STONEHILL COLLEGE

Fall 2017

Annual Security and Fire Safety Report
Message from the Chief

This booklet is designed to share essential information about the Stonehill College Police Department and the services that we provide to the campus community. As a Department of 21 law enforcement professionals who are all certified Special State Police Officers, we are committed to community-orientated policing and to delivering a wide range of police services twenty-four hours day, seven days a week to everyone who lives and works here, as well as our many guests and visitors.

Our mission is to enhance the overall quality of life at Stonehill and to foster a safe, secure campus for the entire community to enjoy. Protecting our students, faculty and staff is our top priority. Through our patrols, on foot, on bikes and in vehicles, we maintain a high-profile on campus and work constantly to deter crime and the opportunities for it.

We have a record of building strong partnerships with all members of our community. These partnerships promote an opportunity for education in such areas as Crime Prevention, Rape Aggression Defense Training, Identity Theft, and Personal Protection. We also host a Citizen’s Police Academy where community members learn in greater detail about our operating philosophy and challenges. In addition, we encourage everyone to operate on the principle of “See It, Hear It, and Report It” when encountering suspicious persons or witnessing suspicious activities on our campus.

Finally, I encourage you to review this booklet which offers more information on safety and security here on the Stonehill campus. Of course, please free to drop into our headquarters, located next to the Alumni Hall Building or review our website at: http://www.stonehill.edu/offices-services/campus-police. Welcome to this wonderful college and community and, in conclusion, let me add that, if you have questions or concerns, never hesitate to call me or any of our officers at 508-565-5100.

Peter L. Carnes

Peter L. Carnes, Chief of Police
Stonehill College Police Department
The Department of Campus Police and Safety

Campus policing and safety is coordinated by the Stonehill College Police Department. The department is comprised of a Chief, a Lieutenant, a Detective Lieutenant, three Sergeants, ten full time Police Officers and five Per Diem Police Officers. In addition, the department employs a full time and a part time Community Service Officer.

Campus Police Officers are armed and are commissioned in accordance with the provisions of Massachusetts General Laws Chapter 22C § 63. They have law enforcement authority, including the authority to make arrests. Campus Police Officers have jurisdiction in and upon lands or structures owned, used, or occupied by the College. Police Officers are graduates of a police academy conducted or sanctioned by the Massachusetts State Police, the Massachusetts Criminal Justice Training Council, and have met other requirements established by the Colonel of the Massachusetts State Police.

Community Service Officers (CSO’s) serve the campus community by locking campus buildings, reporting safety and maintenance problems, monitoring the campus for suspicious people and activity and assisting with safety escorts. CSO’s are not armed and do not have law enforcement or arrest authority.

The Campus Police Department is located on Donahue Hill Drive. The Campus Police Department is open 24 hours a day. Communications Officers (Police Dispatchers) answer business and emergency calls; dispatch police officers to emergencies and other calls for service; monitor fire, carbon monoxide, and intrusion alarms; view security cameras and much more. Two full time administrative staff members and several student workers support the Communications Center. They greet community members and visitors; issue Stonehill College ID cards and parking passes; and perform other office related duties.

The Campus Police Department employs two part-time Gate House Attendants. These employees are stationed in the Campus Gate House, located at the Belmont Street entrance to the College. Gate House Attendants greet visitors coming to the campus, provide campus maps.
directions, and general information about the College.

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

Annual in-service training is provided to all police officers. Officers are assigned to attend training in a wide variety of specialized topics such as crime prevention, alcohol and drug education, sexual assault investigations, “Response to Active Shooter” and many other subjects.

The Department maintains a close working relationship with the Easton Police Department and exchanges information relative to criminal activity. Stonehill College does not have any written of formal agreements (including written agreements for the investigation of criminal incidents) with the Easton Police or the State Police. The Detective Lieutenant oversees investigations of criminal incidents which occur on campus, and at times, may work in conjunction with outside law enforcement agencies.

**Access to Campus Facilities**

Academic, recreational, and administrative buildings are accessible to the Stonehill community Monday through Friday during routine business hours and during designated hours in the evening and on weekends. Access to residence halls is restricted by policy to students and their guests and to employees who live or work in the residence halls. During the summer months, guests enrolled in summer programs are housed in the residence halls.

Resident students are issued a Stonehill ID (Hill Card) and a key to their residence. The Hill Card allows access to their individual residence hall and the key unlocks the door to the student’s individual room. Guests are permitted in the residence halls only when accompanied by their student host. We ask students and employees not to provide access, or hold open a residence hall door, for people they do not know.
Exterior doors to residence halls are locked 24 hours a day and intrusion alarms are installed on exterior doors which are not used as a primary entry/exit door. Exterior doors may be unlocked at designated times to accommodate groups of students (or summer program guests) when they are moving in or out of the residence halls. Access to residence halls by college employees is on an as needed basis and is governed by access control procedures.

On Friday and Saturday nights during the academic year, between the hours of 6 p.m. and 4 a.m., the Washington Street entrance to the College is closed. A "check point" is set up at the campus gatehouse and a security officer monitors access to the campus. Students are expected to pre-register their weekend guests via an automated computerized “Guest Registration” system by 5pm on Friday and Saturday. Anyone coming to campus should be prepared to present a valid photo ID to the Gate House officer. On occasions, the checkpoint may be delayed to accommodate guests coming to campus for an event which is open to the public, such as a performance in the Hemingway Theatre.
Maintenance and Security of Campus Facilities

Stonehill College maintains a strong commitment to campus safety. Trees, bushes and other vegetation on campus are trimmed on a regular basis. During patrols, Police Officers and Community Service Officers report lighting and other deficiencies to the Facilities Management Department. Members of the community are also encouraged to report deficiencies to Campus Police at 508-565-5100 or Facilities Management at 508-565-1380.

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

Video cameras record activity at both entrances to the campus and additional video cameras are located throughout campus to record activity at specific locations. Although cameras may be viewed in real time by communications officers in the Campus Police Station, the cameras are not constantly monitored. Recorded video is saved for a designated period of time and may be used in investigations.
Reporting Crimes and Emergencies
Members of the community are encouraged to accurately and promptly report crimes, emergencies and suspicious people or activity to the Stonehill College Police Department (SCPD). All reports of crime are taken seriously. Police Dispatchers are available 24 hours a day to answer your calls.

In response to a call, SCPD will either dispatch an officer to a specified location or ask the reporting person to come to the campus police station, located on Donahue Hill Drive, to file an incident report. SCPD will investigate and make an arrest when deemed appropriate. SCPD reports are not public records but they are forwarded to the Dean of Student's Office and the Office of Community Standards for review and potential action. Reports may be shared with other campus officials as deemed appropriate.

Community members who have an emergency should call Campus Police at 508-565-5555. Free on campus "house" phones are located in some lobbies and common spaces. You can dial x5555 or x911 from these telephones. In addition, Stonehill offers well-marked "Blue Light" emergency telephones which are located throughout campus. These phones have an emergency call button which rings directly into Campus Police and Police Dispatchers will automatically know the location of the caller. Callers can speak with Campus Police Dispatchers through the speaker on the call box. Community members can use these phones to report a crime or other serious incident, suspicious people or activity, or to request a safety escort.

Be aware that if you dial 911 from a cell phone, the call will go directly to the Massachusetts State Police before being routed first to the Easton Police Station and then to the Stonehill Campus Police Department. For non-emergency calls, please contact Campus Police at 508-565-5100. We encourage community members to program both the Campus Police emergency and non-emergency telephone number into their cell phones.

Voluntary Confidential Crime Reporting
Reports of crime are treated as "private" as opposed to "confidential". Private reports may be shared with other college officials as deemed necessary. Campus Police is required by law to forward reports of sex offenses, domestic violence, dating violence, stalking, and sexual harassment to the Title IX Coordinator who may follow up with a victim. Crimes disclosed to a campus counselor during a private one on one session in the Counseling Center; to a physician or registered nurse during a one on one medical appointment in Health Services; or to a pastoral counselor (ordained clergy providing individual spiritual counseling) will be treated as confidential. These crime reports will not be disclosed to Campus Police or to the Title IX Coordinator unless the victim elects to, or is unable to do so. Stonehill offers a Sexual Assault Incident Report Form on the Health & Wellness Department’s website under

**Sexual Assault and Title IX Resources.** This form can be submitted confidentially by victims who wish to remain anonymous but would like the crime to be included in the annual disclosure of crime statistics.

**Campus Security Authorities (CSA’s)**
A Campus Security Authority (CSA) is a Clery Act term which requires community members (designated as CSA’s) to report allegations of “Clery Act” crimes to the Campus Police Department. CSA’s are **not** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner. CSA’s should only report allegations of “Clery Act” crimes that are reported to them in their capacity as a CSA. CSA’s receive annual training. They are required to report allegations of Clery Act crimes, which occurred on property owned or controlled by Stonehill College, to the Stonehill College Police Department. This information is used for the purpose of making timely warning notifications and for the annual disclosure of crime statistics.

**Examples of Campus Security Authorities include:**
- Campus Police Officers, security officers, and others identified by the College as persons or departments on campus to whom crime may be reported
- Officials with significant responsibility for student and campus activities including, **but not limited to:**
  a. a student housing director, residence director, and resident assistants
  b. employees responsible for student discipline and campus judicial proceedings
  c. an athletic director, athletic coaches (including part-time employees and graduate assistants)
d. an advisor to officially recognized student organizations

The following are some examples of employees who are not CSA’s: a single teaching faculty member who is not also an advisor to a student group; clerical staff, and cafeteria employees. These employees are not required to report Clery Act crimes to Campus Police for the purpose of making timely warning notifications and for the annual disclosure of crime statistics. However, these employees may be designated as “Responsible Employees” under Title IX and may be required to report allegations of sexual violence and sexual harassment to the College’s Title IX Coordinator.

Employees who are not CSA’s and who also have the authority to maintain a victim’s confidentiality include:

- a physician or a registered nurse in the campus health center *whose only responsibility is to provide care to students* and
- professional and pastoral counselors - when acting in that professional capacity

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

Professional Counselors are defined as: an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification in a scheduled session at the Counseling Center.

On-call Counselors who are contacted for campus crisis situations (outside of the Counseling Center) serve as part of a crisis team. Speaking on the telephone with a Stonehill College
counselor is not considered to be confidential. This counselor will share information with other campus officials, including Campus Police, as deemed necessary.

Making You Aware of Crime
Stonehill College notifies the campus community about crime and crime-related problems through use of the following.

- Issuing timely warning notifications through email and targeted announcements
- Issuing emergency notifications via the "Hill Alert" system
- Publishing an Annual Security and Fire Safety Report
- Publishing a Crime Log
- Providing educational programs and campaigns throughout the year

Timely Warning Notifications (Hill Alerts)
In the event that a situation arises on campus, that constitutes a serious or continuing threat, a timely warning notice will be issued to the Stonehill community. The content of the timely warning notice is developed by the Chief of Police and the Director of Media Relations (or their designees). The Vice President and/or Associate Vice President of Student Affairs may also contribute to the content of the message.

The warning will be disseminated by the Campus Police Department or the Media Relations Department via Stonehill College email to students, faculty, and staff. The warning may also be posted as a targeted announcement on the Stonehill College myHill portal. If deemed necessary, timely warning notices may be posted in residence halls and/or academic buildings. Timely warning notices are typically not sent through the Hill Alert System, which is used for emergency notifications, but this system could be utilized if needed.

The warning is issued to notify community members about select crimes which occur on campus. Timely warning notices would be distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: Murder, Arson, and Robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the SCPD. For example, if a physical assault occurs between two students who have a disagreement, there may be no on-going threat to other Stonehill College community members and a timely warning notice would not be distributed.

Some cases involving sexual assault are reported long after the incident occurred; thus, it would not be possible to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by SCPD. The name of a victim is not disclosed in a timely warning notice.
The Stonehill College Police Chief, or his designee, reviews all reports to determine if there is an on-going threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices may also be issued for other crime classifications, as deemed necessary. Community members who have information about a crime or other serious incident should report the incident to the Stonehill College Police Department so that a timely warning notice can be issued, if warranted. Timely warnings will be distributed if the incident is reported to the SCPD directly, or indirectly through a Campus Security Authority (CSA) or the local police.

It is the policy of Stonehill College to comply with the “Timely Warning” provisions of the Jeanne Clery Act by providing the required warnings to the campus community in an efficient and expedient manner. The decision to issue a timely warning notice and the content of the notice shall be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

**Emergency Response and Evacuation Procedures**
Stonehill College has an Emergency Management Plan which is intended to provide a standard document of broad guidelines, procedures, and organizational structure so that key individuals who must make and communicate decisions during an emergency can do so efficiently and effectively. The emergency procedures are designed to provide a safe and secure environment during and after an emergency situation. Since an emergency may be sudden and without warning, the procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

**Defining Emergency Incidents** - An “Emergency Incident” is a situation or condition, which significantly disrupts or potentially disrupts the educational mission, residential or student life, and/or administrative function of a significant portion of the Stonehill College community. Some examples of emergency incidents can include a natural disaster, a weather related incident, an environmental or health related incident, and a sudden unexpected death or serious injury of one or more members or guests of the College.

**Levels of Emergency Severity:** - Because each “Emergency Incident” situation will be unique, it is imperative that the situation is evaluated to determine a severity level based on the following criteria: **LOW** – situation is manageable within the department or division, or in coordination with Campus Police (if necessary); **ELEVATED** – the situation has larger impact on campus life and may require media/ communication; and **CRITICAL** – the situation has a major impact on campus life or college reputation, or requires outside resources beyond the College’s capacity.

**Determining an Emergency Incident:** During an emergency incident, the first college representative on scene works to answer certain questions, assists the College in deciding an appropriate severity level, and determines appropriate action. Some of the most likely issues and questions for specific types of incidents are listed below and are intended to assist in the efficient and effective response to the incident.
Determine nature of incident
- What area is affected? Can it be isolated?
- Hazards present?
- Resources needed?
- Who has been notified? Who needs to be notified?
- Are there access issues?
- Will weather be a factor?
- Identify victims and, if transported, to which hospital?

Emergency Evacuation: Individual employees and students should evacuate any area that poses a risk to safety. Fires, chemical spills, floods and similar incidents pose such a risk and should be handled by professionals trained for such emergencies. Individuals in such situations should never risk their own safety to try to contain or otherwise deal with an emergency, but can do the following if reasonable and if time allows:

- Pull a fire alarm to begin evacuation of the building
- Call Campus Police x5555 to report the emergency
- Close doors that might help contain the problem

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

Evacuation Procedures
If a fire alarm is activated, or if community members are asked to evacuate a building, they should immediately leave the building via the closest exit. Community members and guests should exit in a safe orderly manner and notify Campus Police of any individual(s) who may be unable to evacuate on their own. If the evacuation of the building is expected to be for a short period of time and if the weather is not severe, resident students should wait 200 feet from the building, until Campus Police informs them that the building can be re-entered. If the evacuation will likely be lengthy or if the weather is severe, students or employees will be directed to a safe location.

In the event of a life-threatening emergency in which it’s not safe to leave a building, community members and guests would be directed to shelter in place or lock down. Shelter in place means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of an active shooter; tornado; or chemical, radiological, or other hazard. Lock down means, not only to shelter in place, but to lock and/or barricade a door to stay safe during an active shooter or violent intruder type incident. In addition to locking down, you should shut off lights and keep quiet until a police officer gives you the “all clear”.

Emergency Notification and Response Procedures
If the Chief of Police and/or the appropriate Division Head have confirmed that an emergency incident is at the Elevated level, the Division Head will inform the General Counsel and Media
Relations. If the incident is confirmed to be at the Critical level, the Division Head will inform the College President and all other Division Heads of the situation and any action steps being taken.

If the Chief of Police and/or the appropriate Division Head have confirmed that an emergency incident is at the Critical level, the Chief of Police will contact the Emergency Response Team members for response and notify them of the command center location. This group or their designee will have the responsibility for determining the segments(s) of the community to receive an emergency notification and for preparing (writing) and disseminating (sending) emergency messages and updates. The Emergency Response Team consists of:

**Emergency Response Group**

Associate Vice President for Operations (Emergency Response Group Leader)
Associate Vice President for Student Affairs /Dean of Students
Director of Communications and Media Relations (Crisis Communication Team Leader)
General Counsel
Chief Information Officer Telecommunications Coordinator Director of Residence Life
Director of the Counseling Center Director of Health Services
Director of Information Technology
Director of Human Resources

The College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation. The College has various methods in place for communicating information quickly to the community. The primary method involves issuing a “Hill Alert”, via of an emergency notification system which is able to send an emergency message by text, email, and/or telephone voice messaging. In addition, the College may post a message on the Stonehill homepage and/or on the myHill portal; send notifications to the community via the Stonehill College email system; and/or make announcements by use of a handheld (or building) public address (PA) system. Any or all of these methods may be used. Updates and follow-up information will be disseminated to the campus community using one or more of these same methods.

Emergency notifications are sent to Stonehill College faculty, staff, and students. If an emergency may affect the larger Easton community, the Easton Police Department would be notified to alert Easton community members. Neighbors of Stonehill College, parents of students, and other interested members of the larger community can view information and updates on the Stonehill College webpage as information becomes available.

The notification will be delivered without delay, taking into account the safety of the community, determining the content of the notification, and initiating the notification system, unless issuing the notification will, in the judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. It is the goal of the crisis communication plan is to establish guidelines for dealing with a variety of situations, and to ensure that campus officials and communicators are familiar with those procedures and their roles in the event of a crisis. The plan is designed to be used in
conjunction with the normal decision-making hierarchy of then College and does not supplant that decision-making process. It is designed to be used in conjunction with operational crisis response plans managed through other departments on campus.

The College’s Crisis Management Team conducts a test of the emergency response plans and notification system annually. A test may consist of a “Table Top” exercise which is designed to evaluate a particular type of emergency such as a fire or hurricane. Key stakeholders within the College, as well as the local community, such as the local (Easton) police or fire department are included. Tests are reviewed, typically through de-briefings and written evaluations, to identify areas in which the College can improve the plan. The College maintains a record documenting each test including a description of the exercise, the date, time, and whether it was announced or unannounced.

Sign up to receive emergency notifications via Hill Alert, by following these instructions:

1. Login to myHill.

2. If you are a student, select the myAcademics tab, then click on the Update/View Address and Phones link in the "Personal Information" channel.

3. If you are an Employee, select the Employee Services tab, then click on the Update/View Address and Phones link in the "Personal Information" channel.

4. Click Current under the “Permanent/Legal address type” to change your home address or one of your personal phone numbers. The “Update Address and Phones” page will be displayed. Do not change the dates in the "Valid From" and "Until This Date" fields.

5. Update your address by typing over your existing address and click Submit when done.

6. Scroll down to display the area where you enter your phone number(s).

7. The home phone should be entered into the “Primary Phone Number For This Address” field.

8. The “Cellular” phone type is used as your request to receive text message alerts to your cell phone using the Hill Alert system.

9. Once you have completed the changes, just click on the Submit button at the bottom of the page.

10. You'll be brought back to the “Update Addresses and Phones” page, at which point you can continue to modify another address type, navigate back to the myAcademics tab (students) or the Employee Services tab (Employees), or logout of myHill.

Daily Crime Logs
The Stonehill College Police Department (SCPD) maintains a daily crime log that records crimes
in the chronological order that they were reported to SCPD. The Daily Crime Log is open for public inspection and available at the Stonehill College Police Station, located on Donahue Hill Drive (Monday through Friday from 8:30 am to 4:30 pm). The Daily Crime Log includes: The nature, date, time, and general location of each crime reported, and the disposition of the complaint, if the disposition is known at the time the log is created. The Stonehill College Police Department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident. We reserve the right to exclude crime report information from the log when circumstances dictate or when the identity of an individual may be apparent given the unique circumstances of the event.

Please note that under Massachusetts General Laws Chapter 41, Section 98F, information which pertains to the following entries shall be kept in a separate log and shall not be a public record nor shall such entry be disclosed to the public, or any individual not specified in section 97D: (i) any entry in a log which pertains to a handicapped individual who is physically or mentally incapacitated to the degree that said person is confined to a wheelchair or is bedridden or requires the use of a device designed to provide said person with mobility, (ii) any information concerning responses to reports of domestic violence, rape or sexual assault or (iii) any entry concerning the arrest of a person for assault, assault and battery or violation of a protective order where the victim is a family or household member, as defined in section 1 of chapter 209A.

**Procedures for Missing Students**

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

If the Stonehill College Police Department determines that a student is missing and has been missing for more than 24 hours, the Easton Police Department, the police department of the community where the missing student maintains a home of record, and the person designated as the student’s "missing person" emergency contact will be notified no later than 24 hours after the student is determined to have been missing. If the missing student is under the age of 21, a missing person notice will be posted on the national crime investigation center database. If the missing student is under the age of 18 and is not an emancipated individual, Stonehill will notify the student’s parent or legal guardian and any other designated contact person immediately after the Stonehill College Police Department has determined that the student has been missing for more than 24 hours.

When annually registering names of emergency contacts in the online registration process through the *myHill* portal, students will have the option to confidentially identify an individual to
be contacted by Stonehill in the event that the student is determined to be missing for more than 24 hours. If the student has identified such an individual, Stonehill will notify that person no later than 24 hours after the student is determined to have been missing for 24 hours. Missing person contact information is kept confidential and only accessible to authorized campus officials and law enforcement. It will not be disclosed outside of a missing person investigation.

**Helping To Keep You Safe**

**Safety Escorts** - This service provides a “safety” escort upon request for persons walking across campus. Escorts are provided by a Campus Police Officer or a Community Service Officer in a vehicle, on foot, or on a mountain bike.

**Emergency “Blue Light” Telephones** – Emergency telephones are located throughout the campus. Pressing a button will activate an emergency call to the Campus Police Dispatch Center.

**Residence Hall Security** - Campus Police works closely with the Residence Life Department to promote safety in the residence halls. Campus Police Officers participate in educational programs and attend social events held in the residence halls.

**Printed Crime Prevention Materials** – Pamphlets, brochures, and other materials designed to inform students and employees about the prevention of crimes are made available throughout the campus at various locations including the Campus Police Station and the Health and Wellness Office, located in the Dining Commons. These materials provide information on residence hall safety & security; bicycle and motor vehicle safety; crime prevention; sexual assault; domestic violence; dating violence, stalking, and drug & alcohol education.

**Community Policing and Crime Prevention Tables** – Campus Police participates in orientation and resource fairs. Officers distribute community policing and crime prevention materials, promote safety programs, and answer questions.

**Security and Fire Alarm Systems** – Fire and carbon monoxide alarms ring into the Campus Police Dispatch Center and Police Officers are immediately dispatched to the scene. Some offices are equipped with panic or intrusion alarms which will ring into our dispatch center. All
residence halls and some academic and administrative buildings have a card-access system. Card-access door alarms ring into the dispatch center when the door is propped, held open too long, forced opened, or vandalized.

**Popular Educational Programs**

The Stonehill College Police Department believes that it’s better to act early to prevent a crime, rather than react to a crime after it has occurred. Stonehill College conducts various crime prevention and security awareness programs designed to inform students and employees about campus security procedures. Members of the Stonehill College are encouraged to participate in the crime prevention programs that are available to them.

**Bystander Intervention Program** is a 2-hour training program that provides students with an understanding of the culture of sexual assault on college campuses and provides participants with tools and techniques they can use to help prevent this and other negative behaviors on our campus.

**Rape Aggression Defense (RAD)** is a program that offers realistic self-defense options for women. The RAD System is a comprehensive self-defense course, which promotes awareness, prevention, risk reduction, and risk avoidance, and progresses to the basics of physical hands-on self-defense training. RAD is not a Martial Arts program. RAD offers simple physical techniques that are easy to learn, retain, and employ under stressful circumstances. Certified R.A.D. Instructors from Campus Police and the Health and Wellness Department co-teach this program.

**Citizens Police Academy** – In the spring of 2015, Campus Police debuted their first Citizens Police Academy. The program has since been offered each semester with sessions covering: History of Policing, History of Criminal Justice in America, Stonehill College Police Operations, Criminal Law, Motor Vehicle Law, Constitutional Law, Criminal Investigations and Forensics, Sexual Assault Investigations, Campus Title IX Investigations, Domestic Violence, Cyber Crime, and Careers in Policing.

**ALICE** (Alert, Lockdown, inform, Counter and Evacuate) is a program designed to teach
community members how to take steps to protect themselves in the event of a violent intruder or active shooter incident. Students and employees discuss the option to run, barricade a room and/or hide from danger, and as a last resort, fight. Certified instructors offer this program multiple times each semester.

**Fatal Vision (Beer Goggle) program** - This education program is typically coordinated by Campus Police Officers and Resident Advisors. This engaging program is designed to demonstrate the results of alcohol and drug impairment in a hands-on environment. Participants will wear goggles that simulate the effects of alcohol and drug impairment. It is our hope that this program will decrease the number of impaired driving incidents.

**Alcohol and Drug Policies**

Stonehill College is a grantee covered under the Drug Free Schools and Communities Act of 1989. In keeping with this act, Stonehill conducts a biennial review of the College’s alcohol and other drug programs, which will be coordinated by the Associate Vice President for Student Affairs. The report is completed by October 1st of every even numbered year.

Stonehill prohibits the illegal possession, use, sale, distribution of alcoholic beverages and drugs; operating a vehicle while intoxicated or under the influence of drugs; and possessing, selling, or distributing false “Fake” ID cards. Massachusetts General Law forbids the possession, sale, serving, or procurement of alcohol to any person(s) under the age of twenty-one (21) years of age. The law also forbids falsifying age and identification cards. Employees, students, and guests of the college who violate local, state, or federal alcohol or drug laws may be arrested, summoned to court, trespassed from the college and/or referred to the Human Resource or Community Standards Department for disciplinary action.

Although some states and localities across the nation have legalized and decriminalized marijuana, both as a medicine and recreational drug, federal law has not changed. Marijuana still remains classified as a Schedule I drug. As a result, regardless of state and local law changes, institutions of higher education are expected to continue to abide by the Drug Free Schools and Campuses Act (Edgar Part 86) by maintaining policies which prohibit marijuana possession, use, or distribution by students, staff, and faculty. Even medical marijuana is not permitted on campus under federal law. Students or employees who violate college drug or alcohol policies are subject to arrest and will be referred to the Human Resource or Community Standards Department for disciplinary action.

Members of the Stonehill community who use illicit drugs create a risk of serious danger to the health and safety of themselves and other members of the community. The College takes reasonable steps to ensure that drug abuse does not occur, and will comply with applicable law
and administrative regulations requiring maintenance of a drug free work place. Community members interested in learning more about the health risks associated with the illicit use of drugs and the abuse of alcohol are encouraged to inquire at the following departments: Health and Wellness, Health Services, Counseling Center, or the Student Affairs Office. Students wishing to explore counseling assistance may do so confidentially at the Counseling Center. To learn more about alcohol and other drug awareness and education programs; review on and off-campus resource information, and understand the sanctions for alcohol and drug college policy violations, please review the full policy by clicking here: Substance Awareness Policy

Weapons Policy
Possessing firearms, using firearms, attempting to use or threatening to use firearms whether, loaded or unloaded, explosives or other weapons, even if legally possessed, is prohibited on the Stonehill campus or at off-campus events. Weapons include but are not limited to such items as switchblades, knives with locking blades, stilettos, nun-chucks, daggers, brass knuckles, bows and arrows, slingshots, BB guns, air guns, pellet guns, air rifles (regardless of projectile velocity), laser guns, paintball guns, fireworks, and ammunition (whether metal, plastic, or other materials). Any item that may be used as a weapon is prohibited. Improper use of laser beam instruments is also prohibited.

Possession without appropriate authorization and/or misuse of the weapons will result in serious disciplinary action by the College. Weapons of any kind may not be stored in any building or on the grounds of Stonehill College, including personal vehicles.

The use of prop weapons for theatrical performances or activities on campus can present a potential danger for students, faculty, and staff. There are well-documented cases where law enforcement officers have mistaken a "toy" or realistic replica for a real weapon, and serious injury or death has resulted. It is unreasonable to expect the Stonehill College Campus Police or College employees to be able to distinguish a "stage prop" or "toy" from a dangerous weapon. Any person, class, club, or other organization that plans to use prop, replica, training, or toy weapon of any description on the Stonehill College campus as part of their activities must disclose all the details of the activity with the Stonehill College Campus Police. Approval must be granted in advance, by the Chief of Police or his designee, prior to any prop weapon being brought to campus. Faculty, academic programs, and academic organizations must receive approval from the Dean of Faculty for the use of such items. All other groups (whether or not a student group) must receive the approval of the Associate Vice President for Student Affairs/Dean of Students.

Laws Concerning Carrying Firearms on Campus in Massachusetts
Massachusetts prohibits carrying a firearm on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university (see Mass. Gen. Laws ch. 269, § 10(j)). This includes BB and pellet guns. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged.
Monitoring & Recording Criminal Activity at Off-Campus Student Organizations

Although there are no off-campus officially recognized student organizations at Stonehill College, the College still relies on its close working relationship with local law enforcement agencies to receive information about criminal incidents which involve Stonehill College students. Violations of law committed off campus by Stonehill College students, and brought to the attention of Stonehill College Campus Police Department, will be forwarded to the Dean of Students.

Sanctions for Violating Community Standards

There are a range of sanctions that may be imposed upon students who violate the College’s community standards. In determining a sanction, the Associate Vice President of Student Affairs (AVPSA)/Dean of Students, or designee, may consider the student's present demeanor, past student conduct record, the nature of the misconduct, and the severity of any damage, injury, or harm resulting from the misconduct or other factors.

The College has a special concern for incidents in which persons are mistreated on the basis of race, gender, disability, age, marital status, religion, color, sexual orientation, gender identity, national origin, or other legally protected status. Such incidents negatively impact not only individuals, but also the free and open academic environment of the College. More severe sanctions are appropriate for such misconduct. Sanctions do not become effective until the appeal process is completed.

The AVPSN/Dean of Students, or designee, may impose the following sanctions upon any student found to have violated the Community Standards. More than one of the sanctions listed above may be imposed for any single violation. A campus department, separate from the Student Conduct Process, may place a restriction on a student found responsible for violating the Community Standards such as an inability to participate in the housing selection process, restrictions for athletes, or the denial of study abroad, campus parking, or other privileges.

a. Warning: A notice that the student is violating or has violated College regulations, must cease the conduct immediately, and that continuation or repetition of wrongful conduct may be cause for more severe disciplinary action.

b. Parental Notification: The College may notify parents/guardians when students under the age of 21 have been found responsible for violating the College's alcohol or other drug policies, when there is a serious health or safety issue regarding a student, or if a student's residency or student status is in jeopardy.

c. Loss of Privileges: Denial of specified privileges for a designated period of time.

d. Restriction: Denial of access to any campus facility, activity, class, or program. This includes no-contact orders.

e. Fines: Financial sanction.
f. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

g. Community Restitution Project: Assignment of an appropriate service project that will benefit the College community, responsible student, or others.

h. Educational Program/Project: Required attendance at an educational workshop or completion of an educational project that will benefit the College community, responsible student, or others.

i. Assessment: A student may be referred to Counseling Services, Health Services, or other appropriate office or local agency for consultation or assessment.

j. Disciplinary Probation: A period of time during which a student may be excluded from participation in all social and extracurricular activities such as representing the College, participating in athletics, SGA, or study abroad.

k. Relocation of Residence: Required assignment to another residence area.

l. Deferred Suspension from Residency: Warning that if the student is found responsible for violating the Community Standards during a specific period of time, the student may be immediately removed from the residence halls for a specific period of time after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.

m. Suspension from Residency: Separation of the student from the residence halls for a specific period of time, after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.

n. Residence Hall Dismissal: Permanent separation of the student from the residence halls.

o. Deferred College Separation: A warning that if the student is found responsible for violating the Community Standards during a specific period of time, the student may be immediately separated from the College for a specific period of time after which the student may reapply. Conditions for readmission may be specified.

p. College Separation: Students who have been separated from the College for a period of time must meet with the Associate Vice President for Student Affairs/Dean of Students or designee at least two weeks prior to the readmission deadline to review any outstanding sanctions and the readmission process. Students who have completed all assigned sanctions or made sufficient progress, as determined by the Associate Vice President for Student Affairs/Dean of Students or designee, may be conditionally approved to register for the following semester; however, students must then meet all stated requirements in order to return to the College and officially resume residency and/or coursework.

q. Deferred College Dismissal: Warning that if the student is found responsible for violating the Community Standards during a specific period of time, the student may be immediately dismissed from the College.
r. College Dismissal: Permanent separation of the student from the College.
s. Revocation of Admission or Degree: Admission to the College or a degree awarded from the College may be revoked for fraud, misrepresentation, or another violation of the Community Standards in obtaining the degree or for other serious violations committed by a student after admission or prior to graduation.
t. Withholding Degree: The College may withhold awarding a degree otherwise earned until the completion of the student conduct process set forth in the Student Conduct Process, including the completion of all sanctions imposed, if any.
u. Student Organization Recognition in Jeopardy: A delayed removal of recognition as a recognized student organization. Any proven violation during a specific period of time may result in the student organization's immediate loss of recognition for a specified period of time. Loss of Recognition: During a specific period of time, a recognized student organization may not associate itself with the College by using the College name, facilities, or other rights and privileges of recognized student organizations after which the group may reapply for recognition. There is no guarantee that re-recognition will be granted. If re-recognition is granted, conditions for re-recognition may be specified. Other sanctions may be imposed instead of or in addition to those specified above. In addition to the above sanctions, student conduct that warrants action within the Student Conduct Process may result in forfeiture of all Stonehill scholarships, financial aid or monies paid.

Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Harassment
Education and Prevention
A variety of campus departments such as Campus Police, Health & Wellness, Counseling Center, Residence Life, Student Activities, Human Resources (and others) offer educational programming throughout the year for both students and employees. In keeping with the Violence Against Women Reauthorization Act (VAWA), many of these trainings focus on sexual
assault, domestic violence, dating violence, stalking, and the topic of “consent”. Legal and campus judicial definitions of the above are reviewed and students/employees are advised to whom they can report these crimes, formally or confidentially, and how to access on campus and off campus resources. Students and employees are taught how they can recognize signs of abusive behavior; how to avoid potential attacks; and how to engage safe and positive options for bystander intervention to prevent harm or to intervene in risky situations. They also learn about the procedures that the College will follow when one of these crimes is reported and about the procedural requirements for institutional disciplinary action for these offenses.

Programs to prevent dating violence, domestic violence, stalking and sexual assault are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. Programs designed to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns offered to students and employees throughout the year. Primary training programs include; Annual employee training and new student training during their orientation sessions. These training programs cover sexual assault, domestic violence, dating violence, and stalking. Employees and students who are designated as Campus Security Authorities (CSA’s) also attend an annual CSA training. Stonehill College offers on-going training programs through the SHARE Committee. SHARE stands for Sexual Harassment/Assault Resources and Education. This committee has representatives from various departments including Campus Police. Additional information about SHARE can be found at http://www.stonehill.edu/offices-services/health-wellness/share-sexual-harassment-assaul/
Dating Violence, and Stalking

Stonehill College offers educational programming throughout the year. The following is a list of some of the primary prevention and on-going awareness programs, pertaining to sexual assault, domestic violence, dating violence, and stalking that were offered to faculty, staff and students throughout 2016. It is not an inclusive list. The Health & Wellness Department maintains a more extensive and detailed list of programs which includes specialized training for Resident Assistants (RA’s), Peer Mentors, Title IX Coordinators & Investigators, members of Campus Counseling, Health Services, and other staff members and student leaders. The Health & Wellness document also contains information on campus climate surveys, committee meetings, college policy review meetings, resource and wellness fairs and more. In addition, the General Counsel's Office provides annual employee training for Campus Security Authorities (CSA’s), Responsible Employees under Title IX, and offers employee sexual harassment training.

1. **Bystander Intervention Program** teaches students and employees how to engage in safe and positive options for intervening. Training sessions were held on Jan 22, Mar 2, Apr 14, Apr 20, Apr 29, May 5, Aug 17, Oct 4, and Oct 18.

2. **One Love Dating Violence Program** covers the topics of domestic violence, dating violence, and stalking. This program was offered on: Feb 5, Feb 11, Apr 16, Apr 18, Apr 20, Apr 29, May 5, Aug 25, Oct 6, and Dec 5.

3. **Rape Aggression Defense (RAD)** is a self-defense program offered to women. RAD teaches awareness and prevention of sexual assault, domestic violence, dating violence, and stalking and also offers physical self-defense techniques. RAD is a 12-hour course and was offered in Feb, May and September of 2016.

4. **Sex and Chocolate** is a program that talked about sex, consent, and dating expectations. This program was offered on Feb 11.

5. **"Dating Violence"** - Campus Counseling Department offered this sexual assault and healthy relationship program on Feb 11.

6. **The Take Back the Night March** took place on Apr 16, the same night of the "Clothesline Project", "Sex and Pizza", "The Kissing Booth – May I kiss you?" And "Start by Believing". These were a series of programs that covered the topics of healthy relationships, consent, sexual assault, domestic/dating violence, and stalking. The Student Government Association (SGA) sponsored "It's on Us" campaign from Apr 11-14.

7. **New Student Orientation** took place on June 20 and 23. Primary programming directed at new and incoming students reviewed the College's Opposition to Sexual and Gender-Based Misconduct and Interpersonal Violence Policy and the issue of consent.
8. **Got Consent** training – This is a follow-up training to "Bystander Intervention" training. Students learn what consent is; how to give/receive it, and how to help a friend. Trainings were offered on: Aug 15, 16, 17, 22, 24, 25, Sept 12 Sept 14, and Oct 16.

9. "**No Zebras**" is a sexual assault and dating violence prevention presentation offered at orientation on Aug 28 for first year and incoming students.

10. **Haven Sexual Assault Prevention Program** is a mandatory on-line learning program that addresses the critical issues of sexual assault, relationship violence, and stalking. This interactive course is designed to engage and empower students to create safe and healthy campus environments. This was required during the fall for new and first year students.

11. **AlcoholEDU for College** is a personalized, non-judgemental research-based on line alcohol abuse prevention course for young adults. This course covers sexual assault, relationship violence, stalking and harassment. It's mandatory in the fall for new and first year students.

12. **Dispelling the Myths of Sexual Assault** offered on Sept 16 provides information on common myths of sexual assault and what the facts really are.

13. **Sexual Assault and Dating Violence Survivors Support Group** Co-sponsored by the Health & Wellness Department and A New Day, formerly Womansplace Crisis Center, which is located in Brockton. This is an 8-week support group offered on campus. Survivors come together to talk about their experiences and are taught coping skills and strategies to help them through recovery.

14. **Fresh Check Day** on Sep 24th was co-sponsored by the Health & Wellness Department and the Student Government Association. It offered sexual assault and awareness training.

15. **Domestic Violence Prevention Week** - Oct 3-7 offered several programs including guest speaker Ashley Bendiksen who talked about dating and domestic violence; the "**White Ribbon**" Campaign, a dating and domestic violence awareness resources fair, and more.

16. **Sexual Assault Awareness Program** on Nov 29 brought Brockton Police Department detectives from the sexual assault unit as guest speakers.

17. **The Empowerment and Personal Development** program held on Dec 1 brought back guest speaker Ashley Bendiksen who talked about dating and domestic violence.

18. **The Hunting Ground** is a program in which the film, followed by a discussion on sexual assault and harassment, took place on Dec 5.

19. "**It's on Us photo campaign**" is a national prevention and awareness campaign regarding dating violence, domestic violence and sexual assault on college campuses. This was sponsored by the Student Government Association and took place Dec 7-9.
OPPOSITION TO SEXUAL AND GENDER-BASED MISCONDUCT AND INTERPERSONAL VIOLENCE

STATEMENT OF INTENT
Stonehill College is committed to maintaining a respectful, professional, and nondiscriminatory academic, living, and working environment that emphasizes the dignity and worth of all students, faculty, staff, and visitors. This includes having an environment free from sexual and gender-based harassment, sexual assault, interpersonal violence, dating violence, stalking, sexual exploitation, complicity, and retaliation. The College prohibits such conduct and will take prompt and equitable action to eliminate it, prevent its recurrence, and remedy its effects. Students found responsible for violating the Gender-Based Misconduct Policy will face sanctions, up to and including dismissal from the College.

Many acts that are prohibited by this Policy are also prohibited by law and can therefore also be addressed by local law enforcement. This Policy outlines the options and resources available to any individual who may wish to initiate a criminal action through local law enforcement.

Consistent with its commitment to oppose sexual/gender-based misconduct and interpersonal violence, and to mitigate its effects on our campus, the College designed this Policy to be in compliance with Title IX of the Higher Education Amendment of 1972 (“Title IX”) and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) as amended by the Reauthorization of the Violence Against Women Act of 2013 (“VAWA”). Sexual/gender-based misconduct or interpersonal violence, as defined in this document, constitutes forms of sex discrimination prohibited by Title IX, a federal civil rights law. This Policy applies regardless of the complainant’s or respondent’s race, gender, disability, age, marital status, religion, color, sexual orientation, gender identity, national origin, or other legally protected status.

This Policy provides guidance for both complainants and respondents, identifies supportive resources, outlines the College’s response to alleged incidents of sexual and gender-based misconduct, communicates the expectations of the College, and specifies departments within the College responsible for managing the Policy and programs associated with it.

To foster a climate of respect and security on campus, this Policy has been created for the purpose of and serves to demonstrate the College’s commitment to:

- Identifying the forms of conduct that violate this Policy;
- Disseminating clear procedures for responding to sexual/gender-based misconduct or interpersonal violence reported or reasonably known to the College;
- Delivering primary prevention and awareness programs and ongoing training and education campaigns so individuals may identify what behavior constitutes sexual/gender-based misconduct or interpersonal violence; understand how to report such misconduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be
carried out by an individual to prevent harm or intervene when there is a risk of misconduct;

- Engaging in an impartial, prompt, fair, and equitable investigative process to resolve reports of sexual/gender-based misconduct or interpersonal violence;
- Supporting complainants and respondents and holding persons accountable for established violations of this Policy; and
- Providing a written explanation of the rights and options available to every student or employee that has been the victim of violations of this Policy, regardless of when or where the conduct occurred.

In addition, this Policy:

1. Identifies the College’s Title IX Coordinator and Title IX Deputies and describes their roles in compliance with Title IX and the Clery Act.
2. Identifies how students and employees can report violations of this Policy to the College, the situations in which reports can be made confidentially, and what resources are available both on and off campus to aid them, including the right to notify local law enforcement or, be assisted by officials at Stonehill in contacting law enforcement, as well as their right also to decline to notify such authorities.
3. Provides information about how reports are assessed, investigated, and resolved.
4. Provides the College with a means to take all reasonable steps to identify violations of this Policy, prevent recurrence of the behavior outlined in this Policy, and to correct its discriminatory effects on the complainant and others, as appropriate.

JURISDICTION

This Policy pertains to acts of sexual/gender-based misconduct or interpersonal violence committed by any student, employee, or third party against another student, an employee, or a third party when:

1. the conduct occurs on College property or other property owned or controlled by the College;
2. the conduct occurs in the context of a College program or activity, including, but not limited to, College-sponsored study abroad, research, online, or internship programs; or
3. the conduct occurs outside the context of a College employment or education program or activity, but has continuing adverse effects on or creates a hostile environment on College property or other property owned or controlled by the College or in any College employment or education program or activity.

Generally, a claim of misconduct or interpersonal violence that is not sexual/gender-based in nature, but is related to a claim of sexual/gender-based misconduct or interpersonal violence will be investigated and decided under this Policy. The College retains the discretion to simultaneously investigate any conduct that is related to the sexual/gender-based misconduct in question using this Policy or any other appropriate Policy at the College. This may include, but is not limited to, any act of misconduct or interpersonal violence that is not sexual/gender-based in nature that is alleged to have been committed in the same time frame or by the same individuals being investigated under this Policy.
NOTICE OF NON-DISCRIMINATION & NOTICE OF COORDINATION WITH OPPOSITION TO SEXUAL HARASSMENT AND OTHER FORMS OF DISCRIMINATION POLICY

Stonehill College is committed to providing and promoting a learning and working environment that is free from sexual harassment and other forms of unlawful harassment and discrimination for everyone and does not discriminate on the basis of race, gender, disability, age, marital status, religion, color, sexual orientation, gender identity, national origin, or other legally protected status. The College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. This policy prohibits specific forms of behavior that may violate Title IX; relevant provisions of the VAWA; Title VII of the Civil Rights Act of 1964 (“Title VII”); the Clery Act; and M.G.L. ch. 151B - Unlawful Discrimination Because of Race, Color, Religious Creed, National Origin, Ancestry or Sex.

The College recognizes that it is important to coordinate this Policy with other existing policies related to harassment and discrimination knowing that harassment related to an individual’s sex, sexual orientation, gender identity, or gender expression can occur in conjunction with misconduct and harassment related to a person’s race, ethnicity, national origin, religion, age, pregnancy or parenting status, disability, or other protected status. Therefore, when a report is made of harassment or discrimination based on sex as well as harassment or discrimination based on some other protected status, the College’s response will be governed by the procedures referenced in this Policy. Questions about which policy applies in a specific instance should be directed to the Title IX Coordinator.

Employees can also seek additional information regarding equal opportunity, disability, harassment, discrimination and retaliation that is not based on sex or gender with:

Lily Krentzman – Director of Human Resources/Title IX Coordinator
320 Washington Street
Easton, MA 02357
508-565-1105
lkrentzman@stonehill.edu

Government Resources:
The College encourages individuals to initially seek resolution of sexual harassment complaints through its internal procedures; however, formal complaints can also be brought to these government agencies. The time periods for filing are EEOC 300 days; MCAD 6 months:

- Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111.
- Massachusetts Commission Against Discrimination, 1 Ashburton Place, Boston, MA 02108, 617-994-6000.
THE ROLE OF TITLE IX COORDINATOR, DEPUTIES & INVESTIGATORS

The College has designated a Title IX Coordinator who is responsible for the oversight of this Policy and any procedures related to it. The Title IX Coordinator is responsible for overseeing and resolving all Title IX reports and identifying and addressing any patterns or systemic concerns that arise during the review of such reports. The Coordinator’s responsibilities include oversight of a prompt, fair, equitable investigation and resolution process for reports of violations of this Policy at the College. The Title IX Coordinator also evaluates trends on campus based on information that has been reported and makes recommendations for campus-wide training and education programs, as well as other remedial actions, designed to prevent and/or eliminate sexual/gender-based misconduct and interpersonal violence, address its effects, and prevent its recurrence.

The Title IX Coordinator may designate a Deputy Title IX Coordinator to fulfill any role or activity set forth in this Policy. In this document, the term “Title IX Coordinator” also refers to the Title IX Deputy when functioning in the Coordinator role.

Title IX Investigators conduct thorough and impartial investigations into the facts of a case including interviewing the complainant, respondent, witnesses, or others who may have relevant information, and collecting any other evidence deemed relevant to a case.

EXAMPLES AND DEFINITIONS

This Policy will use the term “complainant” to refer to the person who is reported to be the victim of the sexual/gender-based misconduct or interpersonal violence. At times, when referring to a law enforcement process, the complainant may also be referred to as a victim. We may use these words interchangeably. Similarly, we will use the word “respondent” to refer to the person who the complainant alleges caused or was complicit in the act(s) of sexual/gender-based misconduct or interpersonal violence.

The Stonehill College Gender-Based Misconduct Policy uses the same definitions of Dating Violence, Domestic Violence, Stalking, and Consent that were added to the Clery Act by the Violence Against Women Act. Please note that Massachusetts State Law varies slightly and these definitions are listed separately at the end of this section. Sex offenses are defined by the FBI and these definitions, as well as additional Clery reportable crimes, can be found next to three years of crime statistics in this report.

Gender-Based Harassment

Acts of verbal, nonverbal, or physical aggression; intimidation; or hostility based on gender or gender-stereotyping constitute gender-based harassment. Gender-based harassment can occur if individuals are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex or for failing to conform to stereotypical notions of gender expression. In order to constitute harassment, the conduct must be such that it has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, demeaning, or offensive living or learning environment. Sexual assault constitutes an extreme form of gender-based harassment.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or
intimate nature with the victim.
   i. The existence of such a relationship shall be based on the reporting party’s statement and
      with consideration of the length of the relationship, the type of relationship, and the
      frequency of interaction between the persons involved in the relationship.
   ii. For the purposes of this definition dating violence includes, but is not limited to, sexual
      or physical abuse or the threat of such abuse.

Examples may include, but are not limited to, the following:
- Slapping
- Pulling hair
- Punching
- Damaging one’s property
- Driving recklessly to scare someone
- Harassment directed toward a current or former partner
- Threats of abuse such as threatening to hit, harm, or use a weapon on another (whether
  victim or acquaintance, friend, or family member of the victim), or other forms of verbal
  threats

**Domestic Violence**
   i. A Felony or misdemeanor crime of violence committed—
      a. by a current or former spouse or intimate partner of the victim;
      b. by a person with whom the victim shares a child in common;
      c. by a person who is cohabitating with, or has cohabitated with, the victim as a
         spouse or intimate partner;
      d. by a person similarly situated to a spouse of the victim under the domestic or
         family violence laws of the jurisdiction in which the crime of violence occurred;
      or
      e. by 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 in
         which the crime of violence occurred.

**Stalking**
   i. Engaging in a course of conduct directed at a specific person that would cause a
      reasonable person to—
      a. fear for the person’s safety or the safety of others; or
      b. suffer substantial emotional distress.
   ii. For the purposes of this definition—
      a. Course of conduct means two or more acts, including, but not limited to, acts
      b. which the stalker directly, indirectly, or through third parties, by any action,
         method, device, or means follows, monitors, observes, surveils, threatens, or
         communicates to or about, a person, or interferes with a person’s property.
      c. Reasonable person means a reasonable person under similar circumstances and
         with similar identities to the victim.
      d. Substantial emotional distress means significant mental suffering or anguish that
         may, but does not necessarily, require medical or other professional treatment or
         counseling.
Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication including face-to-face communication, telephone calls, voice messages, text messages, email messages and other forms of electronic communication, written letters, gifts or any other communications that are undesired and/or place another person in fear
- Use of online, electronic, or digital technologies including:
  - Posting of pictures or information to social media
  - Sending unwanted/unsolicited emails, voicemails, or chat requests
  - Posting private or public messages on internet sites, social networking sites, and/or bulletin boards that are implicitly or explicitly directed to an individual.
  - Installing spy-ware on an individual’s computer or other electronic device
  - Using Global Positioning Systems (GPS) or other technology to monitor an individual
- Pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by an individual
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing on the property owned or being utilized by the complainant.
- Vandalizing the personal property of the complainant or an individual close to the complainant.
- Non-consensual touching
- Direct physical and/or verbal threats against an individual or their loved ones
- Gathering information about an individual from family, friends, co-workers, and/or classmates
- Manipulative and controlling behaviors, such as threats to harm oneself or threats to harm someone close to the individual
- Defamation (lying to others about the individual, etc.)

Sexual Misconduct
Stonehill College strictly prohibits sexual misconduct in all forms. Sexual misconduct includes the following:

- Non-Consensual Sexual Intercourse, which is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Non-Consensual Sexual Contact, which includes but is not limited to, the touching of the private parts of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- Sexual Exploitation, which occurs when a student takes advantage of another without their consent for their own advantage or benefit, to benefit or advantage anyone other than the one being exploited, or behavior that does not otherwise constitute one of the other offenses specifically noted in this Policy. Examples of sexual exploitation include, but are not limited to:
  - Sexual exhibitionism
  - Prostitution or the solicitation of a prostitute, escort or the solicitation of an escort
- Non-consensual video, photographing, or audio-recording of sexual activity and/or distribution of these materials without the consent of all parties via mediums such as the internet or cellular technologies.
- Going beyond the boundaries of consent (e.g. allowing people to watch consensual sex without knowledge of the participants).
- Peeping or other voyeurism, which is the act of observing a person involved in sexual contact/activity, sexual intercourse, or in a state of undress without their knowledge or consent.
- Knowingly transmitting a Sexually Transmitted Infection (STI) to another individual.

- The use of drugs or alcohol to render another person physically or psychologically incapacitated as a precursor to or part of sexual activity.
- Sexual Harassment, which includes, but is not limited to:
  - Sexual advances, whether or not they involve physical touching.
  - Requests for sexual favors in exchange for actual or promised job or academic benefits, such as favorable reviews, salary increases, promotions, increased benefits or academic advantages (also known as quid pro quo harassment).
  - Lewd or sexually suggestive comments, including jokes innuendos or gestures.
  - Stripping and/or the solicitation of stripping.
  - Displaying sexually suggestive objects, pictures, magazines or cartoons.
  - Commenting about or inappropriately touching an individual’s body.
  - Inquiries or discussion about an individual’s sexual experiences or activities and other written or oral references to sexual conduct.

**Consent**

A person who wishes to engage in sexual activity must ensure that they have the consent of their partner. Consent means informed, freely, and voluntarily given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have demonstrated agreement between them to participate in the sexual activity. In the absence of mutually understandable words or actions, neither party should assume that it is permissible to engage in sexual activity.

Consent to some form(s) of sexual activity does not necessarily mean consent to other forms of sexual activity. Consent to sexual activity may be withdrawn at any time at which point all sexual activity for which consent has been withdrawn must cease. Acquiescence to sexual activity based on the use of fraud or force (actual or implied), whether that force be physical force, threats, coercion, is never consent.

Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual contact.

Coercion is verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact.
Consent will not be assumed by silence, incapacitation due to alcohol or drugs, unconsciousness, sleep, physical impairment, or lack of active resistance. Consent may never be given by minors (for example, in Massachusetts, those not yet 16 years of age), mentally disabled persons, those who are unconscious, unaware or otherwise physically helpless, or those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary).

**Incapacitation**
Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or drugs. Incapacitation is a state in which an individual is unable to give consent because they lack the ability for self-care, i.e., the person lacks the capacity to understand the "who, what, when, where, why, or how" of the sexual interaction. The impact of alcohol and other drugs varies from person to person.

Individuals who initiate sexual activity must look for the common and obvious warning signs of incapacitation in their partner. Although every person may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence. A person who is incapacitated may not be able to understand some or all of the following questions: “Do you know where you are?” “Do you know how you got here?” “Do you know what is happening?” “Do you know whom you are with?”

A person who knows or should have reasonably known that another person is incapacitated may not engage in sexual activity with that person. In evaluating consent in cases of alleged incapacitation, the College asks two questions: (1) *Did the person initiating sexual activity know that the other party was incapacitated?* and (2) *Should a sober, reasonable person in the same situation have known that the other party was incapacitated?* If the answer to either of these questions is “YES,” consent was absent and the conduct is likely a violation of this Policy.

**Additional Clarification Regarding Sexual Misconduct**
- While a person’s non-verbal actions can constitute consent, verbal communication between two people is the best way to ensure that each person knows the intentions of the other person.
- Previous sexual relations or a current or past intimate/romantic relationship between two people is not the equivalent of consent to future sexual activity.
- Use of alcohol or other drugs does not excuse a violation of this Policy.
- Attempts to commit sexual misconduct and/or aiding the commission of sexual misconduct as an accomplice are also prohibited under this Policy.

Examples of behavior that demonstrate a lack of consent and may constitute sexual assault include the following:
- engaging in sexual activity with an unconscious or semi-conscious person;
- engaging in sexual activity with someone who is asleep or passed out;
- engaging in sexual activity with someone who has said “no” or has indicated lack of consent through non-verbal communication;
- engaging in sexual activity with someone who is vomiting, unable to stand without assistance, or has to be carried to bed;
- allowing another person to engage in sexual activity with your partner without their consent;
- requiring any person to perform any sexual activity as a condition of acceptance into an organization;
- telling someone you will “out” them if they don’t engage in sexual activity (e.g., threatening to disclose the person’s sexual orientation without their consent); or
- purchasing or providing alcohol or drugs for the specific purpose of facilitating or assisting in a sexual assault.

**Complicity**
Complicity is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of any act listed above by another person or group of persons (like a student organization).

**RELATED MASSACHUSETTS LEGAL DEFINITIONS**
Sexual/gender-based misconduct and interpersonal violence cases are governed in accordance with this Policy and not by Massachusetts state law. However, students who believe they have been the victim of a crime may choose to pursue a criminal investigation through local law enforcement in addition to the adjudication of the case by the College. In those instances, Massachusetts law applies. Below are the definitions of Massachusetts crimes related to sexual/gender-based misconduct and interpersonal violence.

**Domestic Violence**: Massachusetts General Law chapter 209A, section 1 defines domestic abuse as “the occurrence of one or more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress.” [http://www.malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A](http://www.malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A)

**Dating Violence**: Massachusetts does not have a law pertaining to violence that occurs between people in a dating relationship. Instead, Massachusetts General Law chapter 265, section 13A would apply: “an assault or an assault and battery: (i) upon another and [the perpetrator] by such assault and battery causes serious bodily injury; (ii) upon another who is pregnant at the time of such assault and battery, [the perpetrator] knowing or having reason to know that the person is pregnant; or (iii) upon another who [the perpetrator] knows has an outstanding temporary or permanent vacate, restraining or no-contact order or judgment issued pursuant to [applicable law], in effect against him at the time of such assault or assault and battery.” [http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section13a](http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section13a)

**Sexual Assault**: Massachusetts defines rape as (1) the penetration of any orifice by any body part or object (2) by force and (3) without consent. Rape also includes instances where the victim is incapacitated (“wholly insensible so as to be incapable of consenting”) and the perpetrator is aware of the incapacitation. [http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22; http://masscases.com/cases/sjc/450/450mass583.html](http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22; http://masscases.com/cases/sjc/450/450mass583.html)

**Consent**: The voluntary agreement, demonstrated by words or actions, by a person with

Stalking: Massachusetts General Law chapter 265, section 43 defines “Stalking” as “(1) willfully and maliciously engag[ing] in a knowing pattern of conduct or series of acts (at least 3) over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) mak[ing] a threat with the intent to place the person in imminent fear of death or bodily injury.” http://www.malegislature.gov/Laws/GeneralLaws/PartIII/TitleI/Chapter265/Section43

OBTAINING PROTECTION AND SUPPORTIVE RESOURCES
Stonehill College encourages individuals to report incidents of sexual/gender-based misconduct and interpersonal violence to the College or to law enforcement authorities. The College respects that it is the individual’s decision whether or not to report the incident and that an individual can change their mind at any time.

In certain circumstances where there may be an imminent threat of harm, the College may need to report an incident to law enforcement authorities even when a victim may not wish to report. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the individual or the campus community. Additionally, in situations where the health and safety of the individual or campus community is at risk, it may be necessary to notify additional appropriate College officials.

Protective Measures, Including Interim Measures
The College may take interim measures at any point before, during, and after an investigation has occurred. These measures may be both remedial (designed to address a complainant’s safety and well-being and continued access to educational opportunities) or protective (involving action against a respondent). Interim measures are designed to eliminate the sexual/gender-based misconduct and interpersonal violence, prevent its recurrence, and remedy its effects. These measures may include, but are not limited to, no contact orders, changes in housing assignment for the respondent and/or complainant, academic accommodations, changes in supervisor or work location, removal from campus housing or grounds, social restrictions, changes in parking locations, increased security, and/or emotional and other support. Depending on the circumstances, an interim suspension, i.e. suspension from classes, work and other privileges or activities, or from the College, may also be instituted until resolution of a case.

Remedial measures are available regardless of whether a complainant pursues a complaint or investigation under this Policy. The College will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures. The Title IX Coordinator has the discretion to impose or modify any interim measure based on available information and is available to meet with a complainant or respondent to address any concerns about the provision of interim measures.
In some circumstances, a complainant may also wish to seek an order of protection from a court of appropriate jurisdiction against the respondent. College officials are available to assist individuals with this process. Individuals may also seek restriction of access to the College by non-students or non-employees when appropriate.

Stonehill College is committed to providing individuals with the necessary safety and support services and reasonable accommodations. Crisis intervention and safety concerns will take precedence. Due to the complex nature of the situation, the individual may need assistance in obtaining one or more of the following:

- No-contact order
- Services of a S.H.A.R.E. Advisor (see S.H.A.R.E. Advisor section below)
- Change in an academic schedule
- Alternative housing and/or office accommodations
- Limiting public access to directory information
- Resources for medical, psychological, legal, visa/immigration and financial support

For assistance in obtaining these safety accommodations, students may contact the Title IX Coordinator (Director of Human Resources) at 508-565-1105 or the Title IX Deputy (Director of Community Standards) at 508-565-1323.

If safety is an immediate concern, individuals should contact Campus Police at 508-565-5555, or dial 911 for assistance from local law enforcement.

**ABUSE & HARASSMENT PREVENTION ORDERS**

There is no charge to get an abuse prevention order. If you need help with getting an order, the Massachusetts Office for Victim Assistance ([http://www.mass.gov/mova/](http://www.mass.gov/mova/)) offers a program called **SAFEPLAN** that provides specially trained and certified advocates to help you in many courts across the state.

There are other programs in some courts that provide people who can help you fill out the forms and go with you to the courtroom. In some cases, the advocate is from the local domestic violence service provider. In other cases, District Attorney Office victim-witness advocates assist people in filing for a 209A order. A list of domestic violence service providers can be found at [Jane Doe, Inc. ([http://www.janedoe.org/](http://www.janedoe.org/))](http://www.janedoe.org/) People at these organizations can tell you if they have court advocates or, if not, how to reach a court advocate.

If you need help immediately such as safety planning or shelter, call the SAFELINK hotline at 1-877-785-2020, which can find you a domestic violence program or shelter near you.

**HOW TO OBTAIN AN ABUSE PREVENTION ORDER (209A)**

During regular business hours on weekdays, you can go to the Taunton District Court located at 40 Broadway #2100, Taunton, MA 02780. Telephone: (508) 977-6135.
Proceed to the Civil Clerk’s office and tell them you want to ask for a 209A order. They will give you the forms you need.

If you are in crisis and courts are closed, you can call or go to Campus Police or the Town of Easton Police Department. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to go to and when you need to be at the court.

**HOW TO OBTAIN A HARASSMENT PREVENTION ORDER (258E)**

There is no charge to get a harassment prevention order. During regular business hours on weekdays, you can go to the Taunton District Court located at 40 Broadway #2100, Taunton, MA 02780. Telephone: (508) 977-6135.

If you are in crisis and courts are closed, you can call or go to Campus Police or the Town of Easton Police Department. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to go to and when you need to be at the court.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”

We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

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

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

Stonehill College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim 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 paragraph.

**CAMPUS SEX CRIMES PREVENTION ACT**
The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In Massachusetts, this information is accessible at www.mass.gov/sorb or by calling (978) 740-6400. You may also visit the Town of Easton Police Department, located at 46 Lothrop St, North Easton, MA 02356 for information regarding sex offenders in the area.

For more information about the College’s sexual assault awareness programs and resources visit the SHARE website at: [http://www.stonehill.edu/offices-services/health-wellness/share-sexual-harassment-assault/](http://www.stonehill.edu/offices-services/health-wellness/share-sexual-harassment-assault/)

**If you are Sexually Assaulted or Raped**

*Get to a safe place.* – Report the crime to Campus Police or the appropriate local law enforcement agency in the jurisdiction where the assault occurred.

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

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

Supportive Resources
The College offers services to individuals who experience sexual/gender-based misconduct or interpersonal violence, even if they choose not to report the incidents. Pastoral counselors, licensed professional counselors, and licensed medical professionals are confidential resources (see Confidentiality section) who are not obligated to notify the Title IX Coordinator of reports of sexual/gender-based misconduct or interpersonal violence. Other on-campus resources, such as those listed below, provide assistance in a safe, supportive, and private setting, but cannot keep reports of sexual/gender-based misconduct or interpersonal violence confidential.

Counselors and licensed medical professionals at a variety of departments/agencies both on and off campus can assist a person in deciding what steps to take, such as obtaining counseling, seeking medical attention, preserving evidence, and reporting to authorities. Information, support, and advice are available for anyone who wishes to discuss issues related to sexual/gender-based misconduct or interpersonal violence.

On Campus Resources:
- Campus Police – 508-565-5555
- Counseling Services – 508-565-1331
- Health Services – 508-565-1307
- Campus Ministry – 508-565-1487
- Human Resources – 508-565-1105
- Residence Life – 508-565-1290
- S.H.A.R.E. Advisors – during business hours (8:30am – 4:30pm, contact Counseling Services at 508-565-1331 for a list of Advisors; after 4:30pm, contact Campus Police at 508-565-1000)
- Student Affairs – 508-565-1363
- Title IX Coordinator/Deputies – refer to the reporting section of this Policy for a list of Coordinator/Deputies or contact the General Counsel’s office at 508-565-1404
- Intercultural Affairs (visa/immigration resource) – 508-565-1409
- Student Financial Assistance – 508-565-1088
- Academic Services & Advising – 508-565-1306

Off-Campus Agencies:
- A New Day, Rape Crisis Center – 508-941-7400
- Signature Healthcare Brockton Hospital – 508-941-7000 (participates in the Sexual Assault Nurse Examiner Program, also called SANE)
- Easton Police Department – 911 for emergencies, 508-230-8632 for non-emergencies
- Brockton Police Department – 911 for emergencies, 508-941-0200 for non-emergencies
- Victim Rights Law Center – 617-339-6720 x19
- Catholic Charities (legal/visa/immigration resource) – 508-587-0815
**Medical Attention**
There are multiple options, both on and off campus as noted above, for a victim seeking treatment for injuries, preventative treatment for sexually transmitted infections, and other health services. Victims of sexual/gender-based misconduct or interpersonal violence should consider seeking medical attention as soon as possible at the closest emergency room. Victims who agree to have forensic evidence collection conducted as part of their care can locate hospitals with such emergency rooms in the Supportive Resources section of this Policy or by calling Campus Police, available 24 hours a day, at 508-565-1000 or 911 from a campus phone. Signature Healthcare Brockton Hospital, which employs SANE (Sexual Assault Nurse Examiner) nurses, has the ability to complete a sexual assault evidence kit to preserve evidence that could be helpful in proving that a crime occurred or could be helpful in obtaining an order of protection.

In Massachusetts, a victim may request the collection of evidence even if the victim chooses not to make a report to law enforcement. If the victim chooses not to report to law enforcement, the Massachusetts Crime Lab will store the kit for six months while the victim determines whether or not to file a report, although extensions may be requested for victims who need more time to decide. A victim does not have to make a criminal complaint or decide whether to file criminal charges to have a sexual assault evidence kit collected; however, the complainant must use their legal name.

It is important that a victim of sexual assault not bathe, douche, brush teeth, smoke, change clothes, or clean the bed/linen/area where the victim was assaulted if the offense occurred within the past 120 hours, so that evidence may be preserved. Eating and drinking should also be avoided if possible. In addition, if clothes are changed, soiled clothes should be placed in a paper bag, as plastic may destroy crucial evidence.

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy (if applicable) and/or sexually transmitted infections. Victims also are encouraged to preserve evidence including saving text messages, instant messages, social networking pages, other communications, as well as keeping pictures, logs, or other copies of documents if they have any that may be useful to College investigators or campus or local police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. Victims who choose not to make a report regarding an incident should nevertheless consider speaking with Campus Police or local law enforcement to preserve evidence in the event that they change their mind at a later time.

**S.H.A.R.E. Advisors for Cases of Sexual/Gender-Based Misconduct or Interpersonal Violence**

S.H.A.R.E. Advisors are a group of trained staff and faculty members who provide support and resource information to sexual/gender-based misconduct or interpersonal violence complainants and respondents. Students can access S.H.A.R.E. Advisors by calling Counseling Services during business hours (8:30am – 4:30pm) at 508-565-1331 and Campus Police after 4:30pm at 508-565-1000 or 911 from a campus phone. It is important to note that S.H.A.R.E. Advisors
must report sexual/gender-based misconduct or interpersonal violence to the College if the individual has not already done so. S.H.A.R.E Advisors always respect privacy, but are not “confidential” resources.

S.H.A.R.E. Advisors are trained and available to assist complainants and/or respondents in a variety of ways, including:

- Assistance with emergency rape crisis treatment and emergency medical services, including accompanying the individual to the hospital, working with police, etc.
- Assistance, guidance, and support throughout the College investigative process and/or the criminal justice process
- Assistance in coordinating academic concerns, such as missed classes, assignments, or change of class section
- Assistance in contacting community resources, such as rape crisis centers or support groups
- General support and assistance as needed

While S.H.A.R.E. Advisors are available to assist, it is always the choice of the complainant and respondent whether to utilize this support service.

PRIVACY AND CONFIDENTIALITY

The College is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this Policy. The College also is committed to providing assistance to help students, employees, and third parties make informed choices. With respect to any report under this Policy, the College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate conduct that violates this Policy, prevent its recurrence, and remedy its effects.

Privacy and confidentiality have distinct meanings under this Policy.

Privacy
Privacy means that information related to a report of violations of this Policy will be shared with a limited circle of College employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the College’s response to reports of violations of this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. Further, the College will maintain as private any accommodations or protective measures provided to any individual to the extent that maintaining such confidentiality would not impair the College’s ability to provide the accommodations or protective measures.

The privacy of student education records will also be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”). All documentation related to a student’s report, investigation, and resolution are protected by FERPA and will not be released, except as required by law. Non-identifying information about a report may be shared with the Chief of Campus Police or designee to comply with the Clery Act (statistical information only). A complainant’s
name will never be published in connection with the College’s obligations under the Clery Act.

In addition, the College does not publish identifiable information regarding victims in the College’s Daily Crime Log or online. In addition, any person, may request that their directory information on file be removed from public sources by contacting the Title IX Coordinator.

Confidentiality
Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers, mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Massachusetts law. The College has designated individuals who have the ability to have privileged communications as “Confidential Employees.”

When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there appears to be a risk of immediate harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

The following classifications of individuals are Confidential Employees under College policy. Please note, however, that if you disclose information that you wish to remain confidential to para-professional staff, such as administrative assistants, they may be required by law to pass along the report to Campus Police or a Title IX Coordinator.

Licensed Professional Counselors with the Commonwealth of Massachusetts whose official College responsibilities include providing mental health counseling to members of the campus community are not required by Title IX to report any information regarding an incident of sexual/gender-based misconduct or interpersonal violence to the Title IX Coordinator or other College officials.

Licensed Medical Professionals who are registered with the Commonwealth of Massachusetts and whose official College responsibilities include providing health services to members of the campus community are not required by Title IX to report any information regarding an incident of sexual/gender-based misconduct or interpersonal violence to the Title IX Coordinator or other College officials.

Athletic Trainers with NATABOC certification and who are licensed by the Commonwealth of Massachusetts and whose official College responsibilities include the evaluation and treatment of student athletes; determining the appropriate application of emergency procedures; and providing first aid as needed are not required by Title IX to report any information regarding an incident of sexual/gender-based misconduct or interpersonal violence to the Title IX Coordinator or other College official.

Pastoral Counselors who are ordained clergy and whose responsibilities include providing
spiritual counseling to members of the campus community are not required by Title IX to report any information regarding an incident of sexual/gender-based misconduct or interpersonal violence to the Title IX Coordinator or other College officials.

In order to identify patterns or systemic issues related to violations of this policy, the College will collect non-identifying aggregate data from the College’s LPCs, pastoral counselors, athletic trainers, and health care providers, as well as the local advocacy center. All personally identifiable information will remain confidential.

**EMPLOYEE REPORTING RESPONSIBILITIES**

Every faculty, staff, and volunteer on campus who works with students or minors, and every person identified as a Campus Security Authority (CSA) under the Clery Act must immediately report to the Title IX Coordinator any violations of this Policy reported to them or observed by them, including the name of the complainant and respondent, if known, and all known details. The only College members that are exempt from reporting violations of this Policy are licensed counselors, licensed medical professionals, pastoral counselors, and athletic trainers employed in such capacities (Confidential Employees). The College requires everyone in the campus community, including Confidential Employees, to report the suspected abuse of children (those under the age of 18).

Disclosures of violations of this Policy that are made at public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs,” or other forums are not considered a report or notice to the College for purposes of triggering the College’s obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about Title IX and Clery rights at these events. Similarly, information disclosed during a student’s participation as a subject in an Institutional Review Board-approved human subjects research protocol (“IRB Research”) not considered a report of a violation of this Policy or notice to the College of a violation of this Policy for purposes of triggering the College’s obligation to investigate any particular incident(s). Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all student subjects of IRB Research.

**REQUEST FOR ANONYMITY BY A COMPLAINANT**

Students have the right under federal law (Title IX) to expect that reports of sexual/gender-based misconduct or interpersonal violence will be taken seriously by the College. In accordance with federal law, the College investigates all reports of sexual/gender-based misconduct or interpersonal violence made to any College official. Any time the College becomes aware of a possible case of sexual/gender-based misconduct or interpersonal violence, the College has an obligation to investigate.

Where the complainant requests that their identity not be shared with the respondent or that the College not pursue an investigation, the College must balance this request with the College’s responsibility to provide a safe and non-discriminatory environment for all College community members. The College, through the Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying
information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the complainant’s request will be balanced against the following factors:

- the seriousness of the conduct;
- the respective ages and roles of the complainant and respondent;
- whether there have been other reports of violations of this Policy involving the respondent;
- whether the circumstances suggest there is a risk of the respondent committing additional violations of this Policy;
- whether the respondent has a history of arrests or records indicating a history of violence;
- whether the reported conduct was committed by multiple individuals;
- whether the circumstances suggest there is a risk of future violations of this Policy under similar circumstances;
- whether the reported conduct was perpetrated with a weapon;
- whether the College possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence); and,
- the respondent’s right to receive information if such information is maintained in an “education record” under FERPA.

The College will take all reasonable steps to investigate and respond to the report consistent with the request not to share identifying information or pursue an investigation. Where the College is unable to take action consistent with the request for confidentiality/anonymity, the Title IX Coordinator will inform the complainant about the chosen course of action. Alternatively, the course of action may also include steps to eliminate the effects of violations of this Policy and prevent its recurrence that do not involve formal disciplinary action against a respondent or revealing the identity of the complainant.

Where the College determines that it must move forward with an investigation despite a complainant’s request for anonymity, the College will notify the complainant and will make reasonable efforts to protect the privacy of the complainant to the extent possible. However, certain actions that may be required as part of the College’s response, including an investigation and disciplinary resolution, will involve speaking with the respondent and others who may have relevant information, in which case the complainant’s identity may have to be disclosed. In such cases, the College will notify the complainant that it intends to move forward with an investigation, but in no event will the complainant be required to participate in any such actions undertaken by the College.

**REPORTING SEXUAL/GENDER-BASED MISCONDUCT OR INTERPERSONAL VIOLENCE**

A person who experiences sexual/gender-based misconduct or interpersonal violence is encouraged to report the incident. Every complainant reporting to the Title IX Coordinator/Deputy or Campus Police will be provided with written information regarding their rights and available resources.
Several reporting options are available:

1. **Report to the College**: Students can report sexual/gender-based misconduct or interpersonal violence to a College official, such as officials within Student Affairs or Campus Police, Resident Assistants, Residence Directors, a Title IX Coordinator, or a Title IX Deputy. The College Title IX Coordinator and Deputies are:

   **Lily Krentzman – Director of Human Resources/Title IX Coordinator**
   320 Washington Street
   Easton, MA 02357
   508-565-1105
   lkrentzman@stonehill.edu

   **Michael Labella – Director of Community Standards/Title IX Deputy**
   320 Washington Street
   Easton, MA 02357
   508-565-1323
   mlabella@stonehill.edu

   **Cindy MacDonald – Senior Associate Director of Athletics/Title IX Deputy**
   320 Washington Street
   Easton, MA 02357
   508-565-1384
   cmacdonald@stonehill.edu

   Individuals are also encouraged to report directly to the Title IX Coordinator or Deputies.

   When a report is made, the Title IX Coordinator or Deputy will assess the complaint to determine whether or not the complaint falls under the jurisdiction of this Policy. If so, it will be assigned for investigation. A Title IX Investigator\(^1\) or Investigators (depending on the complaint and/or as determined by the Title IX Coordinator) will investigate the complaint and submit a report containing factual findings and a determination of responsibility based on the preponderance of evidence standard.

   In the event of a possible criminal investigation, the complainant may also request that Campus Police attend their interviews.

   A criminal investigation would occur concurrently with the Title IX investigation, but it is separate and distinct from the Title IX investigation. The College will not wait for the outcome of any criminal investigation to undertake an administrative Title IX investigation, but can delay the administrative investigation for up to 10 days to allow law enforcement to conduct initial fact finding. In the event a further delay is required, the parties will be notified as appropriate after ten days.

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\(^1\) Every staff member and investigator involved in the intake or resolution of complaints will be annually trained on how to conduct an investigation and hearing process that protects the safety of individuals and promotes individual accountability.
2. **Report to Easton Police Department:** Students can contact the Easton Police Department at 508-230-3322. If the individual would like assistance in contacting the Easton Police, Campus Police can assist.

3. **Report to both the College and the Easton Police Department:** See options 1 and 2.

4. **Make an Anonymous Report:** Students who wish to anonymously inform the College of sexual/gender-based misconduct or interpersonal violence may file an incident report online through the College’s Sexual Assault and Title IX Resources web page. The information provided to the College in this manner will only be used for Clery Act data collection and will be kept confidential. While the College will investigate anonymous reports in accordance with federal law, anonymous reports may significantly limit the College’s ability to conduct an effective investigation.

5. **Take No Action:** Students have the right not to file a report, yet they are highly encouraged to seek medical attention and counseling. Students who wish to report at a later date may do so by utilizing any of the options above. However, please note that a delay in reporting could create obstacles to the College’s process for stopping harassment/discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether prohibited conduct occurred.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

**Incident Being Reported: SEXUAL ASSAULT**

**Procedure Institution Will Follow:**

1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care.
2. Institution will assess immediate safety needs of complainant.
3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.
4. Institution will provide complainant with referrals to on and off campus mental health provider.
5. Institution will assess need to implement interim or long-term protective measures, if appropriate.
6. Institution will provide the victim with a written explanation of the victim’s rights and options.
7. Institution will provide a “No Contact” or “No Trespass” notice to accused party if deemed appropriate.
8. Institution will provide written instructions on how to apply for Protective Order.
9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.
10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.
11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

**Incident Being Reported: STALKING**

**Procedure Institution Will Follow:**
1. Institution will assess immediate safety needs of complainant.
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.
3. Institution will provide written instructions on how to apply for Protective Order.
4. Institution will provide written information to complainant on how to preserve evidence.
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
6. Institution will provide the victim with a written explanation of the victim’s rights and options.
7. Institution will provide a “No Contact” or “No Trespass” notice to accused party if deemed appropriate.

**Incident Being Reported: DATING VIOLENCE**

**Procedure Institution Will Follow:**
1. Institution will assess immediate safety needs of complainant.
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department.
3. Institution will provide written instructions on how to apply for Protective Order.
4. Institution will provide written information to complainant on how to preserve evidence.
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
6. Institution will provide the victim with a written explanation of the victim’s rights and options.
7. Institution will provide a “No Contact” or “No Trespass” notice to accused party if deemed appropriate.

**Incident Being Reported: DOMESTIC VIOLENCE**

**Procedure Institution Will Follow:**
1. Institution will assess immediate safety needs of complainant.
2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to complainant on how to preserve evidence.
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
6. Institution will provide the victim with a written explanation of the victim’s rights and options.
7. Institution will provide a “No Contact” or “No Trespass” notice to accused party if deemed appropriate.

THE INVESTIGATION AND DISCIPLINARY PROCESS FOR SEXUAL/GENDER-BASED MISCONDUCT AND INTERPERSONAL VIOLENCE

The College will take appropriate and prompt actions to ensure that investigations of sexual/gender-based misconduct or interpersonal violence complaints are normally completed within 60 days of receiving a complaint. Investigations will be prompt, thorough, and dedicated to impartial fact finding.

Some circumstances may require that an investigation continue beyond a 60-day period. These circumstances may include the complexity and scope of the allegations and the investigation, the number and availability of witnesses, the effect of a criminal complaint, or any intervening College breaks or holidays. In those situations, the Investigator must provide the General Counsel in writing the rationale for the requested extension and will provide notice to both parties.

Formal rules of process, procedure, or rules of evidence such as those applied in criminal or civil courts are not used in Title IX investigations; however, the College does utilize a preponderance of the evidence standard when conducting investigations. The preponderance of the evidence standard is based in civil law and requires the investigator to determine whether the evidence shows it is more likely than not the alleged incident occurred. In determining whether the standard has been met, the Investigator must consider the totality of the evidence presented.

Where appropriate, the College, upon the recommendation by the Title IX Coordinator, may attempt to resolve allegations of violations of the Policy by taking immediate and corrective action to stop the conduct, address its effects, and prevent recurrence without a formal investigation and determination that a violation of the Policy has occurred. Participation in the informal resolution is voluntary and either party can request to end the informal process at any time and request a formal investigation. In some instances, and at any time, the College, on its own, may determine that informal resolution is no longer appropriate, in which case, the College will notify the parties that it is ending the informal resolution process and initiating a formal investigation. Please note that complaints alleging sexual misconduct, including sexual assault and nonconsensual sexual touching, or other forms of physical violence, are not appropriate for informal resolution and must proceed directly to a formal investigation.

Reports of sexual/gender-based misconduct or interpersonal violence will be referred to one or more of the College’s Title IX Investigators, who will investigate the allegation. Upon review of the complaint, the Title IX Investigator may recommend to the Title IX Coordinator or Deputy that interim restrictions be put into place. The Title IX Coordinator or Deputy may also issue interim restrictions on their own. Interim restrictions may include, but are not limited to, no-
contact orders, changes in housing accommodations, changes in academic schedule and accommodations, residence hall suspension, campus restrictions, and College suspensions. These actions may be instituted at any point during the investigation process.

Complainants and respondents are permitted to submit to the Title IX Investigator potential witness names and questions to be asked during the investigative process. The Investigator will assess the appropriateness and relevance of the questions and witness names submitted. Generally, in regards to sexual misconduct cases, questions, statements, or information about the sexual history of the complainant with anyone other than the respondent will not be considered relevant.

The Title IX Coordinator or Deputy may assist the Title IX Investigators in coordinating meetings with the complainant, respondent, and witnesses. Members of the College community are expected to participate in the Title IX process if they are identified as a relevant witnesses. Title IX Investigators will make reasonable attempts to coordinate meetings with witnesses who are not members of the College community.

Upon completion of the investigation, the Investigator will offer to meet with the complainant and respondent separately to discuss (post fact finding but before a recommendation has been made with regard to responsibility) the facts gleaned in the matter and to offer a final opportunity to the parties to ensure both have been afforded the opportunity to present all relevant witnesses and evidence before the finding is reached. If no further evidence is presented and the facts that will be used to reach the outcome are shared with the parties, the final report will be submitted to the Associate Vice President for Student Affairs/Dean of Students. The report will contain factual findings and a recommendation of responsibility as to the original claim and/or any lesser offense. For example, if a complainant alleges that the respondent committed sexual assault, the Investigator(s) could conclude that the respondent is not responsible for sexual assault, but is responsible for sexual harassment. The Associate Vice President for Student Affairs/Dean of Students will determine if the facts gleaned in the investigation do indeed align with the findings offered by the Investigator and will then issue a formal decision in the matter, including sanctions.

The College will disclose, in writing, the final results of any institutional adjudication conducted to the respondent, as well as to the complainant (or if the individual is deceased as a result of such crime or offense, to the next of kin) of any violent crime or non-forcible sex offense. Additionally, the results of the initial outcome and the appeal outcome (if an appeal is sought) will be provided in writing and simultaneously to both the complainant and respondent in every complaint of sexual assault, dating violence, domestic violence or stalking. The notice of outcome will include the outcome, the reason for the outcome, and the sanction associated with the outcome.

**STATEMENT OF RIGHTS FOR THOSE INVOLVED IN INCIDENTS OF**
SEXUAL/GENDER-BASED MISCONDUCT OR INTERPERSONAL VIOLENCE

It is the goal of Stonehill College to ensure that students have access to needed resources, services, and information.

The College assures all students involved in incidents of sexual/gender-based misconduct or interpersonal violence will:

1. Be notified of available spiritual and personal counseling, mental health, medical, or other student resources, both on campus and in the community, as appropriate.
2. Receive notification of options for and available assistance in changing academic and living situations after an alleged incident of sexual/gender-based misconduct or interpersonal violence, if so requested and if such changes are reasonably available (no charges or investigation, campus or criminal, need to occur before this option is available).
3. Have the matter investigated in a prompt manner by annually trained investigators.
4. Have the matter handled in accordance with College policy.
5. Be offered a S.H.A.R.E. Advisor to be present at any time during the investigation.
6. Be accompanied by an advisor of choice to any meeting or disciplinary proceeding in which the complainant or respondent is required to be present. Individuals who are witnesses to the incident or are otherwise involved in the matter cannot serve as advisors. An advisor may not directly address the Title IX Investigators or otherwise participate actively in the investigation. The College will not delay the investigation or determination of the outcome based on the availability of an advisor.
7. Be allowed to submit potential witness names for consideration and be informed of all witnesses being interviewed.
8. Be allowed to submit questions for the Investigator to ask during the investigation.
9. Not have irrelevant prior sexual history admitted into the investigation.
10. Be notified in writing within three business days of the formal decision of the Associate Vice President for Student Affairs/Dean of Students.
11. Be allowed to appeal the decision in accordance with the standards for appeal.
12. Be free from any behavior that may be construed by the College to be intimidating, harassing, or retaliatory and have the College respond promptly to any such report to stop it and appropriately discipline any party who engaged in retaliatory conduct.

Rights Specific to a Complainant
The College assures that all students making a complaint of sexual/gender-based misconduct or interpersonal violence will:

- Have the option of choosing to whom the complaint is made (the College, local law enforcement, or both). The complainant can also choose not to participate in an investigation; however, the College will investigate any report it deems necessary to protect the safety of the College community or in compliance with applicable law.

Rights Specific to a Respondent
The College assures that all students accused of an incident of sexual/gender-based misconduct or interpersonal violence will:
- Be notified of a report of sexual/gender-based misconduct or interpersonal violence in accordance with College policy.

**RETIATION**
The College encourages students to report all incidents of sexual/gender-based misconduct or interpersonal violence. Any threat of retaliation against a complainant, respondent, or witness, or other attempts to prevent the reporting of an incident of sexual/gender-based misconduct or interpersonal violence or cooperation with the investigation is itself prohibited and will result in a subsequent and separate investigation. Retaliation includes, but is not limited to, intimidation, threats, coercion, and any adverse action. Adverse action includes, but is not limited to, hiring, firing, promotions, demotions, compensation, benefits, grading, pressure to withdraw from a class or student organization, ignoring, and refusing requests for assistance.

**AMNESTY**
Individuals may be hesitant to report the occurrence of sexual/gender-based misconduct or interpersonal violence to the College because they are concerned that they themselves, or witnesses to the misconduct, may be charged with violations of the alcohol and other drug policy. While these behaviors are not condoned by the College, the need to address instances of alleged sexual/gender-based misconduct or interpersonal violence will take precedence. Accordingly, in these cases, the College will not pursue disciplinary action against a student who reports, in good faith, to be the victim of, or witness to, sexual/gender-based misconduct or interpersonal violence.

**APPEALS**
A respondent or complainant may submit a request for an appeal of a decision resulting from a Title IX investigation no later than four business days after receiving the decision in writing. The request for an appeal is to be submitted in writing to the Vice President for Student Affairs, who will consider the request.

Appeals will be considered based on the following criteria:
1. Failure to follow the process or procedures outlined within this Policy, which resulted in significant prejudice such that it impacted the outcome. Minor deviations from designated procedures will not be the basis for sustaining an appeal unless significant prejudice results.
2. New information that was not known to the parties at the time of the investigation

Appellate decisions are final.

**EDUCATION AND PREVENTION**
The College is committed to annually providing intentional and comprehensive primary and ongoing education and awareness programs, initiatives, strategies, and campaigns aimed at the eradication of sexual/gender-based misconduct and interpersonal violence, including dating violence, domestic violence, stalking, and sexual assault. The College will work to ensure that all programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. The College will also consider environmental risk and protective factors as they occur.
on the individual, relationship, institutional, community, and societal levels. The programs shall include both primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students.

**Risk reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Bystander intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

In addition, the College will evaluate on an ongoing basis, all policies and procedures related to sexual/gender-based misconduct or interpersonal violence.

**PERSONAL SAFETY TIPS**

There are many steps we can take to protect ourselves from crime. Many crimes occur because there is an opportunity for them to happen. Crime can happen anywhere, anytime, especially if we create the environment for it to happen. We ask you to follow these simple tips to reduce your chances of becoming a victim.

**WHEN YOU’RE WALKING OR RUNNING**

**Before You Leave**

- Plan your outing. Always tell someone where you’re going and when you’ll return. Tell friends or family of your favorite exercise routes.
- Know where telephones are located along the course.
- Wear an identification tag or carry a driver’s license.
- Don’t wear jewelry or carry cash.
- Wear reflective material.

**On the Road**

- Stay alert at all times.
- Run or walk with a partner or a group.
- Don’t wear headsets. If you wear them you won’t hear an approaching car or attacker. Listen to your surroundings.
- Consider carrying a cellular phone. Program it with the emergency number for the Stonehill College Police Department.
- Exercise in familiar areas. Know which stores are open.
- Vary your route.
• Avoid unpopulated areas, deserted streets, and overgrown trails. Especially avoid poorly lighted areas at night.
• Ignore verbal harassment. Use discretion in acknowledging strangers. Keep a safe distance.
• Be careful if anyone in a car asks you for directions—if you answer, keep at least a full arm’s length from the car.
• If you think you are being followed, change direction and head for open stores or populated areas.
• Have your Hill Card ready before you reach your residence hall.
• Call police immediately if something happens to you or someone else, or you notice anyone out of the ordinary.

IN YOUR CAR

Getting In
• Walk with purpose and stay alert.
• Approach your car with the key in hand. Look around and inside the car before getting in.

On the Road
• Keep your doors locked and windows rolled up (at least partway, if it’s hot and you don’t have air conditioning), no matter how short the distance or how safe the neighborhood.
• When you’re coming to a stop, leave enough room to maneuver around other cars.
• Avoid driving alone late at night. Go with someone whenever possible.
• Don’t stop to assist a stranger whose car is broken down. Help instead by calling police.

Getting Out
• Park in well-lit areas, near sidewalks or walkways.
• Never leave valuables in plain view, even if the car is locked. Put them in the trunk.
• Try to park in a garage with an attendant.
• Stay alert to the surroundings.

AT THE ATM
• If you drive to the ATM, keep car locked when using the ATM. Keep your keys handy so you can enter your car quickly after completing your transaction.
• Be alert for anything suspicious, especially two or more people in a nearby vehicle, particularly if no one else is at the ATM, or someone who just appears to be “hanging” around the area.
• If you sense something wrong, leave the area immediately and use another ATM.
• When you are using the ATM and someone is closer than you would like, ask him or her to step back a few steps. If they do not step back it may be best to cancel you transaction.
• Have everything ready before you approach the ATM.
• Report all ATM crimes to the local police and the financial institution.
• Get acquainted with your neighbors on your floor and in your building. Every resident has a role to play in security. Part of that role is to know who belongs and who doesn’t.
• Always lock your door. Whether you are “just down the hall for a minute”, or out of the building, always keep your door locked. Ask your roommates to do the same.
• Report any suspicious persons to the Stonehill College Police Department at x5555.
• Secure your personal property, especially expensive and easily transportable items. Lock them up. Use cables to secure electronic components; check with the Stonehill College Police Department for ideas. Engrave items with unique identifiers.
• Do not allow entry into your residence hall or house to those whom you do not know. Don’t let them follow when you use your Hill Card to access entrance doors. Refer them to a guest telephone. Have your Stonehill Hill Card out and ready to use before you reach the front door.
• You have a right to expect your neighbors to follow good security practices and to do things that protect your interests. You have an obligation to do the same for them.
• Use your door viewer if you have one. Know who is on the other side before opening the door.

SECURITY TIPS FOR OFFICE PERSONNEL
Follow these tips to reduce the risk of having items stolen from your office.
• Lock personal items such as wallets, purses, or pocketbooks in desk drawers or file cabinets.
• If you intend to be away from your office for any length of time, lock your office door.
• Secure electronic items such as printers, computers, and fax machines to non-movable desks or counters.
• If you see someone in your building, office or area that looks lost or suspicious, immediately contact the Campus Police Department at x5555.
• Keep petty cash or other money secured in a controlled area. Develop sound procedures for accounting for the money at the end of each business day.
• Make sure to secure all ground-level windows and doors, and turn off selected lights.

DEALING WITH ANNOYING OR OBSCENE TELEPHONE CALLS
• Hang up as soon as you hear an obscenity, improper question or no response.
• Don’t talk to strangers. Be careful when the caller says he is taking a survey. If you have any concern about the legitimacy of a person asking for personal information over the phone, ask the person for his name, firm name and telephone number.
• Don’t play detective. Don’t extend the call trying to figure out who is calling.
• Don’t let the caller know you are upset or angry.
• Place ads with caution. When placing an ad in a newspaper or on a bulletin board, use a newspaper or post office box number if possible. If you must use your phone number, do not list your address.
• Don’t let your answering machine or voice mail give you away. Don’t say: “I’m out of the office”; “I’m not at home at the present time”; “I’m away for the weekend”. Also refrain from using names or giving out the phone number.
• Report threats of violence or harm right away. Immediately after you receive a call in which there are threats of physical harm or violence report the call to the Stonehill College Police Department or to your local police agency if you are at home or away from the campus.

**Crime Definitions**

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

*Manslaughter By Negligence*: The killing of another person through gross negligence.

*Sexual Assault/Sex Offenses*: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

  **A. Rape**: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

  **B. 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 incapacity.

  **C. Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

  **D. Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent. In Massachusetts, the age of consent begins at age 16.

*Robbery*: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

*Aggravated Assault*: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

**Hate Crimes:** A hate crime is a *criminal offense* that manifests evidence that a victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are many possible categories of bias, under the *Clery Act*, only the following eight categories are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.

**Drug Abuse Violations:** All Drugs, without exception, that are illegal under local or state law and all illegally obtained prescription drugs. Possession of marijuana, under 1 oz, is not reportable.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence or drunkenness.

**Weapon Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Clery Reportable Crime Statistics**
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*Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

**Note 1.** Massachusetts decriminalized marijuana (possession of less than 1 oz). Less than 1 oz. of marijuana is a civil offense and not counted for the purposes of drug law violations.

**Note 2.** Non-Campus Properties: Stonehill College leases apartments located in Washington, DC, in New York City, and in Los Angeles CA. A small group of students resided in these rooms while participating in a Stonehill College sponsored internship. No reportable crimes were reported from DC or NY and no response was made to our request for crime statistics from Los Angeles Police.

**Note 3.** Stonehill has an agreement for use of office and classroom space inside the Harbor One Bank building, located at 68 Legion Parkway in Brockton, MA. Stonehill participates in the Downtown Center for Community Engagement Program. 1 incident of stalking was reported at this location in 2016.

**Hate Crime Reporting**
No hate crimes were reported for on campus, non-campus, or adjacent public property for 2014, 2015, or 2016.

**Fire Safety**
Stonehill College works closely with the Easton Fire Department to ensure that all college buildings and residence halls are in compliance with applicable fire and life safety codes and standards. The College conducts regular inspections, testing, and maintenance of fire systems. On-campus housing consists of a variety of configurations, including traditional dormitory-style buildings, modular housing units, village style buildings and newly-constructed apartment style and suite style facilities. Each facility is equipped with the fire and life safety systems required by the building codes.

Fire safety equipment is reviewed regularly to identify locations where enhancements such as additional sprinkler and smoke detection systems, beyond those required by building codes, may be appropriate. Plans for such enhancements are integrated into the College's annual facilities maintenance project plan. At this time, the College does not have any specific plans to upgrade or improve fire safety equipment or systems.

**Fire alarm and Fire Suppression Systems**

All on-campus residence halls, except for the O’Hara Village units, are equipped with automatic and manually operated fire alarm notification devices which ring into the Campus Police Dispatch Center. All on-campus residence halls, including O’Hara Village, have sprinkler systems which meet state and local building and fire safety codes. The fire alarm systems in all on-campus residence facilities consist of horns and strobe lights alerting residents to an alarm.

All fire alarm systems contain emergency batteries to ensure operation during a power outage, and most facilities also have emergency generators designed to automatically activate whenever there is a power outage. These back-up batteries and generators will operate life safety systems, including fire safety equipment and emergency exit lighting.

On-campus residence halls are equipped with fire-rated doors designed to impede the spread of smoke and fire. All doors leading in and out of campus buildings and residence halls are expected to remain clear as not to impede emergency egress. Students and employees who have any concerns about fire safety should immediately contact Campus Police so that the concern can be addressed.

**Response to a Fire Alarm**

When a smoke detector is activated in a campus building or residence hall, Campus Police Officers are immediately dispatched to the alarm and the Easton Fire Department is notified, if needed. About 90% of Stonehill College students live on-campus. The residences have kitchen areas and as a result, each year there are a number of incidents when students over cook food on the stove or in the microwave.

Smoke from over cooked food items may activate the local smoke detector which will reset once the smoke dissipates. Campus Police respond to all fire alarm activations to ensure safety. Students are required to evacuate their building when the fire alarm is activated - even if they know the cause of the alarm is burned food. Campus Police will allow re-entry once the area has been checked and determined to be safe.

If a fire suppression sprinkler is activated, Campus Police and the Easton Fire are notified.
simultaneously and both departments will automatically respond. When a sprinkler is activated in the O’Hara Village units, an alarm will only sound at the Easton Fire Department’s Dispatch Center. Campus Police Officers will respond as well, when notified by Easton Fire or a resident. Students residing in O’Hara Village units are advised to contact Campus Police at 508-565-5555 if a smoke detector or sprinkler is activated.

A record of all fires in on-campus residence hall facilities is included in the campus fire log maintained by and located at the Campus Police Department. The crime and fire logs are available for public viewing during normal business hours.

**Procedures for the Community to Follow in the Event of a Fire**

When the fire alarm is activated in a campus building or residence hall, all occupants are required to exit the building via the closest exit. Evacuation routes are posted in each building. Occupants are required to exit the building in a safe, orderly manner and to assemble approximately 200 feet from the building. All community members must remain outside of the building until they are given the “all clear” from fire or police personnel.

Anyone observing a fire in a Stonehill College facility should immediately activate the fire alarm by operating the nearest manual pull station, if the fire alarm is not already sounding. Pull stations are typically located near doors leading to stairways and exits. Witnesses to a fire should also contact the Campus Police Department at 508-565-5555 but should not delay in exiting the building. Upon hearing a fire alarm, all occupants should evacuate the building immediately by using the stairs, not the elevator.

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

In order to maintain a healthy and safe living environment within the residence halls, Stonehill College coordinates with the Town of Easton to maintain fire safety regulations. Each year the Director of Residence Life, or designee, will maintain and publish a list of the fire safety regulations on the Residence Life website.

**Electrical**

1) The College prohibits all electrical wiring other than that which it provides. Dimmer switches and adapters for outlets are wiring violations.

2) Multiple outlet extension cords of any kind are prohibited. If you need an outlet strip you must purchase a UL approved unit with a circuit breaker.

3) All string lights must be hung properly, safely, and ensure intact cord insulation.

**Furniture**

1. All upholstered furniture shall have a label stating that the items meet either CAL133 for buildings without sprinklers and CAL 117 for buildings with sprinklers.

2. Upholstered furniture that is ripped or torn is prohibited.

3. Beanbag chairs and inflatable furniture are prohibited.
4. Students are limited to three cushions per room.

5. Furniture must be placed at least six inches (6”) from any heating unit.

**Prohibited Items**

1. The possession and use of the following items is strictly prohibited on campus grounds: candles, flammable liquids, flame lamps, and incense. Violators will be fined and are subject to disciplinary action and possible criminal prosecution.

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

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

4. All types of halogen lamps are prohibited.

5. Attaching or hanging items made of combustible material from the ceiling is prohibited.

6. Gas grills of any type are not permitted on College grounds. Students are encouraged to utilize the charcoal grills located in their residence area or behind the Roche Dining Commons.

7. The accumulation of debris, dirty laundry, cans and bottles is prohibited.

8. Exterior decorations on residence halls and in residence areas are prohibited, unless provided by the College.

**Ceiling Tiles**

All ceiling tiles must remain intact and in place. Missing or broken ceiling tiles create drafts and can lead to the rapid spread of toxic fumes and fire. Ceiling tiles act to slow the spread of fire and smoke.

**Posters**

Residential areas equipped with automatic sprinklers may have wall posters, tapestries or wall hangings in student rooms provided they are mounted less than six inches (6”) below the ceiling. In lounge areas, the wall area covered shall not exceed 25% of the total wall area in sprinklered buildings. Wall posters, hangings and tapestries shall not exceed twenty-four inches (24”) in width or thirty-six inches (36”) in length and shall be firmly attached to the wall such that it lays flat against the wall. There shall be at least twelve inches (12”) between each individual wall poster, hanging, or tapestry. Wall posters, hangings and tapestries are prohibited in corridors, hallways and kitchen areas, unless they are non-combustible. Signs of an informational nature shall be allowed.

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

**Fire Protection Equipment**
1) The discharging of fire extinguishers, except to extinguish a fire, is prohibited. Any person doing so will face disciplinary action and may be subject to criminal prosecution.

2) Sprinkler heads, heat detectors, smoke detectors, fire extinguishers and fire alarm pull boxes shall remain unobstructed at all times. Sprinkler heads must have eighteen inches (18”) of clearance from the distributor plate.

3) Tampering with or causing fire alarm and firefighting equipment to become inoperable will lead to disciplinary action and possible criminal prosecution.

**Exits/Egress**
1) Any items that impede egress are prohibited.

2) Hallways, corridors and fire escapes shall remain clear and unobstructed at all times.

3) Bicycles in corridors or stairwells are prohibited.

4) All doorways should remain clear and unobstructed at all times.

5) Furniture, wardrobes, partitions and drapes that are obstructing the means of egress are prohibited. These may inhibit or prevent students from escaping from rooms in case of fire.

6) Wardrobes, dressers, bicycles, and beds must be kept against the walls and must not obstruct the door or heaters.

7) Fire exit doors in Boland, Holy Cross, O'Hara, Pilgrim Heights, Notre Dame du Lac, and Villa Theresa are alarmed and are to be used only in an emergency. Unwarranted use of the alarmed doors will bring about appropriate sanctions.

**Fire Doors**
Fire doors are to remain closed at all times, since they act to contain toxic fumes, smoke and fire to a limited area.

**Fire Safety Training**
The Residence Life Department provides training for Residence Assistants during annual RA training just prior to the beginning of the academic year. At the beginning of the semester, Residence Life staff explain the importance of evacuating a building during a fire alarm. They review the fire evacuation routes in the buildings and point out the closest exits. In first-year areas, Residence Life staff posts a list of prohibited items on move-in day.
**Fire Drills**
Campus Police and Residence Life work together to conduct one fire drill each semester in all residence halls. During drills, residence rooms are checked to ensure that all students evacuate.

**Reporting Past Fires**
All community members who discover evidence of a past fire, which has been extinguished, are asked to report their observations to the Campus Police Department.

**Fire Safety is Serious Business**
Sounding a false fire alarm and/or tampering with fire safety equipment will lead to disciplinary action and possible criminal prosecution. Activating a false fire alarm can be stressful for students who have are ill, using crutches or in a wheelchair, studying for an exam, sleeping, etc. Please be respectful.

Any student who fails to evacuate the residence area immediately upon sounding of the fire alarm will face disciplinary action. A second violation will jeopardize the student's residence status. The College advises all residents to familiarize themselves with the location of fire extinguishers, fire alarm boxes and fire exits.

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**2014 FIRE STATISTICS**

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Residence Hall – All residences are located at 320 Washington Street, North Easton, MA 02357

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**Fire Alarm Systems and Monitoring**

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<th>Smoke Detectors All Residence Hall Rooms</th>
<th>Fire Extinguishers In Designated Common Areas</th>
<th>Evacuation Plans And Placards</th>
<th>Number Of Evacuation (Fire) Drills Each Calendar Year</th>
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## Compiling Crime Statistics for the Annual Security and Fire Safety Report

Statistics were compiled by first reviewing incident reports from the Automated Records Management (ARM's) System database, managed by the Campus Police Department. Additional statistics were gathered from the Community Standards Department. Individuals with significant responsibility for student and campus activities were provided with a reporting form to be submitted to the Campus Police Department for inclusion in this report. Outside police agencies were asked to provide statistics for applicable incidents on public property and non-campus property. Statistics for student housing in New York, through Educational Housing Services (EHS) were provided by Fredrick Neglia, Director of Public Safety for EHS. All records are analyzed to eliminate duplication.

## Availability of the Annual Security and Fire Safety Report

The Annual Security and Fire Safety Report is made available by Oct 1st of each year. When the new report is available, a notice of availability and a direct link to the report is sent via campus email to all faculty, staff, and students. Prospective employees receive notice of the report from the Human Resource Department and prospective students receive notice of the report from the Admissions Department. Any person may obtain a paper copy of this report by coming to the Campus Police Department or by calling 508-565-5100. The report can also be viewed on-line on the Campus Police webpage, under "Preparedness Plans and Safety Reports".

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<tr>
<th>Residence Hall</th>
<th>Fire Alarm Monitored By SCPD</th>
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