

Jeanne Clery Act

Campus Security Policy & Campus Crime Statistics

October 1, 2009

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly known as The Clery Act), Greenfield Community College has developed a comprehensive campus security policy. Information is available in this pamphlet and on our website (www.gcc.mass.edu/offices/safety).

Policy for Preparing this Document

Public Safety prepares this report in collaboration with other college departments. Campus crime and referral statistics are compiled in collaboration with the Greenfield Police Department and with the college's Division of Student & Academic Affairs. These statistics also include crimes that were not reported to campus/local police but were reported to designated campus officials. Notification of the availability of this report is sent to current students/employees via email as well as via a postcard to students' home addresses. This report is also available at the Public Safety Department's website. Hard copies of the report are available at Public Safety (S110), Human Resources (S424), Student & Academic Affairs (N207), Enrollment Services (N219), and the Downtown Center. Prospective students and employees may request a copy of this report in person or they may request that a copy be mailed to them free of charge by contacting Public Safety at 413-775-1212.

General Information

Greenfield Community College (GCC) is located in the Pioneer Valley of Western Massachusetts. The college is part of Greenfield, a city with a population of approximately 18,000. The campus, located at One College Drive, is surrounded primarily by acres of undeveloped land and fields, with a small residential area abutting one section of the college's property. The Downtown Center, located at 270 Main Street, is surrounded by businesses.

Over 5000 students commute to GCC for credit and non-credit classes held at the College Drive campus, at the Downtown Center, and at various other sites in Western Massachusetts. There are no residence halls on campus. The college employs approximately 450 full-time and part-time faculty, administrators, and staff members.

Department of Public Safety

The Department of Public Safety's primary focus is to provide a safe and secure campus environment so that learning will be optimized. Public Safety enforces all regulations of the college and laws of the Commonwealth of Massachusetts. The department is comprised of sworn police officers, contract security officers, and civilian dispatchers. College police officers are licensed as special state police officers under Mass. General Law Ch. 22C, Section 63 and have full police authority on property owned, used or occupied by the college. Contract security officers do not have police powers, but, are authorized to enforce college policies and to take appropriate action where violations occur. Public Safety maintains a collaborative working relationship with Greenfield Police Department and with the Massachusetts State Police and may occasionally call upon their services.

College police officers are trained in First Aid & CPR and, although unarmed, are trained in and equipped with police batons and pepper spray. Security officers are trained in First Aid & CPR and do not carry batons or pepper spray. Police and security officers patrol the campus 24 hours a day by foot, bicycle, & cruiser. An officer is stationed at the Downtown Center during evening and weekend hours when classes are held. Surveillance cameras provide additional security at the Downtown Center.

Public Safety provides a 24-hour escort service where persons can be escorted between buildings and parking lots.

Education & Crime Prevention

Various departments on campus - including Public Safety, Student & Academic Affairs and Health Services - are available for educational presentations and/or information on topics including personal safety, sexual assault prevention, alcohol abuse, fire safety, and crime prevention. The Public Safety website contains information and tips on personal safety and crime prevention. New students and employees are made aware of safety and security information via handbooks and other material. Emails and other communications during the school year remind college community members of Public Safety services as well as crime prevention and personal safety tips.

Crime prevention is a campus-wide concern that requires the involvement of all students and employees. Suspicious persons and activity should be reported to Public Safety immediately. Employees in the Public Safety Department, as well as the Physical Plant Department, are pro-active in efforts to provide a safe and secure campus, regularly checking campus lighting, door locks, etc. The college offers RAD (Rape Aggression Defense) as a two-credit class.

Reporting Crimes and Suspicious Activity

All members of the college community are strongly encouraged to immediately report criminal and/or suspicious activity, as well as medical and other emergencies, to Public Safety at 413-775-1111 (dial 1111 from college phones).

While reporting crimes directly to Public Safety is preferred, crimes may also be reported to other persons that the Clery Act identifies as *Campus Security Authorities* – those college officials who have a significant responsibility for student and campus activities. Those designated as *Campus Security Authorities* who become aware of Clery Act crimes (those listed below in our crime statistics table) are required to report the incident to Public Safety for statistical purposes in the annual Clery Act report. If a person reporting a crime to a *Campus Security Authority* requests anonymity, the request will be honored to the extent permitted by law.

Additionally, the following are designated college officials to whom crimes may be reported:

- David Ram, Dean of Student & Academic Affairs; 413-775-1811; North 203
- Suzanne McGowan, Counselor; 413-775-1337; North 413
- Shane Hammond, Associate Dean of Enrollment Services; 413-775-1804; North 208
- Herb Hentz, Director of Admission; 413-775-1809; North 218

Note: Campus professional counselors, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are, however, encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes.

Crimes occurring off-campus should be reported to the local police agency that has jurisdiction. Dialing 911 from phones in off-campus locations connects you with the police department of that town/city. Dialing 911 from a cell phone directs your call to the state police who can then transfer you to the appropriate local police agency. The college does not have any off-campus student organizations that would necessitate a policy statement on addressing criminal activity off campus.

Generally, most police reports at public institutions are public records under state law, and therefore, the GCC Public Safety Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to Campus Security Authorities described earlier in this section.

Timely Warnings

In the event that a situation arises that constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued by Public Safety, Student & Academic Affairs, and/or Public Relations. These warnings will be sent out via email, phone calls, and/or flyers, etc.

Alcoholic Beverages

Massachusetts General Laws and City of Greenfield ordinances regarding alcoholic beverages apply on Greenfield Community College property. These laws and ordinances are enforced by Public Safety and violators are subject to arrest and criminal prosecution. The possession or transporting of any alcoholic beverage by anyone under 21 years of age, as well as the procuring of any alcoholic beverages for anyone under 21, is a violation of state law. The drinking of any alcoholic beverage in any public place, regardless of age, is a violation of city ordinance without prior college approval. Violators of these laws, as well as violators of college alcohol regulations, are all subject to campus judicial sanctions.

Illegal Drugs

The possession, sale, manufacture or distribution of any controlled substance is illegal under state and federal laws. Such laws are enforced by Public Safety. Violators are subject to arrest, criminal prosecution, and/or campus sanctions.

Substance Abuse Education

Compliance with Section 120(a)-(d) of the Higher Education Act (Drug & Alcohol Abuse Prevention) is ensured by the Offices of Human Resource and Student & Academic Affairs.

Physical Security

The Physical Plant Department maintains college buildings and grounds with a concern for safety and security. In conjunction with Public Safety, it inspects facilities regularly and promptly makes repairs affecting safety and security, such as broken windows and locks. Security issues pertaining to campus buildings should be directed to Public Safety. Community members may also contact Physical Plant for issues that do not require immediate attention.

College buildings are open during business hours and at other times when there are classes or other activities. Exterior doors are locked at all other times and are routinely checked by Public Safety personnel. Admittance to buildings and offices when the buildings are closed is limited to employees who need to access their work area and to students who have specific permission to be in a particular room/area. College policy requires that Public Safety be aware of people in buildings when they are closed.

The Downtown Center

The Downtown Center contains classrooms, meeting rooms, and offices. The Greenfield Community College Foundation, Community Services, and the Health Occupation programs operate out of this facility. During business hours and when there are scheduled activities at the facility, the building is staffed by college employees and/or Public Safety officers. The building is locked at all other times with the same access policy as the main campus.

Student & Employee Responsibility

The cooperation and involvement of students and employees is an essential component in a successful campus safety program. Community members must assume responsibility for their own safety and the security of their belongings by taking simple common sense precautions. Vehicles must be parked in assigned areas, should be kept locked at all times, and should not have any valuables visible to passers-by. Community members are encouraged to use the safety escort service and to report safety and security concerns - including suspicious persons or activity – as soon as possible.

GREENFIELD COMMUNITY COLLEGE SEXUAL ASSAULT POLICY

Greenfield Community College is committed to ensuring the safety and well being of its entire community. Sexual assault or rape constitutes vicious acts of personal violation which will not be tolerated. They are crimes that impact the survivor medically, educationally, socially, sexually and legally. The rights and care of the survivor are of primary concern to the college.

Greenfield Community College's Standards of Behavior prohibit physical harm, indecent behavior, and acts which humiliate, degrade or otherwise harm an individual. Also, the college's policy on sexual harassment forbids unwanted sexual advances and coerced sexual acts. These policies indicate the seriousness of these offenses and the college's intolerance of sexual assault in any form.

The policy on sexual assault or rape applies to all members of the Greenfield Community College community. Employees as well as students can access any of the available resources for medical care, support and referrals.

What to do if you are Sexually Assaulted or Raped

Greenfield Community College recognizes the seriousness and complexity of a survivor's response to the trauma of sexual assault or rape. Our primary concern is the well being of the survivor and our services are designed to provide respectful, complete, timely support. It is essential that the survivor understands all of the available options and is encouraged to obtain assistance.

Where You Can Go for Help

- **GCC Health Services** (413-775-1430, Mon-Fri 9:00am-3:30pm). Professional nursing staff available to provide confidential advice and to facilitate access to medical and counseling services.
- **Franklin Medical Center** (164 High Street, Greenfield MA; 413-773-0211; open 24 hours a day) - The hospital will gather evidence that may be needed should the victim decide to institute criminal proceedings. The hospital is required to report a sexual assault or rape incident to the police department of the town where the incident occurred. The name of the victim and alleged assailant are withheld unless the survivor specifically authorizes the release of this information.
- **GCC Public Safety** – (413-775-1111; 24 hours a day) - Public Safety has police officers specifically trained to work with the victims of sexual assault or rape. Campus Police officers can provide accurate information on the victim's options, contact a Sexual Assault Advocate or any other support person the survivor chooses, arrange for medical treatment and provide transportation for medical services. The department is required to notify certain college officials when a sexual assault or rape has been reported. The name of the victim and alleged assailant are withheld unless the victim specifically authorizes the release of this information.
- **New England Learning Center for Women In Transition [NELCWIT]** – (479 Main Street, Greenfield MA; 413-772-0871) - NELCWIT staffs a Rape Crisis & Domestic Violence Hotline 24-hours a day, 7 days a week (413-772-0806 or toll free at 1-888-249-0806). NELCWIT is Franklin County's official rape crisis center; offering free and confidential support, advocacy and counseling to women, girls, men, and boys who have survived sexual assault. If a sexual assault victim goes directly to Franklin Medical Center, a hospital staff member will call NELCWIT's hotline, and they will send an advocate to the hospital to offer support and advocacy - 24 hours a day, 7 days a week. They also work with survivors who seek support regarding past assaults.
- **Local Town or City Police** (for sexual assaults & rapes that occur off-campus; 24 hours a day) - The police will interview the victim and attempt to apprehend the alleged assailant if the victim chooses to press charges. They will also transport a victim to the closest hospital equipped to handle rape cases.
- **Safe Passage** (43 Center Street, Northampton, MA) - Hotline 413-586-5066 or 888-345-5282.

The Rights of the Survivor

The college recognizes the survivor's need to maintain privacy and control of his/her life. At all times the names of the survivor and alleged assailant, as well as any details of the incident, remain confidential unless the survivor authorizes the release of this information. This policy encourages the survivor to obtain the appropriate services helpful to his/her recovery. The college will also make changes in academic scheduling requested by a victim if such request is reasonably available. The college encourages survivors to exercise their right to bring charges against the assailant to the police and/or to college authorities for their own sense of justice and for the protection of the community.

Options to Prosecute

If the victim chooses to file a complaint within the Greenfield Community College student conduct system, the procedure will be facilitated by the Dean of Student & Academic Affairs. The rights of both the survivor and the accused are protected under the existing Greenfield Community College Student Conduct System.

Student rights of both the survivor and the accused are:

1. Prompt notification and explanation of the allegations.
2. A campus disciplinary hearing where both the accused and the accuser are entitled to the same opportunities to have an advocate present.
3. The opportunity to present a reasonable number of witnesses and/or character references at hearings.
4. The opportunity to question, directly or indirectly, people presenting testimony against him or her.
5. Prompt notification of the results of the hearing to both the accuser and the accused.

The college's right to impose disciplinary sanctions is independent of any other court actions the victim may pursue. If it is determined through student conduct proceedings that Greenfield Community College's Standards of Behavior has been violated the college will consider sanctions against the assailant up to and including suspension/expulsion from the college.

The survivor has the right to pursue additional legal options through the court system either separately or in conjunction with a college student conduct complaint. Assistance in filing criminal charges or obtaining a restraining order against an alleged assailant can be obtained through the GCC Department of Public Safety, through the police department in the town where the incident occurred, or by calling the Rape Crisis Hot Line (1-888-249-0806).

The Rights of the College

Where clear danger to the college community exists, the college reserves the right to take action to safeguard the community while protecting the victim's privacy to the greatest extent possible. Those determining clear danger will be the Dean of Student & Academic Affairs and the Director of Public Safety.

Reporting Requirements

Any member of the college community, whom the victim believes can address a complaint of sexual assault, is required to report the incident to the Department of Public Safety for statistical purposes. The name of the victim and alleged assailant are withheld, as well as incident details, unless the victim specifically authorizes the release of this information.

Educational Programming

Accurate information and discussion opportunities empower students around healthy choices and prevention techniques. Various individuals and campus offices have information on sexual assault awareness and prevention.

CAMPUS SEX CRIMES PREVENTION ACT

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

How to Inquire

Members of the Greenfield Community College community may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone 978-740-6400 or www.mass.gov/sorb or at the: Greenfield Police Department, 321 High Street, Greenfield MA 01301, 413-774-6969

Improper Use of Sex Offender Registry Information

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

Greenfield Community College – 2009 Clery Act Publication

Crime Statistics - Calendar Years 2006, 2007, & 2008

The table below contains crime statistics in accordance with Uniform Crime Reporting (UCR) Procedures and the Clery Act. Crime statistics for all colleges and universities may be obtained on the internet at www.ope.ed.gov/security for the most recent three-year period ending December 31, 2008.

Offense	On-Campus (Main Campus)			Non-Campus Buildings ⁶ (*see below)			Public Property ^{5,6} (Areas Abutting Main Campus)		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense- Forcible	0	0	0	0	0	0	0	0	0
Sex Offense- Non Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary ¹	1	0	2	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests ²	0	0	0	0	0	0	0	0	0
Liquor Law Referrals ³	0	0	0	0	0	0	0	0	0
Drug Law Arrests ²	0	0	0	0	0	0	0	0	0
Drug Law Referrals ³	0	0	0	0	0	0	0	0	0
Weapons Law Arrests ²	0	0	0	0	0	0	0	0	0
Weapons Laws Referrals ³	0	0	0	0	0	0	0	0	0
Hate Crimes ⁴	0	0	0	0	0	0	0	0	0

Notes:

1. The Clery Act definition of Burglary is much broader than the Massachusetts definition, including offenses that would be classified under Massachusetts law as larceny (theft).
2. The *Arrest* category also includes persons who were not arrested but summonsed to court. If an incident resulted in both criminal process and a referral to the college's conduct system, it is counted only once under the arrest category.
3. The *Referrals* category includes incidents where there was a violation of law that resulted in a referral to the college's student conduct system without any criminal process.
4. A Hate Crime is a crime in which the defendant intentionally selects a victim (or in the case of a property crime, the property that is the object of the crime), because of the actual or perceived race, color, national origin, ethnicity, gender, disability, or sexual orientation of any person. For the purposes of the Clery Act, hate crime statistics are for the first nine Clery Act offenses listed above (Murder through Arson) as well as any other crime involving bodily injury.
5. GCC Clery Act publications (published October 2005 & earlier) listed crime statistics for the entire City of Greenfield in the *Public Property* section when only public property that abuts the main campus is required. Beginning with our October 2006 publication, these statistics (for the three calendar years listed) conform to the Clery Act definition of public property.
6. Crime statistics from the Greenfield (MA) Police Department not available for the 2008 calendar year.

* Non-Campus Buildings - In addition to the main campus of Greenfield Community College at One College Drive in Greenfield, the college offers classes at other locations.

- A. The following locations are considered Non-Campus Buildings for the purposes of the Clery Act and crime statistics for these locations are included in the Non-Campus Buildings column in the above chart:
 - The Downtown Center (270 Main Street, Greenfield MA) - Crime statistics for incidents that occur in the building and parking lot.
 - The Northampton VA Medical Center (421 North Main Street, Leeds, MA) - Crime statistics are included for the building sections used by the college.
- B. The following locations are not, for the purposes of the Clery Act, considered satellite/branch campuses or non-campus buildings and crime statistics are not included in the above table:
 - Franklin County Technical School (Turners Falls, MA) - information available from the Montague Police Department (413-863-8911).
 - Smith College (Northampton, MA) - information available at the Smith College Public Safety website (www.smith.edu/pubsafety).
 - Smith Vocational High School (Northampton, MA) - information available from the Northampton Police Department (413-587-1100).
 - Springfield Technical Community College (Springfield, MA) - information available at the STCC Campus Police website (www.stcc.edu/police).