



SAFETY & SECURITY AT GORDON COLLEGE 2011-2012

**An Annual Report of Campus Safety
Policies, Programs and Crime Statistics**

SAFETY & SECURITY AT GORDON COLLEGE (2011-2012)

By federal law (the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act), institutions of higher learning are required to produce an annual security report. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Gordon College, and on public property within or immediately adjacent to and accessible from campus. The report also includes descriptions of institutional policies concerning campus security.

This report is available for download from the following web addresses:

- For the Gordon College community:
<https://go.gordon.edu/departments/pubsafety/publicsafety/campussafety.cfm>
- For the general public: <http://www.gordon.edu/clery>

If you require a paper copy, you may request one by contacting the Department of Public Safety (email: publicsafety@gordon.edu | phone: 978.867.4444 or x4444).

The Department of Public Safety

(Business: x4444; Emergency: x3333 or 978.867.3333)

As employees of Gordon College, the full-time officials of the Department of Public Safety share in the stated goal to live for Christ together. They also bear a unique responsibility as Special State Police Officers of the Commonwealth of Massachusetts. Officers receive training at the Massachusetts State Police Academy and special courses sponsored by the Massachusetts State Police and Massachusetts Police Training Committee. Upon completion of training, Public Safety officers have authority to apprehend and arrest anyone involved in illegal activity on Gordon College property, as authorized under Massachusetts General Laws, Chapter 22C, Section 63. In addition to federal and state laws, Public Safety officers enforce college policies. They are a critical part of the campus judicial system. If a student commits a minor criminal offense or an offense involving college rules and regulations, Public Safety will refer the individual to the Center for Student Development for disciplinary adjudication.

Public Safety officers regularly patrol the campus. They maintain security of campus buildings, regulate traffic and parking, and respond to medical emergencies. They assist with minor motor vehicle trouble, provide authorized access to locked rooms and buildings, give safety escorts at night upon request, and observe and report facility safety hazards to Physical Plant.

In addition, the Department of Public Safety has oversight over:

- lost and found items,
- vehicle and bicycle permits,
- fire permit procurement for authorized groups, and
- testing for drivers of college-owned vehicles.

Public Safety personnel investigate and report criminal activity on campus. Depending on the nature of the crime and the preference of the victim, they sometimes work in conjunction with the Wenham Police Department, as well as state and federal agencies, both responding to and investigating reports of crime or suspicious activity on campus. Police information is routinely shared between Public Safety and the Wenham Police; however, there is no formal, written agreement between the department of Public Safety and outside police agencies regarding the investigation of crimes on campus. Members of the Gordon community desiring any type of police aid should call Public Safety at x4444 (emergency line: x3333). Public Safety will coordinate any requests for further assistance.

Gordon College maintains several non-campus locations for student education and residence (e.g. Lynn Initiative, Boston Urban Semester, etc.). The Department of Public Safety does not provide law enforcement service to non-campus locations. Criminal activity at such locations is monitored and recorded by local municipal police agencies. Public Safety officers will work and communicate with local, state, or federal agencies to assist with investigations at these locations, when necessary.

Emergency Response Procedures

The Gordon College Emergency Management Plan includes information about campus response to critical or emergency incidents, performance expectations, and shelter-in-place and evacuation guidelines. The Department of Public Safety, Physical Plant, and the Center for Student Development are responsible for developing contingency plans and continuity of operations plans for their staff, students and areas of responsibility. The college conducts emergency response exercises each year, such as table-top exercises, evacuation drills (fire drills), and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the College.

Gordon College police officers and supervisors have received training in the incident command system. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Gordon Police and emergency responders from the Physical Plant department, followed by the Wenham Police and Fire departments; they typically respond and work together to manage the incident. Depending on the nature of the incident, other Gordon College departments and other local or federal agencies could also be involved in response.

All members of the Gordon College community are required to notify Public Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Public Safety officers have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Public Safety Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency Notification to Campus

Gordon College is committed to the safety and well-being of its faculty, staff, students, and visitors to the campus. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of persons on the campus, the college will immediately notify the community of the situation using the Blackboard-Connect emergency notification system and other media outlets, unless (in the professional judgment of emergency responders) notification would otherwise compromise the effort to assist victims or contain, respond to or mitigate the emergency.

The Department of Public Safety will confirm the existence of a significant emergency and will immediately activate the Emergency Decision Team (EDT). EDT members who are immediately available will consult with the Director of Public Safety or designee via a call-in conference bridge, and will decide the content of the emergency notification, the timing of its release, and its recipients. In the event that the EDT cannot be reached or assembled immediately, the Director of Public Safety or designee will make these determinations and issue the notification without delay.

Public Safety officers will coordinate the response of emergency responders and the evacuation of the community in the event of an emergency. If evacuation is necessary, the emergency notification will include details about the buildings or areas affected, as well as the nature of the evacuation (e.g. reason for evacuation, evacuation of entire campus or of specific buildings occupants to a campus shelter, etc.).

The Blackboard-Connect System

Gordon College subscribes to the Blackboard-Connect emergency notification system. This system allows Gordon administrators to notify the entire campus via voice, text message and email of any campus emergency or other critical information. The system depends on accurate contact information, so students, faculty and staff members are encouraged to update regularly. The Emergency Contact form can be updated by clicking "Edit My Account" at the top of the GO site home page; or, access it directly at this URL:

<https://go.gordon.edu/general/CampusNotify/>

Twice a year (on the first day of classes for each new semester), the college conducts an announced test of the emergency notification system. The college receives a report from the Blackboard-Connect system, detailing the success of each method (email, phone, text, etc.) attempted for a particular community member. College officials then attempt to resolve failed delivery methods to ensure proper notification during a true emergency.

Evacuation Procedures

An evacuation drill (fire drill) is coordinated by the Physical Plant department each semester for all residential facilities on the Fowler campus. At Gordon College, evacuation drills are used as a way to educate and train occupants on issues specific to their buildings. During the drill, occupants practice evacuation procedures, familiarize themselves with the sound of the fire alarm and are provided guidance about the direction they should travel when exiting each building for a short-term building evacuation. The process also provides the College an opportunity to test the operation of fire alarm system components. Gordon College does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In these cases, Public Safety and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. Gordon College will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Shelter-in-Place Procedures

If an incident occurs that causes the buildings or areas around you to become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in; with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

If an incident occurs and the building you are in is not damaged, stay inside—seeking an interior room—until you are told it is safe to come out. If your building is damaged, or you are directed to do so by Residence Life staff or Public Safety officers, take your personal belongings (purse, wallet, I.D card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If necessary, College staff may direct you to a specific building. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place?”:

A shelter-in-place notification may come from several sources, including the Department of Public Safety, Residence Life staff members, other College employees, or the federal or state government. Whenever possible, Gordon College will notify the community of a “shelter-in-place” by means of the Blackboard Connect emergency notification system.

How to “Shelter-in-Place”:

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly, or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be an interior room and without windows or with the least number of windows possible.
 - NOTE: If there is a large group of people inside a particular building, several rooms maybe necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Make a list of the people with you and ask someone (Residence Life staff, faculty, or other staff) to call the list in to Public Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
6. Monitor the College website, email, radio or television for further instructions.
7. Make yourself comfortable.

Crime Prevention and Security Awareness Programs

Crime prevention is a community affair. Prompt reporting of suspicious activity is a very real and effective tool in curtailing crime.

The Department of Public Safety has an officer available to make crime prevention presentations in residence halls by request. Officers visit residence hall meetings in September to explain the services offered by the department and to make students aware of the contribution they can make to the security of the campus. The Department of Public Safety is also available to assist other campus agencies sponsoring crime prevention programs.

Public Safety officers will provide safety escorts between campus locations at night. It is recommended that females not walk on campus alone after dark. During the daytime, escorts will be provided only for specific, reasonable safety concerns and medical needs. Emergency phones may be found in various locations around campus. Among the locations they can be found are:

- the Bromley/Ferrin lot near Hilton Hall;
- in the A. J. Gordon Chapel parking lot near Lewis Hall;
- in the Bennett Center parking lot;
- in front of Tavilla Hall;
- in front of Phillips Music Center on the Coy Pond side;
- on the north end of the Outdoor Ed. Bldg. at the Physical Plant lot;

- inside Bethel Chapel (in Frost Hall);
- at the Gull Pond gate;
- at the Gull Pond beach;
- along the sidewalk leading to the Woodland lot; and,
- at several locations within the Woodland parking lot.

Also, the grey box outside the entrance to each residence hall contains a normal campus phone (dial 3333 in an emergency).

Rape Aggression Defense (R.A.D.) Training

Several officers in the Public Safety department, as well as certain members of the Residence Life staff, are certified instructors of the Rape Aggression Defense (R.A.D.) Basic Physical Defense course for women. Public Safety will offer the sixteen-hour (four four-hour sessions) course on campus to any interested female students, faculty, and staff members. We currently offer the course at least three times per year (once each term and once in the summer).

With a combination of classroom instruction in risk awareness, prevention, and reduction, hands-on defense training, and challenging practice simulations, R.A.D. seeks to develop and enhance the options of self defense, so they may become viable considerations to the woman who is attacked.

R.A.D. is the largest network of its kind, with over 2000 instructors actively teaching at various colleges and institutions today. R.A.D. has trained over 200,000 women since the program began in 1989 and is the only existing program with a free lifetime return and practice policy, honored throughout both the US and Canada. R.A.D. is the only self- defense program ever endorsed by the International Association of Campus Law Enforcement Administrators (IACLEA).

A.L.I.C.E. Active Shooter Response Training

A.L.I.C.E. is a program designed to increase one's chance of surviving an active shooter or violent intruder event on campus. The program utilizes five key components; alert, lockdown, inform, counter, and escape (A.L.I.C.E.) and encourages community members to take an active role in their own survival.

The significant increase in violence at schools in recent years has convinced many of the wisdom in preparing for what was once considered unthinkable. The A.L.I.C.E. program teaches strategies that have been proven to work in active shooter incidents. It offers practical tools, both mental and physical, to increase the chances of survival.

The Department of Public Safety offers A.L.I.C.E. training to faculty, staff, and students several times each year. Residence Life staff (including all resident advisors) participate in the training before each school year. Our main objective: to teach Gordon College community members to be participants in their own survival and lead others to safety, as well.

Medical Assistance

Gordon College maintains a medical response team that consists of staff members who are trained as Emergency Medical Technicians (E.M.T.s). All members of the Department of Public Safety are either E.M.T.s or are in the process of obtaining E.M.T. certification. This means that high quality pre-hospital care is only a minute or two away at any time of the day or night.

Members of the Gordon community or visitors to campus may receive emergency medical assistance at any time by calling Public Safety at x3333 (978.867.3333 from a cell phone).

Access

The campus has unrestricted access hours during the day and into the evening (usually 6:00 a.m.-10:00 p.m.). At night, vehicle access is always allowed at the main entrance; however, drivers of vehicles not displaying a current parking permit will be asked their reason for entering campus. Campus drivers may access the Woodland lot at night by use of a card swipe. Emergencies or special events may necessitate changes to the unrestricted access hours.

Since the campus is accessible to intruders on foot, please report unfamiliar or suspicious individuals sighted at night to Public Safety. Residences are generally locked 24 hours a day. A Public Safety officer will check the outside doors and access routes in the evening. Please do not prop doors. Such actions affect the safety of other residents. Students observed propping residence hall doors will be fined by Residence Life staff. Individual rooms should also be locked whenever left unattended.

Soliciting is allowed only after prior approval of the Vice President for Finance in conjunction with the Dean of Students. If anyone is observed soliciting in a residence hall, they are probably unauthorized; please call Public Safety.

Visitors are not allowed access to residences unless accompanied by a resident. Public Safety will admit only residents of a building. Suspicious persons should be reported to Public Safety or Residence Life staff.

Administrative buildings are locked on a staggered schedule at night beginning around 10:00 p.m. Only authorized people will be permitted to stay in a locked building. Lone occupants of a building after hours should inform Public Safety both of their presence and when they depart.

To Report a Crime

Contact the department of Public Safety any time at:

- x3333 or 978.867.3333 (emergencies or to report a crime in progress); or,
- x4444 or 978.867.4444 (non-emergencies).

The Department of Public Safety encourages anyone who is the victim of or witness to any crime (or suspected occurrence of a crime) to promptly report the incident to Public Safety.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the college judicial system or the criminal justice system, you may still want to consider making a confidential report. If desired, Public Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and other members of the Gordon College community. With such information, the college can keep accurate records of the number of incidents involving students, determine whether there is a pattern of crime in a particular area, and alert the campus to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college.

Missing Student Notification for Resident Students

Gordon College students are required to provide emergency contact information during the registration process each year. In the event that a resident student is reported missing, authorized campus officials or Public Safety officers will access this information during the course of the missing person investigation. If a resident student is believed to be missing, the college will contact a parent or guardian if the student is under the age of 18. If the student is emancipated, or over the age of 18, the college is required to notify the person designated by

the individual as his or her emergency contact. If a student is believed to be missing and there is reasonable concern for his or her well-being and safety, the Department of Public Safety should be contacted immediately to initiate an investigation.

To Report a Safety Hazard

During business hours, defects in the facilities of the campus that pose a safety risk (e.g. a broken dormitory door lock) should be reported immediately to Physical Plant at x4302. During other hours, facility safety hazards may be reported to Public Safety at x4444.

Timely Warnings and Crime Log

If an incident occurs, either on or off campus, which, in the judgment of Public Safety and/or the Dean of Students constitutes an ongoing threat to the Gordon community, a campus-wide “timely warning” will be issued. The warning will be issued by any means necessary to reach the intended audience. These may include email to faculty, staff and students, a warning posted on the Public Safety website, a warning posted on the “Go!” homepage, warning posters in pertinent campus locations, and use of the Blackboard-Connect emergency notification system, which can rapidly alert the campus community via telephone, cellular phone, and text message.

Public Safety informs Resident Directors of crimes occurring within their residence halls. Doorknob hangtags may be used to inform residents or staff members of theft in their area.

A crime log, which lists all on-campus crimes reported to Public Safety, can be found on the website at the following address:

<https://go.gordon.edu/departments/pubsafety/publicsafety/crimestatistics.cfm>

Pedestrian Safety

State law requires pedestrians to use a crosswalk if within 300 feet of an intended crossing point. State law also requires drivers to stop for pedestrians in a cross walk, but be sure to give them ample warning. There are several crosswalks on campus—be sure to use them.

Skateboarders, roller skaters, and bicyclists *do not* have right of way in crosswalks. For your own safety, stop at crosswalks and check for motor vehicle traffic before crossing.

According to state law, pedestrians must use a sidewalk when one is available. When no sidewalk is available on a roadway, you should walk on the shoulder facing traffic. Never walk along or across expressways or interstate highways, such as Route 128. Wear clothing with bright colors or reflective strips, especially at night.

Joggers

When jogging or running, please remember the tips listed above for pedestrians, as well as these suggestions:

- for your safety, jog on campus as much as possible;
- don't walk, run or jog alone in the woods or trails;
- when jogging between twilight and dawn, be sure to wear reflective clothing; and,
- when jogging along a roadway, run against the traffic, in a single file.

Bicycle Safety

All bicycles operated and stored on campus should be registered with the Department of Public Safety. There is no charge to register a bike. Public Safety will provide a registration sticker, which will aid in the identification of your bike if it is lost or stolen. In addition, Public

Safety will keep your bike's serial number on file, which can be helpful in the recovery of a stolen bike.

Bikes found on campus without a registration sticker may be confiscated; a storage fee may be assessed before the bike is released. If you have a bike on campus, please register it right away at the Public Safety office.

Whenever possible, bicycles should be stored in bike racks. You may not store your bike inside an academic building or residence hall (with the exception of bicycle storage rooms located in residence halls) or locked to a stairway, railing or entryway, or in any other place that might impede access or egress.

When you are riding a bicycle on public ways, state law subjects you to the same basic laws and regulations that apply to other motor vehicle operators. You must obey all traffic signs and signals, ride single file with the flow of traffic, and yield to pedestrians. You must ride on the right side of the roadway unless you are turning left. To turn left, signal, look, and move into the lane closest to the centerline. It is strongly recommended that you do not listen to headphones while riding.

Hand signals should be used to communicate your intentions to pedestrians and other roadway users when stopping, turning, or passing. You and your bike must have proper lights and reflectors when operating at night. You may ride on sidewalks outside business districts, unless there is a local ordinance prohibiting it. When operating on a sidewalk, a bicyclist must yield the right of way to pedestrians.

Bike helmets reduce the risk of head injury by 85%. An approved helmet will display an ANSI, ASTM, or Snell sticker. A properly fitted and fastened helmet sits just above the eyebrows. As an adult, you can set an important example for children by always wearing a helmet when cycling. Children under the age of 13 are required to wear a proper helmet whenever they are on a bicycle.

Alcohol & Drug Use

Gordon College seeks to protect the public health of the campus community by promoting a drug-free environment in compliance with the *Drug-Free Schools and Communities Act of 1989*. Gordon College prohibits the possession, use, or distribution of alcohol or illegal drugs on Gordon College property. Use of alcohol by an underage student or abuse of alcohol by any student, on or off campus, is a sanctionable offense. Underage drinking is a violation of state law and abuse of alcohol is considered conduct unbecoming of a Gordon College student. Violation of these policies will result in disciplinary action with a variety of sanctions up to and including expulsion. Violations by faculty and staff may be grounds for immediate dismissal.

Students who express the need for help in dealing with drug or alcohol dependencies are encouraged to utilize counselors in the Counseling Center, who have training and experience in that area. In addition, off-campus agencies and self-help organizations can be contacted through the Counseling Center or Residence Life staff.

Whenever feasible, Gordon College will assist employees in overcoming drug or alcohol abuse. Staff or faculty will be supported in dealing with dependency problems through release time and college health insurance, which includes coverage for counseling and therapy. Employees with drug or alcohol-related problems should contact the director of personnel, their supervisor, or the Center for Student Development. For more details about drug and alcohol policies and programs at Gordon College, see the Student Handbook.

Sexual Assault Policy

Gordon College is deeply concerned about any incident of sexual assault. Sexual assault is a criminal act that causes enormous pain, both to the individuals directly involved and to the community. It is punishable by civil and criminal legal action. It is also a serious violation of the life and conduct standards of Gordon College and it will not be tolerated within our community.

Anyone can be a victim of sexual assault: woman, man or child. A perpetrator can be anyone, as well: a stranger, someone you have known for a long time, or someone you have just met. Statistics indicate that one in four women will be raped during her lifetime, and that rape is often perpetrated by an acquaintance.

As a Christian college committed to personal and institutional integrity, Gordon College must be fully transparent and forthright about the nature of criminal incidents, including sexual assault. To that end, the college has established a sexual assault policy, designed to educate the campus community about:

- the definitions of sexual assault;
- the rights of the victim and the accused;
- procedures for filing and resolving complaints; and
- resources available to victims of sexual assault.

A student who believes she or he has been a victim of sexual assault is encouraged to report it immediately. The Gordon Police employs trained sexual assault investigators who are on call to take confidential reports at any time. Investigators will also inform victims of their rights, options for further action, and the broad range of other services available. Reporting a sexual assault to the Gordon Police does not itself initiate any investigative, disciplinary, or criminal action, but it does help ensure the future availability of these options. Gordon College students are responsible to be familiar with and abide by the standards of conduct set forth in the sexual assault policy.

Sexual Assault: Definitions

Indecent assault and battery is defined as the intentional, nonconsensual, indecent touching of another. Under Massachusetts law, the following acts are included in this definition:

- any intentional, nonconsensual touching of another person's breasts or genital area; or,
- intentional, nonconsensual touching of the abdomen, buttocks, or inner thigh with distinctly sexual overtones.

Additional Considerations about Indecent Assault and Battery:

- under Massachusetts law nonconsensual insertion of the tongue into another's mouth is considered indecent assault and battery.
- force and violence are NOT necessary elements of this crime.
- under Massachusetts law children under the age of 14 are incapable of consenting to the above forms of sexual touching. If the victim is between the 14 and 16, the jury will determine whether the victim was capable of consent.

Rape is the forcible, nonconsensual penetration, however slight, of another person's anal or genital opening by any part of the body or with any object, or forcible oral sex with penetration. These acts are considered forcible and nonconsensual if either of the following is true:

- they were committed by force and against a person's will, or by threat of force (whether verbal or implied); or,
- they were committed without consent due to mental or physical incapacitation (including, but not limited to, unconsciousness, intoxication, impaired mental status, being asleep).
- **Note:** Under Massachusetts law a child under age 16 is not capable of giving consent; in such cases, all of the above acts are considered rape regardless of whether there was force or consent.

Sexual Assault: Consent

Consent to any sexual activity is pivotal to the reduction and prevention of sexual assault and coercion.

Consent is a voluntary, sober, enthusiastic, informed, mutual, honest and verbal agreement. It is an active agreement and cannot be coerced. Consent is a process which must be given for every sexual act. It cannot be assumed and is never implied, even in a relationship. The absence of "no" does not mean "yes."

Within a community that prohibits premarital and extramarital sexual encounters, any confusion or ambiguity about consent should be lessened, and morally responsible behavior should be the norm.

Consent is not just about getting a "yes" or "no" answer, it is about communicating and making joint decisions in a manner that respects and honors the needs and desires of both partners. Communicating clearly about sexual expectations eliminates the entitlement that one partner may feel over the other. If a person is not absolutely sure that his/her partner is consenting without coercion he/she should stop.

Under current Massachusetts law, intercourse is generally considered to be committed by force and against a person's will if:

- the person is unconscious;
- the person is asleep;
- the person is drugged;
- the person is intoxicated; and,
- the person is mentally impaired or deficient so that he or she cannot agree to the act.

Sexual Assault: Resources

On-campus:

GORDON POLICE:

Location: Rodger Reception Center at the main entrance to campus

Phone: 978.867.4444 (non-emergency) or 978.867.3333 (emergency).

Hours: 24 hours a day, 7 days a week

Contact the Gordon Police to file a report and/or a complaint. (See section on Reporting an Incident, Filing a Complaint, and Pursuing Criminal Charges)

On-campus (continued):

COUNSELING CENTER:

Location: Hilton Hall, first floor

Phone: 978.867.4301

Hours: Monday–Thursday: 8:30 a.m.–4:30 p.m., Friday: 8:30–11:30 a.m.

Contact the Counseling Center to speak with a counselor. All services are confidential and free. (See section on Support)

HEALTH CENTER:

Location: Lane Student Center, downstairs

Phone: 978.867.4300

Hours: Monday–Friday 7:30 a.m.–4:30 p.m.

Contact the Health Center to receive medical attention. All services are confidential and free. (See section on Support)

CENTER FOR STUDENT DEVELOPMENT:

Location: Lane Student Center, 2nd floor

Phone: 978.867.4072

Contact the Center for Student Development to file a complaint with the Judicial Officer (See section on Filing a Complaint with the College)

Off-campus:

EMERGENCY: 911

NORTH SHORE RAPE CRISIS CENTER

Phone: 1.800.922.8772

24 hour hotline for free and confidential care regarding a rape or sexual assault

BEVERLY HOSPITAL EMERGENCY ROOM:

Location: 85 Herrick Street, Beverly, MA 01915

Phone: 978.922.3000

Rape Kit: The hospital will offer a rape kit, which involves an exam and aftercare instructions. The exam must take place within 5 days in order for the exam findings to be accurate for use as evidence. The sooner the exam is done, the better. It is best to refrain from showering and changing clothes, but it is still possible to complete a rape kit even if this is not the case. After the exam is complete they provide aftercare instructions for the patient and offer emergency contraception as required by law. This is NOT an “abortion pill” but a special dosage of birth control which prevents an egg from leaving the ovary, the sperm from meeting an egg, or an egg from attaching to the lining of the uterus.

Sexual Assault: Rights of Victims

The college assists victims of sexual assault. Victims are entitled to free and confidential health care services through the Health Center, free and confidential counseling services through the Counseling Center, and to file a complaint with the Judicial Officer or Gordon Police. The Student Handbook contains the policies and procedures of the campus judicial system, which will be followed should a complaint be filed.

Additional rights include, but are not limited to:

- the right to bring a friend or counselor (who is not connected to the case) to any appointments and any judicial procedures;
- the right to choose to file or not to file a formal complaint;
- the right to pursue charges in the criminal or civil courts;

- the right to appeal a decision of the Judicial Board (see the Student Handbook);
- the right to a closed hearing;
- the right to request that the hearing proceeding occur in such a fashion that you and the accused are never in the same room together; and,
- the right to know the resolution of your case.

Sexual Assault: Procedures

If you are a victim of a sexual assault while on campus you are asked to report the incident to the Judicial Officer, the Gordon Police, or a local law enforcement agency. You are also encouraged to seek medical care at the Health Center, or a local hospital emergency room. In addition, you may file a complaint and/or pursue criminal charges.

If you make a report, no further action will be taken.

If you also file a complaint, the college will investigate all complaints of sexual assaults and will take appropriate disciplinary action in each instance. It will also provide information on pursuing criminal or other legal actions. Additionally, it will provide health care, counseling, advocacy and other support services on campus for students and visitors who are victims of sexual assault.

If you have been victimized, do not blame yourself. The person who has committed the assault is responsible. Sexual assault, or the continuation of unwanted behavior when you have stated you wish it to stop, is a violation of the law. Sexual intercourse, without your consent, even with someone you know, is rape.

Making a Report to the College:

You are encouraged to report to the Gordon Police or a local law enforcement agency any incident involving a sexual assault. A report is an account or description of a specific incident. You may make a report without filing a complaint. If you make a report but do not file a complaint, no investigation will occur, and nothing further will be done with the information.

You may make a report in person or in writing. You will need to explain where and when the incident took place and whether the assailant is known to you. The officer will make sure you are safe, and encourage and assist you in getting appropriate medical care.

Filing a Complaint with the College:

Filing a complaint is different from reporting an incident. A complaint is a request that the college investigate the incident. You may file a complaint with the Gordon Police, or with the Judicial Officer at the Center for Student Development.

Should you decide to make a complaint you will be asked to assist the police with the investigation and provide them with details of what happened and with the collection of all relevant evidence.

Note: In order for the Judicial Officer to pursue charges, you must file a complaint within a year of the date of the incident.

Pursuing Criminal Charges:

Every victim of a sexual assault maintains the right to file criminal charges with the appropriate local law enforcement agency in addition to making a report and/or filing a complaint with the college. For more information about pursuing criminal charges, contact the Gordon Police.

Ultimately, the decision to file a complaint or pursue criminal charges is yours. You have the option of simply reporting the incident without filing a complaint and/or pursuing criminal charges, but you are strongly encouraged to make a report of any incidence of sexual assault.

Sexual Assault: Support

Counseling Services:

If you have been sexually assaulted or are unsure of whether you have been, you need a safe, confidential place to talk about what has occurred. When you are ready, the Gordon College Counseling Center provides free counseling to Gordon students by professional licensed counselors, who are able to support you during this confusing and scary time. If you have been sexually assaulted, you may find yourself feeling alone, more fearful, unable to make it to class, having difficulty eating, or eating too much, not sleeping at all, or sleeping more than normal, feeling sad, crying, or feeling nothing at all.

Our counselors are here to help you, to listen to you, and support you in all aspects of being a victim of sexual assault. Individuals who have been sexually assaulted often blame themselves. The Counseling Center offers a place for you to process what has happened in a non-judgmental, supportive environment to determine what, if anything, you would like to do, and to help you begin to heal.

Counseling is confidential and all information shared in counseling will not be shared with anyone else without the student's written consent, except in "life-threatening" situations or by court subpoena.

To Make an Appointment: Fill out an online intake form via the Go Site: select "Departments," then "Counseling," and click on "Counseling Center Intake Registration Form." The intake coordinator will contact you within 24 hours to schedule you for an appointment. You may also come to the Counseling Center and fill out an intake form in person.

Location and Hours: The Counseling Center is located in Hilton Hall, directly across the street from the Bennett Center. The Counseling Center is open Monday-Thursday 8:30 a.m.-4:30 p.m., Friday 8:30-11:30 a.m. and other hours by appointment. After hours, counselors can be contacted by the Center for Student Development (a Resident Director) or Public Safety.

Health Center:

The Health Center staff will encourage students to seek medical care as soon as possible after a rape/sexual assault and will support them through the process. Our contact point for this type of very specialized care is through the Beverly Hospital Emergency Department. We will call and alert them that a student is being referred and they will be prepared to spend whatever time it takes to evaluate and treat the student's medical and emotional needs. They will offer the services of a trained crisis counselor from the North Shore Rape Crisis Center to explain each step of the process and to support the student until the evaluation is completed.

Location and Hours: The Health Center is located downstairs at the Lane Student Center. It is open Monday-Friday from 7:30 a.m.-4:30 p.m. It is not necessary to make an appointment; students can walk in at any time during these hours and speak with a nurse. After hours, the Health Center staff can be contacted through the Center for Student Development (a Resident Director) or Public Safety.

Advocate:

Any victim of sexual assault has the right to an advocate. Advocates can be anyone the student selects, as long as the person is not in any way involved in the incident. The role of the advocate is to support and assist the student in making decisions and carrying out all necessary steps in caring for themselves following any sexual assault. Ideally, the advocate should be someone who is familiar with the procedures involved in sexual assaults, such as a counselor, a residence life staff member, or a nurse.

Sexual Assault: Responsibilities

Gordon Police:

- Enforce federal, state and local laws, as well as the college's Life and Conduct Statement; and,
- Assist victims of sexual assault to:
 - Help students know their options and obtain advice about possible steps;
 - Make a report with the college;
 - File a complaint with the college (if desired); and,
 - File criminal charges with the appropriate local law enforcement agency.

Health Center:

- Provide access to medical care for victims of sexual assault.

Judicial Officer:

- Administer and enforce the Life and Conduct Statement; and,
- Assist victims of sexual assault to file a complaint with the college.

Sexual Offender Registration

In accordance with the *Campus Sex Crimes Prevention Act of 2000* (CSCPA) (which amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act*, and the *Family Educational Rights and Privacy Act of 1974*), the Gordon College provides a link (below) to the Massachusetts Sex Offender Registry Board's searchable database of registered level three sex offenders. CSCPA is a federal law that requires institutions of higher learning to issue a statement advising the campus community where state law enforcement information concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

The Massachusetts Sex Offender Registry Board database is available online. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees or volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of this information for the purpose of intimidating or harassing another person is prohibited by law; a willful violation shall be punishable as a criminal misdemeanor.

The Massachusetts online registry can be found at: <http://sorb.chs.state.ma.us/>

Annual Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The Gordon College Fire Safety Report is available separately at the following web address: <http://www.gordon.edu/firesafety>

Annual Reporting of Crime Statistics

The Department of Public Safety is responsible to collect crime data and prepare this report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The report is prepared with cooperation from the Center for Student Development and other area law enforcement agencies.

Campus crime, arrest, and referral statistics include those crimes reported to the Gordon College Department of Public Safety, designated campus security authorities (including deans, Residence Life staff, club/organization advisors and athletic coaches) and local law enforcement agencies.

Each year, an email notification that provides the report (or the web address to access the report) is sent to faculty, staff, and all enrolled students. This year, the report (including crime statistics) can be accessed at the following website:

- For the Gordon College community:
<https://go.gordon.edu/departments/pubsafety/publicsafety/campussafety.cfm>
- For the general public: <http://www.gordon.edu/clery>

Crime statistics for 2008 through 2010 can also be found on the next page.

Gordon College Campus Crime Statistics

Reported Crimes	2010				2009				2008			
	campus	residen.	non-camp.	public	campus	residen.	non-camp.	public	campus	residen.	non-camp.	public
Homicide	0	(0)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Non-negligent Manslaughter	0	(0)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Negligent Manslaughter	0	(0)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Forcible Sex Offenses	1	(1)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Non-forcible Sex Offenses	0	(0)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Robbery	0	(0)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Aggravated Assault	0	(0)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Burglary	1	(0)*	0	0	0	(0)*	0	0	3	(1)*	0	0
Motor Vehicle Theft	0	(0)*	0	0	0	(0)*	0	0	2	(0)*	0	0
Arson	0	(0)*	0	0	1	(0)*	0	0	1	(0)*	0	0
Arrests												
Liquor Law Violations	0	(0)*	0	0	0	(0)*	0	0	1	(0)*	0	0
Drug Law Violations	0	(0)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Weapons Law Violations	0	(0)*	0	0	0	(0)*	0	0	0	(0)*	0	0
Judicial Referrals												
Liquor Law Violations	10	(8)*	0	0	7	(7)*	0	0	2	(2)*	0	0
Drug Law Violations	1	(0)*	0	0	1	(0)*	0	0	2	(2)*	0	0
Weapons Law Violations	0	(0)*	0	1	1	(1)*	0	0	0	(0)*	0	0
Non-Clery Crimes												
The following statistics are not required by the Clery Act, but are provided for your information:												
Larceny	31	(4)*	0	0	23	(2)*	0	0	39	(4)*	0	0
Bicycle Larceny**	15	(0)*	0	0	6	(0)*	0	0	21	(0)*	0	0

Hate Crimes

The Clery Act requires disclosure of reported incidents that constitute "hate crime." There were no reported hate crimes during the above years, so there is no separate hate crime section.

* "residen." refers to campus reports which occurred inside residence halls; this category is a subset of "campus."

** Incidents of bicycle larceny are also included in the general larceny statistics.

Explanation of the Statistics

The following information will help you to better understand the above crime statistics:

- "campus" (above) refers to reports of incidents which occurred on the main campus property.
- "residen." refers to reports which occurred inside residence halls; these statistics are also included in the "campus" category.
- "non-camp." refers to non-campus areas: buildings or property owned or controlled by the College that are used in direct support of the institution's educational purposes, are frequently used by students, and are not within the same reasonably contiguous geographic area of the institution.
- "public" refers to all public property, including thoroughfares, streets and sidewalks, that is within the campus or is immediately adjacent to and accesible from the campus (i.e. Grapevine Road).