

Calendar Year 2014

Hampshire College



Prepared by the Campus Police Department



Phone: (413) 559-5424  
Emergencies: x1911 from a Campus Phone  
(413) 559-5424 from a Cell Phone

**Physical Location:**

Harold F. Johnson Library, Ground Floor

**Find us on Social Media:**



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# CLERY SECURITY & FIRE REPORT

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**A Note to Our Readers:**

This report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This document is available online on the Campus Police website.

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and non-campus property sites, the offices of the Dean of the College, Dean of Students, Residence Life, Student Programs, Health Services and Department of Athletics.

Campus crime, arrest and referral statistics include those reported to the Campus Police Department, designated campus officials (including but not limited to directors, deans, department heads, etc.) and to local law enforcement agencies.

**U.S. Department of Education Clery Campus Crime data website:**

<http://ope.ed.gov/security/>

## About the College & Department

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### College Statement of Non-Discrimination

Hampshire College reaffirms its commitment to a policy of equal opportunity in education and employment.

Hampshire College does not discriminate on the basis of race, age, sex, sexual orientation, gender, gender identity, gender expression, genetic information, religion, national origin, disability, previous military service or any other protected category in the admission of students, employment, access or treatment in its programs and activities or the administration of its educational and employment policies. Discrimination or harassment on the basis of these factors is in direct conflict with the mission of the College and strictly prohibited.

Hampshire College is strongly committed to building an inclusive environment and will not tolerate any actions of any individual or group that violate this policy.

Hampshire College is an Equal Opportunity Employer. All applicable federal and state laws and guidelines are followed, including Title VI and VII of the Civil Rights Act of 1964; Executive Order 11246 of 1965, as amended by Executive Order 11357 of 1967; Title IX of the Educational Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990.

### Department Bias Based Profiling Policy

It is the policy of this department that, except in "suspect specific incidents," Campus Police Officers are prohibited from considering the race, gender, national or ethnic origin, sexual orientation, or disability of members of the public in deciding to detain a person or stop a motor vehicle and in deciding upon the scope or substance of any law enforcement action.

### Campus Police at a Glance

Hampshire College Campus Police is part of a three-college campus police department collaborative, having combined its resources with the Mount Holyoke and Smith College Campus Police departments. Our Hampshire staff are stationed primarily at Hampshire College, but additional patrol and administrative resources are available through this collaborative.

### Campus Police Administrative Office & Parking Office Hours:

Mon - Fri 8:30am - 4:00pm

*Officers & Dispatchers are on duty 24 hours/day, 365 days/year*

## The Department's Enforcement Authority

Officers are authorized under Massachusetts General Law 22C, Section 63, to enforce federal and state laws and have the power to arrest, like any other police officers in Massachusetts.

The Campus Police Department enforces the Massachusetts General Laws and protects life and property on campus by providing law enforcement and security services and by responding to emergencies.

### Backup Aid & External Support

The Department has back-up aid from and telephone and radio contact with the Amherst Police Department. Campus Police handles most if not all criminal incidents that occur on Hampshire College property. Amherst Police are notified of any major incidents that occur on campus; this is based on a parallel policy agreement with the Amherst Police Department.

Under Massachusetts law, the State Police are notified of any death on campus and can have jurisdiction over any criminal incident that occurs on campus. Generally, The Amherst Fire Department responds to fire and medical emergencies as a supplement to Campus Police services.

### Crimes in or on Non-Campus Buildings or Property

Statistics reported in the “on-campus” category include those crimes occurring on property owned or controlled by the campus that is within the contiguous geographic area of the campus. The College does not recognize any student organizations that control or own any buildings or property off campus.

Reported crime statistics include incidents that occurred at non-campus property (property owned or operated by the college but not within the main campus’s contiguous borders). This includes the President’s House and the Development Office in Amherst.

### **Central Dispatch**

The three college Campus Police Department utilizes a central dispatch center which provides dispatch services to all three campuses 24 hours a day, 365 days per year. The Center is staffed by 9 full- and part-time dispatchers as well as some on-call dispatchers.

## **Mission Statement**

Our Mission is to work in partnership with all the members of our communities to foster a relationship of trust and cooperation in order to provide a safe and welcoming environment that is consistent with the values and goals of our college communities. The Department will accomplish this mission through its commitment to community policing, an organizational culture that respects and protects the civil rights of all individuals, adherence to the principles of accountability and transparency and the retention and professional development of our personnel.

## **Vision Statement**

The Department is committed to being an outstanding organization and a leader among campus police departments by hiring and promoting talented officers and professional staff, employing the highest standards of accountability, performance, progressive policing strategies, and reflecting the institutional values of the three colleges it serves.

The Department strives to adhere to the highest standards and reflect the diversity of its community members. The members of our communities and the officers and professional staff of the campus police must be united in their commitment to addressing crime, social justice, and quality of life issues by engaging one another in problem-solving partnerships.

Campus policing strategies and programs will be driven by accurate, timely and reliable information supplied by state-of-the-art technologies and sustained through the Department’s engagement of all of our colleges’ diverse populations and organizations.

The Department strives to maintain the trust and confidence of community members by actively engaging with the students, staff, faculty and guests of the colleges we serve. The Department seeks to make its policies and operations as transparent as possible. When there are complaints involving the campus police, both the community members and the officers are best served by a system of accountability that is expeditious and fair to all involved.

To implement this vision, the Department must reward the hard work, initiative, and dedication demonstrated by its employees, and must offer professional development and career opportunities for advancement and retention. This will ensure that employees see the department as a career and strive to become our next generation of leaders.

## **Police Accreditation**

The Department is proud to be accredited by the Massachusetts Police Accreditation Commission. This status assures our communities that our department has met professional standards of conduct and service, and this department remains one of only a handful of departments in our region to have attained this status.

## **How to Report a Crime or Emergency**

The College strongly encourages every member of the community—faculty, staff, students, and visitors—to report any crime promptly. To report a crime or emergency, members of the community should call the Campus Police Department. Professionally trained officers are available for emergency response 24 hours a day, seven days a week, 365 days a year.

### **For Emergencies:**

- Dial x**1911** or x**5555** from a campus phone
- Dial (413) 559-5424 a cell phone or
- Activate a blue-light phone

### **Call Campus Police if you see...**

- Anyone trying to open car doors or suspiciously tampering with a motor vehicle.
- Suspicious vehicles parked with the motor running.
- Damaged doors or windows in residence halls or other buildings.
- Loiterers in dark or secluded areas.
- Someone peering into or trying to open windows.
- Someone displaying a weapon.
- A stranger carrying articles like appliances or luggage out of residence halls or other buildings.

### **Call Campus Police if you hear...**

- Someone screaming.
- Breaking glass.
- A stranger trying to enter your building.
- A call for police or for help.
- Loud or obscene shouting indicating a disturbance.
- An explosion or gunshots.

If you notify Campus Police, the dispatcher will send officers (and ambulances, if necessary) to any section of the campus. Please try to have the following information for the dispatcher:

- What you see or hear.
- The address or location of the incident.
- The number of people involved.
- A description of the people involved.
- License numbers and descriptions of cars involved.
- The direction of fleeing suspects.
- Your name and address (if you wish to give it).

### **Confidential Reporting Policy**

A Campus Security Authority is not required to disclose to Campus Police confidential information concerning an incident, such as information that would identify a victim of a crime who wishes for their identity to remain confidential. However, the crime must be reported to Campus Police immediately as a statistic only.

The Clery Act prescribes how the College collects and reports crime statistics and provides for confidential reporting of criminal incidents. Other laws and regulations mandate the College take action to stop sexual harassment, sexual assault, and other criminal acts. In those cases, the College will attempt to respect an individual's desire for confidentiality and will work to maintain the privacy of the individual to the degree possible. However, the College may be legally required to take action depending on the nature of the grievance or complaint and may not be able to honor the request for confidentiality. The individual will be informed if, in the course of satisfying this obligation, the College may be unable to comply with the request for confidentiality.

### **Campus Security Authorities**

The Campus Police Department is the department responsible for compiling Clery Act crime and fire statistics for incidents reported on campus. While the Department encourages victims to report crimes occurring on the campus directly to Campus Police, we also collect crime data from other administrators on campus who are required to report crime statistics to the Campus Police Department for inclusion in the Annual Clery document as well as for the issuance of Safety Alerts (see below).

Designated "*Campus Security Authorities*" are defined in the Clery Act as "any individual who has responsibility for campus security but who does not constitute a campus police or security department...or who has significant responsibility for student and campus activities." This includes:

- Dean of Students,
- Director of Residence Life, Area Coordinators, and Resident Advisors
- Title IX Coordinators and Deputy Coordinators,
- Director of Athletics and Coaches,
- Study Abroad coordinators,
- Field Study coordinators,
- Students and employees monitoring building entrances and events,
- Faculty and staff advisors to student groups and organizations, and
- Other program directors.

### **Responsibilities of Campus Security Authorities**

Campus Security Authorities are required to inform the Campus Police Department of all known incidents that are likely criminal so that such incidents can be recorded as statistics by the department and, where appropriate, be included in the College's annual security report. Incidents that pose a threat to the community must be reported to Campus Police immediately so a determination can be made as to whether or not an emergency notification must be made to the community.

Professional and pastoral counselors are exempt from the requirement to report crimes to Campus Police when that information is received by them while they are acting in that pastoral or counseling role. However, 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 statistics.

### **Confidential Reporting Policy**

The College has a policy to accept third-party anonymous reports of crimes on campus which can be reported to Campus Police, Title IX Coordinators and Deputy Coordinators, and Health and Counseling Services (students). The statistics are forwarded to Campus Police for inclusion in the annual security report. Remember that all employees, except where confidentiality is governed by law, should report to Campus Police any criminal incidents brought to their attention. The survivor's name is not required. This allows Campus Police to have accurate records of the number of incidents involving members of the community, to include those statistics in our annual security report, and to alert the community if there is a potential of danger.

- Although the College recognizes the importance of confidentiality, federal law requires us to record and act upon certain information affecting the safety of the entire community. This includes, where necessary, the sharing of certain elements of crimes reported on

campus to Campus Police when a community notification must be sent when the incident creates and ongoing threat to members of the community. Details revealing the identity of a reporter choosing not to go to Campus Police will be withheld.

- The Campus Police Department operates under federal and Massachusetts general laws and has statutory requirements imposed for confidentiality, privacy, and public disclosure of investigatory material. As a general matter of law, the department must acknowledge that an alleged crime has been reported and release basic information about location and time of occurrence. Disclosure of this information is done as carefully as possible so as to protect the victim's privacy.

### **Campus Crime Statistics Reporting Policies**

Preventing crime and protecting life and property on campus is a priority. To maintain and provide accurate information, under the federal Crime Awareness and Campus Security Act of 1992, amended in 1998 and 2008, and Massachusetts General Law Chapter 6, Section 168C, the Campus Police Department documents reports of crimes that occur on campus according to the Federal Bureau of Investigation Uniform Crime Reporting (NIBRS edition) Hate Crime Data collection guidelines and standards.

These statistics are gathered from Campus Police reports, from Campus Security Authorities, and from police departments with jurisdiction over public property immediately surrounding the campus and from those having jurisdiction for non-campus property. The statistics are collated by Campus Police and reviewed for inclusion in this annual report. Statistics must be shared with Campus Police immediately when a crime reported to a Campus Security authority represents a threat to the community or portion thereof (See Campus Security Authorities above.)

The Department annually submits its Clery Crime data to the Department of Education website. Data from our institution and others throughout the U.S. is available online at <http://ope.ed.gov/security/>.

A copy of these statistics, which are contained in the annual security report, are available by request to every prospective Hampshire student and prospective employee from the Campus Police Department during normal business hours and anytime on the department's website at <https://www.hampshire.edu/campus-police/campus-police>.

The Campus Police Department is the campus agency required to compile Clery Act crime statistics for incidents reported on campus.

- Additional crime reports are forwarded monthly to the Massachusetts State Police Crime Reporting unit that then forwards them to the FBI.

## **Sexual Assault, Domestic Violence, Dating Violence, & Stalking**

Sexual assault, domestic violence, dating violence, and stalking are prohibited by college policy and state law.

### **Sexual Assault**

Sexual Assault is prohibited by state and federal laws as well as by college policy.

Hampshire College complies with the Federal Higher Education Amendments of 1992 (Public Law 102-325) and subsequent amendments as well as the 2013 amendments to the Violence Against Women Act (VAWA), which contain provisions requiring colleges to develop and disseminate policies regarding domestic violence, dating violence, sexual assault, and stalking. It is crucial that survivors report crimes of sexual assault so that the offenders can be apprehended and kept from repeating their actions.

#### **What is Sexual Assault?**

The Clery Act, as amended by the reauthorization of the VAWA Act, breaks sexual assault into four categories: rape, forcible fondling (called indecent assault & battery in Massachusetts), incest, and statutory rape.

**Rape:** Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury (MGL ch. 265 s. 22(b))

**Indecent Assault & Battery:** Unlawfully committing assault & battery (touched someone) that is "indecent" – an act that is "fundamentally offensive" based on Massachusetts court rulings. For example, touching a person on their buttocks or genitals, or, based on case law to date, female breasts (MGL ch. 265 s. 13H)

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law (MGL ch. 275 s. 17)

**Statutory Rape:** Unlawfully engaging in natural or unnatural sexual intercourse with a victim who was under 16 years of age at the time of the offense (MGL ch. 265 s. 23)

#### **What is Consent?**

Hampshire College believes that all sexual activity should be consensual. Therefore, consent must be obtained prior to engaging in any sexual activity, and for each new sexual activity. Any sexual act that occurs without consent may be considered a sexual offense.

##### *It is the Responsibility of the Initiator to Obtain Consent*

Though all students are encouraged to communicate openly about what they do and do not want, students will not be held responsible if they don't GIVE consent, whereas they may be held responsible for NOT GETTING consent. If the sexual interaction is mutually initiated, both parties are equally responsible for getting and giving consent.

##### *Consent is Required for Each Separate Sexual Activity*

Any party has the right to give consent for specific activities and not others. Any party has the right to change their mind and withdraw consent at any time.(i.e., kissing, touching, penetration).

##### *Consent Must Be a Free Choice*

A person cannot give consent if one's ability to understand and give informed consent is impaired in any way. Consent is not valid if the person is incapacitated (see definition of incapacitation) due to drugs or alcohol or any other factor; is mentally impaired; is underage; or has experienced the explicit or implied use of force, coercion, threats and/or intimidation. The ability to give consent freely may also be jeopardized if the initiator is in a position of power over the student, such as a professor, employer, or possibly an intern or orientation leader.

#### *Silence Does Not Equal Consent*

Ideally, consent is given verbally. However, consent can also be expressed (given or withdrawn) through mutually understandable body language. For example, active reciprocation could express consent; pushing someone away or moving away could express lack of consent.

#### *Body Language and Unclear Verbal Responses Do Not Equal Consent*

Body language and verbal responses may be ambiguous. It may also be unclear who is responsible for getting consent and who is responsible for giving consent at any particular moment. If consent is unclear, there is a risk of committing a sexual offense. Consequently, when in doubt, each participant in the activity should stop and ASK.

#### *Force*

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you." Or "Have sex with me or I'll hurt myself.")

#### *Coercion*

Coercion is pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

#### *Incapacitation*

Sexual activity with someone who one should know to be --or based on the circumstances should reasonably have known to be --mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

An individual who is incapacitated lacks the ability to make informed, rational judgments and cannot consent to sexual activity. Incapacitation is defined as the inability, temporarily or permanently, to give consent, because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that the sexual activity is occurring. Where alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. Evaluating incapacitation requires an assessment of how substances consumed impact a person's decision-making ability, awareness of consequences, ability to make informed judgments or capacity to appreciate the nature and the quality of the act. The impact of alcohol and drugs will vary from person to person, however, warning signs that a person may be approaching incapacitation may include, but is not limited to, slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility.

The perspective of a sober, reasonable person in the position of the respondent will be the basis for determining whether a respondent should have been aware of the extent and amount of the ingestion of alcohol or drugs by the complainant or of the extent to which the use of alcohol or drugs impacted a complainant's ability to give consent. For example, an individual who is experiencing an alcoholic blackout may appear to act normally and be giving consent, but may not actually have conscious awareness, the ability to consent or later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the person's level of alcohol consumption and/or level of impairment must be evaluated in determining whether consent has been given.

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, sexual violence, or intimate partner violence and does not diminish one's responsibility to obtain consent.

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of predatory drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB,



Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on predatory drugs can be found at <http://www.ican-foundation.org/resources/predatory-drugs/>

Use of alcohol or other drugs will never negate responsibility for a violation of this policy.

### **What Services does Campus Police Offer to Survivors?**

The Hampshire Campus Police Department has provided its officers specialized training in handling and investigating such offenses.

- Campus Police officers will assist victims and survivors by obtaining medical attention for any injuries, fully investigating the incident, and serving as a liaison with the Amherst Police Department and the District Attorney's office.
- College personnel, including the sexual offenses services counselor, deans, Student Life staff, Title IX Coordinators and Deputy Coordinators, and Campus Police officers will assist survivors in notifying appropriate law enforcement authorities upon request.
- College staff will also advise survivors of their rights to counseling and other services offered by the College and the community.

Survivors are involved in all decisions about proceeding with criminal charges. Survivors are involved in all decisions about proceeding with criminal charges. If the survivor of a rape or sexual assault or a victim of domestic violence, dating violence, of stalking chooses to proceed in this manner, Campus Police Department will provide assistance and guidance and will serve as a liaison with the District Attorney's Office.

Pursuant to Title IX, Hampshire College is committed to providing a campus environment free of sexual discrimination, sexual harassment and sexual assault. Sexual assault is a form of sex discrimination that violates Title IX; accordingly anyone who has been assaulted may contact the Title IX Coordinator at ext. 6253.

### **Domestic & Dating Violence**

Domestic and dating violence can happen to anyone at any time in any type of relationship.

- Campus Police is available to assist victims of on- and off-campus domestic violence.
- Officers are trained to respond to victims' needs, including by helping them obtain restraining orders from the courts to prevent further violence. If someone is harming you, call Campus Police for help.
- Health and Counseling Services, Spiritual Life Staff, Center for Women and Community at UMASS and the Victim Advocates at the Hampshire District Court are also resources.

### **What are Domestic Violence and Dating Violence?**

**Domestic Violence** is personal violence directed at someone who is, or was:

- In a substantive dating relationship with the offender
- Is or was a family or household member of the offender
- Shares a child in common with the offender

**Dating Violence** is defined by the Clery Act as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

*Note: "Dating violence" is not a specifically-defined crime in Massachusetts, but is being used for the purposes of this report to meet federal Clery Act requirements. Statistics in this category are gathered from crimes meeting this Clery Act definition.*

### **Stalking & Cyber Stalking**

Stalking and cyber stalking are behaviors prohibited by college policy and Massachusetts law. In Massachusetts, such actions are felonies under M.G.L. chapter 265 section 43.

### **What is Stalking?**

**Stalking** is defined as (1) willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) making a threat with the intent to place the person in imminent fear of death or bodily injury.

Anyone can be the victim of a stalker, including college students and employees from any economic, ethnic, or religious group. A few victims are picked at random by their stalker, but most stalking victims know their stalker, usually having had some type of present or past relationship. The perpetrator can be an intimate partner or former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker's actions can also affect family, friends, and coworkers. Stalking and criminal harassment can be difficult to distinguish. Talk to one of the individuals listed in resources (below) for help.

- If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources listed (below) for more information.
- If you feel frightened or uncomfortable about someone's specific behavior, pay attention to your instincts! Seek help.
- If you are the victim of a stalker, let those close to you know about the situation; maintain logs of contacts received and retain any emails, letters, or communication; take basic steps for safety such as parking in well-lit areas, walking with a friend, etc.

## Sexual Violence Prevention

Key to primary prevention is the community-based approach, which asserts that preventing sexual violence is the responsibility of all members of our community. Some ways that you can work to prevent sexual violence in our community include:

- Make getting consent a habit; consent can be as simple as asking for what you want. For example, ask, “May I give you a hug?” before hugging a friend. During an intimate or sexual encounter, use language such as “Can I...?”, “Would you like to...” and “I like to... What about you?” The Wellness Center and Center for Women and Community regularly offer on-campus consent workshops.
- Assume you don’t have consent until you do. We sometimes assume that as long as no one tells us “no” or to stop, what we are doing is probably ok, but it may not be. Instead of assuming that you have consent unless you hear a “no,” assume that you do not have consent until you are given a clear “yes!”
- Recognize the influence that alcohol and other drugs can have on a person’s judgment and behavior, and on our ability to both get and give consent to sexual activity. Watch out for friends who are under the influence and be ready to intervene if someone seems to be taking advantage of that influence.
- Challenge rape culture. “Rape culture” is a shared acceptance of sexual violence as inevitable and tolerable. Ask questions (e.g., “Why?”), challenge other members of our community (e.g., “Rape jokes aren’t funny to me”), and be aware of the ways in which the media influences our sexual attitudes and behaviors by being critical consumers of information and entertainment.

## Warning Signs of Abusive Behavior

Because relationships exist on a spectrum, it can be hard to tell when a behavior crosses the line from healthy to unhealthy or even abusive. Use these warning signs of abuse to see if your relationship is going in the wrong direction. If the person you have a relationship with:

- Is checking your cell phone or email without permission
- Is constantly putting you down
- Is extreme jealousy or insecurity
- Has an explosive temper
- Is isolating you from family or friends
- Is making false accusations
- Has mood swings
- Is physically hurting you in any way
- Possessiveness
- Is telling you what to do

See <http://www.loveisrespect.org/> for more information and resources.

## Risk Reduction for Sexual Assaults

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)):

1. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
2. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
3. Make sure your cell phone is with you and charged and that you have cash money.
4. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
5. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
6. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
7. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
8. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
9. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
10. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
11. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

12. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Also refer to Personal Safety below for other risk reduction tips.

## Reporting Incidences of Domestic Violence, Dating Violence, Sexual Assault & Stalking

When an incident involving domestic violence, dating violence, sexual assault, or stalking occurs, report the incident to Campus Police (dial **x1911** or 413-5559-5424).

Some victims/survivors may not feel comfortable reporting the situation to a Campus Police officer and may report the incident to:

- The Title IX Coordinator or Deputy Coordinators
- Dean of Students Office
- Health and Counseling Services (confidential)
- Spiritual Life (confidential)

Any of these offices will offer survivors and victims the option to report the crime to the appropriate law enforcement (on campus and/or local) if the survivor/victim chooses to file a report. Filing a report does not mean the survivor or victim has to press charges.

Campus Police can provide and/or arrange for investigation and preservation of evidence for a victim/survivor (see **Maintaining Evidence below**), provide treatment of any injuries, arrange for any further medical treatment, and can assist a victim/survivor with legal remedies to assist the victim/survivor.

Other offices can provide support and assist the victim/survivor with campus assistance when needed.

- Campus Police can serve as a liaison.
- Someone from the Office of the Dean of Students is available 24 hours a day to respond to a crisis when school is in session.
- The Dean's office representative will also help a victim who needs academic assistance by working with an academic dean and residence hall assistance by working with the Director of Residence Life.

## College Support for Survivors & Victims

The college provides assistance to survivors and victims of sexual assault, domestic violence, dating violence, and stalking. Interim measures may be put in place before the end of a criminal or campus proceeding if necessary for the protection of the victim/survivor.

The College will provide written notification to and will work with the victim/survivor to put in place safety measures appropriate to the situation, regardless of whether the crime was reported to campus or local police. These may include, and will be provided when appropriate and reasonably available:

### Safety Measures

- Assist the victim/survivor with notifying campus or local police
- Campus housing or academic changes
- Changes in transportation
- Changes in workplace
- Campus No-Contact Orders
- Trespass Notices
- Harassment prevention or domestic violence prevention order through the local court.

### Campus & Court Orders

Campus Police and the Dean of Students can assist victims/survivors in obtaining protections:

- **Campus No-Contact Order:** Issued by the Dean of Students to limit contact between students (or Director of Human Resources if offender is an employee).
- **Restraining Order:** Issued by the courts ordering the respondent to refrain from abusing or contacting a complainant. Issued when the court determines a domestic relationship occurred (see legal definition of Domestic Violence at the end of this brochure). The courts have Victim Advocates that can assist victims/survivors with the court process and to establish appropriate protections.
- **Harassment Prevention Order:** Issued by the courts ordering the respondent to refrain from contacting or harassing the complainant. Can be an option in dating violence and stalking situations as well as sexual assault situations where no long-term relationship exists between the respondent and complainant.

### Housing, Academic, and Other Campus Changes

The college will change a survivor's/victim's academic, living, transportation, or workplace situation after an alleged offense if the survivor/victim requests such assistance and if such changes are reasonably available.

- Requests for these changes are coordinated through the Title IX Coordinator and the Office of the Dean of Students, or for workplace situations, these will be coordinated through the Human Resources office.
- The college will maintain as confidential any accommodations or protective measures provided to a victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

## Confidentiality of Victim/Survivor

As stated on page 6 under **Confidential Reporting**, the Department will not share the names of victims/survivors except as required by federal law, and only to those having a statutory requirement to receive identifying information in order to meet federal mandates to take specific actions to stop sexual harassment, sexual assault, and certain other crimes.

- The survivor's/victim's name in all reports of domestic violence, dating violence, sexual assault, and stalking is kept confidential and will not be released, except as required by law, without their permission.
- All College officials, including deans and directors, will notify Campus Police personnel promptly if they receive a report of domestic violence, dating violence, sexual assault, or stalking. The Campus Police Department has been designated to receive all such reports and to report those centralized statistics to the community as well as to issue community notifications when these incidents cause a potential threat to the community or a portion thereof.

## Assistance in Connecting with External Resources

Campus Police as the Title IX Coordinator, Dean of Students, and Director of Residence Life will assist survivors/victims (students & employees) connecting with external resources, including the local police department, state police department, or personnel from the District Attorney's Office, include SafePlan and victim/witness staff only if the victim wishes to utilize those services. The survivor/victim has the right to decline notifying law enforcement.

Confidential, sensitive care, examination, and treatment are available for students at Health Services; students and employees can receive 24 hour care at local hospitals or other medical facilities. The Campus Police dispatcher can assist a survivor/victim or friend in determining current hours and other options by dialing x5424 (1911 for emergencies.)

## Maintaining Evidence in Cases of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

An important part of the criminal investigation is the collection of physical evidence.

- Survivors of sexual assault should go to the Cooley Dickinson hospital as soon as possible after the incident (without showering, douching, or changing first, although they should bring a change of clothes if possible). Specially-trained Sexual Assault Nurse Educators will provide treatment and collect evidence that can be used later. If you choose to go forward with charges in the future, the hospital can then, with your permission, share your name with law enforcement.
- Victims of domestic violence, dating violence, or stalking should seek treatment through Health Services or a local hospital.
- Campus Police officers can assist with triage and can request transportation to on- or off-campus health resources.
- The evidence will be used *only if the survivor chooses to prosecute*.
- Similarly, Campus Police investigators can collect evidence for victims of other domestic violence, dating violence, and stalking – along with other crimes.
- Preserve any text messages or other electronic or voice evidence. Provide investigators with any photos, items sent by the perpetrator, etc.

## College Judicial and Disciplinary Procedures for Criminal Acts

All criminal acts, including domestic violence, dating violence, sexual assaults, and stalking, as well as other crimes of violence, that occur on the Hampshire campus will be investigated by campus police; such crimes can also be reported to the Title IX Deputy Coordinator if a survivor/victim does not feel comfortable reporting to campus police. In cases involving potential criminal conduct, college personnel will determine, consistent with state and local law, whether appropriate law enforcement or other authorities should be notified.

The campus conduct process is used to review student criminal and policy violations; complaints can be filed with the Conduct Review Board. The grievance procedure is used to review employee criminal and policy violations; complaints can be filed with Human Resources or other Senior Administrative Officer. Both include the investigation and resolution phases. The processes are conducted promptly, fairly, and impartially. The conduct processes are aimed at determining the truth and determining the course of action that is most appropriate not only for the alleged victim and perpetrator, but also for the safety of the campus.

- Those overseeing and adjudicating disciplinary hearings receive, minimally, annual training on issues related to these crimes and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Sanctions are not intended to be punitive, but rather, to educate and restore the community.

## Rights of Accuser & Accused

- During a College on-campus disciplinary case, the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing.
- Both the accuser and accused will be notified in writing simultaneously about the outcomes of the hearings and any sanctions imposed, including for any change to the results and the final outcome as well as procedures for appealing the results.
- The accuser and accused may both appeal the sanctions imposed and will be provided written instructions about how to file an appeal.
- The college will take interim measures to protect the safety of the survivor and the college community once the college is made aware of sexual harassment, including a sexual assault, occurring on campus. If the survivor or the district attorney chooses to pursue

criminal charges based on the complaint of harassment or assault, the college may temporarily delay the fact-finding portion of its Title IX investigation.

### **Title IX Investigations and Police Investigations**

The college will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its Title IX investigation and, if needed, will take immediate steps to protect the student in the educational setting. For example, the college will not delay conducting its own investigation or taking steps to protect the complainant because it wants to see whether the alleged perpetrator will be found guilty of a crime. If the survivor or the district attorney chooses to pursue criminal charges based on the complaint of harassment or assault, the college may need to delay temporarily the fact-finding portion of a Title IX investigation while police are gathering evidence; once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the college will promptly resume and complete its fact-finding for the Title IX investigation. However, temporary safety measures, if needed, will be put into place.

### **Standard of Evidence**

Other than where otherwise legally mandated, the College uses the preponderance of the evidence standard (more likely than not) as the threshold for determining responsibility for a campus violation or conduct issue.

## **Cases Allegedly Committed by a Hampshire Student**

Criminal acts including domestic violence, dating violence, sexual assault, and stalking allegedly committed by a Hampshire student can be reported to and adjudicated by the Deputy Title IX Coordinator or other trained investigator appointed by the Title IX Coordinator.

Criminal acts involving sexual harassment, which includes sexual assault, reported to college officials and alleged to have been committed by a Hampshire student will be investigated under Title IX and referred to the college student conduct system as appropriate.

### **Potential Sanctions - Students**

The following is a list of outcomes for those found to have engaged in sex offenses, domestic violence, dating violence, and stalking:

#### **Restorative Outcomes**

Use of restorative outcomes endeavors to help students who may have negatively impacted the community to repair harm and engage in dialogue that explores what it means to live in a community. Restorative outcomes are utilized with students who are willing to accept some responsibility for their actions and have a willingness to connect with those they have impacted to reach an appropriate outcome. The Office of Student Conduct, Rights, and Responsibilities assists students, conduct administrators, and boards hearing cases to determine where restorative outcomes are appropriate.

#### **Educational Outcomes**

Educational outcomes may be used to engage students in further exploration of their behavior through community service, research papers and projects, collaboration with other campus offices, etc. Educational outcomes, like all other types of outcomes may be paired with other sanctions depending on the level of severity of the violation. The goal of an educational outcome is to promote the expectation set forth in the mission of the College that students engage in "responsible and creative behavior." The breadth of educational outcomes is not limited and employed to expand a student's personal growth. Some specific educational outcome include, but are not limited to:

**BASICS** is a non-judgmental, non-moralistic harm reduction approach to understanding the role of alcohol and drugs in one's life. It is composed of two individual sessions and is a great way for students to learn more about their relationship with substances. When assigned as a requirement to earn alcohol and other drug amnesty, BASICS is not a part of the student's disciplinary record.

**Under the Influence & Marijuana 101 online courses** are individually tailored modules that provide students the opportunity to examine a variety of key issues such as effects on health, drinking and driving, state-specific laws, alcohol/prescription interactions, marijuana dependence, effects of marijuana, mental health issues, synthetic marijuana, local laws and legalization issues, and legal penalties associated with use.

**Discussion Circles** also are both restorative and educational and are used for a variety of violations of policy and provide an opportunity for students to engage with peers who may have violated similar policies to have a discussion with a trained facilitator about how their decisions impact themselves and their communities.

#### **Warning**

A warning is intended to make the student aware of the possible consequences of irresponsible or inappropriate actions. A warning is given in writing (with or without a meeting with an administrator) and presented to the student within a reasonable time after the offense.

#### **Level 1 Probation**

Level 1 probation is given for a specified amount of time as determined by a board or administrator hearing a particular case. A board or administrator may put specific behavioral expectations in place as a parameter of the probation. Overall level 1 probation is not intended to restrict a student from full participation on campus. Students not meeting the expectations of Level 1 probation may face Level 2 probation, housing lottery restrictions, removal from campus housing, or other outcomes.

#### **Level 2 Probation**

Level 2 probation is given for a specified amount of time as determined by a board or administrator hearing a particular case. Students on Level 2 probation will typically be required to engage with the Dean of Students office for a behavioral goal setting process. Students not

meeting the expectations of Level 2 probation may face housing lottery restriction, removal from campus housing, suspension, or expulsion. Students on Level 2 probation will be restricted from the following:

Students on Level 2 probation are not permitted to serve as RAs or orientation leaders. Students may apply for these positions while on Level 2 probation, however their probationary status must end prior to the start date of the position. Additionally, students may be excluded from other work-study positions at the discretion of the employer while on Level 2 probation.

Students on Level 2 probation will be excluded from participation in Exchange, Field-Study, Short-term Field, and any other courses offered through the Global Education Office. Students may apply for these educational opportunities while on Level 2 probation, however their probationary status must end prior to the start date of the course.

Students on Level 2 probation will be excluded from holding elected positions at the College.

Additional restrictions could be put in place at the discretion of a board or administrator as appropriate for the violation.

#### **Removal from Campus Housing**

When removed from campus housing, a student may remain an actively enrolled student but is allowed to use only the academic resources of the College. The student is required to live off campus and to use only the buildings and resources necessary to complete academic work. This sanction includes a complete forfeiture of all paid housing fees and any paid dining service fees or meal plan fees; dining services may not be used after the effective date of the sanctions.

#### **Housing Relocation/Administrative Move**

A student may be required to move from their assigned housing area. When applied as a sanction, an area coordinator or other administrator will choose the new housing assignment for the student. This sanction may range from one semester in relocation to permanent removal.

#### **Housing Lottery Restriction**

This may be imposed alone or with another sanction. A student is not allowed to take part in the housing lottery. The assistant director of residence life will oversee the housing of the student in an available room after the lottery has ended.

#### **No Contact Order**

This requires a student not to have contact with another student for an extended period of time. This includes personal contact, virtual contact, phone calls, text messages, emails, instant messages, third party, etc. No contact orders may be established at the discretion of the dean of students office.

Once an order is issued the student who the no contact order is established against (the respondent) will be contacted by the dean of students office to put this order in place. If a no contact order is violated, a report should be made to the dean of students office and the respondent will be required to meet for a conduct meeting for failure to comply with the order. If found responsible for failure to comply, the no contact order may become permanent and other disciplinary action may be taken ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous violations of the Norms for Community Living and Policies.

#### **Fines and Restitution**

Fines may be issued for certain violations of Norms for Community Living and Policies as well as charges that cover the cost of an article unlawfully removed from the College or moved to another location at the College, or they may require restitution to cover the repair or replacement of any property (belonging either to the College or to an individual) that has been damaged or stolen. The cost of labor in moving, repairing, or replacing an item may be included.

#### **Exclusion from Campus/Interim Suspension**

In those cases where the dean of students office determines that a student's conduct or potential conduct presents a danger to themselves or others, that student may be summarily denied access to the entire campus or specified portions of campus (i.e. residences) pending the formal conduct process. Suspension may be imposed on an interim basis (for a period not to exceed 14 days) by action of the dean of students office.

#### **Suspension**

While a suspension is in effect, the student is prohibited from visiting the College or using any of its resources, attending classes, having contact with an advisor or with faculty, and using community facilities (including the residences). Suspension lasts a specified length of time, as determined by the board or administrator hearing a particular case. While on suspension, a student is withdrawn from the College and must apply for readmission. Refer to the Readmission Policy for specifics. Please be aware that if a suspended student completes course work in another program, the time spent in those courses cannot count as a semester of enrollment upon return to Hampshire College.

#### **Expulsion from the College**

This is the most severe penalty that can be administered by the College. The College severs its association with the individual permanently. The individual may also be permanently trespassed from the campus.

**Note:** A combination of these sanctions can be applied to a specific instance. A student's failure to fulfill sanctions imposed may result in further proceedings and additional sanction, including suspension or expulsion from the College.

A disciplinary outcome letter is placed in the student's educational file in instances where the student is found responsible for the alleged violation. The release of conduct information is subject to the requirements of the Family Educational Rights and Privacy Act (FERPA), will be accessible to future employers, graduate schools, etc. when a student requests that information be provided them. [Student Handbook]

## Crimes Allegedly Committed by Employees

Crimes allegedly committed by a college employee can be reviewed under the College's Title IX Deputy Coordinator for Employees. However, in cases of a concurrent criminal prosecution, the College reserves the right to initiate a separate disciplinary investigation. Although the criminal case will lead to a conclusion, the College may take interim disciplinary action to protect the College community regardless of the outcome.

### Potential Sanctions – Employees

The employee disciplinary process is generally progressive, with sanctions ranging from informal coaching to suspension to termination. However, when an employee is found responsible for a violent or threatening act such as sexual assault, domestic violence, dating violence, or stalking, the college will, in most cases, terminate the employee, or, in rare cases, determine other disciplinary action that is appropriate under the circumstances.

### Programs on Crime Awareness & Safety Tools

The Campus Police Department, in cooperation with the Residence Life, makes sexual assault awareness programs available to every residence hall and student group. The following are offered regularly on campus:

- Workshops on self-defense
- Rape Aggression Defense (RAD)
- crime awareness workshops
- Sexual assault, domestic violence, dating violence, and stalking awareness information is included as part of first-year orientation and throughout the year.
- Training for incoming students and employees as well as on an ongoing basis
- Sexual Assault Violence Activism Month (April annually)
- Green Dot training
- Title IX Training
- Sexual Harassment training for new faculty and staff
- Training for Resident Advisors on how to report crimes, policies
- United Educators employee workplace harassment training
- Campus Sexual Violence Elimination Act training

## Resources for Survivors & Victims

### On Campus

- Campus Police Officers (both men and women) trained to assist victims and investigate sexual assaults, domestic violence, dating violence, stalking, and other personal crimes | Dial **1911** or 413-559-5424
- Health & Counseling Services | x5458 (confidential)
- [Dean of Students Office](#) | x5412
- [Title IX Coordinator](#) | x6253
- Materials available at the Campus Police Office and online [https://www.mtholyoke.edu/campuspolice/victim\\_assistance](https://www.mtholyoke.edu/campuspolice/victim_assistance)
- [Student Handbook](#)
- [Employee Policy Manual](#)
- The Campus Police Web site: (<https://www.hampshire.edu/campus-police/campus-police>)

### Off Campus

- The Amherst Police Department | 911 from a cell phone or 413-259-3000
- Cooley Dickinson Hospital | 413-582-2000
- [Northwest District Attorney Victim/Witness Advocates](#) (assistance in obtaining protective orders, assistance in preparing for court, referrals to mental health resources, etc.) | 413-586-5780
- [Safe Passage](#) (Support for victims of domestic violence) | 888-345-5282
- SAFEPlan (District Court Advocates)| 413-586-4545
- [Victim Rights Law Center](#) | 617-399-6720 in Massachusetts
- [Center for Women and Community](#) - Counselor/Advocate Program provides free and confidential crisis services in Hampshire County and the Five College Community. Supports survivors of rape, sexual assault, stalking, domestic violence, emotional, psychological and verbal abuse
- [Massachusetts Office of Victim Assistance](#) – One of MOVA's most important functions is to provide direct assistance to crime victims
- [Jane Doe Inc.](#) – The Massachusetts Coalition Against Sexual Assault and Domestic Violence

The Stalking, Sexual Harassment and Sexual Assault policies can be found at: <https://handbook.hampshire.edu/node/40>

## Sexual Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice to the state of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In Massachusetts, convicted sex offenders must register with the state's Sex Offender Registry Board; this includes anyone enrolled at or employed by the College, even if they are registered in their home jurisdiction in one of three categories (Level 1—considered a low-risk offender, Level 2—considered a moderate risk offender, and Level 3—considered a high-risk offender). Any member of the public who is at least 18 years of age may request sex offender information.

### Massachusetts Sex Offender Registry Board

<http://www.mass.gov/eopss/agencies/sorb/>

The Sex Offender Registry Board is the state agency responsible for keeping a database of convicted sex offenders and classifying each offender so that the public may receive information about dangerous sex offenders who live or work in each community. The goal of the Sex Offender Registry is to educate the public and to prevent further victimization. Members of our community may also contact the Amherst or Hadley police departments to ask for information on sex offenders in those communities.

### National Sex Offender Registry

<http://www.nsopw.gov/Core/Portal.aspx?AspxAutoDetectCookieSupport=1>

This Web site is provided as a public service by the U.S. Department of Justice. Using this Web site, interested members of the public have access to and may search participating state Web site public information regarding the presence or location of offenders, who, in most cases, have been convicted of sexually-violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors. The public can use this Web site to educate themselves about the possible presence of such offenders in their local communities.

## Being an Active Bystander

A term originally used in communities fighting against violence toward women, bystanders are the largest group of people involved in violent, oppressive, and insensitive acts greatly outnumbering both the perpetrators of those acts and the victims.

- Bystanders have a range of involvement in these acts.
- Some know that a specific situation is happening or will happen, some see the act in progress, and some know that situations do happen.

Regardless of how close to the situation they are, bystanders have the power stop relationship and sexual violence, insensitivity, and oppression from occurring and to get help for people who have been affected.

*Understand, we are not advocating that people risk their own safety in order to be an active bystander*, though we also believe that the creation of the inclusive campus we want takes all members of the community to be involved in the work of change. Remember, there is a range of actions that are appropriate, depending on the situation.

### What can I do if I Believe Someone is in an Unsafe Situation?

- First, assess the situation to determine what action, if any, might be appropriate & safe.
- Second, evaluate options and choose strategies for responding either at the time or later.
- Whether or how an Active Bystander takes action will depend on the situation. Such actions may include:
  - Explain to the victim that you are concerned for their safety and why – they may not recognize they are in an unsafe situation, or may not realize they can get help stopping the unacceptable behavior.
  - Interrupting the behavior – if it is safe for the bystander, tell the victim that you have an important call for them, or that it is time for “that meeting”
  - Calling for help when needed – see grid below
  - Support the victim – offer, if they are willing, to accompany them to report the situation
  - If the person is not willing to accept help, you can talk to the Title IX Coordinator, Deans Office, or Campus Police for more strategies and how to support to help the victim. Additional resources include:

If Incident Involves ...	Contact...
Another student	Housing staff Dean of Students Campus Police Health & Counseling Center (confidential) Spiritual Life (confidential)
A faculty member	School Dean Office of the Dean of Faculty
A staff member	The director of that employee's department or the Director of Human Resources

### Important Cautions:

- **Do not** engage a violent person and endanger your safety; step back and call Campus Police to respond
- For **immediate help** from Campus Police **dial x1911** from a campus phone or (413) 559-5424 from a cell phone



## [Five College Emergency Resources](#)

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If you are taking a course at, or are visiting one of the Five College institutions, their campus police departments are willing to help you if there is an emergency on their campus. The Five College campus police departments work cooperatively to support the students of our member institutions as they travel among the colleges.

### **Campus Police Departments**

Amherst College Campus Police | 413-542-2291  
Hampshire College Campus Police | 413-559-5424  
Mount Holyoke College Campus Police | 413-538-2304  
Smith College Campus Police | 413-585-2490  
UMASS Campus Police | 413-545-2121

### **Municipal Police Departments**

Amherst Police | 413-259-3000  
Northampton Police | 413-587-1100  
South Hadley Police | 413-538-8231

## Clery Act Crimes 2012 – 2014

The following statistics on annual incidence rates are provided yearly and comply with the federal Crime Awareness and Campus Security Act of 1990, the Higher Education Amendments of 1992 as amended and Massachusetts General Laws Chapter 6, Section 168C. These statistics, which conform to the FBI Uniform Crime Reporting standards, vary pending outcomes of ongoing investigations. These statistics are compiled from all incidents reported to Campus Police, as well as any third party reports forwarded by other campus officials, as well as any reported to police departments with concurrent jurisdiction over on campus and non-campus College property. They are compiled by the Campus Police Department.

Clery Act Crimes Offense	Location	Year			
		2014	UN (5)	2013	2012
Manslaughter & Non-Negligent Manslaughter	On Campus	0	0	0	0
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Negligent Manslaughter	On Campus	0	0	0	0
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Sex Offenses, Forcible (1)	On Campus	--	--	20	13
	Residential Facilities	--	--	11	11
	Non-campus	--	--	0	0
	Public Property	--	--	0	0
Rape	On Campus	8	0	--	--
	Residential Facilities	7	0	--	--
	Non-campus	0	0	--	--
	Public Property	0	0	--	--
Forcible Fondling	On Campus	0	0	0	0
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Sex Offenses, Non-Forcible	On Campus	--	--	0	0
	Residential Facilities	--	--	0	0
	Non-campus	--	--	0	0
	Public Property	--	--	0	0
Incest	On Campus	0	0	0	0
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Statutory Rape	On Campus	0	0	0	0
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Robbery	On Campus	0	0	1	1
	Residential Facilities	0	0	0	1
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Aggravated Assault	On Campus	0	0	0	1
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	1	0	0	0
Burglary	On Campus	2	0	10	11
	Residential Facilities	1	0	7	11
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Motor Vehicle Theft (3)	On Campus	0	0	0	1
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Arson (4)	On Campus	0	0	3	8
	Residential Facilities	0	0	3	4
	Non-campus	0	0	0	0
	Public Property	0	0	0	0

<b>Domestic Violence</b>	<b>On Campus (6*)</b>	0	0	0	--
	<b>Residential Facilities</b>	0	0	0	--
	<b>Non-campus</b>	0	0	0	--
	<b>Public Property</b>	0	0	0	--
<b>Dating Violence</b>	<b>On Campus (6*)</b>	0	0	0	--
	<b>Residential Facilities</b>	0	0	0	--
	<b>Non-campus</b>	0	0	0	--
	<b>Public Property</b>	0	0	0	--
<b>Stalking</b>	<b>On Campus (6*)</b>	1	0	1	--
	<b>Residential Facilities</b>	1	0	0	--
	<b>Non-campus</b>	0	0	0	--
	<b>Public Property</b>	0	0	0	--

Arrest & Referral Statistics		2014		2013		2012	
		Arrests	Referrals	Arrests	Referrals	Arrests	Referrals
<b>Liquor Law Violations</b>	<b>On Campus</b>	0	33	0	3	0	2
	<b>Residential Facilities</b>	0	19	0	3	0	2
	<b>Non-campus</b>	0	0	0	0	0	0
	<b>Public Property</b>	0	0	0	0	0	0
<b>Drug Law Violations</b>	<b>On Campus</b>	0	64	0	16	0	11
	<b>Residential Facilities</b>	0	57	0	16	0	11
	<b>Non-campus</b>	0	0	0	0	0	0
	<b>Public Property</b>	0	0	0	0	0	0
<b>Weapons Law Violations</b>	<b>On Campus</b>	0	8	0	3	1	0
	<b>Residential Facilities</b>	0	8	0	3	1	0
	<b>Non-campus</b>	0	0	0	0	0	0
	<b>Public Property</b>	0	0	0	0	0	0

**Notes:**

- Residential statistics are a subset of the total incidents reported on campus.
  - Non-campus property includes: any college-owned property not within the direct jurisdiction of the campus proper.
  - Public Property is the area immediately surrounding the campus, including the sidewalk on the campus side, the road, and the sidewalk on the non-campus side of the road.
  - Domestic Violence, Dating Violence, and Stalking were added to required statistics in 2013.
- (1) One sexual assault reported in 2012 occurred in 2011. Of the reports made in 2013, 1 occurred in 2011, 5 occurred in 2012, 1 occurred in 2011 – 2012, and one occurred during an unspecified time frame.
  - (2) Prior to 2014, sex offenses were classified as forcible or non-forcible. In 2014, sub-classifications were added.
  - (3) In 2012, a moped was stolen from outside a building.
  - (4) The arson cases in 2012 were a string of cases in which small items, such as toilet paper rolls and signs, were burned on campus and in residential spaces.
  - (5) Number of crimes determined to be Unfounded for the year, upon investigation by law enforcement.

**Federal Law Bias Incidents**

Colleges are required to report any crimes in the categories above that included any bias toward the victim’s race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, as well as for the following additional crimes if they have a bias component: larceny (theft), simple assault, intimidation, vandalism and other crimes involving bodily injury.

Year	Number & Location		Category of Bias
<b>2014</b>	<b>On Campus</b>	0	n/a
	<b>In a Residence</b>	0	n/a
	<b>Non-Campus</b>	0	n/a
	<b>Public Property</b>	0	n/a
<b>2013</b>	<b>On Campus</b>	0	n/a
	<b>In a Residence</b>	0	n/a
	<b>Non-Campus</b>	0	n/a
	<b>Public Property</b>	0	n/a
<b>2012</b>	<b>On Campus</b>	0	n/a
	<b>In a Residence</b>	0	n/a
	<b>Non-Campus</b>	0	n/a
	<b>Public Property</b>	0	n/a

## Campus Emergencies

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### Emergency Response

Any emergency should be promptly reported to Campus Police by dialing **1911 or 5555** from a campus phone, or by cell phone dialing (413) 559-5424. Alert Campus Police on the nature and location of the emergency and follow instructions provided.

Should a campus emergency exist, Campus Police will activate the Emergency Response Team. The college has a comprehensive emergency response plan that is activated any time an emergency occurs that will require emergency response team oversight to provide guidance for the College's response.

The College's Emergency Response Team assures appropriate response to any campus emergency. This team is made up of members of Campus Police, Facilities Management, student services, and other vital staff and meets regularly to plan campus emergency response, to conduct table-top and live drills to prepare for a variety of campus emergencies, assess and evaluate emergency plans and capabilities, and to debrief after any campus emergency. The Emergency Response Team also works with town police, fire and ambulance personnel to coordinate response efforts and to conduct joint drills.

### Building Evacuation

Every person in a building where the fire alarm is sounding or when directed to do so by emergency officials, regardless of known or suspected cause, is required to evacuate immediately, including employees, students, visitors, and contractors. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. Exits are posted throughout each building.

**Elevators:** Elevators cannot be used by any person as a means of emergency evacuation. Elevators in most buildings are pre-set to return automatically to the bottom floor. Use of an elevator can result in opening on the fire floor, exposure to life-threatening levels of fire or gases, and being trapped in a malfunctioning elevator.

**Evacuation for the Mobility and Visually Impaired:** Persons with mobility impairment may be allowed to "defend in place" and not be required to evacuate if they are: (1) located above or below the level of building exit, and (2) physically cannot exit without assistance.

**Definition of Mobility Impaired:** Persons who use a wheelchair, crutches, canes, walkers, etc. Persons who are able to walk should exit if possible, but need to decide if they can safely descend the stairs. Those with emphysema, asthma, heart disease, and arthritis, depending on the situation, may also follow the guidelines for defending in place.

**Visually Impaired:** Persons who are visually impaired should, with the assistance of others, evacuate the building using the stairs, if they are familiar with their immediate surroundings and frequently traveled routes. If visually impaired persons are unfamiliar with the emergency evacuation route and assistance is not available, they should defend in place. To assist visually impaired persons:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

**Hearing Impaired:** To alert people with hearing limitations:

- Turn lights on/off to gain the person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions.

### Persons with Disabilities

Students with health concerns that may make it difficult to exit a building in an emergency should work with the Office of Disability Services to develop a plan to ensure safe egress in the case of fire or other emergency forcing the evacuation of a campus building.

**Assembly:** Once outside the building, all occupants should proceed to the designated assembly areas for a roll call.

- Each organization is responsible for determining the assembly areas for all buildings that their participants and staff may be using, especially the housing areas.
- These areas should be at least 25 feet away from the building and should leave access for emergency personnel to enter the building.
- The building liaison and/or faculty/instructor will take the roll call and report back to the emergency coordinator.
- The roll call is an important function as town emergency personnel responding to the incident need to determine if anyone is missing and may be in the building.
- If students or employees are missing, **do not re-enter the building!** Notify emergency response personnel and/or the emergency coordinator and inform them of the missing person's name and last known location.
- Re-entry into the area will be made only after clearance is given by the emergency coordinator or his or her designee.

### Campus-Wide Evacuation

1. Evacuation of all or part of the campus will be announced by the Campus Police Department or other appropriate agency (local authorities, Deans, etc., depending on the circumstances).
2. All persons (students and staff and their visitors) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed.
3. The college in collaboration with the other campuses in the Five College, Inc. has agreements and plans of mutual aid for relocation of residents should shelter be needed off campus.

### Emergency Information and Drills

Emergency Procedures are posted in each building and provided to new employees at orientation. All Hampshire College residential buildings have two fire drills each semester. Academic buildings generally have drills once per year.

### Safety Alerts (“Timely Warnings”) and the Campus Emergency Notification System

The Hampshire College emergency notification system allows the college to contact the community in the event of an emergency by sending messages via:

- Text message to registered cell phones or mobile devices
- E-mail to Hampshire addresses
- Voice message to registered cell phones

Campus Police alerts are distributed when incidents are determined to be a threat to the community (examples include, but are not limited to, violent incidents in which the perpetrator has not been apprehended (weapons incidents, sexual assaults, murder, aggravated assault, etc.), as well as conditions that pose a threat to the community (gas leaks, imminent dangerous hurricanes, tornado warnings, etc.) The Chief of the Campus Police or his/her designee is responsible for determining if and when threats to the community exist using the following procedure.

The college will use of the best communication method(s) be based on the severity of the emergency and determination of the continuing risk to the community.

As part of this system, the College annually publicizes to its students and employees emergency response and evacuation procedures.

#### Procedures

1. Campus Police is alerted to any emergency on campus; officers then respond to assess, evaluate and contain the emergency. Officers then confirm nature and severity of the emergency.
2. On-duty officers will then notify command staff on duty or on call. The command staff member on duty or on call determines the alert level required (see below for alert levels). Should the emergency pose a danger to the community, that command staff member will immediately initiate the college’s emergency notification system, according to the Emergency Alert Levels defined below.
3. This decision process also includes which level of alert is required, as well as which contingencies require the most urgent notification. For example, a fire in a single residence hall would cause alerts and communications most directly with the residents of that residence. The college has templates for content for the most common emergencies; Campus Police supervisors, in consultation with other administrators when there is time and when appropriate, will determine the most effective content to distribute. Alerts will be issued in such a way as to keep the names of any victims confidential.

### Emergency Alert Levels

The appropriate alert level would be activated upon confirmation of an emergency or crime occurring on campus.

**Level 1 Notification** – using the mass notification system. Emergencies in this level include credible, immediate threats to the community where there is a need to affect community behavior.

- Activated immediately upon confirmation of an emergency posing an immediate danger to the community.
- Notification may only be delayed if, based on the professional judgment of responsible authorities such notification will compromise efforts to assist victims or to contain, respond to, or mitigate the emergency.. In such cases, notification would be made as soon as the emergency can be contained.

**Level 2 Notification** – using campus-wide email broadcasts through Hampshire’s e-mail system. Emergencies in this level include situations that require community notification but no immediate threat exists. May be issued by Campus Police, Dean of Students, Director of Human Resources, or Director of Residential Life.

- Activated within two business days of confirmation of an occurrence, or series of occurrences, that require community notification to change behaviors or allow community members to protect themselves from similar occurrences.
- May be issued not only for single incidents in which community notification is required, but also for lesser incidents whose frequency causes the need for a notification. Examples include a series of bicycle thefts or car breaks.
- Notice is given to the campus community using the emergency notification system or e-mail and include the date, time, general location, & nature of the incident, as well as recommended precautionary measures that should be observed or action to be taken by members of the College community. Alerts may also be posted online or in other locations depending on the circumstances of the alert and availability of other methods to share information with the community.

**Level 3 Notification** – General community notification about all crimes reported on campus using the Campus Police log which is posted on the Campus Police web site at <https://www.hampshire.edu/campus-police/campus-police>. Incidents in this level include more routine incidents.

- Updated daily, within 2 business days of an incident occurring or of a change in case status.
- This log includes all incidents and fires reported to Campus Police.

### **About the Emergency Mass Notification System**

When an emergency occurs that requires community attention or action, the system will be activated and you will be notified by phone, text message (if you have provided a valid cell phone number) and e-mail.

### **Testing of the Emergency Mass Notification System**

The notification system will be tested at least once a year. Tests may be announced or unannounced. Campus Police maintains a record of all tests conducted including date, time, description of the test, and whether it was announced or unannounced. Residence hall evacuation drills are documented by Residential Life. More information about Hampshire's Emergency Notification System can be found online at <https://www.hampshire.edu/campus-police/emergency-notification-system>.

### **Emergency Contact Information**

Emergency contact information is collected from each new student and employee. Students are directed to the Hub during 'e-check-in.' Faculty/staff members receive an email annually asking that they go to the Hub and complete or update the information.

### **Daily Crime and Fire Incident Logs** (<https://www.hampshire.edu/campus-police/daily-incident-log>)

Daily logs are posted on the Campus Police website. Logs older than 60 days will be made available within two business days of a request for inspection.

- The daily Campus Police logs detail incident and arrest reports (including nature of the incidents, incident and reporting dates, times, general locations, and dispositions, if known) that occur on campus or within the patrol jurisdiction of the Campus Police Department that are reported to Campus Police.
- In instances where the release of information would result in an adverse effect—such as jeopardize an ongoing criminal investigation or the safety of an individual, affect an individual's right to privacy, cause a suspect to flee or evade detection, or result in the destruction of evidence—information will not be released. However, once the adverse effect is no longer likely to occur, information will be released in the daily log consistent with existing state and federal laws.
- When changes in incident case statuses are known, the log will reflect such changes within two business days.

### **Annual Clery Act Report**

Each year the Campus Police Department is responsible for preparing and posting an annual security report (this document) containing security policies and statistics. Annually, all enrolled students and current employees will receive a notice of the availability of the College's annual security report on the department's web site via the college's electronic announcements; paper notices are mailed to employees in departments not traditionally utilizing computers in their workspaces.

- This notice will include the exact web site address of the College's Clery Law-compliant publication as well as information that additional copies can be requested from the Campus Police Department during normal business hours.
- Notices are also provided to prospective students and staff through the Human Resources and Admissions offices.
- Hard copies of this notice are provided to employees in departments where employees do not typically use computers during their work day.

### **Access to Campus Buildings and Grounds**

The College has the right to restrict access to campus grounds, academic and administrative buildings, and campus houses, which are open to faculty, staff, students, and invited guests.

- Building hours are generally business days during class hours, and unauthorized individuals may be asked to leave.
- Campus Police has the authority to issue trespass notices to unauthorized people, which is usually done upon receipt of a complaint, and to arrest anyone returning to campus after receiving such a notice.
- Most academic buildings are secured and closed between 11:00 pm and 7:00 am. Campus Police checks that only people with authorization are in buildings after hours.
- Some academic buildings have nonpublic hours for members of the community.
- When a building has nonpublic hours, the outside doors are secured and members of the community (who have been authorized) can use their key to enter the building until closing time.
- Visitors and others may be asked to leave College buildings during nonpublic hours.
- During College recesses (low occupancy periods, holidays, etc.), all building hours are subject to change.
- Both academic and administrative buildings are generally secured at 6:00 pm on weekdays and closed on weekends and holidays during recesses. The card access privileges are limited in campus houses that are closed during recesses.

Campus residences are always locked; each student is issued a key to their room.

- Campus residence student room doors and windows are provided with locking devices.
- During low-occupancy periods, Residence Life distributes to students who remain on campus information about safety protocols and specific emergency procedures.

### **Security Considerations in the Maintenance of Facilities**

Security is very important in the maintenance of campus facilities. The College's Facilities and Grounds department processes repair orders on a priority system that places safety and security items as most important. Trees are cut back from lights, outdoor lighting is checked weekly, and shrubs are cut back from building entrances and paths on a regular basis. These items are also reviewed annually during the campus lighting walk. Members of the community are invited to join the Campus Police and Facilities and Grounds managers as they walk the campus reviewing lighting, blue-light phone needs, and other security considerations.

### **Access to Campus Programs**

Hampshire College is a member of the Five College Consortium (along with Amherst, Smith, and Mount Holyoke Colleges, and the University of Massachusetts) that shares some faculty, programs, and services. Students from the Five Colleges regularly attend member institution programs, classes, events, etc. Additionally, the campus welcomes visitors and guests to many programs and events.

### **Access to Campus Residence Halls**

Merrill and Dakin Houses are traditional residence halls. These buildings are kept locked. Residents are provided keys and a campus access card that open exterior doors as well as their individual room. Campus phones outside the main doors allow guests to call specific building residents for entry into locked buildings.

The other three residential areas, Greenwich, Enfield and Prescott Houses, are apartments. The College is installing systems throughout these areas that automatically lock all doors leading directly to the outside community. All of Greenwich House and a portion of Prescott House have such systems in place. The extent of security in the remaining portion of Prescott House and in Enfield House is determined by a collective decision by the residents of each apartment. Residents of some apartments choose to keep their doors locked around the clock while others do not. Hampshire College strongly encourages residents to keep both apartment and bedroom doors and windows locked. During winter recess, the residential areas are closed.

Access to residential facilities must be granted by the student host residing in that building. Guests must be registered with the appropriate house office and their vehicles must be registered with Campus Police. Guests are permitted for up to one week. While on campus, guests are expected to abide by the college's rules and regulations. Ultimate responsibility for behavior of guests rests with the student host.

### **Off-Campus Student Organizations**

Hampshire College does not have any recognized off-campus student organizations (such as social sororities) or student organizations with off-campus housing facilities.

### **Crime Prevention Programs**

The Campus Police Department is actively involved in student life on campus, providing security information, planning, and training for large events such as orientation, spring jam, and commencement, as well as sporting events and various College assemblies. Campus Police staff work with campus organizations to clarify roles, relevant campus policies and state laws, and behavior expected from participants. In addition, Campus Police Officers are available to present crime prevention programs on such topics as

- Self-defense,
- Alcohol and drug awareness, and
- Sexual assault, domestic & dating violence, and stalking
- Active Threat workshops

Each year Campus Police and Student Services provide seminars on crime prevention; such programs are also offered to faculty/staff departments as well. Normally, at least six programs are scheduled on campus; additional programs are provided in cooperation with student and employee groups.

A common theme among crime prevention programming is that not only do students and employees have a responsibility for their own personal security, but we are responsible for the safety of others. We encourage students and staff to call Campus Police if they are concerned about something that threatens the security of themselves and others.

The Department makes these programs available to employees, and also offers active threat training and security assessments for departments to increase safety awareness and aid in improving security procedures. Such programs are available throughout the year at the convenience of the requesting department.

The Department also participates in events such as Orientation and Alcohol Awareness events when requested.

### **Students' Responsibilities under the Law**

Students have the same rights and responsibilities as other citizens and are expected to follow College policies and applicable federal, state, and local laws.

### **Drugs and Alcohol on Campus**

Hampshire College follows the federal Drug-Free Schools and Communities Act of 1986, as amended, and the Drug-Free Workplace Act of 1988, as amended, and complies with all current laws regarding the sale, use, and possession of illegal narcotics and alcohol. Hampshire College policies attempt to provide a healthy environment by preventing the use of illegal drugs or abuse of alcohol within the College community and in response to the federal drug-free legislation.

- Hampshire College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol by any member of the faculty, staff, or student body on College property or at any College-sponsored function, whether on or off the campus, and requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life.
- Any faculty, staff member, or student who violates this prohibition, or who does not cooperate with the College in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from the College and may be required, as a condition of continuing the faculty/staff/student relationship with the College, to enroll at her or his own expense in a substance abuse counseling and treatment program.
- In accordance with federal law, if you were convicted of a drug offense in any criminal proceeding while you were receiving federal student aid (such as grants, loans, or work-study), it may affect your eligibility for financial aid.
  - Refer to the Student Handbook for more information about the federal, state, local, and campus sanctions against illegal drug and alcohol use and abuse, possession, distribution and dispensation offense.
- In addition, the Drug-Free Workplace Act of 1988 requires any employee (including students working under the Federal Work Study Program) directly engaged in working at Hampshire College under provisions of a federal grant or a contract who is convicted under a criminal drug statute for conduct in the workplace (site for performance of work done in connection with a particular federal grant or contract) must report this conviction to the College no later than five days after the conviction.
  - Once informed of such a conviction, the College is required by law to notify the federal contractor or grantor within ten days after an employee's conviction or within ten days after it has actual knowledge of such conviction, whichever is earlier.
- Possession of kegs of alcohol is permitted only with a permit from the town of Amherst. A town permit must be applied for from the Amherst police chief at least one week prior to the event.
  - Beer kegs are not permitted on campus without the prior approval of the area coordinator for the area for parties in student residences and the appropriate student life professional for all campus events. In all cases, a copy of the completed permit must be provided to campus police prior to the event.

Guidelines for community responsibility, specific rules and regulations governing the consumption of alcoholic beverages at College social functions, sanctions against infractions of norms of community living or violations of College policies by any member of the College community, and descriptions of campus drug and alcohol abuse programs are outlined in the Employee Policy Manual, Non Satis Non Scire, and the Employee Policy Manual. If questions arise related to any of these guidelines or policies, direct them to the appropriate College department.

Faculty, staff, and students are encouraged to familiarize themselves with the local resources for substance abuse, counseling, and treatment. In addition, Health and Counseling Services are available to assist students with substance-related problems; in emergency situations, faculty and staff may also request their services.

### **Campus, Local, and State Sanctions Concerning Alcohol & Drugs**

Local, state and federal laws make the illegal use of drugs and alcohol a criminal offense. Conviction can lead to imprisonment, fines and other penalties. Courts do not alter sentences so that convicted persons may attend college or continue their jobs. A felony conviction may prevent one from continuing or entering certain professions. Local towns have ordinances forbidding the possession of an open container of alcohol on any public street by a person of any age. Anyone choosing to violate such ordinances can be subject to arrest.

*No person under the age of 21 may possess or use of alcohol in Massachusetts.*

- Massachusetts law prohibits the sale or delivery of alcoholic beverages to persons under age 21. The penalty for violating this law may be a fine of up to \$2,000 or one year imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcohol is punishable by fine.
  - Massachusetts law also prohibits the possession of an open container of alcohol in the passenger area of any motor vehicle.
  - Among the penalties under Massachusetts law for the first conviction of driving under the influence of alcohol are a \$5,000 fine, a one year revocation of driver's license, up to two and a half years in prison and a mandatory alcohol education program. For drivers between 16 and 21, any alcohol level greater than .02 (about one drink or one beer) will result in immediate revocation of the driver's license. For those over 21, the maximum blood level is .08.
- There are criminal penalties for the possession and/or distribution of controlled substances or drugs without valid authorization, with penalties varying as to the type of drug.
- Sale and possession of drug paraphernalia is illegal. Under both Massachusetts and federal law, penalties for possession, manufacture, and distribution are greater for subsequent conviction, and include mandatory prison terms, with the full minimum term being served. Paraphernalia is defined as items "one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, ingest, inhale, or otherwise introduce into the human body a controlled substance."
- It is illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin.
- The penalty for drug possession under state or federal laws are ineligible for federal student grants and loans for up to one year after the first conviction and up to five years after the second.
- The penalty for unlawful distribution of drugs is loss of benefits for five years after the first conviction and for a longer period after the second.
- Under federal law, penalties may be doubled when a person at least 18 years old distributes drugs to persons under age 21 within 1,000 feet of a public or private elementary or secondary school or a public or private college.
- These penalties include a mandatory one year prison term.



- Drug trafficking involves the illegal manufacturing, supplying, transporting, storing and/or distribution of drugs; drug possession involves having drugs for personal consumption while possession of large quantities may be deemed an intent to distribute which is subject to larger penalties.

Persons convicted of drug possession under state or federal laws are ineligible for federal student grants and loans for up to one year after the first conviction and up to five years for the second.

### **Possession of Marijuana**

While possession of an ounce or less of marijuana was changed to a civil offense in Massachusetts (i.e., carrying a fine), it is still **against Federal law** to possess marijuana on college campuses. Possession of marijuana-related paraphernalia remains illegal under state and federal law. Students in possession of marijuana or paraphernalia face, minimally, referral to the Deans.

**Medical Marijuana: Marijuana:** Students with prescriptions for medical marijuana should contact the Office of Disability Services to register and develop a reasonable accommodation plan involving off-campus use.

### **Statement on Medical Marijuana**

Hampshire College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, Hampshire is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1011i; 34 C.F.R. part 86). The federal government regulates drugs through the Controlled Substances Act (CSA), which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Hampshire College prohibits all marijuana use, including medical marijuana, and students may be subject to disciplinary action for its use.

Therefore, marijuana prescribed for medical purposes is prohibited at Hampshire College even though Massachusetts state law permits its use. Students with medical marijuana prescriptions may request a waiver of the campus residency requirement by contacting Accessibility Resources and Services.

### **Drug & Alcohol Treatment Programs**

Health & Counseling Services and the College's Health Services are available to assist students with substance-related problems; in emergency situations, faculty and staff may also request their services.

Services offered include:

- ✕ Alcohol and substance abuse assessments
- ✕ Anonymous self-assessments
- ✕ Counseling
- ✕ BASICS harm reduction program

Drug and Alcohol Resources

- Health & Counseling Services | 5458 (for students)
- Wellness Center | 5743 (for students)
- Employee Assistance Program (EAP) (for employees) | 800-828-6025
- Alcoholics Anonymous | 413-532-2111
- Al-Anon and Ala-Teen | 413-253-5261
- Narcotics Anonymous | 866-624-3578
- National Alcohol and Drug Abuse 24-Hour Helpline | 800-252-6465
- Cocaine Abuse 24-Hour Hotline | 800-222-0828

For emergencies on campus, call Campus Police at **x1911** or via cell phone at **(413) 559-5424**.

### **Firearms and Other Weapons on Campus**

In accordance with Massachusetts General Law Chapter 269 Section 10J, weapons are prohibited on the grounds of the College with the exception of law enforcement officers duly authorized to carry such weapons. No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College.

For the purposes of this policy, the term "weapons" includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols, and revolvers, paint ball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; (unauthorized) pepper spray; or any other destructive device or instrument that may be used to do bodily injury or damage to property. In addition, items that may be used as weapons, whether or not they fit the definition above, will be subject to seizure.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the college and/or prosecution under the appropriate state or federal laws.

## Personal Safety

Make it a habit to be cautious around campus, in buildings, and in transit. Campus Police hopes you will make the following steps part of your daily routine.

### Around Campus

- **Walk safely.** Don't walk alone at night, especially in dark, vacant areas. Avoid shortcuts. If you must walk alone, proceed directly to your destination on well-lit paths. Look alert; be aware of your surroundings. Leave buildings on the hour or the half-hour, when most people are walking. Ask a friend to walk with you.
- **Help others walk safely.** Team up with another person walking alone at night.
- **Use safety escorts.** Students may request a safety escort after dark by calling Campus Police. This service is only available at night and is not available for groups. Campus emergency response always has a higher priority so Campus Police advises the student to wait in his/her car or inside the building until the officer enters the lot. If in a vehicle in a parking lot, keep your lights on and flash your vehicle lights when the cruiser enters the lot. Campus Police provides this service on a first come, first served basis as staffing allows.

If you are concerned about your walking safety on campus at night, walk with a friend, let your hall or mod mates know that you are leaving a building and will be arriving in a specific time frame, or walk on the hour or half hour when there is more campus pedestrian traffic. Campus Police encourages members of the community to report suspicious behavior by calling x5424 or x1911. (Dial 413-559-5424 from a cell phone when on campus.) Officers are on patrol 24 hours a day and will respond quickly to emergencies.

- **Don't jog alone** in remote areas during the day and never jog alone at night.
- **Carry a whistle** or other device that makes noise and keep it ready to use.
- **Don't hitchhike.** Ask a friend for a ride or use the Five College bus.
- **Report suspicious behavior** or circumstances to Campus Police.
- **Don't sunbathe in remote areas.**
- **Carry your cell phone.** Pre-program the Campus Police number (413-559-5424).

### In transit

- Watch for strangers around your car before entering your vehicle. Look around the vehicle from the ground up & front to back. Use caution when your vehicle is parked next to other cars or vans. Look inside your car before getting in.
- Play it safe on the road. While driving, keep doors locked and windows up. Do not pick up hitchhikers.
- If another driver harasses you, blow your horn continuously to attract attention & discourage the other driver. Drive to a police station or Campus Police if necessary.
- Park safely in a lighted area. Call Campus Police or use a blue-light phone to request a safety escort from the lot to your residence hall.
- Wear your seatbelt. Massachusetts has enacted a mandatory seatbelt law; failure to use your seatbelt could result in a fine of \$25.
- Keep your vehicle in good running condition, with a full gas tank and good tires.

### Protection of property

- Take steps to protect your belongings. Most theft on campus is opportunistic—someone sees an unlocked room or vehicle and takes advantage.

A surprising amount of theft takes place while the victim is on the floor but has just stepped out for a minute.

### In an emergency

- Rehearse in your mind how you would react in an emergency so your response will be automatic if something should happen.
- Consider enrolling in a self-defense class offered by the outdoor programs and recreational athletics (in conjunction with the Campus Police Department) or attending one of the lunchtime self-defense classes, which are free to faculty, staff, and students.

### If you are followed...

- Remain calm.
- Cross the street.
- Change direction.
- Walk in lighted areas.
- Enter an open, lighted building.
- Use a blue-light phone or dial x5555 on campus, 911 when off campus. Cell phone users should dial 413-559-5424.
- Go to the Campus Police office or the police station. If you do not know where a police station is located, go to a busy area, fire station, or hospital. Find a place where you can get help.
- Above all, do not go home (giving away your address).

### If you are attacked...

- Don't be passive; most attackers expect a passive victim.
- Do or say whatever you can to throw the assailant off guard—be creative.
- Attract attention—scream, break a window.
- Disarm the attacker—bite, punch, kick.
- Grind a pen, keys, lit cigarette, or knuckles into the top of the attacker's hand.
- Do whatever you can to break the hold, then run and scream.
- Use a blue-light phone or dial **1911** or **5555** on campus; dial 413-559-5424 from a cell phone.

CRIME PREVENTION TIPS		
	Don't	Do
<b>In Buildings</b>	<ul style="list-style-type: none"> <li>• Leave valuables visible in a room</li> <li>• Leave valuables unattended in an unlocked area, even briefly</li> <li>• Let strangers into a building</li> <li>• Prop open outside doors to any building</li> </ul>	<ul style="list-style-type: none"> <li>• Lock your door</li> <li>• Keep your keys and OneCard on you at all times</li> <li>• If your OneCard is stolen, report it immediately</li> <li>• Participate in Operation Identification; we can help you engrave electronics and valuables. Call us for more information</li> <li>• Report strangers in your residence hall</li> <li>• Keep windows locked, particularly if you are on a ground level or your window opens to a fire escape</li> <li>• Report burned-out lights to Facilities Management (after hours to Campus Police)</li> </ul>
<b>Automobiles</b>	<ul style="list-style-type: none"> <li>• Leave valuables visible in your car – take them with you; if you cannot take them with you, lock them in your trunk</li> <li>• Leave GPS units OR their mounts in your car</li> </ul>	<ul style="list-style-type: none"> <li>• Register your car with Campus Police</li> <li>• Park in well-lit areas</li> <li>• Remove keys and <b>lock doors</b></li> <li>• Install anti-theft devices (locks, alarms) for ignition, steering wheel, and brake and clutch pedals.</li> <li>• Record serial numbers of mp3 players, cellular phones, GPS devices, satellite radios, and other easily removable accessories. Engrave valuables with your driver's license number. Call Campus Police for assistance.</li> <li>• Report suspicious activity to Campus Police, including people looking into cars.</li> </ul>
<b>Bicycles</b>	<ul style="list-style-type: none"> <li>• Leave your bicycle unlocked.</li> <li>• Use a hardened steel lock; lock the entire bicycle to a bike rack, including quick-release wheels</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Register</b> your bicycle with Campus Police; affix the issued decal to your bike. Unregistered bicycles are periodically removed from campus.</li> <li>• Notify Campus Police immediately if your bicycle is stolen</li> </ul>

## Active Shooter Procedures

### RUN-----HIDE-----FIGHT

Quickly determine the most reasonable way to protect your own safety. Students and visitors are likely to follow the lead of faculty and staff during an active shooter situation. Always flee first and hide second when possible.

1. Evacuate
  - a. Have an escape route and plan in mind
  - b. Keep your hands in plain sight
2. Hide out
  - a. Hide in an area out of the shooter's view
  - b. Lock the doors-most classrooms and lecture halls can be locked. All offices and residence hall rooms can be locked.
  - c. Blockade doors
3. Fight back
  - a. As a last resort and only when your life is in danger
  - b. Attempt to incapacitate the shooter

Call law enforcement when you safely may do so.

Campus Police | 413-538-2304 or X 1911

South Hadley Police | 413-538-2304 or 9-1-1

Massachusetts State Police | 413-585-3000 or 9-1-1

What to do when law enforcement arrives:

- Remain calm and follow officers' instructions
- Immediate raise hands and spread fingers wide
- Keep hands visible at all times
- Avoid making sudden movements towards police or grabbing them
- Do not stop officers to ask for assistance or directions in evacuating; just proceed to the area from which officers are entering
- If possible provide law enforcement with the location, number, and description of the shooters

*Make Campus Police a speed dial function on your cell phone (413)559-5424.*

### **Seconds count in emergencies**

## Missing Person Policies and Procedures

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The following policies regarding Missing Persons are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act.

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to Campus Police.

- It is the policy of the Hampshire College that the Campus Police Department will investigate any report of a missing that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be.
- This report may be filed by a parent/guardian or other family member of the person, by a roommate, a student services or Residence Life staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing.
- Campus Police will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Campus Police Officers will check student's login records, class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will expand to make attempts to determine the location of the person reported missing to assure they are safe.

**Missing Person Contact:** Each student at Hampshire College can identify, through the Hub, a person that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with Campus Police.

Should Campus Police not be able to locate a student reported missing, Campus Police would then notify your designated 'missing person' emergency contact within twenty-four (24) hours of the report.

This person would be contacted within 24 hours of a missing person report being filed with Campus Police.

**Confidentiality:** This contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency (such as student services staff, Campus Police staff, etc.)

Should Campus Police not be able to locate a person reported missing within twenty-four (24) hours of the report, Campus Police would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach them in the case of an emergency, and have a general idea of their general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Campus Police will also notify local law enforcement agencies within this 24 hour window, starting with the town sharing jurisdiction with the college, as well as any other agencies where the missing student may be.

**STUDENTS UNDER AGE OF 18 & NOT EMANCIPATED:** The College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing, in addition to notifying any missing person contact provided by that student.

For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

**STUDENTS UNDER AGE OF 21:** Suzanne's Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.

Should a student be determined to be missing for at least 24 hours, Campus Police will:

- Notify the Dean of Students
- Again contact the student's emergency contact and/or parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person. (In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student's emergency contact.)
- Notify Amherst Police as well as any the police in any other jurisdiction where the missing person may have gone.
- When circumstances indicate it would be useful, the State Police can activate and AMBER Alert.

## Fires and Fire Prevention

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Fire prevention is the responsibility of all members of the Hampshire College community. College residence halls are particularly susceptible to fires, and students residing in the halls must carefully adhere to fire safety regulations.

### Student Fire Safety Education Program

Hampshire College's fire safety education program is multi-faceted. Environmental Health & Safety staff members provide training to house interns who then train the students residing in their areas annually. Additional information and reminders on fire safety zones and evacuation procedures is provided to all students prior to the start of fire drills for the year. New employees receive fire safety information and it is also available on the college's website. The college provides additional fire safety education to students who violate campus fire safety policies. College staff also conduct regular fire safety inspections in the halls.

Extensive fire safety information is also available on the Environmental Health & Safety website at:

<http://www.hampshire.edu/envhealthsafety/6042.htm>.

### Fire Evacuation Policy

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or Campus Police personnel. No occupant will re-enter a building until clearance is given by fire and/or Campus Police personnel.

**College Policy on Reporting of Fires:** Fire alarms for college-owned buildings ring directly to Central Dispatch. However, any member of the community who becomes aware of any active or past fire must notify Campus Police immediately.

## Fire Safety Policies

### Prohibited Items in Residence Halls:

Items prohibited in the residence halls include, but are not limited to:

- Candles and incense are not permitted anywhere inside residential buildings.
- Space heaters are not permitted in student rooms, with the exception of those provided by the College in response to a problem with the heating system.
- Use of non-College alarm systems or other than College-issued locks, including locks on storage closets
- The storage and use of flammable liquids (e.g. gasoline, paint thinner, spray paint, air brushes) and flammable gases (e.g. propane, acetylene), fireworks or other materials that pose an increased fire hazard
- Halogen lamps are a significant fire safety hazard if there are combustibles too close to the bulb. The use of these lamps is prohibited. Lamps with plastic shades must use compact fluorescent or 40 watt or less bulbs.
- Extension cords are not permitted unless UL-approved with surge protectors. Electrical cords should be kept at least 12 inches (30.48 cm) away from heaters.

Toaster ovens may be used only in kitchens or lounges. Microwaves and hot pots are permitted in student rooms. Appliances must be kept clean at all times and unplugged when not in use.

### Community Responsibilities

Additionally, all members of the community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of Campus Police or fire officials during a drill or an actual alarm.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to Campus Police.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact Environmental Health and Safety.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 5555 from a campus phone or (413) 559-5424 from a cell phone and alert the dispatcher to your location.

### What should I do if I discover a fire?

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

- Pull the nearest fire alarm.
- Exit the building immediately; notify those in the immediate area of the danger.
- Assist in removing any person needing assistance from the immediate area and to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
- Assemble outside your building at the predetermined location.
- Follow the instructions given by the Campus Police Officers and the Amherst Fire Department personnel

### **Tampering with Fire Safety Equipment**

Fire extinguishers and fire detection and alarm systems are in place to protect the community. Tampering with fire safety devices is a serious violation of the Norms for Community Living and Policies and is prohibited. This includes, but is not limited to:

- disabling smoke detectors
- covering smoke detectors with any materials whatsoever
- activating an alarm when no hazard is present
- hanging items from sprinkler pipes
- discharging, tampering with or moving fire extinguishers

Tampering with fire safety equipment will result in the following disciplinary action:

- First offense: 20 hours community service (includes time devoted to educational project designed to inform community of pertinent fire safety issues); reflection paper; level probation
- Second offense: permanent, immediate loss of on-campus housing

When the responsible individuals cannot be identified, all residents of that particular area may be assessed.

## Campus Fire Statistics

### Residential Fires by Location 2012 - 2014

Date	Time	Location	Cause	# Fatalities	# Injuries	Property Damage
09/04/2014	1:50 pm	Prescott	Materials left in broiler burned	0	0	Less than \$100
12/07/2014	9:48 pm	Dakin	Materials burned in microwave	0	0	Less than \$100
12/09/2014	4:13 pm	Merrill	Malfunctioning heating unit	0	0	Less than \$100
12/06/2013	1:36 pm	Dakin	Paper on wall burned	0	0	\$100
10/29/2013	10:47 am	Greenwich	Oven mitt caught on fire	0	0	\$100
10/27/2013	4:12 pm	Greenwich	Smoldering clothing disposed of improperly	0	0	\$72,251
04/27/2013	7:28 pm	Merrill	Blanket smoldering after contact with heater	0	0	\$100
04/15/2013	1:48 pm	Dakin	Paper on wall burned	0	0	\$100
03/19/2013	9:56 am	Dakin	Poster burned	0	0	\$100
01/27/2012	9:00 am	Merrill	Toilet paper lit on fire	0	0	\$100
02/12/2012	1:15am	Merrill	Sign lit on fire	0	0	\$100
02/26/2012	5:17pm	Merrill	Sign lit on fire	0	0	\$100
05/04/2012	3:15pm	Dakin	Tile set on fire	0	0	\$100
10/10/2012	2:25pm	Enfield	Electrical	0	0	\$100
11/06/2012	9:32pm	Greenwich	Grease Fire	0	0	\$100

*Note: In 2012 the campus experienced a rash of small arson events where small items were lit on fire; in nearly all cases, those items were no longer on fire when officers and other staff arrived, and the damage was limited to those items themselves.*

### Fire and Evacuation Drill Statistics

Evacuation drills are conducted three times per year in residential buildings and periodically in other buildings. The purpose of these evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire-safety issues specific to their building.

	2014	2013	2012
Residence Hall Evacuation Drills Conducted	30	10	10

### Campus Fire Logs

A log of all fires and fire alarms in which there was a physical cause (i.e., smoke, heat, etc., rather than a faulty detector, or system malfunction) are listed in the Campus Police online **Daily Crime & Fire Logs** within two business days of occurrence. Visit the Campus Police website at <https://www.hampshire.edu/campus-police/campus-police> for more information.

- When changes in the cause or information about a campus fire become known to Campus Police, any updates will be made to the log within two business days of the status change.

### Student Residence Hall Fire Safety and Sprinkler Systems

Below is a listing of residence hall fire safety systems. There are no immediate plans for system upgrades, however systems are constantly being reviewed.

Building	Monitored Fire Alarms	CO Detectors	Sprinklers
Dakin	X	X	X
Enfield	X	X	X
Greenwich	X	X	X
Merrill	X	X	X
Prescott	X	X	X

## Emergency Blue-Light Phones

Hampshire College has 13 blue-light phones. Their use is not restricted to emergencies; use them to report incidents or suspicious people, or to ask for assistance or an escort. Press the Help button on any emergency phone and the phone will signal Campus Police automatically and direct someone to you.

- 4 Corners – blue & red box on pathway leading to Blair Hall
- Cole Science Center – yellow box on greenhouse
- Cole Science Parking Lot – Blue & red box on pathway to Prescott
- Emily Dickinson Hall – yellow box on rear of building near back door
- Enfield – yellow box on rear side of building near laundry door
- Enfield Parking Lot – white & blue box in middle of lot
- Film & Photo – yellow box on side of building facing Arts Barn
- Franklin Patterson Hall – yellow box under the bridge/walkway
- Greenwich Parking Lot – blue & red box in middle of parking lot
- Merrill/Dakin – blue & red box in middle of lot
- Prescott Parking Lot – blue & red box in middle of lot
- Red Barn – yellow box to left of front door
- Tavern – yellow box on front of Tavern

## Important Telephone Numbers

<i>Resource</i>	<i>Phone Number</i>
Campus Police <b>Emergency</b> Line	x5555
Campus Police Non-Emergency Line	X5424
Health Services	x5458
Anonymous Reporting Line	x5756
Dean of Students Office	X5412
University Health Services	577-5000

Individuals with questions, comments, or concerns regarding the Campus Police Department at Hampshire College are encouraged to contact the Chief of the Campus Police Department.

## Resource List for Sexual Assault/Harassment

<i>On Campus:</i>		<i>Off Campus:</i>	
Primary Resources:			
Campus Police Department	X5424	Center for Women & Community	545-0800
Emergency	X5555	UMASS/Amherst 24-Hour Crisis Line	
Hampshire College Health and Counseling Services	X5458	Passages Northampton	586-5066
		24-hour Crisis Line	
Office of Spiritual Life	X5282	Amherst Police Department Rape Hotline	911 from cell
		(from a non-campus or cell phone)	phone
Title IX Deputy (responsible for overseeing the investigation process for complaints of student sexual offenses)	X5412	Northwestern District Attorney's Office	586-5780
Title IX Coordinator (Diana Sutton Fernandez) (oversees campus-wide adherence to Title IX concerns)	X6253	Victim/Witness Assistance	
Dean of Students Office	X5412	New England Learning Center for Women	772-0806
Merrill Life Student Center		in Transition 24-Hours	
		Toll Free 24-Hour Hotline	888-249-0806
		Men's Resource Center for Change	253-9887
		University Health Services	577-5000



## Definitions of Clery Act Crimes

To aid in the understanding of the crimes reported in this document, we are providing the following definitions.

### **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 and probably would result in serious personal 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 of another, 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 felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Consent**

Therefore, consent must be obtained prior to engaging in any sexual activity, and for each new sexual activity. Any sexual act that occurs without consent may be considered a sexual offense. Consent cannot be given when a person is under the influence of alcohol or drugs to the point of being incapacitated.

**Dating Violence (definition from the federal Violence Against Women Act, amended 2013; there is not a specific crime defined as “dating violence” in Massachusetts)**  
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purpose of this definition, dating violence –
  - Includes, but is not limited to, sexual or physical abuse or the threat of such abuse
  - Does not include acts covered under the definition of domestic violence
- See the more information on the college’s website at:
  - <https://handbook.hampshire.edu/node/154>
  - <https://handbook.hampshire.edu/node/71>

### **Domestic Violence**

The occurrence of one or more of the following acts between family or household members:

- Attempting to cause or causing physical harm;
- Placing another in fear of imminent serious physical harm;
- Causing another to engage involuntarily in sexual relations by force, threat or duress.

“Family or household members”, persons who:

- Are or were married to one another;
- Are or were residing together in the same household
- Are or were related by blood or marriage;
- Having a child in common regardless of whether they have ever married or lived together; or
- Are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:
  - The length & type of the relationship;
  - The frequency of interaction between the parties; and
  - If the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

### **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.

### **Hate Crimes**

Hate crimes must also be reported by category of prejudice based on the following: Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. For the purpose of reporting the statistics with respect to the crime statistics that must be compiled in accordance under the categories of: On campus, on non-campus building or property; public property; and Dorms/residences. Reportable hate crimes include crimes in the above categories with a bias component, as well as bias-involved larcenies (thefts), simple assault, intimidation, vandalism, and any other crime involving personal injury.

### **Homicide**

#### **Manslaughter by Negligence**

The killing of another person through gross negligence.

#### **Homicide-Murder and Non-negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

### **Incest**

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

### **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 joyriding.)

### **Rape**

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

### **Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **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. Includes Rape & Forcible Fondling.

**Sex Offenses-Non-forcible**

Unlawful, non-forcible sexual intercourse. Includes Incest & Statutory Rape.

**Stalking**

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
  - Fear for the person's safety or the safety of others, or
  - Suffer substantial emotional distress
- For the purpose of this definition –
  - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly or indirectly, or 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
  - Substantial emotional distress means significant suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
  - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- One incident of stalking is recorded for each year in which a course of conduct involving the same perpetrator and victim, and is recorded at the first location of the incident series

**Statutory Rape**

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

See the college's website at <https://handbook.hampshire.edu/node/140> for more information.

**Definitions of Weapon Law, Drug Abuse, & Liquor Law Violations  
(Only Arrests & Referrals are Reportable)**

The law also requires that colleges and universities provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): Liquor law violation, drug law violation, and illegal weapons possession.

**Weapons Law Violations**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Drug Abuse Violations**

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use, including:

**Drug/Narcotic Violations**—the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

**Drug Equipment Violations**—the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

**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; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Hate Crimes**

Hate crimes must also be reported by category of prejudice based on the following: Race, gender, religion, sexual orientation, ethnicity or disability. For the purpose of reporting the statistics with respect to the crime statistics that must be compiled in accordance under the categories of: On campus, non-campus building or property; Public Property; and Dorms/residential. Reportable hate crimes include crimes in the above categories with a bias component, as well as bias-involved larcenies (thefts), simple assault, intimidation, vandalism, and any other crime involving personal injury

## Fire Definitions

The following definitions are applicable to this section:

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term "person" may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-related death:** Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.

**Fire-safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.