safe Place, Nantucket, 508.228.2111 Hotline,  
508.228.0561 TTY
- Independence House, Hyannis, 800.439.6507 Hotline,  
508.778.6782 TTY
- Women Support Services, Vineyard Haven, 508.696.7233
- Greater New Bedford Women Center, New Bedford,  
888.839.6636 Hotline, 508.996.1177 TTY
- New Hope, Attleboro, 800.323.4673 Hotline/TTY

- Stanley Street Women Center, Fall River, 508.675.0087  
Hotline, 508.673.3328 TTY
- Woman Place Crisis Center, Brockton, 508.588.8255 SA  
Hotline, 508.894.2869 TTY

#### **Western Massachusetts**

- Elizabeth Freeman Center, Pittsfield, 413.443.0089 Hotline,  
413.499.2425 TTY
- Everywoman Center, Amherst, 413.545.0800 Hotline,  
888.337.0800 TTY
- NELCWIT, Greenfield, 413.772.0806 Hotline/TTY
- YWCA, Springfield, 800.796.8711
- YWCA of Western Mass, Westfield, 800.479.6245 Hotline/TTY

#### **These Rape Crisis Centers offer FREE services to survivors of sexual violence, including:**

- 24/7 hotline counseling, information, and referral
- Will go with survivors to hospitals and/or police stations 24/7
- Will go with a survivor to court
- Provide one-to-one counseling and support group counseling
- Provide primary prevention education; professional training outreach.

### **MANDATORY REPORTING UNDER STATE LAW**

Children (a person under the age of 18) may be students at the College, or may be engaged in activities sponsored by the College or by third-parties utilizing College facilities. In such instances, where an employee has reasonable cause to believe that a child is suffering physical or emotional injury, resulting from among other causes, sexual abuse, the employee and the College may be obligated to comply with the mandatory reporting requirements established at M.G.L. Chapter 119, Section 51A-E. In such cases, the employee is directed to immediately report the matter to the College's Affirmative Action and/or Title IX Coordinator, who, in consultation with other officials, shall contact the Commonwealth's Department of Children and Families and/or law enforcement. An employee may also contact local law enforcement authorities or the Department of Children and Families directly in cases of suspected abuse or neglect.

State law also maintains mandatory reporting requirements for certain occupations where elderly and disabled abuse or neglect is suspected. For more information on these reporting requirements please contact the College's Affirmative Action Officer.

Acts of sexual violence are subject to disciplinary action pursuant to the College's Policy on Affirmative Action's Complaint Procedure. The Complaint Procedure provides as follows:

## **COMPLAINT PROCEDURE**

### **GENERAL INFORMATION**

#### **Application of Policy**

The complaint procedure is intended to provide a mechanism to investigate and where possible resolve complaints of alleged violations of this Policy against employees and students. The procedures outlined below are intended to ensure that the College will conduct an impartial, fair, effective, and efficient investigation of all allegations of discrimination without fear of retaliation. The complaint procedure is available to any employee or student who believes he/she has been discriminated against on the basis of a protected classification or retaliation. A complaint filed in another forum does not preclude a student or employee from filing a complaint under this Policy. Further, a complaint filed in another forum, including a criminal or civil complaint, shall not delay an investigation of a complaint filed under this Policy.

#### **Confidentiality of Process**

The complaint procedure will be conducted as confidentially as reasonably possible to protect the privacy rights of all individuals involved. The College may share information concerning the complaint with parties, witnesses and/or others during any phase of the procedure on a need-to-know basis and shall share information with union representatives as provided for in G.L.c.150E. All individuals with whom information is shared shall be advised of the confidential nature of the information and directed not to discuss the matter with anyone other than a personal advisor, if applicable.

#### **Complainant Requests Confidentiality**

Where a Complainant requests that no action be taken by the College or requests that her/his identity not be revealed, the College shall take reasonable steps to investigate and respond to the complaint, but shall inform the Complainant that such a request may hamper its ability to fully investigate an alleged violation of this Policy and/or to take appropriate remedial steps, including disciplinary action. Where an allegation includes the potential of an ongoing threat to the health, safety or security of the College or a potential adverse employment action, the Affirmative Action Officer shall inform the Complainant that it cannot ensure confidentiality and disclosure of their name may likely be required.

#### **Anonymous Complaints**

To the extent possible, the College is obliged to investigate and respond to anonymous complaints.

#### **Off Campus Behavior**

The College reserves the right to investigate alleged prohibited conduct under this Policy occurring off-campus when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College's pursuit of its educational objectives and mission, and/or if a student or employee is charged with a serious violation of state or federal law.

#### **Interim Action**

The College reserves the right to suspend a student on an interim basis or place an employee on paid administrative leave prior to completing an investigation under this Policy when it reasonably concludes that a student or employee: (a) poses a threat to health or safety; (b) poses a threat to College property or equipment; (c) is disruptive or interferes with the normal operations of the College; or (d) is charged with a serious violation of state or federal law. In such cases, the College shall provide the employee or student of the specific reason(s) for the interim action. During a student's interim suspension or an employee's leave, the College reserves the right to prohibit the individual from entering upon the College's property or participating in any College activities absent written authorization from an appropriate official of the College.

#### **Joint Investigation**

In some circumstances a Responding Party's conduct may constitute a potential violation of this Policy and/or other conduct policies applicable to employees or students. In such cases, in order to avoid duplicative investigatory efforts, a joint investigation under this Policy may be conducted by the AAO and the administrator charged with enforcing conduct policies. For example, if the Responding Party is a student, the Affirmative Action Officer and Student Code of Conduct Officer may jointly investigate the complaint. Based on the findings of their joint investigation, the student may be subject to disciplinary action for violations of the Affirmative Action Policy and/or the Student Code of Conduct. Where the Responding Party is an employee, a joint investigation may be conducted by the Affirmative Action Officer and the employee's supervisor. Based on the findings of their joint investigation, the employee may be subject to disciplinary action for violations of the Affirmative Action Policy and/or for inappropriate and unprofessional conduct.

## **Collateral Rights of Employees**

Any disciplinary action taken against an employee shall be regarded as an administrative action subject to all terms and conditions of applicable collective bargaining agreements or personnel policies.

## **Complaints of Sex Discrimination, Sexual Harassment or Sexual Violence**

The Title IX Coordinator shall have the responsibility for administering this Policy relative to complaints of sex discrimination, sexual harassment and sexual violence.

## **COMPLAINT PROCEDURE**

The complaint process is comprised of two procedures - the informal procedure and the formal procedure.

### **Informal Procedure**

Where appropriate, the parties to a dispute and/or the Affirmative Action Officer, may attempt to reach an informal and prompt resolution of the potential complaint. Informal resolution is encouraged and any of the parties involved may request the intervention of the Affirmative Action Officer to assist in resolving the matter informally. An informal resolution is achieved through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues. The informal procedure shall not be used in an effort to resolve allegations of sexual harassment or sexual violence. Further, at no time shall a Responding Party question or confront a Complainant, or engage a third party to do so, as such conduct may constitute intimidation and/or retaliation, which are strictly prohibited under this Policy.

### **Formal Procedure**

The following rules apply throughout all phases of the formal complaint process: (1) all parties to a complaint may have a personal advisor (for union employees this may be a union representative); (2) the role of a personal advisor is limited to providing discrete advice and counsel to the party; (3) the filing of a complaint under this Policy shall not preclude a Complainant from pursuing a complaint in a separate legal forum; (4) a complaint involving a grade dispute shall proceed under this Policy when a student alleges that a grade was improper because of discrimination, discriminatory harassment, sexual violence or retaliation; and (5) all findings reached under this procedure must be based on a "preponderance of evidence" (i.e.; more likely than not) standard.

At any point during the formal complaint procedure, either party may request mediation by contacting the Affirmative Action Officer. The

purpose of mediation is to resolve the dispute to the satisfaction of both parties. Mediation shall be mutually agreed upon by the parties. The Affirmative Action Officer, or designee, shall select an impartial mediator, who shall be mutually agreed upon and not unreasonably refused by either party, and inform the parties in writing of the mediation process and schedule. The mediator must have training or experience in mediating matters subject to this complaint process. Where practicable, a mediation session shall be conducted no later than thirty (30) days after agreed to by the parties. The timelines presented under the Complaint Procedure shall be tolled pending the outcome of mediation. If mediation is successful in resolving the complaint, the Affirmative Action Officer shall reduce to writing the terms of the mediated resolution, which shall be signed by the parties. The mediation process shall not be used in an effort to resolve allegations of sexual harassment or sexual violence. If mediation does not result in a resolution, all mediation discussions shall remain confidential and may not be used or introduced in this process or any other forum.

### **STEP 1 – AFFIRMATIVE ACTION OFFICER INVESTIGATION**

When a Complainant believes that he/she has been discriminated against because of his/her race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information, veteran status, maternity leave and/or subjected to sexual harassment, sexual violence, or retaliation, the Complainant may file a formal written complaint in writing with the Affirmative Action Officer. For student Complainants, a formal complaint may be filed within thirty (30) days following the end of the instructional period when the Complainant knew or should have known of the grievable act. For employee Complainants, a formal complaint may be filed within thirty (30) days from when the Complainant knew or should have known of the grievable act. The complaint shall contain a statement of all known facts pertaining to the alleged violation and shall be filed preferably on the Affirmative Action Discrimination Complaint Form (see Appendix A), which shall be available from the Affirmative Action Officer. If a student is involved, the Affirmative Action Officer shall notify the Vice President or Dean of Student Services.

During Step 1, the Affirmative Action Officer has the authority to seek to resolve the complaint through an administrative remedy. If the parties accept the administrative remedy proposed, its terms shall be reduced to writing, signed by both parties and the Affirmative Action Officer shall retain the document, with copies to the parties. Thereafter, the matter shall be considered resolved between the parties.

Upon receiving a written complaint, the Affirmative Action Officer will notify the Responding Party in writing, of the complaint (see Appendix B), and provide the Responding Party with a copy thereof. The timeliness

of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Responding Party shall have ten (10) days from receipt of notice to submit to the Affirmative Action Officer a written response to the complaint.

Where practicable, within thirty (30) days from the date the Respondent's written response is received, or the date it was due if none was submitted, the Affirmative Action Officer shall conduct an investigation and prepare and issue a Report of Preliminary Findings to the parties. The investigation shall include, but is not limited to, an analysis of the allegations and defenses presented, consideration of all relevant documents, including materials presented by the parties, interviews of the parties and other individuals and/or witnesses, and/or reviewing certain documents or materials in the possession of either party that the Affirmative Action Officer has deemed relevant to the complaint. The Affirmative Action Officer's report shall specify the investigation undertaken and summarize his/her preliminary findings. The report shall be delivered to the parties in hand or by certified mail. If the investigation is not completed within thirty (30) days, status updates shall be provided to the parties every thirty (30) days until its completion.

Thereafter, the parties will have ten (10) days from the date of their receipt of the Report of Preliminary Findings to submit Rebuttal Statements to the Affirmative Action Officer. The parties may present no new allegations at that time. Where practicable, within seven (7) days of receiving the parties' Rebuttal Statements, the Affirmative Action Officer shall review the rebuttal Statements and prepare and submit a Report of Final Findings and Recommendations to the President's Designee for consideration.

## **STEP 2 – REVIEW AND DECISION BY THE PRESIDENT'S DESIGNEE**

Where practicable, within ten (10) days of receipt of the Affirmative Action Officer's Report of Final Findings and Recommendations, the President's Designee shall issue a written decision to the parties. The written decision shall accept, reject or modify the Affirmative Action Officer's Final Findings and Recommendations. The Designee's written decision shall be delivered in hand or by certified mail and shall include the Report of Final Findings and Recommendations. If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College's Board of Trustees shall designate a Board member(s) as Designee to administer Step 2 of the Complaint Process.

## **STEP 3 – APPEAL TO PRESIDENT**

A party who is not satisfied with the Designee's written decision may file an appeal with the President within five (5) days of receiving the Designee's decision. Where practicable, within five (5) days of receiving the appeal, the President shall issue a written decision accepting, rejecting or modifying the Designee's decision. The President's decision is final provided that any corrective action and/or discipline imposed is subject to applicable collective bargaining agreements.

If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College's Board of Trustees shall consider the appeal and issue the written decision.

## **ISSUING TIMELY WARNINGS (QCC ALERT) POLICY STATEMENT**

The QCC Alert ("Alert") is provided to give students, faculty, staff and visitor's timely notification of crimes or other emergencies occurring that may represent a serious or on-going threat to the campus community and to heighten safety awareness. The Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

Quinsigamond Police are responsible for issuing a Crime Alert when a crime is reported to or brought to the attention of Police or other campus security authorities. Information for the Alerts may also come from local law enforcement agencies depending on the location of the campus. Every attempt will be made to distribute the Alert within a reasonable amount of time the incident is reported to Quinsigamond Police; however, the release is subject to the availability of accurate facts concerning the incident, and investigation restraints. Alerts are created by the Chief of Police or the on duty police supervisor and may be distributed the following ways dependent upon the segment of our population that is at risk. QCC Alert System

- Text Messaging
- Bulletin Board Postings
- QCC Family E-mail
- QCC Student Portal
- QCC Fire / Emergency Alert speaker system /Roof top Siren
- Alertus - Desk Top Computer Notification

**Visit [www.QCC.edu/alerts](http://www.QCC.edu/alerts) for emergency and weather related announcements.**

Emergency and Inclement weather alerts are sent out as a text message using the QCC Alert system.

Students and Faculty can set up and maintain their QCC alert phone numbers via *The Q* Users must log in to *The Q* and select the “My QCC Alert Contact Info” link.

Staff can send their phone number via email to [help@qcc.mass.edu](mailto:help@qcc.mass.edu)

## **ALCOHOL/DRUG POLICY STATEMENTS**

### **QUINSIGAMOND COMMUNITY COLLEGE ALCOHOL & DRUG POLICY FOR STUDENTS**

#### **ALCOHOL CONSUMPTION**

The serving and/or consumption of alcohol by students is strictly prohibited on all College property, in College vehicles, and at all off-campus College-sponsored events. Exception: An event-sponsoring group or its designated agent may, no less than seven days prior to an event, submit a written request to the President (or his/her designee) seeking permission for an exception to this policy. To be valid, permission must be explicit, written, and issued in advance of the event. At College functions where alcohol is available, all State and Federal Laws will be enforced. Use of College funds for the purchase of alcohol is prohibited.

#### **POSSESSION, USE, MANUFACTURE, OR DISTRIBUTION OF DRUGS**

Quinsigamond Community College complies with all State and Federal Laws with regard to the possession, use, manufacture, and/or distribution of unlawful substances. All such activities are strictly prohibited on all College property, in College vehicles, and at all off-campus College-sponsored events.

#### **INFORMATION, TRAINING AND ASSISTANCE**

The College annually sponsors a variety of alcohol and drug education programs for students. The Offices of Student Support Services and the Health and Wellness Resource Center maintain a comprehensive list of support services in the community.

#### **SANCTIONS**

Students drinking alcoholic beverages on the Quinsigamond Community College Campus or at a Quinsigamond Community College sponsored event without prior approval will receive the following sanctions.

The first offense, the student will not be allowed to participate in any extracurricular activities such as campus clubs and organizations

and organized intramural or varsity sports. Counseling may also be required after the first offense if the Dean of enrollment and Student Services deems the offense severe enough to warrant counseling for alcohol abuse.

The second offense in either a semester of an academic year will result in immediate dismissal from the college.

The possession, use, manufacture or distribution of drugs on the Quinsigamond Community College Campus or at a Quinsigamond Community College sponsored event will result in immediate dismissal from the college.

Quinsigamond provides alcohol/drug education programs to educate and inform the entire Quinsigamond Community (students, faculty, and staff) of the legal, social and personal consequences related to the misuse of alcohol and other drugs. This education is designed to enhance one's decision-making skills and to help the individual generate alternative healthier choices. The various means of educating the Quinsigamond community may include: seminars, written material, video resources, peer educators, individual and group counseling and professional speakers. Programs are developed and presented to the Quinsigamond community in classrooms and common areas throughout the College. Students, faculty and staff are encouraged to refer persons troubled by alcohol and/or drug use to the Quinsigamond Counseling Center or to one of the various community support services available in and around Worcester. A list of these services is available through the Student Enrollment Services, Public Safety Department.

Quinsigamond Community College prohibits the unlawful possession, use or distribution of illicit drugs and or alcohol on its property or as part of any campus activity. Students under the influence of drugs or alcohol, or having them in their possession, will be sanctioned under the College Code of Conduct

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances include imprisonment for several years up to a maximum of life imprisonment, with fines up to \$4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm, and can be doubled for each of the following occurrences: distribution to persons under 18 years of age, distribution within 1,000 feet of a school, including the College Campus School, or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. Many of the state and federal statutes that prohibit the illegal distribution of controlled substances provide for minimum mandatory prison sentences. Conviction for violation of any state or federal drug law can lead to

**PENALTIES UNDER MASSACHUSETTS LAW:**

<b>ILLEGAL OFFENSE</b>	<b>SANCTION</b>	<b>STATUTE</b>
Using, altering, selling or distributing false ID or driver's license	Up to \$200 fine or up to 3 months' imprisonment	MA Gen Law 138 §34B
Transporting alcoholic beverages in a vehicle by driver under 21 years of age	Up to \$50 fine for first offense; up to \$150 fine for subsequent offenses AND suspension of driver's license for 90 days	MA General Law 138 §34C
Furnishing alcoholic beverages to another under 21 years of age	Up to \$2,000 fine and/or up to 1 year imprisonment	MA General Law 138 §34
Making, stealing, altering, forging or counterfeiting a driver's license or identification card or for possessing or using such a license or identification card	Fine up to \$500 or up to five years in prison; immediate suspension of driver's license for up to 1 year	MA General Law 90 §24B
Purchasing or attempting to purchase alcoholic beverages if under 21 years of age, including using a false ID	Fine of \$300 and suspension of driver's license for 180 days	MA General Law 138 §34A
Having an "open container" of alcohol as a passenger in a vehicle	Fine of \$100 up to \$500	MA General Law 90 §24I
Driving under the influence, if under the age of 21, is driving with a blood alcohol level of .02 as a percentage by weight of alcohol in the blood	Fines not less than \$500 and up to \$5,000; mandatory suspension of license for 180 days and up to 1 year and/or up to 2.5 years' imprisonment for the first offense. Subsequent offenses carry significantly higher penalties.	MA General Law 90 §24 (1)(a) and §24P
Driving under the influence, if over the age of 21, is driving with a blood alcohol level of .08 as a percentage by weight of alcohol in the blood	Fines not less than \$500 and up to \$5,000; suspension of license for 1 year and/or up to 2.5 years' imprisonment for the first offense. Subsequent offenses carry significantly higher penalties.	MA General Law 90 §24 (1)(a)
Refusal to submit to a breathalyzer test	Immediate suspension of a driver's license for minimum of 180 days. If under 21 years of age OR previously convicted of driving under the influence, immediate suspension of driver's license for 3 years or longer.	MA General Law 90 §24(1)(f)(1)
Causing serious bodily harm while driving under the influence of alcohol	2.5 to 10 years' imprisonment and a fine up to \$5,000; revocation of driver's license for 2 years	MA General Law 90 §24L

ineligibility for any federal benefit, including grants and loans. Thus a student can make themselves ineligible for student loans through drug conviction.

Massachusetts makes it illegal to be in a place where heroin is kept and to be “in the company” of a person known to possess heroin. Any person in the presence of heroin, risks conviction of a serious drug offense. Sale and possession of “drug paraphernalia” is illegal in Massachusetts.

### ALCOHOL'S EFFECT ON YOU

Alcohol goes directly into the bloodstream, physically affecting the whole body. Some illnesses and health problems caused by alcohol include:

- **Hangovers.** Headaches, nausea, vomiting, aches and pains all result from drinking too much. Drinking to the point of drunkenness makes you sick.
- **Weight gain.** Alcohol is not water. A beer has about 150 “empty” calories that provide few if any nutrients.
- **High blood pressure.** Along with being overweight, high blood pressure is associated with many serious health problems.
- **Depressed immune system.** Impaired immunity makes you more likely to contract viral illnesses such as flu and infections.
- **Cancer.** 2-4% of all cancer cases are related to alcohol. Upper digestive tract cancers are the most common, hitting the esophagus, mouth, larynx, and pharynx. Women who drink prior to menopause are more likely to develop breast cancer. Your risk of skin cancer doubles if you drink slightly more than “moderate levels.” Some studies implicate alcohol in colon, stomach, pancreas and lung cancer. And let’s not forget the liver...
- **Liver disease.** Heavy drinking can cause fatty liver, hepatitis, cirrhosis and cancer of the liver. The liver breaks down alcohol at the rate of only one drink per hour.
- **Alcohol poisoning.** Drinking large amounts can result in alcohol poisoning, which causes unconsciousness and even death. Breathing slows, and the skin becomes cold and may look blue. Don’t let a person in this condition “sleep it off.” Call 911.
- **Heart or respiratory failure.** Excessive drinking can have serious results. Heart or respiratory failure often means death.

Other long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, central nervous system damage, and memory loss. Finally, let’s not forget alcoholism. Alcoholism is a disease to which some people seem predisposed. Alcoholics are unable to control their drinking--how much, when, and if. Alcoholism puts you at great risk for other health problems, and it can shorten your life by more than 10 years. Alcoholism cannot be cured, but it can be treated. Through education, treatment, and self-help support such as AA, people can learn to live alcohol-free and feel good.

### HOW DRUGS AFFECT YOU:

Like many prescription drugs, “recreational” drugs come with potentially harmful side effects that can have serious and long-term effects on your health.

High doses of many of the drugs, or impure or more dangerous substitutes for these drugs, can cause immediate life-threatening health problems such as **heart attack, respiratory failure, and coma.** Combining drugs with each other or with alcohol is especially dangerous.

- Barbiturates and tranquilizers are commonly abused prescription drugs. They can cause hangover-like symptoms, nausea, seizures, and coma. Overdose or mixing these drugs with alcohol can be fatal.
- Cocaine can cause such long-term problems as tremors, seizures, psychosis, and heart or respiratory failure.
- LSD can cause nausea, rapid heart rate, depression, and disorientation. Long-term effects include paranoia and psychosis.
- Marijuana and hashish can cause rapid heart rate and memory impairment soon after use. Long-term effects include cognitive problems, infertility, weakened immune system, and possible lung damage.
- Narcotics such as heroin can bring on respiratory and circulatory depression, dizziness, impotence, constipation, and withdrawal sickness. Overdoses can lead to seizures and death.
- PCP, in addition to triggering unpredictable and violent behavior, can cause dizziness, numbness, high heart rate and blood pressure, convulsions, and in high amounts fatal heart and lung failure or ruptured blood vessels.
- Stimulants such as amphetamines have health effects that include high heart rate and blood pressure, headache, blurred vision, dizziness, impotence, skin disorders, tremors, seizures, and psychosis.

### FOR EMPLOYEES

#### ALCOHOL CONSUMPTION:

The serving and/or consumption of alcohol by students and employees is strictly prohibited on all College property, in College vehicles, and at all off-campus College-sponsored events.

Exception: An event-sponsoring group or its designated agent may, no less than seven days prior to an event, submit a written request to the President (or his/her designee) seeking permission for an exception to this policy. To be valid, permission must be explicit, written, and issued in advance of the event. At College functions where alcohol is available, all State and Federal Laws will be enforced. The Dean of Students, Coordinator of Student Life, club advisors, athletic coaches and other responsible College employees are expected to communicate this policy to students to ensure compliance. Use of College funds for the purchase of alcohol is prohibited.

## **POSSESSION, USE, MANUFACTURE, OR DISTRIBUTION OF DRUGS:**

In conformance with the Drug Free Workplace Act of 1988:

1. Quinsigamond Community College complies with all State and Federal Laws with regard to the possession, use, manufacture, and/or distribution of unlawful substances. All such activities are strictly prohibited on all College property, in College vehicles, and at all off-campus College-sponsored events. Violation of this policy by an employee will normally result in the termination of employment.
2. Employees convicted of any criminal drug statute violation in the workplace must, within five days of said conviction, report same to the Director of Human Resources through written notification.
3. The College, within thirty days of receiving such notice with respect to an employee who is convicted, will:
  - a. Take appropriate disciplinary action which may include termination of employment; and/or
  - b. Require such employee to participate satisfactorily in an appropriate drug abuse or rehabilitation program.

## **INFORMATION, TRAINING AND ASSISTANCE**

The College annually sponsors a variety of alcohol and drug education programs for students and employees. The Offices of Student Support Services and the Health and Wellness Resource Center maintain a comprehensive list of support services in the community.

The College also provides an Employee Assistance Program for all employees. This service is administered by The Wellness Corporation and is available 24 hours per day, seven days per week at 1.800.828.6025. Other resources are on file in the Human Resources Office.

## **FIRE SAFETY / EVACUATION**

Quinsigamond Community College does not maintain on-campus housing for students and as such is not required to publish a separate annual fire safety report. The College Police Department works closely with the Worcester Fire Department to keep the campus safe from fire hazards. The College Police Department is responsible for all fire systems on the main campus. Each College building has a monitored fire alarm system activated by manual pull stations and smoke detection units. A yearly professional inspection of the fire safety system is performed. Anyone having concerns about fire safety equipment or a possible fire hazard on campus is urged to immediately call Quinsigamond Police at 508.854.4221. A Quinsigamond Police Officer is assigned as a Fire Safety Officer and conducts educational

sessions with faculty and professional staff around fire safety issues. Each office area has a Departmental Emergency Evacuation Plan that is updated every September and February. Unscheduled fire alarm drills are held each semester to make sure community members will know how to react and evacuate each building.

## **CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The College has an active Emergency Management Team chaired by the Chief of Police. The EMT is responsible for coordinating all aspects of Emergency Management. Complete Emergency Management Community Guide.

The campus community will be immediately notified once the College Police Department is able to confirm (Either through internal resources such as Facilities, Health services, and on duty officers or local outside agencies such as Police, Fire or EMS) a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on any of the College campuses.

Once confirmed the Chief of Police or the on duty police supervisor will then determine the appropriate segment or segments of the campus community to receive a notification. This may vary depending upon the actual event as it may only affect a certain building or campus location or if it is determined to affect all the campus or several campuses the actual notification will only be broadcasted to that location if possible. If it is determined to effect all College campuses all will be notified using the QCC Alert System.

Once the appropriate locations are determined the Chief of Police or the on duty police supervisor will then determine how much information the notification should contain. The content of notification will take into account the actual situation as some cases the content may differ such as in the case of an approaching tornado it may be best for some take shelter in a basement area and others to stay off campus.

Campus QCC ALERT communication systems consist of voicemail, email, text, Alerts-Desk top messaging, roof top siren, and fire/emergency speaker notification. The on duty police dispatcher or designee will broadcast the message through the QCC Alert System to the campus community. The on duty police dispatcher or designee will post regularly updated messages on the emergency web page as directed by the Chief of Police or designee. Depending on the level of the emergency, College Police will utilize the roof top loudspeaker siren system to broadcast a message. The broadcast messages will contain information directing the campus community to follow specific instructions and take particular action as necessary. Fire alarms may be used in an immediate emergency to evacuate the building only at the direction of Campus Police. In the event that all communications are inactive, College Police will activate all cruiser sirens throughout the

campus to warn the College community. All classrooms and offices have evacuation maps posted on the wall. Please become familiar with the evacuation routes and move at least 500 feet from the building when the need to evacuate is necessary.

**As soon as Quinsigamond Police have confirmed that a significant emergency or dangerous situation exists, the College will:**

- Take into account the safety of the campus community
- Determine what information to release about the situation
- Begin the notification process

**The only reason the College would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to:**

- Assist a victim
- Contain the emergency
- Respond to the emergency
- Otherwise mitigate the emergency. An example of not compromising efforts to mitigate the emergency maybe at the request of local law enforcement or fire department officials

**Emergency Procedures are tested on a yearly basis.**

## MISSING STUDENTS

Quinsigamond Community College does not have residential housing and therefore does not maintain a missing person policy.

## RESPONSE TO SEXUAL OFFENSE, RELATIONSHIP VIOLENCE AND STALKING STATEMENT OF POLICY

Quinsigamond Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. s.1681 et seq. ("Title IX") which prohibits discrimination on the basis of sex in education programs and activities. QCC is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, disorderly, discriminatory or criminal. As such, QCC prohibits sexual misconduct (including sexual harassment and sexual assault), domestic violence, dating violence, and stalking all of which violate Federal Civil Rights law, and may be subject to criminal prosecution. QCC is committed to fostering a community that promotes prompt reporting of sexual misconduct, domestic violence, dating violence, or stalking in any form. QCC is committed to timely and fair resolution of complaints. Creating a safe and respectful environment is the responsibility of all members of the College community; students, staff, faculty, and guests. This policy covers sexual misconduct, sexual assault, domestic violence, dating violence and stalking as defined by Title IX and the Clery Act (pursuant to the Reauthorization of the Violence against Women Act (VAWA)).

**Sexual misconduct as defined by Title IX is actual or attempted:**

- Sexual harassment
- Non-consensual sexual intercourse
- Non-consensual sexual contact
- Sexual Exploitation

**Sexual assault includes forcible and non-forcible offenses as classified under the uniform crime reporting (UCR) system of the Federal Bureau of Investigation pursuant to the Clery Act; including acquaintance rape.**

**The College's sexual harassment policy also will be applied to violations as appropriate under Title IX.**

## REPORTING PROCEDURES

**The procedures outlined below and focus primarily on the roles of:**

- Campus police in addressing incidents of sexual assault, domestic violence, dating violence, and stalking
- Faculty, staff and students making reports
- The Designated College Official's involvement in these procedures
- The Title IX Coordinator's role in policy and enforcement

## REPORTING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING

**What to do:**

If you are the survivor (victim) of a sexual assault, sexual misconduct, domestic violence, dating violence or stalking at this institution, your first priority should be to get to a place of safety and to obtain necessary medical treatment.

**When to report:**

Quinsigamond Police strongly advocate, that a survivor (victim) of sexual assault, domestic violence, dating violence, stalking or other violent crime report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

**Who to make a report to:**

College Police, State Police, or local police

Sexual assault, domestic violence, dating violence, stalking complaint or other report of crime should be reported directly to Quinsigamond College Police, State or local law enforcement department in the jurisdiction of the campus. Filing a police report regarding a sexual assault with a police officer will not obligate the survivor to prosecute, nor will it subject the

survivor to scrutiny or judgmental opinions from officers. In the case of a report of domestic violence or dating violence or stalking (if such case also involves domestic violence or dating violence), and if the perpetrator is identified and probable cause exists, will require the police officer to take legal action, including arrest/warrant application: taking into account first and foremost, the safety of the victim survivor.

## **TITLE IX COORDINATOR**

Reporting parties are encouraged to contact the Title IX coordinator currently:

### **Liz Woods**

*Dean of Compliance, Enrollment and Student Services*

Quinsigamond Community College

670 West Boylston St., Worcester, MA 01606

Room 374A / Tel: 508.854.2791

### **The Choice to Prosecute:**

The decision whether or not to prosecute does not negate the responsibility of the College to take disciplinary action if the suspect is associated with the College. The College is also responsible to count the statistic. The College may also have an obligation to issue a timely notice for the safety of others in the college community. The survivor's identity will be withheld to the extent permissible by law. Despite the survivor's desire not to prosecute, the College may also have an obligation to investigate to the extent possible in consideration of the details known, and may have an obligation to take action against the perpetrator for the safety of the college community.

### **Filing a report will:**

- Ensure that a survivor of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking receives the necessary medical treatment and tests, at no expense to the survivor (victim)
- Provide the opportunity for collection of evidence helpful in the prosecution, which cannot be obtained later (ideally the survivor of a sexual assault (or other applicable crime) should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Ensure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention and/or domestic/dating violence intervention
- Provide assistance in obtaining an order of protection against the perpetrator

### **Quinsigamond Police Response**

When a sexual assault is reported to or discovered by campus police the initial reporting officer will:

- Obtain necessary information to make a determination of the need for emergency response procedures and to take necessary action for the safety of the victim survivor and the college community as a whole
- Encourage the victim survivor to seek immediate medical attention and assist the victim survivor with obtaining access to medical treatment
- Arrange for notification to the Chief of Police, or Police Supervisor on duty
- Offer to assist the victim survivor to contact the rape crisis hotline.
- Secure evidence
- In the case of an off-campus crime, the campus police officer will assist the victim survivor in making a report to the proper agency and will remain informed
- Enter the crime statistic in the daily crime log (see also Daily Crime Log in this document)

### **Reporting to an alternate police department:**

Quinsigamond College Police will aid the survivor in notifying the appropriate authorities if the individual requests their assistance. The Quinsigamond College Police will notify the appropriate local police detective unit in the jurisdiction of the assault as appropriate to the investigation. Quinsigamond College Police will work collaboratively with the local police to conduct the investigation in a fair and timely manner. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College conduct system, or only the latter. A College representative from the Quinsigamond College Police or from the College counseling services will guide the survivor through the available options and support the survivor in his/her decision. Various counseling options are available through the employee assistance, and counseling services. Counseling and support services outside the College system can be obtained through the Following locations: Rape Crisis Center, Domestic Violence Hotline, and Victim Advocacy program of the District Attorney's office. (See list of all services below).

### **Disciplinary Sanctions and Procedures**

College disciplinary sanctions are detailed in the Student Handbook and is published annually on-line. Possible sanctions include: verbal or written warnings, restrictions/loss of privileges, community educational service, restitution, probation, suspension and/or expulsion or any combination of the above. The Handbook provides, in part, that the accuser and the accused have the same right and opportunity to have others present (in support and advisory roles) during a campus disciplinary hearing. Notification of final results to both the accuser and the accused will be made in the same manner and, in the same time frame. In the case that an alleged survivor (victim) dies as a result of a crime, the alleged victim's next of kin will be notified of the results of any disciplinary proceedings. A student found guilty of violating the College Sexual Misconduct, Relationship

Violence and Stalking Policy, could be criminally prosecuted in the courts of the Commonwealth of Massachusetts. Student survivors (victims) have the option to change their academic schedules after an alleged sexual assault, if such changes are reasonably available.

## **MENTAL HEALTH AND COUNSELING SERVICES AVAILABLE POLICY STATEMENT**

### **OFF CAMPUS LOCATIONS**

#### **Sexual Assault/Domestic Violence**

- YWCA Daybreak—in Central Massachusetts | Support services for battered women and their children (SAFELPLAN host location)  
24-hour Hotline 508.755.9030 | [www.ywca Worcester.org](http://www.ywca Worcester.org)
- Gay Men's Domestic Violence Project—800.832.1901  
[www.gmdvp.org](http://www.gmdvp.org)
- Jane Doe Inc—The Massachusetts Coalition Against Sexual Assault and Domestic Violence | Phone: 617.248.0922 | Fax: 617.248.0902 | TTY/TTD: 617.263.2200 | [www.janedoe.org](http://www.janedoe.org)
- National DV Hotline—1.800.799.SAFE (1.800.799.7233) or 1.800.787.3224 TTY | [www.ndvh.org](http://www.ndvh.org)
- National Sexual Violence Resource Center | 717.728.9740  
[www.nsvrc.org](http://www.nsvrc.org)
- Rape, Abuse & Incest National Network—1.800.656.HOPE (1.800.656.4673) | [www.rainn.org](http://www.rainn.org)

#### **Shelter-Central Massachusetts**

- Safelink—Massachusetts Statewide Shelter Hotline | Information regarding shelter across the state- this is the best number to try first. They will search the statewide database for any available bed and coordinate transportation for most shelters throughout Massachusetts. | 877.785.2020 Voice or 877.521.2601 TTY
- YWCA Daybreak—24-hour Hotline 508.755.9030  
[www.ywca Worcester.org](http://www.ywca Worcester.org)

#### **Health/Medical**

- Aids Action Committee—HIV/AIDS & STD Hotline 800.235.2331  
TTY: 617.437.1672 | Hepatitis Hotline 888.443.4372  
TTY: 617.437.1672 | [www.aac.org](http://www.aac.org)
- Emergency Contraception Information—888.not.2.late (1.888.668.2528) | [www.not-2-late.com](http://www.not-2-late.com)
- National HIV/AIDS Hotline—1.800.342.AIDS or 1.800.342.2437 TTY 1.800.243.7012 Spanish 1.800.344.SIDA

#### **Victim Rights/Legal Support**

- Criminal History Systems Board Victim Services Unit  
Massachusetts—617.660.4600 | [www.mass.gov](http://www.mass.gov)

- National Center for Victims of Crime—1.800.FYI.CALL or 1.800.394.2255 | [www.ncvc.org](http://www.ncvc.org)
- National Organization for Victim Assistance—1.800.TRY.NOVA or 1.800.879.6682 | [www.try-nova.org](http://www.try-nova.org)
- U.S. Attorney's Office, Victim Witness Assistance—Massachusetts 617.748.3140 | [www.usdoj.gov/usao/ma/vicwit.html](http://www.usdoj.gov/usao/ma/vicwit.html)
- Victim Bill of Rights
- Victim Compensation Applications (Need Adobe Reader)
- Victim Rights Law Center—Providing sexual assault victims with free legal help | 617.399.6720 | [www.victimrights.org](http://www.victimrights.org)

### **ON CAMPUS**

#### **Contact Information Quinsigamond Counseling**

Administration Building, Room 162A  
670 West Boylston Street  
Worcester, MA 01606-2092  
508.854.4479 or 508.854.4233 or 508.854.4233  
Fax: 508.854.4357

### **CLERY REPORTABLE CRIME DEFINITIONS:**

- **Murder and Non-negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** – The killing of another person through gross negligence.
- **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary for an injury to result when a gun, knife or other weapon is used in the commission of the crime.
- **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 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. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joyriding.)
- **Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.
- **Fondling** – The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.
- **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **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.
- **Liquor Law Violation** – 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 a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; or any attempts to commit any of the foregoing violations. Note: this list does not include public drunkenness and driving under the influence.
- **Drug Law Violation** – Violations of State and local laws related to the 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(s)); and dangerous non-narcotic drugs (barbiturates, Benzadrine).
- **Weapon Law Violation** – The violation of laws or ordinances regulating weapons.

### OTHER VAWA OFFENSES:

- **Domestic Violence** – includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **Dating Violence** – means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Stalking** – means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress. State Definition: (a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking.

### ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

The third category of crime statistics is the number of arrests and the number of referrals for disciplinary action for the categories listed below. Please note, these statistics are based on violations of the law, and not the College policies that resulted in the disciplinary referral.

### HATE CRIMES

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a performed negative opinion or attitude towards a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity. **For Clery purposes, hate crimes include any of the above offenses (minus non-negligent manslaughter) and the addition of the categories below.**

- **Larceny** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault** – The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.
- **Vandalism** – To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- **Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

# CRIME STATISTICAL REPORT: WORCESTER

## QUINSIGAMOND COMMUNITY COLLEGE | 670 West Boylston Street - Main Campus

CRIME STATISTICS: CLERY DATA - The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f). **\*The College is a non-residential institution. The College has no unfounded crime reports withheld from the below crime statistics.**

OFFENCES	2021			2022			2020		
	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	1
Fondling	0	0	3	2	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	3	2	0	0	0	0	1
Burglary	0	0	0	0	0	0	0	1	1
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	1	0	0	0
<b>*VAWA OFFENSES</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>									
Weapon Law Violation	1	0	0	1	0	0	0	0	0
Drug Law Violation	0	0	2	0	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>									
Weapon Law Violation	1	0	1	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	0	0	0	0

# CRIME STATISTICAL REPORT: WORCESTER

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OFFENCES	2021			2022			2020		
	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
<b>HATE CRIMES</b>									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1-G	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0

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

# CRIME STATISTICAL REPORT: SOUTHBRIDGE

## QCC Southbridge High School Campus

CRIME STATISTICS: CLERY DATA - The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f). **\*The College is a non-residential institution. Southbridge location does not have Non-Campus Properties. The College has no unfounded crime reports withheld from the below crime statistics.**

OFFENCES	2021			2022			2020		
	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>*VAWA OFFENSES</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>									
Weapon Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	0	0	0	0
<b>REFERRALS</b>									
Weapon Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	0	0	0	0

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OFFENCES	2021			2022			2020		
	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
<b>HATE CRIMES</b>									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0

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

# CRIME STATISTICAL REPORT: Worcester

**Center for Workforce Development and Continuing Education - 25 Federal Street Worcester MA**

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

**The College has no unfounded crime reports withheld from the below crime statistics.**

OFFENCES	2021			2022			2020		
	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>*VAWA OFFENSES</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>									
Weapon Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	1	0	0	0
<b>REFERRALS</b>									
Weapon Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	0	0	0	0

# CRIME STATISTICAL REPORT: WORCESTER

Center for Workforce Development and Continuing Education - 25 Federal Street Worcester MA

CRIME STATISTICS: CLERY DATA - The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f). **\*The College is a non-residential institution. The College has no unfounded crime reports withheld from the below crime statistics.**

OFFENCES	2021			2022			2020		
	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
<b>HATE CRIMES</b>									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0

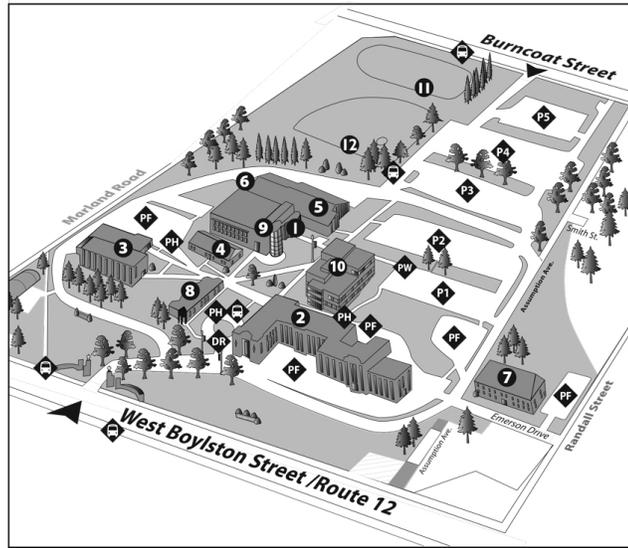
Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

## MAIN CAMPUS MAP - 670 WEST BOYLSTON STREET - CLERY REPORTING AREA

WORCESTER

**All visitors and those seeking Admissions should start at the Welcome Center**

<b>1. Welcome Center</b>	<b>4. Ahlfors Hall (ALF)</b>
<b>2. Administration Building (A)</b>	Office of Distance Learning & Professional Development
<b>Lower Level</b>	<b>5. Athletic Center (AC)</b>
Bookstore Lower Level - A	Fitness Center
Business Office B07A	Gymnasium
Cafeteria Lower Level - A	Campus Police 136AC
Counseling & Wellness 56A	<b>6. Campus Police 136AC</b>
I.T. Service Desk B67A	<b>7. Child Study Center (CSC)</b>
<b>First Floor</b>	<b>8. Fuller Student Center</b>
Dental Hygiene Clinic 126A	Student Life
President's Office 132A	Open Door Newspaper
Registrar 152A	Student Senate
TRIO Student Support Services 170A	<b>9. Harrington Learning Center (HLC)</b>
VP of Academic Affairs 103A	
VP of Strategic Enrollment Management & Student Engagement 133A	<b>Second Floor - Student Success Center</b>
<b>Second Floor</b>	Academic Advising
Student Accessibility Services 246A	Admissions
Veteran Affairs Office 258A	Financial Aid
Human Resources 222A	General Academic Areas
Career Services & Credit for Prior Learning 272A	Tutoring Center
<b>Third Floor</b>	Math Center
Dean of Students 365A	Transfer Services
Placement Testing & CELSA 376A	Writing Center
Harrington Academic Computing Center 379A	<b>Third Floor</b>
Assistant Dean of Students 383A	<b>10. QuEST Center</b>
High School Equivalency Testing 384A	Fab Lab 113Q
<b>3. Surprenant Hall (S)</b>	<b>11. Athletic Field &amp; Track</b>
Gateway to College 102S	<b>12. Chupka Baseball Field</b>
Hebert Auditorium	



Parking		Class Locations - Main Campus	
<b>DR</b>	Drop Off/Pickup	<b>A</b>	Administration Building
<b>PW</b>	Welcome Center Parking	<b>ALF</b>	Ahlfors Hall
<b>P1-5</b>	Student & Visitor Parking	<b>AC</b>	Athletic Center
<b>PF</b>	Faculty & Staff Parking	<b>CSC</b>	Child Study Center
<b>PH</b>	Handicapped Parking	<b>HLC</b>	Harrington Learning Center
		<b>Q</b>	QuEST Center
		<b>S</b>	Surprenant Hall
Off-Campus Class Locations			
<b>ASSA</b>	QCC at Assabet Valley	<b>D</b>	Healthcare and Workforce Development Center
<b>BURN</b>	QCC at Burncoat	<b>QSB</b>	QCC at Southbridge
<b>CWDCE</b>	Center for Workforce Development and Continuing Education	<b>SRCT</b>	QCC at the Worcester Senior Center

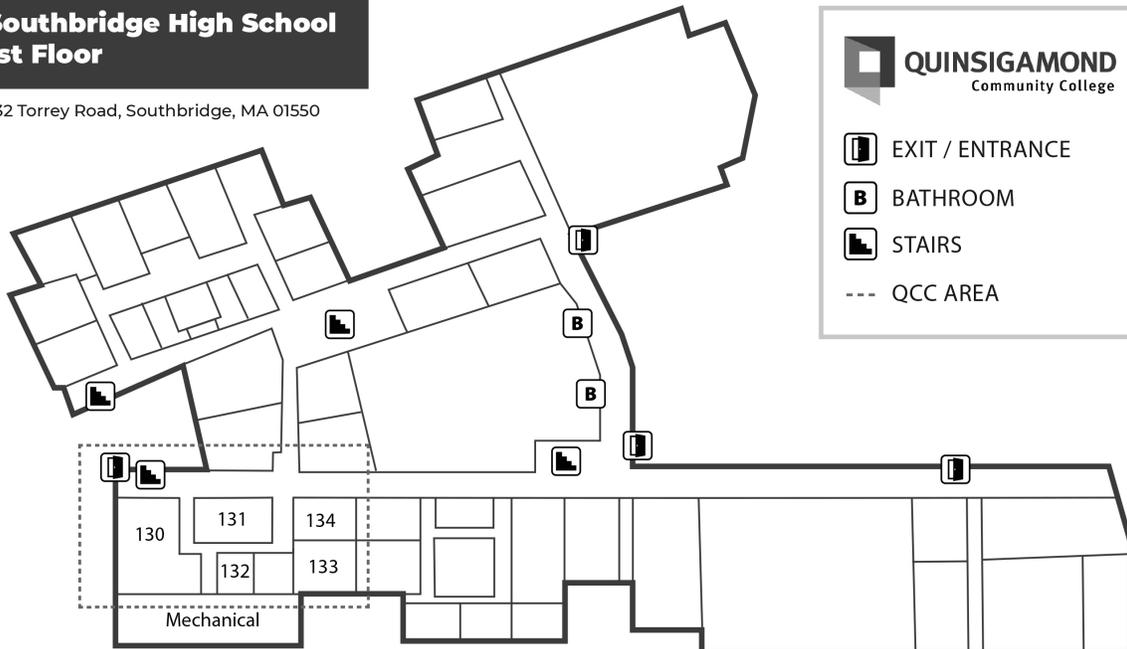
WORCESTER

## SOUTHBRIDGE CAMPUS MAP - 132 Torrey Road, SOUTHBRIDGE, MA - CLERY REPORTING AREA

SOUTHBRIDGE

### Southbridge High School 1st Floor

132 Torrey Road, Southbridge, MA 01550

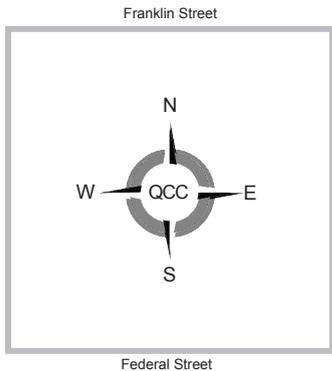


**QUINSIGAMOND**  
Community College

- EXIT / ENTRANCE
- BATHROOM
- STAIRS
- QCC AREA

SOUTHBRIDGE

1. Healthcare and Workforce Development Center
2. Franklin Street Entrance
3. Federal Street Entrance
4. a. Shared Parking  
b. QCC Parking
5. Hanover Theatre
6. Library Parking
7. Worcester Public Library
8. Worcester City Hall
9. Worcester Common
10. Federal Plaza Parking Garage



# 25 Federal Street