



**ROXBURY**  
COMMUNITY COLLEGE

**2016**

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*Statistics for 2013 | 2014 | 2015*

**Annual Security Report**

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***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,

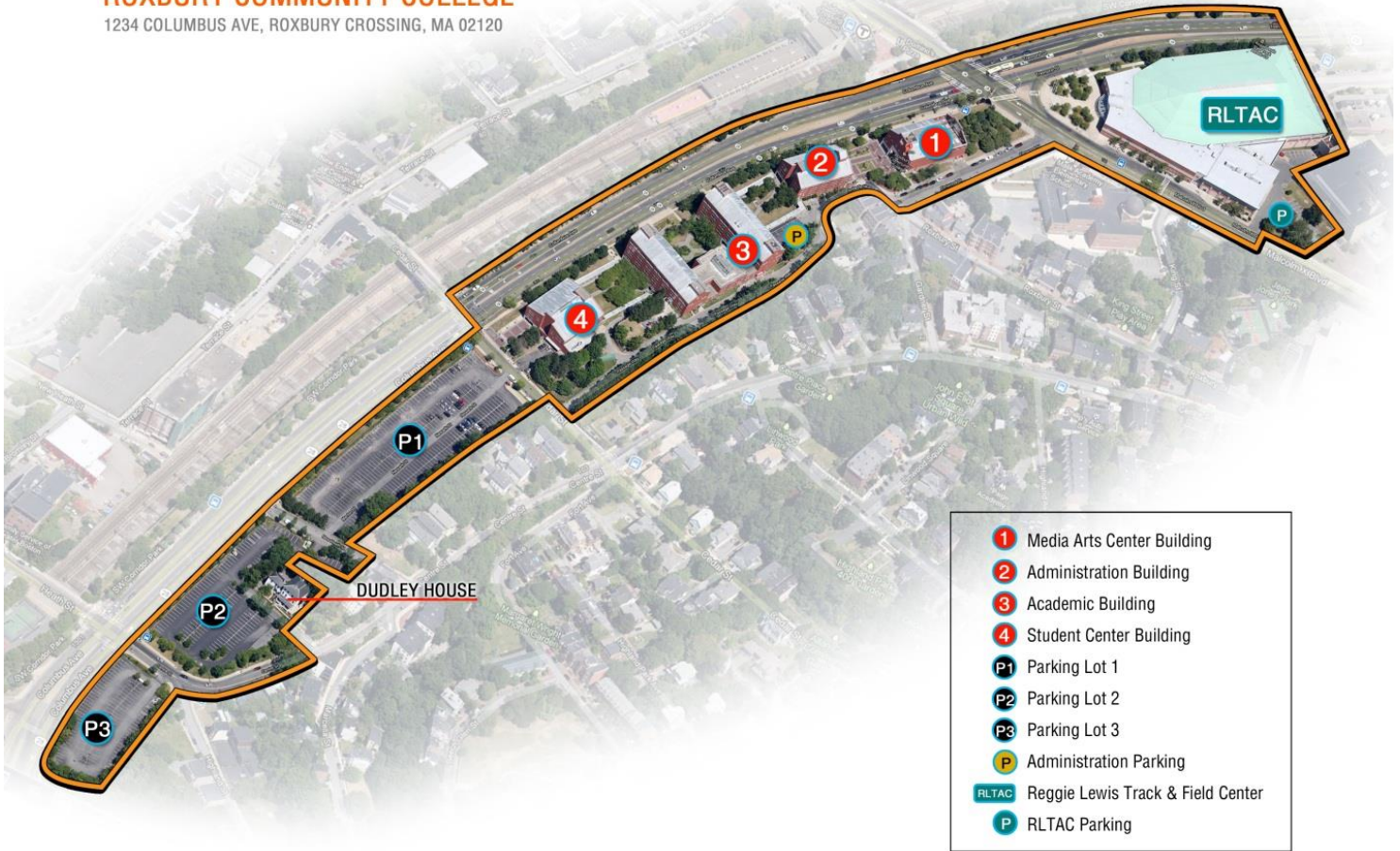
A truly safe campus can only be achieved through the cooperation of all students, faculty and staff. While Boston presents unlimited opportunities to experience the advantages of life, we must keep in mind that the potential for crime does exist. Each of us must assume personal responsibility by taking preventive measures from becoming a victim. The staff of Roxbury Community College-Campus Safety is dedicated to the principles of Community Policing with the goal of maintaining the campus as a safe and pleasant place in which to work, learn, and visit. The information provided in this report is designed to inform and alert the campus community of the current programs, policies, and procedures related to crime awareness and reporting at Roxbury Community College.

*Oscar Walker, Interim Director of Public Safety*

# Campus Jeanne Clery Act Crime Map Boundary

## ROXBURY COMMUNITY COLLEGE

1234 COLUMBUS AVE, ROXBURY CROSSING, MA 02120



Images source: Google Maps



## **Important Numbers**

Emergency:	9-1-1
Boston Police - Non-emergency:	(617) 343-4200
Public Safety:	(617) 541-5338
Primary Campus Safety Officer:	(617) 541-5329
Environmental Health & Safety:	(617) 541-5338
Dean of Student Life:	(617) 933-7450
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.

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.

## ANNUAL SECURITY REPORT

### **PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS**

The Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Department of Public Safety, information provided by other College departments, Campus Security Authorities, and information provided by state and local law enforcement agencies.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Roxbury Community College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault and alcohol and other drugs.

### **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, the Office of the Dean of Student Life and Human Resources throughout the year. 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 (617) 541-5338 Email: [campussecurity@rcc.mass.edu](mailto:campussecurity@rcc.mass.edu)
- **Direct inquiries:** Oscar Walker (617) 541-5329–Director of Public Safety at [owalker@rcc.mass.edu](mailto:owalker@rcc.mass.edu)
- **Online:** at the Public Safety website (<http://www.rcc.mass.edu/about-us/annual-security-report>); or through the
- **U.S. Department of Education:**
  - Office of Post-Secondary Education Campus Safety & Security website <http://ope.ed.gov/security>.

**The 2016 Annual Security Report was prepared and distributed by Oscar Walker, Director of Public Safety (contact as above)**

### **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.

## **ABOUT DEPARTMENT OF PUBLIC SAFETY**

### **Mission Statement**

The Mission of the Roxbury Community College Department of Public Safety is to provide a safe and secure atmosphere conducive to the College's goals of higher learning. Roxbury Community College strives to deliver a form of high-quality, efficient and professional service to all students, faculty, staff, and visitors and is dedicated to developing partnerships with the communities served. These partnerships provide a learning environment that supports academic freedom, respect for diversity, fair and equal treatment to all, and open exchange of ideas.

### **Role, Authority, and Training**

In 2015, Roxbury Community College contracted with U.S. Security Associates, Inc. to provide safety and security services to RCC community 24-hours a day, 365 days a year. The Office is comprised solely of unarmed, non-sworn security officers that do not have powers of arrest. All officers received their security-based training from U.S. Security Associates and should a situation arise where law enforcement is needed, a Public Safety officer will notify Boston Police who will respond to campus. All crimes and criminal activity are reported to and investigated by Boston Police or the Massachusetts State Police.

### **Working Relationship with Local, State, and Federal Law Enforcement Agencies**

Public Safety maintains a cooperative relationship with the Boston Police Department and the Massachusetts State Police. There are currently no mutual aid agreements, or radio communications interoperability with any outside agencies. Public Safety does not participate in local or regional law enforcement meetings or joint department trainings.

### **Fire and Emergency Reporting Procedures:**

In the case of fire and emergency situations that would impact the health and safety of the campus community, **please first call 911 before further notification are made to Public Safety as stipulated:**

*The City of Boston Fire Prevention Code sec 28.01 (a-d), specifies reporting requirements. Section 28.02© clearly states, "No person shall require, make, post or maintain any order, direction, or regulation written or verbal that would require or direct anyone to delay reporting a fire to the fire department.*

### **Crimes Involving Student Organizations at Off-Campus Locations**

Roxbury Community College relies on local law enforcement to provide information about incidents that occur off campus involving Roxbury Community College students and recognized student organizations. If Public Safety learns of criminal activity involving a student or student organization, it will make notification to the appropriate external law enforcement agency and forward information about the situation to the Dean of Student Life, as appropriate.

The College requires all recognized student organizations to abide by federal, state, and local laws, and College regulations. The College may become involved in the off-campus conduct of a student or recognized student organizations when such conduct is determined to affect a Substantial College Interest (as defined in the *Student Handbook*).

## **REPORTING CRIMES AND OTHER EMERGENCIES**

We encourage all members and guests of the College community to report all crimes and other emergencies to Public Safety in a timely manner. The College has a number of ways to report crimes, serious incidents, and other emergencies to appropriate College officials listed throughout this document. Crimes may also be reported to a Campus Security Authority (CSA). See below.

Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College that you immediately report all incidents so that Public Safety can investigate the situation and determine the necessity to notify local law enforcement, or issue a Timely Warning or Emergency Notification.

### ***Voluntary, Confidential Reporting***

Roxbury Community College encourages the college community to report crimes promptly and to participate in and support crime prevention efforts. Anyone may call Public Safety at (617) 541-5338 to report concerning information.

### ***Emergency Phones***

The College has 30 emergency phones throughout the campus. Emergency phones are located in each floor of the Academic, Administration, Student Center and Media Arts buildings. Emergency phones provide direct voice communications to Public Safety.

### ***Anonymously***

Persons may also report crimes through the Boston Police Crime Stoppers at 1-800-494-TIPS on your mobile phone by texting the word tip, that's "T-I-P" to 27463\* or through the Crime Stoppers website at [www.cityofboston.gov/police/crimeprevention/cristop.asp](http://www.cityofboston.gov/police/crimeprevention/cristop.asp).

## **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 are Campus Security Authorities (CSAs) for Roxbury Community College:

- Public Safety-Securitas Security Services (as of July 1, 2016)  
Public Safety Officers- Telephone Contact: (617) 541-5338
- Director of Public Safety-**Primary CSA**  
Oscar Walker- Telephone Contact: (617) 541-5329
- Interim V.P. Enrollment Academic & Students Affairs  
Cecile Regner- Telephone Contact: (617) 541-5383
- Chief Human Resources and Affirmative Action Officer  
Patricia West- Telephone Contact: (617) 541-5386
- VP of Administration and Finance  
Kevin Hepner- Telephone Contact: (617) 708-3501
- Dean of Student Life  
Jamica Nadine Love- Telephone Contact: (617) 933-7450
- Interim Director of Reggie Lewis Track & Athletic Center  
Lorita Williams- Telephone Contact: (617) 541-2454
- Director of Athletics and Student Life  
Elizabeth Clark- Telephone Contact: (617) 541-2451
- Director, Student Health Services (College Nurse)  
Ruth Hines- Telephone Contact: (617) 541-5030

The above list is a hierarchical representation of CSA’s. 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. Online forms, which can be found at

[http://www.rcc.mass.edu/images/CampusSafety/CRIME\\_REPORTING\\_FORM\\_2014.pdf](http://www.rcc.mass.edu/images/CampusSafety/CRIME_REPORTING_FORM_2014.pdf),  
may also be used.

### ***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.

## **TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS**

### ***Timely Warnings***

It is the College's policy to be open with students and employees about security matters. When the 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 617-541-5338.

### ***Emergency Notifications***

#### **Enrolling in the College's Emergency Notification System:**

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). 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.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Department of Public Safety along with VP of Administration and Finance are responsible for the Emergency Evacuation & Fire Policy. A summary of the College's emergency response procedures is currently being updated and will be posted located at Campus Safety site.

### ***Drills, Exercises and Training***

Roxbury Community College annually conducts an emergency management exercise to test emergency procedures and preparedness. With a new security provider in Securitas, Inc. and a now formal relationship with Massachusetts State Police, the 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 militate 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.

### ***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)

### *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.

### *Planning Assumptions*

In order to plan for and consider 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.
15. As communication technology evolves, new communication methods may be identified as others become obsolete. A constant evaluation of the effectiveness of the system is required.

### *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. Two-way Radios
2. Cell phones/mobile devices for President’s Cabinet members
3. Television
4. Radio
5. 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.

### **SECURITY & 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. Other facilities such as the bookstore and library are also open to the public. Only those who have demonstrated a need outside of general operating hours are issued keys to a building.

## **SECURITY CONSIDERATIONS FOR THE MAINTENANCE OF CAMPUS FACILITIES**

Roxbury Community College is committed to the security of its campus facilities. Locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

We encourage community members to promptly report any security concern, including concerns about locking mechanisms, lighting, or landscaping to the Department of Public Safety.

## **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.

### ***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. See the following website for the College Code of Conduct and additional information concerning Parental Notification:

In an effort to promote safety awareness, the Department of 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 in person or by calling (617) 541-5338.

### ***Threat Assessment Alert Committee***

The Threat Assessment Alert Committee (TAAC) is being 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](http://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 the 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.

Massachusetts Coalition Against  
Sexual Assault and Dom. Violence (617) 248-0922  
Boston Police Department/EMS: 9-1-1  
Boston Police - Non-emergency: (617) 343-4200  
MA Emergency Crisis Hotline: (800) 841-8371

## **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 sexual assault. 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, Cambridge, 617-492-7273 Hotline, 617-492-6434

### **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.

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><b>Schedule I:</b> 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> <p>Gamma Hydroxybutyric Acid (GHB) Heroin LSD Methaqualone Mescaline Ecstasy Psilocybin/Psilocyn (mushrooms) Phencyclidine (PCP) Tetrahydrocannabinol/S (THC) Marijuana &amp; Hashish: 1,000 kg. or more</p> <p>50 kg. to 999 kg.</p> <p>Under 50 kg.</p>	<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><b>Schedule II:</b> 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> <p>Morphine Methadone Amphetamine Cocaine Methamphetamine Oxycodone</p>	<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><b>Schedule III:</b> Substances with less abuse potential than Schedules I and II; an accepted medical use, and low to moderate dependence from abuse.</p> <p>Anabolic Steroids Codeine Compounds Ketamine (Special K) Phendimetrazine Tincture of Opium</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><b>Schedule IV:</b> Substances with a lower potential for abuse than Schedule III; an accepted medical use; and limited dependence from abuse.</p> <p>Valium Ativan Xanax</p>	<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><b>Schedule V:</b> Substances with a lower potential for abuse than Schedule IV; an accepted medical use; and limited dependence from abuse.</p> <p>Paracetamol Robitussin AC</p>	<p>Jail: Up to 1 year Fine: Up to \$100,000</p>	<p>Jail: Up to 1 year Fine: Up to \$100,000</p>

\* The Controlled Substances Act (CSA), Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

Federal law also allows for the possibility of loss of property and federal grants as defined by the Controlled Substances Act and regulation 21CFR 1300.11–1300.15.

For more information, visit [www.usdoj.gov/dea/pubs/scheduling](http://www.usdoj.gov/dea/pubs/scheduling)

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

For more information visit:  
[www.drugabuse.gov](http://www.drugabuse.gov)  
[www.samhsa.gov](http://www.samhsa.gov)

## **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://s-p.mit.edu/government/house\\_docs/docs/MA\\_Hazing\\_Law.pdf](http://s-p.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. (Drunkness 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	2013			2014			2015		
	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	N/A	N/A	N/A	0	0	N/A
Sex Offenses Non Forcible	0	0	N/A	N/A	N/A	N/A	0	0	N/A
<i>Rape</i>	N/A	N/A	N/A	0	0	N/A	0	0	N/A
<i>Fondling</i>	N/A	N/A	N/A	0	0	N/A	0	0	N/A
<i>Incest</i>	N/A	N/A	N/A	0	0	N/A	0	0	N/A
<i>Statutory Rape</i>	N/A	N/A	N/A	0	0	N/A	0	0	N/A
Robbery	0	1	N/A	0	4	N/A	0	0	N/A
Aggravated Assault	0	3	N/A	0	6	N/A	1	0	N/A
Burglary	0	1	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
<b>VAWA OFFENSES</b>									
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	6	0	N/A	0	0	N/A	0	0	N/A
<b>ARRESTS</b>									
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
<b>REFERRALS</b>									
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

HATE CRIMES										
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</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	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	0	N/A	
Simple Assault	0	0	N/A	0	0	N/A	0	0	N/A	
Intimidation	0	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										