Cape Cod Community College (CCCC), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(a) and (f), commonly known as the Clery Act, and with its philosophy of maintaining a safe and secure environment supportive of its learning community, provides the following information regarding crime statistics and campus public safety policies and procedures.

**Reporting Crimes and Emergencies**

CCCC students, faculty, and staff, as well as visitors, are encouraged to immediately report any incidents of criminal activity, emergencies, or harassment to the Office of Public Safety:

1. Police, Fire, and Medical Emergencies can be reported by dialing ext. 4333 from telephones located in the hallways, classrooms, or offices in all buildings. Calls made to this extension after normal business hours will automatically be forwarded to the Barnstable Police Department.
2. Public Safety Officers can also be contacted by dialing 1-508-362-2131 ext. 4349. Private, or sensitive information/issues can be left on the private voice mail line (as instructed) by dialing 0 (zero) after reaching the 4349 extension.
3. When reporting any emergency, try to remain calm, describing the nature of the call, and providing the exact location of the emergency or incident.
4. Full time Public Safety Officers are trained and certified as Emergency First Responders.

**Institutional Response to Reported Incidents**

**Incident Reports**

Upon receiving a report of any criminal activity, injury, or accident, Public Safety will respond by interviewing the reporting individual(s) for details of the incident and will complete an incident report which will be reviewed by the Chief of Public Safety and the Vice President of Administration & Finance. Copies of incident reports are kept on file in the Office of Public Safety.

**Actions**

The Public Safety officer on duty can often respond to an incident by taking such actions as asking a person to leave the campus, issuing a parking ticket, or intervening to disperse participants in an incident.

In the event of medical emergencies, Public Safety or the nurse on duty in Health Services can contact West Barnstable Fire & Rescue to provide the appropriate treatment, or transport to the local hospital if necessary.
Public Safety works with the Massachusetts State Police, the Barnstable Police Department, and the Barnstable County Sheriff’s Department, all of whom may conduct their own investigation while keeping college officials apprised of the status of each case. Public Safety also works with West Barnstable Fire & Rescue, holding periodic safety meetings regarding fire safety, evacuation, etc.

In the case of incidents or complaints regarding maintenance of buildings, the Public Safety officer on duty completes a work order request to correct the problem.

Summary of Campus Incidents

<table>
<thead>
<tr>
<th>Incident</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005**</th>
<th>2006</th>
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<tr>
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</table>

** Reported incidents through September 30, 2005. The drug law violations involved minors (who were not students) who were arrested in a College parking lot by the Barnstable police for possession of alcohol and marijuana.

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions From the Uniform Crime Reporting Handbook

_Murder/Nonnegligent Manslaughter_

The willful (nonnegligent) killing of one human being by another

_Negligent Manslaughter_

The killing of another person through gross negligence
Forcible Sex Offense

Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

Nonforcible Sex Offense

Unlawful, nonforcible sexual intercourse

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, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Weapons Possessions

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.

Access to Campus Facilities

The college campus consists of 116 acres with 9 buildings, parking lots, playing fields, and tennis courts.

Most campus buildings and facilities are accessible to members of the college community, their guests, and visitors during normal business hours when classes are in session.

As a public community college, campus grounds are open to the public for non-organized activities such as walking, jogging, bicycling, etc. Those found violating normal safety practices or violating college regulations will be asked to leave. Organized events such as soccer practice and games, tennis tournaments, etc. are scheduled through the college Facilities Coordinator. The facilities coordinator provides Public Safety with a schedule of these events and activities. Public Safety investigates events and activities taking place that do not appear on the schedule.

Security of Campus Grounds and Facilities

CCCC maintains security 24 hours a day every day of the year, even when the college is “officially” closed. Public Safety officers patrol the campus continuously and maintain a record of these patrols in a daily activity report.

The enforcement of the key policy ensures college security and prevents unauthorized access to buildings and rooms within the campus.

Public Safety officers lock the exterior doors on campus buildings following the last class each evening. Any problems with door and locking hardware are reported to the Facilities Department.

Buildings remain secured outside of normal business hours unless special arrangements have been made and approved.

No persons are allowed into campus buildings during off hours without appropriate authorization.
When requested, Public Safety officers will periodically visit a person occupying a building during off hours to ensure his/her safety and will accompany the person to his/her vehicle.

Parking areas, walkways, and building exteriors are well lighted. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Public Safety office.

Security and Campus Maintenance

CCCC employs its own maintenance staff. However, the college engages contractors to supplement its own staff. These contractors are required to sign in with the Administrative Assistant in the Facilities Department and are accompanied to the work site by one of the staff members from the Facilities Department.

Law Enforcement Authority and Interagency Relationships

Public Safety is authorized to enforce the rules and regulations of Cape Cod Community College in the following ways:

1. Dispersing activities not permitted under campus guidelines.
2. Issuing of parking tickets.
3. Verbal warning to cease unauthorized activity.
4. Escorting violators from campus facilities.
5. Making lawful arrests.

Full time Public Safety officers operate with police powers and are outfitted with the usual law enforcement equipment, with the exception of firearms. All officers carry a radio and cellular phone capable of dialing off campus to state and local police.

Since CCCC is state-owned property, enforcement authority rests with the State Police. College Public Safety routinely works with the State Police in the investigation of criminal activity occurring on campus property. The State Police are called in by Public Safety in cases of criminal activity such as assault, automobile accidents, theft, violation of restraining orders, etc.

Local police are cooperative in providing emergency assistance when requested.

Programming

Public Safety materials describing the department, procedures for crime or emergency reporting, and safety tips are included in all orientation packets. Periodically, the college newspaper reports on Public Safety, interviews the Chief, and publishes safety tips.

Drugs and Alcohol on Campus

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or of a controlled substance is prohibited on the campus of Cape Cod Community College or as part of any college-related activity. Exceptions to the consumption of alcohol may be granted by the President of the college or his/her designee only under special conditions and pursuant to appropriate guidelines, procedures, and policies. Students or employees who violate these
restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion or discharge and shall also be subject to referral for criminal prosecution.

The college policy and procedure regarding drug and alcohol use is clearly defined in the Drug-Free Workplace Policy as required by the Higher Education Act and Drug-Free School and Campus Regulations of 1990 and in the Student Handbook. Specific sanctions, health risks, treatment, and educational initiatives are outlined in the printed policy available in the Human Resources Office, in an electronic version on the college’s web site, and in the Student Handbook available in the office of the Associate Dean of Enrollment Management and Student Development.

Sexual Assault

CCCC is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive or disorderly. Sexual assault is a criminal offense.

SECTION I: POLICY

In order to ensure that the college meets its obligation to all members of the community, the procedures and programs set forth on the following pages have been established. Copies of these procedures are available in the offices of Human Resources, Health Services, Administration & Finance, Student Development, and Public Safety.

Sexual assault is a criminal offense. Sexual assault in any form, including acquaintance rape, will not be tolerated. Sexual assault, as defined in the Federal Bureau of Investigation Uniform Crime Reporting System, includes forcible and non-forcible offenses. A listing and definition of all forcible and non-forcible offenses for which an individual may be disciplined under this policy and procedures is contained in Appendix A, which is available for review at the Office of Health Services.

The Crime Awareness and Campus Security Act of 1990 Section 485(f)(1)(F) of 20 U.S.C. 1092(a)(1)(Public Law 101-542) requires that the college collect information with respect to sexual assault on campus and, beginning in September 1993, to include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that as part of the annual security report the college shall include, develop and distribute a statement of policy regarding the college’s sexual assault programs and the procedures to be followed once a sex offense has occurred.

Effective August 2004, in accordance with federal law, the college is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts’ Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4547, (978) 740-6400 or the West Barnstable Police Department, located at 1200 Phinney’s Lane, Hyannis, MA 02601, (508) 775-0387. Level 3 offender information is also available on-line at www.mass.gov/sorb.

Questions regarding access to sex offender information should be addressed with the College’s Chief of Public Safety, Phil Ryan, located at the Public Safety Office (to the rear of the Administration Bldg., opposite the Tilden Arts Center). Phone: (508) 362-2131 X4349.
When an allegation of sexual assault is made, the college will encourage the alleged victim to pursue criminal prosecution under the Massachusetts criminal statutes. In addition, appropriate campus disciplinary action may be pursued. Sanctions for sexual assault violations may include, in addition to criminal charges, suspension, dismissal or expulsion from the college. All allegations of sexual assault will be handled confidentially and will be investigated. Both the accuser and the accused will have equal opportunity for hearing.

SECTION II: PREVENTION

Realistically, the crimes of rape and sexual assault cannot be totally eliminated from our society as a whole. Through the adoption of well planned, pro-active prevention measures coupled with sexual assault education and awareness programs, however, we can reduce or minimize the number of these crimes on campus.

Because colleges provide an excellent opportunity to educate men and women about human relations, living together, competition and fair play, human sexual education and awareness information should be provided to each member of the college community.

The prevention of sexual assault depends in part on the awareness of an individual’s responsibility for crime prevention and personal safety. An individual must exercise judgment if preventive measures are to succeed.

Education should be provided through appropriate programs and educational booklets, which may include:

1. Orientation programs
2. Staff development/employee training, including contracted staff
3. Student and employee handbooks
4. Campus media, i.e., newsletters, newspapers, electronic bulletin boards, electronic mail
5. Seminars, workshops, pamphlets and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women, crime reporting

Materials and programs may be designed specifically for the campus, may be developed in conjunction with off-campus authorities or may be pre-published, pre-packaged, or offered in conjunction with other groups and agencies, such as:

1. National Safety Council
2. Local law enforcement agencies
3. Criminal justice programs
4. Rape crisis centers
5. American College Health Association
6. Massachusetts Chapter of the National Safety Council

Unfortunately, in spite of all our efforts, some rapes and sexual assaults will occur. It would be overly optimistic to think we can eliminate all such incidents. When a rape or sexual assault is reported to campus authorities, it is critically important that the victim’s welfare be paramount and that she or he is not victimized again by the system. This Policy establishes procedures to follow in the event a rape or sexual assault occurs on campus. To insure proper attention and action, these procedures must be followed.
SECTION III: PROCEDURES IN THE EVENT A SEXUAL ASSAULT OCCURS

Introduction

An effective response to a report or incident of sexual assault on campus necessarily involves a number of offices and individuals concerned with the physical and emotional security of students, employees, and visitors. The procedure outlined below focuses primarily on the roles of 1) Public Safety in addressing incidents/reports of sexual assault and 2) faculty, staff and students making reports. However, the following departments and entities of the college community should network with one another in order to establish a realistic and appropriate perception of the campus environment as one, which is safe, supportive, and conducive to learning:

1. Student Development
2. Counseling Office
3. Health Services
4. Student Government
5. Office of College Communications
6. Legal Counsel
7. Public Safety

A. Public Safety

1. If a sexual assault is reported to or discovered by Public Safety, the following procedures must be followed:

   a) If immediate medical attention is necessary or requested, Public Safety shall first call emergency medical services. This should be done even when the victim states that he/she does not want medical services as the person may be in shock or otherwise not competent to make such a decision.

   b) The Public Safety officer should gather the following information immediately (or immediately after calling emergency medical services, if required):

      i. Name, address, telephone number
      ii. The location of the victim
      iii. A brief description of what happened to the victim
      iv. Name (if known) and description of the individual who committed the assault
      v. Location of the individual who committed the assault, if known, or description of where the individual went after committing the assault
      vi. Description of the vehicle in which the assailant left (if applicable) and the direction of travel

2. If there is the potential for the immediate apprehension of the assailant, the Public Safety officer should call the local police next.

3. If immediate apprehension is not likely, the Public Safety officer shall then call the Director of Health Services, who is the Designated College Official (DCO). The DCO shall determine whether to call the local police.
4. The Public Safety officer should advise the victim of the importance of preserving evidence. This means that no matter how uncomfortable this may be for the victim, he/she should not clean himself/herself, etc. If the victim requires non-emergency medical treatment, the Public Safety officer should guide the victim to medical services. The Public Safety officer shall provide the victim with a copy of the VICTIM INFORMATION SHEET, if possible.

5. The Public Safety officer should refer all media inquiries to the Director of College Communications.

6. The Public Safety officer shall file a detailed report on the incident as soon as possible.

B. FACULTY AND STAFF

1. Any faculty or staff member who receives a report of or discovers a possible sexual assault on campus shall immediately report this to Public Safety and to the DCO. It is extremely important that these procedures be followed to ensure that appropriate medical and administrative services be provided. Public Safety will then be responsible for implementing the procedures specified in Section A above.

2. The Designated College Official (DCO)
   a) The DCO shall be responsible for ensuring that all college policies and procedures are followed.
   b) The Director of College Communications shall be the designated spokesperson for all media inquiries.
   c) The DCO shall contact the Vice President of Academic and Student Affairs if the alleged assailant is a student to determine whether college disciplinary action should be initiated.
   d) If the victim is a student, the DCO shall inform the victim of the following:
      i. The option of notifying proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses.
      ii. Existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community.
      iii. The options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so required by the victim and if such changes are reasonably available.

C. STUDENTS

1. If a student receives a report of or discovers a possible sexual assault on campus, he/she must immediately notify Public Safety, a faculty member, or a staff member. It is extremely important that these procedures be followed to ensure that appropriate medical and administrative services be provided. A Public Safety officer, faculty member or staff member will be responsible for implementing the procedures specified in Sections I and II, above.
2. The college and/or the alleged victim may initiate college disciplinary action against the person accused of rape, acquaintance rape, or other sex offenses, forcible or non-forcible. Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible, include the following: warning, probation, suspension, dismissal for an indefinite period, permanent dismissal, restitution, special assignments, and restriction or revocation of privileges.

3. If on-campus disciplinary action is instituted, the college shall follow its disciplinary procedures. These procedures shall include the following:

   a. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding;

   b. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
APPENDIX A

Forcible sex offenses are defined as “any sexual act directed against another person, forcible and/or against that person’s will; or not forcibly or against the person’s will when the victim is incapable of giving consent. Forcible offenses include:

A. Forcible Rape: the carnal knowledge of a person forcibly and against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

B. Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault with an Object: to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Non-forcible sex offenses are defined as “unlawful, non-forcible sexual intercourse.” Non-forcible sex offenses include:

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

B. Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent.
VICTIM INFORMATION SHEET

CONTACT INFORMATION

In the event that you are the victim of sexual assault on the campus, first and most importantly, get yourself into a place of safety if at all possible where you are able to call one or more of the following:

At Cape Cod Community College Campus:

1. Public Safety at extension 4333 to report the incident and receive prompt assistance.
2. The local Police at 508-775-0812.
3. A friend.

At the Hyannis Center:

1. Emergency Medical Assistance at 911.
2. The local Police at 508-775-0812.
3. A friend.

THE IMPORTANCE OF A MEDICAL EXAMINATION

For purposes of ensuring your own physical health as well as successful apprehension and prosecution of your attacker if desired/warranted, it is very important that you promptly go or be sent to a nearby hospital emergency room to be examined. As awkward or comfortable as it may be, you should not change your clothing or bathe prior to this examination. You will want at this time to be treated for any injuries you may have sustained and also be tested for the presence of any sexually transmitted diseases.

Be aware that it is your right to have a trained rape counselor accompany you throughout all or any part of the medical examination. The counselor is there to provide support and answer any questions you may have. The information you share privately with the counselor is confidential. Seeing the doctor and having an evidentiary “rape kit” completed does not mean you must prosecute your attacker, but it does significantly increase the potential for success if you choose to do so.

If possible, either bring a change of clothing with you to the hospital or have someone do so for you as your clothing worn during the assault should be collected by the medical team.
PROTECTING YOURSELF FOLLOWING A SEXUAL ASSAULT

After a sexual assault has occurred, it is extremely important to provide for your personal safety. If you know or fear that your attacker knows your whereabouts, you may want to make temporary arrangements to stay elsewhere. Restraining orders preventing your attacker from contacting you are available through the court system. Although you must request the order (with or without the assistance of an attorney), rape crisis counselors can help you fill out the required paperwork at the police station. Counselors can also refer you to appropriate support agencies and shelters if desired.

RECOVERY

It is important to remember that sexual assault can happen to anyone. Sexual violence is not the victim’s fault. However, victims frequently experience confused and deeply troubling feelings following an attack. It is important not to hold such feelings in – talk to a trusted friend or relative and seek appropriate professional counseling. Rape Crisis Centers offer 24 hour hotlines and these conversations are completely confidential. You can talk to the counselors about anything – they are there to listen and to help. They can answer questions about police proceedings, legal issues, medical procedures, counseling options, and many other topics.

Remember, if you have been sexually assaulted, you are a victim – you need now to take appropriate steps toward recovery – physical and emotional.