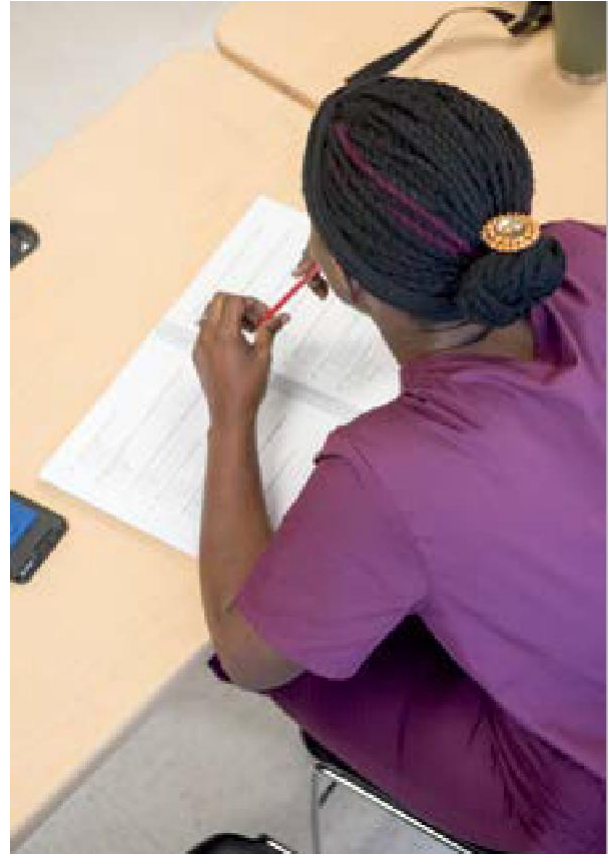


2023 Annual Security Report

(Reporting Statistics for 2020, 2021 and 2022)



This information is provided in compliance with State and Federal Law and the Clery Act specifically. This report, covering the year 2022, published in October 2023, is available on the Bunker Hill Community College website at: [Annual Security Report](#)



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Designation and Description of Campuses

This report covers the Bunker Hill Community College campuses in Charlestown and Chelsea, Massachusetts. The College is a “commuter campus” and a “non-residential institution,” as such, features no College-sponsored housing. Additionally, there are no off-campus student organizations, including student organizations with off-campus housing facilities that are recognized by the institution. BHCC is not required to provide policy statements regarding missing persons and fire evacuation plans.

Crime Statistics (Clery Act)

As required by federal law, Office of Public Safety and Campus Police yearly crime statistics for this report are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus and were reported to the Office of Public Safety and Campus Police. In addition, these statistics also include persons referred for campus disciplinary action for categories required under the *Clery Act*, including liquor and drug law violations and illegal weapons possession.

Statistical information for certain off-campus locations or property owned or controlled by Bunker Hill Community College as well as public property within or immediately adjacent to and accessible from the campus are collected or requested from the Massachusetts State Police, Boston Police, Chelsea Police, Malden Police, Everett Police, Cambridge Police, Medford Police and Transit Police Departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

Please visit for the most up to date Crime Statistics: ope.ed.gov/security/.

Clery Defined Geographic Location Definitions

On-Campus Property

On-Campus property encompasses any building or property that is owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes.

- **Charlestown Campus**
250 New Rutherford Ave.
Massachusetts 02129-2995
Telephone: 617-228-2000
TTY: 617-228-2051

Chelsea Campus
70 Everett, Ave Boston,
Chelsea, MA 02150
Telephone: 617-228-2101
Fax: 617-228-2106

H- Building (Hood Office Park)
570 Rutherford Ave
Boston, MA 02129-2995
Telephone: 617-228- 3436

Residential Facilities

The College does not maintain any residential facilities.

Public Property

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

Non-campus Property

Non-campus property is defined as 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.

- Phoenix Charter Academy, 175 Hawthorn Street, Chelsea, MA 02150
 - Hours of Operations: Mondays and Wednesdays 6:00pm-9:00pm
- LARE Training Institute, 100 Everett Ave, #8, Chelsea, MA 02150
 - Hours of Operation: Fall and Spring Semesters, Monday and Wednesday 6:00pm-9:00pm
- Charlestown High School, 240 Medford Street, Charlestown, MA 02129
 - Hours of Operations: Tuesday and Thursday 12:35pm-1:50pm
- Pao Arts Center – 99 Albany Street, Boston, MA 02111
 - Hours of Operation: Monday 2:30pm- 9:00pm, Tuesday 1:00pm-5:30pm, Wednesday 2:30pm- 9:00pm, Thursday 1:00pm-5:30pm
- EDG, 434 Mass Ave.# G1, Boston, MA 02118
 - Hours of Operation: Tuesday, Wednesday, Thursday 10:00am-12:00pm & 6:00pm-8:00pm
- BCNC, 885 Washington Street, Boston, MA 02111
 - Hours of Operation: Monday – Friday, Day and Evening Classes
- Epiphany Early Learning Center, 230 Centre Street, Dorchester, MA 02124
- East Boston Social Center, 68 Central Square, Boston, MA 02128
- Ellis Early Education Center, 58 Berkeley Street, Boston, MA 02116
- Horizons for Homeless Children, 1705 Columbus Ave., Roxbury, MA 02119
 - Hours of Operations: Saturdays 9:00am-4:00pm
- Beth Israel Deaconess Medical Center, 330 Brookline Ave, Boston, MA 02215

- Suffolk County Sheriff Prison, 20 Bradston Street, Boston, MA 02118
 - 7/1/22-12/31/22, Friday 8am-5pm
- St. Mary's Center, 90 Cushing Ave, Dorchester, MA 02125
- Eversource, 1165 Mass Ave, Dorchester, MA 02125
- Malden High School, 77 Salem Street, Malden, MA 02148
 - Hours of Operations: Fall and Spring Semesters Tuesday, 6:00pm 8:45pm, – No Summer Classes
- Everett High School – 100 Elm Street, Everett, MA 02149
 - Hours of Operation: Wednesday 6:00pm-8:45pm
- Medford High School, 489 Winthrop Street, Medford, MA 02155
 - Hours of Operation: Fall and Spring Semesters, Monday -Friday 7:50am-8:50am
- Quincy BCNC, 1458 Hancock Street, Suite 306, Quincy, MA 02171
 - Hours of Operation: Fall and Spring Semesters
- Cambridge Learning Center, 5 Wester Ave., Cambridge, MA 02139
 - Hours of Operation: Wednesday 6:15pm-9:15pm
- Cambridge Rindge and Latin High School, 459 Broadway, Cambridge, MA 02138
 - Hours of Operation: Tuesday and Thursday 2:45pm-4:00pm
- The Welcome Project, 530 Mystic Ave., Somerville, MA 02111
- Scale, 167 Holland Street, Somerville, MA 02144
- Codman Academy Charter Public School 637 Washington St., Dorchester, MA 02124
 - Hours of Operation: Summer II Semester, Wednesday 3:30pm-6:30pm, Fridays 12:00pm – 3:30pm
- MCI Concord 965 Elm St., Concord, MA 01742.
 - Hours of Operation: Spring Semester, Wednesday 1:00pm-3:45pm

Violence Against Women Reauthorization Act & Campus SaVE Act

On March 7, 2013, President Obama signed into law the Violence Against Women Reauthorization Act (VAWA) which imposed new requirements on colleges and universities under its Campus Sexual Violence Elimination Act (SaVE). The requirements act to add to, refine, clarify and amend the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and act to reinforce Title IX. The Campus SaVE Act adds offenses involving domestic violence, dating violence and stalking to the crimes that institutions must report in the Annual Safety & Security Report. The Campus SaVE Act also expands the

categories of reportable “hate crimes” to include those based on bias against gender identity or national origin consistent with Federal statutes.

The Campus SaVE Act amended the definition of sexual offenses and the category of reportable “sex offenses” to include: rape, sodomy, sexual assault with an object, fondling, incest and statutory rape consistent with the uniform crime reporting system of the Federal Bureau of Investigations. The Annual Safety & Security Report must also include detailed descriptions of the institution’s internal procedures to resolve issues of domestic violence, dating violence, or stalking, resources on-and-off-campus, as well as descriptions of its educational and preventative programs.

Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Office of Public Safety and Campus Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Bunker Hill Community College Office of Public Safety and Campus Police, information provided by other College departments, Campus Security Authorities, and information provided by state and local law enforcement agencies. This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Bunker Hill Community College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

Annual Security Report Distribution and Request

The Annual Security Report is widely available to all current and perspective students and employees of Bunker Hill Community College. The Report is issued annually via email by October 1st and can be found at the Office of Public Safety and Campus Police, the Office of the Dean of Students and the Human Resources office throughout the year. It is also available to the public upon request or at any of the following locations:

- **Mail:** Bunker Hill Community College Police Department, 250 New Rutherford Ave., Boston, MA 02129
- **Phone:** 617-228-2053
- **Online:** [Annual Security Report](#)
- **U.S. Department of Education:**
Office of Post-Secondary Education Campus Safety & Security website:
 - ope.ed.gov/security

Department Overview

Introduction

The goal of the Office of Public Safety and Campus Police is to provide a high level of safety, security and service to all members of the College community, visitors and guests. The Office of Public Safety and Campus Police has the direct responsibility for law enforcement, preservation of public peace, reduction in the opportunity to commit crimes, and the effective delivery of a wide variety of police and security services within the boundaries of Bunker Hill Community College's two campuses.

Developing and maintaining a safe and secure environment is the responsibility of the entire College community. As part of this community our department strives to gain and maintain the trust of the community by holding itself to the highest standards of professionalism, ethics and integrity when performing its duties.

Department Personnel

The Office of Public Safety and Campus Police consists of 19 members, including the Executive Director of Public Safety/Chief of Police, Deputy Chief of Police & Director of Operations, one Detective Lieutenant, three Sergeants, nine Police Officers (two who work primarily on the Chelsea campus), one Staff Associate and two (2) Communications Dispatchers.

Police Vehicles

The Campus Police vehicles may be used to transport persons or data to and from local area agencies based on a determination of need. For such use prior approval is needed from the College President.

Department Mission Statement

The Bunker Hill Community College Office of Public Safety and Campus Police seeks to improve the quality of life for all people on the College campus through the delivery of total quality police service. Through extensive, in-depth training, adherence to all policies and procedures, and utilization of College and community partnerships, we strive to prevent crime, solve problems and enforce the law. We guarantee respect and dignity for each individual in accordance with our duty to maintain peace and order within a safe and secure College environment.

Office of Public Safety and Campus Police Officers will do all they can, within their jurisdiction and authority, to assist any College member or visitor with any problem that impacts safety and/or security of life or property. In regard to any other problem, every employee will respond with courtesy and professionalism and will seek to direct the individual to the appropriate services. The priorities of the police department are to prevent crime, solve problems and enforce the law. Modern-day policing recognizes that many crimes can be prevented and problems solved if the police department works in partnership with the entire community.

It is of utmost importance that all police officers have a clear understanding of their roles and responsibilities, and that expectations for performance are clearly articulated. The following policies and procedures seek to outline the standards for behavior and the conduct expected of Office of Public Safety and Campus Police Officers. It also seeks to define the basic purpose of the department as a contributing entity within Bunker Hill Community College.

Law Enforcement Authority

The Office of Public Safety and Campus Police is dedicated to protecting the students, faculty, staff, visitors and property of Bunker Hill Community College. All Officers are sworn-in, Special State Police of the Commonwealth of Massachusetts. Likewise, all officers are Certified Police Officers under the POST Commission and complete all required, annual in-service training through the Municipal Police Training Council (MPTC). As such, the department conducts itself as any other Municipal Police Department and has full arresting powers on College grounds (M.G.L. Chapter 22C, section 63, and POST Certification). An additional contracted security staff at the Charlestown campus ensures the security of the buildings 24 hours a day.

It is the duty and responsibility of each officer to fulfill to the greatest extent possible the functions of the police department. All officers, at all times, shall respond to the lawful orders of superior officers and other authorities, as well as calls for police assistance from any individual on the College property.

The Office of Public Safety and Campus Police does not infringe upon the primary responsibility of other agencies including the Boston Police Department, Chelsea Police Department, Malden Police Department, Everett Police Department, Transit Police Department and the Massachusetts State Police in areas not owned, used or occupied by the College.

Security Contractor Authority

The Security Contractor provides staffing and equipment necessary to perform the services required to meet the security needs of the College. The Security Contractor assists the Office of Public Safety and Campus Police with access to the College; patrols in and around college buildings and grounds using detect watch-clock equipment as necessary; enforces traffic and parking regulations when directed; monitors and operates fire and intrusion alarm systems; helps to establish and maintain a safe environment and prevent theft of College or personal property; and performs other related duties as may be required by authorized College personnel in accordance with established BHCC policy and contractual agreement with the college. Contracted Security Officers do not have powers of arrest and act only in accordance with requests from the college, their contract, and to assist Campus Police when requested.

Working Relationship with Law Enforcement

The Office of Public Safety and Campus Police enjoys a close working relationship with the Boston Police Department, Chelsea Police, Massachusetts State Police, Transit Police Department, the Suffolk County District Attorney's Office and several other city and town agencies on court proceedings, investigations and matters pertaining to more than one agency of the Commonwealth or a surrounding municipal authority.

By mutual agreement with state and federal agencies, the Office of Public Safety and Campus Police maintains a Criminal Justice Information Services terminal which provides department personnel with access to the National Crime Information Computer System as well as the Criminal History Systems Board for the Commonwealth of Massachusetts. These computer databases are used to strengthen public safety by providing access to criminal history data, nationwide police records and driver/vehicle identification information as well as other local, state and federal law enforcement information.

The College currently has MOU's with Chelsea Police Department and Massachusetts State Police regarding the prevention of and response to sexual misconduct; to share information, in accordance with applicable federal and state confidentiality laws, and the consent of the victim, regarding sexual misconduct incidents involving students or other campus community members of the college.

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 Office of Public Safety and Campus Police 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 Suffolk 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.

Policy Addressing Timely Warnings

The Office of Public Safety and Campus Police is responsible for issuing Timely Warnings in compliance with the Clery Act. In the event a situation arises, either on or near the campus, these alerts are issued to keep the campus community informed about safety and security matters. The decision to issue a Timely Warning is decided on a case-by-case basis in light of all the facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts.

Timely Warnings are issued for specific crime classifications: arson, aggravated assault, criminal homicide, robbery and sex offenses. Timely Warnings may also be posted for other crime classifications as deemed necessary. To issue a Timely Warning, the Office of Public Safety and Campus Police informs the campus community via a campus-wide e-mail, voicemail and/or text message which is addressed to students, faculty and staff.

In addition, the Office of Public Safety and Campus Police has an “**opt in**” system (BHCC-Alert Emergency Notification System) to communicate rapidly with students, faculty and staff by sending a voice message and/or instant text message to home and cell telephones. In the event a situation arises, either on or off campus, these alerts are issued to keep the campus community informed about safety and security matters. The decision to issue a timely warning is decided on a case-by-case basis in light of all facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts.

While the system is active and ready for use, it is only as good as the contact information it contains. In order to receive emergency text messages and voice mail alerts, faculty, staff and students must provide cell phone information. Users must log in to the BHCC Intranet at:

<https://www.bhcc.edu/alertsignup/>

and update their contact information. The information supplied is confidential and will not be shared.

BHCC will contact users through the system in the event of an emergency. Users will be notified of delays and/or non-emergencies only if they elect to be notified. The College conducts tests of the Alert Emergency Notification System on a semester basis, or twice annually.

Also used to communicate in emergencies are other appropriate method(s) which can include any of the following: posting on the campus website at bhcc.edu and/or flyers placed in student and employee mailboxes. Notices may also be posted in visible locations in academic buildings, Student Central and key classroom locations. In some situations, door-to-door notification may be conducted.

The office of Public Safety and Campus Police also maintains contact with local law enforcement agencies during times where Timely Warnings are sent out or investigations may expand into their communities. An open line of communication with outside agencies allows for effective and efficient solving of most incidents.

All BHCC community members and guests are expected to read all emergency warnings and to

follow the instructions of Campus Police Officers and responding emergency personnel. Emergency response and evacuation procedures are available on the Office of Public Safety and Campus Police website at: <https://www.bhcc.edu/publicsafety/>. The assessment and evaluation of the current emergency plan and capability are conducted through regularly scheduled drills, exercises and appropriate follow-through activities.

Daily Crime Log

The Office of Public Safety and Campus Police maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus and or within the department's patrol jurisdiction.

The Daily Crime Log is available for public inspection at the department's headquarters or at: [Daily Crime Log](#). Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

Anyone requesting statistics from the Daily Crime Log that are older than 60-days may make the request in writing to the Office of Public Safety and Campus Police. The Office of Public Safety and Campus Police will provide requested information within two business days.

Security Awareness Practices

Each community member plays an important role in adopting a preventive and pro-active approach to their own safety. Each individual must assume responsibility for their personal belongings as well as for their personal safety. They can do this by using common sense practices and precautions.

All vehicles should be locked while unoccupied and on campus. Bicycles should be locked using a sturdy lock.

Students, faculty, staff, and administrators should always immediately report any suspicious activity or individual to the Office of Public Safety and Campus Police. To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the Office of Public Safety and Campus Police to make use of the Safety Escort Program. All community members should ascribe to the "See something, Say something" ideal in order to help keep the college community safe

Crime Prevention Education and Awareness

Ask-A-Cop Program

The Office of Public Safety and Campus Police has developed the Ask A Cop Program that operates for the first week of the Fall and Spring semesters, which has helped promote Community Policing within the communities around the campuses. The program's main purpose is to educate students, faculty and staff members on a variety of topics including: crime prevention, parking policies, campus maps and general questions.

Rape Aggression Defense (RAD)

The Office of Public Safety and Campus Police offer the Rape Aggression Defense (RAD) Systems program, which is offered each semester. The class is a program of realistic self-defense tactics and techniques. This system is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance while progressing on the basics of hands-on defense training. It is not a martial arts program but does offer women instruction on physical self-defense. The course is offered once per semester.

Run-Hide-Fight Awareness (Active Shooter)

The Office of Public Safety and Campus Police offers ALERRT training that focuses on the elements of civilian reaction to an active shooter situation. This class works to explain the physiological response during a high-stress situation and looks to counter those effects while also describing the best methods of staying safe in the event of an active shooter. The class has been offered to faculty and staff, and is offered to students multiple times each semester.

Campus Escort Program

The Bunker Hill Community College Escort Program provides walking escorts for students, faculty and staff during the calendar year. A Campus Police Officer or a member of Contract Security will escort you to your motor vehicle or the train station.

Escorts respond to both calls for service through the Office of Public Safety and Campus Police at 617-228-2053 or Security at 617-228-2250 and by being asked in person by students, faculty and staff in need of an escort.

The hours of operation for Office of Public Safety and Campus Police vary during the semesters and are subject to change:

Monday – Friday, 6:00 a.m. – 10:00 p.m.

Saturdays 8:00 a.m. – 4:00 p.m.

Contract Security Officers are available 24/7

Employee Assistance Program

The College has contracted with Higher Ed EAP as its Employee Assistance Program. Higher Ed EAP provides one-on-one counseling on issues of addiction and recovery. They also provide group training sessions and assistance for supervisors dealing with an employee's drug and/or alcohol issues in the workplace.

The college has contracted with Everfi, Inc., a national on-line training company, to provide the College with an on-line training program concerning sexual violence for the College community.

Emergencies

BHCC Police Officers, certified in First Aid Response and C.P.R., respond to all emergencies reported on the College campuses. Call ext. 2222 from any campus phone during an emergency and Campus Police, the College's Nurse and other assisting staff will respond as available.



Bunker Hill Community College has partnered with Rave Mobile Safety to provide emergency text messaging, text to voice and emails in the event of an emergency. This is a new partnership as of November, 2017—even those who had previously signed up for emergency alerts should re-register to ensure you receive alerts.

If you do not sign-up, you will not receive this notification. The information you supply is confidential and will not be shared off campus.

Text Message Quick Opt-In

We encourage anyone who visits our campuses to sign up to receive BHCC Alerts via text message to their mobile phone. To sign up, use the quick opt-in feature:

Text BHCCAlert to 226787. Message and Data rates may apply. You can text “Stop” at any time to cancel text messages.

Additional notifications for currently-enrolled students and active faculty or staff

Currently-enrolled students and active faculty and staff members will automatically have their BHCC email addresses loaded into the Rave system each semester. In the event of an emergency, an email will be sent to these BHCC email addresses.

In addition to these emails, we encourage active students, faculty and staff to opt-in to receive text alerts to cell phones, text-to-voice alerts to landline numbers, and emails to personal email addresses by logging in to the BHCC Alert System and updating your Rave account profile. You can add these features by following the instructions below.

[Log in to the BHCC Alert System.](#) Use the BHCC username and password you use for your BHCC email to access the BHCC Alert System. Note: this feature is available to currently-enrolled students and active faculty and staff only.

Text alerts, voice calls and emails to your personal email address are optional—you can opt-out at any time by logging back into your account and updating your preferences. Emails that are sent to your BHCC email address in case of emergency are not optional—you will not be able to opt-out of those notifications.

If you have any further questions or require assistance, please contact the Help Desk at 617-228-2326.

Campus Emergency Phones:

Bunker Hill Community College currently has five (5) Emergency Phones deployed around campus. These phones immediately dial the emergency phone line, (617) 228-2222, that is manned 24hrs per day. They are located in the following locations:

- Main Plaza - Immediately to the left of the Police Station doors
- Lot 3 – Just down the stairs from the Main Plaza
- G-Building – Along Perimeter Road just outside of the G-building main entry
- Athletic Fields – Through Lot 5 on the walking path around the athletic fields
- Perimeter Road – Just off the roadway by the exit to Rutherford Ave before the Gilmore Bridge

Bomb Threats

All bomb threats received by any staff member should be immediately reported to the Office of Public Safety and Campus Police at (617) 228-2222 or by dialing Ext. 2222 from any college phone. Bomb Threat Cards are available in the Office of Public Safety and Campus Police, Room A-200.

A person receiving a bomb threat should try to obtain as much information as possible, keeping the caller on the telephone as long as possible. Facts such as the time the device will go off, what building or area of the building would be involved, why is the area targeted and, if possible, where the person is calling from.

All relevant information obtained will be forwarded to the President, by the Director of Public Safety/Chief of Police.

Security Incident Reporting

Security incidents should be reported as soon as possible to the Office of Public Safety and Campus Police Office, Room A-200, Extension 2053. During evening or weekend hours or if unable to contact the Office of Public Safety and Campus Police, individuals should contact the BHCC Contract Security at Extension 2250.

Weapons on Campus

It is the policy of Bunker Hill Community College to prohibit the possession, display of, or attempt or threat to use unauthorized firearms, knives or other weapons on campus also including, but not limited to explosives, ammunition, replica or facsimile weapons, or objects not originally intended as a weapon, but used as such or to imitate a weapon.

Firearms are not permitted in College buildings or on College grounds. In accordance with Massachusetts General Laws, Chapter 269, Section 10, the carrying of firearms on any grounds or in any building of the College is expressly forbidden with the exception of law enforcement officers duly licensed and authorized to carry firearms on campus.

Any violation of this law should be immediately reported to Office of Public Safety and Campus Police, Room A-200, (617) 228-2222 or by dialing Extension 2222 from any college phone.

Police Emergency

Office of Public Safety and Campus Police respond to all police emergency situations in College buildings and on College grounds.

Dial **(617) 228- 2222** or Extension **2222** from any college phone for emergency assistance!

Policy Addressing Security and Access

During business hours, Bunker Hill Community College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities will be available to employees of the College and authorized contractors. Employees will need to enter through the B-Building Main Lobby and sign in at the Security Desk. All employees will need to have proper college identification and/or clearance.

Emergencies may necessitate changes or alterations to any posted schedules. Areas of the College may be off limits due to any number of reasons including, but not limited to, hazardous conditions, threatening situations or security concerns. This may require the Office of Public Safety and Campus Police to shut down access to an area for a period of time. Areas that are revealed as problematic by members of the community will be surveyed and assessed by public safety staff. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Corrective strategies and initiatives will be implemented consistent with the findings of the surveys.

The College utilizes CCTV cameras and card access control systems to secure the campus and monitor activities 24 hours a day.

Most campus buildings are open Monday thru Friday from 6:00 a.m. to 10:00 p.m. and Saturday 8:00 a.m. to 4:00 p.m.

BHCC identification/library card:

The Bunker Hill Community College ID Station policies are consistent with other BHCC Information Handling Policies. All students, faculty, and staff must obtain a BHCC identification/library card and keep it current with the college. A valid government issued photo ID as well as verification of proof of affiliation to the college must be presented before card is issued. The identification card remains the property of the college and must be presented to any college official upon request. In some instances, fees may be assessed to replace lost or stolen cards. The identification card data of BHCC students, faculty, and staff may be made available to law enforcement and other college departments as needed. Only trained BHCC Student Central staff and members of the Office of Public Safety and Campus Police are allowed to issue ID cards. Request for information about students, including but not limited to name, photograph, or ID number are to be referred to the Student Central Director. Issuing stations for the BHCC identification/library card are located at Student Central in the Main Lobby on the Charlestown Campus.

Maintenance and Security of Campus Facilities

The Office of Public Safety and Campus Police, with the Director of Facilities, reviews the campus regularly to identify and correct safety and security hazards. The Executive Director of Public Safety/Chief of Police along with the Director of Facilities are involved with a College-wide safety committee that meets to discuss any issues or concerns. The Office of Public Safety and Campus Police Officers maintain vigilance while on patrol to ensure hazards are reported and, if necessary, contained until corrected. Community members are encouraged to report any hazards or on-the-job injuries immediately to Office of Public Safety and Campus Police, the Director of Facilities and the Director of Human Resources.

Smoking Policy

Recent national studies overwhelmingly conclude that not only is smoking injurious to health of the smoker, but that secondary smoke is harmful to all those in the environment. Therefore, in consideration of the health of students, employees and the public, the following policy is in effect at both the Charlestown and Chelsea campuses:

“BHCC is a smoke free environment. Smoking is not allowed in any campus building or within 100 feet of all doorways and athletic fields.”

College Jurisdiction

The jurisdiction and discipline of Bunker Hill Community College shall apply to conduct which occurs:

- a) On property owned, occupied or used by Bunker Hill Community College,
- b) While a student is attending or participating in any Bunker Hill Community College related activity or,
- c) In any location if the conduct adversely affects the student’s suitability as a member of the Bunker Hill Community College community or is detrimental to the interests of the institution.

Disciplinary action will be taken by the College against a student for any conduct that is in violation of federal, state or local law or is a violation of the student code of conduct (a list of disciplinary student offenses can be found in the Student Handbook). The matter may also be referred to local or state authorities

Policies Addressing Substance Abuse

In compliance with the final regulations of the Department of Education, 34 CFR, Part 86, regarding drug-free schools and campuses, the following information is presented:

A. Purpose

The use of illicit drugs and alcohol at the College workplace, on College property or at College activities impairs the safety and health of students, inhibits the personal and academic growth of students and undermines the public's confidence in the College. Only in an environment free of substance abuse can the College fulfill its mission.

For these reasons, it shall be the policy of Bunker Hill Community College that all shall be free of drugs and alcohol. This substance-abuse policy shall be provided annually to every student of the College. Every two years, the College shall evaluate the effectiveness of this policy and shall make any necessary amendments to enhance and to improve the environment of the College.

B. Prohibited Conduct

The students of Bunker Hill Community College shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances or alcohol on College property, in conjunction with any College activity or in the College workplace. Any individual who violates this prohibition is subject to disciplinary action in accordance with the College's Behavior Policies. Disciplinary action may include expulsion from the College, mandatory participation in an alcohol/drug abuse assistance program or referral to an external rehabilitation program as well as referral of the matter for prosecution to an appropriate law enforcement agency.

Any student who is employed in any capacity by the College, as a condition of such employment, will abide by this policy. Student employees will notify the College's Director of Human Resources within five (5) days of being convicted of violating a criminal drug statute in the workplace. The College will notify a grantor agency within 10 days that a student employee has been convicted of a drug-related offense.

C. Substance Abuse Prevention and Awareness Program

Professional College staff members are available to assist students with substance abuse issues by making referrals to appropriate related external resources.

Health Risks Associated with Drug and Alcohol Use

The use of drugs and alcohol, even infrequently, may damage one's health. The College's Coordinator of Health Services can inform students of the effects specific substances have upon their health. Excessive use of alcohol is associated with liver damage, hypertension, brain damage and a weakened immune system. Cocaine or crack use may be fatal, depending upon the cardiovascular response of the user. This drug is highly addictive and withdrawal results in severe depression. Tranquilizers and sedatives are also highly addictive, even at low dosages.

Use of these drugs in conjunction with alcohol is extremely dangerous and may result in the user becoming comatose. The intravenous use of drugs carries the additional risk of infection due to shared needles. AIDS and hepatitis are transmitted this way.

Criminal and Legal Sanctions Associated with Drug and Alcohol Abuse

The Office of the Dean of Students maintains a complete list of the legal sanctions associated with alcohol and drug abuse. In general, severe sanctions may be imposed upon an individual who manufactures, distributes or possesses controlled substances such as marijuana, cocaine, crack or prescription drugs. The penalties may be doubled for offenses occurring on or near the College. These penalties include fines and imprisonment. The illegal purchasing of alcohol, the illegal possession of alcohol or the providing of alcohol to minors carries penalties including fines and imprisonment.

In accordance with Massachusetts General Law Chapter 138 section 34c (Minor in Possession of Alcohol), a person under 21 years of age and unaccompanied, by a parent or legal guardian shall knowingly possess, transport, or carry on their person any alcoholic beverage.

D. If You Need Assistance

Help concerning drug and alcohol-related problems is available from several sources. If you need assistance, or know of someone who needs help, or have questions concerning alcohol and drug abuse, you may contact in confidence any of the following:

Director of Human Resources
Bunker Hill Community College
250 New Rutherford Ave., Boston, MA 02129
617-228-2457

Coordinator of Health Services
Bunker Hill Community College
250 New Rutherford Ave., Boston, MA 02129
617-228-2185

Department of Public Health, Substance Abuse Division Information and Referrals
1-800-327-5050

Alcoholics Anonymous, Self-Help Support Group
368 Congress St., Boston, MA
617-426-9444

Policy Addressing Substance Abuse Education

Bunker Hill Community College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, counseling services, referrals and College disciplinary actions.

The College has contracted with Higher Ed EAP as its Employee Assistance Program. Higher Ed EAP provides one-on-one counseling on issues of addiction and recovery. They also provide group training sessions and assistance for supervisors dealing with an employee's drug and/or alcohol issues in the workplace.

Compliance with Section 120(a)-(d) of the Higher Education Act (Drug & Alcohol Abuse Prevention) is ensured by the Offices of Human Resource and Student Development.

Alcohol and Drug Education:

Senior Academic Counselors, Employee Assistance Program

Counseling Services:

Senior Academic Counselors

Referral Services:

Senior Academic Counselors, Employee Assistance Program, Human Resources

College Disciplinary Actions:

Code of Conduct Officer, Faculty/Student Judicial Review Committee

Policy Addressing Illegal Drug Possession

The Bunker Hill Community College campus has been designated “Drug Free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Office of Public Safety and Campus Police. Violators are subject to College disciplinary action, criminal prosecution, fine, imprisonment and College sanction.

Local, State and Federal Legal Sanctions

1. The Commonwealth of Massachusetts sets 21 as the minimum age to purchase or possess any alcoholic beverage.
2. Massachusetts General Law Chapter 138 Section 34C states that any person under the age of 21 found in possession of alcoholic beverages shall be punished by a fine of no more than \$50 for a first offense, and no more than \$150 for a second or subsequent offense.
3. Massachusetts General Law Chapter 90 Section 24 states any person found operating a motor vehicle while under the influence of alcoholic beverages, marijuana, narcotic drugs, depressants or stimulant substances shall be subject to arrest and punished by loss of license, a fine of not less than \$500 and not more than \$5000 or by imprisonment for not more than two and one-half years, or both such fine and imprisonment.
4. A violation of any law regarding alcohol is also a violation of the College’s Student Code of Conduct and will be treated as a separate disciplinary matter by the College.

On-Going Programs Educational Programs Promoting Awareness of Dating Violence, Domestic Violence, Sexual Assault, Stalking and Bystander Intervention

- Workplace Answers Online Training Program
 - Separate programs for students and faculty and staff. This program educates the community on Dating Violence, Domestic Violence and Stalking.
- Bystander Intervention Training for student leaders and athletes
- Refresher trainings are offered annually to all identified CSA’s.

Policy Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

The College will inform 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 against Sexual Violence

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 <https://www.bhcc.edu/eo/> or by hard copy through the Human Resources and the Executive Director of Diversity and Inclusion Offices. The College's Policy Against Sexual Violence is enforced by the College's Title IX Coordinator and states as follows:

Consent: An agreement reached by both partners to engage in a specific activity. Engaging in sexual activity with a person who has not given or cannot give her/his consent is an act of sexual violence. In Massachusetts it is illegal to have sex with someone who is incapable of giving consent because they are: (a) intoxicated; (b) unconscious; (c) mentally incompetent; or (d) are under 16 years of age.

a. 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.

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.

b. 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.

c. 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.

The College's Affirmative Action Officer and Title IX Coordinator is Nahomi Carlisle, Associate Vice President and Chief Equity and Compliance Officer. She may be contacted at 250 New Rutherford Avenue, Room A307, Boston, MA 02129, by emailing nahomi.carlisle@bhcc.edu or calling 617-228-3311.

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.

d. 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. Disciplinary actions and sanctions will vary depending upon the facts, and may include (but not be limited to) reprimand, change in work assignment, loss of privileges, mandatory training, removal from classes, programs, activities and/or campus, suspension, expulsion, termination of employment, criminal prosecution, and/or termination of the contractual or other relationships with the College.

e. 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.

f. 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; and
- 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.

According to Massachusetts General Laws, Ch. 209-A, the survivor of abuse has the right to appear at the Superior, Probate and Family or District court of your appropriate jurisdiction where s/he resides. A survivor can file a complaint requesting any of the following applicable orders:

- An order restraining an attacker from abusing you;

- An order directing an attacker to leave the household, building or workplace of the survivor;
- An order directing an attacker to pay support for the survivor or any minor child in the survivor's custody if the attacker has a legal obligation to support these parties;
- An order directing the attackers to pay the survivor for losses suffered as a result of abuse, including medical and moving expenses, loss of earnings or support, costs for restoring utilities and replacing locks, reasonable attorney's fees and other out-of-pocket losses for injuries and property damages sustained.

For an emergency on weekends, holidays or weeknights, campus or local police will refer you to a justice of the superior, probate and family, or district court departments.

The police department where you reside will file the order and contact the judge on call regardless of where the incident took place. You can contact Casa Myrna - SafeLink (Statewide 24-hour domestic violence hotline) anytime at 877-785-2020.

g. Domestic Violence Rights

- You have the right to appear at the Superior, Probate and Family, District or Boston Municipal Court, if you reside within the appropriate jurisdiction, and file a complaint requesting any of the following applicable orders:
 - (a) an order restraining your attacker from abusing you
 - (b) an order directing your attacker to leave your household, building or workplace
 - (c) an order awarding you custody of a minor child
 - (d) an order directing your attacker to pay support for you or any minor child in your custody, if the attacker has a legal obligation of support
 - (e) an order directing your attacker to pay you for losses suffered as a result of abuse, including medical and moving expenses, loss of earnings or support, costs for restoring utilities and replacing locks, reasonable attorney's fees and other out-of-pocket losses for injuries and property damage sustained.
- For an emergency on weekends, holidays, or weeknights the police will refer you to a justice of the superior, probate and family, district, or Boston municipal court departments.
- You have the right to go to the appropriate district court or the Boston municipal court and seek a criminal complaint for threats, assault and battery, assault with a deadly weapon, assault with intent to kill or other related offenses.
- If you are in need of medical treatment, you have the right to request that an officer present assist you in obtaining medical treatment.
- If you believe that police protection is needed for your physical safety, you have the right to request that the officer present remain at the scene until you and your children

can leave or until your safety is otherwise ensured. You may also request that the officer assist you in locating a safe place, including but not limited to a designated meeting place for a shelter or a family member's or a friend's residence, or a similar place of safety.

- You may request a copy of the police incident report at no cost from the police department.

h. Obtaining an Abuse Prevention Order

- Abuse is defined as the occurrence of one or more of the following perpetrated by the defendant:
 - Attempting to cause you physical harm;
 - Causing you physical harm;
 - Placing you in fear of immediate serious physical harm;
 - Causing you to have sexual relations against your will due to force, threat or duress.
- Requires proof of relationship with the defendant. Complainant must:
 - Cohabitate with defendant (share a residence);
 - Have a “substantial dating relationship. Judge will look at;
 - Length of relationship;
 - Nature of relationship
 - How often you interacted with each other; and
 - How long ago you broke up (if no longer dating).
 - Have a child in common;
 - Be related to the defendant by blood;
- Complainant files application for Abuse Prevention Order (aka: 209A, restraining order) with the police department of jurisdiction where the abuse took/takes place (i.e. – abuse happens at complainant’s residence in Quincy. Application would be filed with Quincy PD).
- Applications filed in this way are generally considered “emergency/temporary orders”. These are good for 10 days after being heard by the court of jurisdiction. The defendant is given an “opportunity to be heard” no later than 10 days after the temporary order is issued.
- Following the 10-day hearing, the temporary order typically becomes a permanent order, which may last up to one (1) year. At the end of the first year, the court holds a renewal hearing. At this time the judge may permit the existing order to expire without renewal; or issue a permanent order which does not expire; or issue an order of shorter duration for “any time reasonably necessary” to protect the abused person

i. 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.

***Boston Area Hospitals Designated with S.A.N.E. (Sexual Assault Nurse Examiner) Nurses:

Boston Region Designated Hospitals

Boston Medical Center

One Boston Medical Center Place
Boston, MA 02118
617-6380-8000
website: www.bmc.org
contact page: www.bmc.org/contact.htm

Beth Israel Deaconess Center

330 Brookline Avenue
Boston, Massachusetts 02215
617-667-7000
website: <http://www.bidmc.org/>

Brigham and Women's

75 Francis Street
Boston, MA 02115
617-732-5500
website: www.brighamandwomens.org/

Cambridge Hospital (Operating 24/7)

Cambridge Health Alliance
1493 Cambridge Street
Cambridge, MA 02139
617-665-2300
website: www.challiance.org

Children's Hospital

300 Longwood Avenue
Boston, MA 02115
617-355-6000
website: www.childrenshospital.org/

Massachusetts General Hospital

55 Fruit Street
Boston, MA 02114-2622
877-424-5678
website: www.massgeneral.org

Newton Wellesley Hospital

2014 Washington Street Newton, MA 02462
617-243-6000
website: www.nwh.org
contact page: www.nwh.org/contact.asp

j. 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

Womansplace 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; and
- Provide primary prevention education; professional training; outreach.

k. 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.

The college has contracted with Everfi, Inc., a national on-line training company, to provide the College with an on-line training program concerning sexual violence for the College community.

Policy Against Sexual Harassment

- **Introduction**

It is the goal of the Community Colleges to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the Community College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the Community Colleges take allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective measures, including disciplinary action where appropriate and consistent with applicable collective bargaining agreements.

- **Definition of Sexual Harassment**

Sexual Harassment is defined under the “Definitions” section of this Policy.

The legal definition of sexual harassment is broad and applies to any individual of either gender who participates in the college community, including a student, faculty member, administrator or any other person having dealings with the college. In addition, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a hostile, offensive, intimidating, or humiliating workplace or academic environment to male or female workers or students may also constitute sexual harassment.

It is important to note that when assessing whether conduct constitutes sexual harassment, a “reasonable person standard” shall be applied. The term “reasonable person” is used to describe an objective standard to determine if harassment has occurred. Under the standard, in order for conduct and behavior to be considered sexual harassment, a reasonable person under similar circumstance would have to conclude that the behavior was harassing or discriminatory.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, or retaliation against individuals who have cooperated with an investigation of sexual harassment is unlawful and will not be tolerated by the Community Colleges.

- **Consensual Relationships**

(1) Faculty/Administrator/Staff Member Relationships with Students

A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member.

No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a College program or activity.

(2) Relationships Between Supervisors, Subordinates or Co-Workers

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of sexual harassment, discrimination or retaliation.

Therefore, such workplace relationships are strongly discouraged.

- **Complaints of Sexual Harassment**

If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee has the right to file an [Affirmative Action Discrimination Complaint Form](#) (by clicking the highlighted text and proceed to page 54) with the College. For more information or assistance with filing a complaint, please contact the College's Affirmative Action Officer or Title IX Coordinator.

If the Affirmative Action Officer or the Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures.

All complaints will be investigated in such a way as to maintain confidentiality to the extent practicable under the circumstances. If it is determined that a violation of this Policy has occurred, the College will act promptly to eliminate the harassing conduct, and take disciplinary action where warranted. All disciplinary action taken shall be consistent with any applicable collective bargaining agreement. The Duty to Cooperate, Duty to Report, and the obligation to avoid making False Charges, as discussed previously in this Policy, shall be fully applicable under this section.

- **Institutional Measures to Confront Sexual Harassment**

The Community Colleges are committed to promoting, to the greatest degree possible, an environment free from sexual harassment. To this end, the Colleges will take the following steps:

1. Distribute this Policy against sexual harassment to all segments of the College community on an annual basis;
2. Post this Policy against sexual harassment; and
3. Conduct educational programs for the College community regarding the causes, character and consequences of sexual harassment as well as the steps available to stop such practices on the campus.

- **State and Federal Remedies**

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies.

a. Obtaining a Harassment Prevention Order

- Criminal Harassment involves the following elements:
 - Harassment Prevention Orders (HPO's) under 258E are almost identical to 209A. However, HPO's may be obtained by anyone, which makes them a useful tool in cases of bullying, sexual assault or stalking.
- 1) The suspect willfully and maliciously engaged:
 - a. In a pattern of conduct or series of acts (**at least 3 incidents**);
 - b. Which were directed at a specific person; and
 - c. Constituted Harassment (because a reasonable person would suffer substantial emotional distress)
- 2) Unlike domestic violence offences under Chapter 209A, the complainant does NOT need to provide proof of any relationship between complainant and defendant.
 - a. The suspect must engage in conduct, directed at a specific person, which “seriously alarms or annoys that person and would cause a reasonable person to suffer “substantial emotional distress”. Emotional distress must be “markedly greater than that commonly experienced as part of ordinary living.
- 3) Various forms of communication are covered under this statute.
 - a. Stalking and harassment may be committed through the mail or by using:
 - i. any electronic communication including but not limited to, telephone, email, the internet, instant messaging and fax machines;
 - ii. First person contact;
 - iii. Third party contact.
- 4) Harassment may consist solely of speech, but must constitute “fighting words”.
 - a. Fighting words are defined as “personally abusive epithets which, when addressed to the ordinary citizen are... likely to provoke a violent reaction.”
- 5) Complainant files application for Harassment Prevention Order (aka: 258E, HPO) with the police department of jurisdiction where the abuse took/takes place (i.e. – abuse happens at complainant’s residence in Quincy. Application would be filed with Quincy PD).
- 6) Applications filed in this way are generally considered “emergency/temporary orders”. These are good for 10 days after being heard by the court of jurisdiction. The defendant is given an “opportunity to be heard” no later than 10 days after the temporary order is issued.

- 7) Following the 10-day hearing, the temporary order typically becomes a permanent order, which may last up to one (1) year. At the end of the first year, the court holds a renewal hearing. At this time the judge may permit the existing order to expire without renewal; or issue a permanent order which does not expire; or issue an order of shorter duration for “any time reasonably necessary” to protect the abused person.

United States Equal Employment Opportunity Commission ("EEOC")

One Congress Street
10th Floor Boston, MA 02114 (617) 565-3200.

The Office for Civil Rights, U.S. Department of Education (“OCR”)

Department of Education
John W. McCormack Post
Office and Courthouse
Room 222
Boston, MA 02109
(617) 223-9662

Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:
One Ashburton Place
Rm. 601
Boston, MA 02108
(617) 727-3990

Worcester Office:
Worcester City Hall
455 Main Street, Room 101
Worcester, MA 01608
(508) 799-8010

Springfield Office:
424 Dwight Street
Rm. 220
Springfield, MA 01103
(413) 739-2145

New Bedford Office:
800 Purchase St., Rm 501
New Bedford, MA 02740
(508) 990-2390

Additional Sexual Harassment information:

Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature occur when:

- a. submission to or rejection of such advances, requests or conduct is made a term or condition of employment or as a basis for employment or academic decisions either explicitly or implicitly
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment. The following are some examples of conduct, that either alone or in combination, which may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- a. Unwelcome sexual advances - whether they involve physical touching or not.

- b. Repeated, unsolicited propositions for dates and/or sexual intercourse.
- c. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- d. Displaying sexually suggestive objects, pictures, cartoons.
- e. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- f. Verbal harassment or abuse on the basis of sex.
- g. Inquiries into another person's sexual activities, practices or experiences.
- h. Discussion of one's own sexual activities, practices or experience.

Victims of sexual harassment may experience physical and emotional reactions to the behavior. Anger, depression, self-blame, denial and decreased self-esteem are common reactions to sexual harassment. Headaches, stomach disorders, inability to concentrate, insomnia and backaches are sometimes experienced as symptoms of the stress that a victim feels. Students who have concerns about sexual harassment should contact **Nahomi Carlisle, the College's Associate Vice President and Chief Equity and Compliance Officer at 250 New Rutherford Ave., Room A-307, Boston, MA 02129 or by calling 617-228-3311.**

You may also contact **Cheryl Cephas, the College's Executive Director of Human Resources at 250 New Rutherford Ave., Boston, MA 02129 or by calling 617-228-3331.**

Policies on Student Suicide Prevention Protocols

DEFINITIONS

Suicide: Death from an injury which is self-inflicted and by which the student intended to kill him/herself.

Suicidal Behavior: Any potentially injurious behavior which is self-inflicted and by which a student intends, or gives the appearance of intending, to kill himself or herself.

Suicidal Ideation: Any self-reported thoughts or feelings about engaging in suicidal behavior.

Suicide Plan: A proposed method of self-inflicted injury through which the potential and intentional outcome is death.

Active Suicidal Ideation with Specific Plan and Intent to Act: Thoughts of killing oneself with details of plan fully or partially worked out and student has some intent to carry it out.

Active Suicidal Ideation with Some Intent to Act, without Specific Plan: Active suicidal thoughts of killing oneself and student reports having some intent to act on such thoughts, as opposed to "I have the thoughts but I definitely will not do anything about them."

PROTOCOL

A student should be immediately referred for assistance according to the procedures outlined below in the event a member of the College community has actual knowledge that the student has:

- a) attempted suicide while enrolled at the College;
- b) attempted suicide recently before matriculation at the College, or
- c) has stated plans or intentions to commit suicide, including active suicidal ideation with specific plan and intent to act or active suicidal ideation with some intent to act, without a specific plan.

Suicide Prevention Procedures

Active Suicide Attempt

- Any member of the College community who has actual knowledge that a student has just engaged in, is in the process of engaging in, or is about to engage in suicidal behavior, shall immediately contact emergency personnel by calling **Campus Police** at **617-228-2222**.
- Contact the **Dean of Students** immediately at **617-228-2408**.
- If the Dean of Students is not available call:
 - **Campus Police** after hours at **617-228-2222**.
- The Dean of Students or designee shall notify the student's emergency contact.
- The Dean of Students or designee may consult with the College's Behavioral Intervention Team, the BHCC CARE Team, to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.
- If a student refuses medical assistance from emergency personnel, the student is subject to involuntary treatment and/or commitment based on the professional judgment of emergency personnel.
- A student who has engaged in an active suicide attempt shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether he/she is capable of returning to the College and comporting him/herself in a reasonable and safe manner.

Previous Suicide Attempt

- Any member of the College community who has actual knowledge that a student has attempted suicide at the College or recently before matriculating shall contact the **Dean of Students** immediately at **617-228-2408**.
- If the Dean of Students is not available call:
 - **Campus Police** after hours at **617-228-2222**.
- The Dean of Students or designee shall notify the student's emergency contact.
- The Dean of Students or designee will attempt to meet with the student to assess the situation and assist him/her with obtaining appropriate medical care and support as necessary.
- The Dean of Students or designee may consult with the College's Behavioral Intervention Team, the BHCC CARE Team, to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.

- A BHCC student who has attempted suicide or recently before matriculating shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether he/she is capable of continuing at the College and comporting him/herself in a reasonable and safe manner.

Stated Plans or Intentions to Commit Suicide

- Any member of the College community who has actual knowledge that a student has stated plans or intentions to commit suicide shall contact the **Dean of Students** immediately at **617-228-2408**.
- If the Dean of Students is not available call:
 - **Campus Police** after hours at **617-228-2222**.
- The Dean of Students or designee shall notify the student's emergency contact.
- The Dean of Students or designee will attempt to meet with the student to assess the situation and assist him/her with obtaining appropriate medical care and support as necessary.
- The Dean of Students or designee may consult with the College's Behavioral Intervention Team, the BHCC CARE Team, to determine an appropriate medical referral, help identify support strategies, or develop a follow-up action plan.
- A student who has stated plans or intentions to commit suicide shall be required to be assessed by a mental health professional to determine the level of continued suiciderisk posed and whether he/she is capable of continuing at the College and comporting him/herself in a reasonable and safe manner.

Complaint Procedure - General Information / Confidentiality

a. 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.

b. 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.

c. 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.

d. Anonymous Complaints

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

e. 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.

f. 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.

g. 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.

h. 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.

i. 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 Filing Procedure

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

a. 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.

b. 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 investigate 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 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.

Bunker Hill Community College Police Response:

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

- Obtain necessary information to determine the need for emergency response procedures and to take necessary action for the safety of the survivor and the college community as a whole.
- Encourage the survivor to seek immediate medical attention and assist the victim with obtaining access to medical treatment.
- Arrange for notification to the Director of Public Safety / Chief of Police, or Police Supervisor on duty.
- Offer to assist the survivor to contact the rape crisis hotline.
- Secure evidence
- In the case of an off-campus crime, the campus police officer will assist the 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:

The Office of Public Safety and Campus Police will aid the survivor in notifying the appropriate authorities if the individual requests their assistance. The Office of Public Safety and Campus Police will notify the Massachusetts State Police Detective Unit and the appropriate local police detective unit in the jurisdiction of the assault as appropriate to the investigation. The Office of Public Safety and Campus Police will work collaboratively with the State and/or local police to conduct the investigation in a fair and timely manner. Additionally, the Office of Public Safety and Campus Police will contact the Executive Vice President or his/her designee regarding counseling options. 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 Office of

Public Safety and Campus 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 student health services, employee assistance, and counseling services. Counseling and support services outside the college system can be obtained through the Rape Crisis Center, Domestic Violence Hotline, and Victim Advocacy program of the District Attorney's office.

Additional Counseling Resources:



In Massachusetts:
Phone: 877-785-2020
TTY: 877-521-2601

Outside Massachusetts:
National Domestic Violence Hotline
800-799-SAFE, 800-799-7233
janedoe.org/

**Additional Jane Doe Resource:
Stalking**

An Address Confidentiality Program is available in Massachusetts: If you are being stalked, you may be eligible for the Address Confidentiality Program (ACP). The ACP serves as a confidential mail forwarding system for victims of domestic violence, sexual assault or stalking. The substitute address is used as the victim's legal residence, as well as work and/or school address. Consequently, government records may be disclosed to the public without identifying the victim's new location.

For more information, call the ACP at 617-727-3261 or 866-SAFE-ADD. You do not have to be in crisis to ask for help! Contact your local domestic and sexual violence program. A trained advocate can talk about safety planning, options for obtaining a 258E Harassment Prevention Order and other available support and resources.

For more information about stalking, your rights, and what you can do to help stop it, visit the National Center for Victims of Crime's Stalking Resource Center at victimsofcrime.org/our-programs/stalking-resource-center.

Policy Addressing General Procedures for Voluntary/Confidential Reporting a Crime or Emergency

Bunker Hill Community College community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Office of Public Safety and Campus Police in a timely manner. Crimes involving sexual violence shall be reported/referred to the College's Title IX Coordinator and shall be addressed pursuant to the College's Policy on Affirmative Action. Due to the sensitive nature of crimes involving sexual violence, victims may choose to confidentially report such crimes. While all Clery Act reportable crimes are accounted for in the annual crime statistics, no personal identifying information of a victim or accused will appear in the *Annual Security Report*.

To report a crime or an emergency from an on-campus phone at the **Charlestown Campus**, call the Office of Public Safety and Campus Police, extension 2222 or, from outside the College phone system, 617-228-2222. When using a cell phone, please remember that 911 will not reach the College Office of Public Safety and Campus Police. The Office of Public Safety and Campus Police recommend the pre-programming of cell phones with emergency phone numbers is a quick way to contact them in an emergency. The Office of Public Safety and Campus Police non-emergency business line is 617-228-2053; the hours of the parking clerk are 8:30 a.m. to 4:00 p.m., Monday through Friday. If you need to have a Police Officer dispatched to your location during their normal shift hours, then you can also call the contract security phone at 617-228-2250.

To report a crime or an emergency from an on-campus phone at the **Chelsea Campus**, call the Office of Public Safety and Campus Police, extension 2222 or, from outside the College phone system at 617-228-2222. The Chelsea Campus is manned Monday through Friday from the hours of 7:00 a.m. to 10:00 p.m., unless otherwise noted by the Chelsea Campus Administration.

Bunker Hill Community College has added additional security measures, by installing emergency phones strategically placed around the inside of campus buildings. These phones are easily identified by the sign posted above them which reads "POLICE/MEDICAL EMERGENCY DIAL 2222." The caller is put in immediate contact with the Office of Public Safety and Campus Police, Facilities, the Nurse, and the Contract Security Company.

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

- Clearly identify yourself
- State where you are calling from
- State briefly the nature of your call

Crimes may also be reported by filing a police report at the Office of Public Safety and Campus Police in room A-200, or by utilizing the "Silent Witness/Tipline" link found on the Office of Public Safety and Campus Police webpage. This link allows for the anonymous reporting of any crime or suspicious activity seen on campus.

Incident Reporting Procedures for Campus Police:

The Office of Public Safety and Campus Police as well as security officers gather as much information as they can on each reported incident through investigation and by obtaining investigatory information and reports from other agencies involved with the investigation of

crime or other emergency response on campus (i.e. Local and state police). Incident reports are submitted to shift supervisors for review and approval and ultimately to the Executive Director / Chief of Police. The Chief or his/her designee coordinates additional follow-up as needed. Officers are required to utilize the campus police incident reporting system to enter reports. Incidents of a severe nature are reported to the Chief of Police and Public Safety immediately, as soon as it is safe to do so. All other incidents occurring after normal business hours require the officer to complete a preliminary report before the conclusion of that shift whenever possible. Initial crime reports are entered and a draft is forwarded to the Executive Director /Chief of Police within 24 hours of the incident having occurred. Follow-up information is added throughout the investigation. All final reports are reviewed by the Director of Public Safety/Chief of Police. Copies of all incident reports are made available to the President, Vice President, Title IX coordinator and other individuals as deemed necessary. Incident report information deemed to be public record will be released in accordance with the Massachusetts Public Records Laws upon request. Information that is not public record, such as names of victims and witnesses, may be redacted prior to release.

To report a crime that occurs at an off-campus location, contact the appropriate local police department. In case of an emergency it is always best to dial 911 and follow the procedures outlined above. To report a crime outside of the jurisdiction of the BHCC campus police see below for a list of business numbers for those departments or agencies that might be able to assist. Included are some important business numbers for the Office of Public Safety and Campus Police and other staff that might be of assistance to you.

| | |
|---|----------------------|
| EMERGENCY (OFF CAMPUS) | 911 |
| FIRE | 911 |
| EMERGENCY (Charlestown & Chelsea CAMPUS) | 2222 or 617-228-2222 |
| Executive Director /Chief of Police | 617-228-2241 |
| Deputy Chief of Police/Director of Operations | 617-936-1993 |
| Parking Clerk | 617-228-2053 |
| Health Services | 617-228-2185 |
| Contract Security | 617-228-2250 |
| Facilities | 617-228-2240 |
| Dean of Students Office | 617-228-2408 |
| Affirmative Action Officer | 617-228-3331 |
| Massachusetts State Police | |
| Leverett Circle | 617-727-6780 |
| Chelsea Police | 617-660-1500 |
| Boston Police (Area 1) | 617-343-4240 |
| Transit Police (EMERGENCY) | 617-222-1212 |
| Boston Fire Headquarters | 617-343-3550 |
| Boston EMS (NON-EMERGENCY) | 617-343-2367 |
| Mass. General Hospital | 617-726-2000 |
| Boston Medical Center | 617-638-8000 |

Disciplinary Sanctions and Procedures

College disciplinary sanctions are detailed in the *Student Handbook* and are published annually on-line. A complete and thorough examination of all policies and procedures can be found in the college's [Guidelines Concerning Sexual Violence \(Student handbook\)](https://www.bhcc.edu/handbook/).

<https://www.bhcc.edu/handbook/>

All allegations of sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking will be investigated. Consistent with Massachusetts General Law and the Commonwealth's Policy on Affirmative Action, Equal Opportunity, and Diversity (Section L, I, (b) (c)) the complaint procedure will be conducted as confidentially as possible and the college will investigate and respond to anonymous complaints to the extent possible. The disciplinary and law enforcement investigations, are interrelated, and may occur simultaneously, and may involve sharing of information and resources. However, both investigations involve separate procedures and standards of proof and one process does not depend on the other process and may continue separately. Both the accuser and the accused will have equal opportunity to appeal disciplinary sanctions under due process.

Investigations will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

As a public institution, the College must provide due process to students accused of sexual misconduct, domestic violence, dating violence, and stalking while also ensuring the complainants protections under Title IX. The disciplinary hearing shall take place as soon as possible after the filing of the initial report taking into consideration the need to conduct a timely investigation. Proceedings will provide a prompt, fair and impartial investigation and resolution.

The campus student disciplinary procedures are clearly defined in the Bunker Hill Community College Code of Conduct published annually online and in the *Student Handbook*. Sexual offenses and sexual assault are addressed specifically in the policy consistent with the Guidelines Concerning Sexual Violence described herein, and addresses alleged offenses regardless of where the offense occurred. A survivor cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

- 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 the final results to both the accuser and the accused will be made in writing in the same manner and in the same time frame. This notification does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). The outcome of the disciplinary proceeding means only the College's determination with respect to the alleged offense and any sanction that is that is imposed against the accused.
- In the case that an alleged survivor/accuser dies as a result of a crime, the alleged accuser's next of kin will be notified of the results of any disciplinary proceedings.

An employee or student who commits an act of sexual violence may be subject to criminal prosecution and will be subject to disciplinary action by the College, up to and including expulsion and/or termination of employment.

Consistent with the commonwealth's policy on Affirmative Action, Equal Opportunity & Diversity, the college reserves the right to suspend a student on an interim basis when it reasonably concludes that a student; (a) poses a threat to health of 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 student of the specific reason(s) for the interim action. During a students' interim suspension, the college reserves the right to prohibit the student from entering upon the college's property or participating in any college activities absent written authorization from an appropriate college official.

Notice of Nondiscrimination

Bunker Hill Community College is committed to the principles of fairness and respect for all, as well as providing a secure campus environment that is free from discrimination. Bunker Hill Community College does not discriminate in its admission, financial aid, education programs, athletic or other activities, or in the terms and conditions of employment, on the basis of race, color, age, ethnic or national origin or ancestry, sex, pregnancy, physical or mental disability, sexual orientation, religion, gender identity or expression, genetic information, veteran or military status, membership in the Uniformed Services, and all other categories protected by applicable state and federal laws, in accordance with Title IX of the education Act Amendment of 1972, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable federal and state laws. Furthermore, any form of harassment based on protected categories is strictly prohibited. Harassment includes but is not limited to actions based upon race, color, age, ethnic or national origin or ancestry, sex, pregnancy, physical or mental disability, sexual orientation, religion, gender identity or expression, genetic information, veteran or military status, or membership in the Uniformed Services.

Depending upon the circumstances, examples of unlawful discrimination and/or harassment may include the following:

- Epithets, slurs, negative stereotyping, jokes, or threatening or intimidating acts concerning a person being in a legally protected category
- Verbal abuse or use of derogatory words concerning a person being in a legally protected category
- Denying an employee a promotion, or denying a student an opportunity to participate in an academic opportunity, because he or she is in a legally protected category
- An open display of objects or pictures designed to create a hostile working or learning environment based on a person's being in a legally protected category

Counselors and Confidential Crime Reporting

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 campus security authorities and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of

policy, if Bunker Hill Community College had professional counselors and pastoral counselors they would be encouraged, to inform persons being counseled of the procedures to report crimes on a voluntary basis in order to maintain personal and public safety for inclusion into the annual crime statistics. Please note that counselors who act as part of any “Sexual Assault Response Team” are considered CSA’s and are mandatory reporters. Confidentiality cannot be guaranteed in this case.

Reporting to Other Campus Security Authorities (CSA)

While Bunker Hill Community College prefers that community members promptly report all crimes and other emergencies directly to the Office of Public Safety and Campus Police, we also recognize that some may prefer to report to other individuals or College offices. Under this law, “Campus Security Authorities” (CSAs) are mandated to report crimes brought to their attention for immediate action by the Office of Public Safety and Campus Police and for inclusion in the Annual Security Report.

A Campus Security Authority is an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

The following are Campus Security Authorities (CSAs) for Bunker Hill Community College:

- Bunker Hill Community College Police and Public Safety Department
- Associate Vice President(s)
- Bunker Hill Community College Dean(s)
- Bunker Hill Community College Director(s)
- Bunker Hill Community College Athletic Coaches
- Bunker Hill Community College Club Advisors

If a report or suspicion of crime is made to a CSA, a crime report will be filled out at Office of Public Safety and Campus Police.

Implementation of Affirmative Action Policy

The implementation of an effective affirmative action policy is ultimately the responsibility of the President of each Community College. The President will direct the Affirmative Action Officer to coordinate the overall development, administration and monitoring of all affirmative action programs, policies, procedures and regulations. The Affirmative Action Officer will report directly to the President or his/her designee, and will bear responsibility for the preparation and execution of all affirmative action policies and programs.

Consistent with all collective bargaining and non-unit employee agreements, each supervisor will seek to ensure that affirmative action and equal opportunity are integrally tied to all aspects of any recruitment, hiring, training or advancement related decisions to which they are a party. They will be aware of goals and will consult with the Affirmative Action Officer prior to and in the course of such actions.

Affirmative Action Officer and Title IX Coordinator

See “Definition” Section of this Policy for Affirmative Action Officer and Title IX Coordinator contact information.

a. Affirmative Action Officer

The Affirmative Action Officer (“AAO”) shall have the task of infusing affirmative action into all aspects of the College. He/she shall be responsible for the development, administration and evaluation of affirmative action policies, procedures, programs and goals; serve as monitor of local, state and federal laws and regulations relating to affirmative action and equal opportunity and compliance thereof; and administer to all segments of the College - students and employees.

The AAO will analyze the College’s work force composition. The AAO may also analyze specific work areas or divisions within the College to determine if under-utilization of any protected group exists. The development of goals and timetables to correct any identified under-utilization shall be the responsibility of the AAO with input from the appropriate administrative officers. Although the basic responsibility for implementation of the affirmative action/equal opportunity program necessarily rests with the administrative officers of the College, the Affirmative Action Officer is responsible for providing advice and assistance.

The AAO shall be an ex-officio member of the Affirmative Action Committee and shall facilitate this Policy’s Complaint Procedures.

b. Title IX Coordinator

The College shall employ a Title IX Coordinator. The Title IX Coordinator may also serve as the College’s AAO. The College’s Title IX Coordinator has the primary responsibility of coordinating the College’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits all Title IX Offenses in all College operations, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The Title IX Coordinator shall be adequately trained to perform her/his duties, including understanding the legal aspects of Title IX, conducting investigations of Title IX Offenses, administering an investigative process that protects the safety of victims and promotes accountability and providing campus-wide training to members of the College community.

Members of the College community should contact the Title IX Coordinator in order to:

- seek information or training about students’ and employees’ rights and courses of action available to resolve complaints that involve Title IX Offenses;
- file a complaint or make a report of a Title IX Offense;
- notify the College of an incident that may raise potential Title IX concerns;

- provide information about available resources; and
- periodically evaluate and review the College's policies and procedures related to Title IX Offenses.

The Title IX Coordinator's functions and responsibilities include:

- Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX;
- Provide leadership, direction and supervision for all activities and personnel of the Title IX program including consulting with relevant policy-making bodies and senior personnel for the purpose of advising, clarifying and identifying necessary action to eliminate sex discrimination in all educational programs and activities, to ensure that access to facilities, opportunities, and resources is gender equitable throughout the College;
- Provide ongoing training, consultation, and technical assistance on Title IX for all students including: students' rights under Title IX, identifying behaviors that constitute Title IX Offenses ; how to report Title IX Offenses ; reporting options; understanding the College's Policy Against Sexual Violence and Policy on Affirmative Action's Complaint Procedure; the potential consequences for violating College policies; the role of alcohol and/or drug use; amnesty; consent; the importance of seeking prompt medical attention; prohibition against retaliation; and Bystander Intervention training;
- Provide ongoing training, consultation, and technical assistance on Title IX for all employees in areas including: how to identify and report Title IX Offenses; the College's responsibilities to address Title IX Offenses; recognizing warning signals; reporting Title IX Offenses to appropriate College officials; and information regarding confidential reporting options.
- Provide ongoing training, consultation, and technical assistance on Title IX for all Responsible Employees including: understanding their reporting obligations; confidentiality; students' rights and remedies; and available student services.
- Develop, implement and coordinate campus and/or school-based strategic efforts aimed at the prevention of sexual violence and other forms of sex discrimination;
- Develop and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the College community of Title IX rights, responsibilities and resources both within and external to the College;
- Oversee prompt, effective, and equitable intake, investigation, processing, issuing of findings of fact, and timely resolution of all Title IX Offenses made known to responsible employees and/or reported or filed by students, faculty, employees, third parties, or by members of the broader community;

- Provide appropriate notice of an investigation; determine the extent of an investigation; oversee investigation efforts; ensure provision of initial remedial actions; assure compliance with timelines; deliver appropriate notice of charge, notice of investigation, notice of outcome, duty to warn, and remedies, and provide a repository for and source of institutional record-keeping;
- Provide guidance and assistance to alleged victims of Prohibited Conduct, including referral to support resources, notice of right to file internal grievances, notice of the right to grieve to the US Department of Education Office for Civil Rights, and notice of the right to report incidents to law enforcement;
- Organize and maintain grievance files, disposition reports, and other records regarding Title IX compliance, including annual reports of the number and nature of filed complaints and the disposition of said complaints, data collection, climate assessment, pattern monitoring; and
- Serve as principal contact for government inquiries pursuant to Title IX.

The College's Affirmative Action Officer and Title IX Coordinator is Nahomi Carlisle, Associate Vice President and Chief Equity and Compliance Officer. She may be contacted at 250 New Rutherford Avenue, Room A307, Boston, MA 02129, by emailing nahomi.carlisle@bhcc.edu or calling 617-228-3311.

Dissemination of Affirmative Action Policy

The Affirmative Action Policy will be widely distributed and discussed within the College Community. A copy of the Policy will be distributed to every major work area at each College and a copy will be maintained in the Library and the Affirmative Action Office. Copies of the Policy will be made available on the College Website and upon request to any student, employee, and applicant for student status or for employment or member of the community. The Policy is available upon request from the College's Affirmative Action Officer and on the College's website. Colleges may implement procedures requiring employees to annually confirm their receipt of this Policy.

In accordance with state and federal requirements, the following notice will be included in all vacancy postings and other appropriate college publications, contracts, solicitations for bids, purchase orders, websites and leases:

Bunker Hill Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be

referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Additional Resources/Links:

[Policy Against Sexual Harassment](https://www.bhcc.edu/eo/sexualharassmentguidelines/)

<https://www.bhcc.edu/eo/sexualharassmentguidelines/>

[Guidelines Concerning Sexual Violence](http://bhcc.edu/eo/guidelinesconcerningsexualviolence/)

<http://bhcc.edu/eo/guidelinesconcerningsexualviolence/>

[Affirmative Action and Equal Opportunity Policy](https://www.bhcc.edu/media/03-documents/2015-EEO-Policy-PAA-Final-Version-With-BHCC-Customization---updated-June-2018.pdf)

<https://www.bhcc.edu/media/03-documents/2015-EEO-Policy-PAA-Final-Version-With-BHCC-Customization---updated-June-2018.pdf>

Sex Offender Program Information

Policy Addressing Sex Offender Registration

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

How to Inquire

Members of Bunker Hill Community College community may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone 800-936-3426 or state.ma.us/sorb.

For a complete list of all registered Level 2 or Level 3 sex offenders who may attend or work at the College, you may contact the Office of Public Safety/Campus Police at room A-200 and complete the Sex Offender Information Request Form. You may also contact your local police department or the Sex Offender Registry Board, P.O. Box 4547, Salem, MA 01970-4547, (978) 740-6400.

Penalties for Improper Use of Sex Offender Registry Information

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who uses information disclosed pursuant to M.G.L. C. 6, §§ 178C-178P for such purposes shall be punished by not more than two and one half (2½) years in a house of corrections or by a fine of not more than one thousand dollars (\$1000.00) or both (M.G.L. C. 6, § 178N). In addition, any

person who uses Registry Information to threaten to commit a crime may be punished by a fine of not more than one hundred dollars (\$100.00) or by imprisonment for not more than six (6) months (M.G.L. C. 275, § 4).

Definitions of Reportable Hate Crimes

The Office of Public Safety and Campus Police reports hate crimes as any occurrence of criminal homicide, sex offences, robbery, aggravated assault, burglary, motor vehicle theft, arson, intimidation, vandalism, simple assault and any other crime involving bodily injury, as reported to the Office of Public Safety and Campus Police where the evidence suggests that the victim was intentionally selected because of the perpetrator's bias. These crimes are defined as follows according to the FBI's Uniform Crime Reporting Hate Crime Collection Guidelines:

- **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 that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (This includes all cases of motor vehicle theft in which automobiles are taken by persons not having lawful access even though the vehicles are later abandoned; this is often called "joyriding.")
- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.
- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples of larceny-theft include, but are not limited to: pocket-picking, purse-snatching, shoplifting, theft from building, theft from coin-operated machine or device, theft from motor vehicle, and theft of motor vehicle parts or accessories.
- **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.
- **Destruction/Damage/Vandalism of Property** (Except "Arson"): To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Simple Assault:** An 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 laceration or loss of consciousness.
- **Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape:** 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 the consent of the victim.
 - **Fondling:** The touching of the private body parts of another person for the purpose 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 or physical incapacity.
 - **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

- **Domestic violence:** Includes felony or misdemeanor crimes of violence committed by
 - a current or former spouse or intimate partner of the victim
 - a person with whom the victim shares a child in common
 - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
 - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA)
 - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

- **Dating violence:** Means violence by a person
 - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and
 - frequency of interaction between the persons involved in the relationship.

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.

- **Hate Crime:** A crime in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived age, race, color, religion, national origin, ethnicity, gender, gender identity, disability, or sexual orientation of any person.

Hate Crime Classifications

Characteristics or groups of persons protected from discrimination by law and under this Policy, including:

- a. Age - Persons 40 years of age or older.
- b. Color - Variations in skin tone among persons of the same race.
- c. Disability - A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Examples include, but are not limited to, the following: Acquired Immune Deficiency Syndrome (AIDS), Alcoholism; Asthma; Blindness or other visual impairments; Cancer; Cerebral palsy; Depression; Diabetes, Epilepsy; Hearing or speech impairments; Heart Disease; Migraine Headaches; Multiple sclerosis; Muscular dystrophy; Orthopedic impairments; Paralysis; Thyroid gland disorders; Tuberculosis; loss of body parts.
- d. Ethnicity - See National Origin.
- e. Gender - A person's sex, either male or female.
- f. Gender Identity - Gender identity is a term that covers a multitude of sexual identities including, but not limited to, transgender individuals, who are persons whose gender identity or gender presentation falls outside of stereotypical gender norms.
- g. Genetic Information - Any written, recorded individually identifiable result of a genetic test or explanation of such a result or family history pertaining to the presence, absence, variation, alteration, or modification of a human gene or genes.
- h. National Origin - A "national origin group" or "ethnic group" is a group sharing a common language, culture, ancestry, and/or other similar social characteristics.
- i. Persons of Color - Members of the following racial classifications: Black, American Indian/Native Alaskan, Asian/Pacific Islander, and Hispanic/Latino.
- j. Race - Discrimination laws do not contain a definition of "race," but are interpreted to prohibit discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features, and on the basis of stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups. All individuals, including persons of more than one race and the following racial classifications, are protected from discrimination:
 - Black: All persons having origins in any of the Black racial groups of Africa.
 - White (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

- Hispanic/Latino: All persons of Mexican, Puerto Rican, Cuban, Central, Latin or South American or other Spanish culture or origin, regardless of race.
 - Cape Verdean: All persons having origins in the Cape Verde Islands.
 - Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands, including, for example, the areas of China, India, Japan, Korea, the Philippine Islands and Samoa.
 - American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- k. Religion - “Religion” and “creed” have the same or equivalent meaning: all religious and spiritual observances, practices, and sincerely held beliefs.
- l. Sexual Orientation - Actual or perceived heterosexuality, homosexuality or bisexuality, either by orientation or by practice.
- m. Veteran - Any person who is a member of, applies to perform, or has an obligation to perform, service in a uniformed military service of the United States, including the National Guard.

If at any time subsequent to the implementation of this Policy, additional protected classifications are established under applicable law, individuals in those classifications shall be protected against discrimination under this Policy.

BUNKER HILL COMMUNITY COLLEGE

CHARLESTOWN 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.

| OFFENSES | 2020 | | | 2021 | | | 2022 | | |
|-----------------------------------|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|
| | 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 |
| SEX OFFENSES | | | | | | | | | |
| <i>Rape</i> | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <i>Fondling</i> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| <i>Incest</i> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <i>Statutory Rape</i> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 1 | 0 | 0 | 4 | 0 | 0 | 0 | 1 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA OFFENSES | | | | | | | | | |
| 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 |
| ARRESTS | | | | | | | | | |
| Weapon Law Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Drug Law Violation | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Alcohol Law Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| REFERRALS | | | | | | | | | |
| Weapon Law Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Alcohol Law Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Public Property also includes statistics from the MBTA – Community College Station

| OFFENSES | 2020 | | | 2021 | | | 2022 | | |
|---|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|
| | On-Campus | Public Property | Non-Campus | On-Campus | Public Property | Non-Campus | On-Campus | Public Property | Non-Campus |
| HATE CRIMES | | | | | | | | | |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SEX OFFENSES | | | | | | | | | |
| 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 | | | | | | | | | |

Note: In the years 2020, 2021 and 2022 there were no hate crimes reported

BUNKER HILL COMMUNITY COLLEGE

CHELSEA 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.

| OFFENSES | 2020 | | | 2021 | | | 2022 | | |
|-----------------------------------|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|
| | 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 |
| SEX OFFENSES | | | | | | | | | |
| <i>Rape</i> | 0 | 3 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| <i>Fondling</i> | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 |
| <i>Incest</i> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <i>Statutory Rape</i> | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 | 0 |
| Burglary | 0 | 1 | 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 |
| VAWA OFFENSES | | | | | | | | | |
| Domestic Violence | 0 | 1 | 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 |
| ARRESTS | | | | | | | | | |
| 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 |
| REFERRALS | | | | | | | | | |
| 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 |

| OFFENSES | 2020 | | | 2021 | | | 2022 | | |
|---|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|
| | On-Campus | Public Property | Non-Campus | On-Campus | Public Property | Non-Campus | On-Campus | Public Property | Non-Campus |
| HATE CRIMES | | | | | | | | | |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SEX OFFENSES | | | | | | | | | |
| 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 | | | | | | | | | |

Note: In the years 2020, 2021 and 2022 there were no hate crimes reported.

Emergency Response and Evacuation Procedures

Bunker Hill Community College treats every potential emergency on a case by case basis. A team of administrators determines when to notify the community of a pending emergency or need to evacuate the campus based on a number of criteria including but not limited to:

- Proximity to the campus
- Immediacy of the threat
- Type of Emergency (i.e. Active Shooter; Hazmat spill, etc.)
- Confirmation of emergency by First Responding units (Campus Police, Security, etc.)
- Etc.

When any of these instances (or others) exist, Bunker Hill will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system as detailed below, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

BHCC's Emergency Operations Plan is available to the entire campus through either the Campus Police section of the website, or, for staff and faculty through the campus Intranet.

Emergency Notification methods available at Bunker Hill Community on both the Charlestown and Chelsea campuses are:

- 1) **Paging System Notification** – At the direction of the President, Vice President and CFO or designee, the Telecommunications Manager or designee:
 - Activates the College paging system and sends a verbal page regarding the emergency. The page plays on the College's overhead speaker system and also on the speaker of all College phones, and;
 - Creates a text message through the paging system that appears on the screen of all College office phones notifying of the emergency.
- 2) **College-wide Voice Message Notification** – At the direction of the President, Vice President and CFO or designee, the Telecommunications Manager or designee records a voicemail message that goes to each phone extension on the Charlestown and Chelsea Campuses. A red notification light will appear on the handset of each phone to notify the faculty/staff member of the emergency.
- 3) **Main College Message for Incoming Callers**– At the direction of the President, Vice President and CFO or designee, the Telecommunications Manager or their designee will change the incoming message to reflect the emergency, which will override the existing incoming College message.
- 4) **College-wide E-mail Notification** - At the direction of the President, Vice President and CFO or designee.
- 5) **College-wide Phone Text Message Notification** – At the direction of the President, Vice President and CFO or designee, the Telecommunications Manager or designee.

- 6) **Notification Signage** – At the direction of the President, Vice President and CFO or designee the Director of Public Safety/Chief of Police will direct Public Safety Personnel to post notification signs at all entrances to Bunker Hill Community College indicating the nature of the emergency.

Information will be disseminated to the community unless that information will compromise efforts to contain the emergency.

Testing of these notification systems are completed at least bi-annually.

To view the Emergency Evacuation Procedures or to view the BHCC Public Safety website, please click the links below:

<https://www.bhcc.edu/publicsafety/>

<https://www.bhcc.edu/emergency/>

Drills, Exercises and Training

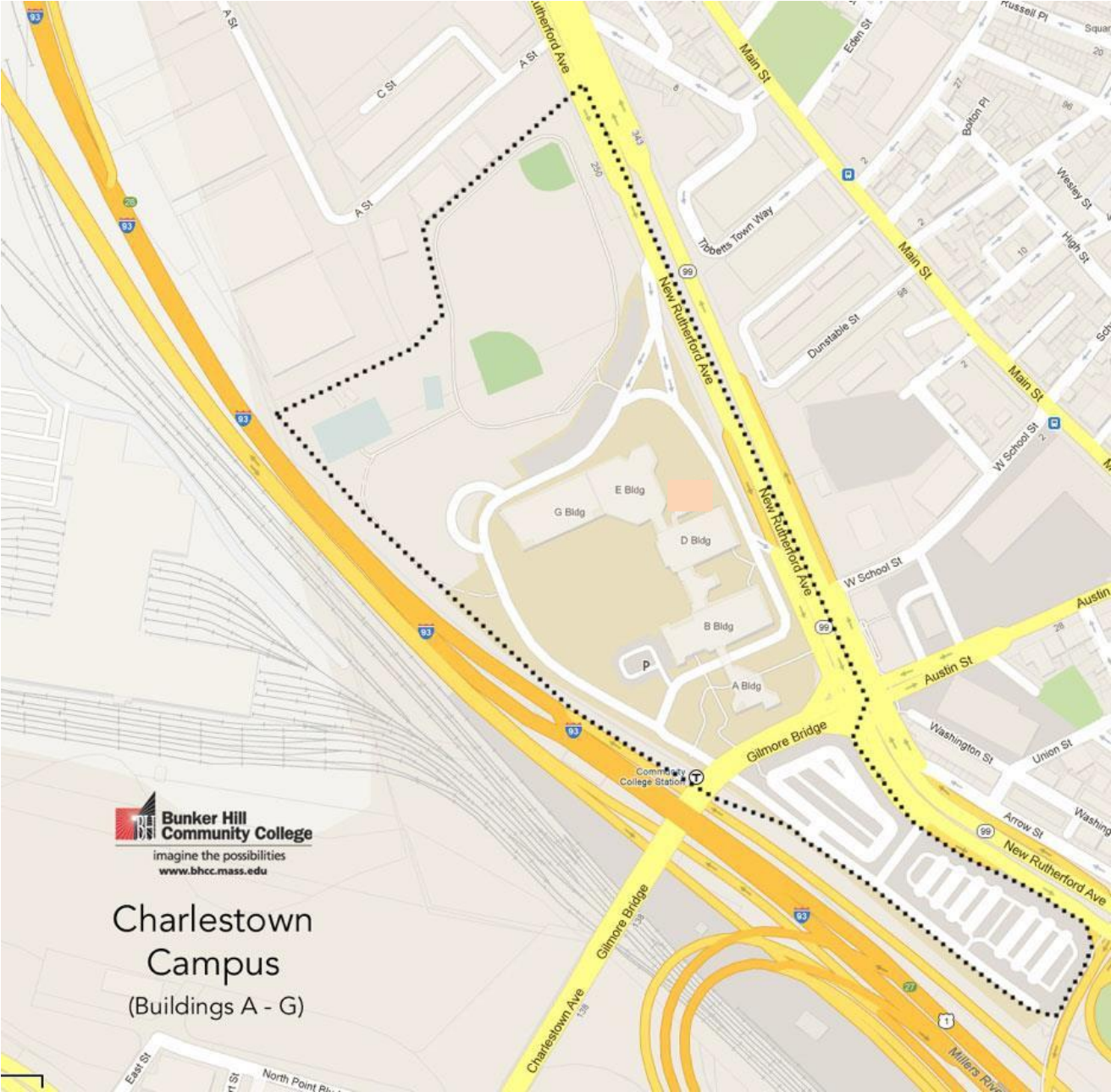
Bunker Hill Community College annually conducts an emergency management exercise to test emergency procedures and preparedness. The scenarios for these exercises change from year to year, and include departments from across campus as well as external agencies such as the Massachusetts State Police, Boston Police, Boston Fire Department and Boston's Office of Emergency Management.

To ensure the College's emergency management plans remain current and actionable, the College will conduct an emergency management exercise, at a minimum of once yearly. These exercises may include tabletop drills; emergency operations center exercises or full-scale emergency response exercises. The College also conducts after-action reviews of all emergency management exercises to ensure continual refining and improvement in response.

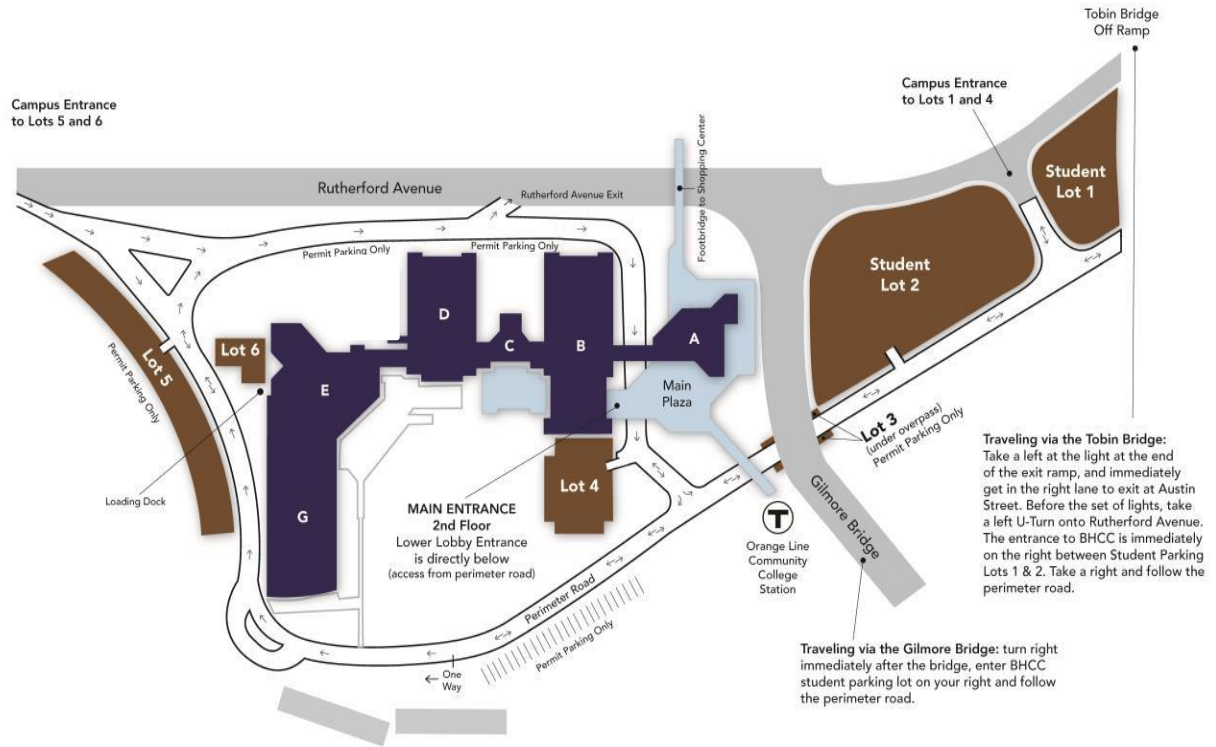
In conjunction with at least one emergency management exercise each year, the College will notify the Bunker Hill Community College community of the exercise and remind the community of the information included in the College's publicly available information regarding emergency response procedures.



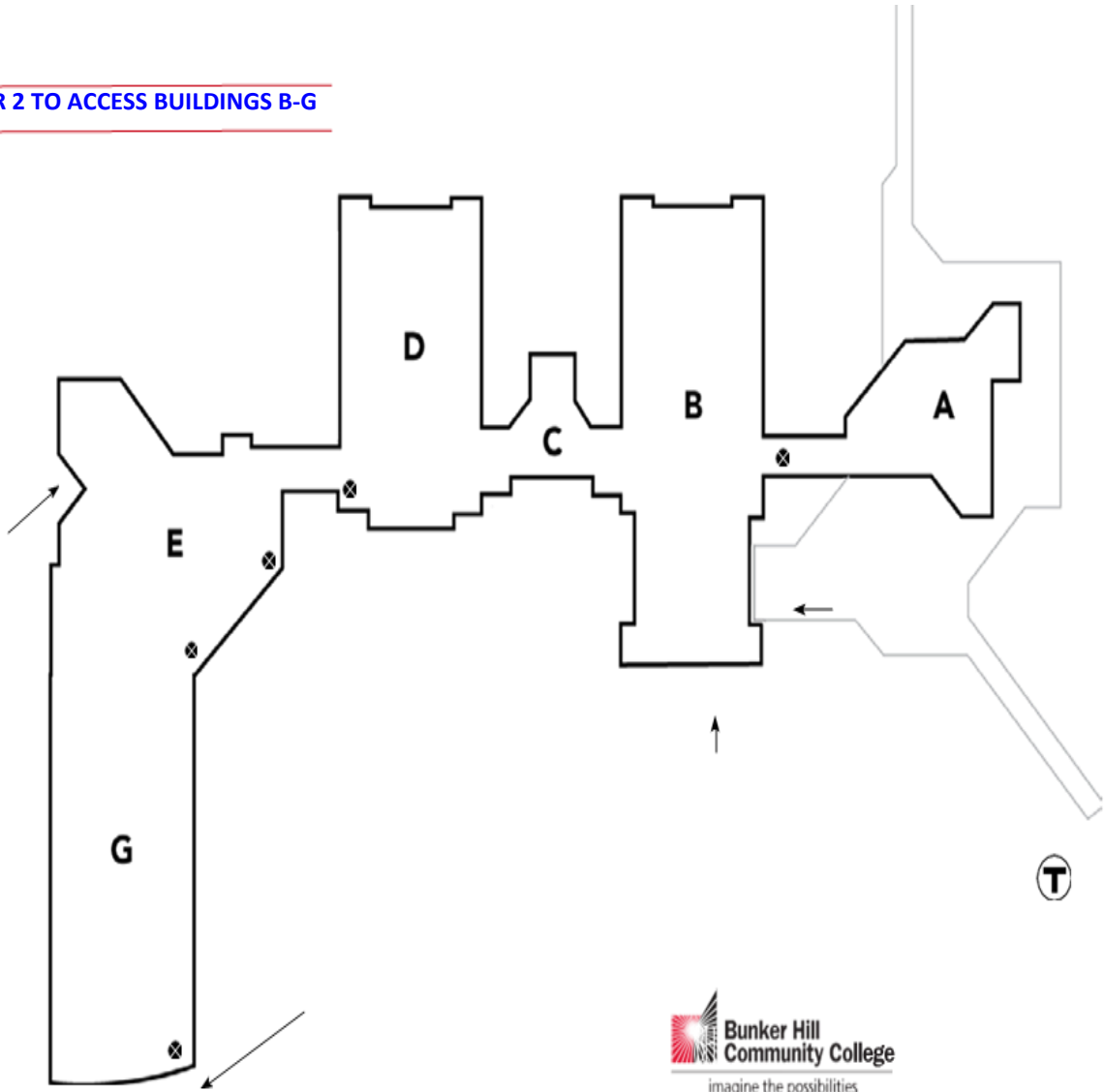
Campus Maps

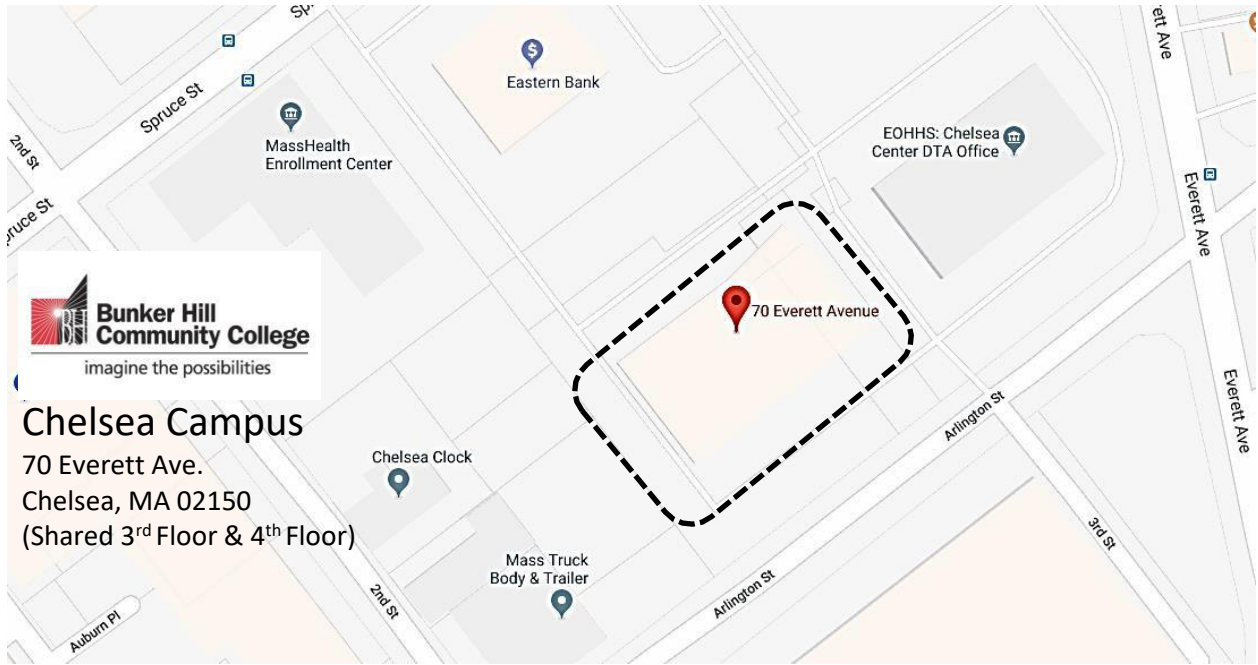


Charlestown Campus Map



USE FLOOR 2 TO ACCESS BUILDINGS B-G







<https://www.bhcc.edu/publicsafety/>

The Charlestown Campus

250 New Rutherford Ave.
Boston, Massachusetts 02129-2995
Telephone: 617-228-2000
TTY: 617-228-2051

The Chelsea Campus

70 Everett Ave
Chelsea, MA 02150
Telephone: 617-228-2101