



QUINCY COLLEGE

2018 ANNUAL SECURITY REPORT

Crimes Reported January 1, 2017 through December 31, 2017
Quincy and Plymouth Campuses

Introduction

Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Quincy College, Quincy and Plymouth campuses, are required to annually compile and publish an Annual Security Report. This report contains definitions of reportable Clery Act offenses, required policy statements pertaining to campus security and safety, and statistics for reportable Clery Act crimes for the past four calendar years (2014, 2015, 2016 and 2017).

Quincy College does not own or control any student housing, and is therefore exempt from keeping a fire log or submitting a fire safety report. Quincy College is also exempt from having a policy in place for campus notification of missing persons, which is only required for those institutions that provide campus housing.

Reportable Crimes under the Clery Act - Definitions

Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: the killing of another person through gross negligence.

Sexual Assault (Sex Offenses): any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes attempted Sexual Assaults, of one of the four types listed below:

- a) *Rape:* the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration of a sex organ of another person, without the consent of the victim. The offense includes the rape of both males and females.
- b) *Fondling:* the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including incidents where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c) *Incest:* sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d) *Statutory Rape:* sexual intercourse with a person who is under the statutory age of consent.

NOTE: For the purposes of including a reported Sexual Assault in Clery Act statistics, no determination as to whether that element has been met is required. Therefore, all Sexual Assaults that are reported as occurring in Quincy College's Clery Act geography are reported in this report, regardless of the issue of consent.

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or a theft.

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

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

Hate Crime: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following eight categories are reportable under the Clery Act:

Race - a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).

Religion - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual Orientation - A preformed negative opinion or attitude toward a group of persons based on actual or perceived orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Gender - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Ethnicity - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including shared religion) and/or ideology

National Origin - a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Larceny-Theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (*Larceny* and *theft* mean the same thing in the UCR). [*Constructive possession* is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.] Only reportable if there is evidence of a hate crime.

Simple Assault - an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Only reportable if there is evidence of a hate crime.

Intimidation - to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Only reportable if there is evidence of a hate crime.

Destruction/Damage/Vandalism of Property - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Only reportable if there is evidence of a hate crime.

Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws - report number of arrests and number of persons referred for disciplinary action.

Arrest - persons processed by arrest, citation or summons.

Referred for Disciplinary Action - the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Weapons Violation - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations - the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in

their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations - the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

VAWA Offenses, including Dating Violence, Domestic Violence, and Stalking - refer to the Quincy College Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act (VAWA) at the end of this document.

Policies and Procedures

Timely Warning (Policy 11.01)

In the event that a situation arises, either on or off campus, that in the judgment of the President of the College (or his designee) or the Quincy or Plymouth Police Departments constitutes an ongoing or continuing threat, a campus wide 'timely warning' notification will be issued. The notification will be issued through the College email system; text to students, faculty and staff; on the College's website (<http://quincycollege.edu/>); and/or via TV monitors on campus.

These notifications will be prepared and approved by the President of the College and distributed to the community by IT, Campus Services & Facilities, and Marketing. Follow-up information will be disseminated via all aforementioned systems throughout the duration of the crisis as deemed appropriate.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, thereby requiring more immediate notification, the President of the College or his designee will coordinate with the Office of Information Technology for additional methods of dissemination.

Anyone with information warranting a timely warning should report the circumstances to the Director of Campus Services & Facilities, by phone at 617-984-1760, or in person at Saville Hall, Room 212.

Reporting the Annual Disclosure of Crime Statistics (Policy 11.02)

The Office of Institutional Research and Assessment, in conjunction with Campus Services & Facilities prepares the annual disclosure of Crime Statistics to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on the Quincy College website at www.quincycollege.edu. This report is prepared in cooperation with local police in Quincy and Plymouth. No personally identifying information related to crime reporting is included in the annual disclosure of Crime Statistics. Quincy College is a department of the City of Quincy and does not maintain a separate police force. Resources Officers provide security at all three Quincy College Facilities. Quincy College does not have residence facilities.

Each year in the fall, a letter is sent to all students advising them of the availability of the Crime Statistic Report on the website. Quincy College also sends notifications to all staff and faculty about the availability of this report on the website with their October paycheck. Copies of this report may also be obtained from the Office of Campus Services or by calling 617-984-1760. All prospective employees will be informed on the job postings that the crime report is available on the Quincy College website and from Campus Services.

The Office of Institutional Research and Assessment, in conjunction with Campus Services & Facilities, maintains and reports statistics concerning the occurrence of the following criminal offenses that have been reported to campus authorities or local police during the most recent calendar year as well as the two preceding calendar years:

- a. Murder and Non-negligent Manslaughter
- b. Negligent Manslaughter
- c. Forcible and Non-Forcible sex offenses, including domestic violence, dating violence, and stalking
- d. Robbery
- e. Aggravated assault
- f. Burglary
- g. Motor vehicle theft
- h. Arson
- i. Hate Crimes

Campus security also maintains and reports statistics concerning the occurrence on campus of any arrests or referrals for disciplinary action for the following crimes:

- a. Liquor law violations
- b. Drug abuse violations
- c. Weapons violations

In addition, the total number of crime reports that were “unfounded” and withheld from the counts of crime statistics will also be disclosed.

The Resource Officers from Campus Services work closely with the Quincy Police Department. It is Quincy College policy to report all serious crimes to the Quincy Police Department and to cooperate fully in the prosecution of those involved regardless of their status on campus.

Reporting of Incidents, including Criminal Offenses (Policy 11.03)

For all EMERGENCIES, including fire, medical emergencies and emergencies of a criminal nature, dial 911 from the nearest available telephone, providing the operator with as much detail on the incident as possible, including specific location.

After a report is made to the police by calling 911, faculty and staff should provide a verbal report of the incident to the Director of Campus Services & Facilities, Bill Hall, at 617-984 - 1760. A written report must then be provided to the Assistant to the President using the online Incident Reporting System.

Any suspicious activity in and around campus should be reported by calling the above number or you may also report a crime to the following:

Chief Operating Officer Lisa McBirney	Presidents Place	617-984-1776
Provost Gerald Koocher	Presidents Place	617-984-1696
Dean Dennis Burke	Saville Hall	617-984-1713
Dean Roxanne Mihal	Presidents Place	617-984-1695
Dean Robert Baker	Presidents Place	617-984-1642
Dean William Brennan	Presidents Place	617-405-5921

For all off campus crimes, please report to local police.

For all non-emergencies, please contact the Director of Campus Services and Facilities, Bill Hall, at 617-984-1760. In addition, non-emergency, non-academic based incidents, including but not limited to, missing items, stolen property, student misconduct including altercations with other student, faculty, or staff, intoxication, drug abuse, parking and motor vehicle incidents, unsecured doors or property, vandalism, fire alarms, safety issues, and non-compliance with the American with Disabilities Act, should be reported to the Assistant to the President in written form, using the online Incident Reporting System referenced above.

A log of reportable incidents, including emergencies and non-emergencies cited above, shall be maintained by the Assistant to the President, Stephen Kearney, J.D. If appropriate, the Assistant to the President shall refer each report to the appropriate Quincy College staff person for further information and/or resolution. In such a case, further status/information regarding the incident should be communicated back to the Assistant to the President in accordance with timelines set forth in the procedures that are attached to this policy but that are not made a part of this policy.

Voluntary Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may want to consider making a confidential report. With your permission, the Director Campus Services & Facilities can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Limited Voluntary Confidential Reporting

As a department of the City of Quincy, Quincy College has no written policy about Limited Voluntary Confidential Reporting. Instead those procedures are the purview of the police department.

Campus Facilities- Security, Access and Maintenance (Policy 11.04)

Quincy College is strongly committed to maintain safety on campus. All campus buildings in Quincy and Plymouth are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. During non-business hours access to all College facilities is by Access Control Systems (issued to Executive Staff). Video security has also been implemented on both the Quincy and Plymouth campuses for additional security.

Computer laboratories, and Nursing medical supply rooms are controlled by access control cards when not in use and are not open to students unless there is a teacher, supervising staff member, or lab monitor present.

Each building and parking area also have safe levels of exterior lighting. Our parking lots at Presidents Place, our Plymouth campus, and on the first floor level of Saville Hall, as well as pedestrian walkways have exterior lights. Exterior lighting on rental buildings in Quincy and Plymouth are well positioned to provide adequate illumination. Campus Services and custodians regularly survey and maintain existing lights.

Both during the day and at night, the Quincy campus has resource officers who patrol our grounds. In Plymouth, Quincy College resource officers patrol the campus as well as receive supplemental support from the landlord for our campus, who provides security throughout the evenings. Resource officers and custodians regularly check the security of doors.

Students are required to carry their Quincy College Identification (ID) card at all times while on campus. Students must produce their ID cards when so asked by a college official. No solicitation is allowed on campus. Buildings are opened at least 45 minutes before the start of the first class of the day and are locked not more than 45 minutes after the last class of the day.

Vehicles are ticketed or towed as per the parking policy. Visitors may park in designated spaces.

Quincy College has no residence halls.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have had security surveys conducted of them and security enhancements were made where appropriate.

Members of the College community are encouraged to report any facility deficiencies to Campus Services by calling 617-984-1760.

Law Enforcement Authority and Interagency Relationships (Policy 11.05)

Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. In case of an emergency, the emergency number 911 is called.

Information is exchanged and Campus Services is in close contact with the local police.

The Quincy College Campus Services office has the authority to ask persons for identification and to determine whether individuals have lawful business at Quincy College. Resource Officers have the authority to issue parking tickets, which are deposited with the City's Treasurer's office. Criminal incidents are referred to local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to College officials or directly to police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Procedures for Reporting a Crime or Emergency (Policy 11.06)

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents by filing an incident report or by calling 617-984-1760. In case of an emergency, please call 911 directly.

All incident reports are forwarded to respective heads of departments for resolution. If assistance is required from the police or fire department, Campus Services will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Student Success Coaches, will offer the victim a variety of services including 24 hour hotlines.

The Student Success Coaching Office has information about resources and the information is made available in the event students become the victim of a crime.

All crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.

All reports will be investigated. As a department of the City of Quincy, the College does not have procedures for voluntary, confidential reporting of crime statistics. Violation of the law will be referred to law enforcement agencies and when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely warnings will be issued through e-mail announcements, notices posted on our website, closed circuit TV, text messages, in-class announcements, or other appropriate means.

Drug-Free, Alcohol-Free Campus Policy (Policy 11.07)

It is the policy of Quincy College to maintain a drug-free and alcohol-free workplace and learning environment. Quincy College seeks to maintain an environment that is safe and secure and that promotes productivity for all students and employees. Since the possession and/or use of alcohol or illegal drugs on any building or property occupied or used by Quincy College, or at any event sponsored by Quincy College, may impair the health and safety of students and employees, inhibit the personal and academic growth of students, lower the productivity and the quality of work performed by employees, and undermine the public's confidence in the College, a strong policy prohibiting such possession and/or use has been established.

No student, employee of the College (including student employees), or visitor shall possess, unlawfully use, manufacture, distribute, dispense or sell illegal drugs, or controlled substances (as defined in the Controlled Substance Act, 21 U.S.C. Section 812) for other than their intended, prescribed purpose, nor shall any student, employee of the College (including student employees) or visitor possess or consume alcohol, while on duty or while on any property or building occupied by Quincy College, or at any event or activity sponsored by Quincy College. Such action is absolutely prohibited in accordance with College policy and applicable federal and state law.

It is the policy of Quincy College to enforce all federal, state, and municipal laws pertaining to illegal drugs, controlled substances, and alcohol and to seek prosecution of any individual who violates the various laws cited in this policy, as well as to initiate disciplinary action against any individual who violates this policy.

Security Awareness and Crime Prevention Programs (Policy 11.08)

Quincy College is capable of releasing information to the College community through broadcast e-mails, two way radios, closed circuit TV's, and text messages. Each building is under surveillance through closed circuit cameras. Electronic video records are stored for approximately 30 days and can be reviewed by College officials following any incident on campus.

Student Success Coaches conduct several alcohol awareness programs throughout the school year with the help of local police. Programs are based on state law, the consequences of violating the laws, how the college and police will respond to any violation and how problems can be avoided.

Quincy College presents programs and events to promote awareness of drug and alcohol abuse and its consequences. The College also provides screening and makes referrals for students dealing with drug and alcohol issues through its Student Success Coaching office.

During orientations in Fall and Spring, students are informed of the services offered by Quincy College. Slide presentations outline ways to maintain personal safety. They also inform students about the crime statistics on campus and areas surrounding the campus.

At least twice during the academic year, the Director of Student Affairs, in cooperation with Student Success Coaches and Campus Services, will present crime prevention awareness sessions on sexual assault (including domestic violence, dating violence, stalking, and bystander intervention), drug abuse, theft, and vandalism, as well as educational sessions on personal safety.

A common theme of all awareness and crime prevention programs will be to encourage students and employees to be aware of their responsibility for their own security and the security of the others.

In addition to the above mentioned sessions, information will be disseminated to students and employees through crime prevention awareness packages, security alert posters and articles in the College newspaper.

Off-Campus Criminal Activity (Policy 11.09)

Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. When a Quincy College student is involved in an off-campus offense, the incident is handled by the local, state, or federal law enforcement. Information is regularly exchanged and Campus Services is in close contact with the local police.

Sexual Assault Information (Policy 11.10)

Each year the Student Success Coaching Offices in Quincy and Plymouth present workshops that are open to the Quincy College community that promote awareness of sexual misconduct, including rape and sexual assault and prevention, domestic violence, dating violence, stalking and bystander awareness.

In addition, Quincy College presents forums relevant to Domestic Violence Awareness on both campuses. These educational forums are in collaboration with community resources including DOVE of Quincy, South Shore Women's Resource Center in Plymouth, the Quincy and Plymouth Police Departments, the District Attorney's Office in Quincy, and Jane Doe, Inc.

Quincy College does not provide housing for students, but the Student Success Coaches are always available by request to help students or staff access resources should a sexual assault occur on or off campus. Quincy College has in place the "Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act (VAWA)" (Policy 3.03) that defines the policy, details the procedure and the investigative process, and is attached to the end of this report. It is also available on the Quincy College website at

www.quincycollege.edu, in the Quincy College catalog, and in the Quincy College Employee Handbook.

As a department of the City, Quincy College policy is that victims of a sexual assault of any kind should contact the Quincy Police Department.

Quincy College is committed to provide help to any student, faculty, or staff member through both on and off-campus resources if requested.

Quincy College will also change the victim's academic situation if requested.

Issuing an Emergency Notification (Policy 11.11)

Quincy College will immediately notify the campus upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus.

Upon confirmation by the President of the College (or his designee) or the Quincy or Plymouth Police Departments that an event is currently occurring on or imminently threatening the campus, Quincy College will issue an emergency notification. The notification will be issued through the college e-mail system; text to students, faculty, staff; on the College's website (www.quincycollege.edu); and/or via TV monitors on campus.

These notifications will be prepared and approved by the President of the College and distributed to the community by the IT, Campus Services and Facilities, and Marketing Departments. If the President of the College or his designee deems necessary, given the immediate circumstances of the crime, more immediate notification may be required. In this situation, the President or his designee will coordinate with the Office of Information Technology for additional methods of dissemination.

Anyone with information warranting an emergency notification should report the circumstances to Police by dialing 911 or the Director of Campus Services and Facilities at 617-984-1760.

Emergency Response (Policy 11.12)

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Quincy College community, upon confirmation by the President of the College (or his designee) or the Quincy or Plymouth Police Departments, Quincy College will immediately notify the campus community.

The President or his designee will take into account the nature and location of the incident and the safety of the community, and determine the appropriate content of the notification. The only reason Quincy College would not immediately issue a notification for a confirmed

emergency or dangerous situation is if doing so will compromise efforts to: assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

Once determined a notification is appropriate and the content is approved, the President will direct the distribution of the notification to the College community by the IT, Campus Services and Facilities, and Marketing Departments. Notifications may be distributed through the College email system, text messages, posting on the College website (www.quincycollege.edu) and messages on the TV monitors on campus. Messages will be sent to all community members on the affected campus(es), and will contain only a very brief description of the type of emergency along with instructions on how to protect yourself, if applicable. After the initial alert message, additional information may also be distributed through the notification systems.

Immediately upon the Administration learning of a significant emergency or dangerous situation, Quincy College will immediately notify local police departments and other authorities, and when appropriate, coordinate and communicate with these local authorities to monitor the situation and provide instruction/information to the College and larger community.

The College's emergency notification systems will be tested annually.

Additional emergency response and action shall be governed by the relevant provisions of the Quincy College Safety and Security Plan.

Policy Statement Addressing Sex Offender Registration (Policy 11.13)

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Quincy College is providing a link to the Massachusetts Sex Offender Registry Board. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement 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 of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender Registry Board maintained by the Executive Office of Public Safety and Security.

The Massachusetts Sex Offender Registry Board (SORB) provides information on Level 2 and Level 3 sex offenders via the Internet pursuant to Chapter 6, Sections 178C - 178P, of the Massachusetts General Laws. Registry information so provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in

particular. Unlawful use of the information for purposes of committing a crime or threatening to commit a crime against a sex offender or of engaging in illegal discrimination or harassment is prohibited and is punishable by imprisonment or fine or both. (M.G.L. Ch. 6, Section 178N and Ch. 275, Section 4)

The Massachusetts Executive Office of Public Safety and Security is responsible for maintaining this registry. Follow the link below to access the Sex Offender Registry Board website.

<http://www.mass.gov/eopss/agencies/sorb/>

If you have questions regarding access to sex offender information, you may contact Stephen Kearney, J.D. at skearney@quincycollege.edu or 617-984-1734.

Sexual Misconduct Policy and Procedures in Accordance with the Violence Against Women Act (VAWA) (Policy 3.03)

Sexual Misconduct Policy

Quincy College is committed to providing a productive learning environment in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational achievement. Therefore, Quincy College will not tolerate nor condone any form of sexual misconduct. Quincy College students are prohibited from engaging in sexual misconduct, as defined below. No one shall be retaliated against for participating in the College's complaint resolution procedure in good faith as a complainant, a witness, an investigator, or in any other capacity. The following sections detail the official policy of Quincy College in regard to acts of sexual misconduct.

Violence Against Women Act (VAWA)

The Violence Against Women Reauthorization Act (VAWA), which President Obama reauthorized and signed into law in 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act (SaVE Act) provision. Quincy College is committed to following these provisions. Under VAWA, Quincy College is required to:

- 1) Report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates;
- 2) Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- 3) Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Reporting Obligations Under the Clery Act

In regard to sexual misconduct cases, the Clery Act requires Quincy College to:

- Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires Quincy College to make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education. The Quincy College Annual Security Report is published by the Office of Institutional Research and Assessment in conjunction with Campus Services and Facilities and can be found at <https://quincycollege.edu/about/institutional-research/#annual-security-report>.
- To have a public crime log. Quincy College is required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request. The Quincy College crime log is maintained by Campus Security and is available upon request.
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including remote classrooms. The statistics must be gathered from campus security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" (See Policy 11.02 - Reporting the Annual Disclosure of Crime Statistics).
- Issue timely warnings about Clery Act crimes (to include forcible and non-forcible sex crimes) which pose a serious or ongoing threat to students and employees. Please reference the Quincy College Emergency Response Plan for information regarding timely warning notifications (See also Policy 11.01 - Timely Warning Policy).
- Devise an emergency response, notification and testing policy. The Quincy College Emergency Response Plan which details the details of emergency response, immediate notification, timely warnings and testing procedures (See Policy 11.11 - Issuing an Emergency Notification and Policy 11.12 - Emergency Response).

Sexual Misconduct Definitions

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples.

Sexual misconduct is a broad term used to encompass a range of behaviors including:

- dating violence;
- domestic violence;
- nonconsensual sexual contact;
- nonconsensual sexual penetration;

- sexual assault;
- sexual exploitation;
- sexual harassment; and
- stalking

The included definitions of effective consent, dating violence, domestic violence, and stalking are in accordance with VAWA's required definitions for student conduct code policies. Some behaviors covered by these definitions might be referred to as rape, sexual assault, or sexual battery in criminal statutes. Terms that are also used culturally include date rape, acquaintance rape, or intimate partner violence. Sexual misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. Sexual misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

Dating Violence

Dating violence is defined by:

- A reference to a violent crime;
- Committed by:
 - A person who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - The existence of the relationship shall be determined based on the victim's statement with consideration of the length of the relationship, the type of the relationship, and frequency of the relationship.

Domestic Violence

Domestic violence is defined by:

- A reference to a violent crime;
- Committed by:
 - Current or former spouse or intimate partner;
 - Person sharing a child with the victim; and
 - Person cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

Effective Consent

Quincy College students are expected to engage in sexual behavior of any kind only with the fully informed and *effective consent* of all parties involved. *Effective consent* must be obtained for each instance and each escalation of sexual activity. Obtaining *effective consent* is the responsibility of the party initiating sexual activity. Doing otherwise may constitute sexual misconduct and is a violation of Quincy College policy. As defined by VAWA and by Quincy College, effective consent is defined by:

- A voluntary and informed agreement to engage in sexual activity;
- The agreement must be informed through mutually understandable words or actions;
- Consent cannot be authorized by someone who is incapacitated;
- Past consent does not imply future consent;
- Silence or absence of resistance does not imply consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and
- Coercion, force, or threat at any time invalidates consent.

Furthermore:

- Initiators of sexual activity are responsible for obtaining effective consent;
- Consent is not effective if obtained from an individual who is incapable of giving consent due to the following or other reasons:
 - a mental, intellectual, or physical disability; or
 - is under the legal age to give consent; or
 - is asleep, unconscious, or physically helpless;
 - is *incapacitated* by alcohol or other drugs.
- Consent to one type of sexual activity does not imply consent to any other or all types of sexual activity;
- A person can withdraw consent at any time;
- Refusal, lack of consent, or non-consent may be expressed in many ways, verbally or physically; and
- Physical resistance is not necessary to communicate a lack of consent.

Individuals who initiate sexual activity assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions. The question is whether or not the person who initiated the sexual activity knew or whether a sober and reasonable person in the same position should have known whether the other person gave effective consent.

Incapacitation

Incapacitation is the physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

Coercion

Coercion is to force one to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.

Force

Force may include words, conduct or appearance. Force includes causing another's intoxication or impairment through the use of drugs or alcohol. Coercion, intimidation, and non-physical threats can be all forms of force.

Nonconsensual Sexual Contact

Nonconsensual sexual contact is defined as any physical contact with another person of a sexual nature without that person's *effective consent*. The touching of a person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching a person with one's own intimate parts; or forcing a person to touch another's intimate parts would be violations of this policy if they occur without *effective consent*.

Nonconsensual Sexual Penetration

Nonconsensual sexual penetration is defined as the sexual penetration of any bodily opening with any object or body part without *effective consent*. This could be committed by force, threat, intimidation, coercion, or through exploitation of another's mental or physical condition (such as lack of consciousness, *incapacitation* due to drugs or alcohol, age, or disability) of which the respondent was actually aware or which a reasonable person in the respondent's position should have been aware.

Sexual Assault

Sexual assault has been committed when an individual engages in sexual activity without the explicit consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person for the purpose of gratifying sexual desire of either party. Sexual assault includes any forced act against one's will where sex is the weapon. This can include, but is not limited to:

- Sexual Battery: the unwanted touching of an intimate part of another person for the purpose of arousal by the actor
- Sodomy: forced anal intercourse
- Oral Copulation: forced oral-genital contact
- Rape by a Foreign Object: forced penetration by a foreign object including digits (fingers and toes)
- Rape: penile-vaginal intercourse against a person's will and without consent

Recent legislation also makes it a felony to engage in video voyeurism, secretly capturing images of another person in a private place without consent.

Whether or not specifically stated, it is an element of every sexual assault that the sexual act was committed without consent of the victim.

Sexual Harassment

Sexual Harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or
- Submission to, or rejection of, such conduct is used as the basis for employment decisions (such as advancement, performance evaluation, or work schedule) or academic decisions (such as grading or letters of recommendation); or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's working conditions or academic experience, or of creating a hostile working or academic environment.

Even one instance of sexual harassment, if severe enough, may create a hostile environment. A non-exhaustive set of examples of conduct that might constitute sexual harassment are included below. One or more of these actions will only be considered sexual harassment when that conduct has the purpose or effect of unreasonably interfering with another individual's working conditions or academic experience, or of creating a hostile working or academic environment.

Examples of verbal sexual harassment may include unwelcome conduct such as unwelcome sexual flirtation, advances or propositions or requests for sexual activity or dates; asking about someone else's sexual activities, fantasies, preferences, or history; discussing one's own sexual activities, fantasies, preferences, or history; verbal abuse of a sexual nature; suggestive comments; sexually explicit jokes; turning discussions at work or in the academic environment to sexual topics; and making offensive sounds such as smacking or licking lips, kissing sounds, or "wolf whistles."

Examples of nonverbal sexual harassment include unwelcome conduct such as displaying sexual objects, pictures or other images; invading a person's personal body space, such as standing closer than appropriate or necessary or hovering; displaying or wearing objects or items of clothing which express sexually offensive comments; making sexual gestures with hands or body movements; looking at a person in a sexually suggestive or intimidating manner; or delivering unwanted letters, gifts, or other items of a sexual nature. In addition, nonconsensual sexual contact, sexual exploitation, and nonconsensual sexual penetration may constitute nonverbal instances of sexual harassment.

Sexual harassment does not include material or discussion that is appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission (See Policy 3.03 - Sexual Harassment Policy and Harassment-Free Workplace for more information).

Sexual Exploitation

Sexual exploitation means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without effective consent; allowing third parties to observe private sexual acts without effective consent; engaging in voyeurism without effective consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

Stalking

Stalking is defined by:

- Engaging in a course of conduct (at least two or more acts by which the accused directly, indirectly or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property);
- Directed at a specific person; and
- Causes a reasonable person to fear for his or her safety of others or causes that person to suffer substantial emotional damage.

Training for the College Community

The Vice Presidents, Associate Vice Presidents, and Deans (hereinafter, Vice Presidents/Deans), working with the Title IX Coordinator(s) or designee, will see that all supervisors on the Quincy and Plymouth campuses receive information and are offered training concerning sexual misconduct.

Incoming Students and New Employees

Under VAWA, new students and new employees will be offered primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, sexual assault, and stalking. In accordance with VAWA, these programs will be:

- Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking;
- Culturally relevant, inclusive of diverse communities and identities, sustainable, responsible to community needs, and informed by research or assessed for value, effectiveness, or outcome;
- Consider environmental risk and protective factors as they occur on the individual, relationship institutional, community, and societal levels.

Training for new students will occur through material such as:

- Orientation training for new students;
- Introductory email from President;

- Reminders on television monitors throughout campus;
- Flyers; and
- Policy handouts.
-

Training for new employees will occur through material such as:

- Initial mandated online training sessions through Safe Colleges, Inc.; and
- Reminders on television monitors throughout campus.

Ongoing Training for Students and Employees

Ongoing training for students will occur through material such as:

- At target events;
- Introductory email from President;
- Reminders on television monitors throughout campus;
- On the Quincy College webpage; and
- Student Success Coaching Office awareness workshops.

Ongoing training for employees will occur through material such as:

- Annual online retraining or updates through Safe Colleges, Inc. ;
- Reminders on television monitors throughout campus; and
- Student Success Coaching Office awareness workshops.

Employees Involved in the Investigative Process

VAWA mandates that all college employees involved in the investigative process of sexual misconduct cases receive at least annual training related to sexual crimes and the college's investigative procedures. Employees at Quincy College who will be involved in the investigative process will receive training annually.

Sexual Misconduct Policy Applicability

The Quincy College sexual misconduct policy shall apply to all members of the College community, whether the sexual crime takes place on campus or off campus.

Students who engage in behavior that violate local, state and/or federal law may be subject to civil and/or criminal proceedings in addition to the college disciplinary/judicial procedures.

The college reserves the right to take disciplinary action against a student for off campus conduct when such conduct poses a direct or indirect threat or adversely affects the college community, if the conduct poses a threat to another member of the college community or if the student is charged with a violation of local, state or federal law.

Bystander Intervention

Quincy College expects all members of the College community to take reasonable actions to prevent or stop an act of sexual misconduct. Bystanders can help in several different ways,

including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.

If you see an act of sexual misconduct: It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call campus security or local law enforcement. Do not be afraid to call on others for help.

If a victim confides in you: It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

Recognizing Signs of Abuse

Behavioral signs or changes may indicate sexual abuse and can include¹:

- Anxiety
- Depression
- Sleep disturbances including nightmares or night terrors
- Change in eating habits
- Unusual fear of certain people or places; reluctance to be alone with a certain person
- Changes in mood that could include anger, aggressiveness towards others.
- Withdrawal; runaway behavior
- Change in attitude towards school or academic performance; lack of interest in friends, sports, or other activities
- Unexplained or frequent health problems like headaches or stomachaches
- Poor self-esteem; avoidance of relationships
- Self-mutilation or change in body perception like thinking of self or body as dirty or bad; suicidal thoughts

¹ Darknesstolight.org - http://www.d2l.org/site/c.4dICIJOKGcISE/b.7938027/k.6B67/Signs_of_Sexual_Abuse.htm

Rights of the Victim

Quincy College is committed to following making accommodations for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

Sexual Misconduct Procedures

The following sections detail Quincy College procedures for reporting, investigating, and enforcing disciplinary actions related to sexual misconduct cases. These procedures may be modified, revised or amended at the discretion of Quincy College.

Reporting Procedures

- 1) All members of the Quincy College community are responsible for reporting any form of sexual misconduct. The primary responsibility for ensuring that a proper investigation and resolution of sexual misconduct, sexual harassment, or retaliation complaints rests with the Title IX Coordinator(s) or designee, who will administer the policy and procedures described herein.
 - a. The Title IX Coordinator(s) or designee will receive complaints, advise complainants and respondents about Quincy College's procedures and options for responding to complaints, conduct investigations, and determine its findings.
- 2) These complaint procedures are available to any member of the Quincy College community who believes that a violation of the sexual misconduct policy has been committed. In addition, applicants; visitors; guest lecturers; contractors, their agents and employees may use these procedures where applicable to bring complaints against members of the Quincy College community whom they believe have committed engaged in sexual misconduct, sexual harassment, or retaliation in the course of the educational, work or other official activities of Quincy College, such as sporting events or lectures. Members of the Quincy College community consist exclusively of students, faculty, and other full and part-time employees of Quincy College. These procedures are available regardless of whether the person alleging sexual misconduct, sexual harassment, or retaliation (the "complainant") has filed a complaint with any outside agency or court.
- 3) The Vice President for Academic Affairs will be notified whenever the person accused of sexual misconduct, sexual harassment, or retaliation (the "respondent") is a Quincy College student.
- 4) Notwithstanding any provision of this policy, Quincy College reserves the right to investigate and take action on its own initiative in response to behavior and conduct which may constitute sexual misconduct, sexual harassment, or retaliation, regardless of whether an actual complaint has been filed.

- 5) Prompt reporting of sexual misconduct, sexual harassment, or retaliation is in the best interest of the entire Quincy College community and is essential to a fair, timely and thorough investigation. Accordingly, all complaints should be filed within 90 calendar days of the action that prompts a complaint. (NOTE: this filing period may be extended for good cause.)
- 6) Those found to be in violation of Quincy College' sexual misconduct or retaliation policy will be subject to disciplinary sanctions. Refer to the detailing Potential Disciplinary Outcomes for further information.

How to Report Sexual Misconduct to Quincy College

Students and staff are encouraged to report sexual misconduct that is perpetrated against them or other members of the Quincy College community. Individuals have numerous options for reporting the misconduct and obtaining support; which option an individual chooses depends upon the nature and severity of the misconduct, whether the student wishes the report to remain confidential, and whether the individual wishes to pursue a formal complaint. Upon a report of sexual misconduct, a victim will receive a written explanation of their rights and options in regards to the report. An individual may directly report an act of sexual misconduct directly to a Title IX Coordinator or designee.

Quincy College Title IX contact information:

- Steve Kearney, Title IX Coordinator
Phone: (617) 984-1734 - Email: skearney@quincycollege.edu
- Elizabeth Walker - Director of Human Resources, Title IX Coordinator
Phone: (617) 984-1611 - Email: ewalker@quincycollege.edu
- Associate Vice President of Student Development, Title IX Coordinator
Phone: (617) 984-1656 - Email: sbossa@quincycollege.edu

When reporting to a Title IX Coordinator, the individual(s) must first file an oral or written report with the Title IX Coordinator(s) or designee (See attached Student Complaint Form). The individual(s) initiates a filing process by meeting with the Title IX Coordinator(s) or designee who will explain the reporting procedures. When initiating the report process, the individual(s) should provide the following information which will include a "confidential internal intake form" and may also be completed online at My QC Campus Portal by clicking on the "Submit an Incident Report" hyperlink:

- a) all relevant facts, including the date(s) of the occurrence(s), the identity of all parties, the location(s) and circumstances of the behavior at issue, and any other information the complainant feels is relevant;

- b) the specific nature of the sexual misconduct, sexual harassment, or retaliation involved in the complaint;
- c) other individuals who might be aware of or have knowledge of the situation;
- d) what actions, if any, the complainant has taken as a result of the incident(s); and
- e) what remedy or relief is being sought (although the imposition of any particular remedy is in the discretion of Quincy College).

Individuals may also choose to report to a Code of Conduct Officer (CCO), Quincy College professor, staff member, or dean.

Stephen Kearney, J.D., Code of Conduct Officer
Phone: 617-984-1734 - Email: skearney@quincycollege.edu

How to Respond to Reports of Sexual Misconduct

Employees Responsibility to Report

When a student reports an act of sexual misconduct to an employee of Quincy College, the employee may be obligated to report disclosed information depending upon their position. The following details the responsibility of employees to report sexual misconduct dependent upon their position:

Professional Counselors - Quincy College does not have licensed counselors on staff. The College refers student needing counseling services to outside agencies. Outside licensed counselors who provide mental health counseling to members of the campus community are not obligated to report any information to the College. These counselors are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication". Counselors are obligated to report behavior that may result in harm to self or others.

Student Success Coaches - Other individuals that work or volunteer in on-campus counseling centers may talk to a victim without revealing any personally identifying information to the College. However, those individuals must report the nature, date, time, and general location of the incident to their Title IX Coordinator. Disclosures to these employees will not trigger a College investigation into an incident against the victim's wishes.

Responsible Employees - Responsible employees must report all relevant details to the Title IX Coordinator. If a student requests confidentiality, the College will consider the request, but cannot guarantee that it will honor it. A report to these employees (called "responsible

employees”) constitutes a report to the College—and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

Confidentiality Policy

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, factors to consider:

- The increased risk that the accused will commit additional acts of sexual or other violence, such as:
 - history of sexual violence complaints about the same accused individual;
 - history of arrests or records from a prior school indicating a history of violence;
 - whether the accused has threatened further violence;
 - whether the sexual violence was committed by multiple perpetrators;
 - whether the sexual violence was perpetrated with a weapon;
 - whether the victim is a minor;
 - whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and
 - whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

Statement Against Retaliation

An individual who has engaged in a protected activity is protected against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute.

Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The

complaint of retaliation will be addressed in accordance with the provisions of the Equal Opportunity and Harassment Policy and Procedures (Policy 3.02), Sexual Misconduct Policy and Procedures (3.03) and Student/Employee Grievance Procedures Policy (Policy 6.14/ Policy 10.23). The complaint of retaliation will be treated as a new and separate complaint.

Investigative Process - Overview

Except in those cases where the student has contacted a strictly confidential resource, the College will conduct a prompt, thorough, and fair investigation and will take appropriate measures to terminate the misconduct, prevent its recurrence and address its effects. After the complainant has provided the appropriate information, the Title IX Coordinator(s) or designee will conduct an investigation as appropriate to determine whether there has been a violation of Quincy College's policy. The Title IX coordinator will be qualified in accordance to annual training requirements and will not have a conflict of interest in regard to the investigation.

In accordance with VAWA, the College will provide timely notice of meetings and decisions to the parties involved. The accused and victim(s) will be provided timely access to information found in the investigative process to be used in disciplinary proceedings. The investigation time frame is subject to extension with good cause and with written notice to the accused and victim(s).

Once a finding or decision is made by the College, the College will communicate and document the rationale of the decision. This response may include formal disciplinary action, which may be instituted by an individual complainant or the College itself. The sanctions of disciplinary suspension and disciplinary expulsion will be strongly considered when a student is found to have violated any part of the sexual misconduct provisions of this policy.

Both the complainant and the respondent have the right to present witnesses. All individuals (i.e., employees, students, contractors, visitors) are expected to fully cooperate in the procedure. An unwillingness to cooperate by an individual may result in a sanction(s). The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Title IX Coordinator(s) or designee has completed the investigation he/she will, to the extent appropriate, inform the person filing the complaint and the respondent of the results of that investigation.

When possible, the investigation will be completed within sixty (60) days of the complaint with all appropriate information being filed. If it is determined that more than sixty (60) days is necessary to conduct a complete investigation, the complainant and the respondent will be notified.

If the Title IX Coordinator(s) or designee determines that inappropriate conduct has occurred, he/she will recommend corrective action to the Vice President of Academic Affairs in the case of a student, or to the individual's supervisor and the Vice President of Human

Resources responsible for the appropriate work unit in the case of an employee. Disciplinary or other action will be approved by the appropriate Vice President consistent with disciplinary action procedures of this policy.

No complainant will be required to have direct interaction with an alleged perpetrator in any informal resolution or mediation involving a complaint of sexual assault.

It is the intention of Quincy College that the process described herein be the sole process for investigating complaints of sexual misconduct, sexual harassment, or retaliation. Nothing in these procedures is intended to interfere with Quincy College's right to investigate and take appropriate action with respect to any other conduct or behavior. Quincy College reserves the right to discipline members of the Quincy College community who bring false complaints of discrimination. No complaint will be considered "false" solely because it cannot be corroborated.

Notification

All parties must be notified simultaneously and in writing of:

- a) the result of the disciplinary proceeding;
- b) any appellate procedures available (which will be available to both parties);
- c) any change to the result that may occur prior to the time that the result becomes final;
- d) when the results become final.

Hearings and Proceedings

In accordance with VAWA, the College will allow all parties to have advisors present during hearings and proceedings. The College cannot restrict the choice of an advisor(s), but may restrict the amount of their participation, so long as it is restricted equally between the parties involved. For example, if the College permits one party to submit third-party expert testimony, it must do so equally for both parties.

Submission of Evidence

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The Quincy College official presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The Quincy College official presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.

Interim Measures during an Investigation

While an investigation or grievance proceeding is pending, Quincy College will take interim measures as appropriate under the circumstances to assist or protect persons who were or may have been subjected to sexual misconduct. Interim measures may include, for example, changing the class schedule or work schedule of the person who was subject of the alleged misconduct and/or the person alleged to have committed the misconduct, issuing a no-

contact order, or similar action. Such measures may also include connecting the persons who were or may have been subjected to sexual misconduct with counseling, health care, academic support, or other resources.

Standard of Evidence

The burden of proof in all cases is “the preponderance of the evidence” – whether it is “more likely than not” that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the respondent must be found responsible.

Potential Disciplinary Outcomes

Those found to be in violation of Quincy College’ discrimination or harassment or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: public apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, suspensions, expulsion, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment.

In investigating complaints under this procedure, Quincy College may impose discipline for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and may take corrective action even if the conduct does not rise to the level of violating Quincy College’s sexual misconduct or retaliation policies.

Appeal Process

Both a complainant and a respondent who is aggrieved by disciplinary action imposed as a result of an investigation may, within ten (10) working days of the imposition of the action by the appropriate Vice President, file a written appeal to the President. The President or designee will review the results of the Title IX Coordinator(s) or designee’s investigation, the decision of the Vice President, and the discipline imposed and within ten (10) working days will make a final decision regarding the appeal. Nothing in these procedures is intended to interfere with the right of any member of the Quincy College community to utilize other applicable grievance or appeal procedures following the imposition of corrective action. An appeal must be in writing and must be based on a credible claim that:

- a) The investigation was not conducted in conformity with the prescribed procedures; or
- b) New information that was reasonably unknown at the time of the investigation, and which is sufficiently relevant that it could alter the College’s decision had it been discovered.

Alternative Resolution Options

Some complainants may wish to explore informal alternatives, which may involve, but are not limited to, one or more of the following:

- a) the Title IX Coordinator(s) or designee may counsel the complainant concerning options for responding to the problem on his/her own initiative, for example through oral or written communication with the respondent or the respondent's department head/supervisor (in the case of an employee) or an appropriate administrator (in the case of a student);
- b) the Title IX Coordinator(s) or designee may arrange for a meeting(s) and/or distribution of relevant policy statements and/or other forms of educational materials to the appropriate department, etc.;
- c) if both complainant and respondent agree, the Title IX Coordinator(s) or designee may arrange and facilitate a meeting between the parties in an attempt to reach a mutually acceptable resolution; or
- d) other options may be pursued which are consistent with applicable laws and/or Quincy College policies and procedures.

Note: Although the informal options above are available, it is at the complainant's discretion as to whether or not to explore these informal alternatives. A complainant who wishes to explore these informal alternatives may, in the complainant's sole discretion, bypass an informal process for a formal process at any point.

Resources for Immediate and Ongoing Assistance

On Campus Resources: Any student or employee of Quincy College who reports and incident will be provided with a copy of the appropriate policies, instructions regarding options for moving forward and a list of resources available for assistance.

College Personnel Resources:

Director for Human Resources, Title IX Coordinator

Phone: (617) 984-1611

Email: EWalker@QuincyCollege.edu

Office: President's Place, 2nd Floor

Associate Vice President for Student Development, Title IX Coordinator

Phone: (617) 984-1656

Email: SBossa@QuincyCollege.edu

Office: President's Place, Room 325

Code of Conduct Officer
Phone: (617) 984-1734
Email: SKearney@QuincyCollege.edu
Office: President's Place, Suite 706N

Community Resources

For immediate emergency and medical assistance call 911. The Crisis Hotline can also be called 800-656-HOPE (4673).

Go to an urgent care center (e.g., a hospital)

- Receive help for physical injuries.
- Screen for STDs/pregnancy.
- If possible, do not shower or clean up. Do not change clothes. Hospital staff can collect evidence using a rape kit.
- If you want to file a police report, you can call the police from the emergency room.
- Ask about the nearest rape crisis center.

If you are in an abusive relationship, it is important to create a safety plan. Domestic violence advocates and teen dating abuse advocates are people who are trained to help you create a safety plan. Advocates can:

- Figure out ways for you to leave an abuser
- Discuss how to deal with emergencies
- Suggest safe places to go, such as a shelter or the home of a friend or family member where your abuser might not look
- Help you learn about a court order of protection, which requires your abuser to stay away from you
- Suggest services and provide support

Additionally you can do any or all of the following:

- Calling the police. If you are in immediate danger, call 911.
- Calling hotlines. Learn more about different help hotlines. Hotlines provide support and resources. They also can help you create a safety plan for leaving an abuser.
- Reaching out to people you trust. People who care want to help. You can start with family, friends, or community organizations.
- Talking to a health care professional. Doctors, nurses, and counselors can offer physical aid, emotional support, and resources. Go to a hospital emergency room if you need immediate help for injuries.

- Contacting an advocate. Advocates are people who are trained to help someone who has lived through domestic violence, dating violence, or sexual assault. You can talk to an advocate on the phone or in person, confidentially and for free. Advocates can explain options and programs in your community that may include legal support, counseling, emergency services, and other resources. You can learn more by calling [help hotlines](#) such as the [National Domestic Violence Hotline](#) at 800-799-SAFE (7233) or the [National Teen Dating Abuse Helpline](#) at 866-331-9794.

Abuse and Assault Hotlines

- DOVE (Domestic Violence Ended) Crisis Hotline: 617-471-1234 or 888-314-3683
- Llamos y Hablamos: Spanish Language Sexual Abuse Hotline: 800-223-5001
- A New Day: Sexual and relationship abuse Hotline: 888-293-7373
- Parental Stress Hotline: 800-632-8188
- Safelink: Massachusetts 24/7 domestic violence Hotline: 877-758-2020
- South Shore Women's Resource Center: Domestic Violence Hotline: 888-746-2664
- Victim Assistance Program Hotline: 508-583-3306

Counseling Services

Please be advised that Quincy College does not endorse any of the organizations below. This guide serves merely as a resource to students, and the choice in providers and assistance is solely the responsibility of the student.

- Crisis Line
South Shore Mental Health, Quincy
Crisis line: 617-774-6036 or 800-528-4890
- *Bay State Community Services*
13 Temple Street, Quincy, MA 02169
617-471-8400; www.Baystatecs.org
Accepts many insurances plans including MassHealth and Commonwealth Care plans
- *The Door Is Open Counseling Center*
1245 Hancock Street, Suite 25, Quincy, MA 02169
485 Nantasket Avenue, Unit C, Hull, MA 02169
781-925-2423; www.DoorIsOpen.net
Accepts many insurances plans including MassHealth and Commonwealth Care plans
- *Maria Droste Services*
1354 Hancock Street, Quincy
617-471-5686; <http://mariadrosteservices.org/>
Sliding fee available
- *New Directions Counseling Center*
Interfaith Social Services
105 Adams Street, Quincy, MA 02169

617-773-6203 x12; www.InterfaithSocialServices.org
Accepts most insurance plans including MassHealth, Commonwealth Care, and a sliding fee

- *South Bay Mental Health*
administrative office in Brockton; many local locations
CONTACT INFO
- *Weymouth Clinic*
541 Main Street, Suite 303, Stetson Building, Weymouth, MA 02190
781-331-7866;
www.southbaymentalhealth.com
Accepts many insurances plans including MassHealth and Commonwealth Care plans
- *South Shore Mental Health*
460 Quincy Avenue, Quincy
Crisis Team: contact 617-774-6036
617-847-1950; <http://www.ssmh.org/consumers.htm>
Accepts many insurances plans including MassHealth and Commonwealth Care plans
- *Volunteers of America Family Counseling Center*
1419 Hancock Street, Quincy
617-770-9690; www.voamass.org
Accepts most insurance plans including MassHealth and most Commonwealth Care programs
- *Wellspring Counseling Services*
814 Nantasket Ave., Hull, MA 02045
781-925-3211; www.wellspringhull.org
Provides free counseling services; specializes in domestic violence; free legal counsel available

State and Federal Reporting Remedies for Employees

Employees who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College's complaint process does not prohibit an employee from filing a complaint with these agencies. Each agency has a specific time period for filing a claim: the EEOC allows 300 days (maybe longer in some circumstances); and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident.

U.S. Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203

Phone 1-800-669-4000
Fax 617-565-3196
TTY 1-800-669-6820

Massachusetts Commission Against Discrimination (MCAD)

Boston Office:

One Ashburton Place, Room 601
Boston, MA 02108
Phone 617-994-6000
TTY 617-994-6196

Springfield Office:

436 Dwight Street, Room 220
Springfield, MA 01103
Phone 413-739-2145

Students may also file complaints with the Massachusetts Commission Against Discrimination at the address listed above or with the United States Department of Education's Office for Civil Rights (OCR). The OCR allows 180 days (maybe longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

Office for Civil Rights (OCR)
U.S. Department of Education
33 Arch Street, Suite 1030
Boston, MA 02110-1490
Telephone: 617-289-0100
Fax: 617-289-0151

Other Helpful Links

[Massachusetts State Law on Rape and Sexual Assault](#)

[Massachusetts State Law about Sex](#)

[Massachusetts State Law on Sexual Harassment](#)

[Massachusetts Law About Domestic Violence](#)

[Womenshealth.gov](#)

[Notalone.gov](#)

[Bestcolleges.com - The Realities of Sexual Assault on Campus](#)

Crime Statistics (2014-2017) - Quincy Campus

Offenses	Location	2017	2016	2015	2014
Murder/Non-Negligent Manslaughter	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Manslaughter by Negligence (in 2014, this was labeled Negligent Manslaughter)	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Sexual Assault (in 2014, this was labeled Sex Offenses, Forcible and Sex Offenses, Non-Forcible)	On Campus	0	0	1	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Robbery	On Campus	0	0	0	0
	Public Property	1	0	0	0
	Non-campus Buildings	0	0	0	N/A
Aggravated Assault	On Campus	0	0	0	0
	Public Property	0	0	1	1
	Non-campus Buildings	0	0	0	N/A
Burglary	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Motor Vehicle Theft	On Campus	0	0	0	0
	Public Property	1	0	0	0
	Non-campus Buildings	0	0	0	N/A
Arson	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Arrests: Liquor Law Violations	On Campus	0	0	0	1
	Public Property	2	2	1	0
	Non-campus Buildings	0	0	0	N/A
Arrests: Drug Abuse Violations	On Campus	0	0	0	0
	Public Property	2	0	0	0
	Non-campus Buildings	0	0	0	N/A
Arrests: Weapons Violation (in 2014, this was labeled Illegal Weapons: Carrying, Possessing, Etc.)	On Campus	0	0	0	0
	Public Property	1	0	0	0
	Non-campus Buildings	0	0	0	N/A
Disciplinary Referral: Liquor Law Violations	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Disciplinary Referral: Drug Abuse Violations	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A

Offenses	Location	2017	2016	2015	2014
Disciplinary Referral: Weapons Violation (in 2014, this was labeled Illegal Weapons: Carrying, Possessing, Etc.)	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Domestic Violence	On Campus	0	0	0	0
	Public Property	2	0	0	0
	Non-campus Buildings	0	0	0	N/A
Dating Violence	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Stalking Incidents	On Campus	0	1	2	3
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A

Hate Crimes Statistics (2014 - 2017) - Quincy Campus

No hate crimes were reported from January 1, 2014 to December 31, 2014.

The following hate crime(s) were reported from January 1, 2015 to December 31, 2015:

- One on-campus Intimidation incident characterized by racial bias
- One public property Aggravated Assault incident characterized by ethnicity bias

No hate crimes were reported from January 1, 2016 to December 31, 2016.

No hate crimes were reported from January 1, 2017 to December 31, 2017.

Crime Statistics (2014-2017) - Plymouth Campus

Offenses	Location	2017	2016	2015	2014
Murder/Non-Negligent Manslaughter	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Manslaughter by Negligence (in 2014, this was labeled Negligent Manslaughter)	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Sexual Assault (in 2014, this was labeled Sex Offenses, Forcible and Sex Offenses, Non-Forcible)	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Robbery	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Aggravated Assault	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Burglary	On Campus	0	0	0	1
	Public Property	1	0	0	0
	Non-campus Buildings	0	0	0	N/A
Motor Vehicle Theft	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Arson	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Arrests: Liquor Law Violations	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Arrests: Drug Abuse Violations	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Arrests: Weapons Violation (in 2014, this was labeled Illegal Weapons: Carrying, Possessing, Etc.)	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Disciplinary Referral: Liquor Law Violations	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Disciplinary Referral: Drug Abuse Violations	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A

Offenses	Location	2017	2016	2015	2014
Disciplinary Referral: Weapons Violation (in 2014, this was labeled Illegal Weapons: Carrying, Possessing, Etc.)	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Domestic Violence	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Dating Violence	On Campus	0	0	0	0
	Public Property	0	0	0	0
	Non-campus Buildings	0	0	0	N/A
Stalking Incidents	On Campus	0	0	0	0
	Public Property	1	0	0	0
	Non-campus Buildings	0	0	0	N/A

Hate Crimes Statistics (2014 - 2017) - Plymouth Campus

- No hate crimes were reported from January 1, 2014 to December 31, 2014.
- No hate crimes were reported from January 1, 2015 to December 31, 2015.
- No hate crimes were reported from January 1, 2016 to December 31, 2016.
- No hate crimes were reported from January 1, 2017 to December 31, 2017.