



# **Clery Annual Security Report**

**For Calendar Year 2023**

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**Clery Annual Security Report Prepared by:  
Springfield Technical Community College  
Police Department**

**Report available at:**  
<https://www.stcc.edu/campus-life/police/>

**1 Armory Square  
Springfield, MA 01104**

This information is provided in compliance with state and federal law and the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act specifically.

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## FORWARD FROM THE CHIEF OF POLICE

The information in this report is being provided as part of Springfield Technical Community College's commitment to safety and security on campus. Providing this information is a requirement of the Crime Awareness and Campus Security Act of 1990. This report will outline Springfield Technical Community College's programs and policies relating to community safety. Students, faculty, staff and prospective community members are encouraged to read the report in its entirety. Questions or comments about this report may be addressed to the Chief of Police at 413-755-4220. The Chief is available to answer any questions or address concerns about safety at STCC.

The mission of the Springfield Technical Community College Police is to enhance the safety and security of the STCC community. The STCC Police Department strives to achieve this mission through preventive vehicle, bike and foot patrols, 24-hour accessibility, proactive problem-solving, positive conflict resolution, educational programs and community engagement. The STCC Police Department works in collaboration with local police and fire departments to ensure its mission.

The STCC Police Department consists of a full time Chief, a Deputy Chief, one Lieutenant, three Sergeants, one Detective-Corporal, and eight full time Officers. The department also has three full time civilian support staff/dispatchers. The department falls under the oversight of the Vice President of Administration and is directly managed by the Chief.

All members of the department are representatives of Springfield Technical Community College. The Springfield Technical Community College Police Department is a full service department consisting of trained professionals who have full authority to make arrests and to enforce the laws of the Commonwealth of Massachusetts under MGL C. 22 s. 63, and are Massachusetts Police Officer Standard & Training (POST) Certified. As such, all members of the department are obligated to perform their duties in accordance with the mission and policy of the College, as well as all local, State and Federal laws. Although the STCC Police Department is responsible for keeping the peace, enforcing public laws and performing many services, its main function is protecting the lives and property of the members of the college community and campus visitors.

The STCC Police Department's relationship with the community and ensuring we provide quality service is vital to achieving our overall mission of a safe campus. All members of the STCC community can expect to be treated in a courteous and professional manner by members of our department.

## INTRODUCTION/PREPARATION OF DISCLOSURE OF CRIME STATISTICS

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" was signed into law in November 1990. At the time it was known as the "Student's Right to Know and Campus Security Act." The law requires educational institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occurred on or near campus. In compliance with the Act, the STCC Police Department publishes and distributes this information each year as the "STCC Annual Clery Report". The STCC Annual Clery Report" shall be posted on the Springfield Technical Community College web site at <https://stcc.edu/police/cleryreport> and shall be available in printed format in the STCC Police Station located at Building 9, the Human Resource Office, through the Admissions Office, or by calling STCC Police at 413-755-4220.

This report covers the Springfield Technical Community College campus at One Armory Square, Springfield MA. In addition, Springfield Technical Community College may lease office and classroom space in buildings 101 and 111 at the STCC Technology Park located at One Federal Street, Springfield, MA. The College maintains no

police or security functions at the STCC Technology Park site. Persons wishing to report a crime at the STCC Technology Park site are to contact the Springfield Police by dialing 911 or their business line, 413-787-6322.

This report also covers any off-campus buildings/property owned or controlled by Springfield Technical Community College, and on public property within, or immediately adjacent to and accessible from, the campus, including any property that is reasonably contiguous to the main campus. Reasonably contiguous refers to a building or property the College owns or controls that's in a location that is considered to be, and treated as, part of the STCC campus. Generally speaking, it is reasonable to consider locations within one mile of the campus border to be reasonably contiguous with the main campus. However, this determination is made on a case by case basis by taking into consideration the circumstances of the campus and the location.

The STCC Annual Clery Report is compiled by the STCC Police with assistance from the Title IX Coordinator, the Vice President of Student Affairs and with the cooperation of the Springfield Police Department and the Massachusetts State Police. Campus crime, arrest and referral statistics include those reported to the STCC Police, designated Campus Security Authorities, and local law enforcement agencies. This report also includes institutional policies concerning campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Email is the official method of communication at STCC for employees and students. Each year, an e-mail notification is made to all faculty members, staff and enrolled students that provides the web site to access this report. Copies of the report may be obtained at the STCC Police Station, Building 9 or by calling 413-755-4220. Employees and prospective employees may obtain a copy in the Human Resources Office, second floor of Building 16 or by calling the STCC Police at 413-755-4220. Notification of the availability of this report is made within the application process for both students and employees.

## **LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS**

To combat crime and ensure public tranquility, the STCC Police Department is a visible part of campus life. STCC Police is organized, trained and equipped to provide progressive law enforcement and emergency services to our community.

The STCC Police Station is located in Building 9 on the Springfield Technical Community College campus. STCC Police Officers are available 24 hours a day, 7 days a week, and 365 days a year on the STCC campus. They may be reached by calling 911 for emergencies or 413-755-4220 for routine calls. Springfield Technical Community College Police Officers are sworn police officers and exercise full police powers, including the authority to arrest, on all properties owned and used by Springfield Technical Community College. They have full investigative powers to investigate all crimes that occur within the jurisdiction of STCC. The STCC Police receive training from the Municipal Police Training Committee, the Massachusetts State Police Academy, on campus through annual in-service training, and on Springfield Technical Community College protocols and safety procedures including CPR and first aid. Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Springfield Technical Community College. Officers enforce Springfield Technical Community College policy including motor vehicle regulations. Motor Vehicle policy violations, such as parking tickets, are paid to the Springfield Technical Community College Student Accounts for student violations or Business Office for faculty/staff/visitor violations, and are not reported to any state agency.

The STCC Police maintains a close working relationship with Springfield Police and Fire Departments and the Massachusetts State Police to provide safety and security for the STCC community and routinely exchanges information relative to criminal activity. By mutual agreement with state and federal agencies, STCC Police maintain a Criminal Justice Information Services terminal which provides department personnel with access to the National Crime Information Computer System (NCIC) as well as the Criminal History Systems Board for the Commonwealth of Massachusetts. These computer databases are used to enhance public safety by

accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the STCC Police Department in a timely manner. All crime victims and witnesses are also strongly encouraged to immediately report the crime to on duty STCC Police Officers. Prompt reporting will assure timely action, timely warning notices on-campus and accurate crime statistics. The sworn staff and personnel of the STCC Police Department are dedicated to ensuring that the campus is a safe environment for all members of the campus community. Our department strives toward this goal through problem-solving partnerships with faculty, staff, and students, as well as state and local government bodies, and our community neighbors.

## REPORTING CRIMINAL INCIDENTS AND OTHER EMERGENCIES

### General Reporting Procedure

Anyone with information regarding a possible crime or other emergency situation that poses a threat to the Campus community should alert the STCC Police by dialing 911 from any on campus phone or cell phone immediately. 911 Emergency calls are handled through the Springfield Public Safety Answering Point (PSAP) and who will then transfer the call to STCC police dispatch or relay the information via telephone or police radio. STCC Police strongly recommend that community members pre-program their cell phones with the STCC dispatch business number 413-755-4220 for all other non-emergency requests and routine business. Dispatchers are available 24 hours a day, 7 days a week to answer your calls.

To provide the safest campus environment possible, the College encourages employees and students to promptly report all emergencies and criminal activities to the STCC Police Department. Prompt (within 24 hours of becoming aware of the situation or immediately if life-threatening) reporting is vital in maintaining a secure community. Calls to the STCC Police are received by the on duty police dispatcher.

Upon receiving a report of a suspected crime or other emergency situation, the STCC Police Officer shall investigate, or cause to be investigated, the incident in a timely manner. STCC officers respond to all requests for service and are the investigating authority for all crimes on campus. If the matter concerns a campus student disciplinary matter, the incident may be referred to the Vice President of Student Affairs for action.

When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself;
- State where you are calling from;
- State briefly the nature of your call

If safe to do so, stay on the line unless otherwise advised by the dispatcher. If assistance is required from off campus, the dispatcher will notify the appropriate police, fire and/or medical service.

Anyone off campus who needs to report a crime that occurred off campus should call the police agency in your area. If it is an emergency, you should call 911.

- STCC contracts with the AppArmor app which offers free crime tip reporting available to smartphone users. Those who download the free app on their phones are able to quickly submit information about crimes that occur on campus to the STCC Police Department, which monitors the AppArmor crime tip dashboard. While AppArmor does not serve as an official method for filing police reports for statistical purposes, it is intended to facilitate reporting information related to crimes or suspicious activity to

the STCC Police Department so that prompt police investigative responses can be undertaken accordingly. Users may opt to submit their tips anonymously or may choose to remain clearly identified through their smartphone. All contacts to the STCC Police by individuals, anonymous or not, through AppArmor will be acknowledged by the STCC Police Dispatcher who monitors AppArmor 24/7.

The AppArmor app's Report a Crime Tip demonstrates STCC's commitment to providing a safe campus conducive to learning by:

- Empowering students to take more ownership in their campus' safety by turning their smartphones into powerful personal safety tools
- Leveraging the campus community's eyes and ears by increasing communication between students and public safety officials
- Enhancing students' everyday safety through better awareness of safety issues
- Strengthening resiliency against sexual assault and improves Title IX compliance

## Confidential Reporting Process & Exclusions

STCC does not have a formal confidential reporting process for pastoral and professional counselors. It is the policy of Springfield Technical Community College that all crimes should be reported to the STCC Police Department at 413-755-4220 or 911 if it is an emergency. Anyone who is the victim or witness to a crime on campus is encouraged to promptly report the incident to the STCC Police. Due to the sensitive nature of certain types of crimes, victims of sexual assault may choose to confidentially report the crimes to the Vice President of Student Affairs at 413-755-4558 if they do not wish to file a formal report with the police department or to the Title IX Coordinator. Designated Campus Security Authorities (CSA), such as faculty advisors to recognized students clubs, Athletic Department and Fitness Center staff and coaches, the Title IX Coordinator, parking lot and gate attendants, and staff within Student Activities, are all required to report to the STCC Police any crimes reported to them that fall within the Clery Act mandate and can be found in the statistical charts at the end of this report. The reports that a CSA submits are for statistical purposes only and may not include the victim's name if the victim does not wish to disclose their name to the police. These reports are included in the annual crime statistics.

STCC students and employees may utilize the free smartphone app AppArmor to report crime tips anonymously. Anonymous reporting through AppArmor is not automatic. Users must select the option on the app to remain anonymous.

Written police reports are public record under state law, and therefore, the STCC Police Department generally cannot hold reports of crimes in confidence. All reports of rape and sexual assault or attempts to commit such offenses, all reports of abuse perpetrated by family or household members as defined in G.L. 209A, section 1, and all conversations between police officers and victims of said offenses and abuse shall not be public reports and shall be maintained by the STCC Police Department in a manner which will assure their confidentiality, except that all such reports shall be accessible at all reasonable times to the victim and victim's attorney, to others specifically authorized by the victim to obtain such information, and to prosecutors, victim-witness advocates as defined in section 1 of chapter 258B, domestic violence victim's counselors as defined in section 20K of chapter 233, sexual assault counselors as defined in section 20J of chapter 233, and to other law enforcement officers, if such access is necessary in the performance of their duties. Conversations between police officers and victims of said offenses and abuse may also be shared with the forgoing named persons if such access is necessary in the performance of their duties. Massachusetts General Law Chapter 265 s. 24C requires that police records and court records which contains the name of any victim in an arrest, investigation or complaint for rape or assault with intent to rape under section thirteen B, 13B1/2, 13B3/4, twenty-two, twenty-two A, 22B, 22C, twenty-three, 23A, 23B, twenty-four or twenty-four B, inclusive, of chapter two

hundred and sixty-five, or an arrest, investigation or complaint for trafficking of persons under section 50 of said chapter 265 shall be withheld from public inspection, except with the consent of a justice of such court where the complaint or indictment is or would be prosecuted. All reports of crimes will be investigated. When appropriate, violations of the law will be referred criminally to the STCC Police Department and/or to the Vice President of Student Affairs for review unless the victim of any sexual assault chooses not to file a police report.

## Missing Student Notification Policy

Although STCC does not maintain any on-campus student housing facilities, if a person feels that an STCC student is missing, he/she should report the concern to STCC Police directly, who will conduct an immediate investigation. If a student is reported missing and is under the age of eighteen and not an emancipated minor, his/her parent or guardian will be notified and law enforcement will be notified within 24 hours if it is determined that the student is missing.

## Security Awareness and Crime Prevention Programs

The STCC Police Department believes that through crime prevention and safety awareness education, community members are better prepared to prevent crime and to respond if crime does occur. STCC is committed to a proactive approach, which enables us through education, police presence, and community awareness to stop many potential incidents before they occur. It is with the cooperation of our community that we can create a partnership between police and community members. During New Student Orientation, students and parents are informed of the resources offered by the STCC Police. Crime prevention programs and Sexual Assault prevention programs are offered on a continual basis. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Some of the services and programs provided by the STCC Police Department or other departments at STCC include:

- Staff information and resource tables, where we provide safety and security information as well as promote our self-defense and alcohol awareness programs.
- Email communications from the Chief of Police to the STCC Community about any current crime trends on campus and what measures they can take to promote personal and property security.
- Conduct public speaking and crime prevention programs at community forums about issues such as hate crimes, active shooter awareness and response, alcohol awareness, sexual assault, relationship violence or general safety.
- Safety presentations at college-wide assemblies such as Professional Development Day
- Present safety information at New Employee Orientation and New Student Orientation
- Work with student organizations to discuss issues which are of particular concern to these groups and to identify ways in which our department can provide the safest possible environment for every member of our community.
- Conduct a lighting tour to identify and prioritize areas on campus where more lighting may need to be added for a higher level of visibility and overall safety.
- Distribute pamphlets about all types of crime and crime prevention issues at outreach events and in our office area.
- Will, upon request of the individual departments, give specific crime prevention and safety talks to staff members in their facilities.
- Maintain the College's Shuttle Bus transportation service and provide safety escort rides to and from on campus locations and during hours of darkness when personal safety is a concern.
- Provide access to Safe-Walk, a feature of AppArmor available to all smartphone users, which allows the user to ask friends or family to virtually walk you to your final destination.



- Monitor the College's electronic access security system, which is located in many academic and administrative buildings.

## Domestic Violence, Dating Violence, Sexual Assault & Stalking Prevention Programs

Springfield Technical Community College (STCC) engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

From October 2016 until March 2024, STCC strengthened comprehensive prevention programming led by the SAFE Grant Project Director and Prevention Committee of the STCC Coordinated Community Response Team, with the support of the Office of Violence against Women (OVW) Campus Program Grant. In March of 2024, the College completed the OVW Campus Program Grant, and transitioned prevention efforts to the shared leadership of the Title IX Coordinator and the Division of Student Affairs. Both of these partners were key leaders in the STCC Coordinated Community Response Team (CCRT). Together with community partners at the YWCA of Western Massachusetts (YWCA), the College continues to work to reduce sexual assault, domestic/dating violence, and stalking through a comprehensive approach to prevention, education, and responsive support. STCC actively develops and implements programming that reflects research based best practices for prevention and attempts to reach students, faculty and staff with multiple doses of prevention exposure over the course of their time at the College.

Prevention programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students. Comprehensive prevention efforts include but are not limited to:

- Prevention presentations in New Student Orientation Programs (both in-person and online) that engages students in playing an active role in prevention, provides College policy definitions of domestic/dating violence, sexual assault and stalking, and shares confidential/non-confidential campus resources
- Mandatory online prevention training for all registered students
- Bystander intervention training for students, faculty and staff and ongoing bystander initiatives
- Ongoing education and awareness campaigns, keynote speakers, campus conversations and activities that engage students in topics related to consent, healthy relationships, and playing an active role in creating a safe and supportive campus community free of sexual and relationship violence.

### Fall 2022

In Fall 2022, comprehensive prevention programming continued with the same initiatives and programs as in past semesters, including 1) Online and In-Person New Student Orientation, 2) online “Voices for Change” prevention training, and 3) the annual Domestic Violence Awareness Month event, the Clothesline Project. New activities included *STCC To It!* a wellness series for students organized in partnership with LEAD and the Office of

Community Engagement. This monthly series focuses on holistic health and healing, and incorporates both physical wellness with topics focused on healthy relationships.

During this period, the SAFE Project also offered multiple opportunities for bystander intervention training and activities for both students and employees. A new SAFE Project website was launched with information on both prevention initiatives and campus and community support resources for those impacted by domestic violence, dating violence, sexual assault and stalking (DVSAS). The Introduction to the SAFE Project presentation was offered at both Professional Day and to all employees in the Student Affairs Division. This presentation gives an overview of definitions and dynamics of DVSAS, identifies the impact of DVSAS on STCC students, shares information on both prevention and response resources, and offers a practice scenario for how to respond to a student who shares that they are experiencing one of these forms of violence. Finally, SAFE Project Resource Cards with confidential and non-confidential campus resources are distributed at all prevention events, as well as all staff and faculty training.

### Spring 2023

During the Spring of 2023, prevention and awareness programming included 1) Prevention slides in the Online New Student Orientation, 2) the online “Voices for Change” Prevention training for all registered students, and 3) two events for Sexual Assault Awareness Month, “Consent Tea,” and “STCC We Can Make a Difference.” Both events were organized with the help of Peer Prevention Educators as well as campus and community CCRT partners. The Consent Tea event offered free cups of tea to students and employees, who were invited to watch a short video called “*Consent: It’s as Simple as Tea.*” The “STCC We Can Make a Difference” event engaged students in bystander intervention activities focused on building skills and being proactive in everyday interactions in order to contribute to a safe and supportive campus community. Other prevention activities included bystander intervention training for students in the MILE and LEAD programs, for employees in the TRIO program, and for incoming nursing students during their Summer Seminar in June 2023.

During this same time period, STCC Police and Student Conduct administrators and staff and the Title IX Coordinator received training from the Stalking Prevention, Awareness and Resource Center (SPARC). SPARC is a national leader on stalking prevention and response and trainer Dana Fleitman delivered a training focused on understanding stalking and the use of technology to stalk.

The Title IX Coordinator also provided and organized a number of prevention programs and activities which included the January 19, 2023 College Professional Day, a mandatory training day for faculty and staff. A workshop on Sexual Harassment and Discrimination was presented by Attorney Dan Schorr, LLC <https://danschorrllc.com/> who has criminal prosecution and inspector general background and experience with investigations of sexual misconduct cases.

As a follow up to the Professional Day, the Title IX Coordinator invited the STEM Division to a presentation on the College’s *Policy on Affirmative Action, Equal Opportunity & Diversity* (PAA). The purpose was to highlight STEM as one of the fastest-growing areas of work but where gender, racial and ethnic disparities are prevalent. The training reviewed Protected Classes, Prohibited Conduct and Reporting Responsibilities under the PAA and Title IX following a disclosure.

During the spring the College’s Title IX team which includes representatives from Student Affairs and Human Resources, attended webinars on the roles of an Advisor, Investigator, Decision Maker and the requirements of a Title IX hearing. This training was offered by Grand River Solutions <https://www.grandriversolutions.com/>. The

Title IX team then participated in several interactive workshops with Attorney Dan Schorr using scenarios to identify facts, plan an investigation, conduct a mock hearing and write the investigative and final reports.

For the August 31, 2023 College Professional Day the Title IX Coordinator presented a broad overview of the College's PAA including; Protected Classes, Prohibited Conduct and Reporting Responsibilities. Also included were STCC Confidential Resources Providers, Responding to a Disclosure and Supportive Measures for Pregnancy and Post Pregnancy under Title IX. Later in the semester the Title IX Coordinator attended a Title IX training on In-Depth Report Writing offered by the Department of Higher Education at Worcester State University.

### Fall 2023

In the Fall of 2023, prevention and awareness programs continued to include 1) the prevention presentation within online New Student Orientation, and 2) mandatory online prevention training entitled "Voices for Change," through a new vendor, Get Inclusive. This mandatory online training is now required not only for incoming students but for all registered students at STCC.

Other Fall 2023 awareness events focused on Domestic Violence Awareness Month. The CCRT Prevention Committee, along with Student Activities and the Student Government Association, held the annual Clothesline Project event in-person on STCC campus and attracted over 60 students, employees, and community members in attendance. The Clothesline Project is a visual display centering the experiences of survivors to build awareness of domestic violence through artistic expression. In addition to designing t-shirts, students completed an online Bystander Intervention activity focused on identifying warning signs for domestic violence, acknowledging barriers to taking action, brainstorming multiple realistic options for intervening, and being proactive in contributing to a safe and supportive campus.

### Free and Confidential Advocacy and Counseling

Through the support of the U.S. Department of Justice Office of Violence Against Women (OVW) Campus Program Grant, STCC has established a partnership with the YWCA of Western Massachusetts to provide free and confidential advocacy and counseling for victims/survivors of domestic/dating violence, sexual assault and stalking, both on and off campus.

Despite the closure of the OVW grant, the College and YWCA remain community partners through a renewed Memorandum of Understanding whereby the YWCA will continue to offer free and confidential victim services to students and employees on an as-needed basis. Confidential victim services include but are not limited to; crisis response, advocacy, counseling, referrals to community agencies for legal advocacy, medical needs, housing support, food assistance and other social services. The College's Title IX Coordinator is the designated senior level employee who serves as the day-to-day liaison with the YWCA. The College will utilize agreed upon protocols to guide referrals to the YWCA and continue to disseminate information about Title IX resources and YWCA services through presentations, tabling events, online resources, and continued student and employee training.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

### **Timely Warnings**

The STCC Chief of Police or designee, in conjunction with the Emergency Operations Center manager, IT staff, and the college President or designees, issues a timely warning to the College community concerning any crime

identified in the Clery Act that occurs on campus or within STCC's Clery geography which includes certain public areas around the campus perimeter and which poses a serious or continuing threat to the community's safety and welfare. The timely warnings are distributed as soon as pertinent information is available. They may be distributed by utilizing the STCC Rave Alert Emergency Notification System which provides rapid communication with students and employees in the event of an emergency. The STCC Rave Alert system will deliver the warning to all registered students as well as employees via text message to cell phones, voice message to the designated phone number and email to the end-user's STCC email account.

This STCC Rave Alert system is a partnership between STCC, and Rave-Alert. In the event a situation arises, either on- or off-campus, these alerts are issued to keep the campus community informed about safety and security matters. The decision to issue a timely warning is decided on a case by case basis either by the Chief of Police or designee or in consultation with executive officers at the College. The decision to issue a timely warning is made in light of all facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts.

While the system is active and ready for use, it is only as good as the contact information it contains. Thus, while all STCC community members are automatically enrolled in the STCC Rave Alert system, it is the individual community member's responsibility to make certain their contact information is current and accurate. Members may do this once they are enrolled and receive an automatic welcome email. Instructions on how to confirm or update contact information are included in the email. STCC will contact users through the system in the event of an emergency. Members may opt out if they choose to. The College conducts tests of the Rave Alert Emergency Notification System on a semester basis, or twice annually. For more information on the STCC Alert Emergency Notification System, please visit <https://www.stcc.edu/stcc-alert/>.

In addition to the STCC Rave Alert system, timely notifications may also be distributed through bulletins which would be printed and distributed in a timely fashion to ensure that all concerned are notified of potential danger. In addition, STCC Police may electronically distribute notices to all email addresses on campus when deemed necessary. In compliance with Massachusetts Open Police Log statute and the requirements of the Jeanne Clery Disclosure Act, there is a public log available at the STCC Police station of all reported incidents and crimes. STCC provides an annual security report to all students and employees, and to prospective students and employees, upon request. Current statistics may be found in the last segment of this report.

## Emergency Notifications

In the event of a life-threatening and/or significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees, select members of STCC Police Department under the direction of the STCC President will, without delay and taking into account the safety of the community, determine the content of the notification as well as the appropriate audience for its receipt and will initiate the STCC Rave Alert system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The notifications sent through the STCC Rave Alert system may be sent to the STCC community via text messages to cell phones, emails, and phone calls to student and employee phones as provided by the student or employee. Subsequent notifications will be sent through STCC Rave Alert and the other communication tools such as RAM Alert app, campus email, or updates posted to the STCC website to provide adequate follow up information.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the College has at its disposal a variety of communication tools including:

- STCC Alert System via RAVE
- RAM Alert App
- College website
- Campus email
- Fliers/Postings

The STCC Rave Alert is focused on streamlining community communications allowing the STCC emergency responders to immediately and simultaneously send messages to the College community via the community members' preferred contact methods: phone, text messaging, and/or email.

All STCC students and employees are automatically uploaded into the STCC Alert system. All STCC students and employees are requested to log into their STCC Alert account annually at <https://www.getrave.com/login/stcc> to verify that their contact information (cell phone number, landline, and email address) is current.

Any other person, such as contractors, vendors or guests at STCC may self-register to receive alerts by visiting <https://www.stcc.edu/stcc-alert/>

RAM ALERT is a mobile app that gives students, staff, and faculty on campus an effective way to communicate with STCC Police. With RAM ALERT, you can use your phone as a personal security device to provide STCC Police with accurate information about you and your GPS location.

Your location and information is ONLY shared with STCC Police when you use the Emergency Options button or the Report Tips button within the app.

To download RAM ALERT, search “STCC RAM ALERT” in your phone’s native app store.

RAM Alert offers features such as:

SafeWalk – a peer-to-peer feature

Walking home alone from studying late at the library? You can invite friends and family to temporarily follow your location on a real-time map. They will see you on the map as you walk to your destination and know when you get there safely. SafeWalkers can even chat directly within the app or summon emergency help. The session ends when you tap “stop” – no need to worry about racing home against a timer. Are you worried about a friend? You can also request to follow their location and see him/her on a map.

Report Tips

See something suspicious on campus? Maybe someone stole your bike... Help keep your campus safe by sharing information about what is going on around you. With RAM ALERT, you can send tips about suspicious activity, mental health issues, theft, or other campus concerns directly to STCC Police. You can attach a picture, video, or audio.

Request a Campus Escort

Quickly and easily request a campus safety escort with the tap of a button. STCC Police have your back.

Emergency Options

Call to STCC Police. Your name and current location will be attached to the call enabling us to better assist you in an emergency situation.

Also used to communicate in emergencies are other appropriate method(s) which can include any of the following: posting on the campus web site and/or flyers or notices posted in visible locations in academic buildings and key classroom locations. In some situations, door-to-door notification may be done.

All STCC community members and guests are expected to heed all emergency warnings and to follow the instructions of STCC Police and responding emergency personnel. The assessment and evaluation of the current emergency plan and capability is done through regularly scheduled drills, exercises and appropriate follow-through activities. Emergency Response and Evacuation Procedures are posted on the STCC Police website at <https://www.stcc.edu/campus-life/police/>

Anyone with information warranting a timely warning or emergency notification should report the circumstance to the STCC Police Department by calling x.4220 if you are on campus or 413-755-4220 if you are off campus or in person at the STCC Police Department in Building 9 on the STCC campus.

## **MONITORING OF AND NOTIFICATION OF CRIMINAL ACTIVITY**

The STCC Police Officers maintain a daily log of activity on the campus. The public daily log is available for viewing during regular College office hours. In compliance with Massachusetts General Laws, the public log will exclude certain crimes. Copies are available within two business days of the written request. The STCC Police Department records and maintains crime statistics for publication in the Annual Safety/Security Report each year.

In addition, the STCC Police Department annually requests information about crimes committed on public property adjacent to the College from the Springfield Police Department and Massachusetts State Police.

There are no non-campus student organizations at STCC.

## **ACCESS TO AND MAINTENANCE OF CAMPUS FACILITIES**

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal business hours, Monday through Friday, and for limited designated hours on Saturday, Sunday, and holidays. Facilities are maintained, and their security monitored, in the interest of students, faculty and staff. Cultural and athletic events are open to the public, and other facilities such as the Bookstore, and library are also open to the public. All academic and administrative buildings are routinely patrolled and are locked at designated times. Most facilities are kept locked during non-business hours, and both key and electronic card access are restricted to individuals who obtain proper authorization. Access to academic and administrative facilities on campus during normal business hours are generally limited to students, employees, and invited visitors for the purpose of study, work, teaching, and to conduct other College business. Individuals found on campus without a legitimate purpose or who disrupt College operations or who commit a crime on College property may be issued a trespass warning and directed to leave campus; failure to comply with a warning may result in arrest.

### **Maintenance and Security of Campus Facilities**

The STCC Police, with the Senior Director of Facilities, reviews the campus regularly to identify and correct safety and security hazards. STCC Police Officers maintain vigilance while on patrol to ensure hazards are reported and, if needed, contained until corrected. Community members are encouraged to report any hazards

or on-the-job injuries immediately to STCC Police at 413-755-4220, the Senior Director of Facilities at 413-755-4700, and/or the Director of Human Resources at 413-755-4667.

## FIRE SAFETY

STCC Police works closely with the Springfield Fire Department to keep the campus safe from fire hazards. Each College building has a monitored alarm system activated by manual pull stations and smoke detection units. A yearly professional inspection of the fire safety system is performed. Anyone having concerns about fire safety equipment or a possible fire hazard on campus is urged to immediately call STCC Police at 413-755-4220.

STCC Police conducts educational sessions with faculty and professional staff around fire safety issues upon request. Fire alarm drills are held yearly to ensure community members will know how to react to an alarm.

## CRIME PREVENTION

STCC Police works to prevent crime on campus by engaging in community policing, visible foot and bike patrol, education and collaboration with other offices. Crime awareness information is presented to STCC community members in seminars as requested, and through regular employee and student orientation programs. Various safety recommendations are also located on the STCC Police website. Other crime prevention actions include but may not be limited to:

- **Fire Alarm Systems** are located campus wide and monitored by STCC Police and dispatcher personnel. Drills are conducted regularly to familiarize community members with proper fire alarm evacuation procedures.
- **Walking Safety Escorts** (on-campus) are available seven days a week, 24 hours a day by calling the STCC Police at 755-4220.
- **Prevention Presentations** are provided for the campus through collaboration with the Affirmative Action Officer and Title IX Coordinator and the Office of Violence Against Women campus grant.
- **Parking Lot Security** is maintained with well-lit parking lots and frequent patrols.
- **Patrol Officers** periodically conduct a security check of the area where students are working or studying.
- **Facilities Survey** is done regularly to identify safety and security issues on the campus. A comprehensive fire alarm survey including a test of existing sprinkler systems is conducted yearly by an outside vendor.

## MEDICAL RESOURCES

STCC Police Officers are trained and certified as First Responders, including CPR and AED training. Automatic External Defibrillators (AED's) are available to STCC Police Officers.

During a medical emergency, it is standard procedure to transport sick or injured persons to local hospitals by ambulance services, if such transport is deemed necessary.

Springfield Technical Community College has partnered with a local community mental health agency, River Valley Counseling Center (RVCC), to provide STCC students with increased access to mental health services. RVCC is providing students with mental health support in an office located on campus. To be eligible, students must carry health insurance. Students identifying a need or desire for personal counseling can be seen by a licensed professional therapist to address a wide variety issues including, but not limited to:

- Adjustment to college or other new situation
- Crisis management
- Grief/loss
- Anxiety, depression, anger
- Stress management
- Chemical dependency
- Academic concerns
- Difficulties in relationships with significant other, friends, or family members
- Eating disorders
- Sexuality
- Self esteem
- Domestic violence

Other resources include, Community Behavioral Health Centers (CBHCs) which are one-stop shops for a wide range of mental health and substance use treatment programs. CBHCs offer immediate care for mental health and substance use needs, both in crisis situations and the day-to-day, through Mobile Crisis Intervention, Community Crisis Stabilization, and Routine Outpatient Services. Here is the link to additional information: <https://www.mass.gov/community-behavioral-health-centers>.

**Confidentiality in Mental Health Counseling:** Underlying the counseling relationship is the principle of confidentiality. This principle assures you that the facts and opinions you reveal about yourself in the course of counseling will be held strictly private and will not be revealed to others without your written permission. However, there are several exceptions to this policy, including:

- Report of child abuse or neglect when a child may still be in danger
- Report of elder abuse or neglect when a child may still be in danger
- Threatening harm to yourself or another
- Legal cases related to child custody, hospitalization, or court-ordered evaluation.

Students wishing to take advantage of the mental health counseling services available on campus through River Valley Counseling Center can call 413-755-4332 to schedule an initial intake appointment with David Forton, MS, LMHC. Students are asked to bring their health insurance information and a valid identification to their intake appointment.

Additionally, STCC has partnered with Uwill, the leading mental health and wellness solution for colleges and students, to provide free access to teletherapy. Students have an immediate, secure, and convenient way to receive online-based counseling services should the need arise.

- Choose a therapist based on your preferences including *issue, gender, language, and ethnicity*.
- Choose a time that fits your schedule with *day, night, and weekend availability*.
- Choose your appointment type: *video, phone, chat, or message*.

For more information and to get started with teletherapy, please visit the [Uwill website](#). If you need any assistance when using Uwill, you can reach out directly to Uwill at 833-998-9455 or support@uwill.com.

When needed, emergency medical transport services will be called to assist in transporting the person to the appropriate facility.



## WEAPONS POLICY

The General Laws of the Commonwealth of Massachusetts prohibit the possession or concealment of any type of firearm or other dangerous weapon, including but not limited to stiletto, dagger, dirk knife, any knife having a double-edged blade or a switch blade, or any knife having an automatic spring release device by which the blade is released from handle, having a blade of over one and one-half inches, or a slingshot, blackjack, metallic buckles or knuckles or any substance which could be put to the same use, is strictly prohibited on the Springfield Technical Community College campus and at any Springfield Technical Community College sponsored event(s). Violators of the above will be subject to legal and/or disciplinary action. Only those law enforcement officers authorized by the President of the College and STCC Chief of Police are permitted to carry firearms and/or other weapons on campus.

In addition, toy guns, other toy weapons such as swords, axes and knives, paintball guns, BB guns, cap pistols, laser targeting devices, martial arts weapons, pepper spray and explosives are also not permitted on the campus or at any College sponsored event(s). Violators of the above will be subject to disciplinary action.

The Commonwealth of Massachusetts firearms laws are strictly enforced. In Massachusetts, conviction for the illegal possession of a firearm carries a mandatory one-year jail sentence. The College will also take judicial and/or legal actions against anyone who possesses firearms and other dangerous weapons on campus.

## HATE CRIMES

Hate crimes will not be tolerated at Springfield Technical Community College. Hate crimes adversely affect all aspects of campus life. All community members are expected to report possible hate crimes to the STCC Police Department. STCC Police will be responsible for thoroughly investigating any reported hate crimes on campus.

The Office of Multicultural Affairs helps to provide education about hate crimes. Programming throughout the academic year within the Division of the Student Affairs.

## HAZING

In 1985, the Commonwealth of Massachusetts passed a law prohibiting the act of hazing. In this law, hazing is defined as follows:

The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

In response to this legislation, and as required by law, Springfield Technical Community College has adopted the following policy regarding hazing:

Students who are involved, directly or indirectly, in the act of hazing are subject to disciplinary sanctions. In addition, they are liable to the full penalties of the laws of Massachusetts.

A copy of this law can be found in the Office of the Vice President of Student Affairs.

● **Massachusetts General Law Chapter 269, Sections 17, 18, 19 (St. 1985, Chapter 536)**

**269:17 Hazing Prohibited; Definition; Penalties.**

*[Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition]*

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary consent shall not be available as a defense to any prosecution under this action.

**269:18 Failure to Report Hazing; Penalty.**

*[Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]*

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**269:19. Notification by Schools of Hazing Law; Report by Schools Disciplinary Policy.**

*[Text as amended by 1987, 665 effective April 4, 1988. For text effective until April 4, 1988, see 1986 Edition.]*

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen: provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **DRUG AND ALCOHOL POLICY**

### **Alcohol Laws of MA**

All policies and regulations regarding the consumption and/or sale of alcoholic beverages on the Springfield Technical Community College campus shall be in strict conformity to the appropriate Massachusetts General laws. The following is a summarization of the current law of Massachusetts pertaining to alcoholic beverages taken from Massachusetts General Law, Chapter 138, section 34, 34A, 34B, 34C.

- To lawfully purchase any alcoholic beverages in Massachusetts a person must be of legal drinking age (21)
- Any purchase or arrangement with another person to purchase or procure alcoholic beverages by a person who is less than 21 is punishable by a fine of \$300.00
- Any person under 21 who transports or carries on his person an alcoholic beverage is committing a crime punishable by a fine of \$50.00 and may be arrested without a warrant
- Any licensee, patron of licensed establishment or any person who procures an alcoholic beverage for a person under the age of 21 is committing a crime punishable by a fine of \$2000.00 or a maximum of one year imprisonment, or both.
- Only a Massachusetts driver's license, an official Registry of Motor Vehicles drinking age ID card, or a military ID card will be acceptable as proof of age
- Whoever falsely makes, steals, alters, forges or counterfeits or procures or assists another in these acts regarding a learner's permit, a license to operate a motor vehicle or an identification card shall be punished by a fine of not more than \$500.00 or by imprisonment for not more than five years in the state prison or in a house of correction for not more than two years
- No person or group may sell alcoholic beverages directly or indirectly through an admission charge or similar fee, without an appropriate license granted by the Commonwealth
- No person shall appear in a state of intoxication in a public place, or disturb the peace in any place while intoxicated
- No person shall operate a motor vehicle while under the influence of alcoholic beverages

## Drug and Alcohol Policy

In 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, the “Drug-Free Schools and Communities Act of 1989,” requires that every educational institution, as a condition of receiving funds or any other form of financial assistance under any federal program, certify its adoption and implement programs designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. STCC, in accordance with legal mandates and its commitment to establishing and maintaining a supportive learning and working environment, has established the following policies for students and employees.

Springfield Technical Community College, in accordance with legal mandates and its mission and philosophy of establishing and maintaining a safe and supportive learning and working environment, will enforce the following laws and policies:

1. The presence, possession and/or consumption of any alcoholic beverages on STCC property, including parking lots and leased or licensed spaces, or at College sponsored events, is strictly prohibited. Any alcoholic beverages found on College property will be confiscated. Violations of this policy will result in disciplinary action, up to and including expulsion or termination, and may also be subject to referral for criminal prosecution.
2. The presence, possession and/or use of controlled substances on STCC property, including parking lots and leased or licensed spaces, or at College sponsored events, is strictly prohibited. Furthermore, marijuana use and possession, even for medical purposes, is prohibited. Any individual found possessing, using, or distributing any controlled substances, including, but not limited to, narcotics, opioids, psychedelic drugs or chemicals, without a prescription from a licensed physician, will be subject to disciplinary action, up to and including expulsion or termination, and may also be subject to referral for criminal prosecution.
3. STCC shall cooperate in the enforcement of federal and state laws concerning controlled substances and alcoholic beverages. Massachusetts's statutes pertaining to controlled substances and alcohol include:
  - Mass. General Laws, Chapter 94C, (Controlled Substances Act)
  - Mass. General Laws, Chapter 272, Section 59 (Public Drinking)
  - Mass. General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)
  - Mass. General Laws, Chapter 138, Section 34C (Minor in Possession of Alcohol)
  - Mass. General Laws, Chapter 138, Section 22 (Unlawful Transportation of Alcohol)
  - Acts of 2012, Chapter 369 (Medical Marijuana)
  - Mass. General Laws, Chapter 94G (Personal Use of Marijuana)
  - Federal Controlled Substances Act of 1970
  - Drug Free Workplace Act of 1988
  - Drug Free Schools and Communities Act of 1989

Penalties for violating these laws may include arrest, a fine, mandatory probation, loss of license to operate a motor vehicle, or imprisonment. Enhanced penalties are provided under law for possession with intent to distribute controlled substances and distributing of a controlled substance to a minor.

Federal judicial guidelines also exist which impose penalties for violation of federal criminal statutes related to drugs and alcohol. Cities or towns within the College's service area may have similar or additional penalties in place related to alcohol and drug use.

4. Parents or legal guardians of students under twenty-one (21) years of age may be notified each time the student has been determined to be in violation of the campus drug or alcohol policy.
5. No Student Activities funds shall be used to purchase alcoholic beverages. STCC's policy additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A "College event" is one that utilizes College facilities or College funds, or is represented as being a College function. All purchase orders for student events will explicitly exclude payments for alcoholic beverages. Faculty and professional staff who serve as advisors or chaperones to such events shall understand that they are expected to monitor the implementation and enforcement of the College's Drug and Alcohol Policy.

It is a known fact that a person's physical and emotional health can be affected by the abuse of drugs and alcohol. Opioids (including fentanyl), stimulants (such as cocaine/crack or amphetamines) and depressants (such as alcohol and tranquilizers) are the most commonly abused drugs. In some cases severe, physical dependency can result after just one use.

Alcohol, even in small amounts, can slow reflexes, reduce coordination, impair judgment and cause mood changes. Research statistics have shown that the majority of violent behaviors exhibited by people, including vandalism, acquaintance rape, fights, driving accidents, has involved alcohol. Prolonged alcohol or drug use can result in brain damage, heart problems, liver damage, and/or death. Alcohol or drug use during pregnancy may cause birth defects in the child.

Marijuana may negatively affect short-term memory, coordination, depth perception, male sperm production, and the immune system. THC, the active ingredient in marijuana, is stored in the body's fat cells and testing will still show residue evidence even after a month. THC can also be recovered in hair when tested as long as six months after use, tranquilizers, such as barbiturates and benzodiazepines, are prescribed to relieve anxiety, tension and sleep problems; however, when taken in excessive amounts, can cause impaired judgment, slurred speech and loss of motor control. Tranquilizers are highly addictive, even at lower doses, and in combination with alcohol or other drugs, may cause coma or death.

Cocaine/crack, though effects are unpredictable, may cause confusion, hallucinations, destruction of nasal membranes, and when smoked, lesions in the lungs. Addiction to cocaine occurs rapidly. Cocaine withdrawal results in severe depression and fatigue. Convulsions, coma and death are possible with even small amounts.

Hallucinogens (PCP, LSD, Mescaline/Peyote) cause hallucinations, poor perception of time and distance, paranoia, anxiety and loss of control. Since the drugs block pain receptors in the brain, violent episodes of self-inflicted injury may result. "Flashbacks" may occur even after use of the drugs has stopped.

The College will present campus-wide drug and alcohol education programs on an annual basis. This is in addition to other educational opportunities available in current or future academic offerings.

For any member of the STCC community who is experiencing alcohol or substance abuse problems, STCC stands ready to offer supportive services and referrals for treatment as appropriate. Employees should contact the Human Resources Office while students should contact the Health and Wellness Center or the Office of the Vice President of Student Affairs for assistance.

### **Mental Health and Substance Abuse Treatment**

STCC has partnered with the [River Valley Counseling Center](#) which provides STCC students with personal counseling from licensed professional therapists. Students wishing to take advantage of the mental health counseling services available through River Valley Counseling Center can contact David Forton, MS, LMHC, at 413-755-4332 or [dcforton@stcc.edu](mailto:dcforton@stcc.edu) to schedule an initial referral session.

Additionally, STCC has partnered with Uwill, the leading mental health and wellness solution for colleges and students, to provide free access to teletherapy. Students have an immediate, secure, and convenient way to receive online-based counseling services should the need arise.

- Choose a therapist based on your preferences including *issue, gender, language, and ethnicity*.
- Choose a time that fits your schedule with *day, night, and weekend availability*.
- Choose your appointment type: *video, phone, chat, or message*.

For more information and to get started with teletherapy, please visit the [Uwill website](#). If you need any assistance when using Uwill, you can reach out directly to Uwill at 833-998-9455 or [support@uwill.com](mailto:support@uwill.com).

**Treatment covered by student health insurance.** Massachusetts General Laws, Chapter 15A, 7B (St. 1988), Chapter 23, 22, and 117 Code of Massachusetts Regulations Section 3.04 require that students certify their participation in a qualifying student health insurance program, or in a health benefits program with comparable coverage. Students who do not possess adequate medical insurance must purchase the Massachusetts community college student health insurance plan. **This plan provides the following benefits related to drug and alcohol abuse:**

**Gallagher Student Health & Special Risk:** This site has been designed especially to provide information about the Student Injury and Sickness Insurance Plan.

[www.gallagherstudent.com/STCC](http://www.gallagherstudent.com/STCC)

The College shall conduct a review of these policies and programs, and implement changes as necessary.

### **Marijuana Policy**

Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution, and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, continues to prohibit the possession, use, distribution, and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, under this policy, as well as the system-wide Student Code of Conduct, the possession, use, distribution or cultivation of marijuana, even for medical purposes, is prohibited on all community college property or at College sponsored events and activities. Also prohibited is the operation of a motor vehicle while under the influence of marijuana on Community College property or at College sponsored events or activities. Further, this policy prohibits the possession, use, or distribution of all marijuana accessories and marijuana products. Marijuana accessories shall include, but are not limited to, any device or equipment used for ingesting, inhaling, or otherwise introducing marijuana into the human body. Marijuana products shall include, but are not limited to, products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products.

Violations of this policy by any student or employee shall result in disciplinary action, up to and including expulsion or termination in accordance with applicable College policies or collective bargaining agreements.

### **Ieanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly known as The Clery Act), Springfield Technical Community College publishes an annual report that includes statistics for the previous three calendar years concerning crimes that occurred on college property and on public property immediately adjacent to, and accessible from, the campus. This report also includes institutional policies concerning campus safety and security matters.

The calendar year 2023 report is accessible at <https://stcc.edu/police/cleryreport> as of October 1, 2024. A printed copy of the report is available at the STCC Police Department, Human Resources and Student Affairs. To have a copy of the report mailed to you, contact STCC Police Department at 413-755-4220.

## **2021 PAA & TITLE IX SEXUAL HARASSMENT POLICY**

### **Policy on Affirmative Action, Equal, Opportunity, and Diversity**

#### **A. OVERALL POLICY STATEMENT**

The Community Colleges have carefully developed and outlined the major elements of an effective Affirmative Action, Equal Opportunity & Diversity Policy with the understanding that a successful policy requires more than the knowledge of laws, regulations and current government requirements. It demands leadership, vision, and commitment to fully comprehend what challenges Community Colleges face in preparing students for the twenty-first century. The Colleges, both collectively and individually, commit themselves to not only the valuing of human dignity, but to the appreciation of the necessity of providing all members of the College Community an experience that equips them to relate to all persons and groups in the increasingly global and diverse world in which we all live and work.

The Community Colleges wish to take a role of leadership in providing an environment where equity and diversity are truly valued beyond verbal commitments and mere tolerance. This leadership role requires that we all share responsibility for making constructive campus-wide changes in response to the principles set forth in this Policy. By turning our collective energies into making Affirmative Action an integral part of campus life, we continue to fulfill our mission in developing the talents and potential of all members of our College Communities and our society.

#### **B. POLICY STATEMENT ON AFFIRMATIVE ACTION, EQUAL OPPORTUNITY & DIVERSITY**

The Board of Higher Education of the Commonwealth of Massachusetts is responsible under Chapter 15A of the General Laws of the Commonwealth of Massachusetts for the overall governance of the public higher education system, which includes the fifteen Community Colleges. The Board of Higher Education and the Boards of Trustees of the Community Colleges maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin ("protected class(s)/classification(s).") Further, this policy prohibits retaliation and incorporates by reference, and where applicable, the requirements of Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act

of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994; Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149; directives of the BHE, the Boards of Trustees of the Community Colleges and the Commonwealth of Massachusetts; and other applicable local, state and federal constitutions, statutes, regulations and executive orders.

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. The Community Colleges are continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of a protected classification. The Colleges shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

The Community Colleges are committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity. They are committed to providing a learning, working and living environment – whether in person or in the virtual/online setting - for their students, employees and other members of the College Community, which values the diverse backgrounds of all people. The Colleges are committed to assuring that the “College Experience” is one that challenges, empowers, supports, and prepares its students to live in, work in, and value our increasingly global and diverse world. The Colleges believe that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of members of the College Community enriches the institutions and their various constituencies. The Colleges will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of their communities.

The Community Colleges provide equal access to educational, co-curricular and employment opportunities at the Colleges for all applicants, students and employees in compliance with all applicable laws, regulations and policies. All benefits, privileges and opportunities offered by the Colleges are available to all students, employees and other persons having dealings with the institutions on a non-discriminatory basis. The Colleges are committed to taking a pro-active Affirmative Action posture with respect to their recruitment, selection and promotion of students and employees.

The purpose of the Affirmative Action component of this Policy is to establish a set of programmatic objectives, which shall provide for the recruitment, access and advancement of qualified persons from within the protected classes/classifications recognized under this Policy with respect to employment and enrollment opportunities. The intent of this Policy is to responsibly recognize, and to whatever extent possible, resolve the effects of past societal discrimination and the impact which that discrimination has had, not only on victims of such discrimination, but on the total academic, educational and social system as well. It is not intended and should not be used to discriminate against any applicant, employee, or student because of a protected classification.

In response to that recognition, the Colleges, through their Boards of Trustees and Presidents, fully endorse the plan of action set forth in this Policy and shall oversee and monitor its implementation through the Affirmative Action Officer and other assigned personnel.

The following specific policies are established:



- Equal opportunity and affirmative action shall apply to all segments of the College; full and part-time employment; day and continuing education; the curriculum and offerings of the College.
- Equal opportunity and affirmative action shall be applied to the recruitment process for employment and/or access to education.
- Students will have access to the College, programs of study, activities, and other resources intended to serve them, according to the policies of the individual Colleges.
- Equal employment opportunity and affirmative action will be realized in all personnel employment, including recruitment, application for employment, hiring, benefits, compensation, training, promotion, and termination.
  - All policies, procedures, privileges, and conditions of the College will follow and incorporate applicable equal opportunity and affirmative action rules and regulations.

The above-stated policies are intended to be applied broadly with the goal of promoting equal opportunity and diversity in Community Colleges. The Community Colleges pledge to apply all policies consistently, fairly, and vigorously. Attempts to subvert or abuse these policies will not be tolerated. Appropriate disciplinary action will be taken in the case of an infraction. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

All policies are made in compliance with laws and regulations and executive orders promulgated by the federal and state governments and other appropriate agencies and authorities, where applicable.

**TITLE IX SEXUAL HARASSMENT POLICY**

- a. Introduction

It is the goal of the Community Colleges to promote an educational environment and workplace that is free of all forms of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the Community College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the Community Colleges take allegations of Title IX Sexual Harassment seriously, we will respond promptly to complaints of Title IX Sexual Harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective measures, including disciplinary action where appropriate and consistent with applicable collective bargaining agreements.

*The College does not discriminate on the basis of sex in any education program or activity that it operates, and it is required by Title IX and 34 C.F.R Part 106, §106.8 (b) not to discriminate in such a manner.*

**b. Definition of Title IX Sexual Harassment**

**Title IX Sexual Harassment is defined under the “Definitions” section of this Policy.**

**All employees and students should take special note that, as stated above, retaliation against an individual who has complained about Title IX Sexual Harassment, or retaliation against individuals who have cooperated with an investigation of Title IX Sexual Harassment is unlawful and will not be tolerated by the Community Colleges.**

**a. Complaints of Title IX Sexual Harassment**

All Formal Complaints of Title IX Sexual Harassment shall proceed under this Policy's Title IX Sexual Harassment Complaint Process. To file a complaint a person may do so by contacting the College's Title IX Coordinator, or designee. A report of an allegation of sexual harassment may also be presented to other "Responsible Employees" at the College. These persons are also available to discuss any concerns a person may have and to provide information about the Policy.

**b. Sexual Harassment Investigation**

A Formal Complaint of Title IX Sexual Harassment will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will be conducted in accordance with this Policy's Title IX Sexual Harassment Complaint Process and may include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed Title IX Sexual Harassment will also be interviewed. Once the investigation is completed, the College will, to the extent appropriate, inform the parties of the results of that investigation.

**If it is determined that a violation of this Policy has occurred, the College will act promptly to eliminate the offending conduct, and where it is appropriate also impose disciplinary action.**

**c. Disciplinary Action**

**Discipline for violating this Policy may include, but is not limited to, mandatory counseling or training, verbal or written warnings, suspension, termination from employment, or expulsion from the College.**

**d. Consensual Relationships:**

**Faculty/Administrator/Staff Member Relationships with Students**

A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a College program or activity.

**Relationships Between Supervisors, Subordinates or Co-Workers**

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in

claims of sexual harassment, discrimination or retaliation. Therefore, such workplace relationships are strongly discouraged.

e. Identification

Personal identifiable information about parties of sexual violence will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the Complainant or as public safety requires. The College does not publish the names or other identifiable information of parties of sexual violence in the campus police department's Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act, an individual may request that no directory information maintained by the College be released absent his/her prior, written consent.

f. Supportive Measures

Title IX requires the College to take non-disciplinary/non-punitive reasonable steps to preserve or restore equal access to its education programs and activities and protect individuals from any Title IX Sexual Harassment or other Prohibited Conduct, including offering supportive measures before the final outcome of an investigation, irrespective of whether the complainant ever chooses to file a Formal Complaint. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter all forms of sexual harassment. The College shall take these steps promptly once it has notice of an allegation of Title IX Sexual Harassment, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

- Counseling;
- Extensions of deadlines or other course-related adjustments (for example: changing class schedule, withdrawal without penalty, providing student services such as tutoring, alternate class completion options);
- Modifications of work schedules or job assignments;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in work or housing locations (if applicable);
- Leaves of absence, increased security and monitoring of certain areas of the campus; and
- Other similar measures.

The specific supportive measures implemented and the process for implementing those measures will vary depending on the facts of each case. The College will consider a number of factors in determining what supportive measures to take, including, for example, the specific needs expressed by either party; the severity or pervasiveness of the allegations; any continuing effects on either party; whether the parties share the same classes, dining hall schedule, transportation, or job location; and whether other judicial measures have been taken to protect either/both parties (*e.g.*, civil protection orders).

In general, when taking supportive measures, the College shall minimize the burden on either party. The College must maintain as confidential any supportive measures provided to either party, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

g. Amnesty

Students may be hesitant to report sexual violence out of concern that they, or witnesses, might be charged with violations of the College's drug/alcohol policy and/or the Student Code of Conduct. While the College does not condone such behavior, it places a priority on addressing allegations of sexual violence. Accordingly, the College shall not pursue discipline against a student who reports, witnesses or possesses personal knowledge of an incident of sexual violence unless the College determines that the report was not made in good faith or that the violation was egregious. An egregious violation shall include, but not be limited to, taking an action that places the health and safety of another person at risk.

h. Protections for Complainant Regarding Sexual Violence

A person subjected to sexual violence shall:

- Be provided with a copy of the College's *Sexual Violence – Complainant's Rights and Information Advisory*, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;
- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of an advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and

- Be informed of any no-contact or no-trespass orders issued to the respondent by the College and the College’s notification procedures, responsibilities and commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

i. Recommended Procedures for a Victim of Sexual Violence

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence are advised as follows:

- **Protect Yourself and Get Medical Attention** – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.
- **Preserve Evidence** - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag. <sup>(1)</sup><sub>(SEP)</sub>
- **Health and Support Services** - Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such services, including counseling, please contact the Affirmative Action and/or Title IX Coordinator.

j. Rape Crisis Center Contact Information

The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information *may be subject to change*, current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth’s Executive Office of Health and Human Services’ Website under “Consumer” information at <http://www.mass.gov/eohhs/>.

**Greater Boston Area**

Boston Area Rape Crisis Center, Cambridge, 617-492-7273 Hotline, 617-492-6434 TTY

Northeastern Massachusetts

North Shore Rape Crisis Center, Beverly, 800-922-8772 Hotline, 978-921-8729 TTY

Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723 TTY

YWCA of Greater Lawrence, 877-509-9922 SA Hotline, 978-686-8840 TTY

**Central Massachusetts**

Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 508-852-7600 TTY

Rape Crisis Center of Central Mass., Fitchburg, 800-870-5905

Wayside Victim Services, Milford, 800-511-5070 Hotline, 508-478-4205 TTY

Voices Against Violence, Framingham, 800-593-1125 Hotline, 508-626-8686 TTY

**Southeastern Massachusetts**

A Safe Place, Nantucket, 508-228-2111 Hotline, 508-228-0561 TTY

Independence House, Hyannis, 800-439-6507 Hotline, 508-778-6782 TTY

Women Support Services, Vineyard Haven, 508-696-7233

Greater New Bedford Women Center, New Bedford, 888-839-6636 Hotline, 508-996-1177 TTY

New Hope, Attleboro, 800-323-4673 Hotline/TTY

Stanley Street Women Center, Fall River, 508-675-0087 Hotline, 508-673-3328 TTY

Womansplace Crisis Center, Brockton, 508-588-8255 SA Hotline, 508-894-2869 TTY

**Western Massachusetts**

Elizabeth Freeman Center, Pittsfield, 413-443-0089 Hotline, 413-499-2425 TTY

Everywoman Center, Amherst, 413-545-0800 Hotline, 888-337-0800 TTY

NELCWIT, Greenfield, 413-772-0806 Hotline/TTY

YWCA, Springfield, 800-796-8711

YWCA of Western Mass, Westfield, 800-479-6245 Hotline/TTY

These Rape Crisis Centers offer FREE services to survivors of sexual violence, including:

- 24/7 hotline counseling, information, and referral;
- Will go with survivors to hospitals and/or police stations 24/7;
- Will go with a survivor to court;
- Provide one-to-one counseling and support group counseling; and
- Provide primary prevention education; professional training; outreach.

**k. State and Federal Remedies**

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

**United States Equal Employment Opportunity Commission ("EEOC")**

One Congress Street 10th Floor

Boston, MA 02114

(617) 565-3200.

**The Office For Civil Rights ("OCR")**

U.S. Department of Education

John W. McCormack Post

Office and Courthouse, Room 222

Boston, MA 02109

(617) 223-9662

**Massachusetts Commission Against Discrimination ("MCAD")**

Boston Office:

One Ashburton Place Rm 601

Boston, MA 02108

(617) 994-6000

Worcester Office:

Worcester City Hall

484 Main St., Rm. 320

Worcester, MA 01608

(508) 799-8010

**Springfield Office:**

436 Dwight St., Rm. 220

Springfield, MA 01103

(413) 739-2145

**New Bedford Office:**

800 Purchase St., Rm. 501

New Bedford, MA 02740

(508) 990-2390

**TITLE IX SEXUAL HARASSMENT COMPLAINT FORM**

The purpose of this form is to record information required to initiate an investigation into an alleged violation of the College's Title IX Sexual Harassment Policy. All reasonable efforts will be made to maintain the confidentiality of the parties involved during the process in accordance with the Affirmative Action Policy.

It is unlawful to retaliate against a student, employee or any other person in the College for filing a complaint or for cooperating in an investigation of a complaint. All parties to a complaint may have an advisor (for union employees this may be a union representative) assist them throughout the process.

**Date Filed:** \_\_\_\_\_ **Date(s) of Alleged Discrimination:** \_\_\_\_\_

**A. Name (Print):** \_\_\_\_\_

**B. Check One: Student:** \_\_\_\_\_ **Employee:** \_\_\_\_\_ **Dept./Division** \_\_\_\_\_

**C. Type of alleged discrimination or act meets Title IX Sexual Harassment[1] as defined in the Affirmative Action Policy:** \_\_\_\_\_ (Check here if yes) \_\_\_\_\_

**\*If sexual violence is alleged, specify type as defined under this Policy:-** \_\_\_\_\_

**D. Name of individual(s) you believe discriminated against you:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**E. List any witnesses:** \_\_\_\_\_

\_\_\_\_\_



TITLE IX SEXUAL HARASSMENT COMPLAINT FORM - PAGE 2

**F. Description of Complaint - please list the sequence of events, including dates, if possible, and any relevant facts and statements:**

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**(If additional writing space is needed, please attach additional sheets)**

**To the best of my knowledge and belief, the above information is complete, true and accurate and not a "false charge" as defined under this Policy. I hereby submit this complaint under the College's Affirmative Action Complaint Procedure.**

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**Signature of Complainant**

**Date**

**Received by (College Official's name/title):**

**Date Received:** \_\_\_\_\_

**Notice to Respondent (re Formal Complaint)**

**College Letterhead**

**To:** \_\_\_\_\_, **Responding Party**

**From:** \_\_\_\_\_, **(Title of College Official)**

**Subject: Title IX Sexual Harassment Formal Complaint**

**Date:** \_\_\_\_\_

This is to notify you that on \_\_\_\_\_ a complaint alleging a violation of the College's Policy on Affirmative Action was filed against you with the College. A copy of the Formal Complaint is attached, as is a copy of the Title IX Sexual Harassment Complaint process. Within five (5) days of your receipt of this notice, please submit to me a written response to this Formal Complaint.

I will be contacting you to schedule an appointment to discuss this matter. Please be advised that it is unlawful to retaliate against a student, employee or any other person for filing a complaint or for cooperating in an investigation related thereto.

All reasonable efforts will be made to maintain confidentiality during this process in accordance with the Policy on Affirmative Action. Further, if any disciplinary sanctions are imposed as a result of an investigation under this Policy, all such sanctions shall be regarded as an administrative action subject to all terms and conditions of applicable collective bargaining agreements.

All questions concerning this matter should be addressed to the College official referenced above. Further, all parties to a complaint may have an advisor (for union employees this may be a union representative) assist them throughout the process.

## **2024 PAA & SEX-BASED HARASSMENT POLICY**

[2024 Policy on Affirmative Action, Equal Opportunity & Diversity](#)

### **POLICY ON AFFIRMATIVE ACTION, EQUAL OPPORTUNITY & DIVERSITY**

The Commonwealth of Massachusetts' Community Colleges' Policy on Affirmative Action, Equal Opportunity & Diversity has been approved for implementation by the Board of Higher Education, effective August 1, 2024.

This Policy shall replace the previous Policy, which was approved by the Board of Higher Education and implemented on August 14, 2020, as amended in August 2021. This Policy shall remain in full force and effect until a successor Policy is approved and implemented. The Community Colleges will continually review this Policy and the Complaint Procedure to ensure compliance with the requirements of federal and state laws and regulations.

Noe Ortega  
Commissioner  
Department of Higher Education

#### **A. OVERALL POLICY STATEMENT**

The Community Colleges have carefully developed and outlined the major elements of an effective Affirmative Action, Equal Opportunity & Diversity Policy with the understanding that a successful policy requires more than the knowledge of laws, regulations and current government requirements. It demands leadership, vision, and commitment to fully comprehend what challenges Community Colleges face in preparing students for the twenty-first century. The Colleges, both collectively and individually, commit themselves to not only the valuing of human dignity, but to the appreciation of the necessity of providing all members of the College Community an experience that equips them to relate to all persons and groups in the increasingly global and diverse world in which we all live and work.

The Community Colleges wish to take a role of leadership in providing an environment where equity and diversity are truly valued beyond verbal commitments and mere tolerance. This leadership role requires that we all share responsibility for making constructive campus-wide changes in response to the principles set

forth in this Policy. By turning our collective energies into making affirmative action an integral part of campus life, we continue to fulfill our mission in developing the talents and potential of all members of our College Communities and our society.

**B. POLICY STATEMENT ON AFFIRMATIVE ACTION, EQUAL OPPORTUNITY & DIVERSITY**

The Board of Higher Education of the Commonwealth of Massachusetts is responsible under Chapter 15A of the General Laws of the Commonwealth of Massachusetts for the overall governance of the public higher education system, which includes the fifteen Community Colleges. The Board of Higher Education and the Boards of Trustees of the Community Colleges maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, parental leave, pregnancy, parenting status, military service, national origin, and natural and protective hairstyles (“protected class(s)/classification(s).” Further, this policy prohibits retaliation and incorporates by reference, and where applicable, the requirements of Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; The Providing Urgent Maternal Protections (PUMP) for Nursing Mothers Act; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994; Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. Sec. 2000ff; the reauthorized Violence Against Women Act, Pub. Law No. 113-4 (2013); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; the Higher Education Act of 1965; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149; An Act Relative to Gender Identity, Mass. Acts of 2011, ch. 199; An Act Relative to Transgender Anti-Discrimination, Mass. Acts of 2016, ch. 134; An Act Expanding Protections for Reproductive and Gender Affirming Care, Mass. Acts of 2022, ch. 127; An Act Relative to Sexual Violence on Higher Education Campus, Mass. Acts of 2020 ch. 337, (also known as the 2021 Campus Sexual Assault Law); An Act Prohibiting Discrimination Based on Natural and Protective Hairstyles (Massachusetts CROWN Act), Massachusetts Acts of 2022, c. 117; directives of the BHE, the Boards of Trustees of the Community Colleges, and the Commonwealth of Massachusetts; and other applicable local, state and federal constitutions, statutes, regulations and executive orders, including those establishing other protected classes.

Non-discrimination requires the elimination of all existing discriminatory conditions, whether purposeful or inadvertent. The Community Colleges are continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of a protected classification. The Colleges shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

The Community Colleges are committed to a policy of affirmative action, equal opportunity, equal education, non-discrimination, and diversity. They are committed to providing a learning, working and living environment – whether in person or in the virtual/online setting - for their students, employees and other members of the College Community, which values the diverse backgrounds of all people. The Colleges are

committed to assuring that the “College Experience” is one that challenges, empowers, supports, and prepares its students to live in, work in, and value our increasingly global and diverse world. The Colleges believe that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of members of the College Community enriches the institutions and their various constituencies. The Colleges will not tolerate behavior based on bigotry, which has the effect of discriminating against any member of their communities.

The Community Colleges provide equal access to educational, co-curricular and employment opportunities at the Colleges for all applicants, students and employees in compliance with all applicable laws, regulations and policies. All benefits, privileges and opportunities offered by the Colleges are available to all students, employees and other persons having dealings with the institutions on a non-discriminatory basis. The Colleges are committed to taking a pro-active affirmative action posture with respect to their recruitment, selection and promotion of students and employees.

The purpose of the affirmative action component of this Policy is to establish a set of programmatic objectives, which shall provide for the recruitment, access and advancement of qualified persons from within the protected classes/classifications recognized under this Policy with respect to employment and enrollment opportunities. The intent of this Policy is to responsibly recognize, and to whatever extent possible, resolve the effects of past societal discrimination and the impact which that discrimination has had, not only on victims of such discrimination, but on the total academic, educational and social system as well. It is not intended and should not be used to discriminate against any applicant, employee, or student because of a protected classification.

In response to that recognition, the Colleges, through their Boards of Trustees and Presidents, fully endorse the plan of action set forth in this Policy and shall oversee and monitor its implementation through the Affirmative Action Officer and other assigned personnel.

The following specific policies are established:

- Equal opportunity and affirmative action shall apply to all segments of the College; full and part-time employment; day and continuing education; the curriculum and offerings of the College.
- Equal opportunity and affirmative action shall be applied to the recruitment process for employment and/or access to education.
- Students will have access to the College, programs of study, activities, and other resources intended to serve them, according to the policies of the individual Colleges.
- Equal employment opportunity and affirmative action will be realized in all personnel employment, including recruitment, application for employment, hiring, benefits, compensation, training, promotion, and termination.
- All policies, procedures, privileges, and conditions of the College will follow and incorporate applicable equal opportunity and affirmative action rules and regulations.

The above-stated policies are intended to be applied broadly with the goal of promoting equal opportunity and diversity in Community Colleges. The Community Colleges pledge to apply all policies consistently, fairly, and vigorously. Attempts to subvert or abuse these policies will not be tolerated. Appropriate disciplinary action will be taken in the case of an infraction. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

All policies are made in compliance with laws and regulations and executive orders promulgated by the federal and state governments and other appropriate agencies and authorities, where applicable.

## **SEX-BASED HARASSMENT POLICY**

### **• a. Introduction**

It is the goal of the Community Colleges to promote an educational environment and workplace that is free of all forms of Sex-Based Harassment. Sex-Based Harassment of students or employees occurring in or limiting access to an education program, activity, or workplace will not be tolerated by the College. Further, any retaliation against an individual who has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part, including in an informal resolution process, in complaint processes, or in any other actions taken by a College will not be tolerated. To achieve our goal of providing a campus and workplace free from Sex-Based Harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the Community Colleges take allegations of Sex-Based Harassment seriously, we will respond promptly to complaints of Sex-Based Harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective measures, including disciplinary action where appropriate and consistent with applicable collective bargaining agreements.

The Community Colleges do not discriminate on the basis of sex and prohibit Sex-Based Harassment in any education program, activity, or workplace that it operates, as required by Title IX, including in admission and employment.

The College will provide a notice of nondiscrimination to students; employees; applicants for admission and employment; and all unions and professional organizations holding collective bargaining or professional agreements with the College.

Inquiries about Title IX may be referred to the College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The College's Title IX Coordinator is Dr. Kathryn C. Senie Director of Compliance, located in building 19 room 153 and can be contacted at [kcsenie@stcc.edu](mailto:kcsenie@stcc.edu) (413) 755-5642.

The College's nondiscrimination policy and complaint processes can be located at <https://www.stcc.edu/about-stcc/employment/affirmative-action-title-ix>

To report information about conduct that may constitute Sex-Based Harassment or make a complaint of Sex-Based Harassment under Title IX, please refer to [Complaints | STCC](#).

### **b. Definition of Sex-Based Harassment**

Sex-Based Harassment, as defined under the "Definitions" section of this Policy, means any discrimination based on sex, including but not limited to, sexual harassment and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity, *quid pro quo* harassment, hostile environment harassment, or one of four specific sex offenses referenced in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") as amended by the Violence Against Women Act of 2013, or any offenses referenced in the Massachusetts Campus Sexual Violence Law of 2021.

All employees and students should take special note that, as stated above, retaliation against an individual who has made a complaint about Sex-Based Harassment, or retaliation against individuals who have cooperated with an investigation of Sex-Based Harassment will not be tolerated by the Community Colleges.

### **c. Confidential**

### **Reporting**

### **Resources**

Persons who have experienced prohibited forms of Sex-Based Harassment under this Affirmative Action Policy may share information confidentially with Confidential Employees who cannot reveal identifying information to any third party unless one or more of the following conditions is present:

- the individual has provided written consent to disclose information;
  - there is a concern about imminent harm to self or others;
  - the information concerns the neglect or abuse of someone who is a minor, elderly, or disabled;
- or
- an employee is responsible for providing non-identifiable information for purposes of the Clery Act.

Please bear in mind, however, that if one requests certain supportive measures from the College (e.g., extension for academic work, or changing classes or work locations), other College officials may be contacted only for the purpose of providing the requested measures. In such cases, one's privacy will be maintained to the extent that respecting confidentiality will not impair the College's ability to provide the requested measures. One may also confidentially report any form of Sex-Based Harassment, sexual assault, domestic violence, dating violence, stalking, and/or retaliation as well as other forms of sexual violence and gender-based harassment to community support resources, which are not required to share information with the College.

Confidential resources include those who provide privileged and confidential support, such as physicians and clergy, regardless of whether they are employed by the College.

### **d. Complaints of Sex-Based Harassment**

All Complaints of Sex-Based Harassment shall proceed under this Policy's Complaint Process. To make a complaint a person may do so by contacting the College's Title IX Coordinator. The individuals who have a right to make a complaint of Sex-Based Harassment include a Complainant; a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant, and the Title IX Coordinator.

In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint and in the absence or termination of an informal resolution process, the Title IX Coordinator may determine whether to initiate a complaint of Sex-Based Harassment. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

- (1) The Complainant's request not to proceed with initiation of a complaint;
- (2) The Complainant's reasonable safety concerns regarding initiation of a complaint;
- (3) The risk that additional acts of Sex-Based Harassment would occur if a complaint is not initiated;

(4) The severity of the alleged Sex-Based Harassment, including whether a violation, if established, would require the removal of a Respondent from campus or imposition of another

disciplinary sanction to end the Sex-Based Harassment and prevent its recurrence;

(5) The age and relationship of the parties, including whether the Respondent is an employee of the College;

(6) The scope of the alleged Sex-Based Harassment, including information suggesting a pattern, ongoing Sex-Based Harassment, or Sex-Based Harassment alleged to have impacted multiple individuals;

(7) The availability of evidence to assist a Title IX Coordinator in determining whether Sex-Based Harassment occurred; and

(8) Whether the College could end the alleged Sex-Based Harassment and prevent its

recurrence without initiating a complaint.

**e. Sex-Based Harassment Investigation**

A Complaint of Sex-Based Harassment will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will be conducted in accordance with this Policy's Complaint Process and may include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed Sex-Based Harassment will also be interviewed.

The investigation process for complaints of Sex Based Harassment enables the Title IX Coordinator to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of Sex-Based Harassment. The Title IX Coordinator may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible, however, the Title IX Coordinator must not draw an inference about whether Sex-Based Harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Once the investigation is complete, the College will, to the extent appropriate, inform the parties of the results of that investigation. If it is determined that a violation of this Policy has occurred, the College will act promptly to eliminate the offending conduct, and where it is appropriate also impose disciplinary sanctions.

**f. Disciplinary Action**

Discipline for violating this Policy may include, but is not limited to, mandatory counseling or training, verbal or written warnings, suspension, termination from employment, or expulsion from the College.

**g. Consensual Relationships**

**· Faculty/Administrator/Staff Member Relationships with Students**



A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a College program or activity.

· **Relationships Between Supervisors, Subordinates or Co-Workers**

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of Sex-Based Harassment or retaliation. Therefore, such workplace relationships are strongly discouraged.

**h. Identification**

Personally identifiable information about parties of Sex-Based Harassment will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the Complainant or as public safety requires. The College does not publish the names or other identifiable information of parties of Sex-Based Harassment in the campus police department's Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act (FERPA), an individual may request that no directory information maintained by the College be released absent their prior, written consent.

**i. Supportive Measures**

Title IX requires the College to offer and coordinate, as appropriate, as reasonably available, non-disciplinary/non-punitive reasonable steps to preserve or restore equal access to its education programs and activities. Supportive measures protect individuals from any Sex-Based Harassment or other Prohibited Conduct, including offering supportive measures during the investigation or informal resolution process, irrespective of whether the Complainant ever chooses to file a Complaint. Such measures must not unreasonably burden either party, must not be for punitive or disciplinary reasons, and must be without fee or charge to either party. The College shall take these steps promptly once it has notice of an allegation of Sex-Based Harassment. Examples of interim protective measures include, but are not limited to, the following:

- Counseling;
- Extensions of deadlines or other course-related adjustments (for example: changing class schedule, withdrawal without penalty, providing student services such as tutoring, alternate class completion options);
- Modifications of work schedules or job assignments;
- Campus escort services;
- Increased security and monitoring of certain areas of the campus;
- Restrictions on contact applied to one or more parties;

- Changes in class, work housing, or extracurricular, or any other activity, regardless of whether there is or is not a comparable alternative;
- Leaves of absence;
- Training and education programs related to Sex-Based Harassment; and
- Other similar measures.

The specific supportive measures implemented and the process for implementing those measures will vary depending on the facts of each case. The College will consider a number of factors in determining what supportive measures to take, including, for example, the specific needs expressed by either party; the severity or pervasiveness of the allegations; any continuing effects on either party; whether the parties share the same classes, dining schedule, transportation, or job location; and whether other judicial measures have been taken to protect either/both parties (*e.g.*, civil protection orders).

In general, when taking supportive measures, the College shall minimize the burden on either party. The College must maintain as confidential any supportive measures provided to either party, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

#### **j. Amnesty**

Students may be hesitant to report Sex-Based Harassment out of concern that they, or witnesses, might be charged with violations of the College’s drug/alcohol policy and/or the Student Code of Conduct. While the College does not condone such behavior, it places a priority on addressing allegations of Sex-Based Harassment. Accordingly, the College may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of an incident of Sex-Based Harassment.

#### **k. Protections for Complainant Regarding Sexual Assault**

A person subjected to Sexual Assault shall:

- Be provided with a copy of the College’s *Sex-Based Harassment – Complainant’s Rights and Information Advisory*, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;
- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;

- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of an advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity to the Respondent insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the Respondent by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

### **I. Recommended Procedures for a Victim of Sexual Assault**

For a person subjected to an act of sexual assault, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual assault are advised as follows:

- **Protect Yourself and Get Medical Attention** – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the sexual assault. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.
- **Preserve Evidence** - It is important to preserve all physical evidence following an act of sexual assault. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag.
- **Health and Support Services** - Various health and support services are available on and off campus for students and employees who have experienced sexual assault. For information about such services, including counseling, please contact the Title IX Coordinator.

### **m. Rape Crisis Center Contact Information[1]**

Rape Crisis Centers offer FREE services to survivors of sexual assault, including:

- 24/7 hotline counseling, information, and referral;
- Will go with survivors to hospitals and/or police stations 24/7;

- Will go with a survivor to court;
- Provide one-to-one counseling and support group counseling; and
- Provide primary prevention education; professional training; outreach.

**Central Massachusetts**

Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 888-887-7130 TTY

Rape Crisis Center of Central Mass., Milford, 800-511-5070 Hotline, 508-478-4205 TTY

**Greater Boston Area**

Boston Area Rape Crisis Center, Cambridge, 1-800-841-8371 Hotline, 617-492-8306 TTY

**Northeastern Massachusetts**

[YWCA Northeastern Massachusetts](#), (877) 509-9922, TTY: (978) 686-8840

Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723 TTY

YWCA North Shore Rape Crisis Center, Lynn, (800) 509-9922 Hotline

**Southeastern Massachusetts**

A Safe Place, Nantucket, 508-228-2111 Hotline, 508-228-7095 TTY

Independence House, Hyannis, 800-439-6507 Hotline, 508-771-6782 TTY

Women Support Services, Vineyard Haven, 508-696-7233 Hotline, 774-549-9659 TTY

Greater New Bedford Women Center, New Bedford, 508-996-6636 Hotline, 508-996-1177 TTY

New Hope, Attleboro, 800-323-4673 Hotline, 508-323-4673 TTY

Womansplace Crisis Center, Brockton, 508-588-8255 Hotline, 508-894-2869 TTY

**Western Massachusetts**

Elizabeth Freeman Center, Pittsfield, 866-401-2425 Hotline, 413-499-2425 TTY

Everywoman Center, Amherst, 413-545-0800 Hotline, 413-577-0940 TTY

NELCWIT, Greenfield, 413-772-0806 Hotline, 413-772-0815 TTY

**n. State and Federal Remedies**

Filing a complaint under this Policy does not prohibit you from filing a formal complaint with the governmental agencies set forth below.

**Massachusetts Commission Against Discrimination ("MCAD")**

**Boston Office:**

One Ashburton Place  
Rm. 601  
Boston, MA 02108  
(617) 994-6000

**Worcester Office:**

Worcester City Hall  
18 Chestnut St., Rm. 520  
Worcester, MA 01608  
(508) 453-9630

**Springfield Office:**

436 Dwight St., Rm. 220  
Springfield, MA 01103  
(413) 739-2145

**United States Equal Employment Opportunity Commission ("EEOC")**

15 New Sudbury Street  
Room 475, MA 0203-0506,  
1-800-669-4000

**United States Department of Education Office For Civil Rights ("OCR")**

5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109  
(617) 289-0111

**APPENDIX A - DISCRIMINATION COMPLAINT FORM**

The purpose of this form is to record information required to initiate an investigation into an alleged violation of the College’s Policy on Affirmative Action (PAA). All reasonable efforts will be made to maintain the confidentiality of the parties involved during the complaint procedure in accordance with the PAA.

Retaliation against a student, employee or any other person in the College for filing a complaint or for cooperating in an investigation of a complaint is strictly prohibited. All parties to a complaint may have an advisor (for union employees this may be a union representative) assist them throughout the process.

Date Filed: \_\_\_\_\_ Date(s) of Alleged Discrimination: \_\_\_\_\_

A. Name (Print): \_\_\_\_\_

B. Check One: Student: \_\_\_ Employee: \_\_\_ Other: \_\_\_\_\_

Program/Department: \_\_\_\_\_

C. Type of Prohibited Conduct (please check applicable category(ies):

- Discrimination                       Retaliation
- Discriminatory Harassment       Sex-Based Harassment

D. Type of alleged discrimination or harassment (please check applicable category(ies)):

- |  |  |
|--|--|
| <b>Protected Classes:</b>                | <b>Sex-Based Harassment:</b>                             |
| <input type="checkbox"/> Race/Color      | <input type="checkbox"/> Pregnancy or Related Conditions |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Sex                             |
| <input type="checkbox"/> Age             | <input type="checkbox"/> Gender Identity                 |
| <input type="checkbox"/> Disability      | <input type="checkbox"/> --Sexual Orientation            |

\_\_\_ Genetic Information

\_\_\_ Sex Characteristics

\_\_\_ Religion/Creed

\_\_\_ Sex Stereotypes

\_\_\_ Veteran Status

\_\_\_ Other Sex-Based Claim (*quid pro quo* harassment,

hostile environment harassment,

sexual assault,

dating violence, domestic violence,

stalking)

Other: \_\_\_\_\_

\*Please see the PAA for definitions of above terms

E. Name of individual(s) you believe discriminated against you: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. List any witnesses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Description of Complaint - please list the sequence of events, including dates, if possible, and any relevant facts and statements to support your complaint of discrimination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(If additional writing space is needed, please attach additional sheets) **To the best of my knowledge and belief, the above information is complete, true and accurate and not a “false complaint” as defined under this Policy. I hereby submit this complaint under the College’s Complaint Procedure.**

\_\_\_\_\_  
Signature of Complainant and Date

Received by (College Official’s name/title): \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Dismissal (Screen Out)/No Dismissal (Screen In) Determination: \_\_\_\_\_



**APPENDIX B - NOTICE TO RESPONDENT**

***College Letterhead***

**To:** \_\_\_\_\_ Responding Party  
**Cc:** \_\_\_\_\_ Complainant  
**From:** \_\_\_\_\_, (*Title of College Official*)  
**Subject:** Discrimination Complaint  
**Date:** \_\_\_\_\_

This is to notify you that on \_\_\_\_\_ a complaint alleging a violation of the College’s Policy on Affirmative Action (PAA) was filed against you. A copy of the complaint is attached, as is a copy of the complaint procedure. You have ten (10) days from your receipt of this notice, to submit to me a written response to the complaint.

The Policy on Affirmative Action prohibits knowingly making false statements or knowingly submitting false information during the complaint procedure.

You will be contacted to schedule an appointment to discuss this matter. Retaliation against a student, employee or any other person for filing a complaint or for cooperating in an investigation related thereto is strictly prohibited.

Please note that you may have an advisor of your choice, and that the advisor may, but is not required to be, an attorney or union representative (if applicable).

Please be advised that you are presumed not responsible for the alleged conduct until a determination is made at the conclusion of this process, and that prior to any determination, you and your advisor will have an opportunity to present relevant and not otherwise impermissible evidence. You and your advisor are also entitled to any investigative reports and a description of the evidence. Upon request, you and your advisor will have an opportunity to access the relevant and not otherwise impermissible evidence.

All reasonable efforts will be made to maintain confidentiality during the complaint procedure in accordance with the Policy on Affirmative Action. Further, if any disciplinary sanctions are imposed as a result of an investigation under this Policy, all such sanctions shall be regarded as an administrative action subject to all terms and conditions of applicable collective bargaining agreements (if applicable).

All questions concerning this matter should be addressed to the College official referenced above.

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[1] Contact information for Massachusetts Rape Crisis Centers *may be subject to change*. Current contact information can be found at the Commonwealth's Executive Office of Health and Human Services' Website under "Consumer" information at <http://www.mass.gov/eohhs/> or <https://www.mass.gov/info-details/rape-crisis-centers>.

## **CAMPUS SEX CRIMES PREVENTION ACT - SEX OFFENDERS REGISTRY INFORMATION**

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the college community about where they may obtain information concerning registered sex offenders. The act also requires registered sex offenders to provide notice to each institution of higher education in the state in which he or she is employed or enrolled as a student. Sex offenders are required to register with the Sex Offender Registry Board, herein after referred to as "SORB". Following a sex offender's registration, the Board issues a recommended classification level. An offender may appeal that classification through an administrative hearing. Following the administrative hearing an offender will receive a final classification. The SORB transmits the offender's registration data and final classification to the institution of higher education where the offender works, intends to work, is enrolled as a student or intends to enroll as a student.

- Level 1 classification information is NOT public information. No public access to Level 1 information is permitted.
- Level 2 classification information is public information. Level 2 information is available to the general public upon written request.
- Level 3 classification information is public information. Level 3 information is available to the general public through local police departments upon written request or by accessing the Board's website at [www.mass.gov/sorb](http://www.mass.gov/sorb).

For written requests requestors may use this form

<https://www.mass.gov/files/documents/2018/12/28/SOR%20Form%20004%20-%20178I%20Inquiry%20for%20Publicrev121918.pdf>.

- Additionally, local police departments are obligated to make community notification of Level 3 information. Community notification shall be made to all organizations or individuals which provide services to children, the elderly, or other vulnerable members of the community and are likely to encounter such an offender.

### **COLLEGE OFFICIALS MEET WITH OFFENDER**

Once STCC receives notification from the SORB that a student or employee has been finally classified as a Level 2 or 3 sex offender, STCC Chief of Police or designee **and** a designee of the President (Student Affairs or Human Resources personnel administrator depending on whether the offender is a student or an employee), shall meet with the offender to:

- Inform the offender of the college's knowledge of his/her final classification

- Outline the college's obligation to provide public access to Level 2 (if classified after July 12, 2013) & all Level 3 sex offender information through the STCC police department
- If the offender is classified as a Level 3 offender, he/she is further informed of the college's policy of community notification
- Provide the offender with a copy of the public notification the college intends to release.

### **Public Access to Level 2 & 3 Sex Offender Information**

In accordance with federal law, the college is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 (if classified after July 12, 2013) and all Level 3 offenders is also available to the general public by contacting your local police department or the Commonwealth of Massachusetts' SORB, P.O. Box 4547, Salem, MA 01970-4547, 978.740.6400. Level 2 (if classified after July 12, 2013) and Level 3 offender information is also available online at [www.mass.gov/sorb](http://www.mass.gov/sorb). If you have any questions regarding access to sex offender information, please feel free to contact STCC police at 413.755.4220 or x.4220 from an on campus phone.

- Level 2 offenders classified after July 12, 2013 & 3 offender information received by STCC's Police is available to the public upon written request. Recognizing that STCC may not possess complete notification information on all sex offenders within its community, individuals seeking public information on sex offenders shall also be advised to contact their local police department or the Sex Offender Registry Board.
- STCC Police shall not respond to a request for Level 2 or 3 sex offender information unless the request is presented in writing utilizing the Board's "*Request for Sex Offender Information from City/Town Police Departments*" form.
- Level 2 & 3 sex offender information shall be maintained in a binder located in the STCC police station lobby. The binder shall be available for public inspection and copies of Level 2 and 3 notices may be provided upon appropriate written request.

### **Community Notification of Level 3 Sex Offender Information**

Local Police departments in the Commonwealth are required by law to provide community notification to all organizations or individuals which provide services to children, the elderly, or other vulnerable members of the community and are likely to encounter such an offender. Unlike local police departments, a community college's Department of Public Safety - Campus Police is not obligated under the Sex Offender Regulations to perform community notification of Level 3 offender information. Notwithstanding, it is recommended that a College's Department of Public Safety – Campus Police perform community notification of Level 3 offender information as follows:

- Level 3 offender notices shall be posted in at least one conspicuous location.

The STCC locations are as follows and may be updated according to the needs of the college:

Building 2 (Cafe & Gym)  
 Building 17 (1<sup>st</sup> floor near wireless lounge)  
 Building 19 (Library & Forum Area)

- Direct distribution of Level 3 notices shall be made to any college department, organization located on campus, or personnel which provide services to children, the elderly, or other vulnerable members of the college community and are likely to encounter such an offender, including, but not limited to: child care centers, early childhood education programs, libraries, fitness center, summer camps, elder care programs, and college run elementary or secondary schools.
- Community notification must be made within 2 days of receiving notice from the Board of a final classification of a Level 3 offender.

These recommendations establish minimal standards for community notification. A community college may engage in broader community notification efforts as it determines appropriate under the circumstances.

### **Penalties for Improper Use of Sex Offender Registry Information**

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

## CAMPUS CRIME STATISTICS

Definitions of each offense may be found at <http://www.ed.gov/admins/lead/safety/campus.html> in the Handbook for Campus Crime Reporting, U.S. Department of Education Office of Postsecondary Education, 2005. Campus Crime Statistics for STCC and other colleges and universities may be searched through the Department of Education website found online at <http://ope.ed.gov/security/index.aspx>.

### Definitions

The following are defined by the Jeanne Clery Act as Campus Security Authorities:

Campus Police Department – The campus law enforcement/public safety agency responsible for the safety and security of all members of the college community.

Individuals with Campus Security Responsibility - Any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property. Examples of this category are: parking enforcement staff, event security staff and bicycle patrol staff.

Individuals Designated by the Campus - Any individual or organization specified in an institution's statement of campus security policy as one to which students and employees should report criminal offenses. Examples are the Dean of Students Office or the Title IX Investigator.

Officials with Significant Responsibility for Student and Campus Activities - An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting in those capacities. Examples of this category are: Deans of Students, Student Housing Officials, Students Discipline Officials, Students Judicial Affairs Officials, Officials who oversee a student center, and Officials who oversee student extracurricular activities, Director of Athletics, Team Coaches and Faculty Advisors to student groups.

### Crime Definitions

- Murder and Non-negligent Manslaughter – The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter – The killing of another person through gross negligence.
- Sex Offense Forcible (F) – 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: forcible rape; forcible sodomy; sexual assault with an object; and forcible fondling.
- Sex Offense Non Forcible (N) – Unlawful, non-forcible sexual intercourse: incest; statutory rape.
- 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.
- Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon

or by means likely to produce death or great bodily harm. It is not necessary for an injury to result when a gun, knife or other weapon is used in the commission of the crime.

- Simple Assault – Assaults and attempted assaults where no weapon was used and which did not result in a serious or aggravated injury to the victim. (Currently, this crime category only applies to hate crimes.)
- 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. In July 2010, the FBI Uniform Crime Reporting program revised the burglary vs. larceny classification. The classification now states that an incident of burglary must meet three conditions to be classified as such;
  1. There must be evidence of an unlawful entry (trespass). Both forcible entry and unlawful entry-no force are counted.
  2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
  3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
- 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.)
- 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.
- Liquor Law Violation – 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; or any attempts to commit any of the foregoing violations. Note: this list does not include public drunkenness and driving under the influence.
- Drug Law Violation – Violations of State and local laws related to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone(s); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- Weapon Law Violation – The violation of laws or ordinances regulating weapons.
- Domestic Violence - A crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- Dating Violence - Violence committed by a person who is or had been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Does not include acts covered under domestic violence.
- Stalking - The definition of the Massachusetts crime of “stalking” is different from the federal definition. The statistics below reflect the federal definition reportable under the Clery Act. “Stalking” under Massachusetts law requires that the suspect engage in a pattern of conduct or series of acts in at least **3 incidents** directed at a specific person that would cause a reasonable person to suffer substantial emotional distress and involves a threat with intent to cause imminent fear of death or serious bodily

harm. Stalking under the federal definition and as reflected in the statistics below requires that the suspect engage 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. Under this federal definition. "course of conduct" means two or more acts, including but not limited to, acts in which the stalker directly, 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. A threat is not required under the federal definition.

- Hate Crimes – Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race; religion; gender; sexual orientation; ethnicity; physical/mental disabilities; or national origin and gender identity.
- Disciplinary Referrals – incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

## **Clery Geography Locations**

Campus: (i) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

Non-Campus: (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Housing: Residence Halls or other university-owned residences. Springfield Technical Community College does not utilize any residential housing facilities on or off campus.

Public Property: Public property is defined by the Clery Act regulations as all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus. Include the sidewalk across the street from your campus, but do not include public property beyond the sidewalk.

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE**

**CRIME STATISTICS: CLERY DATA** - The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f). The College is a non-residential institution.

	2021			2022			2023		
<b>OFFENSES</b>	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense: Rape	0	0	0	0	0	0	0	0	0
Sex Offense: Fondling	0	0	0	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	1	0	0	0	0	0
Burglary	0	0	3	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>0</b>									
<b>VAWA OFFENSES</b>									
Domestic Violence	0	1	0	0	1	0	1	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking*	1	0	0	0	0	0	1	0	0



ARRESTS												
Weapon Law Violation		0	0	0		0	0	0		0	0	0
Drug Law Violation		0	0	0		0	1	0		0	0	0
Alcohol Law Violation		0	0	0		0	0	0		0	0	0

REFERRALS												
Weapon Law Violation		0	0	0		0	0	0		1	0	0
Drug Law Violation		0	0	0		0	0	0		0	0	0
Alcohol Law Violation		0	0	0		0	0	0		0	0	0

	2018			2019			2020		
<b>HATE CRIMES</b>	On Campus	Public Property	Non Campus	On Campus	Public Property	Non Campus	On Campus	Public Property	Non Campus
<i>Murder/Non-negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0
<i>Sex Offenses</i>	0	0	0	0	0	0	0	0	0
<i>Rape</i>	0	0	0	0	0	0	0	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0

Larceny	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0
Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity										

*\*The definition of the Massachusetts crime of “stalking” is different from the federal definition. The statistics above reflect the **federal definition** reportable under the Clery Act. “Stalking” under Massachusetts law requires that the suspect engage in a pattern of conduct or series of acts in at least **3 incidents** directed at a specific person that would cause a reasonable person to suffer substantial emotional distress **and involves a threat with intent to** cause imminent fear of death or serious bodily harm. Stalking under the federal definition and as reflected in the statistics above requires that the suspect engage 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. Under this federal definition. “course of conduct” means **two or more acts**, including but not limited to, acts in which the stalker directly, 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. A threat is **not** required under the federal definition.*

*There was 1 reported crime listed as unfounded in 2023, and none reported in 2021 nor in 2022.*

*Springfield Police Department does not track hate crimes and could not provide statistics.*

**END OF REPORT**