

ANNUAL SECURITY REPORT 2020

STATISTICS FOR 2019, 2018, 2017

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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
General Information and Departments: (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 Public Safety 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 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 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 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 the incident is reported and the 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 Public Safety

Mission Statement

The Department of 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

The Director of Public Safety and the Assistant Director of Public Safety are 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 contracts Securitas Security Services Inc. for general patrol and dispatching responsibilities. Contract security staff patrol Roxbury Community College property and have the authority to maintain order, ask for identification, determine whether individuals have lawful business at Roxbury Community College, and to direct people to leave the campus.

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 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. Facilities 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

Campus hours are 7:00AM – 11:00PM, Monday through Friday, and 8:00AM – 5:00PM, Saturday. College facilities are not open to the general public on Sundays. Exceptions to the hours of operation are posted for the public.

In March 2020, due to COVID19, RCC went remote for most instruction and services and unused buildings were secured. Entry was restricted and only those with a bona fide need were physically allowed on campus. Through the efforts of the Re-Opening Committee, a Four Phase Re-Opening Plan was established in accordance with Local, State, and Federal guidelines. Information on the Re-Opening Plan can be found at <https://www.rcc.mass.edu/about-us/news/1192-important-information-on-campus-access-during-covid-19-pandemic>. At the end of 2020, RCC was in Phase II of the Plan.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in accordance with ADA guidelines and minimize hazardous conditions. Public Safety regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to the Facilities staff for correction. All members of the College community can easily report equipment problems to Public Safety or to Facilities by calling 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, 617-541-6905, or 911.

Reports may be made in person at the Dispatch Center located in Building 3 Room 109. 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, an individual can simply press the button next to the Public Safety icon and be connected directly with the RCC Public Safety Dispatcher. Phones are located in each classroom.

Voluntary Confidential Reporting

A victim of a crime who does not want to pursue action within the College system or the criminal justice system may choose to submit a confidential report. With permission, a Public Safety Officer can file a report on the details of the incident without revealing identity of the victim (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of this report is to keep the matter confidential, while taking steps to enhance the future safety of the victim 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 staff prefer 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 the 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. However, CSAs can still keep identity confidential.

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
Jamila Beasley (857) 701-1312
- V.P. of 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
- Assistant Dean of Student Affairs
Jelani Townsell (857) 701-1714
- V.P. of Academic and Student Affairs
Kimberly Rogers (857) 701-1273
- Coordinator of Student Health Services
Ruth Hines (857) 701-1657

The full list of CSAs can be seen on our website here: <https://www.rcc.mass.edu/about-us/campus-safety/clery-campus-security-authorities-csas> . 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.

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 Public Safety has a strong relationship 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 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 appropriate college office for follow up.

Public Safety reports are entered into a Records Management System (RMS) where they are stored and retrievable. An 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 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 President or designee.

Timely Warnings 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 Warnings 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.

Emergency Notifications

The Emergency Notification System is designed to notify the RCC community of an imminent or immediate threat. The RAVE 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 and RCC staff 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. These exercises may include emergency system tests, tabletop exercises, 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

Scope

This document applies to 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.

"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 when determining if activation of the RCC ALERT system is warranted, which communications will be utilized, and who authorizes activation of the system:

1. Hazard Type
2. Life Safety / Property Protection
3. Urgency
4. Audience
5. Capabilities / Limitations

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, 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. Executive Vice President of Compliance and Operations, Vice President of Administration and Finance, Vice President of Institutional Effectiveness, or Vice President of Academic and Student Affairs
3. Director of Public Safety

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. 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

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.

Behavioral Intervention Team (BIT)

The Behavioral Intervention Team was established to address the prevention, assessment and intervention of behavior that is not conducive to the college learning environment. Referrals of students to social service agencies, health providers and mental health services may be recommended by the BIT.

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 prevention program provides information on prevention and reporting for any form of sexual harassment, including sexual assaults. The training is provided to students once per semester during orientation and is provided to employees annually.

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.

For the complete Student Code of Conduct and Disciplinary Procedures documents, please visit the Office of Student Affairs or visit <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, found at:

https://www.rcc.mass.edu/images/pdf/hr/RCC_MA_Policy_on_Affirmative_Action_Equal_Opportunity_and_Diversity_2015.pdf. 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 someone 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 below, 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 Public Safety can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Public Safety 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.

Rape Crisis Center Contact Information - 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 at <https://www.mass.gov/service-details/rape-crisis-centers>.

Greater Boston Area

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

State and Federal Remedies

In addition to the above, if someone has been subjected to sexual harassment, he or she may file a formal complaint with the governmental agencies listed below. Filing a complaint under this Policy does not prohibit an individual 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. College staff ask visitors to refrain from loitering on the abutting property of all nearby residents without their permission.

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. The Drug and Alcohol Policy may be found at:

https://www.rcc.mass.edu/images/stories/policies/RCC_Drug_Alcohol_PolicyB.pdf

Roxbury Community College Resources

The Project Access Office provides information and referral services to the full range of social support service in greater Boston. More information is available: <https://www.rcc.mass.edu/about-us/news/1127-project-access-at-rcc-offering-holistic-student-support-and-fostering-success>

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 Compliance & Operations, the Office of Human Resources and Affirmative Action and the Office of Public Safety.

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) Marjuana & 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 Kotamine (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 Acid, 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
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

The use of Marijuana is not permitted on the Roxbury Community College Campus at any time.

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.

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. The College's written policy on hazing is available in the RCC Student Handbook at <https://www.rcc.mass.edu/current-students/student-academic-services/student-handbook>.

Annual Disclosure of Crime Information & Statistics

Definitions of Reportable Crimes

Criminal homicide

Sex Offenses

Non-forcible sex offenses

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Simple Assault (*Hate Crime Reporting-only*)

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

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

Intimidation (*Hate Crime Reporting-only*)

Hate Crimes

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**
- **Drug abuse violations**
- **Weapon law violations**

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	2019			2018			2017		
	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
Rape	0	0	N/A	0	0	N/A	0	0	N/A
Fondling	0	0	N/A	0	0	N/A	0	0	N/A
Incest	0	0	N/A	0	0	N/A	0	0	N/A
Statutory Rape	0	0	N/A	0	0	N/A	0	0	N/A
Robbery	1	1	N/A	0	0	N/A	0	0	N/A
Aggravated Assault	2	1	N/A	1	0	N/A	0	2	N/A
Burglary Motor Vehicle Theft	3	0	N/A	1	0	N/A	0	0	N/A
Arson	0	0	N/A	1	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	1	0	N/A	2	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	0	0	N/A	1	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	1	0	N/A	0	0	N/A

HATE CRIMES	2019			2018			2017		
	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
Rape	0	0	N/A	0	0	N/A	0	0	N/A
Fondling	0	0	N/A	0	0	N/A	0	0	N/A
Incest	0	0	N/A	0	0	N/A	0	0	N/A
Statutory Rape	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	1 (S)	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									