Bunker Hill Community College
Police Department

bhcc.edu/publicsafety
Questions/Concerns
How to contact us in person:
Charlestown Campus A-200 (Entrance on the Main Plaza)

By phone:
Business Line: 617-228-2053
Emergency: 617-228-2222 or dial 2222 from internal phone
Chief’s Message

The Bunker Hill Community College Police Department (BHCCPD) seeks to improve the quality of life for all people on the college campus through the deliverance 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 while working with diverse communities to improve the quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

The success of our department depends upon the true partnership between our police department and the diverse population of students, faculty, and staff that comprise the college community – a partnership built upon mutual respect, responsibility and participation. It is our duty to maintain peace and order within a safe and secure community environment so the BHCCPD may provide a campus where academic excellence can be nurtured. BHCCPD is an important part of higher education and we are committed to maintaining a safe learning environment free from disruptive behavior or dangerous and threatening conditions.

Our commitment and core values include but are not limited to dedication, pride, and professionalism. The BHCCPD will do all we can, within our jurisdiction and authority, to protect and assist any college member or visitor with any problem that affects the safety and/or security of life or property.

The BHCCPD takes great pride in being accountable and accessible to the unique and diverse needs of the College community. We place a high value upon teamwork, and expect our officers to act as role models and leaders in all they do. We recognize we are in an ever-changing environment and therefore continuously evaluate the quality, efficiency and appropriateness of our efforts and welcome feedback as an opportunity to improve.

In order to provide efficient and effective service to our College community, the BHCCPD is fully committed to building and maintaining meaningful partnerships within the campus, throughout the adjoining neighborhoods and with all relevant local, state and federal law enforcement agencies.

On behalf of the men and women of the BHCCPD, I thank you for your continued support. Through your involvement, I am confident our department will continue to provide Bunker Hill Community College with an unsurpassed level of safety.

Sincerely,

Chief Robert A. Barrows
About Us

Quick Facts

♦ The BHCCPD is made up of academy trained and sworn police officers with arrest powers, just like any other city/town police department.

♦ BHCCPD conducts annual mandatory in-service training and firearms qualifications as well as additional training throughout the year. Such as: Fair and Impartial Policing, Mental Health First Aid, Transgender Awareness Training and ICAT (Integrating Communications Assessment and Tactics).

♦ Officers specialize in areas such as Firearms Instructor, Armorer, Defensive Tactics Instructor, Sexual Assault Investigator, R.A.D. Instructor, Active Shooter Response Instructor, Bicycle Unit, etc.

♦ In addition to the Police Officers, the Department also has two Dispatchers and an Administrative Assistant.

Additional information about the department can be found at bhcc.edu/publicsafety
General Information

Office Information
Charlestown Location A200
Chelsea Location Room 408

Office Phone 617-228-2053

Emergency Phone 617-228-2222

Campus Hours
Charlestown
Monday–Friday 6 a.m.-10 p.m.
Saturday–Sunday 8 a.m.-4 p.m.

Chelsea
Monday–Friday 7 a.m.-Close
Saturday–Sunday 8 a.m.-Close

Hours are subject to change and vary by semester.

Campus is closed during certain holidays, school breaks and weather emergencies.

Be Informed!
SIGN UP FOR THE EMERGENCY ALERTS
bhcc.edu/alertsignup or text BHCCAlert to 226787
Services We Offer

Police Safety Escort
A safe escort to the MBTA or your vehicle

Child Car Seat Installation

RAD (Rape Aggression Defense)
Emergency Procedures
Intranet - Faculty/Staff information & videos
Daily Crime Log

Active Shooter Awareness Training

Ask A Cop

Silent Witness Tip Line
Community Events

The information in this booklet has been compiled by the Bunker Hill Community College Police Community Engagement & Crime Prevention Unit.
Emergency Procedures

Escape if safe to do so.
- If you know location of assailant, consider escaping if a safe route is available.

If unsafe to escape:
- Look and barricade doors.
- Turn off lights and close blinds.
- Keep out of sight and take adequate cover behind concrete walls, thick desks or file cabinets.
- Silence cell phones, radios and televisions.
- Do not leave your classroom/work space until notified via BHCC alert or a building coordinator or BHCC police/Security.

If an armed intruder comes into your office or classroom:
- If possible, identify an escape route behind you.
- If flight or escape is impossible and there are no other options, make a personal choice to negotiate with or overpower the armed intruder.

Fire
- Walk to nearest exit; do not use elevators.
- Activate the nearest fire alarm or call 911.
- If caught in smoke, crawl to nearest exit.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt, towel or scarf.
- Assist persons with disabilities/special needs and direct emergency responders to location of disabled or trapped persons.
- Meet at designated assembly areas.
- Move away from building entrances.

Power Outage
- Remain calm and follow directions of BHCC police.
- Secure all experiments, unplug all electrical equipment, turn off light switches, and shut off lab equipment.
- Do not use candles or other types of flame for lighting.
- Fully close fume hoods.
- If trapped in an elevator, do not pry open elevator doors. Use the emergency phone to contact campus police.

Severe Winter Storm
- The public will be notified via radio, TV, BHCC Alert, Twitter, Facebook and the College website if the College plans to close or close early.
- Stay safe, warm, dry and calm.
- Do not drive unnecessarily.
- Dress warmly enough to prevent frostbite and hypothermia.
- Do not go outside unless absolutely necessary.
- When shoveling snow, do not overtax your physical abilities; take frequent breaks.

Suspicious Activities and Packages
- Always report unusual or suspicious activity to the BHCC police/security department. Call ext. 2222 or 617-228-2222.
- Alert others in the area.
- If you see a suspicious package, do not open or shake it.
- Do not pick up or carry suspicious packages or show them to others.
- Do not sniff, touch or taste suspicious items.
- Leave the area and prevent others from entering.

Medical Emergency
- Activate Emergency Medical Services by calling ext. 2222, 617-228-2222 or 911.
- If trained, administer First Aid or CPR or utilize an automated external defibrillator (AED) as needed.
- If not trained, remain calm and direct first responders to the incident.
- Reassure the victim that help is on the way.

Hazardous Materials/Chemical Spills
- Alert people to evacuate the immediate spill area.
- Alert the BHCC police department.
- Avoid breathing vapors from spilled chemicals or substances.
- If personally contaminated, seek eye wash and/or emergency shower.
- If clothing or footwear is contaminated, remove if possible before leaving the area of the spill.
- Do not attempt to clean up the spill on your own. Leave it to the experts.
- Do not operate any electrical devices, phones (including mobile), appliances, light switches or equipment with open flames, within spill area.
- Re-enter area only when directed by authorities.

EMERGENCY TEXT ALERTS
Register to receive BHCC Emergency Text Alerts at bhcc.mass.edu/emergency
Learn about BHCC safety guidelines and security procedures. Remain alert and aware of your surroundings.

BHCC Emergency - 617-228-2222 • Fire Emergency - 911
Safeguarding your Personal Property

Do Not Leave Your Belongings Unattended

♦ Bags, wallets, textbooks, phones, tablets, laptops, etc.
♦ Keep all valuable portable electronics close to you at all times or store them in a secure location.
♦ Record serial numbers and detailed model information of high-end items.

Always Remember to Lock Your Vehicle

♦ Remove device mounts and their marks from the windshield.
♦ Remove electronic cables from view.

Do Not Share Personal or Banking Information with Strangers

♦ Identifying information such as your Date of Birth, Address, Social Security Number, any account numbers, etc.
♦ Be wary of IRS, SSN and other phone scams that ask for this.

Restricted Access Areas

♦ Do not prop open emergency exit doors.
♦ Do not tamper with or obstruct surveillance and alarm equipment.
♦ Do not prop open doors such as Honors Room, Labs, and anything that has restricted use.

Taking a Break?

If you are leaving your study area, take all your belongings with you.
Avoid being a victim to theft – DO NOT leave your belongings behind!
Disciplinary Offences

◊ STUDENTS ARE SUBJECT TO DISCIPLINARY ACTION AND/OR POLICE ACTION FOR VIOLATION OF THE STUDENT CODE OF CONDUCT AND/OR ALL STATE AND FEDERAL LAWS.

This includes but is not limited to:

• Failure to comply with the directions/orders of a police officer or college official, including failure to identify yourself when requested to do so and/or providing false information.

• Any type of harassment, threats, violent acts, domestic violence.

• Any breach of peace such as being disruptive in class or disturbing the normal functions of the College

• Any type of larceny/theft or attempt to commit such crime.

• Unauthorized use of a fire alarm or other fire equipment.

• Possession of any dangerous weapons on campus.

• Creating or false reporting of bombs or other dangerous devices.

• Use, possession, or distribution of any drugs or controlled substance.

• Alcohol, marijuana, heroin, narcotics, etc.

• Smoking any tobacco products/e-cigarettes/vaporizers/inhalers inside the campus buildings or near any entrances to the buildings.

• Any destruction of college or personal property.

• Trespassing on any college property after notice.

• Violation of any other policies or laws not mentioned here, whether on campus or off campus.

We work closely with numerous other police agencies.
For more information visit, bhcc.edu/handbook/behaviorpolicies

Marijuana/Alcohol

◊ USE OR POSSESSION OF MARIJUANA/ALCOHOL IS STRICTLY PROHIBITED ON ANY BUNKER HILL COMMUNITY COLLEGE PROPERTY.

On December 15, 2016, Massachusetts passed a law making marijuana legal under certain guidelines:

• BHCC is on state property, therefore, we follow and enforce federal drug laws.

• Drug use/possession on BHCC property is also against the BHCC Behavior Policies.

More in-depth information about adult use of marijuana in Massachusetts can be found at mass.gov/info-details/marijuana-in-massachusetts-whats-legal#adult-use
Title IX

What is Title IX?
Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs that receive federal financial assistance. Gender-based discrimination, sexual harassment and acts of sexual violence such as rape, sexual assault, sexual exploitation, dating violence, domestic violence and stalking are all forms of sex discrimination prohibited by Title IX and BHCC policy.

What is a Title IX Coordinator?
The Title IX Coordinator is responsible for administering College policies and BHCC’s discrimination complaint procedure concerning all Title IX Offenses. The College’s Interim Title IX Coordinator is Cheryl Cephas, and she may be contacted at Room H193, Charlestown Campus, by calling (617) 228-3331 or via email at ccephas@bhcc.edu

Definitions

Gender-Based Discrimination
- Unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes

Sexual Harassment
- Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature

Sexual Violence
- Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent such as rape, sexual assault, sexual exploitation
- Includes dating or domestic violence and stalking

Consent
- Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Silence or absence of resistance does not imply consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. This includes impairment or incapacitation due to alcohol or other drug consumption, or being asleep or unconscious. Further, there is no consent if a person is younger than sixteen years old (the age of consent in Massachusetts).

For more information, visit bhcc.edu/equitydiversityinclusion/studentguidetotitleix
Students are encouraged to utilize the Shuttle Bus for transportation to and from H-Building & Chelsea Campus

The shuttle bus is FREE to students and staff/faculty. The shuttle schedule is subject to change each semester. Make sure to always check the schedule for up to date times. Be sure to allow ample time to get to class from each campus.

Shuttle information: bhcc.edu/shuttleschedule
Additional Information

Helpful Links

BHCC Police
bhcc.edu/publicsafety
facebook.com/bhccpd
twitter.com/bhccpd
instagram.com/bhccpd

Emergency Alerts and Procedures
bhcc.edu/emergency
bhcc.edu/alertsignup

Parking and Shuttle Information
bhcc.edu/parking
bhcc.edu/publicsafety/parkingviolations
bhcc.edu/shuttleschedule

Student Code of Conduct
bhcc.edu/handbook/behaviorpolicies

Title IX
bhcc.edu/equitydiversityinclusion/studentguidetotitleix

Civil Service Police Employment
mass.gov/orgs/civil-service
Safety Resources

Protect your every day.

RECOGNIZE THE SIGNS
OF TERRORISM-RELATED SUSPICIOUS ACTIVITY

EXPRESSED OR IMPLIED THREAT
Threatening to commit a crime that could harm or kill people or damage a facility, infrastructure, or secured site

SURVEILLANCE
A prolonged interest in or taking pictures/videos of personnel, facilities, security features, or infrastructure in an unusual or covert manner

THEFT/LOSS/DIVERSION
Stealing or diverting items—such as equipment, uniforms, or badges—that belong to a facility or secured site

TESTING OR PROBING OF SECURITY
Investigating or testing a facility's security or IT systems to assess the strength or weakness of the target

AVIATION ACTIVITY
Operating or interfering with the operation of an aircraft that poses a threat of harm to people and property

BREACH/ATTEMPTED INTRUSION
Unauthorized people trying to enter a restricted area or impersonating authorized personnel

ACQUISITION OF EXPERTISE
Gaining skills or knowledge on a specific topic, such as facility security, military tactics, or flying an aircraft

ELICITING INFORMATION
Questioning personnel beyond mere curiosity about an event, facility, or operations

MISREPRESENTATION
Presenting false information or misusing documents to conceal possible illegal activity

CYBERATTACK
Disrupting or compromising an organization's information technology systems

RECRUITING/FINANCING
Funding suspicious or criminal activity or recruiting people to participate in criminal or terrorist activity

SABOTAGE/TAMPERING/VANDALISM
Damaging or destroying part of a facility, infrastructure, or secured site

MATERIALS ACQUISITION/STORAGE
Acquisition and/or storage of unusual materials such as cell phones, radio controllers, or toxic materials

WEAPONS COLLECTION/STORAGE
Collection or discovery of unusual amounts of weapons including explosives, chemicals, or other destructive materials

SECTOR-SPECIFIC INCIDENT
Actions which raise concern to specific sectors, (e.g., power plant) with regard to their personnel, facilities, systems, or functions

If you see something, say something
REPORT SUSPICIOUS ACTIVITY TO LOCAL AUTHORITIES OR CALL 911 IN CASE OF EMERGENCY

dhs.gov/see-something-say-something

"If you see something, say something®" used with permission of the NY Metropolitan Transportation Authority.
Safety Resources

**What is domestic violence?**

It’s not easy to tell at the beginning of a relationship if it will become abusive. Anyone of any race, age, sexual orientation, religion, or gender can be a victim of domestic violence.

If your partner physically harms, arouses fear, prevents you from doing what you wish, or forces you to behave in ways you don’t want to, you may be experiencing domestic violence.

**CALL 1-800-799-SAFE (7233) | TTY 1-800-787-3224 | CHAT THEHOTLINE.ORG**

### Domestic Violence Resources

- **Asian Task Force Against Domestic Violence (Boston)**
  - [www.atask.org/site](http://www.atask.org/site) or by phone at 617-338-2355

- **Casa Myrna Vazquez (Boston)**
  - [www.casamyrna.org](http://www.casamyrna.org) or by phone at 617-521-0100

- **Elizabeth Stone House (Jamaica Plain)**
  - [www.elizabethstonehouse.org](http://www.elizabethstonehouse.org) or by phone at 617-522-3417

- **Fenway Health Violence Recovery LGBTQ (Boston)**
  - [fenwayhealth.org/care/behavioral-health/violence-recovery](http://fenwayhealth.org/care/behavioral-health/violence-recovery) or by phone at 617-927-6250

- **FINEX House (Jamaica Plain)**
  - [www.finexhouse.org](http://www.finexhouse.org) or by phone at 617-288-1054

- **HarborCov (Chelsea)**
  - [harborcov.org](http://harborcov.org)
  - or by phone at 617-884-9909

- **Jane Doe Boston (Boston)**
  - [janedoe.org](http://janedoe.org)
  - or by phone at 617-248-0922

- **REACH (Waltham)**
  - [reachma.org](http://reachma.org)
  - or by phone at 800-899-4000

- **RESPOND (Somerville)**
  - [www.respondinc.org](http://www.respondinc.org)
  - or by phone at 617-623-5900

- **Transition House (Cambridge)**
  - [transitionhouse.org](http://transitionhouse.org)
  - or by phone at 617-661-7203

### National Support Organizations

- **IMALIVE**
  - on-line chat [www.imalive.org](http://www.imalive.org)

- **JED Foundation: Suicide Prevention for Young Adults**
  - [jedfoundation.org](http://jedfoundation.org) or by phone at 1-800-273-TALK

- **Veterans Integration to Academic Leadership (VITAL)**
  - [www.mentalhealth.va.gov/studentveteran/vital_home.asp](http://www.mentalhealth.va.gov/studentveteran/vital_home.asp) or by phone at 1-844-MyVA311 (1-844-698-2311)

- **The Crisis Call Center**
  - [www.crisiscallcenter.org](http://www.crisiscallcenter.org)
  - or by phone at 1-800-273-8255

- **The GLBT National Help Center**
  - [www.glbthotline.org](http://www.glbthotline.org)
  - or by phone at 1-888-THE-GLNH (888-843-4564)

- **The National Crime Victim Helpline**
  - [www.ovc.gov/help tollfree.html](http://www.ovc.gov/help tollfree.html) or by phone at 1-800-394-2255

- **The National Domestic Violence Hotline**
  - [www.thehotline.org](http://www.thehotline.org) or by phone at 1-800-799-7223

- **The National Suicide Prevention Lifeline**
  - [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
  - or by phone at 800-273-TALK (8255)

- **The Recovery Village**
  - [www.floridarehab.com/resources/ptsd](http://www.floridarehab.com/resources/ptsd)
  - [www.floridarehab.com/resources/first-responders](http://www.floridarehab.com/resources/first-responders)

- **The Samaritan’s Crisis Hotline**
  - [www.samaritansnyc.org/24-hour-crisis-hotline](http://www.samaritansnyc.org/24-hour-crisis-hotline) or by phone at 1-212-673-3000

- **The Trevor Helpline**
  - [www.thetrevorproject.org](http://www.thetrevorproject.org)
  - or by phone at 866-4-U-Trevor – LGBT Youth

- **Trans Lifeline: End Transgender Suicide**
  - [www.translifeline.org/hotline](http://www.translifeline.org/hotline) or by phone at 877-565-8860

- **Youth Talkline: LGBT Help Center**
  - [www.glbthotline.org/talkline.html](http://www.glbthotline.org/talkline.html)
  - or by phone at 1-800-246-PRIDE (800-246-7743)
AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, gender identity, age, disability, genetic information, maternity leave status, criminal record or national origin in its educational programs or in admission to, access to, treatment in or employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder.