

ANNUAL SECURITY REPORT 2019

STATISTICS FOR 2018/2017/2016

TABLE OF CONTENTS

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS 7

DEPARTMENT OF POLICE AND PUBLIC SAFETY..... 8

Mission Statement 8

Law Enforcement and Arrest Authority..... 8

CAMPUS SECURITY..... 9

Access to Campus Facilities 9

Maintenance of Campus Facilities..... 9

REPORTING CRIMES AND EMERGENCIES 9

Emergency Phones 10

Voluntary Confidential Reporting..... 10

REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES 10

Campus Security Authorities..... 10

Off-Campus Emergency Assistance 11

Response to Reports of Crime/Emergencies and Incident Reporting System 11

TIMELY WARNINGS 12

Emergency Notifications 12

Drills, Exercises and Training 12

Emergency Notification and Evacuation 13

“RCC ALERT”..... 13

Available Emergency Notification and Warning Systems..... 16

PUBLIC SAFETY POLICIES, CRIME PREVENTION & SAFETY AWARENESS 17

Weapons Policy..... 17

Parental Notification Policy..... 17

CAMPUS SEX CRIMES PREVENTION ACT-SEX OFFENDER REGISTRATION..... 18

“Megan’s Law” 18

How to Inquire..... 18

SEXUAL ASSAULT PREVENTION EDUCATION PROGRAMS 18

OFFICE OF STUDENT LIFE 18

Student Rights and Responsibilities..... 18

COLLEGE PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL ASSAULT 19

SEXUAL VIOLENCE-VICTIM’S RIGHTS AND INFORMATION 20

What is Sexual Violence..... 20

Reporting Complaints of Sexual Violence 20

Recommended Procedures for a Victim of Sexual Violence..... 21

COLLEGE DISCIPLINARY ACTION 22

State and Federal Remedies..... 22

DRUG AND ALCOHOL POLICY 23
 Roxbury Community College Resources..... 23
CONTROLLED SUBSTANCE ACT & DRUGS RISKS AND CONSEQUENCES..... 25
CONSEQUENCES OF MARIJUANA USE IN MASSACHUSETTS ON CAMPUS..... 27
ANNUAL DISCLOSURE OF CRIME INFORMATION & STATISTICS 29
 Definitions of Reportable Crimes 30
 Sex Offenses 30
 Categories of Prejudice..... 32
ROXBURY COMMUNITY COLLEGE CRIME STATISTICS: CLERY DATA 34

From the President

To the Roxbury College Community,

It is up to each one of us to help foster a secure and supportive environment at Roxbury Community College, an environment where individuals can feel safe to learn, work, and visit. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty, and staff. Safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. This publication contains information about campus safety and prevention measures as well as crime statistics about our College community. Please take the time to read it and help foster a more caring and safe environment.

Dr. Valerie R. Roberson, President

From the Vice President for Administration & Finance

To the Roxbury College Community,

Each year Roxbury Community College publishes its annual security report. This report provides valuable information for our campus community. Inside you will find our security policies and procedures, crime statistics, and crime prevention information for the College. The staff of Public Safety is committed to maintaining a safe and secure campus. To achieve this goal, we must rely on each member of our community to do their part by reporting suspicious activities and using common sense when carrying out their daily activities. Don't prop open outside building doors, lock your bike and other personal possessions up at all times, lock your doors when you are leaving and call Public Safety when you need help. We encourage each of you to review the information provided in this report and to become active participants in ensuring that Roxbury Community College continues to be a wonderful place to learn, work and visit.

Kevin L Hepner, Vice President for Administration & Finance

From the Director of Public Safety

To the Roxbury College Community,

Roxbury Community College is a very safe campus. We foster a welcoming environment so that we can be a great place to learn and work. Unfortunately, crime does exist and we are not immune to it. The Public Safety Department at RCC, in concert with our state and local public safety partners, are dedicated to protecting the RCC community. Public safety and security is everybody's business. We can't do it alone. We subscribe to the "See Something, Say Something" philosophy. You know our campus best. If you see something that doesn't look right, report it. We can always check it out to make sure everything's okay. We offer a variety of services, such as campus escorts and security educational information. Together with our Security and Emergency Management Plan, this Annual Security Report details our security related policies. Take some time to review it and be familiar with our policies and procedures, how we disseminate emergency information, how to report a crime, and to who and where you may go if you feel you're a victim. Together we can keep RCC a safe place.

David F. Albanese, Director of Public Safety

Campus Jeanne Clery Act Crime Map Boundary



Images source: Google Maps

Important Numbers

Emergency:	9-1-1
Boston Police - Non-emergency:	(617) 343-4200
Public Safety:	(857) 701-1310
Environmental Health & Safety:	(857) 701-1311
V.P. Enrollment Academic & Student Affairs	(857) 701-1273
General Information:	(617) 427-0060

Medical Centers

Beth Israel Deaconess Hospital:	(617) 667-7000
Boston Medical Center:	(617) 638-8000
Brigham & Women Hospital:	(617) 732-5500
Children’s Hospital:	(617) 355-6000
New England Baptist Hospital:	(617) 754-5800

Crisis Hotline

MA Emergency Crisis Hotline: (800) 841-8371 *24-Hour Crisis Hotline*

POLICY STATEMENT ON AFFIRMATIVE ACTION, NON-DISCRIMINATION, AND DIVERSITY

The Board of Higher Education of the Commonwealth of Massachusetts is responsible under Chapter 15A of the General Laws of the Commonwealth of Massachusetts for the overall governance of the public higher education system, which includes the fifteen Community Colleges. The Board of Higher Education and the Boards of Trustees of the Community Colleges maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. The Community Colleges are continuing to systematically examine all policies and procedures to be sure they do not, if implemented as stated, operate to the detriment of any person on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin. The Colleges shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction, or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

The Community Colleges are committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity. We are committed to providing a learning, working and where appropriate, living environment for our students, employees, and other members of the College Community, which values the diverse backgrounds of all people. The Colleges believe that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of the members of the College Community enriches the institutions and their various constituencies. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of our communities.

Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires each institution of higher education to prepare, publish, and distribute an annual security report containing crime statistics and specific policy and security information. The act has been amended many times to include information to help college students and their families make informed choices. In 2013, the Violence Against Women Act (VAWA) further amended the Clery reporting requirements to include domestic violence, dating violence, and stalking in the list of reported crimes.

The Roxbury Community College Annual Security Report provides statistics for the previous three years of select reported crimes that occurred on campus and in certain off-campus buildings or properties owned, leased, or controlled by Roxbury Community College. This report also includes security policies, procedures, and information on basic rights guaranteed to victims of sexual assault.

Information and statistics are compiled from information maintained by Roxbury Community College Police and Public Safety and provided by College officials from Student Life, Student Conduct, Campus Security Authorities (CSA), and information provided by other law enforcement agencies.

To demonstrate the Roxbury Community College commitment to safety and security, this report contains a variety of security resources, programs, and policies available to you as members of the campus community. Roxbury Community College distributes a notice of the availability of this Annual Safety Report by October 1 of each year. Anyone may obtain a copy by visiting our website (<http://www.rcc.mass.edu/about-us/campus-safety/annual-security-report>) to download a copy. The department will continue to pursue excellence to ensure the safest community possible, paying particular attention to education about and prevention of domestic violence, dating violence, sexual assault, and stalking.

Annual Security Report Distribution and Request

The availability of the Annual Security Report is widely distributed to all current and perspective students and employees of Roxbury Community College. Annually, the Report is issued by October 1st and can be found at the Department of Public Safety website. It is also available to the public upon request or at any of the following locations:

- **Mail:** Roxbury Community College, 1234 Columbus Ave, Roxbury Crossing, MA 02120
- **Phone:** Public Safety (857) 701-1310
- **Email:** safety@rcc.mass.edu
- **Online:** at the Public Safety website (<http://www.rcc.mass.edu/about-us/annalsecurity-report>)
- **U.S. Department of Education:** Office of Post-Secondary Education Campus Safety & Security website <http://ope.ed.gov/security>

Daily Crime Log

Public Safety maintains a Daily Crime Log of all on, and near campus crime and incidents reported to the Department or Campus Authorities. This includes all crimes (not just Clery Act crimes) within Public Safety's jurisdiction or crimes reported to us by Boston Police or the Massachusetts State Police.

The Daily Crime Log includes the incident type, date and time incident is reported, and general location, as well as the disposition of the incident, if this information is known. Public Safety posts its Daily Crime

Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law.

The most current 60 days of information is available at the Public Safety office, located on the first floor of the Academic Building (Building #3, Rm. 109).

Upon request, a copy of any maintained Daily Crime Log will be made available for viewing, within 48-hours of notice.

Department of Police and Public Safety

Mission Statement

The Department of Police and Public Safety works in partnership with the College community to provide a safe and secure environment in which students, faculty, and staff may learn, work, and live. We engage in joint problem-solving partnerships to identify issues of community concern and work collaboratively to continuously improve the safety and security of our campus.

Law Enforcement and Arrest Authority

Currently the Director of Public Safety and the Assistant Director of Public Safety are both sworn police officers appointed pursuant to Massachusetts General Law Chapter 22C, Section 63. As such, they are trained and certified by the Commonwealth and are Police Academy graduates. They are vested with the power of arrest, can enforce the law, serve criminal process, and conduct criminal investigations.

Roxbury Community College currently contracts Securitas Security Services Inc. for general patrol and dispatching responsibilities. Contract security staff do not have arrest powers and provide security services only on Roxbury Community College properties. Contract security staff patrol Roxbury Community College property and have the authority to ask for identification and to determine whether individuals have lawful business at Roxbury Community College.

Public Safety Dispatch Center

The Public Safety Dispatch Center is located in Building 3 Room 109 on the Main campus. The center is staffed around the clock, every day of the year, by Contract Security Officers. Dispatchers take all calls for service received from the Public Safety line, 857-701-1310 and 617-541-6905. Dispatchers also monitor life safety systems, including CCTV, alarms, fire detection and suppression systems and two-way radio systems.

Campus Security

Contract Security Officers are highly visible and patrol the interior and exterior of Roxbury Community College property, including patrolling the interior and exterior of all academic and administrative facilities. Officers respond to emergencies, observe and report suspicious persons and/or activities,

provide assistance, and maintain a visible presence on campus. Officers carry two-way radios and are in communication with the dispatcher at all times.

Safety equipment on campus includes fire extinguishers; Automated External Defibrillators (AEDs); panic buttons and CCTV recording cameras in key areas on campus. Buildings & Grounds staff and Public Safety test and maintain this equipment on a regular basis.

Any person on campus, including faculty, staff, and students, may be asked by Public Safety to produce their current and valid Roxbury Community College identification card at any time.

Access to Campus Facilities

Administrative buildings are open from 8:00 a.m. until 5:00 p.m., Monday through Friday. Academic buildings generally are open from 7:00 a.m. until 11:00 p.m. with exceptions and changes posted for the public. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access.

Many cultural and athletic events held in Reggie Lewis facilities are open to the public. RLTA is open *Monday – Friday 7:00 PM – 10:00 PM, Saturdays 9:00 AM – 10:00 pm.*

RCC Bookstore Hours are: *Monday-Thursday Open 9:00 AM-5:00 PM, and Friday Open 10:00 AM-2:00 PM.*

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Public Safety regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Buildings & Grounds for correction. All members of the College community can easily report equipment problems to Police and Public Safety or to Buildings & Grounds by calling Police and Public Safety at any time, day or night.

Reporting Crimes and Emergencies

Campus Emergencies

All members of the RCC community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus to Public Safety by calling 857-701-1310 or 617-541-6905. You may also call 911.

Reports may be made in person at the Dispatch Center located in Building 3 Room 109 and can be made any time of the day or night. Students and employees should report criminal offenses to Roxbury Community College Public Safety for the purpose of assessing the crime for potential distribution of a timely warning notice and for the annual statistical disclosure of crimes.

Emergency Phones

Every telephone on the RCC network is pre-programmed with a direct call button. In an emergency, simply press the button next to the Public Safety icon and you will be connected directly with the RCC Public Safety Dispatcher. Phones are located in each classroom and in most every office.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Public Safety Officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger in a timely manner. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Reporting to Other Campus Security Authorities

Campus Security Authorities

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

A Campus Security Authority is an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the Authority and the duty to take action or respond to particular issues on behalf of the institution." The following list contains a portion of Roxbury Community Colleges designated CSAs.

- Director of Public Safety
David Albanese (857) 701-1254
- Assistant Director of Public Safety
Joshua Cojulun (857) 701-1312
- V.P. Institutional Effectiveness
Cecile Regner (857) 701-1272
- Chief Human Resources and Affirmative Action Officer

- | | |
|---|----------------|
| Patricia West | (857) 701-1294 |
| • V.P. of Administration and Finance | |
| Kevin Hepner | (857) 701-1258 |
| • Manager of Reggie Lewis Track & Athletic Center | |
| Sherman Hart | (857) 701-1703 |
| • Associate V.P. of Academic and Student Affairs | |
| Andres Oroz | (857) 701-1494 |
| • V.P. of Academic and Student Affairs | |
| Kimberly Rogers | (857) 701-1273 |
| • Coordinator of Student Health Services | |
| Ruth Hines | (857) 701-1657 |

This is partial list of our primary CSAs. The full list can be seen on our website under Campus Safety. If a report or suspicion of crime is made to a CSA, a crime report will be completed by the CSA and forwarded to Public Safety for investigation.

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Roxbury Community College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them. At present Roxbury Community College has no employee or contract service that should be considered pastoral and professional counselor.

Off-Campus Emergency Assistance

For reporting purposes, Roxbury Community College is located in Area B2 of the Boston Police Department. The Roxbury Community College Department of Police and Public Safety has a strong relationship with and routinely interacts with area police stations in reporting crimes and exchanging information, transporting arrested individuals, conducting investigations, and scheduling police details for special events. The Roxbury Community College Department of Police and Public Safety also works cooperatively with the Massachusetts State Police.

Response to Reports of Crimes/Emergencies and Incident Reporting System

All Roxbury Community College Public Safety professionals are trained to observe and report incidents that occur on campus. When an emergency call is received by the dispatcher, an Officer is dispatched immediately to the location of the incident to render aid and assistance, take a report and determine the next course of action.

All Roxbury Community College Public Safety incident reports involving students are forwarded to the Office of the President and Student Affairs for review.

Public Safety reports are entered into a Records Management System (RMS) where they are stored and retrievable. A RMS allows officers to record an incident, conduct follow-up investigations, and compile statistical data from a centralized repository of incident data. Crime statistics and general information are available to the public during business hours. Information that must remain confidential is closely protected. Using an RMS allows the Roxbury Community College Department of Police and Public Safety to maintain all required statistical data on crimes occurring on campus or reported to Public Safety.

Alerts and Notifications to the Roxbury Community College Community

The College has specific requirements to keep students, faculty, and staff informed about threats to their health and safety as well as procedures during emergencies and other instances. There are two types of alerts, Timely Warnings and Emergency Notifications, described below

Timely Warnings

It is the College's policy to be open with students and employees about security matters. When Public Safety becomes aware of a Clery Act crime that may pose a serious or ongoing threat to members of the community, a "Timely Warning" will be issued. Public Safety issues these warnings, upon conferring with either with the Vice President for Administration & Finance, the Vice President of Academic and Student Affairs or the President.

Timely Warning's will generally be posted for crimes such as; *homicide, robbery, aggravated assault, burglary, sexual assaults, and hate crimes*. Public Safety will post these warnings in a variety of ways, including but not limited to; campus e-mails, fliers, social media and other media if necessary. The purpose of these timely warnings is to notify the campus of the incident and to provide information that may enable them to protect themselves from similar incidents. The College will issue Timely Warning's whenever the following criteria are met: *(i) a Clery Act crime is committed; (ii) the perpetrator has not been apprehended; and (iii) there is a substantial risk to the physical safety of other members of the campus community because of this crime*. Timely Warnings will often ask members of the community for their help in gathering information about an incident or in identifying those responsible. You can contact the Public Safety by calling 857-701-1310.

Emergency Notifications

The Emergency Notification System is designed to notify the RCC community of an imminent or immediate threat. The system is setup to alert students, faculty and staff in case of an emergency affecting the College as a whole, and requiring that information be conveyed rapidly. Students are required to update their contact information every semester to receive the alerts.

Drills, Exercises and Training

Roxbury Community College annually conducts an emergency management exercise to test emergency procedures and preparedness. Scenarios for these exercises are being updated and will include departments from across campus as well as external agencies. Once completed, to ensure the College's emergency management plans remain current and actionable, the College will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills,

emergency operations center exercises, or full-scale emergency response exercises. The College also conducts after-action reviews of all emergency management exercises to ensure continual refining and improvement in response. In conjunction with at least one emergency management exercise each year, the College will notify the Roxbury Community College community of the exercise and remind the community of the information included in the College's publicly available information regarding emergency response procedures.

Emergency Notification and Evacuation

Emergency Communication can be sub-divided into four phases:

1. Preparedness and Education – to inform the campus community about the hazards the college faces and to educate them on steps that they can take to prepare for and mitigate against their impacts.
2. Emergency Notification and Warning – to alert individuals that an emergency condition exists that threatens their health and safety; and to provide protective action recommendations.
3. Emergency Follow-up – to provide important follow-up information or instructions regarding an ongoing or recently terminated emergency, but does not necessarily require immediate protective actions.
4. Determining Emergencies – to offer longer-term, time indifferent, messages that are more informational in nature and irrelevant to the immediate health & safety of individuals.

Scope

This document applies only to the second phase of emergency communication: Emergency Notification and Warning. In the event of an emergency or when there is a hazardous condition that threatens the health and safety of individuals on campus or in the immediate area that could impact the Roxbury Community College Community it may become necessary to notify students, Faculty or staff. These situations require timely notification and warning, perhaps with protective action recommendations.

While many of the communications systems identified in this document can be utilized in the subsequent phases of an emergency or in other less immediate or less threatening conditions; this document only concerns itself with urgent and immediate notification and warning.

It is important to note that no one system is capable of reaching everyone, everywhere, every time. Each method has its strengths, weaknesses, and limitations. As such, it is valuable to consider an emergency notification and warning system that utilizes multiple methods. This ensures a greater coverage of intended recipients, and redundancy in the event of failures, which many communication systems are prone.

“RCC ALERT”

To aid in the education of RCC students, faculty, and staff, the college combines all of its Emergency notification systems described herein into a single concept dubbed “RCC Alert” All official college emergency notification and warning messages come from RCC ALERT. The College's automated alert system is known as RAVE. We encourage members of the campus community to enroll in the Roxbury Community College Emergency Notification System by visiting <https://www.getrave.com/login/rcc>. Roxbury Community College students, faculty, and staff must update their personal contact information

for the Emergency Notification System (ENS). RAVE sends out messages under the heading of “RCC Alert,” via voice message, text message, and email to registered users.

Decision Criteria

Five criteria must be considered to determine if activation of the RCC ALERT system is warranted, which communications will be utilized, and who authorizes activation of the system:

1. Hazard Type

- What is the hazard? (fire, tornado, hurricane)
- What is the impact to RCC? (Minor, major, catastrophic)
- What is the potential for the situation to worsen?
- Is the situation under control?

2. Life Safety / Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage?
- What is the potential for disruption to normal course of business?

3. Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?

4. Audience

- Who needs to be alerted? (Administration, faculty, staff, students, guests)
- How many people need to be alerted? (dozens, hundreds, thousands)

5. Capabilities / Limitations

- What are the limitations of the system? (Limited audience, lengthy delivery time, RCC panic)
- Which system should be use? (email, text message, voice, other)
- How quickly can the messages be sent? (Immediately, minutes, hours)

Assumptions

In order to gauge the effectiveness of the RCC emergency notification system, one must take into account several planning assumptions:

1. With the exception of some forecasted weather situations, most emergencies requiring activation of the RCC ALERT emergency notification system will be “no notice.” This means that there is an immediate threat to individual life safety.
2. With assumption #1 in mind, there is a need to streamline the activation process for RCC ALERT to ensure timely notification and warning.
3. No one-method of communication will reach everyone, everywhere, every time. Utilization of numerous and various communication methods is required.
4. Electronic communication mechanisms are subject to failure. Redundancy through utilization of numerous and various communication methods is required.
5. Even with numerous and various communication methods, you will never achieve emergency message delivery to 100% of the intended audience due to situations beyond your control.
6. Due to limitations beyond the college control, a small portion of the intended audience will receive their emergency messages in a later timeframe than desired.
7. Some of the emergency communication methods identified are “passive” systems, requiring deliberate action on the part of the recipient to obtain the emergency message. Many will not take this required action.
8. With assumption #7 in mind, a number of the communication methods must be “active” systems, requiring minimal efforts on the recipient’s part to receive and comprehend the message.
9. Despite best efforts, errant information will still be generated and distributed by alternate means of communication (i.e. word of mouth). This requires RCC ALERT messages to be clear, concise, succinct, and accurate.
10. RCC ALERT must account for communication impairments (hearing or sight).
11. Language barriers will result in misunderstood receipt of messages.
12. Emergency messages must be identifiable as “official” RCC ALERT messages.
13. An aggressive educational campaign is required to introduce the system to every person on campus. This educational campaign must be ongoing to inform each new person that comes on campus through student or new employee orientation.
14. Regular testing of the RCC ALERT system is required to ensure functionality and to familiarize recipients with the system’s feature. All tests must be evaluated and corrective action recommendations developed, as necessary.

Activation Approval

Activation of the campus emergency notification system, RCC ALERT, will be approved by College officials as soon as possible. However, if there is need to streamline the activation process for RCC ALERT to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life.

As such, this document serves to establish a flexible, but controlled, activation approval hierarchy. During an event that triggers emergency notification, time and availability of resources including properly trained personnel will be a factor as to the course of action taken.

Where practical, and without jeopardizing life safety, the following individuals or entities shall be consulted prior to emergency message dissemination. If the preceding person or entity is not available or not feasible, proceed down the list to the next available entity:

1. President or designee
2. Vice President of Administration and Finance – or – Vice President of Academic and Student Affairs
3. Director of Public Safety

Pre-Approved Activation Scenarios & Messages

The following emergency scenarios and associated RCC ALERT messages are pre-approved by College officials and eligible for activation immediately.

1. Dangerous Situation that may result in death or bodily injury if a delay occurred.
2. Hazardous Condition to the health and safety of the community.
3. Weather warning notifications.

Evacuation Procedures

In the event that some, or all, of the buildings on campus need to be evacuated, instructions to do so will be communicated via RCC Alert and/or the PA system. Bear in mind that while some buildings might need to be evacuated, others might be instructed to shelter in place. Evacuation procedures are posted by all elevators and in each classroom. Faculty, staff, and students should familiarize themselves with evacuation routes from their location. More detailed evacuation procedures, and responsibilities of various college personnel are contained in the RCC Security and Emergency Management Plan.

Available Emergency Notification and Warning Systems

Roxbury Community College emergency notification and warning system consists of the following communication methods, segregated into two categories, “Primary” and “Secondary”, based upon the speed of delivery and breadth of audience receipt.

Primary:

1. Text messages
2. E-mail
3. Voice-mail Message
4. Voice message dialing to work phones
5. Computer Network email

Secondary:

1. Television
2. Radio
3. Media Release / Press Conference

Note: This document also recognizes that emergency information will travel via word-of mouth. However, in that this method is unreliable and cannot be controlled, it is not considered an official communication.

Public Safety Policies, Crime Prevention & Safety Awareness

In addition to programs offered by the Office of Student Affairs, the College has established a number of policies and procedures related to ensuring a reasonably safe campus community.

This includes:

Weapons Policy

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on College owned or controlled property with the exception of Sworn Law Enforcement Officials employed by a Federal, State or Local Police agency.

Parental Notification Policy

The College reserves the right to report student discipline information to the parents or legal guardians of students.

Federal legislation authorizes Roxbury Community College to disclose disciplinary records concerning violations of the College's rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of whether the student is a dependent.

The College may also report non-alcohol or drug related incidents to parents or legal guardians of dependent students under circumstances described in the Student Guide to General College Policy and Rules.

In an effort to promote safety awareness, the Department of Police and Public Safety has begun developing a host of new crime prevention and security awareness programs. Though there is no definitive list at this time, if you or your organization would like to request a specific program or see what programs can be presented, please contact Public Safety by calling 857-701-1310.

Behavioral Intervention Team (BIT)

The Behavioral Intervention Team is developed and will be dedicated to a proactive, coordinated and planned identification of behavioral threats. Prevention, assessment, management and reduction of these threats are key to the safety and well-being of students, faculty, staff and visitors of Roxbury Community College.

CAMPUS SEX CRIMES PREVENTION ACT – SEX OFFENDER REGISTRATION

“Megan’s Law”

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offender may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

How to Inquire

Members of Roxbury Community College may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone (978) 740- 6400 or www.state.ma.us/sorb or the Boston Police Department (617) 343-4200.

Penalties for Improper Use of Sex Offender Registry Information

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in the house of correction or by a fine of not more than \$1,000 or by both such fine and imprisonment.

SEXUAL ASSAULT PREVENTION EDUCATION PROGRAMS

The Executive Director of Human Resources is primarily responsible for sexual assault education and awareness in collaboration with many offices at the College. Together, these offices offer a variety of programming focusing on sexual and gender violence. The primary program provided to all Roxbury Community College students and employees is on Sexual Harassment. The Sexual Harassment program focuses on providing information on prevention and reporting for any form of sexual harassment; including the most severe, sexual assaults. The training is provided to students once per semester during orientation. It is provided for employees annually during an employee lunch, and is open to all campuses members during Roxbury’s all-college assembly. The College has newly partnered with Campus Answers to bring its’ sexual assault prevention program to our students. Roxbury Community College is committed to achieving a 100% student, faculty and staff participation in the program.

OFFICE OF STUDENT LIFE

Student Rights and Responsibilities

The mission of the Judicial Affairs Office is to promote a safe, orderly, and civil College community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others. The Office of Student Life is responsible for administering the Student Code of Conduct, which articulates the behavioral standards and the equitable procedures employed by the College to respond to allegations of student misconduct.

Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the College.

For the complete Student Code of Conduct, and Disciplinary Procedures please see the Office of Student Affairs of visit the following websites.

Student Code of Conduct and Disciplinary Procedures –

<http://www.rcc.mass.edu/current-students/student-academic-services/student-handbook>

Complaints Alleging Discrimination

Claims of discrimination or sexual harassment shall be pursued under the College's Affirmative Action Plan. For more information, please contact the Director of Human Resources, the College's Affirmative Action Officer, at Roxbury Community College Human Resources Department.

College Procedures for Responding to Reports of Sexual Assault

If you or someone you know is the victim of a sexual assault, the victim has several rights, including, the right to report the incident to Public Safety or local authorities, such as Boston Police. The College, through its Campus Security Authorities (CSAs) will also assist victims in notifying either Public Safety or the local police. Filing a report with Public Safety, a CSA or a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout both the internal and external processes.

In addition to the campus services to follow, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims. *Boston Area Rape Crisis Center (BARCC): (800) 841-8371 (24/7)*

Massachusetts Coalition Against Sexual Assault and Dom. Violence (617) 248-0922

Boston Police (617) 343-4200

Sexual Harassment

Roxbury Community College is committed to providing and promoting an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the College. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful. To maintain our goal of providing a workplace and campus that is free from sexual harassment, this policy provides a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Allegations of sexual harassment will be taken seriously, and will be responded to promptly. Complaints of sexual harassment and inappropriate conduct will be investigated in a timely manner and the College will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Sexual Violence – Victim’s Rights and Information

The following information is provided to assist members of the College community with understanding the rights, protections and services available to victims of sexual violence.

What is Sexual Violence? - Sexual violence is defined under the Board of Higher Education/Massachusetts Community Colleges’ Policy on Affirmative Action, Equal Opportunity & Diversity (“Policy on Affirmative Action”) and includes rape, acquaintance rape and any unwanted sexual activity. Sexual violence may also include “intimate partner violence” such as stalking, dating violence, or domestic violence. Sexual violence is prohibited under Title IX of the Educational Amendment Act of 1972, state law and the Policy on Affirmative Action.

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

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

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

Prohibition on Retaliation - The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of the Policy on Affirmative Action and could result in disciplinary action, up to and including expulsion or termination from the College.

Protections for Victims of Sexual Violence – *A victim of sexual violence shall:*

- Be provided with a copy of the College’s Sexual Violence – Victim’s Rights and Information;
- Have the right to, or not to, seek assistance from campus administration or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a representative during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity with the accused individual(s) insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the accused by the College and the College’s commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

Recommended Procedures for a Victim of Sexual Violence - For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Therefore, victims of sexual violence are advised to:

- **Protect yourself and Get Medical Attention** – Find a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the incident. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.
- **Preserve Evidence** - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should not to wash, eat, drink, douche, clean, use the bathroom, or change

clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into a clean paper bag.

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

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

Greater Boston Area

Boston Area Rape Crisis Center: 617-492-8306 Hotline: 800-841-8371

College Disciplinary Action

If it is determined that a violation of this policy has occurred the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or expulsion from the College. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

The College will simultaneously notify in writing both the accuser and the accused any results of disciplinary processes, appeal procedures and any changes resulting from appeal and final results of all actions. The College will, upon request, disclose the results of the Colleges proceedings against an alleged perpetrator of violent or non-forcible sex offense to the victim, or the next of kin in cases resulting in death.

State and Federal Remedies

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

- United States Equal Employment Opportunity Commission ("EEOC")
John F. Kennedy Federal Building 475 Government Center,
Boston, MA 02203 1-800-669-4000
- Massachusetts Commission Against Discrimination ("MCAD")
Boston Office: One Ashburton Place - Room 601
Boston, MA 02108 (617) 994-6000
- The Office for Civil Rights, U.S. Department of Education Government Center,
J.F. Kennedy Federal Building – Rm. 1875,
Boston, MA 02203 (617) 289-0111

Roxbury Community College Good Neighbor Policy

Roxbury Community College strives to be a good neighbor in the community where we are located, and we need your help in this regard. Please refrain from loitering on the abutting property of all nearby residents without their permission. If you do so, you may be trespassing and could face prosecution to the fullest extent of the law.

Drug and Alcohol Policy

Roxbury Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, will enforce the following policies:

- 1.** The unlawful manufacture, distribution, dispensation, possession or use of alcohol or of a controlled substance is prohibited on the campus of Roxbury Community College or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion or discharge. They shall also be subject to referrals for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the College should ordinarily expel or discharge the offender, absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, consideration of a handicap under federal and state law.
- 2.** Roxbury Community College shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to alcohol and illegal drugs include Massachusetts General Laws, Chapter 94C (Controlled Substance Act), Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking), and Massachusetts General Laws, Chapter 90, Section 24 (Operating under the Influence, Open Container).
- 3.** Under-age drinking is prohibited at Roxbury Community College functions and on any part of the campus.
- 4.** No College funds, Student Activities fees, or All-College fees shall be used to purchase alcoholic beverages. Roxbury Community College additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A College event is one that utilizes College facilities, College funds, Student Activities fees or all College fees or is represented as being a College function. The President of the College or designee must approve such events in writing. All purchase orders for student events will exclude payment for alcoholic beverages. Faculty and staff who serve as advisors or chaperones to groups holding such events should understand that they will be expected to monitor the implementation of the Student Alcohol Policy.
- 5.** On May 18, 1999, the Massachusetts Board of Higher Education amended its Alcohol Policy (BHE 98-01) and the guidelines for Campus Safety and Security and Campus Codes of Conduct (FAAP 97-32) by adding the requirement that, consistent with the Family Educational Rights and Privacy Act (FERPA), Roxbury Community College shall notify the parents of students under 21 years of age each time they have been determined to be in violation of the campus alcohol policy.
- 6.** The above does not apply to officially sanctioned events (such as receptions, etc.), approved by the President, where alcohol may served, in an appropriate manner, to persons 21 years of age

and older. This also does not apply to third parties renting the facilities and who may serve alcohol, in an appropriate manner to persons 21 years of age or older in accordance with an appropriate liquor license.

For further written information regarding medical risks associated with drug use and regarding treatment, see the complete Drug and Alcohol Policy, available at the Office of the Vice President of Enrollment Management and Student Affairs.

Roxbury Community College Resources

Student Health Services offers substance abuse education and referrals to individuals experiencing or affected by persons with substance abuse issues. Informational brochures on drug and alcohol abuse as well as topics on AIDS transmission and other sexually transmitted diseases are also available to students.

The College Experience Course, which is mandatory for all new freshmen, uses a customized textbook that contains information on drugs and alcohol in the chapter on Handling Stress and Making Healthy Choices:

- Student Health Services will provide information on drug and alcohol abuse through the series wellness programs presented throughout the year.

Distribution of the Policy

This policy is distributed annually in writing to all students and employees through the following means:

- The Student Handbook
- Email to all employees and students
- RCC Website

Review and Compliance

This policy will be reviewed on a biennial basis to comply with the U.S Department of Education regulations to: (1) determine the effectiveness of the drug and alcohol program and implement any necessary changes and (2) ensure consistency in the enforcement of sanctions. Biennial reviews will be complete in December of even-numbered years for the two preceding academic years. Copies of this review will be retained in the Office of the President, the Office of the Vice President of Academic and Student Affairs, the Office of Student Life, and the Office of Human Resources and Affirmative Action.

Controlled Substances Act & Drugs Risks and Consequences

Schedule of Controlled Substance Categories & Examples	For Felony Delivery and Obtaining Possession thru Forgery or Fraud	For Misdemeanor Possession
<p>Schedule I: Substances with a high potential for abuse, no currently accepted medical use in the U.S. and a lack of accepted safety for use under medical supervision</p> <ul style="list-style-type: none"> Gamma Hydroxybutyric Acid (GHB) Heroin LSD Methaqualone Mescaline Ecstasy Psilocybin/Psilocyn (mushrooms) Phencyclidine (PCP) Tetrahydrocannabinol/S (THC) Marijuana & Hashish: <ul style="list-style-type: none"> 1,000 kg. or more 50 kg. to 999 kg. Under 50 kg. 	<p>Jail: 5 years to life Fine: Up to \$4,000,000</p> <p>Jail: 10 years to life Fine: Up to \$4,000,000</p> <p>Jail: 5 to 40 years Fine: Up to \$2,000,000</p> <p>Jail: Up to 5 years Fine: Up to \$250,000</p>	<p>Jail: Up to 1 year Fine: Up to \$100,000</p>
<p>Schedule II: Substances with a high potential for abuse, currently accepted medical use in the U.S., or with severe restrictions, and abuse may lead to severe psychic or physical dependence.</p> <ul style="list-style-type: none"> Morphine Methadone Amphetamine Cocaine Methamphetamine Oxycodone 	<p>Jail: Up to 20 year Fine: Up to \$1,000,000</p>	<p>Jail: Up to 1 year Fine: Up to \$100,000</p>
<p>Schedule III: Substances with less abuse potential than Schedules I and II; an accepted medical use, and low to moderate dependence from abuse.</p> <ul style="list-style-type: none"> Anabolic Steroids Codeine Compounds Ketamine (Spectral K) Phendimetrazine Tincture of Opium 	<p>Jail: Up to 5 years Fine: Up to \$250,000</p>	<p>Jail: Up to 1 year Fine: Up to \$100,000</p>
<p>Schedule IV: Substances with a lower potential for abuse than Schedule III; an accepted medical use; and limited dependence from abuse.</p> <ul style="list-style-type: none"> Valium Ativan Xanax 	<p>Jail: Up to 3 years Fine: Up to \$250,000</p>	<p>Jail: Up to 1 year Fine: Up to \$100,000</p>
<p>Schedule V: Substances with a lower potential for abuse than Schedule IV; an accepted medical use; and limited dependence from abuse.</p> <ul style="list-style-type: none"> Paracetamol Robitussin AC 	<p>Jail: Up to 1 year Fine: Up to \$100,000</p>	<p>Jail: Up to 1 year Fine: Up to \$100,000</p>

SUBSTANCE Other Names	Potential for Dependence		Risks & Effects		
	Physical	Psycho-logical	Short-Term	Long-Term	Overdose
ALCOHOL Beer, Distilled liquor, Ethanol, Wine	High	High	<ul style="list-style-type: none"> Impaired judgment & vision Lowered inhibitions Loss of motor skills & coordination Slurred speech 	<ul style="list-style-type: none"> Cardiovascular disease Hypertension Liver damage Neurologic damage Toxic psychosis 	<ul style="list-style-type: none"> Coma Possible death
CANNABIS Hash oil, Hashish, Grass, Marijuana, Pot, Weed	Low	Moderate	<ul style="list-style-type: none"> Confusion Euphoria Impaired balance and coordination Memory loss Slowed reaction time Slowed thinking 	<ul style="list-style-type: none"> Cardiovascular damage Frequent respiratory infections Impaired learning Impaired memory Increased heart rate Tolerance and addiction 	<ul style="list-style-type: none"> Insomnia Hyperactivity Panic attack Paranoia Possible toxic reaction if combined with other chemicals
DEPRESSANTS Barbiturates, Benzodiazepine, Date rape drug, Liquid ecstasy, Flunitrazepam, GHB, Methaqualone, Special K, Xanax	High	High	<ul style="list-style-type: none"> Confusion Fatigue Feeling of well-being, irritability Lowered blood pressure Lowered inhibitions Poor concentration Reduced anxiety Sedation Slowed pulse and breathing Slurred speech 	<ul style="list-style-type: none"> Anxiety Dizziness Hallucinations Insomnia Loss of peripheral vision Nausea Seizures Weak, rapid pulse Toxic psychosis Tremors 	<ul style="list-style-type: none"> Blackouts Cold, clammy skin Coma Life threatening withdrawal Possible death Respiratory depression and arrest Toxic reaction if combined with alcohol
HALLUCINOGENICS Add, Angel Dust, Crystal, LSD, MDA, Mescaline, Mushrooms, PCP, Peyote, Phencyclidine, Psilocybin	Low / Unknown	Unknown	<ul style="list-style-type: none"> Altered stated of perception increase body temperature, heart rate, blood pressure Loss of appetite Nausea Numbness Sleeplessness Tremors Weakness 	<ul style="list-style-type: none"> Hallucinogen Persisting Perception Disorder (flashbacks) Intensify existing psychosis Violent behavior 	<ul style="list-style-type: none"> Intense, prolonged hallucinations Possible sudden death Psychosis
INHALANTS Gases, Solvents	High for chronic, long-term abuse	High for chronic, long-term abuse	<ul style="list-style-type: none"> Impaired judgment Headache Nausea, vomiting Poor coordination Slurred speech 	<ul style="list-style-type: none"> Cardiovascular and nervous system damage, leading to inability to walk, talk, or think Cramps Depression Loss of muscle tone Memory impairment Mild withdrawal Muscle wasting and weakness Weight loss AIDS & Hepatitis infection Malnutrition 	<ul style="list-style-type: none"> Coma Possible sudden death Possible toxic reaction Unconsciousness
NARCOTICS Codeine, Demerol HCL, Heroin, Meperidine, Morphine, Opium, Oxycodone, Vicodin	High	High	<ul style="list-style-type: none"> Confusion Constipation Drowsiness Euphoria Nausea Pain relief Sedation Staggering gait 	<ul style="list-style-type: none"> AIDS & Hepatitis infection Malnutrition 	<ul style="list-style-type: none"> Clammy skin Coma Convulsions Death Respiratory arrest Shallow perspirations Tolerance, addiction Toxic reaction if combined with alcohol
STIMULANTS Amphetamine, Cocaine, Ecstasy, MDMA, Methylphenidate, Phenmetrazine, Ritalin	Possible	High	<ul style="list-style-type: none"> Appetite loss Excitement & euphoria Feeling of well being Increased alertness Increased blood pressure, pulse Insomnia 	<ul style="list-style-type: none"> Insomnia Nervous system damage Organ/tissue damage Paranoia Psychosis Weight loss 	<ul style="list-style-type: none"> Agitation Convulsions Hallucinations Heart attack, stroke High blood pressure Loss of consciousness Seizures Temperature increase Possible death
TOBACCO Chewing/Smokeless Tobacco, Cigarettes, Cigars, Nicotine	High	High	<ul style="list-style-type: none"> Bad breath Bad taste in mouth Decreased lung capacity Increased blood pressure Increased heart rate 	<ul style="list-style-type: none"> Adverse pregnancy outcomes Cardiovascular disease Cancer 	<ul style="list-style-type: none"> Possible death

Consequences of Marijuana Use in Massachusetts on Campus

Legalization and medical marijuana are not invitations for youth use or adult misconduct on campus.

The penalties are severe for activities involving this drug. Know the facts. Behavior Law Potential

Penalty: Sell, or intend to sell, any amount of marijuana anywhere. Only a business in possession of a state issued license may sell. 94C, § 32C Immediate arrest & up to 2 years in jail, and/or fine up to \$5,000. Sell, or intend to sell, paraphernalia to youth under 21. This includes pipes, bongs, grow lamps or other devices. 94C, § 32I Immediate arrest & up to 2 years in jail, and/or fine up to \$5,000. Actual Sale to minor under 18 is a felony of up to 5 years in prison.

Give marijuana to anyone under 21 at any location, in any Amount, for any reason 94G, § 2(b) prohibits “knowing Transfer”; applies to adults & minors; covers “sharing” at parties. 94C, § 32C Immediate arrest & up to 2 years in jail, and/or fine up to \$5,000. Operate under the influence of marijuana (OUI) Medical marijuana and/or legal possession are no defense; no Driver may be “high” if it diminishes the ability to operate safely. 90, § 24 Immediate arrest & 2 years’ probation + education program + license.

Suspension of at least 90 days and probably 1 year + fines and fees of at Least \$500. Open container of marijuana in vehicle 94G, § 13(d) \$500 civil ticket may be issued to the driver and/or passengers of any age. Homemade marijuana concentrate. No one may process marijuana with a flammable liquid or gas to create “dabs” or any other concentrate; prohibited 94G, § 2(c). 94C, § 32C Immediate arrest & up to 2 years in jail, and/or fine up to \$5,000. Note: High strength concentrate may be charged as a 5-year prison felony.

See 94C, §§ 1, 31 and 32B. Cultivation or growing marijuana in any amount anywhere By youth under 21 1 plant is a crime; only adults 21 and over may grow limited amounts at their home off-campus. 94G, § 7. No cultivation on campus or in campus housing. 94G, § 2(d).

94C, § 32C Immediate arrest & up to 2 years in jail, and/or fine up to \$5,000. Possession of 1 ounce or less in private or public by youth under 21. Physical and internal possession are covered – i.e., “being high” is enough.] 94C, § 32L If 18, 19 or 20: \$100 civil ticket. If under 18: \$100 civil ticket + 4-hour drug class + 10 hours of community service. If fail to complete, then fine increases to \$1,000 and is assessed against parents too, plus case may be filed in juvenile court. See 94C, § 32N. Possession of over 1 ounce in private or public by under 21 94C, § 34 Immediate arrest & up to 6 months in jail, and/or \$500 fine. Note: Even adults may be arrested for possession of over 2 ounces in public. Possession, display or consumption by anyone of any age affiliated with the university/college. Includes students, staff, faculty, vendors, contractors, and affiliates.

94G, § 2(d) & Federal Law³ Suspension and/or other disciplinary action. This may be in addition to any other civil or criminal penalty allowed by law. Note: Anyone who continues to violate this rule may be arrested for trespassing under 266, § 120.

For any potential jail sentence, if the youth is under 18, the sentence is served at a Department of Youth Services (DYS) facility, alternative placement, or through some probation arrangement. Minors under 18 are not sentenced to adult jails. Those individuals 18 and over are considered adults and may be incarcerated. The possession of a medical marijuana card should typically be pursued only as a disciplinary violation. See Chapter 369 of the Acts of 2012 and 105 CMR 725.000 ET. Seq. Drug-Free Schools and Campuses Act (DFSCA) requires colleges/universities to prohibit marijuana possession, use, or distribution (including medical). Even in states that have legalized marijuana, noncompliance results

in an institution losing federal funding for programs and students. Title 34 CFR Subtitle A, Part 86, §§ 86.1-86.7, and 86.300-86.304.

Massachusetts State Law Compliance

Chapter 151C. Fair Educational Practices

Section 2B. Absence of student due to religious beliefs

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

Hazing (M.G.L. 269 §17; 18; 19)

Roxbury Community College does not permit hazing at any activity or event associated with the College or at College-recognized clubs and organizations. The Commonwealth of Massachusetts prohibits hazing in any form on campuses throughout the Commonwealth. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to weather, or forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal treatment or forced physical activity, which is likely to adversely affect the physical health or safety of any student or other person or to cause extreme mental stress, including extended isolation or deprivation of sleep. Below are sections that are required to be provided to students and student organizations associated with colleges and universities in Massachusetts. A complete copy of the law is available at http://sp.mit.edu/government/house_docs/docs/MA_Hazing_Law.pdf.

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment. The term hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such

student or other person, or cause extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that a person is the victim of hazing, as defined in section seventeen, and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or other, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime will be punished by a fine of not more than five hundred dollars.

Section 19. Each institution of secondary education and each student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, shall provide a copy of this section and sections seventeen and eighteen provided; however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall, before the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in The student handbook or similar means of communicating the institution's policies to its students. The Board of Education shall promulgate regulations governing the content and frequency of such reports and shall forth-with report to the Attorney General any such institution which fails to make such a report.

Should there be any questions concerning the College's Hazing Policy, please contact the Office of the Vice President for Enrollment Management and Student Affairs.

Annual Disclosure of Crime Information & Statistics

While the Roxbury Community College campus is a reasonably safe environment, crimes do occur. Below you will find the Crime Statistics the past year as well as for the two previous years in and around the RCC campus. The statistics were valid at publication, but may not reflect current trends.

In addition to the crime data that the Department of Public Safety collects, the statistics below also include crimes that are reported to local law enforcement as required by law.

Definitions of Reportable Crimes

Criminal homicide

- Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter. The killing of another person through gross negligence.

Sex Offenses

Forcible sex offenses

- **Forcible rape**- The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- **Forcible sodomy**- Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Sexual assault with an object**- The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Forcible fondling**- The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

Non-forcible sex offenses

- **Incest**- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape**- Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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 a 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 that could and probably would result in serious personal 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 acts.

Motor vehicle theft

- The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

Arson

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

Simple Assault (*Hate Crime Reporting-only*)

- The attack by one person upon another without a weapon, no obvious severe or aggravated bodily injury involving broken bones, loss of teeth, internal injury, severe laceration or loss of consciousness

Larceny/Theft (*Hate Crime Reporting-only*)

- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession (position to exercise control over a thing regardless of possession) of another.

Vandalism/Destruction/Damage (*Hate Crime Reporting-only*)

- Willfully and/or maliciously destroy, damage, deface or otherwise injure real or personal property without owner's consent or the person who has control or custody of it.

Intimidation (*Hate Crime Reporting-only*)

- Is to place a person in reasonable fear of bodily harm through the use of threatening words and/or other conduct without displaying a weapon or subjecting the victim to actual physical attack.

Hate Crimes

- Any of the aforementioned offenses and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the Perpetrator's bias.

*****The statistics must show crime and which bias category against which the crime was committed.**

Categories of Prejudice:

- **Race-** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender-** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- **Religion-** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation-** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/national origin-** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Disability-** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Other offenses

- **Liquor law violations-** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)
- **Drug abuse violations-** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Weapon law violations-** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Geographic Definitions

- **On Campus-** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition,

that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

- **Non Campus Building or Property-** Roxbury Community College does not currently own any buildings or properties outside of its main campus; therefore, this area is shown as “N/A” on the chart.
- **Public Property-** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- **Student Housing Facility-** Roxbury Community College does not currently own any residential facilities; therefore, this area is shown as “N/A” on the chart.

ROXBURY COMMUNITY COLLEGE CRIME STATISTICS: CLERY DATA

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

OFFENSES	2018			2017			2016		
	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Murder/Non-negligent Manslaughter	0	0	N/A	0	0	N/A	0	0	N/A
Negligent Manslaughter	0	0	N/A	0	0	N/A	0	0	N/A
Sex Offenses Forcible	0	0	N/A	0	0	N/A	0	0	N/A
Sex Offenses Non Forcible	0	0	N/A	0	0	N/A	0	0	N/A
<i>Rape</i>	0	0	N/A	0	0	N/A	0	0	N/A
<i>Fondling</i>	0	0	N/A	0	0	N/A	0	0	N/A
<i>Incest</i>	0	0	N/A	0	0	N/A	0	0	N/A
<i>Statutory Rape</i>	0	0	N/A	0	0	N/A	0	0	N/A
Robbery	0	0	N/A	0	0	N/A	0	0	N/A
Aggravated Assault	1	0	N/A	0	2	N/A	0	0	N/A
Burglary	1	0	N/A	0	0	N/A	0	4	N/A
Motor Vehicle Theft	0	0	N/A	0	0	N/A	0	0	N/A
Arson	1	0	N/A	0	0	N/A	0	0	N/A
VAWA OFFENSES									
Domestic Violence	0	0	N/A	0	0	N/A	0	0	N/A
Dating Violence	0	0	N/A	0	0	N/A	0	0	N/A
Stalking	2	0	N/A	0	0	N/A	0	0	N/A
ARRESTS									
Weapon Law Violation	0	0	N/A	0	0	N/A	0	0	N/A
Drug Law Violation	0	0	N/A	0	0	N/A	0	0	N/A
Alcohol Law Violation	0	0	N/A	0	0	N/A	0	0	N/A
REFERRALS									
Weapon Law Violation	1	0	N/A	0	0	N/A	0	0	N/A
Drug Law Violation	0	0	N/A	0	0	N/A	0	0	N/A
Alcohol Law Violation	1	0	N/A	0	0	N/A	0	0	N/A

HATE CRIMES	2018			2017			2016		
Murder/Non-negligent									
Manslaughter Negligent	0	0	N/A	0	0	N/A	0	0	N/A
Manslaughter	0	0	N/A	0	0	N/A	0	0	N/A
Sex Offenses	0	0	N/A	0	0	N/A	0	0	N/A
<i>Rape</i>	0	0	N/A	0	0	N/A	0	0	N/A
<i>Fondling</i>	0	0	N/A	0	0	N/A	0	0	N/A
<i>Incest Statutory</i>	0	0	N/A	0	0	N/A	0	0	N/A
<i>Rape</i>	0	0	N/A	0	0	N/A	0	0	N/A
Robbery	0	0	N/A	0	0	N/A	0	0	N/A
Aggravated Assault	0	0	N/A	0	0	N/A	0	0	N/A
Burglary	0	0	N/A	0	0	N/A	0	0	N/A
Motor Vehicle Theft	0	0	N/A	0	0	N/A	0	0	N/A
Arson	0	0	N/A	0	0	N/A	0	0	N/A
Larceny	0	0	N/A	0	0	N/A	0	4	N/A
Simple Assault	0	0	N/A	0	0	N/A	0	4	N/A
Intimidation	1 (S)	0	N/A	0	0	N/A	0	0	N/A
Vandalism	0	0	N/A	0	0	N/A	0	0	N/A
Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity									