

Section XI: Campus Security Policies

(A compliance document for the Jeanne Clery Disclosure of Campus Security policy and Crime Statistics Act)

Policy 11 – 01: Timely Warning

In the event that a situation arises, either on or off campus, that in the judgment of the President of the College or Chief of the Quincy or Plymouth, constitutes an ongoing or continues threat, a campus wide 'timely warning' will be issued. The warning will be issued through the College email system to faculty and staff and to students through website and closed circuit TV's.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the College community and individuals, the Office of the Campus Services and Marketing will post a notice on the www.quincycollege.edu website. Anyone with information warranting a timely warning should report the circumstances to the Campus Services by phone (617 984 1760) and/or the local police department at 911.

Policy 11 – 02: Reporting the Annual Disclosure of Crime Statistics

Campus Services prepares the annual disclosure of Crime Statistics to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on our website at www.quincycollege.edu

This report is prepared in cooperation with local police in Quincy and Plymouth. Quincy College is a department of the City of Quincy and does not maintain a separate police force. We have no residence halls.

Each year in the fall, a letter is sent to all students advising them of the availability of the Crime Statistic Report on the website. H.R also sends notifications to all staff and faculty about the availability of this report on the website with the paycheck and email. Copies of this report may also be obtained from the Office of Students Services or by calling 617 984 1760. All prospective employees may get a copy of this report from Human Resources by calling 617-984-1768. Prospective students will be informed on our Application Form that the crime report is available on our website or from Campus Services.

Campus Services which oversees campus security maintains and reports statistics concerning the occurrence of the following criminal offenses that have been reported to campus authorities or local police during the most recent calendar year as well as the two preceding calendar years:

- a. Murder
- b. Rape
- c. Robbery
- d. Aggravated assault
- e. Burglary
- f. Motor vehicle theft
- g. Harassment

Campus security also maintains and reports statistics concerning the occurrence on campus of any arrests during the most recent calendar year for the following crimes:

- a. Liquor law violations
- b. Drug abuse violations
- c. Weapons violations

The Resource Officers from Campus Services work closely with the Quincy Police Department. It is a college policy to report all serious crimes to the Quincy Police Department and to cooperate fully in the prosecution of those involved regardless of their status on campus.

Policy 11 – 03: Reporting of Criminal Offenses

For all non-emergencies, please contact Executive Director Bill Hall at 617-984 -1760, and dial 911 for emergencies only by using phones in any administrative office. Any suspicious activity in and around campus should be reported by calling the above number or you may also report a crime to the following:

Executive Dean Paula Smith	Newport Hall	617 984 1654
Dean Bob Baker	Newport Hall	617 984 1642
Dean Ken Bindseil	Newport Hall	617-984-1643
Dean of Allied Health	Temple	617 984 1695
Chair RN Kristin Parks	Temple	617 984 1614
VP Pushap Kapoor	Saville Hall	617-984-1775
Assistant Dean of Science	Saville Hall	617 984 1748
Executive Director Lorri Mayer	Saville Hall	617-984-1768
Dean Anna Williams Cote	Plymouth Campus	508 747 0400

For all off campus crimes, please report to local police.

Voluntary Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may want to consider making a confidential report. With your permission, Executive Director Campus Services can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Limited Voluntary Confidential Reporting

As a department of the City of Quincy, Quincy College has no written policy about Limited Voluntary Confidential Reporting. Instead those procedures are the purview of the police department.

Policy 11 – 04: Access to Campus Facilities:

All campus buildings in Quincy and Plymouth are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. During non-business hours access to all College facilities is by key (Issued to Executive Staff).

Students are required to carry their Quincy College Identification card at all times while on campus. Students must produce their ID cards when so asked by a college official. No solicitation is allowed on campus and buildings are opened at least 45 minutes before the start of the first class of the day and are locked not more than 45 minutes after the last class of the day.

Science laboratories, computer laboratories, libraries, and typing rooms and supply rooms are locked at all times when not in use and are not open to students unless there is a teacher or lab monitor present.

Vehicles are ticketed or towed as per the parking policy. Visitors may park in the designated spaces.

Quincy College has no residence halls.

Policy 11 – 05: Law Enforcement Authority and Interagency Relationships;

Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. In case of an emergency, emergency number 911 is called in.

Information is exchanged and Campus Services is in close contact with the local police.

The Quincy College Campus Services office has the authority to ask persons for identification and to determine whether individuals have lawful business at Quincy College. Resource Officers have the authority to issue parking tickets, which are deposited with the City's Treasurer's office. Criminal incidents are referred to local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to College officials or directly to police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Policy 11 – 06: Procedures for Reporting a Crime or Emergency

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents by filing an incident report or by calling 617 9841760. In case of an emergency, please call 911 directly.

All incident reports are forwarded to respective heads of departments for resolution. If assistance is required from the police or fire department, Campus Services will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Life Counselors, will offer the victim a variety of services including 24 hour hotlines.

The Office of the Life Counselor has information about resources and the information is made available in the event they become the victim of crime.

All crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violation of the law will be referred to law enforcement agencies and when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely warnings will be issued through email announcement, the posting of flyers at appropriate places on campus, in-class announcements or other appropriate means.

Policy 11 – 07: Alcohol and Substance Abuse Policies

Quincy College views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Workplace Act, the College sends to all students/staff in Fall, a letter which informs all that the policy (Policy 3.04) is in place and is available on our website www.quincycollege.edu.

The use of illegal substances and underage drinking at the College is prohibited.

For a copy of this policy please contact the Office of Marketing at 617-984-1777 or Human Resources at 617-984-1768.

Quincy College strongly encourages all members of the College community to take an active role in reporting crime and any safety problem you become aware of immediately.

Policy 11 – 08: Security Awareness and Crime Prevention Programs

Right now, Quincy College is capable of releasing information to the College community through computer memos, two way radios, closed circuit TV's and mass email. Each building is under surveillance through a closed circuit camera.

Life Counselors conduct several alcohol awareness programs throughout the school year with the help police. Programs are based on state law, the consequences of violating the laws, how college/police will respond to any violation and how problems can be avoided.

Quincy College presents programs and events to promote awareness of drug and alcohol abuse and its consequences. The College also provides screening and makes referrals for students dealing with drug and alcohol issues.

During orientations in September and January, students will be informed of the services offered by Quincy College. Slide presentations will outline ways to maintain personal safety. They will also be informed about the crime statistics on campus and areas surrounding the campus.

At least twice during the academic year, the Director of Student Affairs, in cooperation with life counselors and Campus Services, will present crime prevention awareness sessions on sexual assault, drug abuse, theft, and vandalism, as well as educational sessions on personal safety.

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

In addition to the above mentioned sessions, information will be disseminated to students and employees through crime prevention awareness packages, security alert posters and articles in College newspaper.

Policy 11 – 09: Maintenance and Security of Campus Facilities

Quincy College is strongly committed to maintain safety on campus. Each building has both exterior and interior cameras that record activities in the area on a continual basis. Each building and parking area also have safe levels of exterior lighting. Our parking lots at Newport Hall, our Plymouth campus, and on the first floor level of Saville Hall, as well as pedestrian walkways have exterior lights. Exterior lighting on rental buildings in Quincy and Plymouth are well positioned to provide adequate illumination. Campus Services and custodians regularly survey and maintain existing lights. Both during the day and at night the Quincy campus has resource officers who patrol our grounds. In Plymouth, the landlord for our campus provides security throughout the evenings. Members of the College community are encouraged to report any deficiencies to Campus Services by calling 617-984-1760.

Resource officers and custodians regularly check the security of doors. Exterior doors are locked, alarmed, and secured each evening.

Policy 11 – 10: Sexual Assault Information

Each year Quincy College presents the Domestic Violence Forum, an educational program developed in collaboration with EMERGE of Cambridge, DOVE of Quincy, the Quincy Police Department, the Weymouth Police Department, Norfolk County Sheriff's Office and Jane Doe, Inc. of Boston that promotes awareness of rape, acquaintance rape, domestic violence, and other types of sexual assault. Students, staff, and the public are encouraged to attend each year. Quincy College is also represented on the Hingham and Plymouth Area Roundtables on Domestic Violence and Sexual Assault.

Quincy College provides no housing for students, but our licensed counselors are always available by request to help students or staff access resources should a sexual assault occur on or off campus.

Quincy College has in place a Sexual Harassment Policy and Harassment Free Workplace Policy (Policy 3.03) that defines the policy, and details the procedure and the investigative process. It is available on our website www.quincycollege.edu

As a department of the city, Quincy College maintains the policy that victims of a sexual assault of any kind should contact the Quincy Police Department.

Quincy College is committed to provide any help and on and off-campus resources if requested.

Quincy College will also change the victim's academic situation if such is requested.