



College Police and Public Safety Department  
Annual Security Report  
2016-2017



This information is provided in compliance with State and Federal Law and specifically the *Clery Act*. This report, covering the year 2017, published in October 2018, is available on the Cape Cod Community College website at [www.capecod.edu/web/public-safety/info](http://www.capecod.edu/web/public-safety/info).

*To Members of the Cape Cod Community College Community:*

*Cape Cod Community College is committed to providing a safe and secure environment conducive to education. The safety and well-being of our student, faculty, staff, and guests is paramount in the continued successes seen at Cape Cod Community College. Our continued achievements is also dependent on its community. Cape Cod Community College is proud of our neighboring partnerships with the business and law-enforcement community which have mutual interests, including that of crime prevention.*

*This report is designed to provide information on campus services from crime prevention and support to reporting a violation or crime that would impact Cape Cod Community College. The statistics for 2017 are in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act.*

*I encourage you to read this report and consider how that information can assist you. For more information or questions needed to be answered please contact College Police & Public Safety at 774-330-4349.*

*Sincerely,*

*Maria T. Padilla  
Chief of College Police and Public Safety*

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## INTRODUCTION TO THIS REPORT

This report has been prepared in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)*. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Cape Cod Community College; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning the reporting of crimes, sexual assault, crime prevention, and other matters.

Each year, an email notification is made to all enrolled students, faculty and staff. This notification provides information on how to access this report on-line. Copies of this report may also be obtained from the Cape Cod Community College Police and Public Safety Department, located in the Grossman Commons Building, or by calling 1-774-330-4349 or ext. 3333 on any campus phone.

All prospective employees may access an on-line copy of this report from the Human Resource Office home page at <http://www.capecod.edu/web/hr/jobs>.

## Violence Against Women Reauthorization Act & Campus SaVE Act

On March 7, 2013, President Obama signed into law the Violence Against Women Reauthorization Act (VAWA) which imposed new requirements on colleges and universities under its Campus Sexual Violence Elimination Act (SaVE). The requirements act to add to, refine, clarify and amend the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and act to reinforce Title IX. The Campus SaVE Act adds offenses involving domestic violence, dating violence and stalking to the crimes that institutions must report in the Annual Safety & Security Report. The Campus SaVE Act also expands the categories of reportable “hate crimes” to include those based on bias against gender identity or national origin consistent with Federal statutes.

The Campus SaVE Act amended the definition of sexual offenses and the category of reportable “sex offenses” to include: rape, sodomy, sexual assault with an object, fondling, incest and statutory rape consistent with the uniform crime reporting system of the Federal Bureau of Investigations. The Annual Safety & Security Report must also include detailed descriptions of the institution’s internal procedures to resolve issues of domestic violence, dating violence, or stalking, resources on-and-off-campus, as well as descriptions of its educational and preventative programs.

### OVERVIEW OF THE CAPE COD COMMUNITY COLLEGE POLICE AND PUBLIC SAFETY DEPARTMENT

Cape Cod Community College works to ensure a safe environment for students, faculty, staff and visitors. The officers are formally trained and patrol the College responding to calls for service to include crimes and emergencies. College Police Officers are commissioned in accordance with the provisions of Massachusetts General Laws Chapter 22C § 63 and have law enforcement authority, including the authority to make arrests in and upon all property owned, occupied, or used by the College. Police Officers are graduates of a police academy conducted or sanctioned by the Massachusetts State Police, the Massachusetts Criminal Justice Training Council, or have met other requirements established by the Colonel of the Massachusetts State Police. They are certified in basic first aid, CPR and AED. The officers have the legal authority under Massachusetts law to demand identification and evidence of qualification from any person who desires to use or enter the College property. They may deny access to the buildings and grounds to persons who trespass, disrupt or disturb the normal educational functions of the institution.

By mutual agreement with state and federal agencies, the College Police and Public Safety Department maintains a Criminal Justice Information Services terminal which provides department personnel with access to the National Crime Information Computer System as well as the Criminal History Systems Board for the Commonwealth of Massachusetts. These computer databases are used to strengthen public safety by providing access to criminal history data, nationwide police records and driver/vehicle identification information as well as other local, state and federal law enforcement information. There is no written MOU between

College Police and Public Safety and local Police or Massachusetts State Police however; jurisdiction is shared with local law enforcement. Local Police and the Massachusetts State police have concurrent jurisdiction on all campuses and upon all properties owned or controlled by the College. Crimes, such as rape, murder, aggravated assault, robbery and arson are reported to the jurisdictional law enforcement authority for that area, and a joint investigative effort between College Police and the Jurisdictional Department and or Massachusetts State Police is conducted to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted through the Barnstable County District Attorney's Office. All felonies occurring on campus and any Search Warrants issued or requested are reported to the Massachusetts State Police on a monthly basis.

## STATEMENT OF POLICY ADDRESSING CAMPUS LAW ENFORCEMENT AUTHORITY AND JURISDICTION

Cape Cod Community College is a vibrant and active community. As with any other community similar to ours, criminal activity does occur on our campus.

The College Police Department is located on the ground floor of the Grossman Commons Building in room CG-6. The Public Safety Office is manned by a staff member with dual roles covering Police dispatcher and telephone operator or contract security guard member who supplements the College Police Department. They are non-sworn staff who do not have powers of arrest. All members of the College community are required to report all criminal actions to the College Police and Public Safety Department immediately. The Cape Cod Community College Police and Public Safety Department is here to protect and serve the College community by striving to create and maintain a safe learning environment for all our Students, Faculty and Staff.

The College Police and Public Safety Department has a good working relationship with the Massachusetts State Police and Barnstable Police Department and may rely on them for the assistance of investigation of alleged criminal offenses occurring on College property. The College encourages accurate and prompt reporting of all crimes to the College Police and Public Safety Department at 1-774-330-4349 or ext. 3333 on any campus phone.

Cape Cod Community College does not operate off-campus housing or off-campus student organization facilities. When a student from Cape Cod Community College is involved in an off-campus incident, the College may take disciplinary action against a student for the off-campus conduct which such conduct adversely affects the College community, poses a threat of harm to the College community or otherwise interferes with the College's pursuit of its objectives or missions. The College has adopted the Massachusetts Community College System Student Code of Conduct (<http://www.capecod.edu/web/studentlife/code-ofconduct>).

## COLLEGE POLICE AND PUBLIC SAFETY DEPARTMENT SERVICES

College Police and Public Safety offers the following services in addition to crime prevention programs and its safety and security duties:

### LOST AND FOUND

Lost items found on the campus go to the Public Safety office in the Grossman Commons Building, room CG-6. If you have lost property, call the College Police and Public Safety Department at 1-774-330-4349 to see if it was turned in. All items received by Lost and Found are recorded in a log which includes the description of the item, where it was found, who turned in the item and the date and time it was turned in.

If a lost item has identification on it, College Police will try to reach the owner by phone, U.S. mail, e-mail or in person. Articles such as textbooks, reference books, workbooks, etc. are turned over to the Office of Student Life after thirty (30) days. Articles of clothing, notebooks, pens, etc. are held for ninety (90) days and then disposed. Items of monetary value – money, valuable jewelry and electronic equipment shall be retained for one year (365 days) and then disposed of.

### VEHICLE ASSISTANCE

Public Safety officers can assist a motorist with a jump-start to vehicles that have a dead battery. A motor vehicle waiver form will be filled out by the operator of the vehicle at the time of service.

### LOT PATROL AND EVENING ESCORTS

College Police officers patrol the campus parking lots regularly during each shift. Officers can also escort students and employees to and from campus buildings and parking lots after dark. To request an escort, call College Police at 1-774-330-4349 or ext. 3333 on campus phone.

### TRAFFIC AND PARKING REGULATIONS

All provisions of Massachusetts Motor Vehicle Law – MGL Chapter 90 apply to traffic on the Cape Cod Community College campus roads, driveways, parking facilities and grounds. CCCC College Police is authorized to enforce CCCC traffic and parking regulations. Parking or driving a motor vehicle on campus is a privilege.

Flagrant violations of CCCC parking and traffic regulations may result in the loss of the privilege to operate or park a vehicle on campus.

County ordinances and state laws relating to motor vehicles are also enforced on campus. The campus speed limit is 20 mph, and all vehicles must stop for pedestrians in cross walks.



## PARKING REGULATIONS

CCCC does not guarantee a parking space for students or accept liability for damages sustained to vehicles using college parking facilities. Irresponsibility regarding traffic and parking regulations may result in a citation, restriction, suspension and/or towing of the vehicle at the owner's expense.

- Park vehicles only in clearly designated lined legal parking spaces.
- Student parking is permitted during week day business hours in any marked space in Lots 2 through 12, excluding the following areas:
  - Those posted or marked by yellow curbs as reserved for the physically disabled, loading zones, permit and carpool parking.
  - Areas marked by cones or other temporary markings as being reserved.

## HANDICAP PARKING

It is against College policy and Massachusetts Vehicle Law to use a handicap placard or handicap registration plate issued to another person unless that person is in the vehicle.

- The number of handicap parking spaces on campus is limited. Do not use these spaces unless you have a handicap placard or plates issued in your name, and/or the person to whom they were issued is in the vehicle.
- The law states that placards must be displayed on the vehicle's rear view mirror. The law and college policy give enforcement authority to College Police and Public Safety Department officers to cite offenders for this violation. The placard is for the disabled person's benefit only and only for the times that person is a) in the vehicle or b) being dropped off or picked up. The disabled placard should not be used by anyone but the rightful owner for parking privileges. If this privilege is abused, the owner or operator may be fined \$500 - \$1,000, face a 30-day license suspension, AND lose the disabled parking privileges.

## NO PARKING AREAS

Parking is prohibited on the grass, at intersections, crosswalks, sidewalks, posted bus zones, posted no-parking zones, fire lanes, fire hydrants, areas not designated as a parking space and all areas marked by yellow curbs.

## TOWING

CCCC reserves the right to remove any vehicle on campus parked in a driveway, fire lane, blocking a loading dock or trash dumpster, or illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment or illegally parked overnight in any of the parking lots on campus. The owner is responsible for towing and storage costs. The College is not responsible for any damage to a towed vehicle. A motor vehicle inventory to document the belongings in the vehicle *may* be conducted upon the vehicle being towed.

### *Violations of College Parking*

#### *\$100 Fine*

- Unauthorized Parking in Handicapped Area

#### *\$50 Fine*

- Obstructing a Fire Lane
- Impeding Snow Removal / Snow Policy
- Parking on Land not for Vehicles (Sidewalk, Lawn, etc.)

#### *\$20 Fine*

- Obstructing: Building Entrance, Stairway, Ramp, Gate, Loading Zone, Driveway, Dumpster, Other Vehicles
- Parking in an Access Lane
- Parking in a Restricted or Prohibited Area
- Double Parking
- Not Parking within Marked Spaces
- Unauthorized Overnight Parking
- Littering from a Motor Vehicle
- Obstructing Normal Flow of Traffic, Stopping or Standing in a Travel Lane
- No Proper Sticker or Permit
- Chapter 90 Section 20A1/2
- Driving in an Unsafe Manner
- Failure to Conform: Traffic Signs, Signals, Markings, Safety Zones
- Interfering with Signs: Defaces, Injures, Interferes, Destroys

## PAYMENT AND PENALTIES

Fines are due within 21 days after the date of violation, payable at the Business Office (Nickerson Administration Building). Failure to obey this notice within 21 days after the date of violation may result in the non-renewal of the license to drive and the registration of the registered owner.

## ANNUAL SECURITY REPORT

### I. GEOGRAPHY

The Public Safety Department has on file a complete listing of the properties, along with the addresses, for all property owned and/or controlled by the College. This information is updated annually at the beginning of each fiscal year. These properties are described below:

#### MAIN CAMPUS

The CCCC main campus is located at 2240 Iyannough Road, West Barnstable, Massachusetts and, for the purposes of this report, is made up of the following:

- Any building or property owned or controlled by CCCC 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; and
- Any building or property that is within or reasonably contiguous to CCCC that is owned by the institution but is 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

- Any building or property owned or controlled by a student organization that is officially recognized by CCCC; or
- Any building or property owned or controlled by CCCC that is used in direct support of, or in relation to, the College's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.
- The College conducts classes at the following off campus locations:

School / Location	Address	City / State
Dennis-Yarmouth High School	210 Station Avenue	South Yarmouth, MA
Hyannis Center	540 Main Street	Hyannis, MA
Marine Biological Lab	7 MBL Street	Woods Hole, MA
Martha's Vineyard High School	100 Edgartown Vineyard Haven Rd	Oak Bluff, MA
Plymouth Municipal Airport	246 S. Meadow Rd	Plymouth, MA

#### ON 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.

## II. CRIME STATISTICS

### CRIME REPORTING

The following report is mandated by Title II, the Crime Awareness and Campus Security Act of 1990. Cape Cod Community College is the only community College on Cape Cod. The College operates year round, often seven days a week, to meet the educational, recreational and cultural demands of the thousands of people within its service area of the state.

The College Police and Public Safety Department organizes information programs and disseminates literature to alert members of the community about safety and security hazards and the proper procedures to report hazards and incidents. All reports of hazards and incidents made to the Public Safety Department are recorded in the official police log. An accident report or police report is initiated and filed at the department office. Investigations are conducted in accordance with policies and procedures outlined in the College Police and Public Safety Department operations manual.

The CCCC College Police and Public Safety Department prepares this annual report in cooperation with the Massachusetts State Police Department and the Barnstable Police Department, which are the local law enforcement agencies providing service to the College, and distributes the report in accordance with federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A copy of this report is available on line at <http://www.capecod.edu/web/public-safety> and at the College Police and Public Safety Department office.

### SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS

The preceding statistics are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the *Clery Act*.

The number of victims involved in a particular incident is indicated for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, Aggravated Assault. For example, if an aggravated assault occurs on campus and there are three different victims than this would be counted as three aggravated assaults in the crime statistics chart.

The number of incidents involving a particular offense is indicated for the following crime categories: Robbery, Burglary, Larceny and Arson.

In cases of motor-vehicle theft, each vehicle stolen is counted.

In cases involving liquor violations, drug violations and illegal weapons violations, each person who was arrested is indicated in the arrest statistics.

Hate Crime statistics are separated by their category of prejudice. Statistics for Hate Crimes are counted in each specific Clery reportable crime category; therefore, they are part of the overall statistics reported for each year. The only exception to this is the addition of a bias motivated simple assault resulting in bodily injury; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.

## STATEMENT OF POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

As required by Federal law, Cape Cod Community College compiles yearly crime statistics in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus that were reported to the Cape Cod Community College College Police and Public Safety Department, designated officials including, but not limited to, Directors, Deans, Department Heads, and Advisors to Students. In addition, these statistics also include persons referred for campus disciplinary action for categories required under the *Clery Act*, including liquor and drug law violations and illegal weapons possession.

### III. CAMPUS SECURITY AUTHORITIES

CCCC recommends and encourages crime reporting to the College Police and Public Safety Department. However, CCCC recognizes that at times, a victim or witness to a crime may report it to someone other than the College Police. The *Clery Act* requires all institutions to collect crime reports from individuals and organizations that are considered to be “campus security authorities.” Campus Security Authorities (CSA’s) are required to report crime statistics to the CCCC College Police and Public Safety Department. An updated list of CSA’s is available from the Public Safety Department Office, Title IX Coordinators and the Office of Student Life.

The *Clery Act* specifically defines CSA’s and encompasses four groups:

- A campus police or security department.
- Any individual who has responsibility for campus security (such as an individual who is responsible for monitoring the entrance to an institutional property, providing safety escorts, and event security).
- Any individual specified by CCCC by policy as someone to whom students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities.

CCCC performs an annual review of CSA's and requests crime statistics from any individual who the College determines is a CSA for CCCC. Crime statistics obtained from CSA's are combined with the college police statistics in the Annual Security Report. CCCC CSA's include student services personnel, the College's affirmative action officer/Title IX coordinator, weekend/evening administrators, satellite campus managers, employees who monitor building access (i.e. designated Fitness Center personnel), and may include others whom CCCC recognizes as having a "significant responsibility for student and campus activities" as part of their regular duties.

### COUNSELORS AND CONFIDENTIAL CRIME REPORTING POLICY STATEMENT

Pastoral Counselors who provide confidential counseling and Professional Counselors whose official responsibilities include providing psychological counseling and who are functioning within the scope of his/her license or certification are not required to disclose reports of crimes for inclusion into the annual security report. They are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime report. If however, information received is deemed to indicate a potential safety risk to others in the College community, there may be an obligation to report those details necessary for the College to appropriately address the threat and make appropriate notifications. In such cases, the reporting person's identity will be kept confidential to the extent permissible by law.

The CCCC College Police and Public Safety Department has been designated to collect crime report information. Therefore, all crime reports and statistics should be reported to the College Police Department.

### ACCURATE AND PROMPT REPORTING OF CRIMINAL OFFENSES POLICY STATEMENT

CCCC encourages community members, students, faculty, staff and guests to report all crimes, public safety related incidents and emergencies to the College Police and Public Safety Department and appropriate law enforcement agencies in a timely manner. Contact information can be found on the CCCC Emergency Response Guides (posters) posted throughout campus.

### POLICY ADDRESSING LIMITED VOLUNTARY CONFIDENTIAL REPORTING

Campus "professional counselors" when acting as such, are not considered to be campus security authorities for the purposes of the *Clery Act* and are NOT required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, counselors at Cape Cod Community College are encouraged if and when they deem it appropriate to report incidents on a voluntary basis for inclusion in the College's Annual Safety Report.

## COUNSELING STAFF EDUCATIONAL PROGRAMS

The College provides opportunities to educate men and women about human relations, sexual education and safety awareness. Materials and programs are designed for the CCCC campus using on-line programs in conjunction with off campus authorities, such as Independence House. Education may include:

- Orientation programs.
- Staff development/employee training.
- Student and employee handbooks.
- Campus media, i.e., newsletters, newspapers, electronic bulletin boards.
- Continuous on-line programs such as Student Health 101 and other web-based programs.

## IV. THE DAILY CRIME LOG

The *Clery Act* requires that any institution that has a campus police or security department, must create, maintain, and make available a daily crime log. The purpose of the Daily Crime Log is to “record criminal incidents and alleged criminal incidents that are reported to the campus police or security department.” The daily crime log contains all crimes reported to the CCCC Campus Police and Public Safety Department versus the Annual Security Report which includes only *Clery Act* crimes. The Daily Crime Log lists crimes using state crime definitions, whereas the Annual Security Report lists crimes using definitions required by the *Clery Act* under Federal regulation, which may differ from the state definitions.

A written Daily Crime Log is maintained as a backup to the electronic log which is accessible through the Campus Police office. The Daily Crime Log includes the nature of the crime, date and time reported, and date and time the crime occurred, the general location where the crime occurred, and the disposition of the incident, if known. An entry, an addition to an entry, or a change in the disposition of a complaint, must be recorded within two business days of the reporting of the information to CCCC Campus Police. There are only four exceptions to this rule; if the disclosure would:

- Jeopardize an ongoing investigation.
- Jeopardize the safety of an individual.
- Cause a suspect to flee or evade detection.
- Result in the destruction of evidence.

In such case, only the information that could cause the adverse effect will be withheld and will be added to the log as soon as the risk of adverse effect no longer exists in the professional judgment of the responsible authorities. The name of the victim is withheld from this log.

Crimes entered in the Daily Crime Log are entered by the date it was reported to Campus Police. A reported crime must be logged “regardless of how much time has passed since it occurred.” If the exact date and time are not known, a range may be used or it may be listed as “unknown.” Entries may not be deleted once they are made but the disposition may be updated.

In compliance with the *Clery Act*, these logs are open to public inspection during regular business hours for the most recent sixty (60) day period. Logs older than 60 days must be provided within two business days.

The Daily Crime Log may be obtained at the CCCC Campus Police office or in the Administration Building at the Office for the VP of Finance and Operations. Archived logs are kept for a period of seven (7) years, per the Department of Education (*Clery Act*) requirements.

## V. Emergency Response and Evacuation Procedures

### EMERGENCY PREPAREDNESS POLICY

Each year, through various outlets, members of Cape Cod Community College are notified that safety and security are everyone’s responsibility, and they should notify the College Police and Public Safety Department of any situation or incident on campus that involves a significant emergency or dangerous situation which may involve an immediate or on-going threat to the health and safety of students and / or employees on campus.

Emergency preparedness is a team effort led by the Chief of College Police and Public Safety. Emergency Preparedness Teams consist of the College Emergency Response Team. College police and College administrators are responsible for developing emergency response plans and policy for implementation. The College Emergency Response Team is responsible for reviewing the plans and policies, and for decision making / assistance during an emergency event relative to managing the emergency event and business continuity. The College Emergency Response Team consists of building coordinators who are responsible for assisting in the development and execution of building emergency plans that conform to all hazard situations that would include evacuation, relocation, and lock-down/shelter-in-place. The building coordinators assign building staff as floor and area coordinators who will assist in execution of the plan. All of these individuals work together to ensure the building plan is appropriately coordinated and can be immediately activated should the need arise.

Testing of emergency and notification equipment occurs several times a year, in addition to fire alarm testing which is conducted throughout the calendar year. Tabletop and full evacuation drills are conducting during the academic calendar. The testing of equipment and procedures is necessary to provide proper planning in preparation for man-made and natural disasters. Procedures are formally reviewed annually and updated at any time as necessary.



## EMERGENCY INCIDENT CONFIRMATION POLICY

### Main Campus

The College Police and Public Safety Department will expeditiously respond to emergencies, gather all available information and conduct necessary investigations in order to determine appropriate response and resources, who is affected, and who needs to be notified. Emergency situations may range from medical emergencies, crimes in progress, fire emergencies, hazardous materials emergencies, weather emergencies, etc. If sufficient information is not provided to make a clear determination of the circumstances and required response, the College Police and Public Safety Department will respond, within their capabilities and training, to the location of the emergency to further assess appropriate response.

The College Police and Public Safety Department staff will utilize the assistance of other departments as necessary in responding and assessing the situation, including but not limited to CCCC facilities, maintenance and other staff members. College Police and Public Safety Department staff will collaborate and coordinate responses with local and state emergency response agencies when applicable.

### ALARMS AND NOTIFICATION SYSTEMS

CCCC has implemented a multi-layered communication system to expedite communication during an emergency. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, CCCC will initiate appropriate communication system(s) to alert the appropriate segment or segments of the campus community. As such, CCCC will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the appropriate notification system(s) unless the notification will, in the professional judgment of the responsible authorities, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

An order to evacuate and/or other emergency notification(s) may be received via one or more of the following: an audible alarm signal, Mass Notification System (RAVE), campus email, phone call back (reverse audix), or at the direction of CCCC staff.

In the event of an evacuation or other emergency notification, all faculty, students, and staff, and the public must immediately follow the instructions of emergency personnel and Emergency Response (evacuation) Team members by exiting the building or area and responding to the emergency as instructed.

## Audible and Visual Alarms

All campuses maintain an audible fire alarm system. The alarm signal is a unique emission from the horns placed throughout the College and flashes a red emergency light. Fire alarm pull boxes are located in the halls throughout each building. Each space in the College contains a sign labeled "FIRE EXIT" which identifies primary and secondary routes. The primary exit should be used where feasible. The secondary exit should be used when the primary exit is obstructed or otherwise unavailable or unsafe to use.

Any recognized problems with the system are addressed expeditiously in coordination with the CCC facilities department. Alarm systems at the Hyannis Center are monitored by the landlord overseeing the property and by College personnel during evacuation drills/exercises and problems are reported immediately to the building owner. The College coordinates testing and evacuation drills of the emergency systems with the property owners, as necessary.

## PROTOCOL FOR RESPONSE TO CAMPUS CRIME OR EMERGENCIES

Under the *Clergy Act* the College is required to immediately notify the campus community upon "confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus." Some examples are:

- Outbreak of meningitis, Norovirus or other serious illness.
- Approaching tornado, hurricane or other extreme weather conditions.
- Earthquake.
- Gas leak.
- Terrorist incident.
- Armed intruder.
- Bomb threat.
- Civil unrest or rioting.
- Explosion.
- Nearby chemical or hazardous waste spill.

In the event of a campus disaster, responses will be in accordance with a protocol outlined in the Cape Cod Community College Emergency Operations Plan. College Police and Public Safety officers will coordinate with local and/or state emergency responders, as necessary and appropriate, to the situation and location of the incident.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The following evacuation procedures are in place for Cape Cod Community College buildings. These procedures are to be followed when a fire alarm sounds. All occupants must exit the building when a fire alarm sounds, regardless of whether it is a fire drill, false activation, or actual fire. Any persons physically unable to exit the building should immediately contact the Cape Cod Community College Police and Public Safety Department by dialing 1-774-330-4349

on an outside line, or ext. 3333 from any campus phone. All questions pertaining to evacuation procedures should be directed to the College Police and Public Safety Department at 1-774-330-4349.

Please use the emergency exits available in your building. DO NOT USE ELEVATORS. It is very important to be aware of ALL possible exit locations in the building you are occupying in the event that one or more of the fire exits are unsafe.

If you are or become aware of someone that is unable to travel down a stairwell, please immediately contact the College Police and Public Safety Department. Once notified, Public Safety will dispatch personnel equipped with an Evacuation (EVAC) Chair.

### IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of an incident which poses an immediate threat to members of the CCCC community, the College has systems in place to communicate information quickly to everyone concerned. The College can use network emails, emergency text messages sent to a cell phone or PDA (sign up at <https://www.getrave.com/login/capecod>), and emergency broadcast messages on phones in classrooms and conference rooms. The College will post updates during a critical incident on the College's website. Members of the larger community interested in receiving information about emergencies on campus should sign up for the emergency text message system and visit the College website for updates.

The College publicizes emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff through the College catalog, College Police and Public Safety Department website and the CCCC website.

The College tests its emergency response and evacuation procedures on an annual basis. The emergency notification system is tested at the beginning of the fall, spring and summer terms.

### IMMEDIATE NOTIFICATION

All members of CCCC are notified on an annual basis that they are required to notify the CCCC College Police and Public Safety Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and / or employees on campus. Public Safety has the responsibility of responding – and summoning the necessary resources – to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the College Police and Public Safety Department has a responsibility to respond to such incidents to determine if the situation does pose a threat to the community. In case of a threat, federal law requires that the institution immediately notify the campus community or appropriate segments of the community that may be affected by the situation.

The College Police and Public Safety Department will inform the College, or appropriate portion of the community, if the problem is limited to a particular building or segment of the population, of any threat. The department will, without delay and taking into account the safety of the community, determine the content of the notice and initiate the notification system, unless issuing a notification will, in the professional judgment of the first responders (including, but not limited to: CCCC Department of Public Safety, the Massachusetts State Police, the Barnstable Police Department, and the West Barnstable Fire & Rescue Department), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

## CONTACTING STUDENTS ON CAMPUS

If there is an emergency that requires notification of a student, please call the College Police and Public Safety Department at 1-774-330-4349 or ext. 3333 from any campus phone. Staffers will locate the student if they agree the situation requires immediate action.

## VI. TIMELY WARNINGS

### STATEMENT OF POLICY ADDRESSING TIMELY WARNINGS

The Cape Cod Community College Police and Public Safety Department is responsible for issuing timely warnings - Campus Safety Alerts - which is in compliance with the *Clery Act*. In the event that a critical incident either on or nearby the campus occurs, these alerts are issued to keep the campus community informed about the involved safety matters. The decision to issue a Safety Alert is decided on an incident by incident basis with an emphasis on the facts surrounding the incident, continuing threat to the campus community, and the possible risk of compromising law enforcement efforts. Safety Alerts are issued for specific crime classifications, such as, but not limited to, Aggravated Assault and Sex Offenses. The identity of the victim of such a crime will not be disseminated in a safety alert message. Safety Alerts may also be issued as deemed necessary to maintain safety on the College campus. The Safety Alerts are distributed to our College community via College email and Emergency SMS Text Messages.

Cape Cod Community College is mindful of the importance of timely and effective communications to students, faculty and staff during a time of crisis. The Cape Cod Community College emergency notification network is a comprehensive communications solution that allows the College to quickly disseminate urgent messages through multiple communication mediums including, but not limited to, voice messages to cell phones, text messages to cell phones, home phone, email messages and emergency phones in classrooms.

You must have your phone number registered on RAVE to receive emergency messages. All students, faculty and staff members are strongly encouraged to sign up to receive these notices by visiting <https://www.getrave.com/login/capecod>.

Members of the College Police and Public Safety Department will work directly with the College Director of Communications to determine what information will be issued. Timely warnings will provide information about the nature of the incident, suggested precautions people should take, and if additional information will be forthcoming when available. Occasionally, Timely Warnings will ask members of the community for their help in gathering information about an incident or identifying those responsible. You can contact the College Police and Public Safety Department at 1-774-330-4349 or ext. 3333 from any campus phone.

In the event the College Director of Communications is unavailable, the following members of the College's Critical Incident Team and Public Safety have been trained and are responsible for sending Timely Notifications: Vice President for Administration & Finance, Vice President for Student and Academic Affairs, Chief of College Police and Public Safety.

In order to disseminate emergency information to the larger community, the College Director of Communications will post information to the College's social media platforms, on the Cape Cod Community College website, and will send information via email.

The College Police and Public Safety Department has a good working relationship with the Massachusetts State Police and Barnstable Police Department and relies on them for the investigation of alleged criminal offenses occurring on College property. The College encourages accurate and prompt reporting of all crimes to the College Police and Public Safety Department by calling 1-774-330-4349 or ext. 3333 on any campus phone.

College Police and Public Safety Officers patrol the campus 24 hours a day with the Police office located in the Grossman Commons room CG-6. Members of the College community requesting assistance in an emergency should call 911. Non-emergencies can be directed to 1-774-330-4349, or ext. 3333 from any campus phone.

## VII. ANNUAL SECURITY REPORT

### STATEMENT OF POLICY ON REPORTING A CRIME OR EMERGENCY

#### Crime Alerts

Crime and safety alerts are posted on-line at <http://www.capecod.edu/web/public-safety/info> and are available at the COLLEGE POLICE AND PUBLIC SAFETY DEPARTMENT office.

#### Crime Reporting

The College Police and Public Safety Department encourages accurate and prompt reporting of crimes and incidents. Call 1-774-330-4349 or ext. 3333 from any campus phone to reach College Police.

An officer will respond immediately to your call, take a report and, if necessary, notify an outside police agency for further investigation assistance.

When reporting an emergency, please be prepared to:

- Identify yourself;
- Give the location that you are calling from;
- State the nature of the incident / emergency of your call.

Depending on the call, police personnel may ask you to stay on the line. To report a crime that occurs at an off-campus location, please contact the appropriate police department or other emergency departments.

### **College Telephone Numbers**

MAIN CAMPUS EMERGENCY	Dial 911
MAIN CAMPUS PHONE NETWORK	Dial 3333
NON-EMERGENCY OUTSIDE LINE	Dial 1-774-330-4349

### *Confidential Reporting Procedures*

If you are a crime victim but do not want to pursue action through the College or criminal justice systems, consider making a confidential report to College Police and Public Safety Department or any of the following CCCC administrators or filing a Silent Witness Report:

Name	Title	Ext.
Arlene Rodriquez	Vice President, Academic and Student Affairs	4305
Lisa Kopecky	Vice President, Finance and Operations	4303
Paul Alexander	Associate Vice President, Human Resources	4307
Kathleen Vranos	Dean, Arts and Humanities	4456
David Ziemba	Dean, Learning Resources	4345
Donald Crampton	Dean, Science, Math, Business & Workforce Education	4994

These reports are important. They help CCCC have the most accurate picture of campus crime so the Campus Police and Public Safety Department can respond appropriately to minimize risk for others. Incidents are included in the annual crime statistics report.

To make a confidential report, talk to the College Police and Public Safety Department or any CCCC Dean or Assistant Dean, the Coordinator for the College Experience, Coordinator of Student Life, or Director of Advising and Counseling.

## SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, by admittance via the College Police and Public Safety Department, or by the landlord in the case of satellite campuses. In the case of periods of closing, the College will admit only those with prior permission. Emergencies may necessitate changes or alterations to any posted schedules.

Some facilities, such as the Fitness Center, Tilden Arts Center, Library and child care building, as well as satellite campuses, may have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department or administration responsible for the facility.

CCCC students and staff are provided an opportunity to obtain identification cards at scheduled times during the school year. The College strongly encourages faculty, staff, and students to carry their CCCC ID card with them at all times.

### Campus Security/Key Program

Safety and security are a priority at CCCC. As such, CCCC maintains a key tracking system. Issuance of key-cards and keys is obtained via written pre-authorization on an as needed basis and requires multiple signatures. Keys are tracked and issued by the Campus Facilities Department.

### MAIN CAMPUS

College Police and Public Safety Officers provide regular patrols and are available for safety escorts upon request. The buildings and rooms are locked and unlocked according to a published schedule for Cape Cod Community College. Outdoor lighting is left on in the parking lots and walkways at night until 12:00 AM (midnight), whenever activities are scheduled on campus.

### HYANNIS CENTER

The College Police and Public Safety Department officers monitor needs for building security and response needs. Alarm response for criminal or emergency needs is provided by Barnstable Police & Barnstable Fire Department in accordance to the established agreements for this campus. The building is locked and unlocked by campus employees and/or the building administrators and is open during business hours only.

The College Police and Public Safety Department works closely with College facilities staff to identify and correct any landscaping and maintenance problems that could affect CCCC security and safety. If you see a possible hazard, such as an area needing better lighting,

please alert the College Police and Public Safety Department office.

## AFTER-HOURS ACCESS

Cape Cod Community College is committed to the safety and security of all faculty, staff, students, and visitors who work, study, and utilize our College. The practice of the College is to lock building access for all doors, both internal and external, at night and when the College is closed. Having Public Safety provide access for a faculty or staff member when the building is otherwise closed ensures awareness of the individual's presence by our College Police and Public Safety Department. Faculty and staff may access their offices after hours by contacting the College Police and Public Safety Department to meet at the doors and allow entry. The faculty or staff member should be prepared to show a valid College identification to gain access. When a faculty or staff member leaves their office and building after hours, he or she should notify Public Safety.

## COLLEGE CLOSINGS

When the administration decides to close the campus due to severe weather or other emergency conditions the College Communications Department updates the College website, records the announcement on the College hotline (508-375-4070), sends an alert via the RAVE system, and notifies local radio and TV stations to run closing announcements. The quickest and most reliable source of information is via text message. Sign up for text messaging at <https://www.getrave.com/login/capecod>.

If relying on public announcements via radio or television listen for the specific mention of the College since it may not close when county public schools close. If public schools close for inclement weather or emergencies, all College classes held at public school locations are canceled. When the College closes, all classes at off-campus sites are canceled.

## SCHOOL DUDE REPORTING SYSTEM

CCCC maintains a software system called "School Dude" which is available to all faculty and staff to report issues on campus, including, but not limited to, facilities issues such as, lighting, overgrown shrubbery, door locks, alarms, etc. The College Police and Public Safety Officers address non-emergency concerns through this system. Issues that are not directly related to the CCCC facilities department (i.e: in the case of satellite campuses) are addressed via phone or email notifications directly to the landlord or appropriate facilities department for that location. The College Police and Public Safety Department maintains an emergency contact list for all locations for emergency notification and response purposes.



## STATEMENT OF POLICY ADDRESSING SAFETY AWARENESS AND CRIME PREVENTION PROGRAMS

### *Crime Prevention Statement*

During orientation, students and employees are informed of services offered by the CCCC College Police and Public Safety Department. Flyer's are posted in all classrooms providing safety tips and the College Police and Public Safety Department web site provides additional crime prevention suggestions.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Should you become a witness or victim of a crime while on CCCC property, contact the CCCC College Police and Public Safety Department immediately at ext. 3333, or from an outside line dial 1-774-330-4349.

### SECURITY AWARENESS AND CRIME PREVENTION PROGRAM; INCLUDING PREVENTION OF SEX OFFENSES, DOMESTIC VIOLENCE/DATING VIOLENCE, AND STALKING

The College Police and Public Safety Department sponsors, conducts, and /or participates in various crime prevention programs throughout the year. Specific programs and initiatives may vary from year to year. The College invites all students, staff, and faculty to make recommendations of programs or initiatives that could enhance campus safety. Regardless of programs, the College encourages students and employees to be aware of their responsibility for their own security and the security of others.

The College endeavors to educate its students, faculty and staff about the issue of sexual misconduct including; sexual assault and date/acquaintance rape as well as domestic violence, dating violence and stalking. The College Police and Public Safety Department and the Student Life office feature educational programming throughout each academic year that highlight preventative measures to be taken to reduce the risk of sexual assault, relationship violence, and stalking. Additional instructional programs covering subjects such as avoiding alcohol abuse and illegal drug use, anti-bullying campaigns, aggression reduction, identity theft, sexting and promoting safe dating are also provided throughout the year. Programs are provided at least twice per year and information is available on-line.

Additionally, students should focus on the intervention of becoming a bystander if necessary in support of a peer. There are many ways a student can help. Be an intervener! Stop potential incidents before they occur, educate yourself and others, talk to and support your friends so that they will intervene as well! The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.

## Personal Safety Escorts

The College Police and Public Safety Department provides safety escorts for students and employees upon request 7 days a week on the Main Campus. The CCCC College Police and Public Safety Department encourages the use of the “buddy system” for personal safety on and off campus.

## Haven

All incoming students are required to take this online learning course for sexual assault, relationship violence awareness and prevention program. The course provides valuable information to help protect yourself and others from sexual violence.

## The Clothesline Project

The Clothesline Project was started in Cape Cod in 1990 to address the issue of sexual violence against men and women.

## Security and Maintenance Measures

The College will periodically examine grounds keeping practices from a security perspective and will assess pathways and plant growth and debris that may materially detract from security. Indoor and outdoor lighting will be monitored and defective or burned-out lights will be replaced as soon as possible after being reported. Lost or found keys and keycards should be reported to College Police and Public Safety Department as soon as possible by calling 1-774-330-4349 or ext. 3333 on a campus phone.

## STATEMENT OF POLICY ADDRESSING ALCOHOL AND ILLEGAL DRUGS

Cape Cod Community College has instituted rules and regulations pertaining to the possession and consumption of alcoholic products, as well as the possession, use and distribution of illicit drugs and paraphernalia. These rules and regulations conform to State and Federal Laws, and enhance the health and safety of our College community.

In accordance with Drug-Free Schools and Communities Act, Amendments of 1989 (P.L. 101-226 20 U.S.C. 1145g) college regulations and laws pertaining to alcoholic substances and the possession, use, distribution and sale of illicit drugs shall be strictly and consistently enforced. Any and all violations of the College’s Student Code of Conduct or violation of Federal, State or local laws shall subject the violator to the College’s disciplinary process and criminal prosecution.

All members of Cape Cod Community College are responsible for the understanding and adherence to this policy while on campus.

The College follows the Massachusetts Community College System Student Code of Conduct, which can be found at: <http://www.capecod.edu/web/studentlife/code-of-conduct>.

## DRUGS AND ALCOHOL AND SUBSTANCE ABUSE EDUCATION

### *Drug and Alcohol Policy Statement*

The Drug and Alcohol Policies established at Cape Cod Community College are intended to address student or employee misuse of alcohol and other drugs on campus, thereby creating a safer campus and an environment that nurtures students' academic and social development and employee professional development. The goal of this policy is prevention that will allow the College to establish and maintain an environment that will discourage substance use.

### *Drug and Alcohol Policies - Applicable to Cape Cod Community College*

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the "Drug Free Schools and Communities Act of 1989," requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent the use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to the College regulated only criminal drug activity of federally grant-funded employees and recipients of federal aid.

Cape Cod 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, dispensing, possession or use of alcohol or of a controlled substance is prohibited on the campus of Cape Cod Community College or as part of any College-related activity. Students or employees who violated these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion or discharge and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute relating to a College activity, the College shall ordinarily expel or discharge the offender absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, considerations of disability under federal and state law.
- 2) Cape Cod Community College shall cooperate in the enforcement of federal, state and local laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include:

## **Massachusetts General Laws, Chapter 94C (Controlled Substances Act)**

Prescribed penalties under Massachusetts General Law (MGL) Chapter 94C for possession of a controlled substance ranges from a civil penalty of one hundred dollars for possession of one ounce or less of, Class D substance, including; marijuana, or tetrahydrocannabinol and having cannabinoids or cannabinoid metabolites in the urine, blood, saliva, sweat, hair, fingernails, toe nails or other tissue or fluid of the human body to mandatory probation for a first conviction for possession of more than one ounce of a class D substance, e.g. marijuana, to a period of imprisonment of up to two years and/or a fine of up to twenty five thousand dollars for each subsequent conviction related to sale or distribution of a controlled substance. Controlled substances include the illegal possession of a Class E substance (prescription drugs other than those included in Classes A, B, C, or D) when a valid prescription has not been authorized. Penalties vary under MGL depending on the class of the controlled substance and the intent associated with possession of the controlled substance. Enhanced penalties are provided under law for possession with intent to distribute controlled substances and distributing of a controlled substance to a minor (under 18 years of age).

### **Medical Marijuana**

In November 2013, Massachusetts voters approved a ballot question which allows qualifying patients with certain medical conditions to obtain and use medical marijuana. The law went into effect January 1, 2014. Although Massachusetts law permits the use of medical marijuana, federal laws, including the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act, prohibit the use, possession, and/or cultivation of marijuana at educational institutions. Federal laws also require any institution of higher education which receives federal funding to have policies prohibiting the possession and use of marijuana on campus. Accordingly, unless the federal law is modified or repealed, the use, possession, or cultivation of marijuana, even for medical purposes, is prohibited on Cape Cod Community College property.

### **Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)**

Prescribed penalties under Chapter 272, Section 59, for violation of a City Ordinance related to open containers of alcoholic beverage in a public place, authorizes arrest without a warrant and the offender may be kept in custody until he/she can be taken before the court having jurisdiction over the case. Fines may range from prescribed fines for violation of a city ordinance to additional associated court costs.

### **Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)**

Prescribed penalties under Chapter 90, Section 24, for operating under the influence/open containers range from a fine of not less than \$500 to imprisonment for not more than two and one half years and/or a fine of up to \$5000. Federal judicial guidelines also exist that suggest penalties for violation of federal criminal statutes related to drugs and alcohol.

**Massachusetts General Laws, Chapter 138, Section 34C (Minor in Possession of Alcohol)**

Prescribed penalties under Chapter 138, Section 34C, for a minor in possession of alcohol, authorizes arrest without a warrant when committed in the officer's presence. Fines may range from up to \$50 for a first offense to up to \$150 for subsequent offenses and a mandatory suspension of driver's license or right to operate a motor vehicle for 90 days regardless of whether the minor was operating a vehicle at the time of the incident.

**Massachusetts General Laws, Chapter 138, Section 22 (Unlawful Transportation of Alcohol)**

Prescribed penalties under Chapter 138, Section 22, for unlawful transportation of alcohol, authorizes arrest without a warrant when committed in the officer's presence. Penalties may include not more than 6 months in the House of Correction and/or a fine of \$2500.00.

- 3) Students and employees shall be subject to disciplinary action up to and including expulsion or termination for violating state or federal laws prohibiting drug or alcohol use or any related College policy.
- 4) Under-age drinking is prohibited at Cape Cod Community College functions and on any part of the campus.
- 5) No College funds shall be used to purchase alcoholic beverages. Cape Cod Community College's policy 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, or is represented as being a College function. Such events must be approved in writing by the President of the College or his/her designee. All purchase orders for student events will specifically exclude payments for alcoholic beverages. Faculty and professional staff who serve as advisors or chaperones to student groups holding such events should understand that they will be expected to enforce the College's Student Alcohol Policy.
- 6) Employees working under federally funded grants are additionally subject to the Drug-Free Workplace Act of 1988. The Act creates the following obligations:
  - a. Employees convicted of any criminal drug statute violation occurring in the workplace must notify the Director of Human Resources no later than five (5) days after such conviction. Such notification must be in writing.
  - b. The College shall notify the appropriate federal agency within ten (10) days after receiving notice from the employee regarding such conviction. Such notification will be in writing.

- c. The College, within thirty (30) days of receiving notice, with respect to any employee who is convicted, will:
  - i. Take appropriate disciplinary action against the employee, up to and including termination of employment; or
  - ii. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

7) The College will present campus-wide drug and alcohol education programs each semester. This is in addition to other educational opportunities available in current or future academic offerings. The College stands ready to offer confidential supportive services and referrals for treatment as appropriate and available. Information concerning substance abuse and rehabilitation counseling programs, and the applicability of employee and student insurance is available through a part-time mental health consultant and a benefits coordinator from the Duffy Health Center. Please contact the Advising Center at (508)362-2131, Ext. 4318 to make an appointment.

Additionally, the State Department of Public Health, Division of Substance Abuse provides an information and referral hotline; (800)327-5050 (TDD 617-547-2111) to provide confidential assistance. Locally, the Cape Cod Council on Alcoholism (508-771-0132) is available to provide confidential assistance and support services.

8) Alcohol and drug dependency is a major health problem. Alcohol is the number one drug problem in this country and on campus. Drinking alcohol has acute effects on the body. It impairs judgment, vision, coordination and speech and often leads to dangerous risk-taking behavior. Nearly half of all accidental deaths, suicides and homicides are alcohol related. The misuse of alcohol is often involved in violent behavior, acquaintance rape, unintended pregnancies, and the exposure to sexually transmitted diseases. Long-term excessive drinking and drug use can lead to a wide variety of health problems, including death.

The use of drugs and alcohol can cause physical and psychological dependence. They can interfere with memory, sensation and perception. Drugs impair the brain's ability to synthesize information. Regular users of drugs develop tolerance and physical dependence often experienced by withdrawal symptoms. The psychological dependence occurs when the drug taking becomes central to the user's life. In addition to dependency, drug use can result in an overdose causing serious injury or death.

The following medical risks are associated with drug and alcohol use:

- a. Overdose - An overdose can happen due to uncertain purity, strength or even type of drug. It can also happen due to increased tolerance, because one needs

increased dosages to achieve the same effect. An overdose can cause psychosis, convulsions, coma or death. While the risks of drug overdose are more common and frequently more severe, extreme quantities of alcohol can similarly result in psychosis, convulsions, coma or death

- b. Dependence - Continued use of drugs or alcohol can lead to a psychological and/or physical need for them.
- c. Ill Health - Long-term drug or alcohol use can destroy a healthy body and mind. Generally, drug or alcohol abuse can lead to organic damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even to death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents special risks of getting AIDS, hepatitis and other infectious diseases.

Drug and alcohol use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependency or death. Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.

- d. Accidents - When drugs or alcohol affect an individual's perception and/or reaction time, accidents become more likely.

#### 9) Treatment Covered by Required Student Medical Insurance

Massachusetts General Laws, Chapter 15A, Section 18 requires students to participate in the College's student health insurance program, or to certify in writing that they are participating in a health insurance program with comparable coverage.

For general information on benefits

see: <https://www.gallagherkoster.com/students/view-brochure.php?idField=1202&KosterWebSID=r9356fihlcpp94j6ja7k9pf885>.

This plan provides the following benefits related to drug and alcohol abuse:

#### Hospital Confinement Benefits

Drug Abuse Benefit – When a covered person is confined in a legally operated and duly accredited public or private facility for the care and treatment of drug abuse, the Company will pay the same 5 benefits provided for other illnesses, not to exceed 30 days for the treatment of drug abuse, subject to the policy aggregate maximum benefit of \$25,000.00.

Non-Hospital Confinement Benefits

Mental Illness, Alcohol and Drug Abuse Benefit – The Company will pay for treatment by a fully licensed psychiatrist, psychologist, psychiatric nurse, or independent clinical social worker, not to exceed fifty (\$50) per visit, for an aggregate benefit of five hundred dollars (\$500), during the policy period for treatment of a mental or nervous condition or disorder, or for alcoholism or drug abuse.

Note: The State Health Insurance Program(s) provide employee coverage for alcohol and drug abuse benefits. Contact your benefit plan or the Department of Human Resources for information and assistance.

- 10) The College shall conduct a biennial review of these policies and programs and implement changes as necessary.
- 11) This policy is distributed annually in writing to all students and employees through the following means:

Printed publications, including the College Catalog and Student Handbook  
Employee publications and Policy Manual  
*Clery Act's* Annual Security Report  
CCCC Website  
All student and employee email

RPW:lln

**Adopted by Board of Trustees  
September 11, 1990**

Revised March 25, 2014

**POLICY ON ALCOHOLIC BEVERAGES**

**(Voted by BHE October 14, 1997)**

It is the policy of the Board of Higher Education that no persons shall give, sell, deliver, or have in their possession any alcoholic beverage in any building, including residence halls, owned or operated by an institution within the system of public higher education, or on any premises used for higher education purposes and under the control of a board of trustees of a public higher education institution. The board of trustees of a public higher education institution may authorize persons to use specifically designated buildings, portions thereof, or premises in restricted locations, and/or under supervised conditions, to give, sell, deliver, or possess alcoholic beverages therein, provided such persons adhere to all federal, state, and local laws, and institutional policies governing the use and possession of alcoholic beverages. Violators of the above policy shall be subject to dismissal from the institution.



The Board of Higher Education calls on all campuses to provide effective alcohol education programs for all students, especially first year students, and to take the following steps to eliminate underage consumption of alcoholic beverages and curb binge drinking:

- Reevaluate and strengthen current campus alcohol policy.
- Ensure uniform and consistent enforcement of campus alcohol policy.
- Rigorously enforce laws against hazing and membership initiation rites involving alcoholic beverage consumption.
- Require that all campus social events involving alcohol, including those sponsored by fraternities and sororities, be registered with a designated campus office. Those sponsoring all such events must implement practices that control excessive consumption and enforce underage drinking laws.
- Work with neighboring cities and towns to enforce underage drinking laws, prohibit delivery of alcoholic beverages to campuses, eliminate the use of fraudulent identification cards, and hold establishments accountable that dispense alcohol to underage students.

The Board of Higher Education thereby incorporates this policy into the guidelines for campus safety and security and campus codes of conduct adopted in May 1997 and calls on the board of trustees of each public institution of higher education to adopt by formal vote this policy as part of its campus code of conduct. The results of these votes should be reported to the Board of Higher Education by December 15, 1997.

**Approved by Board of Trustees  
November 20, 1997**

## ANTI-SMOKING POLICY

Pursuant to Massachusetts' Anti-Smoking Law, MGL Chapter 270, Section 22, "smoking" or "smoke" is defined as: "the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled." Under the law, smoking is prohibited in public places, including, but not limited to: colleges and university or in a public building or in a space occupied by a state agency or department of the commonwealth which is located in another building, including a private office.

The Cape Cod Community College anti-smoking policy **includes the prohibition of the use of electronic cigarettes**. Violators may be subject to fines and disciplinary actions as identified in the appropriate collective bargaining agreements or personnel policies, as well as the Massachusetts Student Code of Conduct.

## Smoking Cessation Programs:

Students/faculty/staff completing a 6-week smoke-enders course will be reimbursed 50% of their costs. Please contact the Human Resources Office for more information.

**Approved by the Board of Trustees  
September 16, 2014**

## CAPE COD COMMUNITY COLLEGE RESOURCES

For any member of the CCCC community who is experiencing substance abuse problems, Cape Cod Community College stands ready to offer supportive services and referral for treatment, as appropriate and available. Information concerning substance abuse and rehabilitation counseling programs is available through the following College resources:

- (1) Alcoholics Anonymous - Regular meetings are held on campus for students and staff. Information about these meetings may be obtained from the Student Life Office at 508-362-2131 x4449.
- (2) Substance Abuse Education – Student Life Informational Programs
  - (a) **S.T.A.R.T (Students Achieving Recovery Together)** - Promotes assistance in combating potential substance abuse problems affecting many lives at the Cape Cod Community College Campus.
  - (b) Student Health 101 - An on-line educational resource magazine with health information designed specifically for community college students through the College's student portal-iConnect. This format of content is accessible to all students regardless of their campus affiliation and provides information for on-line learners. Content varies and may include a number of topics including; the use and abuse of drugs and alcohol, interaction of substances with prescription medication, misuse of prescription medication and other related topic.
  - (c) Students in Distress - If you feel that the stresses in your life are affecting your health, sense of wellbeing, relationships, and/or academic performance, and you need to talk to someone, **the Crisis and Life Management Team** is available to students on a walk in basis. Please feel free to [contact any member of the team](#) if you are in need of assistance or if you have any immediate questions or concerns. A list of the team members is available at <http://www.capecod.edu/web/advising/students-in-distress/assessment-team>

## FERPA PARENTAL NOTIFICATION POLICY

In compliance with Family Educational Rights and Privacy Act (FERPA) regulations, Cape Cod Community College has adopted a Massachusetts Board of Higher Education recommendation that the parents or legal guardians of students under twenty-one years of age be notified when the student has violated the CCC alcohol or drug policies. Section 952 of the 1998 Higher Education Amendments, authorizes institutions of higher education to disclose to parents and guardians of students under age twenty-one, violations of institutional policies or rules, as well as local, state, and federal laws governing the use or possession of alcohol or a controlled substance.

## STATEMENT OF POLICY ON AFFIRMATIVE ACTION

The College has adopted the Commonwealth of Massachusetts Board of Higher Education's *Policy on Affirmative Action*. A copy of this policy can be found on our website at: <http://www.capecod.edu/web/hr/affirmative-action>.

## SEXUAL ASSAULT POLICIES AND PROCEDURES

(Approved by Board of Trustees November 18, 1993)

### Policy Concerning Sexual Assault

The Community Colleges are committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive or disorderly. In order to assure that the Colleges meet their obligation to all members of the community, the procedures and programs set forth on the following pages have been established. Copies of these procedures are available in the offices of the Vice Presidents, Deans, Department Chairs, Student Advising and Counseling Office, Library and the Affirmative Action and Campus Police and Public Safety Department offices.

Sexual assault is a criminal offense. Sexual assault in any form, including acquaintance rape, will not be tolerated.

Sexual assault, as defined in the Federal Bureau of Investigation Uniform Crime Reporting System includes forcible and non-forcible offenses. A listing and definition of all forcible and non-forcible offenses for which an individual may be disciplined under this policy and procedures is contained in Appendix A, which is available for review at the Office of Health Services.

The Crime Awareness and Campus Security Act of 1990 Section 485(f)(1)(F) of 20 U.S.C. 1092(a)(1) (Public Law 101-542) requires that the Colleges collect information with respect to sexual assault on campus and, beginning in September 1993, to include such information in an

annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that as part of the annual security report the Colleges shall include, develop and distribute a statement of policy regarding the Colleges' sexual assault programs and the procedures to be followed once a sex offense has occurred.

When an allegation of sexual assault is made, the Colleges will encourage the alleged victim to pursue criminal prosecution under the Massachusetts criminal statutes. In addition, appropriate campus disciplinary action may be pursued. Sanctions for sexual assault violations may include, in addition to criminal charges, suspension, dismissal or expulsion from the College.

All allegations of sexual assault will be handled confidentially and will be investigated. Both the accuser and the accused will have equal opportunity for hearing.

## Prevention

Realistically, the crimes of rape and sexual assault cannot be totally eliminated from our society as a whole. Through the adoption of well-planned, pro-active prevention measures coupled with sexual assault education and awareness programs, however, we can reduce or minimize the number of these crimes on campus.

Because Colleges provide an excellent opportunity to educate men and women about human relations, living together, competition and fair play, human sexual education and awareness information should be provided to each member of the college community. To that end, each College will have a comprehensive sexual assault education and awareness program in place and available to all students, faculty and staff.

The prevention of sexual assault depends in part on the awareness of an individual's responsibility for crime prevention and personal safety. An individual must exercise judgment if preventive measures are to succeed.

Education should be provided through appropriate programs and educational booklets, which may include:

1. orientation programs;
2. staff development/employee training, including contracted staff;
3. student and employee handbooks;
4. campus media, i.e., newsletters, newspapers, electronic bulletin boards, electronic mail;
5. seminars, workshops, pamphlets and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women, crime reporting;

Materials and programs may be designed specifically for the campus, may be developed in conjunction with off-campus authorities or may be pre-published, pre-packaged, or offered in conjunction with other groups and agencies, such as:

- National Safety Council
- Local law enforcement agencies
- Criminal justice programs
- Rape crisis centers
- American College Health Association
- Massachusetts Chapter of the National Safety Council.

Unfortunately, in spite of all our efforts, some rapes and sexual assaults will occur. It would be overly optimistic to think we can eliminate all such incidents. When a rape or sexual assault is reported to campus authorities, it is critically important that the victim's welfare is paramount and that she or he is not victimized again by the system. This Policy establishes procedures to follow in the event a rape or sexual assault occurs on campus. To insure proper attention and action, these procedures must be followed.

## PROCEDURES IN THE EVENT A SEXUAL ASSAULT OCCURS

### *Introduction*

An effective response to a report or incident of sexual assault on campus necessarily involves a number of offices and individuals concerned with the physical and emotional security of students, employees, and visitors. The procedure outlined below focuses primarily on the roles of 1) campus police in addressing incidents/reports of sexual assault and 2) faculty, staff and students making reports. However, the following elements of the college community should network with one another in order to establish a realistic and appropriate perception of the campus environment as one which is safe, supportive, and conducive to learning:

1. Student Development Office;
2. Advising and Counseling Office;
3. Campus health services;
4. Campus religious organizations;
5. Campus government organization;
6. Public information/public relations office;
7. Staff development unit;
8. Campus rape prevention, sexual assault, and sexual harassment organizations;
9. Grounds keeping and maintenance personnel
10. Legal counsel; and
11. College Police or Public Safety.

## *Campus Police*

1. If a sexual assault is reported to or discovered by College Police, the following procedures must be followed:
  - a. College Police shall first call emergency medical services. This should be done even when the victim states that he/she does not want medical services as the person may be in shock or otherwise not competent to make such a decision.
  - b. The College Police Officer should gather the following information immediately (or immediately after calling emergency medical services, if required):
    - i. name, address, telephone number
    - ii. the location of the victim
    - iii. a brief description of what happened to the victim
    - iv. name (if known) and description of the individual who committed the assault
    - v. location of the individual who committed the assault, if known, or description of where the individual went after committing the assault
    - vi. description of the vehicle in which the assailant left (if applicable) and the direction of travel.
2. If there is the potential for the immediate apprehension of the assailant, the College Police Officer should call the local police next.
3. The College Police Officer should advise the victim of the importance of preserving evidence. This means that no matter how uncomfortable this may be for the victim, he/she should not clean himself/herself, etc. If the victim requires non-emergency medical treatment, the College Police Officer should guide the victim to medical services.
4. The College Police Officer should refer all media inquiries to the President's Office or the Administrator on Call.
5. The College Police Officer shall file a detailed report on the incident as soon as possible.

## *Faculty and Staff*

1. Any faculty or staff member who receives a report of or discovers a possible sexual assault on campus shall immediately report this to the College Police and to the Title IX Coordinator (for employees) or the Assistant Title IX Coordinator (for students). It is extremely important that these procedures be followed to insure that appropriate

medical and administrative services be provided. The College Police will then be responsible for implementing the procedures specified above.

2. Title IX Coordinator / Assistant Title IX Coordinator
  - a. The Title IX Coordinator shall be responsible for insuring that all College policies and procedures are followed.
  - b. The Title IX Coordinator shall be the designated spokesperson for all media inquiries.
  - c. The Title IX Coordinator shall contact the Vice President of Academic and Student Affairs if the alleged assailant is a student to determine whether College disciplinary action should be initiated.
  - d. If the victim is a student, the Assistant Title IX Coordinator shall inform the victim of the following:
    - i. The option of notifying proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses.
    - ii. Existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community.
    - iii. The options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so required by the victim and if such changes are reasonably available.

### *Students*

1. If a student receives a report of or discovers a possible sexual assault on campus, he/she must immediately notify the College Police, a faculty member, or a staff member. It is extremely important that these procedures be followed to insure that appropriate medical and administrative services be provided. The College Police, faculty member or staff member will be responsible for implementing the procedures specified in Sections I and II, above.
2. The College and/or the alleged victim may initiate College disciplinary action against the person accused of rape, acquaintance rape, or other sex offenses, forcible or non-forcible. Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible, include the following: warning, probation, suspension,

dismissal for an indefinite period, permanent dismissal, restitution, special assignments, and restriction or revocation of privileges.

3. If on-campus disciplinary action is instituted, the College shall follow its disciplinary procedures. These procedures shall include the following:
  - a. the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding;
  - b. both the accuser and the accused shall be informed of the outcome, and any changes that may result, of any campus disciplinary proceeding brought alleging a sexual assault.

The possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) are addressed by the Cape Cod Community College Student Code of Conduct - <http://www.capecod.edu/web/studentlife/code-of-conduct> and the College's Sexual Harassment Policy – <http://www.capecod.edu/web/hr/sexual-harassment>.

The priority of any sexual assault victim shall be to get to a safe place and obtain medical treatment. The College Police and Public Safety Department encourages all victims to report the incident in a timely manner. Filing a report will not necessitate criminal prosecution nor will this subject the victim to scrutiny or judgmental actions by the police; reporting allows for medical treatment, collection of physical evidence, and accessing counseling services from persons specially trained in the area of sexual assault intervention. In order to preserve evidence, clothes should not be laundered and a shower should not be taken.

Local and state police can be notified as needed; also, the college's Crisis and Life Management Team (CALM) – <http://www.capecod.edu/web/advising/students-in-distress/assessment-team> will be notified to ensure all resources are offered to assist students. The campus judicial code provides that the accuser and the accused are entitled to the same opportunities in which to have others present during campus disciplinary proceedings, and that both the accuser and the accused shall be informed as to the outcome of any campus disciplinary proceeding. All offices, faculty and staff have been made aware of the seriousness of sexual offenses and would make appropriate referrals.

Educational programs that promote the awareness of rape, acquaintance rape and other sex offenses are presented by several sexual violence prevention agencies.

## CAMPUS SEXUAL ASSAULT POLICY AND PROCEDURES

Forcible sex offenses are defined as “any sexual act directed against another person, forcible and /or against that person's will; or not forcibly or against the person's will when the victim is incapable of giving consent. Forcible offenses include:



1. Forcible Rape: the carnal knowledge of a person forcibly and against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
2. Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. Sexual Assault with an Object: to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
4. 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/her youth or because of his/her temporary or permanent mental incapacity.

Non-forcible sex offenses are defined as "unlawful, non-forcible sexual intercourse." Non-forcible sex offenses include:

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

Consent: In reference to sexual activity, consent occurs when individuals willingly, unambiguously, and knowingly agree to engage in sexual activity in a clear and affirmatively communicated way, understood by all of the parties involved. Consent is active, not passive. Signals of consent must be part of a mutual and ongoing process, offered freely and knowingly. Consent can be given by words or actions as long as those words or actions create clear, mutually understandable permission regarding the conditions of sexual activity. Relying solely on non-verbal communication can lead to misunderstandings and harmful consequences for all of the parties involved because this form of communication may be unclear. Individuals should be able to clearly articulate why and how they knew that they had received consent and what they considered to be indications of consent before they engaged in sexual behavior.

It is important to remember:

- Consent to one sexual act does not constitute or imply consent to another act
- Previous consent cannot imply consent to future sexual acts

- Consent is always required and cannot be assumed based on the parties' relationship status or sexual history together
- Consent can be withdrawn at any time before or during sexual activity by either party

## 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 College Police can assist the victim with that process. Reporting the incident to the Title IX Coordinator or College 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 form*;
- 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
- **Northeastern Massachusetts**  
North Shore Rape Crisis Center, Beverly, 800-922-8772 Hotline, 978-921-8729  
Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723  
YWCA of Greater Lawrence, 877-509-9922 SA Hotline, 978-686-8840
- **Central Massachusetts**  
Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 508-852-7600

Rape Crisis Center of Central Mass., Fitchburg, 800-870-5905  
Wayside Victim Services, Milford, 800-511-5070 Hotline, 508-478-4205  
Voices Against Violence, Framingham, 800-593-1125 Hotline, 508-626-8686

- **Southeastern Massachusetts**

A Safe Place, Nantucket, 508-228-2111 Hotline, 508-228-0561  
Independence House, Hyannis, 800-439-6507 Hotline, 508-778-6782  
Women Support Services, Vineyard Haven, 508-696-7233  
Greater New Bedford Women Center, New Bedford, 888-839-6636 Hotline  
New Hope, Attleboro, 800-323-4673 Hotline/TTY  
Stanley Street Women Center, Fall River, 508-675-0087 Hotline, 508-673-3328  
Womansplace Crisis Center, Brockton, 508-588-8255 SA Hotline, 508-894-2869

- **Western Massachusetts**

Elizabeth Freeman Center, Pittsfield, 413-443-0089 Hotline, 413-499-2425  
Everywoman Center, Amherst, 413-545-0800 Hotline, 888-337-0800  
NELCWIT, Greenfield, 413-772-0806 Hotline  
YWCA, Springfield, 800-796-8711  
YWCA of Western Mass, Westfield, 800-479-6245 Hotline

## RESPONSE TO SEX OFFENSE, RELATIONSHIP VIOLENCE AND STALKING POLICY STATEMENT

CCCC maintains a comprehensive Sexual Misconduct, Relationship Violence and Stalking Policy. CCCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. s.1681 et seq. ("Title IX") which prohibits discrimination on the basis of sex in education programs and activities. CCCC is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, disorderly, discriminatory or criminal. As such, CCCC prohibits sexual misconduct (including sexual harassment and sexual assault), domestic violence, dating violence, and stalking all of which violate Federal Civil Rights law, and may be subject to criminal prosecution. CCCC is committed to fostering a community that promotes prompt reporting of sexual misconduct, domestic violence, dating violence, or stalking in any form. CCCC is committed to timely and fair resolution of complaints. Creating a safe and respectful environment is the responsibility of all members of the College community; students, staff, faculty, and guests. This policy covers sexual misconduct, sexual assault, domestic violence, dating violence and stalking as defined by Title IX and the *Clery Act* (pursuant to the Reauthorization of the Violence Against Women Act (VAWA)).

## Abuse and Harassment Prevention Orders

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

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

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

**How to obtain an Abuse Prevention Order (209A)** During regular business hours on weekdays, you can go to Barnstable District Court where you will be instructed on the application process. During off-business hours, you may visit the Barnstable Police Department. They will assist you with this process. If the order is granted by the judge, you will receive paperwork which will tell you which court to report to.

#### **How to obtain a Harassment Prevention Order (258E)**

There is no charge to get a harassment prevention order. During regular business hours on weekdays, you can go to the Barnstable District Court located at Route 6A, Barnstable, MA 02630. Telephone: (508) 375-6600.

If you are in crisis and courts are closed, you can call or go to College Police or the Barnstable Police Department. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to report to.

Sexual misconduct as defined by Title IX is actual or attempted:

- Sexual harassment.
- Non-consensual sexual intercourse.
- Non-consensual sexual contact.
- Sexual Exploitation.

Sexual assault includes forcible and non-forcible offenses as classified under the uniform crime reporting (UCR) system of the Federal Bureau of Investigation pursuant to the *Clery Act*; including acquaintance rape.

The College's sexual harassment policy also will be applied to violations as appropriate under Title IX.

## REPORTING PROCEDURES

The procedures outlined below focus primarily on the roles of:

- College Police in addressing incidents of sexual assault, domestic violence, dating violence, and stalking.
- Faculty, staff and students making reports.
- The Designated College Official's involvement in these procedures.
- The Title IX Coordinator's role in policy and enforcement.

## REPORTING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING

- What to Do - If you are the survivor (victim) of a sexual assault, sexual misconduct, domestic violence, dating violence or stalking at this institution, your first priority should be to get to a place of safety and to obtain necessary medical treatment.
- When to Report - The CCCC College Police and Public Safety Department strongly advocate, that a survivor (victim) of sexual assault, domestic violence, dating violence, stalking or other violent crime report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.
- Who to Make a Report to:
  - College Police, State Police, or local police. A sexual assault, domestic violence, dating violence, stalking complaint or other report of crime should be reported directly to CCCC campus police or public safety officer, state or local law enforcement department in the jurisdiction of the campus. Filing a police report regarding a sexual assault with a police officer will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions from officers. In the case of a report of domestic violence or dating violence or stalking (if such case also involves domestic violence or dating violence), and if the perpetrator is identified and probable cause exists, will require the police officer to take legal action, including arrest/warrant application: taking into account first and foremost, the safety of the survivor.
  - Dean of Students and Title IX Coordinator - Reporting parties are encouraged to contact the Dean of Students (currently the Vice President of Academic and Student Affairs) at 508-362-2131 x4305 and the Title IX coordinator (the Assistant Vice President of Human Resources and Affirmative Action) at 508-362-2131 x4307 for ongoing support and assistance.
- The Choice to Prosecute - The decision whether or not to prosecute does not negate the responsibility of the College to take disciplinary action if the suspect is associated with the College. The College is also responsible to count the statistic. The College may also have an obligation to issue a timely notice for the safety of others in the College community. The survivor's identity will be withheld to the extent permissible by law. Despite the survivor's desire not to prosecute, the College may also have an obligation to investigate to the extent possible in consideration of the details known, and may

have an obligation to take action against the perpetrator for the safety of the college community.

- Filing a Report Will:
  - Ensure that a survivor of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking receives the necessary medical treatment and tests, at no expense to the survivor (victim);
  - Provide the opportunity for collection of evidence helpful in the prosecution, which cannot be obtained later (ideally the survivor of a sexual assault (or other applicable crime) should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
  - Ensure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention and/or domestic/dating violence intervention.
  - Provide assistance in obtaining an order of protection against the perpetrator

### **College Police and Public Safety Department Response**

When a sexual assault is reported to or discovered by campus police the initial reporting officer will:

- Obtain necessary information to make a determination of the need for emergency response procedures and to take necessary action for the safety of the survivor and the college community as a whole.
- Encourage the survivor to seek immediate medical attention and assist the victim with obtaining access to medical treatment.
- Arrange for notification to the Chief of College Police and Public Safety, or his/her designee). The CCCC College Police and Public Safety Department has officer(s) trained in sexual assault investigation and as such, a CCCC College Police and Public Safety Department certified sexual assault investigator will be assigned to conduct a thorough investigation through the Chief or his/her designee.
- The Chief or his/her designee will notify the Vice President of Academic and Student Affairs who will arrange for appropriate support services for the survivor.
- Offer to assist the survivor to contact the rape crisis hot-line.
- Secure evidence.



- Provide the survivor with a copy of the Survivor Information Sheet which contains a contact list for emergency services and general information regarding the process.
- In the case of an off-campus crime, the campus police officer will assist the survivor in making a report to the proper agency and will remain informed. In most cases a joint investigation will be conducted.
- Enter the crime statistic in the daily crime log (see also Daily Crime Log in this document)

### **Reporting to an alternate police department:**

The CCCC College Police and Public Safety Department will aid the survivor in notifying the appropriate authorities if the individual requests their assistance. The CCCC College Police and Public Safety Department will notify the Massachusetts State Police Detective Unit and the appropriate local police detective unit in the jurisdiction of the assault as appropriate to the investigation. The CCCC College Police and Public Safety Department will work collaboratively with the State and/or local police to conduct the investigation in a fair and timely manner. Additionally, the CCCC College Police and Public Safety Department will contact the Executive Vice President or his/her designee regarding counseling options. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College conduct system, or only the latter. A College representative from the CCCC College Police and Public Safety Department or from the College counseling services will guide the survivor through the available options and support the survivor in his/her decision. Various counseling options are available through the student health services, employee assistance, and counseling services. Counseling and support services outside the college system can be obtained through the Rape Crisis Center, Domestic Violence Hotline, and Victim Advocacy program of the District Attorney's office.

### **Disciplinary Sanctions and Procedures**

College disciplinary sanctions are detailed in the Student Handbook and College Catalog and are published annually on-line. Possible sanctions include: verbal or written warnings, restrictions/loss of privileges, community educational service, restitution, probation, suspension and/or expulsion or any combination of the above. The Handbook provides, in part, that the accuser and the accused have the same right and opportunity to have others present (in support and advisory roles) during a campus disciplinary hearing. Notification of final results to both the accuser and the accused will be made in the same manner and, in the same time frame. In the case that an alleged survivor (victim) dies as a result of a crime, the alleged victim's next of kin will be notified of the results of any disciplinary proceedings. A student found guilty of violating the College Sexual Misconduct, Relationship Violence and Stalking Policy, could be criminally prosecuted in the courts of the Commonwealth of Massachusetts. Student survivors (victims) have the option to change their academic schedules after an alleged sexual assault, if such changes are reasonably available.

As a public institution, the College must provide due process to students accused of sexual misconduct, domestic violence, dating violence and stalking while also ensure the complainants protection under Title IX. The disciplinary hearing shall take place as soon as possible after the filing of the initial report taking into consideration the need to conduct a timely investigation. Proceedings will provide a prompt, fair and impartial investigation and resolution.

The campus student disciplinary procedures are clearly defined in the Cape Cod Community College Code of Conduct published annually online and in the College Catalog and Student Handbook. Sexual offenses and sexual assault are addressed specifically in the policy consistent with the Sexual Misconduct, Relationship Violence and Stalking Policy described herein, and addresses alleged offenses regardless of where the offense occurred. A survivor cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

- The accuser and the accused have the same right and opportunity to have others present (in support and advisory roles) during a campus disciplinary hearing;
- Notification of the final results to both the accuser and the accused will be made in writing in the same manner and in the same time frame. This notification does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). The outcome of a disciplinary proceeding means only the College's determination with respect to the alleged offense and any sanction that is imposed against the accused.
- In the case that an alleged survivor/accuser dies as a result of a crime, the alleged accuser's next of kin will be notified of the results of any disciplinary proceedings.

A student found responsible for violating the College Sexual Misconduct, Relationship Violence and Stalking Policy, could be criminally prosecuted in the courts of the Commonwealth of Massachusetts. Internal sanctions could include suspension, probation, expulsion, dismissal and other options that look to mitigate the situation and return the victim to pre-offending conditions. Survivors (victims) have the option to change their academic schedules, work schedules (if applicable) and transportation options (if applicable) after an alleged sexual assault or sexual misconduct violation, if such changes are reasonably available.

Consistent with the Commonwealth's policy on Affirmative Action, Equal Opportunity & Diversity, the college reserves the right to suspend a student on an interim basis when it reasonably concludes that a student; (a) poses a threat to health or safety; (b) poses a threat to college property or equipment; (c) is disruptive or interferes with the normal operations of the college; or (d) is charged with a serious violation of state or federal law. In such cases, the College shall provide the student of the specific reason(s) for the interim action. During a students' interim suspension, the college reserves the right to prohibit the student from entering upon the college's property or participating in any college activities absent written authorization from an appropriate official at the college.

## STATEMENT OF POLICY ADDRESSING VIOLENCE IN THE WORKPLACE

It is the intent of College Police and Public Safety Department to provide a safe and secure environment for the entire College community by implementing preventative measures, holding violators accountable, and to provide assistance and support to victims. Violence in the workplace can be defined as the acts of threats or violence that arise out of either disputes or antagonistic interpersonal relationships between employees, visitors, customers, and / or their employees in and around the place of employment. Workplace violence can be categorized into three areas: stranger violence, client violence, and employee violence. Personal harassment (including domestic violence and stalking), abusive behavior, and violence are not tolerated in the workplace and may be subject to criminal prosecution under MGL Chapter 265, Section 43a and other relevant statutes. Call College Police at 1-774-330-4349 or ext. 3333 at any campus phone.

## SEX OFFENDER REGISTRATION POLICY STATEMENT

The Campus Sex Crimes Prevention Act (CSCPA)(Section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for tracking of convicted, registered sex offenders enrolled at, or employed (including volunteers) at, institutions of higher education. The Act amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community information provided by a State concerning how registered sex offenders may be obtained. The CSCPA also amends the Family Educational Rights and Privacy Act (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

### *How to Inquire*

Information concerning level 2 and level 3 offenders is available as follows:

- Contact the Commonwealth of Massachusetts Sex Offender Registry Board (S.O.R.B.), via mail at P.O. Box 4547, Salem, MA 01970, or via phone at (978)740-6400 or (800) 93 (MEGAN) (Massachusetts only).
- Contact the local police department in the city or town where the sex offender currently resides, if known, or where the sex offender attends school.
- On-line on the S.O.R.B. website at [www.mass.gov/sorb](http://www.mass.gov/sorb) (Level 3 information).
- Contact the CCCC College Police and Public Safety Department, 2240 Iyannough Road, West Barnstable, MA or by phone 1-774-330-4349 or ext. 3333 at any college phone.

The College Police and Public Safety Department maintains a list of students, employees, and volunteers who have registered with the College as sex offenders. Registered sex offenders are required to notify the College of their status by contacting the Chief of College Police and

Public Safety at 1-774-330-4349 or ext. 3333 at any campus phone, or the Vice President of Academic and Student Affairs at 508-362-2131 Ext. 4305. The Chief or his/her designee and/or the Executive Vice President meet with each identified level 2 or level 3 sex offender. Each case is reviewed individually to ensure compliance with the state and local registration laws/procedures. Level 2 and Level 3 offender information is available upon written request through the College Police and Public Safety Department. Level 1 information is maintained on file and is available to law enforcement personnel only.

Additionally, the Student Services Office conducts Criminal Offender Records Information (CORI) checks on all students prior to placement in an internship, practicum, clinical experience or other activity where they may interact with vulnerable populations. CORI information that indicates that a student is a registered sex offender is shared with the College Police and Public Safety Department.

*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 a fine of not more than \$5,000 or by imprisonment in a jail or house of correction for not more than one (1) year, or by both such fine and imprisonment.

**Clery Reportable Crime Statistics**

**Criminal Offenses – On Campus**

<b>Type of Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder / Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	2
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	1	1

**Criminal Offenses – Non-Campus**

Type of Offense	2015	2016	2017
Murder / Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

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**Criminal Offenses – Public Property**

Type of Offense	2015	2016	2017
Murder / Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	1	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

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**Hate Crimes – On campus**

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

Type of Offense	2015	2016	2017
Murder / Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0

Type of Offense	2015	2016	2017
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

### Hate Crimes – Non-Campus

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

Type of Offense	2015	2016	2017
Murder / Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

### Hate Crimes – Public Property

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

Type of Offense	2015	2016	2017
Murder / Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0

Type of Offense	2015	2016	2017
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

#### Violence Against Women Reauthorization Act (VAWA) Incidents – On campus

Type of Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	2	1	0

#### Violence Against Women Reauthorization Act (VAWA) Incidents – Non-campus

Type of Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

#### Violence Against Women Reauthorization Act (VAWA) Incidents – Public Property

Type of Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

#### Disciplinary Actions – On campus

Type of Offense	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	7	7	1
Liquor law violations	2	5	0

#### Disciplinary Actions – Non-campus

Type of Offense	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Disciplinary Actions – Public Property**

Type of Offense	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Arrests – On campus**

Type of Offense	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	2	0	0
Liquor law violations	0	0	0

**Arrests – Non-campus**

Type of Offense	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Arrests – Public Property**

Type of Offense	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Unfounded Crimes-Campus**

Main Campus: 2 unfounded crimes were reported for 2017

*All reported crimes must be recorded.* (i) An institution must include in its crime statistics all crimes reported to a campus security authority for purposes of *Clery Act* reporting. *Clery Act* reporting does not require initiating an investigation or disclosing identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 [42 U.S.C. 13925(a)(20)]. \*\*\* This is a non-residential campus.

**Specific Information about Classifying Crime Statistics**

The preceding statistics are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the federal law, the *Clery Act*. The number of victims involved in a particular incident is indicated for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non- Forcible Sex Offenses, Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): Robbery, Burglary, Larceny, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of motor



vehicle theft, each vehicle stolen is counted. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics. If an arrest includes offenses for multiple liquor or drug law violations, it is only counted as a Drug Law Violation as that is the more egregious offense.

The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicate the number of people who are referred to the Office of Student Conduct and found responsible for violating those specific laws. Being found responsible includes a referral that resulted in disciplinary action being initiated by the Office of Student Conduct and a record of the action being kept on file.

CCCC College Police Hate Crime statistics are separated by their category of prejudice. Statistics for Hate Crimes are counted in each specific Clery reportable crime category and therefore, are part of the overall statistics reported for each year. The only exception to this is the addition of a bias motivated simple assault resulting in bodily injury; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.

### **Specific Information about the Crime Statistics Reported by CCCC College Police**

Unless otherwise indicated, all statistics are from incidents that were reported to CCCC College Police. "Reported to Other Campus Agencies" includes crime statistics from incidents reported by other college authorities (e.g. CSA's).

## **CLERY REPORTABLE CRIME DEFINITIONS**

### **Sex Offenses Defined According to the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

**Sex Offenses-Forcible:** Any sexual act directed against 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.

#### *A. Forcible Rape*

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### *B. 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/her youth or because of his/her temporary or permanent mental or physical incapacity.

### *C. 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/her youth or because of his/her temporary or permanent mental or physical incapacity.

### *D. 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/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses-Non-Forcible:** Unlawful, non-forcible sexual intercourse.

### *A. Incest*

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### *B. Statutory Rape*

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **Hate Crime Classifications**

Characteristics or groups of persons protected from discrimination by law and under this Policy, including:

a. Age - Persons 40 years of age or older.

b. Color - Variations in skin tone among persons of the same race.

c. Disability - A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Examples include, but are not limited to, the following: Acquired Immune Deficiency Syndrome (AIDS), Alcoholism; Asthma; Blindness or other visual impairments; Cancer; Cerebral palsy; Depression; Diabetes, Epilepsy; Hearing or speech impairments; Heart Disease; Migraine Headaches; Multiple sclerosis; Muscular dystrophy; Orthopedic impairments; Paralysis; Thyroid gland disorders; Tuberculosis; loss of body parts.

d. Ethnicity - See National Origin.

e. Gender - A person's sex, either male or female.

f. Gender Identity - Gender identity is a term that covers a multitude of sexual identities including, but not limited to, transgender individuals, who are persons whose gender identity or gender presentation falls outside of stereotypical gender norms.

g. Genetic Information - Any written, recorded individually identifiable result of a genetic test or explanation of such a result or family history pertaining to the presence, absence, variation, alteration, or modification of a human gene or genes.

h. National Origin - A “national origin group” or “ethnic group” is a group sharing a common language, culture, ancestry, and/or other similar social characteristics.

i. Persons of Color - Members of the following racial classifications: Black, American Indian/Native Alaskan, Asian/Pacific Islander, and Hispanic/Latino.

j. Race - Discrimination laws do not contain a definition of “race,” but are interpreted to prohibit discrimination on the basis of ancestry or physical or cultural characteristics associated with a certain race, such as skin color, hair texture or styles, or certain facial features, and on the basis of stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups. All individuals, including persons of more than one race and the following racial classifications, are protected from discrimination:

- Black: All persons having origins in any of the Black racial groups of Africa.
- White (not of Hispanic origin): Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic/Latino: All persons of Mexican, Puerto Rican, Cuban, Central, Latin or South American or other Spanish culture or origin, regardless of race.
- Cape Verdean: All persons having origins in the Cape Verde Islands.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands, including, for example, the areas of China, India, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

k. Religion - “Religion” and “creed” have the same or equivalent meaning: all religious and spiritual observances, practices, and sincerely held beliefs.

l. Sexual Orientation - Actual or perceived heterosexuality, homosexuality or bisexuality, either by orientation or by practice.

m. Veteran - Any person who is a member of, applies to perform, or has an obligation to perform, service in a uniformed military service of the United States, including the National Guard.

If at any time subsequent to the implementation of this Policy, additional protected classifications are established under applicable law, individuals in those classifications shall be protected against discrimination under this Policy.

## Clery Reportable Offense Crime definitions are taken from the Uniform Crime Reporting Handbook

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

**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, etc.

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

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

**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, violence, and/or causing the victim fear.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Law 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's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Dating Violence:** Violence or abuse by a person who is or was in a romantic or intimate relationship with the victim, such as: Hitting, slapping, punching, kicking, pulling hair, sexual misconduct, use of a weapon, or other physical misconduct; Damaging one's property; Driving recklessly to scare someone; Emotional abuse including, but not limited to, controlling what the other person does, where the other person goes, limiting the other person's contacts with friends, or controlling the other person's money or assets without their consent; Harassment directed toward a current or former partner; Threats of abuse against another (whether victim or acquaintance, friend, or family member of the victim)

The existence of such a romantic or intimate relationship will be determined based upon the reporting party's statement with consideration of the length and type of relationship and frequency of interaction between the persons. Dating violence does not include situations covered under the definition of domestic violence below.

**Domestic Violence:** Any violent misdemeanor and felony offenses committed by a person who (a) is or was a spouse or intimate partner of the victim, (b) shares a child in common with the victim, (c) lives or lived with the victim as a spouse or intimate partner, (d) is or was in a substantive dating or engagement relationship with the victim, (e) is a relative of the victim (whether blood, step, adoptive or foster), or (f) is or was residing together with the victim in the same household, such as: Hitting, slapping, punching, kicking, pulling hair, sexual misconduct, use of a weapon, or other physical misconduct; Emotional abuse including, but not limited to, controlling what the other person does, where the other person goes, limiting the other person's contacts with friends, or controlling the other person's money or assets without their consent; Threats that put a person in the relationship in fear of imminent harm

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly or indirectly, including through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property, such as: Non-consensual communication in any form whatsoever (e.g., face-to-face, verbal, written, physical, online, telephone, text, email, or

instant messages, posts on internet sites, letters, notes, gifts) ;Gathering information about an individual from family, friends, co-workers, and/or classmates, or electronic means such as installing spy-ware on a computer or using global positioning systems (GPS).

Threats in any form whatsoever about an individual or their loved ones or someone close to the individual as well as manipulative and controlling behaviors, such as threats to harm oneself; Damaging, stealing, borrowing, or relocating property, trespassing and vandalism; Non-consensual touching; Pursuing, waiting, or showing up uninvited at a workplace, residence, classroom, or other locations frequented by an individual; Lying to others about the individual; Directing a third party to take any of the above acts.

A “reasonable person” as used in this definition is a reasonable person under similar circumstances and with similar identities to the victim in the victim’s circumstances.

“Substantial emotional distress” means significant suffering or anguish that may, but not necessarily, require medical or other professional treatment or counseling.

## Crime Prevention Tips

### AT CCCC....

- Keep your purse, cell phone, books, backpack and other valuables with you at all times.
- Do not leave your phone number or address visible.

### OUT AND ABOUT...

- Whenever walking or driving, stay alert and tuned in to your surroundings.
- Wear comfortable clothing that allows easy movement.
- Walk with confidence and show you are in control.
- Trust your instincts. If something doesn't feel right, it's not.
- Walk with a friend and stay in well-lighted areas. Do not take shortcuts.
- Always lock your vehicle and roll up the windows when you drive and park. Place valuables in the trunk or out of sight.
- When approaching your vehicle, have the key ready and look into the vehicle before entering. Once inside, lock the doors.
- If you think someone is following you, don't go home. Go to the nearest police or fire department, gas station or other well-lighted populated place.
- Don't pick up hitchhikers. Don't hitchhike.
- Carry a cell phone for added safety.

### AT WORK AT CCCC....

- Always lock your office door when you leave, even if you will be away briefly.
- Never leave your office keys in sight.
- Lock your valuables in a desk or cabinet out of sight.
- If you see anyone suspicious, contact the Campus Police and Public Safety Department immediately.
- If you are working late, ask for a College Police and Public Safety Department officer to escort to your vehicle or leave with another employee.
- Always make sure the windows and exterior doors are locked securely when leaving.

## CRIME PREVENTION SELF – TEST

1. Do you know how to contact the College Police and Public Safety Department office on campus, off campus or by an emergency telephone?
2. Are you familiar with College Police and Public Safety Department services such as jump-starting cars that have dead batteries?
3. Do you think your office has adequate locks that can be used as security measures?
4. Do you have an area in your office to lock up your valuables?
5. Do you mark your valuables with an identifiable number and record these or serial numbers, keeping a copy for your records?
6. Do you request identification of persons who say they are workers or repair persons and want to enter your area?
7. Do you keep track of the office, house and/or vehicle keys in your possession?
8. Do you place valuables out of sight or in your trunk and lock your vehicle when you leave?
9. Do you walk only in well-lighted areas and in groups at night?
10. Have you made any recommendations yet to help reduce property losses in your work area?
11. Do you know the locations of emergency phones near your class or office?
12. Do you know how, and to whom, you would report burned out lights or broken locks?
13. Do you know the location of all fire exits in your building?
14. Do you have your vehicle or house key in hand as your approach or vehicle or home?
15. Do you check the back seat and floor of your locked vehicle before entering?
16. Do you avoid displaying large amounts of cash or valuables?
17. Do you think campus parking areas are well-lighted?

**If unsure of the answers to any of these questions, call the College Police and Public Safety Department.**



## CAMPUS MAP



The main campus of Cape Cod Community College is located at:

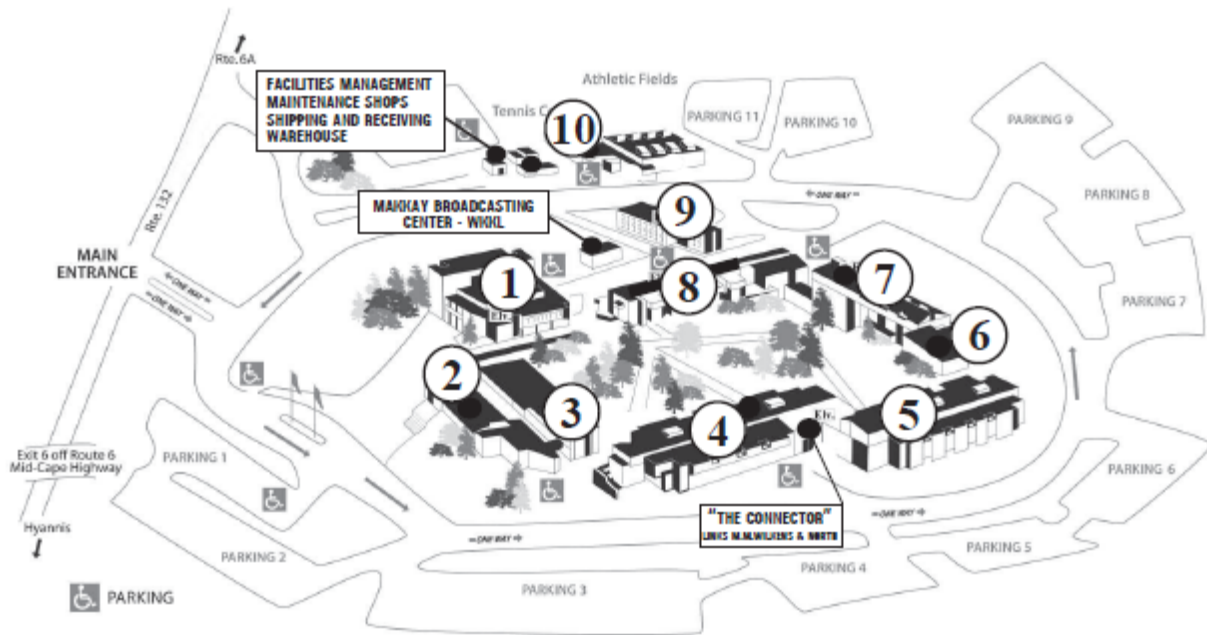
2240 Iyannough Road (Route 132)

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(Toll-free) 1- 877-846-3672

[\(508\) 362-2131](tel:5083622131)

1. Take Route 6 (the Mid-Cape Highway) to Exit 6.
2. From Exit 6, travel north on Route 132 for approximately 1/10 mile.
3. The College entrance is on the right.



**Campus Directory - For Assistance During Regular Business Hours, Please Call 508-362-2131 x 0 for the College Operator**

<p><b>1. TILDEN ARTS CENTER</b></p> <ul style="list-style-type: none"> <li>Arts &amp; Communication Dept.</li> <li>Art Studios</li> <li>Box Office (Tilma Lobby)</li> <li>Dept. of Arts &amp; Humanities</li> <li>Higgins Art Gallery</li> <li>Music Program</li> <li>Instructional Studios</li> <li>Music Theater</li> <li>Music Production</li> <li>Music Room</li> <li>Practice Rooms</li> <li>Studio Theater</li> </ul>	<p><b>2. McElROY ADMIN. BLDG.</b></p> <ul style="list-style-type: none"> <li>Admissions - College Connections</li> <li>Board of Teachers' House</li> <li>Business Office</li> <li>College Communications</li> <li>Financial Aid</li> <li>Human Resources</li> <li>Immigration Records</li> <li>Payroll</li> <li>President's Office</li> <li>Registrar - Registration</li> <li>Security-Lock &amp; Pass</li> <li>Staff/Board</li> <li>Vice President for Academic &amp; Student Affairs</li> <li>Vice President for Administrative &amp; Finance</li> <li>Visiting Services</li> </ul>	<p><b>3. WILKENS LIBRARY</b></p> <ul style="list-style-type: none"> <li>Assoc. Dir. of Academic Support Services &amp; Learning Resources</li> <li>Instructional Foundation</li> <li>Facilities Dir. Office</li> <li>Information Skills Classroom</li> <li>Instructional Media Services</li> <li>Licensing and Licensing Plans</li> <li>Materials - Student Manager</li> <li>Mathematics Room</li> <li>Media Room</li> <li>Nickerson Room</li> <li>Cape Cod Archives</li> </ul> <p><b>10. LIFE FITNESS/BUILD CARE</b></p> <ul style="list-style-type: none"> <li>Child Care Center</li> <li>Commissary</li> <li>Institutional Research &amp; Planning</li> <li>Life Fitness Center</li> <li>Massage Therapy Lab/Clinic</li> </ul>	<p><b>4. M.M. WILKENS BLDG.</b> (formerly the South Building)</p> <ul style="list-style-type: none"> <li>Adult Learning Services</li> <li>Advanced Studies</li> <li>ADVANTAGE/TWOSSS Program</li> <li>Career Services/Supplemental Learning</li> <li>CVTC Program</li> <li>Coaches and Mentors</li> <li>Dept. of Learning Resources and Student Success</li> <li>Dental Hygiene</li> <li>Dental Hygiene (All Hours, Two by Clinic)</li> <li>Disability Services</li> <li>Project Renewal</li> <li>Reading &amp; Writing Resource Center</li> <li>Social Sciences, Behavioral Sciences, and Non-Sci. Services Dept.</li> <li>Student Code of Conduct Office</li> <li>Student Employment</li> </ul>	<p><b>5. NORTH BUILDING</b></p> <ul style="list-style-type: none"> <li>Dept. of Health Sciences, Social Sciences, and Non-Sci. Services</li> <li>Health Sciences Dept.</li> <li>Language &amp; Literature Dept.</li> <li>Nursing and Allied Health Learning Resource Center</li> </ul> <p><b>7. SCIENCE BUILDING</b></p> <ul style="list-style-type: none"> <li>Dept. of Science, Technology, Medicine, and Business</li> <li>Lecture Halls A - B - C</li> <li>Mathematics, Natural Sciences, and Applied Technology Dept.</li> <li>Math Learning Center</li> <li>Science Labs</li> </ul>	<p><b>8. GROSSMAN COMMONS</b></p> <ul style="list-style-type: none"> <li>Academy for Lifelong Learning</li> <li>Advising and Counseling</li> <li>Alumni Association</li> <li>Assessment Center</li> <li>Bookstore</li> <li>Cape Cod Cafe (Cafeteria)</li> <li>Dept. of Enrollment Management and Advising Services</li> <li>GED Training Center</li> <li>Student Life &amp; Co-Curricular Programs</li> <li>Student Lounge</li> <li>Student Senate</li> <li>Student Dining Room</li> <li>Union Hospitality Institute</li> </ul>	<p><b>9. LARUSSO BUILDING</b></p> <ul style="list-style-type: none"> <li>Business Dept. &amp; Faculty Offices</li> <li>Computer Labs</li> <li>Information Technology Dept.</li> <li>Instructional Technology Center</li> <li>Larusso Selection (Top Floor)</li> <li>Moving Room (Trck 114 - 117 FL)</li> <li>Tracking and Learning Center</li> <li>Training Center</li> </ul> <p><b>6. LECTURE HALLS A-B-C</b></p>
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