

# Department of Campus Safety Annual Security and Fire Safety Report 2018–2019



**Immediately report  
all emergencies to  
Campus Safety by calling  
508-541-1888,  
extension 1888 on campus**

## WELCOME TO DEAN COLLEGE CAMPUS SAFETY

Dean College is committed to providing a safe and secure community, where all community members may experience academic, professional and personal success.

The College rejects and condemns all forms of harassment, discrimination, retaliation and disrespect and is committed to sustaining a welcoming environment for everyone. It is the policy of the College to adhere to all applicable state and federal laws prohibiting discrimination.

To achieve this goal, the Department of Campus Safety and Law Enforcement Services provides a comprehensive program of police, security, crime prevention, fire safety, emergency medical, parking, transportation and related safety services to help ensure the College community remains a safe place to live, work and learn. The Department of Campus Safety and Law Enforcement Services has established a partnership with students, staff and faculty in the development of crime prevention, security assessment, response and education. This partnership is the foundation of maintaining an environment which At Dean College, the safety and security of the entire community is a matter of the highest priority. The Dean College Department of Campus Safety, working in conjunction with the College's Law Enforcement Services Unit and the support and cooperation of other College departments, strives to keep the campus safe and secure. Trained professional officers are an essential part of this program; however, a truly safe campus is only achieved through the collaborative efforts of all Dean College community members.

Our goal is to be part of the educational process. We encourage students to make responsible decisions both on the Dean College campus, and off campus as well. We welcome suggestions that will enhance our services and look forward to working with others in maintaining a safe and secure environment.

Ken Corkran

Director of Law Enforcement Services and Risk Management

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# PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as “the Clery Act”) was passed in 1990 and requires all postsecondary educational institutions participating in federal Title IV student financial assistance programs to disclose certain crime statistics, safety related policies and procedures, fire safety information, and fire statistics in an annual security report to be published by October 1 each year. Dean College publishes its annual security report on the Department of Campus Safety website: [www.dean.edu/uploadedFiles/Content/CampusLife/CampusSafetyAnnualReport.pdf](http://www.dean.edu/uploadedFiles/Content/CampusLife/CampusSafetyAnnualReport.pdf). In addition, the College disseminates a notice of availability of this report via a mass email to all current students, faculty, and staff. Prospective students, faculty and staff also receive this notice of availability through the Admissions and Human Resources Office. Anyone may obtain a paper copy of the Annual Security Report by contacting the Department of Campus Safety at 508-541-1888, or by making a request in person at the Department of Campus Safety, which is located in the lower level of Dean Hall.

This report is published by the Director of Law Enforcement Services and Risk Management using information collected from Campus Safety records, Director of Title IX Initiatives’ records, and local law enforcement (Franklin Police). The Department of Campus Safety records and maintains crime statistics for publication in the Annual Security and Fire Safety Report each year.

The Department of Campus Safety and Law Enforcement Services officers enter all reports of all crime incidents reported directly to the departments in an automated case management software program system called Maxient. Once the officer enters a report, Department administrator reviews the report to ensure it is appropriately classified in the correct crime category.

The Department of Campus Safety and Law Enforcement Services maintains a close relationship with the Franklin Police Department to ensure that we are notified of any crime report that is made directly to the Franklin Police Department.

## Campus Security Authorities

The Clery Act requires the College to disclose certain crimes that occur within the College’s Clery geography and that are reported to Campus Security Authorities (CSA’s). CSA’s include any member of the Department of Campus Safety or Law Enforcement Services; any individual identified by the College as someone to whom a crime should be reported; and any College official who has significant responsibility for student and campus activities. Individuals with these job functions or who have been designated as CSA’s receive annual training on mandatory reporting obligations.

A designated CSA must report to the Department of Campus Safety or the Title IX Coordinator, as appropriate, of the existence of all known incidents so that the incidents can be recorded as statistics and, where appropriate, included in the College’s Annual Security Report.

Examples of the College’s CSA’s include, but are not limited to:

- Department of Campus Safety and Law Enforcement Services staff members
- Athletic staff members
- Advisors to student groups
- Title IX Coordinator and Deputy Title IX Coordinator
- Residence Life staff members
- Campus Life staff members

Professional counselors and pastoral counselors acting in their professional capacity are not CSA's and the Clery Act specifically exempts them from the responsibility to report to the Department of Campus Safety or Law Enforcement Services criminal behavior disclosed to them.

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## **DEPARTMENT OF CAMPUS SAFETY**

The Department of Campus Safety provides around-the-clock services to the entire campus community throughout the year. Dean College partners with TeamOps, LLC to operate its Campus Safety Department and to work in conjunction with the College's Law Enforcement Services Unit as the framework to its safety endeavors. Campus Safety Officers are trained in First Aid CPR/AED and are authorized to enforce college rules and regulations on campus, as well as assisting the College's Law Enforcement Services Unit. Law Enforcement Services personnel are sworn police officers which receive their legal authority from the Commonwealth of Massachusetts (General Laws Chapter 22c Section 63). They are additionally trained in CPR/AED as well as First Responders for medical emergencies. They are charged with the enforcement of federal, state and local laws, as well as college rules and regulations.

Both entities work closely with the Franklin Police and Fire Departments on matters of safety and security, both on our campus property and in the Franklin community.

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## **NOTIFICATION OF CRIMINAL ACTIONS OR OTHER EMERGENCIES**

Members of the Dean College community are made aware of potentially dangerous situations or safety precautions through:

- Community Text Messaging Notification
- Community Voice-mail Notification
- Community Email Notification
- Public Log — a chronological record of all crimes and on-campus fires in a student housing facility reported to the Department of Campus Safety; maintained for a 60-day prior interval at the Campus Safety Office and available for viewing during regular business hours.
- Campus Safety Alerts
- Annual Dean College Campus Safety Report—available online. Any individual requiring a printed copy may call 508-541-1700 or 508-541-1686 and request a copy be mailed.
- Bulletin Board Postings
- Today@Dean—"Community Awareness" link

The Director of Law Enforcement Services & Risk Management and the Assistant Vice President/Dean of Students and/or designee will develop timely warning notices to notify the Dean College Community about serious crimes (that would immediately impact the campus community), severe weather events and environmental emergencies.

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## **EMERGENCY NOTIFICATION SYSTEM**

In an effort to provide timely notice to the Dean College community, and in the event of a serious incident which may pose an ongoing threat to members of the College community, a blast email Timely Warning Notice is sent to all students and employees on campus. Updates to the College community about any particular case resulting in a Timely Warning Notice may be

distributed via blast email, may be posted on the Campus Safety or Community Awareness web site. Timely Warning Notice flyers may also be posted by Campus Safety and/or Residence Life in the entrance area/lobby of campus buildings.

Warnings and notification systems as well as Emergency Response and Evacuation Procedures are tested and evaluated on an annual basis. The scenarios for these exercises varies each year and may include outside law enforcement entities as well multiple departments on campus. These exercises may include drills, table top exercises, or campus wide emergency response exercises. The College conducts after action reviews of all emergency exercises.

In conjunction with emergency exercises held, the College will notify the community of the exercise and remind the community of available information regarding emergency response procedures.

The Department of Campus Safety, Law Enforcement Services or other campus department may become aware of a critical incident or other emergency situation that potentially affects the safety of the campus community. Generally, campus first responders become aware of these situations when they are reported or upon discovery during patrol of campus. In the event of an emergency, the College will notify affected members of the campus community as soon as possible, unless in the professional judgement of first responders, doing so would comprise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. In the case, the College may elect to delay issuing the notification until that concern is no longer present.

## **Reporting Incidents of Crime**

The Department of Campus Safety and Law Enforcement Services provides a comprehensive program of police, security, crime prevention, fire safety, and emergency medical, parking and related campus safety services to help ensure the College maintains a safe and secure environment in which to study, reside and work.

Dean College's education and awareness efforts encourage the reporting of all incidents and any suspicious activity to the proper authorities. These authorities include the Department of Campus Safety, Law Enforcement Services, the Director of Student Conduct and Community Standards, the Office of Residence Life, the Office of Human Resources and the Franklin Police Department.

The Department of Campus Safety provides the following options for community members to report incidents and/or occurrences of crime:

- Main Number: 508-541-1888, or ext. 1888 on campus
- Emergency Number: 508-528-9888
- Anonymous Tip Line: 508-541-1704, or ext. 1704 on campus. This line is available to those community members who require confidentiality. It is monitored by a Supervisor within the department.

## **Monitoring and Recording Criminal Activity at Dean College**

Dean College maintains communication with local law enforcement authorities regarding incidents involving students. In addition, statistical data is retained through a computerized incident report system. This system assists Campus Safety and Law Enforcement Services officers in their documentation efforts relating to reports of crimes, injuries, emergencies, unusual events and/or suspicious activity.

## Maintaining Safe and Secure Campus Facilities

The Dean College Campus Safety Department works with both Residence Life and the Facilities Departments to ensure that our building and grounds are safe places to study and work. Prevention initiatives and inspections are conducted and problems are promptly reported through our online Schooldude system to the Facilities Department for repairs. For those security concerns that require prompt attention, Facilities is contacted immediately and the situation is handled as expeditiously as possible. Prevention initiatives include:

- locking and alarm systems
- secure exterior doors and windows
- fire equipment
- emergency/interior/exterior lighting

## Emergency Phones

As part of an ongoing effort to enhance safety and security programs, 16 emergency phones have been installed throughout the campus. These phones offer an additional way for community members to report incidents. They are linked directly to the Department of Campus Safety and will indicate the exact location from where a call is being made. When a call comes in, a Campus Safety officer will be dispatched immediately and appropriate action will be taken.

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## ACCESS TO CAMPUS BUILDINGS

### Access to Academic Facilities

During the academic year when the College is open, academic buildings and other facilities are accessible to members of the Dean College Community and visitors during the day and evening hours. Access to buildings and facilities, after hours and when classes are not in session, will be provided and monitored by the Department of Campus Safety.

### Access to Residence Halls

All residence halls/houses are locked 24 hours a day, 7 days a week. An electronic computerized card access system monitors all exterior doors.

Access to the residence halls is by the Dean College ID card, issued by the Department of Campus Safety. The cards are programmed to allow access into the residence halls belonging to students who reside there. Students are encouraged to report all missing and lost cards as soon as possible to the Department of Campus Safety. All reported missing and lost cards are immediately disabled from the access system and a replacement card is issued.

## Maintenance and Security of Campus Facilities

Dean College maintains a strong commitment to campus safety and security. A Campus Safety Committee reviews employee injuries, reports of hazards, and makes recommendations to the College Administration for corrective action. The Department of Campus Safety and Facilities conduct a periodic check of campus lighting. Campus Safety Officers are required to identify and report any possible safety hazards and lighting problems during their regular patrols and report their findings to the appropriate authorities. On-call Facilities personnel may be contacted to respond to any maintenance emergency. Contact can be made through the Department of Campus Safety by calling 508 541 1888 anytime day or night.

The campus buildings and grounds are patrolled 24 hours a day by Campus Safety and Law Enforcement Officers in vehicles, golf carts and on foot. All buildings are secured in the evenings and opened for special events or activities.



## College Identification Cards

All members of the Dean College Community must show a College ID to obtain access to facilities during off hours. Each student must carry his/her ID card at all times. Upon request of a Campus Safety/Law Enforcement officer, Residence Life staff, a College administrator or faculty member in performance of their duty, a student must present his/her ID card.

## Off-Campus Guests

All guests are required to register with and obtain a guest pass from the Campus Safety office. Each guest must be accompanied by a student host at all times. The host accepts full responsibility for the conduct of the guest. To obtain a pass, the student host must present his/her College ID and the guest must provide a valid photo ID.

The host is also encouraged to report to the Resident Director/ Community Advisor the name and the length of stay of the guest. Guests must abide by all College policies and guidelines. Each student is allowed a maximum of two guests at any time. Guest passes are only valid for a maximum of two consecutive days and are not to exceed six days per month.

## Campus Safety Services and Crime Prevention

The following crime prevention initiatives and services have been designed to heighten student and employee awareness and safety.

- Timely Notification of Criminal Activity
- Dissemination of Crime Prevention Literature
- Security/Fire Prevention Assessments
- Safety and Crime Prevention Seminars
- Rape/Domestic Abuse Awareness Programs
- Drug/Alcohol Education Programs
- Electronic Alarm Monitoring System
- Student and Parent Orientation Programs
- CPR/First Responder
- Card Access Monitoring
- Camera Surveillance System
- Anonymous Tip Line
- College Shuttle Service
- Safety Escorts
- Walking and Bicycle Patrols
- Operation Identification Program

Educational programs conducted by the Department of Campus Safety and/or Law Enforcement Services may at times be done in conjunction with the Office of Residence Life and the Office of Student Conduct & Community Standards. These programs will be conducted periodically throughout the year.

## ANNUAL FIRE SAFETY INFORMATION

The Higher Education Opportunity Act requires the College to prepare a report which includes information about the student housing fire safety systems, fire drills, fire safety policies, and education and training programs. The reports also must include statistics for the three most recent calendar years regarding the number of fires in on campus housing, the cause of each fire, the number of injuries/ fatalities related to each fire, and the value of property damaged in each fire. In 2015, and 2017 there were no reported and/or documented fire incidents. In 2016, there was a reported fire in Woodward Hall. A lighter was used to light the cloth padding lining the residence hall elevator. There were no injuries or fatalities, and property damage was \$8500. A fire is defined as "Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner".



## On-Campus Housing Fire Safety Equipment and Plans for Future Improvement

All of Dean College's residence halls have full sprinkler systems and networked fire alarm systems. When a fire alarm is activated, the alarm goes directly to the Franklin Fire Department. The Franklin Fire Department then contacts the Department of Campus Safety, which is staffed, 24 hours a day and 365 days a year, via a direct ring-down line. An officer is then dispatched to that area to make initial assessments, assist with evacuations and assist Franklin Fire upon their arrival.

### Supervised Fire Drills

Mandatory, supervised fire drills are conducted for all residence halls and academic buildings twice each academic year (once during the fall semester and once during the spring semester) by Campus Safety officers in conjunction with the Franklin Fire Department. Additionally, each time new residents occupy a residence hall during the summer for camp-related activities, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures.

### Evacuation Policy and Procedures

The Relocation Plan provides the following instructions to be followed in the case of an evacuation emergency:

**Evacuation emergencies** include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Dean College, all persons in the affected premises must evacuate. Community members will be notified of a fire or other evacuation emergency by a fire alarm audible signal. Initial emergency notifications may also be followed by e-mail, text messages and phone communications (voice mail) if appropriate. After evacuation, all persons will proceed to their designated "rally points" based on their current building occupancy, unless directed otherwise by Campus Safety or Law Enforcement Services personnel.

**Alert others** — If a community member discovers a fire or smells smoke, or discovers any other hazardous emergency conditions in a College facility, she or he should immediately activate the building fire alarm and call 911 first, and then the College Department of Campus Safety at 508-541-1888. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may be able to take, depending on the circumstances, include coats, medicines, purses, wallets and keys. Community members should never try to retrieve items in another location in the building.

**Building occupants** generally should not fight fires on their own and may not use a fire extinguisher unless they are designated and trained by the College to do so. An individual designated and trained by the College in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

**Evacuate immediately** upon hearing a building fire alarm signal. Close windows and doors behind you. Use the nearest safe exit, but DO NOT use any elevators. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.

If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other

side. If you are unable to leave your room or office due to heat or heavy smoke in the hall, other obstructions or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and then the Department of Campus Safety at 508-541-1888 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, deaf, hard of hearing or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location.

Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance.

**Know the location of all exits** from your building. All exits in College facilities are marked with EXIT signs and directional arrows.

Leave the building and assemble in the designated area assigned for your building, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals who are known to be in the building, including all visitors. Any missing individuals should be reported to the Department of Campus Safety or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

**Wait for Campus Safety officers or emergency personnel to tell you when it is safe to return** to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

If re-entry to the building is not imminent, occupants will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, Campus Safety will implement procedures to account for all College employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephone and computers will be provided to allow employees and residents to contact family members.

## **Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames)**

**The Student Code of Conduct** contains a section addressing prohibitions and fire safety violations. A fire safety violation "includes, but is not limited to storing or possession of any hazardous, flammable, or explosive materials; failure to leave a building during a sounded alarm; tampering with fire/safety equipment such as fire extinguishers, smoke detectors, pull stations, or sprinklers; false alarms or the false reporting of a bomb, fire, or other emergency on College premises or at activities sponsored by the College."

The Housing Agreement which can be accessed via the Student Conduct and Community Standards at Today@Dean, lists items and activities prohibited in private residence halls. Candles, incense, lanterns, potpourri and other flammable items including but not limited to hot plates, electric frying pans, indoor grills (including the George Foreman grill), immersion coils, flammable liquids and flammable decorations are not permitted in any residence facility on the Dean College campus. In addition, each student is given a copy at orientation that includes rules relating to permitted small appliances and fire safety in general.

**Dean College's smoking policy**, also found at the Student Conduct and Community Standards at Today@Dean, prohibits smoking in any Dean College vehicle or building, including residence halls, individual rooms and apartments within residence halls, individual faculty offices, faculty and staff lounges, the library or Boomer's Beanery. Smoking is also prohibited within 25 feet of any Dean College building, or adjacent sidewalks, and is only allowed at designated smoking areas.

## Fire Safety Education and Training Programs

All Resident Directors and Community Advisors receive fire safety and emergency action plan training and are responsible for providing fire safety training to students. Prior to the first fire drill of the year, each Community Advisor conducts a mandatory house meeting for students during which evacuation procedures and fire safety rules are reviewed with new and returning students.

All residence hall rooms are equipped with evacuation maps posted on the back of doors. These maps indicate the safest and most direct exit routes from the room in the case of an emergency. Also on the back of the door in each room is a copy of the College's "Campus Emergency Procedures Guide" which provides information on how to respond appropriately in emergency situations.

Professional staff and faculty members receive Emergency Action Plan training during which fire safety and evacuation and procedures are reviewed. Staff and faculty are provided with copies of the "Campus Emergency Procedures Guide" at that time and the guides are displayed throughout campus. In addition, Resident Directors, Campus Safety Officers and Facilities employees are provided with training as well as hands-on fire extinguisher training by a professional firefighter instructor in order to ensure their familiarity with campus equipment. The emergency fire and evacuation plans are reviewed annually to insure continuous improvement of Dean College's Fire Safety preparedness.

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## INFORMATION AND RESOURCES REGARDING INCIDENTS OF SEXUAL MISCONDUCT

Information regarding policies, procedures, resources and links for Dean College's response to sexual misconduct.

### FOR IMMEDIATE HELP CALL CAMPUS SAFETY AT 508-541-1888

Dean College prohibits sexual misconduct in any form. Any form of violence, intimidation, abuse, exploitation or harassment based on gender or sexual preference is contrary to the ideals of Dean and may jeopardize a community member's ability to learn, work, or otherwise participate in the life of the College.

Dean College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct. If the College becomes aware of sexual misconduct that impacts one or more members of the College community, the College will promptly investigate the matter and, as appropriate under the circumstances, take action to end the behavior, eliminate any hostile environment, remedy its effects, and prevent its recurrence. The College will do so whether the perpetrator of the misconduct is a student, employee, guest, vendor or other third party.

### Scope of Policies

All students, staff, and faculty at Dean College, regardless of their location, are responsible for adhering to the College's policy on Sexual Misconduct. The Title IX Coordinator will oversee the College's response to incidents of Sexual Misconduct and ensure that appropriate resources are available to students and employees involved in these types of incidents.

The College's Title IX Coordinator is Shannon Overcash, Assistant Dean of Students. **The Title IX Coordinator** oversees Title IX compliance, policies, procedures, and training for the Dean College community.

**There are three Deputy Title IX Coordinators** at the College. Deputy Title IX Coordinators oversee Sexual Misconduct compliance, training, policies and procedures, and resources available to the populations they serve. The Title IX Coordinator oversees the work of the Deputy Title IX Coordinators.

1. Deputy Title IX Coordinator for Students, Randall Williams
2. Deputy Title IX Coordinator for Athletics, Natalie Cohen
3. Deputy Title IX Coordinator for Faculty/Staff, Donna Tetrault

**The Manager of Human Resources** or his/her designee will investigate all incidents in which staff or faculty member(s) are accused of Sexual Misconduct. This includes claim(s) of sexual misconduct that are made by; a student against a staff or faculty member(s), staff or faculty(s) against another staff or faculty member(s), or third party claim against staff or faculty member(s). Employees who commit Sexual Misconduct are subject to the full range of sanctions available under the College's employment policies, up to an including termination of employment.

**The Deputy Title IX Coordinator for Students**, or his/her designee, will investigate all incidents in which students are accused of Sexual Misconduct. This includes claim(s) of sexual misconduct that are made by; a student against another student(s), staff or faculty member(s) against student(s), third party claim against student(s). Students who commit Sexual Misconduct are subject to the full range of sanctions available under the student code of conduct, up to an including dismissal.

**The Title IX Coordinator** or his/her designee will investigate all incidents in which the person accused of Sexual Misconduct is a guest, vendor or other third party. Third parties who engage in Sexual Misconduct are subject to a full range of sanctions up to and including termination of any relationship with the College.

## Definition of Sexual Misconduct

Sexual Misconduct refers to all forms of inappropriate physical, verbal or other behavior on the basis of sex or gender, including without limitation rape, sexual assault, sexual harassment, sexual exploitation, relationship violence and stalking, each of which is defined below. Sexual Misconduct also includes any attempt to commit such behavior, as well as assisting, inducing or attempting to assist or induce someone else to commit such behavior. See all prohibited forms of sexual misconduct listed below:

- **Rape/Sexual Assault** is any act of sexual penetration involving another person without that person's valid consent. Sexual assault is any act of sexual touching, without penetration, involving another person without that person's valid consent. Consent means a positive, unambiguous, and voluntary agreement to engage in specific sexual activity by a person who is capable of giving such consent. A person may be incapable of giving valid consent due to age, disability, the consumption of alcohol or drugs, or some other condition. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to one sexual act does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force.
- **Sexual Harassment** is unwelcome physical, verbal or other conduct of a sexual nature which is sufficiently severe, persistent or pervasive that it has the effect of interfering with a person's employment or educational experience at the College. The harassing behavior may be based upon power differentials (a person in a position of authority over another conditions some aspect of the other person's employment or educational experience on that person's submission to unwelcome sexual behavior), the creation of a sexually hostile environment (unwelcome sexual touching, leering, comments or

other behavior creates a hostile environment in the office, classroom or other setting), or retaliation against a person who complains about harassment, participates in an investigation of alleged harassment, or supports a victim of harassment.

- **Relationship Violence** is also known as domestic or dating violence or intimate partner violence. It includes any violence by a person who is or has been in a romantic, intimate or domestic relationship with the victim.
- **Stalking** involves engaging in any intentional course of behavior directed towards another person, which would cause a reasonable person to experience fear for his or her safety or the safety of others.
- **Sexual Exploitation** involves taking non-consensual or abusive advantage of another person's sexuality, including without limitation invading someone's sexual privacy; obtaining or distributing images or audio of sexual activity, intimate body parts or nudity without consent; allowing another person to observe or listen to sexual activities without consent; and voyeurism.

## Retaliation

In addition to prohibiting Sexual Misconduct, the College strictly prohibits retaliation against any person who reports an incident of Sexual Misconduct, participates in an investigation of Sexual Misconduct, or supports a victim of Sexual Misconduct. Any person who commits such retaliation is subject to discipline up to and including expulsion from the College or termination of employment with the College.

For more information regarding the College's policy prohibiting Retaliation visit page 10 of Code of Student Conduct.

## Resources and Supportive Measures

All students or employees who are victims of sexual misconduct are encouraged to report the matter and seek assistance from the various resources available on campus, off campus, or both. Resources are available to victims regardless of whether they wish to pursue a criminal complaint or College disciplinary action. A list of recommended resources both on-campus and in the community can be found on the following pages. As is further discussed therein, some resources both on and off campus are "confidential" resources – i.e., persons who can offer support, advice or other services and who, as a general matter, are not required to further report, initiate and investigation, or otherwise take action in response to the information they receive. Other resources, however, are not confidential.

## Title IX Advocates

Students who report incidents of sexual misconduct are given the option to utilize a Title IX Advocate regardless of if they chose to pursue a disciplinary or criminal investigation. An accused student will also have the opportunity to work with a Title IX Advocate. The Title IX Advocate is a staff member who is trained to provide on-going support, will coordinate campus resources, and will provide information about investigation options. Students may also elect to have a Title IX Advocate serve as an advisor during a Sexual Misconduct Investigation. Title IX Advocates will be a resource for a student throughout their time at Dean College.

Title IX Advocates will work with campus partners to facilitate the delivery of reasonable accommodations included but not limited to residence hall moves, academic support/changes, campus employment support. The Deputy Title IX Coordinator for Students, in consultation with the Title IX Coordinator, will determine if an accommodation request can be reasonably delivered.

## Resources Available to Students

Type of Resource	Contact Person	Contact Information
To Report  OR To Receive Accommodations  <i>No Contact Orders, Residential moves, academic changes</i>	Title IX Coordinator	Shannon Overcash 508-541-1841 Campus Center, Student Activities Suite
	<i>After Hours call Campus Safety 508-541-1888</i>	
	Deputy Title IX Coordinator for Students	Randall Williams 508-541-1553 Campus Center 209
	<i>After Hours call Campus Safety 508-541-1888</i>	
	Deputy Title IX Coordinator for Athletes	Natalie Cohen 508-541-1820 Dean Hall, First Floor, Athletics wing
	Deputy Title IX Coordinator for Faculty/ Staff	Donna Tetrault - 508-541-1682 Manager of Human Resources Dean Hall, First Floor
Confidential Report  OR Confidential Counseling	Director of Counseling Services	MaryAnn Silvestri 508-541-1602 Chapman House
	Assistant Director of Student Activities and Leadership	Christina Frugale - 508-541-1842 Campus Center, Student Activities Suite
	On-Campus Wayside Trauma Intervention Specialist (Counselor)	Dean College Counseling Services Chapman House 508-541-1865
Off Campus Support	Wayside Youth and Family	508-478-6888 10 Asylum Street, Milford, MA 01757
	<a href="http://www.waysideyouth.org/OurServices/WaysideBlackstoneValley.aspx">http://www.waysideyouth.org/OurServices/WaysideBlackstoneValley.aspx</a>	
	New Hope Sexual Violence Services	800-323-HOPE (4673) 24/7 Hotline 291 Main Street, Milford, MA 01757
Medical Attention (referral only)	Health Services	Teri Marshall 508-541-1600 Chapman House
	Milford Regional Hospital	14 Prospect Street, Milford, MA 01757
	<i>Campus Safety can provide transport if needed</i>	
Criminal/Civil Options and Investigation	Director of Law Enforcement Services and Risk Management	Ken Corkran - 508-541-1700 Dean Hall, basement level

## HOW TO REPORT AN INCIDENT

Type of Resource	Contact Person	Contact Information
Confidential Title IX Advisor Confidential Reporting	Counseling Services	508-541-1602 Chapman House, Second floor
	Christina Frugale, Assistant Director of Student Activities and Leadership	508-541-1842 Campus Center, Student Activities
Private Reporting	Shannon Overcash Title IX Coordinator	508-541-1841 Campus Center, Student Activities Suite
	Alyssa Reddy Deputy Title IX Coordinator for Students	508-541-1553 Campus Center 209

## Reporting Options

Students may report to Shannon Overcash, Title IX Coordinator, or Randall Williams, Deputy Title IX Coordinator for Students, or Natalie Cohen, Deputy Title IX Coordinator for Athletics. The Title IX Coordinator or Deputy Title IX Coordinator will provide immediate support, explain the options available to the student, and coordinate any resources. The Title IX Coordinator or Deputy Title IX Coordinator will assign a Title IX Advocate for on-going support.

Faculty and staff may report to Shannon Overcash, Title IX Coordinator or Donna Tetrault, Deputy Title IX Coordinator for Faculty/Staff.

After business hours, students may contact Campus Safety and ask to speak to a Title IX Coordinator or Deputy Title IX Coordinator.

## Options for Confidential Reporting

Students who wish for their names to not be disclosed may contact a member of Counseling Services or Christina Frugale, Assistant Director of Student Activities and Leadership. Except as necessary in an emergency situation, Counselors and/or Shannon Overcash, will not disclose any identifying information about individuals involved but will share non-identifying and limited incident information to the Title IX Coordinator for record keeping and Clery Act compliance.

In rare situations, the College may override a student's request for confidentiality or that the College not proceed with an investigation, in particular, when the community's safety cannot be ensured without a Sexual Misconduct investigation. The College prohibits retaliation and will take any reasonable steps to prevent and respond to any notice of retaliation.

## Responsible Employees/Mandated Reporters

The College is obligated to address sexual misconduct, when a responsible employee at the College knows, or should have known, about an incident. A Responsible Employee is someone who has the authority, or is viewed to have the authority, to take action to address sexual misconduct. In addition, all staff members in the Department of Enrollment and Retention are considered responsible employees. All responsible employees are obligated to notify the Title IX Coordinator or Deputy Title IX Coordinator when they receive a report of sexual misconduct.

## Reporting Student's Options

Students have multiple options after reporting an incident (in no particular order)

1. Report an incident and request to receive resources only
2. Report an incident, receive resources and ask the college to conduct a Sexual Misconduct investigation
3. Report an incident, receive resources and request a criminal investigation from Franklin Police
4. Report an incident, receive resources and request both a College's Sexual Misconduct investigation and a criminal investigation through Franklin Police.

In rare situations, the College may override the request of a reporting student when the community's safety cannot be ensured without a Sexual Misconduct investigation. These situations will be limited and will be determined by the Title IX Coordinator or Deputy Title IX Coordinator.



## Interim & Supportive Measures

When an investigation/adjudication process is ongoing, the College will implement such Interim Measures as are appropriate in the circumstances. Some interim measures may be applied without an investigation indicated by a \* below. Interim Measures may include, without limitation:

- no contact orders,\*
- interim suspensions from the College or living on campus,
- changes in class, laboratory or other educational activities (students)\*
- changes in living arrangements for the reporting student or accused student\*
- changes in workplace arrangements or schedules
- restrictions on participation in one or more campus activities.
- scheduled use of on campus facilities such as the dining hall, gym, library, etc.

The application of Interim Measures will be determined by the Title IX Coordinator or Deputy Title IX Coordinator, in consultation with other College officials as appropriate under the circumstances. Violations of Interim Measures will be reviewed by the Title IX Coordinator or Deputy Title IX Coordinator; they will determine whether to impose corrective action and if so, will determine the corrective actions' degree of severity; according to the reported violation(s) of the interim measures.

In addition to Interim Measures, the College encourages students to utilize supportive measures regardless of a formal investigation. These supportive measures are available on and off campus and are further detailed in the Resources and Supportive Measures section.

## Sexual Misconduct Investigation (College Investigation)

The College is obligated under Title IX to promptly respond to reported incidents of sexual misconduct. For incidents involving students, the College uses a disciplinary process to resolve all reports of sexual misconduct. The process will include a fact-finding investigation facilitated by a College-designated Title IX Investigator. The Title IX Investigator will determine whether or not the alleged conduct occurred and, if the conduct occurred, what actions the College will take to take to address it.

## Criminal (Franklin Police Investigation)

Students may choose to pursue filing criminal charges with Franklin Police which may result in a criminal investigation. A criminal investigation is used to determine whether a violation of criminal law occurred. Ken Corkran, Director of Law Enforcement Services and Risk Management, is able to assist students in the process of filing criminal charges with Franklin Police.

A student has the right to file a criminal complaint and report a Sexual Misconduct disciplinary complaint simultaneously.

## Title IX Investigators

The College has designated six Title IX Investigators (4 for incidents involving students, 1 for incidents involving faculty/staff) who are trained on an on-going basis and are responsible for conducting a Title IX investigation. Generally, one Title IX investigator will investigate each reported incident. In certain situations, there may be a second Title IX Investigator who serves primarily as a note-taker. This note-taker does not make a finding of responsibility or sanctions.

The following individuals are Title IX Investigators for cases in which a student is the respondent

- Randall Williams, Deputy Title IX Coordinator for Students and Director of Student Conduct & Community Standards
- Matt Lechter, Associate Director of Residence Life & Community Standards
- Kristen Lundgren, Student Conduct Officer
- Jill Lewis, Resident Director of Adams Hall

The following individual is a Title IX Investigator for cases in which faculty or staff is the respondent

- Robert Carson, Director of Human Resources

## **College's Investigation Process for All Incidents of Sexual Misconduct**

The Title IX Coordinator (Shannon Overcash, Assistant Dean of Students) will oversee the College's investigation, which in the ordinary course will include the following steps. The process listed below does not include the criminal process. For more information on the criminal process please contact Ken Corkran, Director of Law Enforcement Services & Risk Management.

The investigation/adjudication process outlined below is always subject to adjustment as appropriate under the circumstances of any particular case. At each stage of the process, both the reporting student and the accused student have the right to be accompanied by an advisor of his or her choosing.

1. The Title IX Coordinator or Deputy Title IX Coordinator is notified of the alleged sexual misconduct.
2. The Title IX Coordinator or Deputy Title IX Coordinator will meet with the reporting individual, provide information about supportive measures and collect available information. The Title IX Coordinator or Deputy Title IX Coordinator considers the initial information about the incident and determines appropriate interim measures.
3. A Title IX Investigator is assigned to begin the Sexual Misconduct Investigation.
4. A Title IX Investigator meets with the accused student and complainant. The Title IX investigator will collect available evidence, provide the opportunity for each student to give a statement, and answer any questions.
5. Both the reporting student and the accused student will be notified in writing of any disciplinary charges that are filed.
6. The Title IX Investigator will conduct an investigation. This may involve:
  - a. Collecting additional information and statements from both the accused student and the complainant.
  - b. Meeting with any witnesses who have relevant information about the incident.
  - c. Collecting other information, documents, photos, emails, texts, etc., that are relevant to the investigation.
7. When the Title IX Investigator has completed a thorough and equitable investigation, he/she will share a draft report of the results of the investigation with both the accused student and the complainant. Both parties will have the opportunity to review and comment on the draft report.
8. After receiving and considering comments from both students, and conducting any further investigation that is warranted in light of those comments, the Title IX Investigator will make a decision of responsibility, using a preponderance of

evidence standard (more likely than not). The Title IX Investigator will also determine appropriate sanctions, if a policy violation has occurred. Both parties will be notified in writing of the decision.

9. Both parties have the opportunity to appeal the decision, in writing, within 5 business days. The link to submit an appeal will be included in the decision letter. Appeals will be received and assigned to a Title IX Investigator who was not involved in the initial investigation. An appeal will be considered only on the basis of: new information not reasonably available at the time of the investigation, a matter of procedural error or unfairness that could affect the outcome of the case, and/or a sanction that is not commensurate with the findings.

The College will make every effort to complete the investigation and adjudication process described above, including any appeal, within 60 days of receiving the initial complaint. If it appears the process will take longer than that, both parties will be notified of the delay, the expected duration of the delay, and the reasons for it.

## Sanctions

Students who are responsible for violating the College's Sexual Misconduct policy can receive sanctions up to and including dismissal from the College. The College considers the severity of the violation, the impact on the victim and the risk to the community when evaluating an appropriate sanction.

## COMMON TERMS DEFINED

**Alleged Student** refers to the student who is accused of engaging in sexual misconduct, sexual exploitation, sexual harassment, relationship violence, stalking, or any other kind of prohibited behavior.

**Consent** is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

**Incapacity** occurs when an individual is mentally or physically incapable of giving consent and therefore lack the ability to make or act on considered decisions to engage in sexual activity. An individual may be incapacitated due to alcohol, drugs, or other through a disability.

**Educational and Proactive Programs** – the College offers programs to the campus community that raise awareness of incidents of sexual misconduct and encourage community members to utilize prevention strategies. Collectively the programs offered address the following: policy expectations regarding sexual misconduct, options for reporting an incident, strategies for risk reduction (for example: how alcohol can impact one's ability to give consent), bystander intervention strategies (for example: how friends can intervene in an unsafe situation), and on-going strategies to prevent sexual misconduct.

**Relationship Violence** involves inflicting any physical or sexual harm towards a current or former person to whom you are or have been in a dating relationship with. Relationship violence is also known as domestic or dating violence or intimate partner violence.

Examples of Relationship Violence may include, but are not limited to: intimidation through threats of violence, physical or emotional abuse, unwanted and extreme control over another person with whom you are, or have been, in a relationship.

**Reporting Student** is the person who initially reports an alleged incident of sexual misconduct, sexual harassment, sexual exploitation, relationship violence, stalking.

**Retaliation** is intentional action taken by an accused student, or a third party person on behalf of the accused student, against a person who reported an incident or participated in an investigation. Retaliation against an individual who reports an incident of sexual harassment, sexual misconduct, or any other forms of sexual misconduct will not be tolerated. Retaliation against witnesses who cooperate with an investigation of sexual misconduct will not be tolerated. Any students who are responsible for retaliation will be charged and sanctioned through the discipline system.

**Sexual Exploitation** involves any acts that take advantage of another person's sexuality without a legitimate purpose; such as obtaining video, images, or audio of sexual activity, intimate body parts or nakedness without consent.

**Sexual Misconduct** refers to any actual or attempted sexual contact with another person that is unwanted, perpetrated against a person's will where consent is not obtained, or where a person is incapable of giving consent due to his/her use of alcohol or other drugs. This includes, but is not limited to, rape, sexual coercion, and sexual assault.

**Sexual Harassment** on the basis of sex is a violation of both state and federal law, as well as College policy. As a legal matter, one form of sexual harassment (sometimes referred to as "quid pro quo" harassment) is when a person in a position of authority relative to another conditions some aspect of the other person's educational experience or employment on his or her submission to unwelcome sexual conduct. Another form of sexual harassment (sometimes referred to as "hostile environment" harassment) occurs when harassing speech or conduct of a sexual nature is sufficiently pervasive, intimidating or abusive that it effectively prevents someone from doing their job or from fully participating in an educational program or opportunity. Note that sexual harassment is a violation of College policy regardless of whether it meets the legal definition of sexual harassment.

**Stalking** involves engaging in any intentional course of behavior directed towards another person, which shows no legitimate purpose and intimidates, frightens or harasses that person. As a result of the stalking behavior, a reasonable person would experience fear, intimidation or harassment.

**Title IX Advocate** is the point of contact for students who wish to understand their options and resources related to incidents of sexual misconduct. These Title IX Advocates are trained and are knowledgeable of all the campus resources and options for reporting.

**Title IX Coordinator and Deputy Title IX Coordinators** oversee the Sexual Misconduct policy, training, Sexual Misconduct procedures and resources for students. Students may report incidents to the Title IX Coordinator Deputy Title IX Coordinator. Please see the reporting page for more information.

## Primary Education And Proactive Efforts

Dean College offers programs to the campus community that raise awareness of incidents of sexual misconduct and encourage community members to utilize prevention strategies. Collectively the programs offered address the following: policy expectations regarding sexual misconduct, options for reporting an incident, strategies for risk reduction (for example: how

alcohol can impact one's ability to give consent), bystander intervention strategies (for example: how friends can intervene in an unsafe situation), and on-going strategies to prevent sexual misconduct. The Title IX Coordinator oversees all efforts to providing trainings and programs.

## Trainings

On an ongoing basis, staff and faculty and students receive training about the College's resources, support and process for responding to sexual misconduct incidents. These trainings are conducted in smaller groups and occur throughout the semester to target specific areas and provide the opportunity for an interactive session.

## Programming and Outreach

Dean College implements a variety of proactive programs to educate the community around issues of sexual misconduct. Programs include awareness and prevention programs, bystander intervention programs. See a list of past programs on the following page.

The College established B.R.A.V.E. (Bulldogs Rise Advocates for Violence Education) a Sexual Assault and Violence Education working group to plan proactive programs that educate the community about issues related to sexual misconduct, dating/domestic violence, and stalking. This working group is comprised of staff, faculty and external partners, who directly provide support to students involved in the above areas. The following individuals are core members of the working group:

Dave Drucker, Assistant Vice President of Student Life and Dean of Students

Jena Hernandez, B.R.A.V.E. Project Coordinator

MaryAnn Silvestri, Director of Counseling Services

Ken Corkran, Director of Law Enforcement Services & Risk Management

Randall Williams, Director of Community Standards and Community Service

Aastha Mahajan, Trauma Intervention Counselor

Marc Dean, Campus Safety Supervisor

The following are a few examples of trainings and programs that have been offered by the College. This list is not inclusive of all programs and trainings that have been offered by the College.

- New Student Orientation session to all incoming students during New Student Orientation
- In all Summer and January Orientation sessions. Specifically, students are demonstrated and explained the concept of consent and how alcohol can impact consent.
- New Student Orientation session to all parents of incoming students during New Student Orientation. Parents are provided information regarding the College's response and resources as it relates to Sexual Misconduct.
- Community Advisor Training in August before the start of the semester and then ongoing training as the semester progresses.
- Every Staff/Faculty department is required to participate in an online training yearly as well as participate in a training by the Title IX Coordinator and Deputy Title IX Coordinator yearly.
- First year students are reminded of resources and strategies for prevention during Bulldog Bash in September.
- Periodic emails to all students discuss concepts of safe alcohol consumption and bystander intervention strategies.

- Small group trainings with local agencies such as Wayside Trauma Intervention Programs.
- Blue String Awareness Program to bring awareness to male victims of sexual assault during Enough is Enough Week.
- Clothesline Project to bring awareness to intimate partner violence during Enough is Enough Week.
- It's On Us ongoing campaign to encourage students to pledge to stop sexual misconduct in our community and highlight strategies students can realistically use to be good bystanders and prevent sexual misconduct.

For additional examples of trainings and programs offered by Dean College, please contact the Director of Student Conduct and Community Standards at 508-541-1553.

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## **DEAN COLLEGE STATEMENT ON ALCOHOL AND DRUGS**

Dean College is dedicated to creating an atmosphere conducive to the well-being of its members. Accordingly, the College has adopted a policy that prohibits the possession or consumption of alcohol except in specified residence halls/houses. The College adherence to federal, state and local laws regarding the use of alcohol and drugs.

Any student who consumes alcohol not only accepts responsibility for having violated the alcohol policy, but also accepts responsibility for his/her consequent behavior. Being intoxicated will not be accepted as an excuse for erratic, irresponsible, and/or disruptive or harmful behavior either to one's person, or any other person(s) or to any property.

### **Substance Awareness Policy**

Anyone who violates this Policy accepts responsibility for that violation and for any related conduct. Intoxication is not an excuse for illegal, irresponsible, or violent behavior. Dean College will impose sanctions for violations of the Alcohol and Drug Policies, including but not limited to: disciplinary probation, weekend suspension, housing suspension, suspension, dismissal, and referral for prosecution.

When determining sanctions for violations of this Policy, the administrative hearing officer will consider the severity of the violation, the impact of the violation on the community, and the need for the student to learn from his or her behavior. Severe or repeated violations may result in removal from Campus Housing and/or removal from the College.

The College has a zero tolerance for illegal drugs. Campus Safety, in consultation with Law Enforcement Services, may contact local police authorities if evidence of illegal drugs is discovered on campus. Violators will be subject to both Massachusetts state law and the College sanction process.

### **Massachusetts State Law Concerning Drugs and Alcohol**

Any person who knowingly or intentionally supplies, gives, or provides alcohol to a person under 21 years of age or allows a person under 21 years to possess alcohol shall be punished by a fine of not more than \$2,000 or by imprisonment for not more than one year or both.

Any person under 21 years of age who purchases or attempts to purchase alcoholic beverages or alcohol, or makes arrangements with any person to purchase or in any way procure such beverages, or who willfully misrepresents his age, or in any way alters, defaces or otherwise falsifies his identification offered as proof of age, with the intent of purchasing alcoholic beverages, either for his own use or for the use of any other person shall be punished by a fine

of \$300. A conviction for violating these provisions will be reported to the registrar of motor vehicles, who will suspend the defendant's driver's license for 180 days.

Any person who knowingly makes a false statement as to the age of a person who is under 21 years of age in order to procure a sale or delivery of such alcoholic beverages or alcohol to such person under 21 years of age, either for the use of the person under 21 years of age or for the use of some other person, and whoever induces a person under 21 years of age to make a false statement as to his age in order to procure a sale or delivery of such beverages or alcohol to such person under 21 years of age, shall be punished by a fine of \$300. A conviction for violating these provisions will be reported to the registrar of motor vehicles, who will suspend the defendant's driver's license for 180 days.

Any person in a licensed premises shall, upon request of an agent of the commission or the local licensing authorities, state his name, age, and address. Whoever, upon such request, refuses to state his name, age or address, or states a false name, age, or address, including a name or address which is not his name or address in ordinary use, will be guilty of a misdemeanor and will be punished by a fine of not more than \$500.

Any person who transfers, alters or defaces any driver's license or liquor purchase identification card, or who makes, uses, carries, sells or distributes a false identification card or license, or uses the identification card or motor vehicle license of another, or furnishes false information in obtaining such card or license, will be guilty of a misdemeanor and shall be punished by a fine of not more than \$200 or by imprisonment for not more than three months.

Any person under 21 years of age and not accompanied by a parent or legal guardian, who knowingly possesses, transports or carries on his person, any alcohol or alcoholic beverages, shall be punished by a fine of not more than \$50 for the first offense and not more than \$150 for a second or subsequent offense. A conviction for violating this provision will be reported to the registrar of motor vehicles, who will suspend the defendant's driver's license for 90 days.

The host of a party may be liable for injuries caused by his or her guests. A host who knew or should have known that his or her guest was drunk, and nevertheless gave or permitted the guest to take an alcoholic drink, is exposed to liability for any injuries the intoxicated guest caused to a third person through negligent operation of a car. If the guest is a minor, the host may be liable even if the minor was not intoxicated when the host served the minor alcohol.

The maximum permitted blood-alcohol level for drivers over 21 years of age is .08. A first conviction for driving under the influence of alcohol carries mandatory alcohol education, a 210 day suspension, and fees. Massachusetts has a "zero tolerance" law for drivers under 21 years of age. For such drivers, any alcohol level greater than .02 (roughly equivalent to one mixed drink or beer) will result in on-the-spot revocation of the driver's license.

Massachusetts imposes criminal penalties concerning the use and possession of drugs, varying with the type of drug. In general, narcotics, addictive drugs, and drugs with greater potential for abuse carry higher penalties. For instance, Massachusetts makes it illegal to be in a place where heroin is kept or to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. In addition, the sale or possession of drug paraphernalia is illegal in Massachusetts.

Possession of drugs with the intent to distribute within 300 feet of school or daycare property is a very serious crime in Massachusetts and carries a mandatory minimum two and a half year sentence. Much of the College's campus qualifies as a school zone for purposes of this law.



## **Town of Franklin Alcoholic Beverages Law**

No person shall drink or have in his or her possession an open container of any alcoholic beverage while in or upon any public way or any way to which the public has a right of access, any municipal building, facility or land or any place to which members of the public have access as invitees or licensees, except upon premises or at an event for which the Town Council has issued an alcoholic beverages license.

The penalty for each violation of this article shall be \$300; the enforcing agent shall be the Franklin Police Department.

## **Impact of Drug Conviction on Federal Financial Aid Eligibility**

Under the Higher Education Act, a student may become ineligible for federal student aid upon a conviction of any offense involving the possession or sale of illegal drugs under any federal or state law while receiving Title IV federal financial aid. Federal aid includes: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal Direct Stafford Loans, Federal Direct PLUS Loans, Federal Direct GradPLUS Loans, Federal Perkins Loans and Federal Work Study.

The periods of ineligibility for possession of illegal drugs range from one year for a first conviction to indefinite ineligibility for a third conviction. The penalty for sale of illegal drugs range from two years of ineligibility for a first conviction to indefinite ineligibility for a second or third offense. A conviction for both possessing and selling illegal drugs carries the longer period of ineligibility.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. The student will lose eligibility again upon a subsequent drug conviction.

A student who is convicted of a drug offense after receiving federal aid must notify the Dean College Office of Financial Aid immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. The Office of Financial Aid will work with the student regarding all of the available options.

For complete information, please see the FAFSA web page at <https://fafsa.ed.gov/index.htm> or contact the Federal Student Information Center at 1-800-4-FED-AID.

## **Health Risks Associated with Drug and Alcohol Use**

Alcohol affects the body and the mind. Physically, alcohol enters the bloodstream almost immediately and circulates to the brain and organs. It depresses the central nervous system, slowing the thought process, the reflexes, and other physical skills. A person may find him or herself to be confused, moody, angry, emotional, and disoriented. Larger doses can result in unconsciousness, coma, or death. Long-term consumption of large amounts of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Legal problems may also correspond with alcohol abuse, because alcohol is often a factor in criminal activity.

Alcohol use can lead to physical dependence and addiction. A dependent alcohol user who suddenly stops using alcohol is likely to suffer withdrawal symptoms, including anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

More information regarding the impact of alcohol use can be found on this site published by the National Institute of Health's National Institute on Alcohol Abuse & Alcoholism. <https://pubs.niaaa.nih.gov/publications/AlcoholFacts&Stats/AlcoholFacts&Stats.htm>

# Programs and Resources for Drug and Alcohol Use

## Dean College Programs & Resources

Dean provides alcohol and drug education programs that are open to the entire Dean community (students, faculty, administrative and support staff). These programs detail the legal, social, and personal consequences related to the misuse of alcohol and other drugs. These programs are designed to enhance one's decision-making skills and lead to healthier choices.

Dean's programs include seminars, written material, video resources, peer educators, individual and group counseling, and knowledgeable, professional speakers. Programs are developed and presented to the Dean community in residence halls, classrooms, athletic spaces, and the Campus Center. Further information can be obtained from the Director of Student Conduct & Community Standards, located in the Campus Center in the Enrollment and Retention Suite or Health Services and the Counseling Center, which are located in Chapman House.

Dean College employs professionally-trained counselors in Counseling Services Office located in Chapman House. Students who have problems associated with alcohol use are encouraged to utilize Counseling Services as the counselors are trained in responding to and providing support for substance related concerns.

## Community Resources

A comprehensive listing of community resources, programs and services is also available in Health Services & Counseling Services, which are both located in Chapman House. These resources include:

National Clearinghouse for Alcohol and Drug Information - 1-800-729-6686  
(or visit the web at <https://www.samhsa.gov/>)

National Institute on Drug Abuse Referral Line - 1-800-662-HELP  
(or visit the web at <http://nida.nih.gov>)

Massachusetts Alcoholics Anonymous – 617-426-9444

Al-Anon – 888-425-2666

Narcotics Anonymous – 866-624-3578

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## HAZING POLICY

All forms of hazing are prohibited at Dean College. Dean College defines hazing to include any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers the physical or mental health of a person regardless of the person's willingness to participate. Students and community members are obligated to report hazing to the Director of Student Conduct & Community Standards, Campus Safety, Residence Life or Dean of Students if they witness such behavior.

Dean College adheres to and enforces Massachusetts General Law Chapter 269, sections 17-19, which prohibit the practice of hazing. Students, student organizations, teams or groups who fail to comply with this policy and state law will be investigated and sanctioned through the Code of Student Conduct and face criminal charges.

In compliance with Massachusetts state law, Dean College issues a copy of the Massachusetts anti-hazing statute to the leadership of every registered student organization and team. Any questions about the Dean College anti-hazing policy should be directed to the Director of Student Conduct & Community Standards.

Prohibited conduct may include but is not limited to the following:

1. Behavior that emphasizes a power imbalance between members of an organization, group or team. This form of hazing involves activities or attitudes that breach reasonable standards of mutual respect and includes ridicule, embarrassment, humiliation, or demeaning tactics.
2. Behavior that causes physiological or physical discomfort and/or harm connected to participation in an organization, team or group.

Some strategies to tell if an activity is hazing

1. A selected group is singled out for ritual or new member initiation
2. Photos or videos were taken that you would not share with your parents, coach, professors or athletic director due to their nature.
3. The activity is humiliating, demeaning, intimidating, exhausting, results in physical or emotional harm, or endangers the health or safety of any person whether on or off campus.

### **Massachusetts State Law**

The Massachusetts anti-hazing law, M.G.L c. 269, Section 17-19, is as follows:

Section 17:

- a) 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."
- b) "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 provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this action."

Section 18:

- a) 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."

Section 19:

- a) 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."

- b) 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 acknowledgment stating that such group, team organization has received a copy of this section and said 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."
- c) "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."
- d) "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, 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 institutions' 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."

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## **MISSING STUDENT NOTIFICATION POLICY**

Dean College is committed to promoting and providing a safe and secure environment for the entire community. As part of our committed, and in compliance with Section 488 of the Higher Education Opportunity Act of 2008, this missing student policy has been developed for students who live in a residence hall or other housing facility operated by the College.

At the beginning each academic year, all residential students will be asked to identify a contact person or persons who would be notified if the student is determined to be missing for 24 hours or more. Students enter this emergency contact information through the Registrar's office. It will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing student investigation. If a student is under 18 years of age and is not emancipated, the College is required to notify a custodial parent or guardian if the student is determined to be missing for 24 hours or more in addition to any additional contact person designated by the student.

Anyone having information regarding a student who might be missing is urged to call one of the following offices:

Campus Safety – 508-541-1888 Residence Life – 508-541-1841

Director of Student Conduct & Community Standards – 508-541-1553

## Procedures for Responding to a Missing Student Report

In the event that a student is reported missing, the following procedures ordinarily will be followed:

The College official who receives the report will immediately:

- Refer the report to Campus Safety;
- Contact the College Administrator On Call through the Office of Campus Safety

Campus Safety, or other College officials working in conjunction with Campus Safety, will make reasonable efforts to determine if the student actually is missing. Those efforts may include, for example, some or all of the following:

- Attempting to contact the student by phone, email, text messaging or other means;
- Attempting to obtain information about the student's recent or planned whereabouts from the student's CA, roommates, friends or others;
- Accessing information in the student's email account; and/or
- Accessing information about recent use of the student's identification card.

If at any point it is determined that the student has been missing for 24 hours or more, then – within 24 hours of that determination – College officials will:

- Notify local law enforcement;
- Notify any person the student has identified as a confidential emergency contact;
- Notify the student's custodial parent(s) or guardian(s) if the student is under the age of 18 and not emancipated; and
- Notify the Administrator On Call.

The Administrator On Call (AOC), exercising her or his judgment under the circumstances, will determine whether to notify the College President or other Senior College Officials and whether to notify the student's custodial parent(s) or guardian(s). As stated above, notifying a student's custodial parent or guardian is required if the student is under the age of 18 and is not emancipated. To update missing contact information refer to the student biographical form (bio form) located on Today@Dean.

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## CAMPUS SECURITY ACT

Dean College faithfully adheres to the Campus Security Act which was enacted in 1990 and renamed in 1998 the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This law requires the College to report specific incidents of campus crime which occurred during the prior three calendar years.

The following is a list definitions of the criminal offenses colleges are mandated to report on:

### Clery Act 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.

**Sexual Assault:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**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 usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**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; safe-cracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Clery Act Sex Crime Definitions**

The following sex offenses fall within the definition of “sexual assault” under the Clery Act

**Rape:** The penetration, no matter how slight, of the vagina or anus, with a body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

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

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

### **Violence Against Women Reauthorization Act (VAWA) Crimes**

**Domestic Violence:** A felony or misdemeanor 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 cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking:** 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. (“Course of conduct” means behavior composed of 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, engages in any of the following: monitoring, following, observing, threatening, surveilling, or communicating to or about a person, or interfering with a person’s property. “Substantial emotional distress” means significant mental suffering or anguish.)

### **Arrests and Referrals for Discipline for Violations of Liquor, Drug and Weapons Laws**

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale,

transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

**Drug Abuse Violations:** Violations of State and local laws relating to the unlawful 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); and dangerous non- narcotic drugs (barbiturates, Benzedrine).

**Weapons:** Carrying, possessing, etc. The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as; manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

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## HATE CRIMES

In keeping with the Federal Disclosure of Campus Security Policy and Campus Crime Statistics Act the Department of Campus Safety identifies hate crimes separately from other crimes which may be committed on College property. These hate crimes involve victims who were selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity or disability. This year the reporting of hate crimes is expanded to include larceny-theft, simple assault, intimidation, vandalism and other crimes involving bodily injury. This reporting is an expansion of the required classifications according to the FBI's Uniform Crime Reporting Hate Crimes Data Collection Guidelines. Dean College had one hate crime incident in 2017 (Race and Sexual Orientation), two incidents in 2016 (Disability – Intimidation and Gender Identity – Intimidation) and one incident in 2015 (Sexual Orientation – Assault).

Unfounded – There were no Clery Reportable Crimes that were deemed “Unfounded” for 2015, 2016 and 2017.

For Clery purposes, hate crimes include any Clery Act felony (murder or non- negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft or arson) together with any of the following crimes to the extent they manifest evidence of bias:

**Larceny – theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault:** An unlawful physical attack by one person on another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack.

**Destruction, damage, or vandalism of property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.



## CRIME STATISTICS

The following charts identify the Crime Statistics for criminal offenses on and adjacent to the Dean College campus for 2015 to 2017.

### Crime Statistics - 2017

	On Campus	Non-Campus**	Public Property***	Residential Facilities	Total	NOTES
Murder	0	0	0	0	0	
Sex Offenses	1	1	0	12	14	
Robbery	0	0	1	0	1	
Aggravated Assault	0	0	0	0	0	
Burglary	0	0	0	10	10	
Motor Vehicle Theft	0	0	0	0	0	
Manslaughter	0	0	0	0	0	
Arson	0	0	0	0	0	
Domestic Violence	0	0	1	0	1	
Dating Violence	1	0	0	1	2	
Stalking	0	0	0	0	0	
Arrests or Referrals for Campus Disciplinary Action for:						
Liquor Law Violation	205	0	0	205	205 individuals (no arrests)	
Drug Related Violations	4	5	0	87	96 individuals (no arrests)	
Weapons Possessions	0	0	0	0	0	

### Crime Statistics - 2016

	On Campus	Non-Campus**	Public Property***	Dorms/ Residential Facilities	Total	NOTES
Murder	0	0	0	0	0	
Sex Offenses	0	0	0	11	11*	
Robbery	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	
Burglary	1	0	1	15	17	
Motor Vehicle Theft	0	0	0	0	0	
Manslaughter	0	0	0	0	0	
Arson	0	0	0	1	1	
Domestic Violence	0	0	4	0	4	Not Dean College related
Dating Violence	1	0	1	3	5	
Stalking	0	0	0	0	0	
Arrests or Referrals for Campus Disciplinary Action for:						
Liquor Law Violations	4	2	9	258	273 Individuals (no arrests)	
Drug Related Violations	8	4	1	62	75 Individuals (no arrests)	
Weapons Possessions	0	0	0	0	0 Individuals (no arrests)	

## Crime Statistics - 2015

	On Campus	Non-Campus**	Public Property***	Residential Facilities	Total	NOTES
Murder	0	0	0	0	0	
Sex Offenses	0	0	1	6	7	
Robbery	0	0	0	0	0	
Aggravated Assault	0	0	0	1	1	
Burglary	0	0	0	3	3	
Motor Vehicle Theft	0	0	0	0	0	
Manslaughter	0	0	0	0	0	
Arson	0	0	0	0	0	
Domestic Violence	0	0	3	0	3	
Dating Violence	0	0	0	4	4	
Stalking	0	0	0	0	0	
Arrests or Referrals for Campus Disciplinary Action for:						
Liquor Law Violations	9	0	0	152	61 incidents involving 161 individuals (no arrests)	
Drug Related Violations	9	0	0	19	20 incidents involving 28 individuals (no arrests)	
Weapons Possessions	0	0	0	0	1 incident involving 1 student	

*On-Campus — 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 resident halls; and*

*Any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (such as food or other retail vendor).*

*\* Student reported previous incident to College authorities.*

*\*\* Non-Campus — Any building or property owned or controlled by a student organization that is officially recognized by the institution; and*

*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.*

*\*\*\* Public Property — All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.*



# DEAN COLLEGE

[www.dean.edu](http://www.dean.edu)

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**Campus Safety**

**Emergency: 508-528-9888**

**Main: 508-541-1888**

**Extension 1888 on campus**