

## YOUR HEALTH & SAFETY

# 2007

## ANNUAL CAMPUS SECURITY REPORT

On November 8, 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 under Public Law 101-542, Title II. This act requires that institutions of higher education receiving federal funding collect information with respect to crime statistics and campus security policies and, beginning September 1992, prepare, publish, and distribute an annual security report.

Middlesex Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive climate in which to conduct the business and mission of the college, provides the following information regarding campus security policies and procedures:

Students, faculty, staff and visitors at Middlesex Community College are encouraged to immediately report to Campus Security any incidents of criminal activity, sexual harassment, racist behavior, or other emergencies.

### REPORTING PROCEDURES

Both the Lowell and Bedford campus maintain 24 hour coverage and are continually patrolled. Security can be approached at any time and can be contacted in the following manner:

#### Bedford Campus

1. For emergencies, dial ext. 911
2. Non-life threatening emergencies, dial (MCC help line) ext. 6224

#### Lowell Campus

1. For emergencies, dial ext. 911
2. Non-life threatening emergencies, dial (MCC help line) ext.6224

### REPORTING OF MEDICAL EMERGENCIES

#### Bedford and Lowell Campus

For medical emergencies, follow the same procedure as for any campus emergency.

### COLLEGE-WIDE RESPONSE TO REPORTED INCIDENTS

#### 1. Incident Reports

Upon receiving a report of any criminal activity, injury, or accident, a security officer will respond by interviewing the reporting individual for details of the incident. The security officer on duty will complete an incident report which is reviewed by the Campus Manager and, when appropriate, the Dean of Students. Copies of incident reports are maintained in the Campus Manager's office..

#### 2. Actions

- a) The security officer on duty can often respond to an incident by taking such actions as: asking a person to leave the campus, issuing a parking ticket, or intervening to disperse offenders.
- b) Complaints of sexual assault should be reported immediately to the Affirmative Action Officer

c) Sexual assault, as defined in the Federal Bureau of Investigation Uniform Crime Reporting System includes forcible and non-forcible offenses, and is a criminal offense. Sexual assault in any form, including acquaintance rape, will not be tolerated. When an allegation of sexual assault is made, the College will inform the alleged victim as to their rights to pursue criminal prosecution under the Massachusetts criminal statutes. In addition, appropriate campus disciplinary action may be pursued.

d) All allegations of sexual assault will be handled confidentially and will be investigated. Both the accuser and the accused will have equal opportunity to appeal under due process.

e) Sexual misconduct of any kind to include harassment will not be tolerated. Aggressive and continuous attention is given to any reportable incidents. Statistical data regarding the frequency and type of these offenses is maintained in accordance with federal law and available to students, parents or legal guardians upon request. Counselling is also offered to ameliorate the situation experienced by the victim to insure a safe academic environment.

f) In the event of medical emergencies, please dial 911 from any MCC telephone for an ambulance to transport a victim to a hospital.

g) Complaints of racial harassment are referred to Pam Flaherty, Dean of Students and Darcy Orellana, Affirmative Action Officer, Assistant Dean, Diversity and Equity Affairs, for disposition to include state/local police as indicated.

h) Security officers work with the state and local police as appropriate in reporting criminal incidents. The police then conduct their own investigation keeping college officials apprised of the status and dispensation of each case.

i) In the case of incidents or complaints regarding maintenance of facilities and grounds, the College facilities and maintenance staff address the concern in response to a Maintenance Work Order completed by the responding officer.

### SECURITY OF AND ACCESS TO CAMPUS FACILITIES

#### 1. Access

Campus grounds are open to the public for non-organized activities, i.e., walking, bicycling, etc. Visitors are expected to use facilities safely and properly. Those found violating normal safety practices or acting discourteously will be asked to leave.

Organized uses, i.e., community events are scheduled through the Campus Manager. Campus security are provided with a schedule of organized events and will investigate unscheduled activity taking place.

Campus buildings are open Monday-Thursday, 7am - 10pm, Friday, 7am - 5pm, and Saturday from 8am - 1pm when classes are in session. Buildings remain secured on holidays, Sundays, and during non-scheduled class periods unless special arrangements are made to the contrary by contacting the Campus Manager.

**AUTHORIZED ACCESS**

No unauthorized persons are allowed into campus buildings off-hours without prior permission or unless accompanied by an authorized person. College staff or students needing access to buildings during off-hours are required to make arrangements with the appropriate Campus Manager's office. The Campus Manager will provide security with an authorized Access List.

As a commuter campus, Middlesex Community College has no policy on the security of residence halls.

**SECURITY AND MAINTENANCE**

Middlesex Community College employees provide for janitorial services. The supervisor of the janitorial crew has keys to campus buildings in order to provide access for employees during their workshift, 10pm - 7am. During this time period, other employees or students are generally not on campus.

Mechanical contractors and mechanical tradesworkers are accompanied by a college employee when it is necessary for them to be on campus during other than normal working hours.

**CAMPUS LAW ENFORCEMENT**

Campus security officers are authorized to enforce the rules and regulations of Middlesex Community College in the following ways:

- a. Dispersing activities not permitted under campus guidelines, i.e., improper use of facilities, harassment, trespass.
- b. Issuance of parking tickets.
- c. Verbal warnings to cease unauthorized activity.
- d. Escorting violators from the campus facilities.

Security officers do not operate with police powers and do not carry weapons.

**RELATIONSHIP WITH STATE AND LOCAL POLICE**

Since MCC is a state-owned property, enforcement authority rests with the state police. MCC campus security officers routinely work with state police in investigation of criminal activity occurring on the campus property. The state police are called in by campus security in cases of criminal activity such as assault, automobile accidents, theft, violation of restraining orders, etc.

Restraining orders are delivered to:

On the Bedford Campus - Campus Manager's office - Building 10.

On the Lowell Campus - Campus Manager's office.

Restraining orders involving any students are delivered to the Dean of Students office.

Local police, while not empowered with enforcement authority on state property, are cooperative in providing emergency assistance when requested.

**ENCOURAGEMENT OF REPORTING**

The College community is reminded periodically through memos, staff orientations and electronic mail to report any and all incidents immediately to the campus security.

Students are informed of the procedures and encouraged to report all incidents promptly to campus security.

**PROGRAMMING**

Periodic forum programs and advertising campaigns consisting of distribution of flyers or brochures, posting of messages, and electronic mail will inform students and employees about crime prevention.

**FIREARMS, DRUGS AND ALCOHOL POLICY**

Firearms, alcohol, drugs and other illegal substances are prohibited on the campus of Middlesex Community College or as a part of any off campus college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action up to and including suspension, expulsion, or discharge and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a firearms, criminal drug or alcohol statute related to a college activity, the college shall ordinarily expel or discharge the offender absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, consideration of handicap under federal and state law.

The college policies and procedures in regard to firearms, drugs and alcohol are clearly defined in the Student Handbook as required by the Higher Education Act and Drug-Free School and Campuses regulations of 1990. Specific sanctions, health risks, treatment, and educational initiatives are outlined in the handbook which is available in the Enrollment Centers, Student Life offices, Health Services offices, Human Resource offices, Libraries, and the Office of the Dean of Students.

Since Middlesex Community College does not have off-campus student organizations, no policies are necessary to establish coordination with local law enforcement authorities for their monitoring.

**SMOKING**

In light of heightened public concern and the Surgeon General's warnings regarding the health hazards associated with tobacco projects, Middlesex Community College has instituted a SMOKE FREE environment to provide a healthy atmosphere for the benefit of students, faculty and staff.

There is NO SMOKING permitted in classrooms, offices, conference rooms, common areas or restrooms or within 50 feet of all buildings.

**BEDFORD**

Category	Venue	-05-	06-	-07-
Murder/ Manslaughter/ Aggravated assault	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Assault & Battery	On Campus	-0-	-0-	-0-
	On public property			
Sex Offenses: Forcible/Non Forcible	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Robbery	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Burglary	On Campus	-2-	-1-	-2-
	On public property	-2-	-0-	-0-
Arson	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Motor vehicle	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-

**Arrests/Referrals For Disciplinary Action**

Liquor law violations	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Drug-related violations	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Weapons possession	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-

**LOWELL**

Category	Venue	-05-	-06-	-07-
Murder Manslaughter/ Aggravated assault	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Assault & Battery	On Campus	-0-	-0-	-0-
	On public property			
Sex Offenses: Forcible/Non Forcible	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Robbery	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Burglary	On Campus	-6-	-0-	-1-
	On public property	-0-	-0-	-0-
Arson	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-
Motor vehicle	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-2-

**Arrests/Referrals For Disciplinary Action**

Liquor law violations	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-1-
Drug-related violations	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-1-
Weapons possession	On Campus	-0-	-0-	-0-
	On public property	-0-	-0-	-0-

**ANNUAL SECURITY REPORT**

An annual security report will be published and made available each September detailing campus crime statistics for the previous year. These statistics are available upon request from the, Dean of Facilities Management and the Bedford Campus Manager, and can be viewed on the college website, or at <http://www.ope.gov/security>

**THE JEANNE CLEARY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIMES STATISTICS ACT (FORMERLY THE CAMPUS SECURITY ACT)\***