

Wellesley College Annual Campus Security and Fire Safety Report 2017



Wellesley College Campus Police

IMPORTANT TELEPHONE NUMBERS

ON CAMPUS

Wellesley College Police	x2121
Emergency	x5555
TDD/TTY	x2303
Health Services (Infirmary)	x2810
Counseling Services	x2839
Residential Life	x2679
Dean of Students	x2322
Religious and Spiritual Life	x2685
Disability Services	x2434

To reach an on-campus number from an off-campus phone, you must dial 781-283-xxxx (where “xxxx” is the extension).

OFF-CAMPUS

TOWN OF WELLESLEY EMERGENCY NUMBERS

Police Department	781-235-1212
Emergency (Police, Fire, Ambulance)	911
Fire Department	781-235-1300
Boston Area Rape Crisis Center 24-Hour Hotline	1-800-841-8371
Domestic Violence Hotline	1-800-799-7233
Local Motion Bus Line	781-535-6372
Veterans Taxi	617-527-0300
The Airporter	781-899-6161
MBTA Commuter Rail	617-222-3200
TTY	617-222-5146

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The Campus Security Act— Legal Requirements

Publish an annual report every year by October 1st that contains 3 years worth of campus crime and fire statistics and certain security policy statements including sexual assault policies. Disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities.” Provide “timely warnings” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.” Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

Why a Campus Security Report?

The Wellesley College Police Department is responsible for preparing and distributing this report. The Police Department works with many other departments within the College and other agencies to compile the information required for this report. The Dean of the College and the Dean of Students are key contributors to this report. Other campus offices such as the Office of Residential Life, the Counseling Services, and the Office of Environmental Health and Safety, among others, provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The Town of Wellesley Police Department also provides information concerning crime statistics for disclosure in the report. We make this report available to current students, faculty and staff (whether employees or faculty), as members of our community, by publishing it on the Internet. Each member of the community receives a postcard that describes the report and its exact web address. Anyone, including prospective students and employees, may also request a paper copy of this report by contacting the Wellesley College Police Department at 781-283-2121. Paper copies are also available for review at the Wellesley College Police Department.

COLLEGE POLICIES AND PROCEDURES

Many of the policies and procedures applicable to students can be found in the Student Handbook located on the Student Life/Dean of Students web page.

Some of the policies that can be found on this site are:

[Wellesley College Alcohol and Other Drug Policy](#)

[Disability Accommodation Polices and Procedures](#)

[Policy Against Sexual Harassment and Other Unlawful Discrimination, Harassment, and Retaliation](#)

[Hazing Policy](#)

[Student Sexual Misconduct Policy](#)

The Wellesley College Police Department—Purpose, Values & Priorities



The Wellesley College Police Department works with other departments and agencies to compile this report.

The Wellesley College Police Department, also referred to as the Campus Police, is located in the Davis Parking Facility is open 24 hours per day, 365 days each year. The telephone number for Emergency calls is x5555 (off-campus - 781-283-5555); the telephone number for routine business is x2121 (off-campus – 781-283-2121).

The Wellesley College Police Department is comprised of professional police practitioners and other team members dedicated to providing quality public safety services to the Wellesley College community.

Officers patrol the campus in a proactive manner on foot, on bicycles, and in police cruisers. Generally, there are two officers and one patrol sergeant on duty 24 hours per day. The Communications Center is staffed by trained and certified communications coordinators who answer calls for service, dispatch officers and other emergency services to incidents, and monitor intrusion detection and fire alarms. The department also has a large student workforce in various capacities within the department.

OUR PURPOSE

We are committed to responding to crime, disorder, and the fear of crime in the Wellesley College community. We provide leadership by serving as role models, educators, and problem solvers. We believe in the value of open communication with all members of our community and welcome and encourage continuous feedback.

We constantly strive to improve our services and commit to implementing innovative approaches to addressing community concerns and meeting community expectations. We care about one another and recognize and respect the importance of individual growth.

OUR VALUES

To accomplish our purpose, we are guided by the values of Integrity, Respect, and Service. In addition to our core values, members of the department have identified these values as critical to our functioning as a professional campus policing organization: responsibility, community, sincerity, fairness, humility, diversity, and family.

Here for You!

Located in the Davis Parking Facility, Campus Police is ready to serve the Community 24 hours a day, 365 days a year.

OUR PRIORITIES

The Wellesley College Police Department has established these priorities to ensure we fulfill our purpose and support the College's mission of providing an excellent liberal arts education for women who will make a difference in the world:

- Use community and problem-oriented policing to address safety and security concerns of community members.
- Manage the campus-wide electronic security system.
- Manage traffic and parking on campus to promote a pedestrian-friendly environment.

Campus Security and Policing Policies

LAW ENFORCEMENT AUTHORITY & INTERAGENCY COOPERATION

Police officers in the Wellesley College Police Department receive their law enforcement authority from the Commonwealth of Massachusetts. Our law enforcement authority is enumerated in the Massachusetts General Laws, Chapter 22c, Section 63. All officers have full law enforcement authority, including the powers of arrest, as Special State Police Officers, on all property owned or controlled by Wellesley College. The officers are armed and receive extensive and on-going training in various topics throughout the year. In order to become a member of the department, an applicant must first undergo a full background investigation, a psychological evaluation, and successfully complete a state-certified police academy.

The Wellesley College Police Department currently has a memorandum of understanding with the Town of Wellesley Police Department and maintains a close working relationship with the Town of Wellesley Police Department, the Town of Natick Police Department, and the Massachusetts State Police. We rely on these relationships to pass critical crime information between one another.

REPORTING CRIMINAL INCIDENTS & OTHER EMERGENCIES

The Wellesley College Police Department is designated as the College department responsible for policing, security, and emergency response at the College.

We'll see you around.

You'll see our officers patrol on foot, on bikes, and in a cruiser.

See Something? Say Something.

*If something or somebody
looks suspicious, call
Campus Police and we
will check it out.*

We encourage all students, employees, and guests to promptly report criminal incidents and other emergencies to the Wellesley College Police Department at x5555. Individuals may also report incidents in person at the Police Headquarters, located on the second level of the Davis Parking Facility.

The College has also installed emergency two-way call boxes throughout the campus for use during emergencies. By depressing the red button on the call box, users can communicate directly with the Wellesley College Police Department during an emergency.

The Office of the Dean of Students, located in Green Hall, can assist students in reporting serious incidents. The Office of Residential Life, located in Billings, can also assist students with reporting serious incidents. The Office of Human Resources, located in Green Hall, can assist employees.

Alternatively, community members may report crimes or other serious incidents to the Town of Wellesley Police Department or their local law enforcement agency.

CAMPUS SEX CRIMES PREVENTION ACT

In compliance with the Federal Campus Sex Crime Prevention Act, current sex offender information for students or employees of the College can be obtained through the Town of Wellesley Police Department, located at 485 Washington Street, Wellesley, MA 02482. Additionally, level-three offender information can be obtained from the Commonwealth of Massachusetts Sex Offender Registry Board website at (<https://www.mass.gov/orgs/sex-offender-registry-board>).

If you have any questions, please call the Wellesley College Police Department at 781-283-2121.

NOTIFICATION OF MISSING STUDENTS POLICY

If a member of the Wellesley College community has reason to believe a student who resides in on-campus housing is missing, he or she should immediately notify the Wellesley College Police Department at 781-283-5555 (x5555 from on-campus phone). The Wellesley College Police Department will generate a missing person report and initiate an investigation. However, you may notify the Office of the Dean of Students, your class dean, the Office of Residence Life, or your Area Coordinator. The important thing to remember is, if you believe a student might be missing, to report it.

The Wellesley College Police Department will check various methods in determining if a student is missing. After investigating the missing person report, should the Wellesley College Police Department determine that the student is missing and has been missing for more than 24 hours. The Wellesley College Police Department will notify the Town of Wellesley Police Department (as well as any other police department of relevant jurisdiction) and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the student is under the age of 18 and is not an emancipated individual, Wellesley College will notify the student's parent or legal guardian immediately after the Wellesley College Police Department has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Wellesley College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Wellesley College will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

Reporting Crimes and Other Serious Incidents to the Wellesley College Police Department

The Wellesley College Police Department is the official reporting authority at Wellesley College.

All members of the Wellesley College community, including all students, faculty and staff and their guests, are encouraged to report crimes and other public safety concerns to the Wellesley College Police Department. Accurate and prompt reporting will facilitate timely initiation of warnings and other emergency response procedures. It will also help ensure the accuracy of crime statistics compiled in compliance with the Jeanne Clery Disclosure and Security Policy and Crime Statistics Act (the "Clery Act").

NOTE: This policy does not limit the obligation of any persons designated as responsible employees to notify the Title IX Coordinator of any incident of sexual violence involving a student or employee.

VOLUNTARY, CONFIDENTIAL REPORTING

The Wellesley College Police Department accepts voluntary reports of crimes in cases where the victim or witness of a crime do not wish to pursue either judicial or disciplinary action. All such reports are included in the annual disclosure of crime statistics. The Wellesley College Police Department cannot ensure that an allegation will remain confidential, however, because there are instances in which it is obligated to notify the College (specifically the Title IX Coordinator) of any incidents that might implicate the College's Sexual Misconduct Policy or might indicate a pattern of crime with regard to particular location, method, or assailant, and can help alert the campus community to potential danger. The College has also listed confidential resources in its Sexual Misconduct Policy for individuals who would like to speak with someone on a confidential basis.

ANONYMOUS REPORTING

Anonymous Reporting allows victims or witnesses to anonymously report an incident of sexual misconduct, including sexual assault. It assists the College in evaluating whether a Campus Crime Alert should be issued and in collecting valuable information about sexual assaults that are not ultimately reported to the police. It is a valuable tool that is available to any member of the community. You can obtain the form by contacting the Wellesley College Police Department, any SAAFE Advocate, Area Coordinator, or the Stone Center Counseling Service.

CAMPUS SECURITY AUTHORITIES

Campus Security Authorities, as identified below, are required to immediately report to the Wellesley College Police any instance of the crimes listed below occurring on or near the Wellesley College Campus of which they become aware, whether by direct observation, disclosure by a victim, witness, or perpetrator, or report by some other person who has learned of the crime. Crimes that should be reported to the Wellesley College Police Department are:

- Murder and non-negligent manslaughter
- Negligent Manslaughter
- Robbery
- Aggravated Assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes involving bodily injury, larceny-theft, intimidation, simple assault, or vandalism of property.
- All liquor, drug or weapons law violations resulting in arrest.

In addition, all Campus Security Authorities are required to immediately report to the Title IX Coordinator any instance of the following crimes occurring on or near the Wellesley College Campus of which they become aware, whether by direct observation, disclosure by a victim, witness, or perpetrator, or report by some other person who has learned of the crime:

- Domestic Violence, dating violence, stalking
- Forcible sex offenses
- Non-forcible sex offenses

The Title IX Coordinator shall ensure that these crimes are promptly reported to the Wellesley College Police Department, as necessary, for the purpose of compiling and reporting accurate crime statistics in accordance with the Clery Act.

The individuals identified by Wellesley College as Campus Security Authorities are as follows:

- All members of the Wellesley College Police Department.
- All Academic Deans, Associate Deans, and Assistant Deans.
- All advisors to student clubs and organizations.
- All Deans and Directors, Associate Deans and Directors, and Assistant Deans and Directors in the following units of the organizational area of Student Affairs: the Office of the Dean of Students and the Office of Residential Life.
- All Directors and Associate Directors, as well as all coaches in Athletics.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Human Resources with significant responsibility for Employment and Employee Relations.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Facilities Management with significant responsibility for employment-related matters.
- Any other official not listed above who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Counselors

Pastoral Counselors and Professional Counselors, as defined below, when acting in such professional capacity, are not considered to be Campus Security Authorities and are not required to report crimes. The College encourages them, if and when it is deemed appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the crime statistics.

A Pastoral Counselor is an employee of the College who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a Pastoral Counselor.

A Professional Counselor is an employee of the College whose official responsibilities include providing psychological or mental health counseling and who is functioning within the scope of his or her license certification.

Pastoral Counselors and Professional Counselors may be considered Campus Security Authorities when they are acting outside of the scope of their counseling role or outside the scope of their professional licensure, and if they fit the definition of Campus Security Authorities set forth above.

LIAISON WITH THE STONE CENTER COUNSELING SERVICE

The Police Department has developed a strong working relationship with the staff and counselors who work in the Stone Center. This relationship has allowed the two departments to develop a protocol that encourages all counselors to avail their clients to the opportunity to voluntarily report crimes or other serious incidents to the Police Department.

Monitoring & Recording Criminal Activity at Off-Campus Student Organizations

Although there are no off-campus officially recognized student organizations at Wellesley College, the College still relies on its close working relationship with local law enforcement agencies to receive information about criminal incidents that Wellesley College community members may be involved in. Through our participation in the Massachusetts Association of Campus Law Enforcement Administrators, we are routinely notified of incidents of mutual interest that occur at colleges and universities in the greater-Boston area. The Wellesley College Police Department will investigate crime-related information it receives involving a member of the Wellesley College community. If the College is notified of a situation in which a Wellesley College community member is a victim of a crime, the Wellesley College Police Department may issue a Campus Crime Alert, detailing the incident, and providing tips so other community members may avoid similar incidents.

Access to Campus Facilities & Residence Halls

Access to campus buildings and grounds is a privilege extended to students, faculty and staff, and guests. The College encourages an open environment with limited constraints to ensure the adequate protection of all members of the College community. Except for residence halls, most campus facilities are open during College business hours.

SPECIAL PROCEDURES FOR RESIDENCE HALLS

All residence halls are equipped with an automated card access system. Access is available to students via the card access system. Guests and other visitors may visit residence halls as long as an authorized member of the community, including residents of the particular hall, escorts them in the building. The exterior doors to student residence halls remain locked 24 hours a day.

The Wellesley College Police Department will respond to any alarm that indicates a forced open or held open door. The Wellesley College Technology Shop (x3999) maintains the electronic portion of the alarm system.

Security Considerations in the Maintenance of Campus Facilities

Wellesley College maintains a strong commitment to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various campus departments conduct regular and periodic security surveys to identify areas throughout the campus where lighting appears inadequate or that may require additional landscape control. Police officers conduct routine checks of lighting on campus during their regular-assigned patrol duties. If they locate lights that are out, or appear dim, they will initiate an immediate work order, which is submitted to Facilities Management. We encourage community members to report any lighting or other mechanical deficiency to the Facilities Management (x2753).

We encourage community members to promptly report any locking mechanism deficiency to the Police Department by calling x2121.

Maintenance staff can be contacted 24 hours per day throughout the year to respond to all calls for service concerning unsafe facility conditions or those raising concerns for personal safety and property protection.



Timely Warning Notices (Campus Crime Alerts)

The Wellesley College Police Department, in conjunction with other departments on campus, issues Campus Crime Alerts in a timely manner to notify community members about selected crimes in and around our community. Community members who know of a crime or other serious incident should report that incident as soon as possible to the Wellesley College Police Department so that a Campus Crime Alert can be issued, if warranted.

Alternatively, community members can report crimes or other serious incidents to the Office of the Dean of Students or the Office of Residential Life. Representatives of these offices will promptly notify and collaborate with the Wellesley College Police Department to issue a Campus Crime Alert, if warranted. We encourage other College administrators who know of an occurrence of a crime or other serious incident to report the matter promptly to the Police Department.

DISTRIBUTION OF TIMELY WARNING NOTICES

The Wellesley College Police Department distributes the Campus Crime Alerts through a number of different methods. Once the College determines that a Campus Crime Alert will be issued, the Police Department prepares the Alert and posts it on the Wellesley College Police Department web page. The department also works in conjunction with the Office of Residence Life to post Alert flyers on bulletin boards located throughout campus residence halls. Members of the Wellesley College Police Department also post the flyers on bulletin boards located in other administrative and academic buildings on campus. Finally, the department posts the Alerts in the Wellesley College Police Department so visitors to the station have an opportunity to view the notices.



NOTIFICATION TO THE WELLESLEY COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT

Wellesley College community members are encouraged to notify the Wellesley College Police Department of any situation or incident that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. As necessary, the Wellesley College Police Department will respond to and summon the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Wellesley

College Police Department will determine if the situation poses a threat to the community. If so, the Wellesley College Police Department will notify the campus community or appropriate segments of the community that may be affected by the situation.

While a threat is most commonly reported to the Wellesley College Police Department, information regarding a threat can also come from various other departments including, but not limited to, Environmental Health and Safety, the Dean of Students, and the Wellesley College community itself. In a majority of the cases, the Wellesley College Police Department will respond to reports of threats. Once the responding officer(s) confirm there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all of the Wellesley College community, various offices, depending upon the threat and those responding, will collaborate to determine the content of the message and will issue a mass notification. The departments that could issue a mass notification include, but are not limited to, the Wellesley College Police Department, Public Information, and the Dean of Students. The mass notification will include phone calls, emails, and text messages, often simultaneously. The message will be delivered without delay and the College will take into account the safety of the community when determining the content of the notification. In initiating this system, the College will also consider whether issuing the notification will, in the judgment of first responders compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

EMERGENCY EVACUATION PROCEDURES

An evacuation drill is coordinated by the Wellesley College Police Department each semester for all residential facilities on campus. Thus the emergency response and evacuation procedures are tested at least twice a year. Students learn the locations of the emergency exits in the building and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. The Wellesley College Police Department does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Wellesley College Police Department and the Office of Residence Life will communicate information to the students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. At Wellesley College, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to the building.

Evacuation drills are monitored by the the Wellesley College Police Department to evaluate egress and behavioral patterns. Recommendations for improvements are then forwarded to the appropriate department for consideration.

The Wellesley College Police Department conducts announced and unannounced evacuation drills each semester, as described above, to test emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Wellesley College will publish a summary of its emergency response and evacuation in conjunction with at least one drill each year.

Daily Crime Logs

The Wellesley College Police Department maintains a daily crime log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, on or in a non-campus building or property, on public property, or within the patrol jurisdiction of the Wellesley College Police Department.

The Daily Crime Log is open for public inspection and available at the Wellesley College Police Station, located in the Davis Parking Facility (Monday through Friday from 8:30 am to 4:30 pm).

THE DAILY CRIME LOG INCLUDES:

The nature, date, time, and general location of each crime reported, and the disposition of the complaint, if the disposition is known at the time the log is created.

The Wellesley College Police Department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident. We reserve the right to exclude crime report information from the log when circumstances dictate or when the identity of an individual may be apparent given the unique circumstances of the event.

Crime Prevention Education & Awareness

PREVENTING CRIME THROUGH COLLABORATION AND COOPERATION

Crime Prevention is a top priority of the Wellesley College Police Department. Together with other College offices, the Wellesley College Police Department provides a number of programs designed to enhance personal safety and teach proactive crime reduction strategies, which contributes to a healthy community.

The College's crime prevention strategy rests on a multi-layered foundation of proactive area patrol of the campus, crime prevention education and training, building and area security surveys, and property registration. This approach relies on minimizing criminal opportunities, whenever possible, and encouraging community members to take responsibility of their own and other's safety.

Members of the Wellesley College Police Department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Listed below are some of the umbrella programs offered by the Department:

Community Policing Officer Program

This program assigns a Wellesley College police officer to each residence hall. The assigned officer serves as the primary liaison for all policing services for the residents of the halls. Some of the activities that community policing officers are involved in include special topic and general crime prevention seminars, building surveys, distribution of department literature, conducting customer satisfaction surveys, problem solving, and developing substantive relationships with members of the residence hall.

Operation Identification

This nationally organized program encourages the engraving of a personal identification number on valuable property. It has been shown that thieves tend to shy away from property with engraved numbers due to the difficulty of selling them on the open market. If an item is stolen and later recovered, the identification number will assist law enforcement agents return the item to the rightful owner.

Lock Out Crime.

Always shut and lock your room door even when just going down the hall for a few minutes. It only takes seconds for somebody to take your belongings.

Crime Prevention promotions, flyers, and other advertisements

The Department publishes a general crime prevention brochure that outlines the many crime prevention programs and strategies available in the community. In addition, the department will periodically choose a special topic to highlight in flyers and on the Wellesley College Police Department web site.

Campus Crime Alerts

Released by the Wellesley College Police Department any time a crime or other serious incident affects the safety of the Wellesley College community. The alert may outline a specific incident or may offer advice about a series of situations that could affect members of the community. The alert will also offer safety tips.

Emergency Blue Light Phones

These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak directly with a member of the Police Department. The officer or communications coordinator will dispatch the appropriate emergency response team to the caller.



Campus Escort Program

The campus escort program is a safe, reliable way to travel throughout the campus during hours of darkness if you must travel alone. The program consists of a Shuttle Van, augmented by Wellesley College police officers when the van is not running. The Shuttle Van makes pre-designated stops along a route. Both services are designed with safety in mind.

Security Surveys

These surveys are conducted on a regular basis. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to one's safety. The Wellesley College Police Department works with the applicable Physical Plant office to address any concerns noted during the surveys.

Safety Whistle Program

This program provides members of the program with free safety whistles to be used in the event of an emergency or unusual incident on campus or in the greater community. Recipients are instructed on the proper use of the whistle and other pertinent safety tips.

New Student Orientation

This program gives students a basic orientation to the Police Department and educates about preventing crime at Wellesley College and the greater community.



Rape Aggression Defense (RAD) Training

This self-defense class, designed specifically for women, is a nationally recognized course that gives women the skills they need if they are ever the target of a violent attack. The Police Department generally offers two RAD programs each semester.

Fatal Vision Program

The purpose of the program is to demonstrate to students the results of alcohol impairment in a hands-on environment. Participants will wear goggles that simulate the effects of alcohol and drug impairment. It is our hope that this program will decrease the number of impaired driving incidents.

Alcohol and Other Drug Policies

Wellesley College policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs by any member of the Wellesley College community. All community members are expected to fulfill their obligations and responsibilities pursuant to the College's policy, federal, state, and local laws. Any disciplinary action imposed by the College may be in addition to any penalty imposed by an off-campus authority. Both students and employees are subject to prosecution under applicable state or federal laws. Wellesley College reserves the right to require the withdrawal of any student or termination of any employee whose continued presence in the community constitutes a risk to the health, safety, or general well being of the college community or themselves.

In accordance with state and federal laws, Wellesley College has established the following priorities regarding alcohol use on campus:

- To stress moderation, safety and individual accountability for those 21 or over who choose to drink.
- To provide an atmosphere free from coercion for those who choose not to drink.
- To discourage and prohibit underage drinking.
- To prevent problem behavior and to combat alcohol abuse.

- To provide prevention and intervention information and education for all students, faculty and staff.
- To inform students about confidential and effective guidance and counseling for those with special concerns and needs related to alcohol use or abuse.

We encourage all students and employees to read the entire Wellesley College Alcohol and Other Drug Policy.

INDIVIDUAL RESPONSIBILITY

Wellesley College emphasizes the responsibility of each community member to be law abiding, knowledgeable, and thoughtful about any decisions regarding alcohol or other drug use. The College provides information about alcohol and other drug use and abuse and urges all community members to take advantage of this opportunity to become informed.

Wellesley College encourages those with concerns about their own or others possible difficulties with alcohol and/or other drugs to seek confidential and private assistance on or off campus. The College offers several resources to assist members of the community:

Stone Center Counseling Services. Available to provide short-term counseling and referral for long-term care, x2839.

Health Services. Available when classes are in session, x2810.

Office of Religious and Spiritual Life. Members of the religious life staff, serving several different denominations and faiths, are available to provide confidential counseling and guidance, x2685.

Office of Residence Life. Area Coordinators are available to provide guidance regarding services that available both on- and off-campus.

In addition to the many resources outlined above and in the Wellesley College Alcohol Policy, individuals who may have a problem with alcohol or other drugs can take advantage of these resources:

Wellness Corporation

1-800-828-6025

Boston Alcoholics Anonymous

617-426-9444

12 Channel Street #604

Boston, MA 02210

Al-Anon/Adult Children of Alcoholics

508-366-0556

Al-Anon Family Groups of Mass., Inc.
57 East Main Street, Suite 109
Westborough, MA 01581

Newton/Wellesley Hospital/Chemical Dependency Program

617-243-6006

2014 Washington Street
Newton, MA 02462

Metro West Medical Center/Leonard Morse Campus

508-650-7380

67 Union Street
Natick, MA 01760

Responding to Sexual Assaults

Wellesley College's policies for responding to sexual assaults are designed to provide the appropriate support for survivors of sexual assault while simultaneously observing the appropriate laws and policies on both the state and federal levels. The policy also supports the privacy of the individuals involved in any report of a sexual assault.

SEXUAL ASSAULT AWARENESS AND EDUCATION

The College has established a number of programs designed to teach members of the community about sexual assault and other forms of sexual misconduct.

Sexual Assault Awareness for Everyone (SAAFE)

Sexual Assault Awareness for Everyone is a student organization that provides peer education and support to the Wellesley community through crisis intervention and the prevention of violence and sexual assault.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Wellesley College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence, and stalking. Wellesley College has also developed comprehensive policies and procedures to address sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official.

For a complete copy of Wellesley College's policies and procedures governing sexual misconduct, please review the College's *Policy Against Sexual Harassment and Unlawful Discrimination*, as well as the College's *Sexual Misconduct Policy*.

A. Definitions

There are numerous terms used by Wellesley College in our sex discrimination policy and procedures.

Consent is defined in Massachusetts as an agreement reached by both partners to engage in a specific activity. Engaging in sexual activity with a person who has not given or cannot give her/his consent is an act of sexual violence.

In Massachusetts, it is illegal to have sex with someone who is incapable of giving consent because:

- The person is intoxicated.
- The person is unconscious.
- The person is mentally incompetent.
- The person is under age.

Someone who is intoxicated (drugs and/or alcohol), unconscious, or mentally incompetent may not be able to give consent to a sexual act. Submission is not necessarily consent. Having sex with someone who reasonably believes there is threat of force meets the legal definition of rape in Massachusetts.

Sexual Assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. In Massachusetts, there are two categories of sexual assault—indecent assault and battery, and rape. Both are crimes. Both forms of sexual assault involve sexual contact that is manipulated, forced, or coerced, whether the assault is initiated by a friend, acquaintance, or stranger.

- Rape is defined as occurring when a person has “sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise...”
- Indecent assault and battery occurs when one person touches another person in an “indecent” way. Examples of indecent assault and battery include touching a person’s buttocks, breasts, or genitals without consent. The Commonwealth must prove that the defendant touched the alleged victim without justification or excuse; and that the touching was “indecent;” and that the alleged victim did not consent.
- An indecent act is one that is fundamentally offensive to contemporary standards of decency.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, 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.

Domestic violence is defined as a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Domestic violence occurs in heterosexual, as well as same-sex partnerships, and crosses all ethnic, racial and socio-economic lines.

Dating Violence is defined as violence committed by a person—

- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. where the existence of such a relationship will be determined based on a consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.
 - iii. The frequency of interaction between the persons involved in the relationship.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress

Massachusetts law defines a stalker as one who:

1. willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person

- which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and
2. makes a threat with the intent to place the person in imminent fear of death or bodily injury.

While these definitions convey the legal standard under Massachusetts law, the College has also developed its own community standards and through that effort has thoroughly defined consent, sexual harassment, sexual assault, inappropriate sexual contact, sexual exploitation, the act of inducing incapacitation, media based sexual misconduct, relationship violence (including domestic violence and dating violence), and stalking in its *Sexual Misconduct Policy*.

B. Education and Prevention Programs

Wellesley College engages in comprehensive educational programming to prevent all forms of sexual misconduct, including domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Wellesley College will continue to develop annual educational campaigns consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; participating in the Fall Faculty orientation program; presenting programs throughout the year on at least a quarterly basis, including sessions such as: skits, clothes line projects, a residence hall speaker series, an annual poster series and web-based training programs regarding the Role of Faculty in Assisting Students Who Disclose Abuse or an Assault.

Wellesley College offered the following **primary prevention and awareness programs for all incoming students** in 2017:

Name of Program	Date Held	Location	Complied with Section B a-e	Prohibited Behavior Covered
Training on Sexual Misconduct for First Year Orientation	September 2, 2017	Wellesley College Alumnae Hall	Yes	SA, DaV, DoV, SH, S
SAAFE Title IX awareness event	April 16, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Wellesley College offered the following **primary prevention and awareness programs for all new employees** for 2017:

Name of Program	Date Held	Location	Complied with Section B a-e	Prohibited Behavior Covered
Mosaic: Preventing Sexual Violence Together	Throughout the year	Online	Yes	SA, DaV, DoV, SH, S
New faculty sexual misconduct training during new faculty orientation	August 30, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S

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Wellesley College offered the following **ongoing primary prevention and awareness programs for students** in 2017:

Name of Program	Date Held	Location	Complied with Section B a-e	Prohibited Behavior Covered
Emerson College Graduate Student ALE Placement, researching utilization of sexual misconduct professional resources at WC	Spring 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Meeting with SAAFE member re: RAD	Spring 2017	Wellesley College	No	SA, DaV, DoV, SH, S
Discussion of sexuality, class, race with Wellesley Plus	February 1, 2017	Wellesley College Clapp Library	No	SA, DaV, DoV, SH, S
Discussion with Society Presidents re: Mixers, Sexual Violence	February 8, 2017	Wellesley College - Lulu Wang Campus Center	Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for society presidents	February 22, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Title IX awareness for Fresh Check Day	March 8, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Title IX talk: Women in the Workplace	March 21, 2017	Wellesley College	No	SA, DaV, DoV, SH, S
NCHA Sibs reference group analysis of all health topics, including sexual violence	March 23, 2017	Wellesley College	No	SA, DaV, DoV, SH, S

El Table Co Op Training on professional boundaries	March 23, 2017	Wellesley College	No	SH
Rape Aggression Defense RAD	April 11, 18, 25, & May 2 2017	Wellesley College	Yes	SA, DaV, DoV
Data Day Posting: Stalking	April 14, 2017	Online	No	S
ZA Social Chairs meeting on mixer planning	April 20, 2017		No	SA, DaV, DoV, SH, S
Take Back the Night	April 27, 2017	Wellesley College Health Services	Yes	SA, DaV, DoV, SH, S
Online program refresher programs for returning student leaders	Summer 2017	Online	Yes	SA, DaV, DoV, SH, S
Plasma Screen Campaign - Title IX / Health ED	Throughout the year	Wellesley College	No	SA, DaV, DoV, SH, S
Take Back the Night & other programming	Throughout the year	Wellesley College	Yes	SA, DaV, DoV, SH, S
Weekly meetings with SAAFE	Fall 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Meetings with SAAFE leadership & Campus Police re: RAD	August 1, 2017	Wellesley College Campus Police	Yes	SA, SH, S
Training on Sexual Misconduct for Student Leaders (Group & Position Specific)	August 23, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Training on Sexual Misconduct for Society AKX	September 6, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Training on Harm Reduction/ Bystander Intervention for Softball Team	September 8, 2017	Wellesley College KSC Athletic Center	Yes	SA, DaV, DoV, SH, S
Training on Harm Reduction/ Bystander Intervention for Lacrosse Team	September 12, 2017	Wellesley College KSC Athletic Center	Yes	SA, DaV, DoV, SH, S
Training on Harm Reduction/ Bystander Intervention for Blackout	September 15, 2017	Wellesley College Health Services	Yes	SA, DaV, DoV, SH, S
Meeting with WZLY about bystander intervention/ social norms	September 27, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Meeting with Society leadership regarding response to sexual misconduct	October 19, 2017	Wellesley College Health Services	Yes	SA, DaV, DoV, SH, S
Peer Health Education Training (BHEs, SHEs, SAAFE, Active Minds) module on responding to students in crisis	October 21, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Rape Aggression Defense RAD	October 30 & November 6, 11, 20, 2017	Wellesley College	Yes	SA, DaV, DoV
SAAFE Training	November 11, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
SHEs Sex Carnival consent activities	November 15, 2017	Wellesley College	Yes	SA, DaV, SH

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Wellesley College offered the following **ongoing primary prevention and awareness programs for employees** in 2017:

Name of Program	Date Held	Location	Complied with Section B a-e	Prohibited Behavior Covered
Preparing internship training material on sexual harassment with Career Education	January 31, 2017	Wellesley College	No	SA, SH, S
Work with PERA on compliance with new NCAA Sexual Misconduct education requirements	Throughout the year	Wellesley College	Yes	SA, DaV, DoV, SH, S
Ongoing faculty sexual misconduct training during department meetings	Throughout the year	Wellesley College	Yes	SA, DaV, DoV, SH, S
Staff refresher on sexual misconduct	February 6, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Faculty refresher on sexual misconduct	December 13, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Department chair training on sexual misconduct	Throughout the year	Wellesley College	Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for Counseling staff	Throughout the year	Wellesley College	Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for Health Services staff	August 23, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for Office of Religious Life and Spiritual Life staff	September 27, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for all athletic faculty and staff including coaches	September 27, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for class deans	October 27, 2017		Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for professional res life staff	November 20, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for organization presidents	March 3, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Pre-travel Orientation sessions	April-May 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Training for staff investigators of sexual misconduct	July 12, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S
Sexual misconduct training for Career Education staff	August 28, 2017	Wellesley College	Yes	SA, DaV, DoV, SH, S

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C. Procedures for Reporting a Complaint

Wellesley College has procedures in place that are sensitive to those who report sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Wellesley College Police Department located at the Davis Parking Facility, Floor 2; Business Phone: 781-283-2121 (on-campus x2121); Emergency 781-283-5555 (on-campus x5555) or you can contact the Office of the T-IX Coordinator, Schneider Center - Room 214; Phone: 781-283-2451 (on-campus x2451). In addition, reports can be made to the Provost and Dean of the College, at x3583, Room, 349 Green Hall; the Office of Human Resources, x2216, Room 141B Green Hall; and the Dean of Students Office, at x2370, Room 342 Green Hall.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at any one of the following hospitals:

- Newton-Wellesley Hospital
2014 Washington Street
Newton, MA 02462
Tel: 617-243-6000
- Beth Israel Deaconess Hospital
330 Brookline Avenue
Boston, MA 02215
Tel: 617-667-7000 TDD: 1-800-439-0183
- Brigham and Women's Hospital
75 Francis Street
Boston, MA 02115
Tel: 617-732-5000
- Massachusetts General Hospital
55 Fruit Street
Boston, MA 02114
Tel: 617-726-2000 TDD: 617-724-8800
- Cambridge Health Alliance
1493 Cambridge Street
Cambridge, MA 02139
Tel: 617-665-1000

In Massachusetts, evidence may be collected even if you chose not to make a report to law enforcement¹. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual misconduct including sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to Wellesley College hearing boards/investigators or police.

Although Wellesley College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The Wellesley College Police Department or the Wellesley College Title IX Coordinator will assist any victim with notifying the police department with appropriate jurisdiction if they so desire. The Town of Wellesley Police Department may also be reached directly by calling 781-235-1212 or in an EMERGENCY dial 911. The Town of Wellesley Police Department is located at 485 Washington Street, Wellesley, Massachusetts 02482.

If you have been the victim of sexual misconduct, including domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to Wellesley College's Title IX Coordinator, (Schneider Center - Room 214, Office Phone: 781-283-2451), as well as the Wellesley College Police Department (if the victim so desires)². Wellesley College will provide resources to persons who have been victims of sexual misconduct, including sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy.

The College prohibits all forms of sexual misconduct, specifically including sexual assault, dating violence, domestic violence, and stalking. Each of these behaviors is defined as "prohibited conduct" by the College.

¹ Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

² The Title IX Coordinator is regarded as a "Responsible Employee" under Title IX and also a "Campus Security Authority" under the Clery Act. A Campus Security Authority will provide statistical information (excluding the victims identifying information) to campus public safety or whomever at the institution compiles the annual crime statistics.

Preserve Evidence

You Have A Choice

If the College receives a report of any prohibited conduct as stated in the previous paragraph, the College generally implements the following process, as dictated by the circumstances:

Upon receipt of a report of prohibited conduct, the College initially assesses the report to determine if any immediate action is necessary to address the safety and health needs of the accuser or the accused (referred to as the “Party” or “Parties” for purposes of this section) or the broader College community, as well as to assess the need for any interim measures. This may include the College facilitating immediate interaction with outside healthcare providers, law enforcement, or other counselors. Either party may also request from the College a range of interim measures at any time during this process. The purpose of such interim measures is to ensure the safety of all individuals and to serve as preventative measures against further misconduct or retaliation. Interim measures may include, but are not limited to:

- Temporary changes to housing arrangements
- Interim suspension
- Alteration or removal of contact information listed on the College Directory
- No contact orders or no trespass orders
- Assistance in working with local law enforcement
- Support from Class Deans, including assistance communicating with faculty about
- academic accommodations and obtaining academic supports
- Referrals to on-campus or off-campus health or counseling services

The College notifies the accuser about (a) the availability of the Sexual Misconduct Policy; (b) the right to report (or decline to report) the matter to the Wellesley College Police Department and/or to local law enforcement; and (c) that a report to law enforcement will not change the College’s obligation to potentially investigate the matter but it may briefly delay the timing of the investigation if a law enforcement agency requests that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct. If a disciplinary investigation is warranted, both Parties will receive written notice of the investigation and charge. If the College initially determines that the Sexual Misconduct Policy is not implicated but, later learns about new information related to the matter, the decision whether or not to investigate under the Sexual Misconduct Policy may be reevaluated.

The Parties may have an advisor during this process. The Parties may access a support person trained in sexual misconduct by the College or bring an

outside advisor of their choice to any meeting or interview. Other reporting persons who are not either the accuser or the accused may have an advisor if they so choose. All advisors are subject to the same confidentiality expectations applicable to others in attendance at the meeting or interview in question.

Following a determination that prohibited conduct is alleged, the College selects one or more investigators – internal or external – trained to conduct sexual misconduct investigations and trained with regard to the College’s policies. The College directs the investigator(s) to conduct a prompt, fair, and impartial investigation of the reported conduct and prepare a report of investigative findings.

Following the investigation, the investigator’s write an investigative report of the investigation that includes a recommendation as to whether prohibited conduct occurred. The College then makes the ultimate determination of whether prohibited conduct occurred. All determinations and recommendations are made applying the preponderance of the evidence standard.

If a Party is found responsible for the prohibited conduct, the College determines the appropriate sanction(s) and remedies. Factors that are considered in determining sanctions and remedies may include the need to eliminate a hostile environment, prevent further misconduct, promote safety, and deter students from similar future behavior. Sanctions may include, but are not limited to, expulsion/separation, suspension, probation, reprimand, warning, restitution, educational/counseling requirement, no contact orders, restriction from extracurricular programs or activities, loss of leadership opportunity or positions in activities, housing restriction/relocation, and/or restriction from College employment. The College also seeks to identify additional remedies to address the effects of the conduct on other impacted persons, including the extension of any interim or safety measures.

The Parties are notified simultaneously and in writing of this result and provided periodic updates, as appropriate, throughout the process. Both Parties also have the ability to appeal the College’s determination of responsibility and/or the sanction in certain defined circumstances.

The College respects the privacy of the individuals involved in this process, but it does not assure absolute confidentiality because it may have an independent obligation to act on any reported matter if, for example,

- There is a likely risk that an individual may commit acts of violence in the future;

You Have Rights

- A weapon or threat of physical violence is used during the sexual misconduct in question;
- An accusing Party is a minor (under the age of 18)
- The reported misconduct reveals a potential pattern of sexual misconduct committed by a group or at a particular location.

In the event there is any risk or threat to the larger campus community, the Wellesley College Police Department will be notified and will act, as set forth above with regard to responding to dangerous situations.

D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the college will assist victims of sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Massachusetts, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

MASSACHUSETTS VICTIM BILL OF RIGHTS (M.G.L. C. 258B)

The Massachusetts Victim Bill of Rights provides the following rights and services to crime victims and survivors in order to ensure a meaningful role for them in the criminal justice system. While the Bill of Rights applies to all crimes, victims and survivors of violent crimes are given priority status for services.

The following is a list of some of the Victim's Rights:

The Right to be Informed about Victim Rights and Services in the Criminal Justice System:

You have the right to be informed of how a criminal case progresses through the system, what your role is in the process, what will be expected of you, and why.

You have the right to be informed of rights and services available to victims in the criminal justice system.

You have the right to assistance in applying for social services, financial assistance and certification to receive information about an offender.

The Right to Receive Specific Information about the Criminal Case Involving You:

You have the right to be updated on significant developments in the case.

You have the right to be notified in a timely manner of any changes in schedule for court appearances for which you have been ordered to appear.

You have the right to be notified of the final disposition of the case, including an explanation of the type of sentence imposed and a copy of the conditions of probation, if any.

You have the right to be notified by the offender's supervising probation officer whenever that offender seeks to change a restitution order.

The Right to be Notified of an Offender's Release or Status While in Custody:

Upon request, you have the right to advance notification whenever the offender is moved to a less secure correction facility.

Upon request, you have the right to advance notification whenever the offender receives a temporary, provisional or final release from custody.

Upon request, you have the right to immediate notification whenever the offender escapes from custody.

You have the right to be informed by the Parole Board of the offender's parole eligibility.

If eligible, you have the right to obtain additional information about the offender, such as a criminal record or the offender's compliance with the terms of a sentence.

The Right to Other Protections in the Criminal Justice System:

You have the right to request confidentiality during the court proceedings for yourself and family members on personal information such as home address, telephone number, school and place of employment.

You have the right to certain protections by law enforcement from harm or threats of harm caused by your cooperation with the court process.

You have the right to be provided with a safe and secure waiting area, which is separate from the defendant and the defendant's family during court proceedings.

You have the right to a prompt disposition of the criminal case involving you.

You have the right to refuse or agree to participate in interviews with the defense team before trial, or to set reasonable conditions on the conduct of any such interview if you choose to be interviewed.

You have the right to request intercession by the prosecutor's office with your employers or creditors if the crime or your involvement in the court process causes problems in meeting work or payment obligations.

If you are a survivor of a homicide victim, you have the right to bring a small picture of your loved one into the courtroom.

You have the right to receive referrals for assistance to statewide resources and local social service agencies.

You have the right to have property seized as evidence returned to you as soon as possible once it is no longer needed for law enforcement purposes.

WELLESLEY COLLEGE NOTICE OF VICTIM'S RIGHTS

Complainants Rights

Wellesley College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Wellesley College as well as federal law whether sexually based or not. These acts include sexual violence, dating violence, domestic violence, harassment, and stalking. Because you are reporting a possible form of sex-based discrimination, Wellesley College wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, harassment, and stalking, whether the incident occurs on or off campus as well as your rights and Wellesley College's responsibilities.

As a complainant of sexual violence, dating violence, domestic violence, harassment, or stalking, you will receive a full copy of Wellesley College's Notice of Victim's Rights. The Notice of Victim's Rights has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, harassment, and stalking.

- These procedures include our right to inform you of your right to file criminal charges as well as the availability of medical, counseling, and support services.
- We also offer additional remedies to prevent contact between a complainant and an accused party, such as a temporary or permanent changes in housing, academic, transportation and working conditions, if reasonably available.
- The policy also addresses possible sanctions and interim and/or long-term protective measures that Wellesley College may impose following a report through the final determination of our discipline process.

If you would like more information, make a report, ask questions about the Notice of Victim's Rights, or need to request an accommodation to your living or working arrangements regardless of whether or not you chose to report the crime to law enforcement or the Wellesley College Police Department, contact Wellesley College's Title IX Coordinator (Schneider Center - Room 214, Office Phone: 781-283-2451).

Further, Wellesley College complies with Massachusetts law in recognizing Abuse Prevention Orders (209A) and Harassment Prevention Orders (258E). Any person who obtains an Abuse Prevention Orders (209A) or a Harassment Prevention Orders (258E) from Massachusetts or any reciprocal state should provide a copy to the Wellesley College Police Department and the Office of the Title IX Coordinator. In the event a person is seeking to obtain either an Abuse Prevention Order (209A) or a Harassment Prevention Order (258E), the Wellesley College Police Department will make all reasonable attempts to help facilitate the required process. The complainant may also meet with the Wellesley College Police Department to develop a Campus Safety Plan, which is a plan for Campus Police and the victim to reduce risk of harm while on campus or coming and going from campus.

ABUSE & HARASSMENT PREVENTION ORDERS

There is no charge to get an abuse prevention order.

If you need help with getting an order, the Massachusetts Office for Victim Assistance (<http://www.mass.gov/mova/>) offers a program called **SAFEPLAN** that provides specially trained and certified advocates to help you in many courts across the state.

There are other programs in some courts that provide people who can help you fill out the forms and go with you to the courtroom. In some cases the advocate is from the local domestic violence service provider. In other cases, District Attorney Office victim-witness advocates assist people in filing for a 209A order.

A list of domestic violence service providers can be found at [Jane Doe, Inc.](http://www.janedoe.org) (<http://www.janedoe.org>). People at these organizations can tell you if they have court advocates or, if not, how to reach a court advocate.

If you need help immediately such as safety planning or shelter, call the SAFEPLAN hotline at 1-877-785-2020, which can find you a domestic violence program or shelter near you.

How to Obtain an ABUSE PREVENTION ORDER (209A)

During regular business hours on weekdays, you can go to the Dedham District Court located on 631 High Street, Dedham, MA 02026 (Main Phone: 781-329-4777).

Prevention Orders

Abuse Prevention Order (209A)

Harassment Prevention Order (258E)

Proceed to the Civil Clerk's office and tell them you want to ask for a 209A order. They will give you the forms you need.

If you are in crisis and courts are closed, you can call or go to the Wellesley College Police Department or the Town of Wellesley Police Department. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to go to and when you need to be at the court.

How to Obtain a HARASSMENT PREVENTION ORDER (258E)

There is no charge to get a harassment prevention order.

You can go to the Dedham District Court located on 631 High Street, Dedham, MA 02026 during regular business hours on weekdays (Main Phone: 781-329-4777).

If you are in crisis and courts are closed, you can call or go to the Wellesley College Police Department or the Town of Wellesley Police Department. Either Department will explain the process and provide the necessary forms to help you get an immediate Harassment Prevention Order. The Department can also provide you with information on how to proceed to receive a longer term Harassment Prevention Order.

To the extent of the victim's cooperation and consent, Wellesley College offices, including the Wellesley College Police Department, the Dean of Students, Residence Life, Office of the Title IX Coordinator, Health Services, Counseling Services, and the Office of Human Resources will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint.

For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Below is a list of offices that may assist with an on-campus safety plan:

- The Wellesley College Police Department – notifying other law enforcement agencies, collecting evidence, facilitating transportation to the hospital, facilitating restraining orders and/or harassment prevention orders, placing a student on a rides list, facilitating transport to other institutions, will provide you with a full copy of the Wellesley College Notice of Victim's Rights, and other security and/or case-related services.
- Dean of Students – will assist with change in classroom and curriculum circumstances.

- Residential Life – will work to make changes to student living conditions.
- Office of the Title IX Coordinator – will manage the Wellesley College response and supervise the College’s investigation. May meet with the parties involved and provide guidance or answer any questions asked by the parties involved.
- Office of the Registrar – will work with the party involved to change OR remove any contact information such as: email address, web page directory information, telephone contact numbers, and picture from the web.

Additionally, Personally Identifiable Information (PII) about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Wellesley College does not publish the name of crime victims nor retain PII regarding victims in the the Wellesley College Police Department’s Daily Crime Log or online.

Victims may request that directory information on file be removed from public sources by request. Contact Wellesley College’s Title IX Coordinator (Schneider Center - Room 214, Office Phone: 781-283-2451).

ON-CAMPUS RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

Areas of the College	Location	Phone Number
Wellesley College	Davis Parking	781-283-2121
Police Department	Facility Emergency	781-283-5555
Office of the Title IX Coordinator	Schneider Center– Room 214	781-283-2451
Health Services	Simpson Infirmary	781-283-2810
Counseling Services	Stone Counseling Center	781-283-2839
Office of Residential Life	Billings Hall	781-283-2679
Health, Wellness & Education	Simpson Infirmary	781-283-2821
Religious Life	Billings Hall	781-283-3974

RESOURCES IN THE METRO-BOSTON AREA

Organization	Address	Phone Number
Town of Wellesley Police	485 Washington Street Wellesley, MA 02482	781-235-1212
MetroWest Hospital, Natick	67 Union Street Natick, MA 01760	508-650-7000
Shelter Betty's Place - YWCA	40 Berkeley Street Boston, MA 02116	617-482-1126
Boston Area Rape Crisis Center (BARCC)	99 Bishop Allen Drive Cambridge, MA 02139	617-492-8306
Massachusetts Office of Victim Assistance	197 Friend Street Boston, MA 02114	617-371-1234
Dedham District Court	631 High Street Dedham, MA 02026	781-329-4777

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the Wellesley College Policy Against Sexual Harassment and Unlawful Discrimination, Harassment, and Retaliation. This policy reads:

It is the policy of the College to maintain a work and academic environment that is free of sexual harassment and discriminatory actions based on race, color, age, sex, gender identity or expression, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, pregnancy, veterans' status, membership in uniformed services, or any other protected status. Unlawful employment discrimination and sexual harassment by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, and contractors will not be tolerated.

Further, any retaliation against an individual who has complained about sexual harassment or unlawful discrimination, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment or unlawful discrimination, is similarly unlawful and will not be tolerated.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a

State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Massachusetts, convicted sex offenders must register with the Commonwealth of Massachusetts Sex Offender Registry Board (SORB). You can link to the SORB website by accessing <http://www.mass.gov/sorb>.

Common Circumstances Related to Sex Offenders

Most sex offenses involving college and university students involve sexual contact between persons who know one another. Many of these offenses involve the consumption of alcohol or other drugs by one or both parties.

What to do if You or a Friend are the Victim of a Sexual Assault

Community members should contact one of the following offices if they or a friend are a victim of a sexual offense:

WELLESLEY COLLEGE POLICE DEPARTMENT

Any member of the college community who wishes to file a formal criminal complaint may do so by contacting the Wellesley College Police Department at x5555 (x2121). The police officers primary concern will be the safety of the survivor. The department has a number of officers, including women police officers, who have specialized training in investigating sexual assaults. Reporting the incident to the police does not mean that an individual must file criminal charges though they are entitled to do so. Massachusetts law protects the confidentiality of survivors of sex offenses.

Regardless of the decision regarding the reporting of the incident, it is important for individuals to follow these steps immediately to ensure their personal safety:

GO SOMEPLACE SAFE

Go to a friend's residence hall room, house or somewhere that you can get emotional support.

SEEK MEDICAL TREATMENT

DO NOT douche, bathe, shower, or change clothes before you go. Preserving evidence is important in later pursuing a criminal or other judicial case. You should try to avoid washing sheets or other bed coverings where critical DNA evidence may reside. The Health Services and/or Wellesley College Police Department will also assist you in getting medical attention (call x5555); alternatively you may call 911.

REPORT THE SEXUAL ASSAULT TO THE AUTHORITIES

The more sexual assault is reported, the easier it may be to prevent. Reporting the incident does not mean that the individual must proceed with a prosecution. Immediately following an assault, the individual should try to write down everything she or he remembers about the incident, including:

- Physical description of the individuals involved and any witnesses;
- Any additional information about the identity or location of the individuals involved or the even in question.

STONE CENTER COUNSELING SERVICES

The Stone Center has counselors on-call 24 hours per day to provide assistance and support to individuals of sexual assault. In addition to providing counseling, the professionals at the Center inform individuals of medical, legal, judicial, and long-term counseling options. Individuals can contact the on-call counselor by calling Health Services at x2810.

OTHER LAW ENFORCEMENT AGENCIES

Individuals may also contact local law enforcement agencies if they so choose. The Wellesley College Police Department and other officials of the College will assist individuals in notifying the appropriate agency in the applicable jurisdiction.

SEEK COUNSELING

Even if you do not report the rape or press charges, you should contact the Sexual Assault Hotline for information about counseling.

YOUR EMOTIONAL HEALTH

There are several reasons why an individual should seek medical attention following sexual misconduct. One of the main reasons is the individual's emotional and physical health. The survivor should seek professional counseling as soon as possible after the incident.

CONTACT THE STONE CENTER COUNSELING SERVICES

If you have not already contacted the Counseling Services, call x2839. Professional counselors are available for short-term counseling and support, and will refer the survivor for long-term care, if needed. Licensed counselors are confidential resources in the College community, which means the information shared during counseling sessions may be kept confidential.

Boston Area Rape Crises Center (BARCC). Trained Rape crisis counselors and advocates are available 24 hours per day. Call 1-800-841-8371.

Beth Israel Center for Violence Prevention and Recovery. 617-667-8141
www.bidmc.org/violenceprevention

RAINN. A 24-hour confidential Rape Hotline. 1-800-656-HOPE
<https://www.rainn.org>

Sexual Harassment

Wellesley College is committed to ensuring a safe and productive learning and working environment for all its members, free from sexual harassment or intimidation. Sexual harassment is against the law and is explicitly prohibited by Title VII of the 1964 Civil Rights Act, as well as by Massachusetts's law. The College defines sexual harassment as follows:

Sexual harassment consists of two basic types

- **Quid Pro Quo Harassment:** Any action in which submission to or rejection of unwelcome conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's education, grades, recommendations, extracurricular programs or activities, or employment opportunities.
- **Intimidating or Hostile Environment:** Any unwelcome conduct of a sexual nature that is severe or pervasive, and creates an intimidating, hostile or offensive working or educational environment, or has the purpose or effect of unreasonably interfering with an individual's employment, academic performance, education, or participation in extracurricular programs or activities.

In either type of sexual harassment noted above, the effect will be evaluated from the perspective of a reasonable person in the position of the person experiencing.

Workplace Violence

Wellesley College is committed to maintaining a safe, healthy and secure work environment. It is the College's goal to create a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Employees play a major role in the College's efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously, and reporting incidents immediately.

Wellesley College will treat all reports of threatening behavior or violence seriously and will fully investigate them.

PROHIBITED BEHAVIOR AND CONDUCT

Wellesley College will not tolerate any workplace violence, whether carried out by coworkers, students, visitors, former employees, or other individuals. The College expressly prohibits violence, threats, harassment, intimidation, and other disruptive behavior on its property. Violence or threatening behavior can include physical acts of violence, gestures, intimidating presence, oral or written statements, sexual assaults and weapons possession.

Crime Statistics

HOW DO WE COMPILE THESE STATISTICS?

Convinced that an informed public is a safety-conscious public, Wellesley College gladly provides all information related to the safety and security of the campus community. The College willingly complies with all laws pertaining to the reporting of crime and the public's right to information. Wellesley College also maintains strict compliance with the privacy act, Buckley Amendment, and all other laws governing the release of personal information. Personally identifying information of victims is not included in public logs. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following definitions and statistics are provided for your information. These statistics are collected and reported in accordance with the Clery Reporting Procedure. All crimes are listed in the Clery Crime Log, however, only the following crimes are reported annually in this report.

First

Wellesley College Police officers enter all reports of all crime incidents reported directly to the department in an automated case management software program called ARMS (Automated Records Management System). Once an officer enters the report in the ARMS program, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data

to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook and the FBI National Incident Based Reporting System (NIBRS) Handbook (sex offenses only).

Second

The department sends an email containing CSA training to all “campus security authorities,” as defined in the Clery Act, requesting them to disclose any reports of crimes that may have been reported directly to them and not to the police department. The department examines these reports to ensure that none of the incidents reported by the campus security authority was also reported to the police department to avoid possible double counting. Any reports of incidents from campus security authorities are filed and maintained with the crime statistics for the applicable reporting period.

Finally

The Wellesley College Police maintains a close relationship with the Wellesley Police Department. The Wellesley College Police will disclose any crime report made directly to the Town of Wellesley by a member of the Wellesley College community.

Wellesley College also makes a good faith attempt to obtain crime statistics from the law enforcement entity of appropriate jurisdiction associated with study-abroad programs. In each case, correspondence is on file for each attempt to obtain statistics whether or not law enforcement abroad replied and chose to provide statistics.

DEFINITIONS USED FOR REPORTABLE CRIMES

Murder and Nonnegligent Manslaughter. The willful (Nonnegligent) killing of one human being by another.

Negligent Manslaughter. The killing of another person through gross negligence.

Sexual Assault. Under the Violence Against Women Act (VAWA), the definition of sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.”

Fondling. The touching of the private 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 his/her age or because of his/her temporary or permanent mental incapacity.

Massachusetts defines Indecent Assault and Battery on a person age 14 or over as indecent assault and battery against a person's will. An indecent act is one that is fundamentally offensive to contemporary standards of decency. An assault and battery may be "indecent" if it involves touching portions of the anatomy commonly thought private, such as a person's genital area or buttocks, or the breasts of a female.

Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Massachusetts defines Incest as persons within degrees of consanguinity within which marriages are prohibited or declared by law to be incestuous and void, who intermarry or have sexual intercourse with each other, or who engage in sexual activities with each other, including but not limited to, oral or anal intercourse, fellatio, cunnilingus, or other penetration of a part of a person's body or insertion of an object into the genital or anal opening of another person's body, or the manual manipulation of the genitalia of another person's body.

Statutory Rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent. Massachusetts defines statutory rape as unlawful natural or unnatural sexual intercourse with a person under 16 years of age.

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; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken

by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

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

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

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 nonnarcotic drugs (barbituates, 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.

Domestic Violence includes felony or misdemeanor crimes 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 cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Massachusetts, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction. Massachusetts law defines domestic violence as an assault or assault and battery on a household or family member. Household or family member is defined as persons who (i) are or were married to one another, (ii) have a child in common regardless of whether they have ever married or lived together or (iii) are or have been in a substantive dating or engagement relationship; provided, that the trier of fact shall determine whether a relationship is substantive by considering the following factors: the length of time of the relationship; the type of relationship; the frequency of interaction between the parties; whether the relationship was terminated by either person; and the length of time elapsed since the termination of the relationship.

Dating Violence. The VAWA definition of dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Per Massachusetts statute above, dating violence is included in the definition of domestic violence.

Stalking. The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.

For purposes of this definition- (a) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by an action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with the person's property. (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

Hate Crime Definitions

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exception to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there

is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias.

Personal Safety Tips

Although the Wellesley campus is reasonably safe, crime can happen anywhere and safety can be compromised at any time. No one set of guidelines can completely protect you, but following the tips below can minimize your chances of being victimized. You should always trust your own instincts and follow the rules of common sense.

Do not prop open residence hall or apartment complex doors.

Be mindful of tailgating. Tailgating is following or walking closely behind a resident/person into a secured or locked facility without permission and without being identified. Attempts to do this should be reported to Campus Police.

Do not allow door-to-door salespeople to enter your room. Wellesley College prohibits soliciting.

Lock your door when sleeping or showering.

Lock your door when you leave, regardless of the length of time you plan to be gone. Keep small items of value, such as wallets, money and jewelry, out of plain view or in a security box. Keep a record and photograph of all valuables noting descriptions and serial numbers. You can also engrave all personal belongings, contact Campus Police for additional information.

Report all thefts immediately to Campus Police at 781-283-2121.

Do not leave notes where anyone can read them stating where, when or how long you will be gone on any electronic media messages, and do not leave notes containing room combination numbers, ATM pin codes, or computer passwords where others can see them.

Do not take in overnight guests whom you do not know.

Close your drapes and blinds at night. Report all doors, locks and windows that are in need of repair to your Resident Assistant as soon as possible. Always ask who is at the door before you open it.

Take Us with You.

Be sure to enter our phone number in your cell phone 781-283-2121.

Notify professional staff if there are maintenance or lighting deficiencies that may compromise building security or make you feel less safe.

If you receive harassing or annoying phone calls, hang up right away with no conversation, reaction or emotion. Then call Campus Police at 781-283-2121 to report it.

Do not invite people you “meet” on the Internet to your room or to stay overnight in your room.

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or needs help, ask if they are ok and contact Campus Police if necessary.

Speak up when someone discusses plans to take sexual advantage of another person. If you have concern for another member of the Wellesley College community, you can contact Campus Police anonymous at 781-283-2121.

Believe someone who discloses sexual assault, abusive behavior, or experience with stalking and encourage them to consult resources on campus, which can be found at <http://www.wellesley.edu/administration/offices/titleix>.

Refer people to on- or off-campus resources listed in this document, along with <http://www.wellesley.edu/administration/offices/titleix> for support in health, counseling, or with legal assistance.

Cross streets using crosswalks and electronic walk signals. Stay in well-lit, busy areas.

When using public transportation, follow these rules: use a busy, well-lit bus stop, sit near the driver, and don't sleep. Trust your instincts — if something or someone makes you uneasy, get out or away.

Walk or jog with a companion.

Keep your car locked at all times.

Avoid flashing cash or valuables.

Have your key in hand as you approach your car or residence hall.

Call Campus Police for a personal safety escort if you feel concerned for your safety while on campus.

Commending Police Department Members or Filing Misconduct Complaints

For many decades, the men and women of the Wellesley College Police Department have rendered loyal and dedicated service to the Wellesley College community.

We strive to continually improve the service we provide the community and would like to hear from you. If you would like to make a suggestion for improving any police department process or procedure, please contact a member of the department, either in person, by telephone or by email.

COMMENDATIONS

If you would like to commend a member of the department for outstanding performance of duty, you can contact the on-duty sergeant at x2121. Give the sergeant the name of the department member, the action you would like to commend, and the approximate time the action occurred. The sergeant will give this information to a member of the administrative staff who will forward the commendation to the appropriate member.

COMPLAINTS

If we have somehow failed to meet your expectations, or you feel that a department member has performed poorly, or broken a department or College policy, we want to hear from you.

You can contact the Chief of Police directly, or file a complaint with the on-duty sergeant. The on-duty sergeant will ask you to complete a statement outlining the allegation. The formal complaint will then be forwarded to the Office of the Chief. The Chief of Police or Lieutenant will contact you regarding the allegation.

Following an informal or formal investigation into the allegation, the Chief or Lieutenant will contact you to discuss the final disposition of your complaint.

If for some reason, you feel uncomfortable filing a complaint directly with the Police Department, you may contact the Dean of Student (students) or the Office of Human Resources (employees). Whatever avenue you elect to take, your complaint will be thoroughly investigated and someone will notify you concerning the final disposition of the complaint.

Residential Hall Fire Prevention Information

Throughout the years Wellesley College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff.

All of the residence halls have sprinkler systems (with the exception of 5 of the smaller houses) and smoke detectors. There are electrical smoke detectors in each student room, which alarm locally. The smoke detectors in the common areas are connected to the central alarm system which, in turn, is directly connected to the Town of Wellesley Fire Department and to the Wellesley College Police Department. The Wellesley Fire Department requires four fire drills (evacuations) throughout the academic year.

Every dorm has a student acting as a “Fire Chief.” These individuals receive training during the year and are required to conduct biweekly inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and participate in scheduled fire drills. In addition, the Area Coordinators and Resident Assistants receive training every year.

The Town of Wellesley Fire Department supports various campus activities and works closely with the College for continued improvements in the area of fire prevention. The College does require complete evacuation of buildings during any alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the College will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain student’s diligence when it comes to their response to all alarms.

Fire Alarm Procedures

IF YOU DISCOVER A FIRE:

- Pull the nearest alarm. (The alarms or ‘pull stations’ are linked to Wellesley College Police Department and, in most buildings, to the Wellesley Fire Department. By pulling the alarm you are initiating immediate action/response). Know the location of at least 2 pull stations.

- Yell out “FIRE” as you are going to the pull station to alert others in the area.
- Call the Wellesley College Police Department, x5555, from a safe location.
- Follow the evacuation procedures below.

IF YOU HEAR THE ALARM SOUNDING IN YOUR BUILDING:

- Start evacuation procedures at once.
- If you can do so without putting yourself at risk, rescue any injured individuals who may need assistance. (Certain individuals in your building will need assistance with evacuation or getting to a safe location).
- Close all doors behind you. (This action helps to contain the fire to as small of an area as possible). Never prop open fire doors. This action will prevent safe evacuation of all building occupants.
- Use exit stairwells for evacuation. Never use the elevators (the elevators in most buildings will be automatically called to the primary floor and will not respond to other floors).
- Assemble outside of the building in the pre-determined locations for your floor/building. Never go to another location during an evacuation.
- NEVER block roadways or entrances into buildings. The Wellesley Fire Department must have free and clear access to the building and all entrances.
- Move away and remain a safe distance from the building. Do not re-enter the building until permitted by Fire Department officials.

WHAT TO KNOW AHEAD OF TIME:

- Several exit routes from your floor/area.
- The locations of at least 2 pull stations.
- Individuals in your area that may need assistance in getting to a safe area during an emergency.

Wellesley College Annual Fire Safety Report

Wellesley College, in accordance with the Higher Education Opportunity Act of 2008, prepares an annual fire safety report that contains, at a minimum, the following information:

- Fire statistics for each on-campus student housing facility for the three most recent years for which data are available;
- A description of each on-campus student housing facility fire safety system;
- The number of fire drills held during the previous calendar year;
- Wellesley College's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility;
- Wellesley College's procedures for student housing evacuation in the case of fire;
- The policies regarding fire safety education and training programs provided to students and employees (these policies must describe the procedures that students and employees should follow in the case of fire);
- A list of the titles of each person or organization to which students and employees should report that a fire occurred;
- Plans for future improvements in fire safety, if determined to be necessary by Wellesley College.

Wellesley College must also report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available concerning:

- The number of fires and the causes of each fire;
- The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
- The number of death related to a fire; and
- The value of property damage caused by a fire.

These statistics must be submitted to the Secretary of the Department of Education on an annual basis.

Definitions

FIRE:

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

FIRE DRILL:

A supervised practice of a mandatory evacuation of a building for a fire.

CAUSE OF FIRE:

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

FIRE-RELATED INJURY:

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

FIRE-RELATED DEATH:

Any instance in which a person is killed as a result of fire, including death resulting from natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

FIRE-SAFETY SYSTEM:

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

VALUE OF PROPERTY DAMAGED:

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

What is the Fire Log?

Since Wellesley College is an institution that maintains on-campus student housing, it must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. The fire log must include the nature, date, time, and general location of each fire.

Any entry or addition to an entry to the fire log must be made within two (2) business days of receipt of the information.

Wellesley College is expected to collect information about, and report on, all fires regardless of whether they were reported to a campus fire authority.

The following chart is an example of what information the fire log will make available

Is the Log Available?

Wellesley College must make the fire log for the most recent 60-day period open to public inspection during normal business hours. Any portions of the log older than 60 days must be made available within two (2) business days of a request for public inspection.

While the Wellesley College Police Department is open 24 hours a day every day of the year, the Department's normal business operating hours are as follows:

MONDAY	8:30 a.m. - 4:30 p.m.
TUESDAY	8:30 a.m. - 4:30 p.m.
WEDNESDAY	8:30 a.m. - 4:30 p.m.
THURSDAY	8:30 a.m. - 4:30 p.m.
FRIDAY	8:30 a.m. - 4:30 p.m.

To whom do I report?

You should always report any fire-related concerns or information to the Wellesley College Police Department and/or the Wellesley College Department of Environmental Health and Safety. The Wellesley College

Police Department is located in the Davis Parking Facility and is staffed 24 hours a day every day of the year. You can contact the Wellesley College Police Department on campus by dialing **x2121** or, in case of an Emergency, **x5555**.

The Department of Environmental Health and Safety is located in the Physical Plant building and can be contacted on campus by dialing **x3882**.

On-Campus Student Housing Fire Safety Systems

A fire safety system is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, listing elements including, among others, sprinkler systems, fire detection devices, stand-alone smoke alarms, and fire doors and walls. This section will describe the fire safety system in each residence hall, as well as information about how often these systems are inspected and maintained.

Wellesley College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff. We appreciate your concern when it comes to fire safety and hopefully this posting can answer your questions.

All of the residence halls have sprinkler systems (with the exception of 2 of the smaller houses) and smoke detectors. There are smoke detectors in each student room which alarm locally. The smoke detectors in the common areas are connected to the central alarm system which, in turn, is directly connected to the Town of Wellesley Fire Department and to the Wellesley College Police Department. Four fire drills (evacuations) are required by the Wellesley Fire Department throughout the academic year.

Every dorm has a student acting as a “Fire Chief.” These individuals receive training during the year and are required to conduct biweekly inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and participate in scheduled fire drills. In addition, the Area Coordinators and Resident Assistants receive training every year.

The Town of Wellesley Fire Department supports various campus activities and works closely with the College for continued improvements in the area of fire prevention. The Wellesley Fire Department, being stationed on the edge of the campus, responds within minutes of all alarms.

IMPORTANT TELEPHONE NUMBERS

ON CAMPUS

Wellesley College Police	x2121
Emergency	x5555
TDD/TTY	x2303
Health Services (Infirmary)	x2810
Counseling Services	x2839
Residential Life	x2679
Dean of Students	x2322
Religious and Spiritual Life	x2685
Disability Services	x2434

To reach an on-campus number from an off-campus phone, you must dial 781-283-xxxx (where "xxxx" is the extension).

OFF-CAMPUS

TOWN OF WELLESLEY EMERGENCY NUMBERS

Police Department	781-235-1212
Emergency (Police, Fire, Ambulance)	911
Fire Department	781-235-1300
Boston Area Rape Crisis Center	1-800-841-8371
Domestic Violence Hotline	1-800-799-7233
Local Motion Bus Line	781-535-6372
Veterans Taxi	617-527-0300
The Airporter	877-899-6161
MBTA Commuter Rail	617-222-3200
TTY	617-222-5146

The College requires complete evacuation of buildings during **ANY** alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the College will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain students' diligence when it comes to their response to all alarms.

Training

During orientation, students receive presentations on fire safety and prevention. These presentations cover a variety of topics, including:

- Personal safety;
- Residence hall fire prevention and quick reporting; and,
- Emergency response

New employees receive training and information similar to that provided at student orientation. Additional training for employees is provided as requested or needed. Throughout the year, the Wellesley College Police Department in conjunction with the Department of Environmental Health and Safety sponsor additional fire safety training sessions. Often these training sessions are hosted along with various student organizations or College departments. Individual departments, and/or student organizations may request special training sessions by contacting the Department of Environmental Health and Safety or the Wellesley College Police Department.

Both departments welcome your input and suggestions to make training educational, interactive, and fun.

Fire Safety Policies

The safety of College employees, faculty, students and visitors is paramount. It is crucial that the college facilities are maintained in a condition that will allow for quick and safe evacuation in the event of an emergency. This policy will outline the state and local regulatory requirements designed to provide good fire prevention practices as well as maintaining safe exit routes.

DEFINITIONS

Decorations

As defined by state code, include all materials such as curtains, draperies, scenery, plastic shields, upholstery materials, streamers, surface coverings applied over the building interior finish for decorative effect, and also cloth, cotton batting, straw vines, leaves, trees and moss used for decorative effect, bamboo and other wood fibers. (Excluded from this definition are ordinary window shades).

Combustibles

Include any material that will readily ignite when heat sources are present. Some examples are cardboard, paper products, some plastics, wood products, etc.

General Guidelines for Decorations in Residence Halls and at Functions/Events

The quickest and easiest way to ensure that appropriate guidelines and approvals are obtained for decorations or events is to plan ahead. Please contact the Department of Environmental Health & Safety, x3882, for further information.

Candles and other Open Flames

- Candles and other open flames are prohibited.
- Candles may be used for normally recognized religious services only if pre-approved by the Department of Environmental Health and Safety and Housing (for Residence Halls) and a fire extinguisher is close by.
- The use of flash pots, smudge pots, incense, pyrophoric materials, or fire works of any kind for recreations, art, or entertainment is strictly prohibited.
- Fog type devices are prohibited by the Wellesley Fire Department. Any items using or creating mist or smoke for theatrical effects must be approved by the Wellesley Fire Department through the Department of Environmental Health and Safety.
- By state law no gasoline, propane, or other internal combustion engines are permitted inside the buildings.

- Fireplaces should only be used according to the College guidelines available from the Department of Environmental Health and Safety or the Housing Office.

Exits and Corridors

- Never block, hide, or disguise an exit.
- Keep exits free and clear from combustibles and obstructions.
- Decorations or furnishings must not constrict or obstruct corridors.
- Never place combustibles in corridors, lobbies, stairwells or on corridor walls.

Materials used for Decorating

- Plastics, Styrofoam, and polyurethane foams can not be used for decorations or furnishings.
- Fabrics and other combustibles should not be hung from the ceiling.
- Massachusetts Fire Prevention Regulations prohibit flammable decorations such as natural greens, straw, crepe paper, streamers, and surface coverings on building interior finish in school buildings and places of public assembly.
- Fabrics such as curtains, drapes, furniture coverings, floor coverings, and other fabric hangings must be fire retardant. A certificate of flame proofing is required.
- Exotic lighting or unusual visual effects utilizing lasers or others unusual optical devices must be approved by the Department of Environmental Health and Safety.
- Avoid the use of decorations with sharp edges or corners.
- The use of existing conduit, cables, or piping to hang items or equipment is prohibited unless permission is granted. Contact the Department of Environmental Health and Safety for further information.
- Wood frame or other combustible construction on Campus is not permitted without Department of Environmental Health and Safety and Physical Plant approval.
- Combustible materials should be kept at a safe distance or be shielded from sources of heat such as radiators and light bulbs.

Electrical-related concerns

- Temporary wiring such as extension cords and multiple outlet strips must be approved by the Department of Environmental Health and Safety for use with lighting or sound equipment and lighted decorations.

- Extension cords are for temporary use only. During the holiday season they should not be used in a way that will create a fire, tripping, or electrical hazard.
- The cords must be UL listed, be a minimum of 16 gauge wire (this excludes #18 lamp wire also known as “zip” cord), and be properly plugged into a wall outlet. Extension cords can not be connected to each other.
- ALL activities requiring pre-approval must be made at least 2 weeks in advance. Inquiries made after that time are not guaranteed of review for approval.

WINTER HOLIDAY SEASON

In addition to the College’s Decoration Policy, the following guidelines are issued by the Department of Environmental Health and Safety for seasonal decorations.

Trees and Decorations

- Artificial flame-proofed trees and related decorations are permitted in offices, enclosed lounges (but not those connected to lobbies, corridors, or open public areas), and other non-public areas.
- Trees are not permitted in corridors, aisles, passageways, or stairways. They must not obstruct an exit or narrow a pathway to the exit. Trees and related decorations are not allowed to obstruct the usual view of exit signs or emergency lighting.
- Only labeled flame retardant, UL listed, or classified artificial trees, wreaths, boughs, greenery, and other decorations are permitted. All trees and decorative boughs must be artificial with an approved flame retardant label. Noncombustible decorations are permitted.
- Natural trees (cut or alive), natural wreaths, boughs, or greenery are not permitted.
- The use of Holiday cards, wrapping paper, and streamers to decorate exit corridor walls is prohibited.
- Flammable decorations are prohibited.

Tree Lights

Only UL approved lights rated for use on artificial trees are to be used. They are often called “mini-lights” or “twinkle lights”. Larger tree lights normally used on natural trees generate enough heat to melt plastic and ignite decorations. Remote spotlights are recommended for use with metal trees to avoid an electrical shock hazard from electrical lighting. The use of tree lights, electric ornaments, and extension cords in corridors and over exit

doors are prohibited. Lights cannot remain in place for more than 60 days while school is in session.

General Requirements

- All exit doors shall not be blocked/obstructed and be readily opened.
- Obstructions of any kind, including tables and chairs, shall not be permitted in aisles, corridors or passageways.
- Candles and other open flames are prohibited. Open flame devices, such as lanterns, etc., intended to be used for decorative purposes, are prohibited.
- Dispose of wrappings immediately.
- In case of fire, immediately pull the alarm and call the Wellesley College Police Department, x5555 or dial 911 to contact the Wellesley Fire Department.

Office Evacuation in the Event of a Fire

At Wellesley College we all have responsibility for fire and life safety.

In the event you see or suspect a fire, contact the Wellesley College Police Department immediately at x5555 or dial 911 to contact the Town of Wellesley Fire Department An important part of each person's responsibility is being familiar with your surroundings and following these guidelines to ensure the safe and timely evacuation of all building occupants during a man-made or natural emergency:

- Locate the two exits from your office. Count the number of doors between your office and the exits. This can assist you during an emergency evacuation.
- Know where the fire alarm pull stations on your floor are so they may be activated in the event of a potential life-threatening emergency.
- Do not block fire extinguishers and other fire safety equipment — maintain these areas for quick and easy access at all times.
- Keep egress paths clear — this includes hallways and stairwells. Do not store furniture, file cabinets, etc in these areas.
- Ensure that fire doors are kept closed at all times. If you find them open remove wedges or other items keeping them open.

Residence Hall Evacuation Procedures

FIRE/EVACUATION PROCEDURES

Emergency response procedures have been established to insure the safety of all concerned in the event of an emergency evacuation. Experience has proven that strict and consistent observance of fire prevention rules saves lives and property. It is incumbent upon all individuals at Wellesley College to comply with the following procedures for a safe evacuation. Evacuation of all occupants of the building is expected during fire alarms.

If you discover a fire:

- Pull the nearest alarm. The alarms or ‘pull stations’ are linked to the Wellesley College Police Department and, in most buildings, to the Wellesley Fire Department. By pulling the alarm you are initiating immediate action/response. Know the location of at least 2 pull stations.
- **Yell out “FIRE”** as you are going to the pull station to alert others in the area.
- Call the Wellesley College Police Department, **781-283- 5555**, from a safe location. Although the alarm has already been activated, this back-up call will ensure that the Wellesley College Police Department has been notified of the emergency.
- Follow the evacuation procedures outlined below. Be available to the responders (i.e., the Wellesley College Police Department and Wellesley Fire Department) in order to answer any questions they may have about the fire.

If you hear the alarm sounding in your building:

- Start evacuation procedures at once.
- If you can do so without putting yourself at risk, assist individuals who may need help evacuating the building. If you cannot, notify emergency response personnel of the person’s location.
- Close all doors behind you. This action helps to contain the fire to as small of an area as possible. Never prop open fire doors.
- **Use exit stairwells** for evacuation. Never use the elevators (the elevators in most buildings will be automatically called to the primary floor and will not respond to other floors).
- **Assemble outside of the building** in the predetermined locations for your floor/building. Never go to another location during an evacuation. (By not going to your assigned meeting place you will

Let’s Keep it Clear.

Keep hallways and exits free of clutter or other objects that could obstruct one from exiting the building during a fire alarm.

jeopardize an accurate head count which may result in time-consuming and dangerous search/rescue activities.)

- **NEVER block roadways or entrances** into buildings. The Wellesley Fire Department must have free and clear access to the building and all entrances.
- **Move and remain a safe distance** from the building. Do not reenter the building until permitted by Fire Department officials.

What to know ahead of time:

- Several exit routes from your floor/area.
- The location of at least two pull stations. (Hint: In most buildings the pull stations are located near an exit stairwell or door).
- Individuals in your area that may need assistance in getting to a safe area during an emergency.

In Summary:

- Alarm (pull the alarm)
- Rescue (only if you are not putting yourself at risk)
- Contain (close doors behind you)
- Evacuate (get out safely and quickly)

Fire Evacuation Procedures for Individuals with Disabilities and Others Needing Assistance

The following procedures, suggestions, and resources are a supplement to the College's plans in the event of an emergency evacuation. Evacuation of all occupants of the building is expected during fire alarms. It is also recognized that some individuals with temporary or permanent disabilities and others may have difficulty evacuating and may need assistance. As in all cases, but especially with individuals likely to need assistance in evacuating, it is important to develop a personal plan. Below, after a listing of "factors to consider", are procedures the College has in place and resources available to customize an evacuation plan to meet individual needs.

FACTORS TO CONSIDER:

There are many questions to ask when considering evacuation strategies for individuals with disabilities and others who need assistance. Below are a few to consider:

- Are you able to safely evacuate using stairs? If you are not confident on the stairs and others are evacuating, are you likely to fall, injure yourself, or cause others to be injured?
- If you are blind or visually impaired, will you need assistance finding or using the stairs to evacuate?
- If you are hearing impaired and you are in a building without a visual alarm, will you need someone to notify you in case of evacuation?
- If you use a wheelchair and decide to be assisted on the stairs, do you know how to instruct someone (ideally the Wellesley College Police Department or Wellesley Fire Department staff) in how to safely move you?

Evacuation plan for individuals who require assistance or are concerned with their safety evacuating by stairs:

The College has identified safety areas in buildings that are known to the Wellesley College Police Department and Wellesley Fire Department staff. The spaces are generally staircase landings that are marked as safety areas. These can be used while you follow the procedures below:

- If there is time, notify the Wellesley College Police Department by phone that you are evacuating to a designated safe area providing them with a location.
- If others are with you, have them notify evacuation staff outside the building that you are in a designated safe area providing them with a location.
- Evacuate to the designated safe area if you are unable to evacuate the building. Keep the doors shut to prevent smoke or fire from entering. Evacuation staff will be looking in designated safe areas regardless of whether or not you were able to contact them. Wait for assistance.

Evacuation plan for individuals who are blind or visually impaired and are not concerned with safety on stairs but may still need assistance:

Evacuation procedures will generally be the same as for others using the stairs. Note that power/lighting may be lost in a fire as well as visibility may decrease due to smoke.

- If there is time, notify the Wellesley College Police Department by phone (x5555) that you are evacuating by stairs and may need assistance.

Campus Safety Means Fire Safety.

Know your surroundings and nearest exits. Know the locations of the fire alarm pull stations.

- If others are with you, have them guide you to and down the stairs, if needed, or have them notify evacuation staff outside the building that you are evacuating.

Evacuation plan for individuals who are deaf or hearing impaired and need assistance:

Evacuation procedures will generally be the same as for others using the stairs. In planning for an evacuation, you should let others know to inform you if there is an audible fire alarm. Contact the Environmental Health and Safety Office, x3882, for more information on which buildings have visual alarms and to request one for your work area.

Resources available to customize an evacuation plan to meet individuals with disabilities needs:

Some individuals with disabilities will find it beneficial to meet with a professional to create an individualized evacuation plan. Specific plans must be determined in advance in order to properly and safely evacuate the building during emergencies. Contact the Environmental Health and Safety Office, x3882, for assistance creating an individualized plan. The Department of Environmental Health and Safety may also include College Disability Services' staff in the planning process.

Crime Statistics

Offense	Year	Crimes by Geographical Location					
		On Campus	Residential Facility	Noncampus Building or Property	Public Property	Anonymous Report	Total
Murder and Non-Negligent Manslaughter	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Rape	2015	6	4	0	0	5	6
	2016	11	2	0	0	9	11
	2017	3	3	0	0	1	3
Fondling	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	1	0	0	0	1	1
Incest	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Robbery	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Burglary	2015	4	4	0	0	0	4
	2016	1	1	0	0	0	1
	2017	3	3	0	0	0	3
Motor Vehicle Theft	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0
Arson	2015	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2017	0	0	0	0	0	0

VAWA Reported Offenses

Offense	Year	Crimes by Geographical Location					
		On Campus	Residential Facility	Noncampus Building or Property	Public Property	Anonymous Report	Total
Domestic Violence	2015	0	0	0	0	0	0
	2016	1	1	0	0	0	1
	2017	0	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0	0
	2016	1	1	0	0	0	1
	2017	2	2	0	0	0	2
Stalking	2015	0	0	0	0	0	0
	2016	1	1	0	0	0	1
	2017	1	1	0	0	0	1

Hate Crime Statistics

	Year	Race				Gender				Religion				Sexual Orientation				Disability				Disability			
		OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes involving Bodily Injury	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests and Referral For Selected Offenses

NOTE: The Commonwealth of Massachusetts decriminalized marijuana (possession of less than 1 ounce). Less than one ounce of marijuana is a civil offense and is not counted for purposes of drug law violations and are, therefore, not counted in this report.

Number of Arrests/Referrals for Selected Offenses											
Offense	Year	Arrest					Judicial Referral				
		On Campus	Residential Facility	Non Campus Property	Public Property	Total	On Campus	Residential Facility	Non Campus Property	Public Property	Total
Liquor Law Violations	2015	0	0	0	0	0	8	8	0	0	8
	2016	0	0	0	0	0	2	2	0	0	2
	2017	0	0	0	0	0	7	7	0	0	7
Drug Abuse Violations	2015	0	0	0	0	0	8	8	0	0	8
	2016	0	0	0	0	0	10	10	0	0	10
	2017	0	0	0	0	0	0	0	0	0	0
Weapons Violations	2015	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0	0	0	0

Sample Fire Log

Date	Location	Type/Cause	Number of related injuries treated at medical facility	Related Deaths	Property Damage	Value of damaged property

The following chart details the current fire safety systems in student housing facilities*:

Residence Halls**	Fire Extinguishers	Sprinklers	Alarm to Town	Alarm to Campus Police	CO Dectector (Battery or Hardwire)	Number of CO Locations	Evacuation Placards	Annual Fire Drills
Bates	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Beebe	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Cazenove	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Cedar Lodge	Yes	Yes	No	Yes	Hardwire	3	Yes	2
Cervantes	Yes	Yes	No	Yes	Hardwire	1	Yes	2
Claflin	Yes	Yes	Yes	Yes	Hardwire	4	Yes	2
Dower (Orchard)	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Freeman	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
French House (Main)	Yes	Yes	No	Yes	Hardwire	3	Yes	2
French House (Carriage)	Yes	Yes	No	Yes	Hardwire	1	Yes	2
Homestead/Instead	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Lake House	Yes	Yes	Yes	Yes	Hardwire	1	Yes	2
McAfee-Hemlock	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Munger	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Pomeroy	Yes	Yes	Yes	Yes	Hardwire	3	Yes	2
Severance	Yes	Yes	Yes	Yes	Hardwire	3	Yes	2
Shafer	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Simpson West	Yes	No	Yes	Yes	None	0	Yes	2
Stone-Davis	Yes	Yes	Yes	Yes	Hardwire	4	Yes	2
Tower Court	Yes	Yes	Yes	Yes	Hardwire	6	Yes	2

*Each room is equipped with an audible smoke detector alarm.

**Fire drills are conducted at each Residence Hall twice yearly.

2015 Statistics Regarding Fires at Wellesley College Residential Facilities

Residence Hall	Total Fires	Fire Number	Date	Time	Case of Fire	Injuries Treated at Medical Facility	Deaths Related to Fire	Value of Property Damage	Case Number
Bates	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Beebe	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cazenove	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cedar Lodge	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cervantes	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Claflin	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Dower (Orchid)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Freeman	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Main)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Carriage)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Homestead/ Instead	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Lake House	0	N/A	N/A	N/A	N/A	0	0	0	N/A
McAfee-Hemlock	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Munger	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Pomeroy	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Severance	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Shafer	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Simpson West	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Stone-Davis	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Tower Court	0	N/A	N/A	N/A	N/A	0	0	0	N/A

2016 Statistics Regarding Fires at Wellesley College Residential Facilities

Residence Hall	Total Fires	Fire Number	Date	Time	Case of Fire	Injuries Treated at Medical Facility	Deaths Related to Fire	Value of Property Damage	Case Number
Bates	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Beebe	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cazenove	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cedar Lodge	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cervantes	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Claflin	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Dower (Orchid)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Freeman	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Main)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Carriage)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Homestead/ Instead	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Lake House	0	N/A	N/A	N/A	N/A	0	0	0	N/A
McAfee-Hemlock	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Munger	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Pomeroy	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Severance	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Shafer	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Simpson West	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Stone-Davis	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Tower Court	1	160106	03.24.16	10:53	N/A	0	0	\$200.00	160106

2017 Statistics Regarding Fires at Wellesley College Residential Facilities

Residence Hall	Total Fires	Fire Number	Date	Time	Case of Fire	Injuries Treated at Medical Facility	Deaths Related to Fire	Value of Property Damage	Case Number
Bates	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Beebe	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cazenove	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cedar Lodge	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cervantes	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Clafin	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Dower (Orchid)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Freeman	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Main)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Carriage)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Homestead/ Instead	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Lake House	0	N/A	N/A	N/A	N/A	0	0	0	N/A
McAfee-Hemlock	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Munger	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Pomeroy	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Severance	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Shafer	0	N/A	N/A	09:09	N/A	0	0	0	N/A
Simpson West	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Stone-Davis	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Tower Court	1	170281	10.30.17	01:26	trash fire	0	0	\$150,000	170281

Campus Resources for Student Support

Department	Phone
Campus Police <i>Campus and personal safety concerns; Emergency Management Group (EMG) leadership & coordination.</i>	781.283.2121 non. emergency; 781.283.5555 emergency
Center for Work and Service <i>Information and support related to career, job search, internships, fellowships and scholarships, and graduate and professional school.</i>	781.283.2352
Class Deans Office <i>Individualized academic advising and support.</i>	781.283.2325

Department	Phone
Counseling Service (Stone Center) <i>Free and confidential individual and group counseling for students; medication management; educational workshops; consultation; referrals to community providers.</i>	781.283.2839
Davis Degree Program <i>Academic advising and support for students of non-traditional ages.</i>	781.283.2325
Dean of Students Office <i>Holds overall responsibility for student issues and oversees Dean's Advisory Committee.</i>	781.283.2322
Dean's Advisory Committee (DAC) <i>Meets weekly to coordinate care for students needing support from multiple departments.</i>	781.283.2325
Disability Services <i>Individualized and confidential assistance and information to all students with disabilities, assistance in requesting accommodations.</i>	781.283.2434

Department	Phone
Health Service <i>Confidential medical care including preventative care and treatment of illness and injury, prescriptions, birth control, and HIV/STI testing; health education services including alcohol and drug education, sleep hygiene, sexual health, and nutrition.</i>	781.283.2810
Intercultural Education <i>Intercultural education activities, trainings and programs that educate and promote diversity and inclusion on campus and increase multicultural competency on campus; individual advising to particular student cultural communities.</i>	781.283.2685
Office of Religious and Spiritual Life <i>Advising and religious and pastoral counseling for students; multi-faith worship, meditation, and discussion as well as educational and social activities.</i>	781.283.2685

Department	Phone
Office of Student Involvement <i>Supports student organizations, activities, trips and events, concerts on campus, and College traditions.</i>	781.283.2672
Pforzheimer Learning and Teaching Center (PLTC) <i>Tutorial programs focused on individualized peer tutoring, supplemental instruction and study skills instruction.</i>	781.283.2641
Residential Life <i>Initial point of advising for students on many issues in the residence halls; community-building and support.</i>	781.283.2679
Slater International Center <i>Advising, referrals, and programs related to immigration, employment, academic, social and cultural adjustment issues; international activities on campus and social connection.</i>	781.283.208

Department	Phone
Student Financial Services <i>Information and assistance for students and parents regarding financial aid, loans, payment plans, etc.</i>	781.283.2360