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A Message from the Chief of Police, to the North Shore Community College Community

North Shore Community College Police highest priority is the safety of our students, faculty, staff and visitors while they spend time on our campus. I am extremely proud of the partnerships we have established to advance the collective safety and security of our campus; but we must never slow our efforts. This requires all our cooperation and a willingness to communicate with each other. Please, when you see something of concern, say something. The North Shore Community College Police Department has staff on 24-hours a day and can be reached at 781-593-7032 or in an emergency at 781-477-2100.

I encourage you to read the information contained in this, our Annual Security Report. I especially want to bring your attention to our policies and procedures for reporting crimes and other emergencies on campus, along with the numerous safety programs designed to prevent injuries or other dangerous incidents. If you have any suggestions on how to improve campus safety or security, please email me at dcook@northshore.edu.

Together, we can continue to ensure the well-being of our entire campus.

Sincerely,

David J Cook

Chief of Police
POLICY FOR PREPARATION OF THE ANNUAL SECURITY REPORT

This North Shore Community College (NSCC) Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the Higher Education Opportunity Act of 2008 and Violence Against Women Act (VAWA). This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by North Shore Community College; and on public property within, or immediately adjacent to and accessible from college property.

The report also includes institutional and campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes and other matters.

This report is prepared in cooperation with the North Shore Community College Police; local law enforcement agencies; Human Resources Department; and the Dean of Students Office, as well as other Campus Security Authorities (CSAs) on campus. These entities provide updated information on their educational efforts and programs or other information as necessary in order to comply with the Clery Act.

Campus crime, arrest and referral statistics include those reported to the North Shore Community Police Department, designated Campus Security Authorities as defined under the Clery Act and local law enforcement agencies. Each year, notification of the Annual Security Report is sent to all enrolled students, faculty and staff. The notification provides information on how to access the Annual Security Report online. Copies of this report may also be obtained at the North Shore Community College Police at both the Lynn and Danvers Campuses. The policies in the report apply to all campus locations (Danvers, Lynn) unless otherwise stated in a particular section of the report. The crime statistics in this report are presented in separate crime statistics charts for each campus, as required by law.

Campus Locations

North Shore Community College, with campuses located in Danvers and Lynn shares many of the same interests and problems as the larger community, including the concern about crime. The College maintains a well-trained Campus Police Department and has taken a number of measures to minimize the incidence of crime on campus and to provide a safe, comfortable environment for its students and staff.

This report covers the North Shore Community College Campus location which are listed below

- The Danvers Campus which is located at 1 Ferncroft Rd Danvers MA
- The Lynn Campus which is located at 300 Broad Street Lynn MA
- North Shore Community College also has a non-campus location at Beverly Airport in Danvers MA located at- 175 Old Burley Street/West Side Hangar 10, Danvers, MA 01923. (North Shore Community College utilizes a classroom at this Non-Campus location)
- We no longer have a campus at the Middleton Business Center, this ended after 2019. The Culinary and Cosmetology classes that used to be housed at the Middleton Campus are now being held at the Essex Tech High School, weekdays late in the afternoon and evenings. While these classes are being held at the High School, all security related issues are addressed by Essex Tech High School Security
How to Obtain a Copy of This Report

You can find a copy of this report on the North Shore Community College web site at https://www.northshore.edu/safety/police/files/clery-disclosure.pdf and they shall be available in printed format in from the NSCC Police located on 1 Ferncroft Rd Danvers MA in room 124-C of the Math and Science Building, or at the Lynn Campus located at 300 Broad Street Lynn room LE-137 of the McGee building.

Questions or comments

Our goal every year is to ensure the highest levels of safety and security for our campus, and we are always seeking ways to improve on the services and programs we offer. After you read the Annual Security Report, we would welcome any feedback or comments. Questions or comments about this report may be addressed to Chief of Police, David Cook by email at dcook@northshore.edu or by calling his office at (781) 477-2126.

POLICY ADDRESSING CAMPUS LAW ENFORCEMENT AUTHORITY

The North Shore Community College Police Department is a full-service department consisting of a number of trained professionals who have full authority to make arrests and to enforce the laws of the Commonwealth of Massachusetts under MGL C. 22 s. 63 on all properties owned and used by North Shore Community College.

The Campus Police Department is comprised of the Chief, one Lieutenant, three Sergeants, two Corporals, thirteen Police Officers, one Institutional Security Officer III, four Institutional Security Officer II’s and two Civilian Dispatchers. Our police officers are sworn as Special State Police Officers in the State of Massachusetts and have the same professional training and standards as municipal police officers. The Police Officers work between the hours of 6:30 AM until 10:30 PM seven days a weekend including holidays. The Institutional Security Officers provide security during the hours of 10:30 PM to 6:30 AM M seven days a week including holidays.

The NSCC Police receive training from the Municipal Police Training Committee, the Massachusetts State Police Academy, through annual in-service training. They also annually conduct a review of College protocols and safety procedures including CPR and first aid.

POLICY ADDRESSING THE WORKING RELATIONSHIP WITH LAW ENFORCEMENT

North Shore Community College Police Department maintains a close working relationship with the police and fire departments of the cities and towns of Danvers and Lynn, as well as the Massachusetts State Police. The Department utilizes the resources of these departments to assist with serious crime investigations, and critical situations which may endanger the campus. NSCC police officers communicate regularly with town police officers and share information regarding incidents which occur on or near any of the campuses.

The College also uses security personnel for overnight coverage on the Danvers and Lynn campuses, and to supplement NSCC police officers during special events.

POLICY ADDRESSING THE ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the NSCC Police Department in a timely manner. All crime victims and witnesses are also strongly encouraged to immediately report the crime to on duty NSCC Police Officers. Prompt
reporting will assure timely action, timely warning notices on-campus and accurate crime statistics. The sworn staff and personnel of the NSCC Police Department are dedicated to ensuring that the campus is a safe environment for all members of the campus community. Our department strives toward this goal through problem-solving partnerships with faculty, staff, and students, as well as state and local government bodies, and our community neighbors.

At the Danvers Campus the NSCC Police are located in room 124 -C of the Math and Science building, and at the Lynn Campus the NSCC Police are located in the McGee building room LE-137. NSCC Police Officers may be reached by calling 781-477-2100 for emergencies or 781-593-7032 for routine calls.

POLICY ADDRESSING HOW TO REPORT CRIMINAL OFFENSES

The College, in fostering a culture of respect, expects that faculty, staff, students, and visitors report all crimes and violations of College policy promptly. To report a crime or emergency, members of the community should call NSCC Police. Professionally trained officers and/or security personnel are available for response 24 hours a day, 7 days a week, 365 days a year. In addition to our publicly posted main numbers (Emergency - 781-477-2100, Routine Business 781-593-7032) if you are a witness to, or are involved in, an on-campus emergency, you can dial 6222 from any office or classroom phone to get campus police assistance.

In an effort to make emergency information readily available to students, faculty, staff and the general public, Campus police officers facilitate presentations to students and faculty throughout the year that provides this, and other important public safety information. The NSCC Police has also posted their emergency contact information in the classrooms and common areas on each campus, and on the NSCC Police page on the North Shore Community College website, and have a quick dial feature on all inter-office and classroom phones.

POLICY ADDRESSING MISSING STUDENT NOTIFICATIONS

North Shore Community College does not maintain any on-campus student housing facilities, so we are not required to conduct missing student notifications, although if a person feels that an NSCC student is missing, report the concern to NSCC Police directly, who will conduct an immediate investigation. If a student is reported missing and is under the age of eighteen and not an emancipated minor, his/her parent or guardian will be notified and law enforcement will be notified within 24 hours if it is determined that the student is missing.

POLICY ADDRESSING ANONYMOUS REPORTING

Do you know something about a crime that has been or will be committed? Have you heard about illegal activity, committed or planned? Use the following form to alert the North Shore Community College Campus Police https://www.northshore.edu/safety/police/anonymous-reporting.html. We will keep your tips strictly confidential, and if you choose to remain anonymous, we have no means to find out who you are. This form will be anonymously e-mailed to our Investigations Division and shall be treated confidentially. They will evaluate the information and will decide whether the information is actionable.

If you're a victim of a crime or you're reporting a crime in progress please contact us at 781-477-2100 or extension 6222.
Please note that the Campus Police ability to investigate certain crimes and activities may be limited if we do not have an identified victim or witness. Crimes that fall within one of the defined clery type crimes will be documented in our annual disclosure and will also be included and noted as reported anonymously.

Information received anonymously is helpful as it allows us to keep accurate records of the number and type of incidents involving members of the College Community, 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.

POLICY ADDRESSING THE AVAILABILITY OF A PUBLIC CRIME LOG

A public crime log documenting any criminal act or alleged criminal act that was reported to NSCC Police & Security is prepared by the NSCC Police daily, and can be viewed by visiting the NSCC Police Department Offices at either the Danvers or Lynn Campuses.

POLICY ADDRESSING SECURITY AND ACCESS

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal business hours, Monday through Friday, and for limited designated hours on Saturday, and holidays. Facilities are maintained, and their security monitored, in the interest of students, faculty and staff. Facilities such as the Bookstore, library and dining cafes are also open to the public, except during times when college access was restricted due to COVID. All academic and administrative buildings are routinely patrolled and are locked at designated times. Most facilities are kept locked during non-business hours, and their access is restricted to individuals who obtain proper authorization. Access to academic and administrative facilities on campus during normal business hours are generally limited to students, employees, and invited visitors for the purpose of study, work, teaching, and to conduct other College business. Individuals found on campus without a legitimate purpose or who disrupt College operations or who commit a crime on College property may be issued a trespass warning and directed to leave campus; failure to comply with a warning may result in arrest.

POLICY ADDRESSING CRIMINAL ACTIVITY OFF CAMPUS

North Shore Community College does not operate off-campus housing or off-campus student organization facilities. When a North Shore student is involved in an off-campus incident, NSCC Police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Local and State Police officers routinely communicate with campus officers on any serious incidents occurring on-campus or off-campus in the immediate neighborhoods surrounding North Shore.

In addition to charges filed by state or federal law enforcement agencies, North Shore reserves the right to take disciplinary action against a student for off-campus conduct; when such conduct adversely affects the College community, poses a threat of harm to the College community or otherwise interferes with the College’s pursuit of its objectives or mission. Depending on the circumstances, proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus.

Judicial sanctions may include discipline, up to and including interim suspension, suspension or expulsion from the College. These policies are published annually in the Student Handbook, which is updated every year and posted on the North Shore Community College website.
POLICY ADDRESSING SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES

During student orientation sessions, students are informed of services offered by the North Shore Community College Police. Crime statistics are available for students, faculty and staff throughout the year in the Department of Public Safety and on the North Shore Community College website.

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

The Annual Security Report is available on our website @ https://www.northshore.edu/ for potential applicants and students to review. Additionally, HR provides and reviews safety procedures during new hire orientation with all new employees.

The Student at Risk Team (SAR) in association with the NSCC Police Chief (Co-Chair of SAR) conducts a presentation to faculty and staff about how to help keep a safe environment and the resources that are available to handle difficult situations.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner designed to minimize the potential for hazardous conditions. The NSCC Police Department regularly patrols the campus and reports malfunctioning life safety conditions to the Facilities Department for correction. Campus lighting meets or exceeds the industry standard for pedestrian walkways, and parking lots all of which are routinely patrolled by the NSCC Police. It is helpful when other members of the college community report equipment problems to the NSCC Police Department or Facilities Department. Safety concerns for lighting, locks, obstacles blocking clear sight lines can be reported by contacting Facilities 978-762-4040. Report any hazards or on-the-job injuries immediately to NSCC Police at 781-593-7032, and/or the Director of Human Resources at 978-739-5470.

POLICY ADDRESSING THE ANNUAL FIRE SAFETY REPORT

North Shore Community College is a non-residential institution of higher education. Therefore, the college is not required to maintain a fire report or to have a missing student policy.

FIRE SAFETY

NSCC Police works closely with the local Fire Departments to keep the campus safe from fire hazards. Each College building has a monitored fire alarm system activated by manual pull stations and smoke detection units. Annually compliant NFPA 25 and NFPA 75 professional inspections are performed ensuring proper operation of all fire life safety systems.

NSCC Police conducts educational sessions with faculty and professional staff around fire safety issues upon request. Regular fire alarm drills are held to make sure community members will know how to react to an alarm.

Anyone having concerns about fire safety equipment or a possible fire hazard on campus is urged to immediately call NSCC Police at 781-593-7032.
POLICY ADDRESSING CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES

The NSCC Police Department believes that through crime prevention and safety awareness education, community members are better prepared to prevent crime and to respond if crime does occur. There are many ways the Department of Public Safety embraces the principles of crime prevention. They include, but are not limited to:

- The College encourages students and employees to be aware of their responsibility for their own safety/security and the security of others.
- Officers invite all students, faculty and staff to make recommendations of programs or initiatives that could enhance campus safety.
- As part of their regular patrol duties, NSCC police and security officers inspect the lighting and other safety conditions of the campus facilities. If a problem is found, officers will send a work order to the Facilities Department.
- NSCC police officers work closely with the Offices of Student Engagement and Human Resources to ensure the community receives education training and information on substance abuse.
- An overview of campus safety policies and procedures, student rights and responsibilities, and personal safety at new student orientation.
- North Shore Community College policies prohibit the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs as defined by federal law (including medical and/or recreational marijuana), by any member of the North Shore Community. All community members are expected to fully comply with the College’s policies, and with state and federal laws. Any disciplinary action imposed by the College for violations of its drug or alcohol policies may be in addition to any penalty imposed by an off-campus authority. Both students and employees are subject to prosecution under applicable state and federal laws. NSCC Police Officers are generally responsible for the enforcement of alcohol and controlled/illegal drug laws on campus. Violations of the College’s drug and alcohol policies may also be referred to the College’s Student Code of Conduct Officer or Office of Human Resources.
- North Shore has many offices that offer education on alcohol and other drugs including the NSCC Police, Office of Student Engagement, and Counselling Services.
- The College uses a collaborative approach, to educate community members about the consequences of alcohol and other drug use.
- NSCC Police provide escorts to students, faculty and staff who may feel uncomfortable walking alone on campus.
- The College utilizes an emergency notification system, which enables College officials to send students, faculty and staff voicemails, emails, and text messages with timely information within minutes.
- The Office of Information Technology has placed televisions in common areas in our buildings, which may also be used to broadcast emergency messages.
- NSCC police officers encourage the college community to carry their NSCC ID cards on their person as a means to identify visitors and/or strangers on campus.
- NSCC police officers may patrol the campuses by cruiser, foot as a visible, efficient method of patrolling.
- NSCC police officers have the ability to review closed circuit televisions in public areas on the Danvers and Lynn campuses.
NSCC police officers work with on campus event organizers to ensure proper security of large scale or controversial events, and those involving dignitaries.

The NSCC Police Department has posted emergency phone numbers prominently throughout each campus in all classrooms, offices, and hallways on all as well as on all of the evacuation maps.

The College has a system whereby emergency announcements can be broadcast via overhead projectors in classrooms on campus.

NSCC Police Officers have routinely appeared and made presentations at college-wide events to inform the College community about resources available to them.

The College has conducted Campus Security Authority (CSA) training.

The College has contracted with Everfi, Inc., a national on-line training service to provide alcohol education and sexual assault prevention programming for the College community.

The Department of Student Engagement provides programming and outreach services within the College community on a variety of topics including domestic violence, sexual assault, and alcohol and other drug abuse.

NSCC Police often present annually at the College's Professional Development Day on pertinent issues related to campus safety.

The Office of Counseling Services sends Email, hosts interactive workshops and informational displays across the campus.

The College Student at Risk Committee also hosts interactive workshops at both campuses.

Fire Alarm Systems are located campus wide and monitored by NSCC Police and dispatcher personnel. Drills are conducted on a regular basis to familiarize community members with proper fire alarm evacuation procedure.

Parking Lot Security is maintained with well-lit parking lots and frequent patrol.

Patrol Officers periodically conduct a security check of the area where students are working or studying.

Facilities Surveys are done regularly to identify safety and security issues on the campus.

A comprehensive fire alarm survey including a test of existing sprinkler systems is conducted yearly by an outside vendor.

**POLICY ADDRESSING LIMITED VOLUNTARY CONFIDENTIAL REPORTING**

It is the policy of the NSCC Police Department that all crimes be reported to the campus police. Anyone who is the victim or witness to a crime on campus is encouraged to promptly report the incident to the college police. Crimes involving certain offenses shall be reported/referred to the College’s Title IX Coordinator and shall be addressed pursuant to the College’s Policy on Affirmative Action.

Due to the sensitive nature of crimes involving sexual violence, victims may choose to confidentially report such crimes. While all Clery Act reportable crimes are accounted for in the annual crime statistics, no personal identifying information of a victim or accused will appear in the Annual Security Report.

NSCC police reports may be released as a public record under state law, and therefore, the NSCC Police Department cannot hold reports of crime in confidence indefinitely. All reported criminal incidents will be investigated. When appropriate, violations of the law or the Student Code of Conduct will be referred to the Dean of Students Office for review.
POLICY ADDRESSING COUNSELORS AND CONFIDENTIAL CRIME REPORTING

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and campus “Professional Counselors” when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of procedure, the professional Counselors at North Shore are encouraged to inform persons being counselled of the procedures to report crimes on a voluntary basis in order to maintain personal and public safety and for inclusion into the crime statistics.

POLICY ADDRESSING EMERGENCY MEDICAL RESOURCES

NSCC Police Officers are trained and certified as First Responders, including CPR and AED training. Automatic External Defibrillators (AED’s) are available to NSCC Police Officers and security staff.

During a medical emergency, it is standard procedure to transport sick or injured persons to local hospitals by ambulance services, if such transport is deemed necessary. NSCC Police will respond to campus emergencies as needed as a function of their job duties.

North Shore Community College has a Crisis Counselor at both the Danvers and Lynn Campuses that address a wide variety issues including, but not limited to:

- Adjustment to college or other new situation
- Crisis management
- Grief/loss
- Anxiety, depression, anger
- Stress management
- Chemical dependency
- Academic concerns
- Difficulties in relationships with significant other, friends, or family members
- Eating disorders
- Sexuality
- Self esteem
- Domestic violence
- Additional outside services contact information is also shared with our students
- Community Emergency Service Providers (ESP)
- For Mental Health Emergencies
Our Crisis Counselors provide on-phone and on-site mental health evaluations, crisis intervention, and follow up intervention for students in mental health distress. This resource is available during regular business hours, outside of regular business hours or in the absence of a Crisis Counselor being available the campus police assist individuals in distress and call for the assistance of outside emergency services as needed.

STUDENT AT RISK TEAM

North Shore Community College also has a Student at Risk Team. The Student at Risk (SAR) team at NSCC is comprised of representatives from several areas across the College, who bring their collective expertise to assess and respond to concerning student situations. These situations can vary both in type and level of urgency. The following are some of the typical situations considered by SAR:

- Mental and emotional health situations
- Behavioral/social situations

"Red flag" situations (student who is presenting unusual emotional displays, like crying; student who is noticeably angry or disgruntled; students who are not following typical self-care practices; or students whose behavior is mildly interfering with College operations typically are not classified as a Code of Conduct violation)

Some of the following situations might not be handled by the SAR team, but by other entities at the College:

- Students who have suicidal ideation and seek out crisis counseling at the College on their own
- Immediate threats to the College community, which are handled by campus police
- Title IX situations and certain Code of Conduct violations are handled by the Dean of Students and Title IX Coordinator

Mission of the Student at Risk Team

The Mission of the Student at Risk (SAR) team is to consider each student at risk case from multiple lenses, assess the level of potential risk to the student and/or others, and then triage appropriately by connecting student to appropriate resources within and/or outside the College, when, and as, necessary. Assessing and triaging also considers threat levels to the Community and appropriate response and follow-up, including working with Campus Police on possible threats. The team provides consultation to faculty and staff regarding concerning behaviors and situations presented by students. In certain cases, the team also provides information and feedback on Title IX, Affirmative Action, and Conduct situations, when consulted by the Title IX coordinator and/or Dean of Students.

POLICY ADDRESSING ALCOHOL AND OTHER DRUG POLICIES

Alcohol Laws of Massachusetts

All policies and regulations regarding the consumption and/or sale of alcoholic beverages on the North Shore Community College campus shall be in strict conformity to the appropriate Massachusetts General laws. The following is a summarization of the current law of Massachusetts pertaining to alcoholic beverages taken from Massachusetts General Law, Chapter 138, section 34, 34A, 34B, 34C.

- To lawfully purchase any alcoholic beverages in Massachusetts a person must be of legal drinking age (21)
• Any purchase or arrangement with another person to purchase or procure alcoholic beverages by a person who is less than 21 is punishable by a fine of $300.00
• Any person under 21 who transports or carries on his person an alcoholic beverage is committing a crime punishable by a fine of $50.00 and may be arrested without a warrant
• Any licensee, patron of licensed establishment or any person who procures an alcoholic beverage for a person under the age of 21 is committing a crime punishable by a fine of $2000.00 or a maximum of one-year imprisonment, or both.
• Only a Massachusetts driver’s license, an official Registry of Motor Vehicles drinking age ID card, or a military ID card will be acceptable as proof of age
• Whoever falsely makes, steals, alters, forges or counterfeits or procures or assists another in these acts regarding a learner’s permit, a license to operate a motor vehicle or an identification card shall be punished by a fine of not more than $500.00 or by imprisonment for not more than five years in the state prison or in a house of correction for not more than two years
• No person or group may sell alcoholic beverages directly or indirectly through an admission charge or similar fee, without an appropriate license granted by the Commonwealth
• No person shall appear in a state of intoxication in a public place, or disturb the peace in any place while intoxicated
• No person shall operate a motor vehicle while under the influence of alcoholic beverages


NSCC shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts's statutes pertaining to illegal drugs and alcohol include:

• Mass. General Laws, Chapter 94C (Controlled Substances Act)
• Mass. General Laws, Chapter 272, Section 59 (Public Drinking)
• Mass. General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)

Third offense underage possession or consumption of any alcoholic beverage following progressive discipline for the first two offenses will result in automatic suspension.

Prescribed penalties under Chapter 94 range from mandatory probation for a first conviction of possession of more than one ounce of marijuana or a Class E substance to a period of imprisonment of up to two years and a fine of $2,000 for each subsequent conviction related to sale or distribution. Prescribed penalties under Chapter 90, Section 24 range from a fine of $100 to imprisonment for not more than two years and a fine of $1000. Federal judicial guidelines also exist which suggest penalties for violation of federal criminal statutes related to drugs and alcohol.

No Student Activities funds shall be used to purchase alcoholic beverages. NSCC's policy additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A "College event" is one that utilizes College facilities or College funds, or is represented as being a College function. All purchase orders for student events will positively exclude payments for alcoholic beverages. Faculty and professional staff who serve as advisors or chaperones to such events should
understand that they will be expected to monitor the implementation of the Drug and Alcohol Policy. The College will present campus-wide drug and alcohol education programs on an annual basis. This is in addition to other educational opportunities available in current or future academic offerings.

A copy of the College’s Drug Free Schools and Communities Act policy may be accessed at: https://www.google.com/url?q=https://mynscc.northshore.edu/intranet/employee/departments/human_resources/DRUGFREE%2520WORKPLACE%2520POLICY.pdf&sa=D&ust=1607958899247000&usg=AOvVaw0gX75MrW3wCZaTHMB2FjHa

Substance Abuse Education and Programming

The Drug Free Workplace Act of 1988 & Drug Free Schools and Communities Act Amendment of 1991 mandates that the College have a drug & alcohol abuse prevention program. To comply with this federal mandate North Shore Community College drug & alcohol abuse prevention program, provides education awareness about drug and alcohol use and abuse. Information is disseminated throughout the academic year through special programs to students.

For employees who are experiencing substance abuse problems, NSCC offers supportive services. Employees may seek assistance from the Employee Assistance Program at AllOneHealth, you can receive further information by visiting the website at www.allonehealth.com or employees can call 800-451-1834 for 24/7 toll-free support.

Students may seek assistance from the Crisis Counselors or Dean of Students Office, who will then refer them to appropriate resources in the community

Massachusetts General Laws, Chapter 15A, 7B (St. 1988), Chapter 23, 22, and 117 Code of Massachusetts Regulations Section 3.04 require that students certify their participation in a qualifying student health insurance program, or in a health benefits program with comparable coverage. Students who do not possess adequate medical insurance must purchase the Massachusetts Community College Student Accident and Sickness Insurance Plan. Students may find more information about drug and alcohol abuse counseling as covered under this plan here:


POLICY ADDRESSING FIREARMS AND OTHER WEAPONS ON CAMPUS

The possession of weapons of any kind, including replicas, is strictly prohibited on campus. This includes, but is not limited to: firearms, all chemical sprays, knives, and martial arts weapons (for example, nunchaku). The College will impose disciplinary sanctions on students and employees who violate College regulations and standards of conduct regarding weapons. Violations of weapons laws are reported under federal and state law. Carrying an illegal weapon is a felony punishable by up to five years in state prison. Students or employees who violate public law are subject to criminal prosecution and college sanctions. A conviction for unlawfully carrying a firearm without a license in Massachusetts mandates a one-year jail sentence. Even if one has a valid firearm license, carrying a firearm on a college campus in Massachusetts is a crime (with the exception of full-time police officers).
ANNUAL SECURITY REPORT

POLICY ON AFFIRMATIVE ACTION, EQUAL OPPORTUNITY & DIVERSITY

Overall Policy Statement

The Community Colleges have carefully developed and outlined the major elements of an effective Affirmative Action, Equal Opportunity & Diversity Policy with the understanding that a successful policy requires more than the knowledge of laws, regulations and current government requirements. It demands leadership, vision, and commitment to fully comprehend what challenges Community Colleges face in preparing students for the twenty-first century. The Colleges, both collectively and individually, commit themselves to not only the valuing of human dignity, but to the appreciation of the necessity of providing all members of the College Community an experience that equips them to relate to all persons and groups in the increasingly global and diverse world in which we all live and work.

The Community Colleges wish to take a role of leadership in providing an environment where equity and diversity are truly valued beyond verbal commitments and mere tolerance. This leadership role requires that we all share responsibility for making constructive campus-wide changes in response to the principles set forth in this Policy. By turning our collective energies into making Affirmative Action an integral part of campus life, we continue to fulfill our mission in developing the talents and potential of all members of our College Communities and our society.

A copy of the full Policy on Affirmative Action, Equal Opportunity, & Diversity can be found at https://www.northshore.edu/hr/title-ix.html

Policy Statement on Affirmative Action, Equal Opportunity & Diversity

The Board of Higher Education of the Commonwealth of Massachusetts is responsible under Chapter 15A of the General Laws of the Commonwealth of Massachusetts for the overall governance of the public higher education system, which includes the fifteen Community Colleges. The Board of Higher Education and the Boards of Trustees of the Community Colleges maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin (“protected class(s)/classification(s).” Further, this policy prohibits retaliation and incorporates by reference, and where applicable, the requirements of Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994; Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149; directives of the BHE, the Boards of Trustees of the Community Colleges and the Commonwealth of Massachusetts; and other applicable local, state and federal constitutions, statutes, regulations and executive orders.

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. The Community Colleges are continuing to systematically examine all policies and
procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of a protected classification. The Colleges shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

The Community Colleges are committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity. They are committed to providing a learning, working and living environment for their students, employees and other members of the College Community, which values the diverse backgrounds of all people. The Colleges are committed to assuring that the “College Experience” is one that challenges, empowers, supports, and prepares its students to live in, work in, and value our increasingly global and diverse world. The Colleges believe that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age and disability backgrounds of members of the College Community enriches the institutions and their various constituencies. The Colleges will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of their communities.

The Community Colleges provide equal access to educational, co-curricular and employment opportunities at the Colleges for all applicants, students and employees in compliance with all applicable laws, regulations and policies. All benefits, privileges and opportunities offered by the Colleges are available to all students, employees and other persons having dealings with the institutions on a non-discriminatory basis. The Colleges are committed to taking a proactive Affirmative Action posture with respect to their recruitment, selection and promotion of students and employees.

The purpose of the Affirmative Action component of this Policy is to establish a set of programmatic objectives, which shall provide for the recruitment, access and advancement of qualified persons from within the protected classes/classifications recognized under this Policy with respect to employment and enrollment opportunities. The intent of this Policy is to responsibly recognize, and to whatever extent possible, resolve the effects of past societal discrimination and the impact which that discrimination has had, not only on victims of such discrimination, but on the total academic, educational and social system as well. It is not intended and should not be used to discriminate against any applicant, employee, or student because of a protected classification.

In response to that recognition, the Colleges, through their Boards of Trustees and Presidents, fully endorse the plan of action set forth in this Policy and shall oversee and monitor its implementation through the Affirmative Action Officer and other assigned personnel.

The following specific policies are established:

- Equal opportunity and affirmative action shall apply to all segments of the College; full and part-time employment; day and continuing education; the curriculum and offerings of the College.
- Equal opportunity and affirmative action shall be applied to the recruitment process for employment and/or access to education.
- Students will have access to the College, programs of study, activities, and other resources intended to serve them, according to the policies of the individual Colleges.
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- Equal employment opportunity and affirmative action will be realized in all personnel employment, including recruitment, application for employment, hiring, benefits, compensation, training, promotion, and termination.
- All policies, procedures, privileges, and conditions of the College will follow and incorporate applicable equal opportunity and affirmative action rules and regulations.

The above-stated policies are intended to be applied broadly with the goal of promoting equal opportunity and diversity in Community Colleges. The Community Colleges pledge to apply all policies consistently, fairly, and vigorously. Attempts to subvert or abuse these policies will not be tolerated. Appropriate disciplinary action will be taken in the case of an infraction. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, if applicable.

All policies are made in compliance with laws and regulations and executive orders promulgated by the federal and state governments and other appropriate agencies and authorities, where applicable.

TITLE IX SEXUAL HARASSMENT POLICY

a. Introduction
It is the goal of the Community Colleges to promote an educational environment and workplace that is free of all forms of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the Community College. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Because the Community Colleges take allegations of Title IX Sexual Harassment seriously, we will respond promptly to complaints of Title IX Sexual Harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective measures, including disciplinary action where appropriate and consistent with applicable collective bargaining agreements.

The College does not discriminate on the basis of sex in any education program or activity that it operates, and it is required by Title IX and 34 C.F.R Part 106, §106.8 (b) not to discriminate in such a manner.

b. Definition of Title IX Sexual Harassment
Title IX Sexual Harassment is defined under the “Definitions” section of this Policy.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about Title IX Sexual Harassment, or retaliation against individuals who have cooperated with an investigation of Title IX Sexual Harassment is unlawful and will not be tolerated by the Community Colleges.

c. Complaints of Title IX Sexual Harassment

All Formal Complaints of Title IX Sexual Harassment shall proceed under this Policy’s Title IX Sexual Harassment Complaint Process. To file a complaint a person may do so by contacting the College’s Title
IX Coordinator, or designee. A report of an allegation of sexual harassment may also be presented to other “Responsible Employees” at the College. These persons are also available to discuss any concerns a person may have and to provide information about the Policy.

d. Sexual Harassment Investigation

A Formal Complaint of Title IX Sexual Harassment will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will be conducted in accordance with this Policy’s Title IX Sexual Harassment Complaint Process and may include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed Title IX Sexual Harassment will also be interviewed. Once the investigation is completed, the College will, to the extent appropriate, inform the parties of the results of that investigation.

If it is determined that a violation of this Policy has occurred, the College will act promptly to eliminate the offending conduct, and where it is appropriate also impose disciplinary action.

e. Disciplinary Action

Discipline for violating this Policy may include, but is not limited to, mandatory counseling or training, verbal or written warnings, suspension, termination from employment, or expulsion from the College.

f. Consensual Relationships

● Faculty/Administrator/Staff Member Relationships with Students

A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged. No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a College program or activity.

● Relationships Between Supervisors, Subordinates or Co-Workers

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of sexual harassment, discrimination or retaliation. Therefore, such workplace relationships are strongly discouraged.
g. Identification

Personal identifiable information about parties of sexual violence will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the Complainant or as public safety requires. The College does not publish the names or other identifiable information of parties of sexual violence in the campus police department’s Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act, an individual may request that no directory information maintained by the College be released absent his/her prior, written consent.

h. Supportive Measures

Title IX requires the College to take non-disciplinary/non-punitive reasonable steps to preserve or restore equal access to its education programs and activities and protect individuals from any Title IX Sexual Harassment or other Prohibited Conduct, including offering supportive measures before the final outcome of an investigation, irrespective of whether the complainant ever chooses to file a Formal Complaint. Such measures are designed to restore or preserve equal access to the College’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College’s educational environment, or deter all forms of sexual harassment. The College shall take these steps promptly once it has notice of an allegation of Title IX Sexual Harassment, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

- Counseling;
- Extensions of deadlines or other course-related adjustments (for example: changing class schedule, withdrawal without penalty, providing student services such as tutoring, alternate class completion options);
- Modifications of work schedules or job assignments;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in work or housing locations (if applicable);
- Leaves of absence, increased security and monitoring of certain areas of the campus; and
- Other similar measures.

The specific supportive measures implemented and the process for implementing those measures will vary depending on the facts of each case. The College will consider a number of factors in determining what supportive measures to take, including, for example, the specific needs expressed by either party; the severity or pervasiveness of the allegations; any continuing effects on either party; whether the parties share the same classes, dining hall schedule, transportation, or job location; and whether other judicial measures have been taken to protect either/both parties (e.g., civil protection orders).

In general, when taking supportive measures, the College shall minimize the burden on either party. The College must maintain as confidential any supportive measures provided to either party, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.
i. Amnesty

Students may be hesitant to report sexual violence out of concern that they, or witnesses, might be charged with violations of the College’s drug/alcohol policy and/or the Student Code of Conduct. While the College does not condone such behavior, it places a priority on addressing allegations of sexual violence. Accordingly, the College may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of an incident of sexual violence.

j. Protections for Complainant Regarding Sexual Violence

A person subjected to sexual violence shall:

- Be provided with a copy of the College’s Sexual Violence – Complainant’s Rights and Information Advisory, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;

- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;

- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;

- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;

- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;

- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of an advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;

- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;

- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;

- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;

- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
• Be informed of any no-contact or no-trespass orders issued to the respondent by the College and the College’s commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

**k. Recommended Procedures for a Victim of Sexual Violence**

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence are advised as follows:

• **Protect Yourself and Get Medical Attention** – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.

• **Preserve Evidence** - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag.

• **Health and Support Services** - Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such services, including counseling, please contact the Affirmative Action and/or Title IX Coordinator.

**l. Rape Crisis Center Contact Information**

The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information **may be subject to change**, current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth’s Executive Office of Health and Human Services’ Website under “Consumer” information at http://www.mass.gov/eohhs/.

**Greater Boston Area**
Boston Area Rape Crisis Center, Cambridge, 617-492-7273 Hotline, 617-492-6434 TTY

**Northeastern Massachusetts**
North Shore Rape Crisis Center, Beverly, 800-922-8772 Hotline, 978-921-8729 TTY Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723 TTY YWCA of Greater Lawrence, 877-509-9922 SA Hotline, 978-686-8840 TTY
Central Massachusetts
Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 508-852-7600 TTY Rape Crisis Center of Central Mass., Fitchburg, 800-870-5905 Wayside Victim Services, Milford, 800-511-5070 Hotline, 508-478-4205 TTY Voices Against Violence, Framingham, 800-593-1125 Hotline, 508-626-8686 TTY

Southeastern Massachusetts

Western Massachusetts
Elizabeth Freeman Center, Pittsfield, 413-443-0089 Hotline, 413-499-2425 TTY Everywoman Center, Amherst, 413-545-0800 Hotline, 888-337-0800 TTY NELCWIT, Greenfield, 413-772-0806 Hotline/TTY YWCA, Springfield, 800-796-8711 YWCA of Western Mass, Westfield, 800-479-6245 Hotline/TTY

These Rape Crisis Centers offer FREE services to survivors of sexual violence, including:

- 24/7 hotline counseling, information, and referral;
- Will go with survivors to hospitals and/or police stations 24/7;
- Will go with a survivor to court;
- Provide one-to-one counseling and support group counseling; and
- Provide primary prevention education; professional training; outreach.

m. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies set forth below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

United States Equal Employment Opportunity Commission ("EEOC")
One Congress Street
10th Floor Boston, MA 02114 (617) 565-3200.

The Office For Civil Rights ("OCR")
U.S. Department of Education John W. McCormack Post
Office and Courthouse, Room 222 Boston,
MA 02109
(617) 223-9662
MANDATORY REPORTING UNDER STATE LAW

Children (a person under the age of 18) may be students at the College, or may be engaged in activities sponsored by the College or by third-parties utilizing College facilities. In such instances, where an employee has reasonable cause to believe that a child is suffering physical or emotional injury, resulting from among other causes, sexual abuse, the employee and the College may be obligated to comply with the mandatory reporting requirements established at M.G.L. Chapter 119, Section 51A-E. In such cases, the employee is directed to immediately report the matter to the College’s Affirmative Action and/or Title IX Coordinator, who, in consultation with other officials, shall contact the Commonwealth’s Department of Children and Families and/or law enforcement. An employee may also contact local law enforcement authorities or the Department of Children and Families directly in cases of suspected abuse or neglect. State law also maintains mandatory reporting requirements for certain occupations where elderly and disabled abuse or neglect is suspected. For more information on these reporting requirements please contact the College’s Affirmative Action Officer.

COMPLAINT PROCEDURE

General Information For All Complaints

a. Application of Policy

Both below-listed complaint procedures are intended to provide a mechanism to investigate and where possible resolve complaints of alleged violations of this Policy against employees and students. The procedures outlined below are intended to ensure that the College will conduct an impartial, fair, effective, and efficient investigation of all allegations of violations of this Policy without fear of retaliation. The complaint procedure is available to any employee or student, or applicant for employment or admission, who believes he/she has been subjected to Prohibited Conduct or Title IX Sexual Harassment as defined under this Policy. A complaint filed in another forum does not preclude an individual from filing a complaint under this Policy. Further, a complaint filed in another forum, including a criminal or civil complaint, shall not delay an investigation of a complaint filed under this Policy.

b. Confidentiality of Process

The complaint procedure will be conducted as confidentially as reasonably possible to protect the privacy rights of all individuals involved. The College may share information concerning the complaint with parties, witnesses and/or others during any phase of the procedure on a need-to-know basis and shall share
information with union representatives as provided for in G.L. c.150E. All individuals with whom information is shared shall be advised of the confidential nature of the information and directed not to discuss the matter with anyone other than an advisor, if applicable.

c. Complainant Requests Confidentiality

Where a Complainant requests that no action be taken by the College or requests that her/his identity not be revealed, the College shall take reasonable steps to investigate and respond to the complaint, but shall inform the Complainant that such a request may hamper its ability to fully investigate an alleged violation of this Policy and/or to take appropriate remedial steps, including disciplinary action. Where an allegation of Prohibited Conduct involves the potential of an ongoing threat to the health, safety or security of the College or a potential adverse employment action, the Affirmative Action Officer, or in the case of an allegation of Title IX Sexual Harassment, the Title IX Coordinator, shall inform the Complainant that it cannot ensure confidentiality and disclosure of their name may likely be required.

d. Off Campus Behavior

The College reserves the right to investigate alleged Prohibited Conduct under this Policy occurring off-campus when such conduct adversely affects the College Community; interferes with the College’s pursuit of its educational objectives and mission, and/or if a student or employee is charged with a serious violation of state or federal law. Title IX Sexual Harassment occurs in the College’s education program or activity, against a person in the United States. Education program or activity includes locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

e. Supportive Measures

Title IX requires the College to take non-disciplinary/non-punitive reasonable steps to preserve or restore equal access to its education programs and activities and protect individuals from Prohibited Conduct and Title IX Sexual Harassment, including offering supportive measures before the final outcome of an investigation, irrespective of whether the complainant ever chooses to file a Formal Complaint. Such measures are designed to restore or preserve equal access to the College’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College’s educational environment, or deter all forms of sexual harassment. The College shall take these steps promptly once it has notice of an allegation of Prohibited Conduct or Title IX Sexual Harassment. Examples of supportive measures include, but are not limited to, the following:

- Counseling;
- Extensions of deadlines or other course-related adjustments (for example: changing class schedule, withdrawal without penalty, providing student services such as tutoring, alternate class completion options);
- Modifications of work schedules or job assignments;
- Campus escort services;
- Mutual restrictions on contact between the parties;
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- Changes in work or housing locations (if applicable);
- Leaves of absence, increased security and monitoring of certain areas of the campus; and
- Other similar measures.

The specific supportive measures implemented and the process for implementing those measures will vary depending on the facts of each case. The College will consider a number of factors in determining what supportive measures to take, including, for example, the specific needs expressed by each party; the severity or pervasiveness of the allegations; any continuing effects on each party; whether the parties share the same classes, dining hall schedule, transportation, or job location; and whether other judicial measures have been taken to protect the victim (e.g., civil protection orders).

In general, when taking supportive measures, the College shall minimize the burden on each party. The College must maintain as confidential any supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

f. Interim Action and Emergency Removal

The College reserves the right to suspend a student on an interim basis or place an employee on paid administrative leave prior to completing an investigation under this Policy when it reasonably concludes that a student or employee: (a) poses a threat to health or safety; (b) poses a threat to College property or equipment; (c) is disruptive or interferes with the normal operations of the College; or (d) is charged with a serious violation of state or federal law. In such cases, the College shall provide the employee or student of the specific reason(s) for the interim action. During a student’s interim suspension or an employee’s leave, the College reserves the right to prohibit the individual from entering upon the College’s property or participating in any College activities absent written authorization from an appropriate official of the College.

In the case of a Title IX Sexual Harassment claim, the College must base its decision to institute interim action (i.e., emergency removal) on the following factors: (1) It undertakes an individualized safety and risk analysis, (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Title IX Sexual Harassment justifies removal, and (3) provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. A respondent subject to emergency removal from the Title IX Coordinator may appeal the decision per the Appeal procedure below in Step 4 of the Title IX Sexual Harassment Complaint Process. The College shall make reasonable efforts to minimize disruption in the professional or educational experience of all affected parties. The College, Complainant, and Respondent will take reasonable efforts to preserve all relevant materials to a complaint, including communications (e.g. email and voice) and documents.

Joint Investigation

In some circumstances a Responding Party’s conduct may constitute a potential violation of this Policy and/or other conduct policies applicable to employees or students. In such cases, in order to avoid duplicative investigatory efforts, a joint investigation under this Policy may be conducted by the AAO or, in the case of an alleged Title IX Sexual Harassment, the Title IX Coordinator, and the administrator charged with enforcing conduct policies. For example, if the Responding Party is a student, the Affirmative
Action Officer (or Title IX Coordinator if a Title IX Sexual Harassment is alleged) and Student Code of Conduct Officer may jointly investigate the complaint. Based on the findings of their joint investigation, the student may be subject to disciplinary action for violations of this Policy and/or the Student Code of Conduct. Where the Responding Party is an employee, a joint investigation may be conducted by the Affirmative Action Officer (or Title IX Coordinator if a Title IX Sexual Harassment is alleged) and the employee’s supervisor. Based on the findings of their joint investigation, the employee may be subject to disciplinary action for violations of this Policy and/or for inappropriate and unprofessional conduct.

- **Collateral Rights of Employees**

Any disciplinary action taken against an employee shall be regarded as an administrative action subject to all terms and conditions of applicable collective bargaining agreements.

- **Anonymous Report**

Any individual may file an anonymous report concerning any Prohibited Conduct or Title IX Sexual Harassment referenced under this Policy. An individual may report the incident without disclosing his/her name, identifying the respondent or requesting any action. An anonymous report may be filed with the Affirmative Action Officer or, in the case of an allegation of Title IX Sexual Harassment, the Title IX Coordinator. Depending on the level of information available about the incident or the individuals involved, however, the College’s ability to respond to an anonymous report may be limited (e.g. offering supportive measures to a Complainant of Title IX Sexual Harassment).

  - **Amnesty**

Students may be hesitant to report sexual violence out of concern that they, or witnesses, might be charged with violations of the College’s drug/alcohol policies. While the College does not condone such behavior, it places a priority on addressing allegations of sexual violence. Accordingly, the College may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of an incident of sexual violence.

  - **False Charges**

Filing a false charge under this Policy is a serious offense. If an investigation reveals that a complainant knowingly filed false charges, the College shall take appropriate actions and issue sanctions pursuant to other applicable College policies, including any applicable collective bargaining agreement. The imposition of such sanctions does not constitute retaliation under this Policy. A report made in good faith, however, is not considered false merely because the evidence does not ultimately support the allegation of prohibited conduct.

  - **Informal Procedures**

Where appropriate, the parties to a dispute and/or the Affirmative Action Officer or Title IX Coordinator may attempt to reach an informal and prompt resolution of the matter. Informal resolution is encouraged and any of the parties involved may request the intervention of the Affirmative Action Officer/Title IX Coordinator to assist in resolving the matter informally. An informal resolution is achieved through open
or closed dialogue between the parties that allows for the airing of any misunderstandings or disputed issues. The informal procedure shall not be used in an effort to resolve student allegations of any type of sexual harassment/violence asserted against an employee, or in cases involving sexual harassment/violence unless a Formal Complaint is filed. If the parties accept the informal resolution, its terms shall be reduced to writing, signed by both parties, and the Affirmative Action Officer/Title IX Coordinator shall retain the document, with copies to the parties; thereafter, the matter shall be considered resolved between the parties. In the case where the Respondent is an employee, prior to execution of a resolution, they will be notified that a copy of the informal resolution may be placed in their personnel file. The parties may request from the College that an informal resolution not be placed in the Respondent’s personnel file; however, the College retains the sole discretion to approve or to deny this request. In cases where such request is denied, each party reserves their right to withdraw from the informal resolution process and resume the Complaint process. All other documents related to the informal resolution of a Complaint shall be kept separate from the personnel file. Further, at no time shall a responding party question or confront a Complainant, or engage a third party to do so, as such conduct may constitute intimidation and/or retaliation, which are strictly prohibited under this Policy.

II. Complaint Process

The following rules apply throughout all phases of the complaint process, (except where there is a Formal Complaint of Title IX Sexual Harassment): (1) all parties to a complaint may have an advisor; (2) the role of an advisor is limited to providing discrete advice and counsel to the party; (3) the filing of a complaint under this Policy shall not preclude a Complainant from pursuing a complaint in a separate legal forum; (4) a grade dispute based on alleged Prohibited Conduct shall proceed under this Policy and not the Grade Appeal Process contained in the Student Grievance Procedure; and (5) all findings reached under Complaint Procedure must be based on a “preponderance of evidence” (i.e.; more likely than not) standard.

At any point during the complaint procedure, either party may request mediation by contacting the Affirmative Action Officer. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. Mediation shall be mutually agreed upon by the parties. The Affirmative Action Officer, or designee, shall select an impartial mediator, who shall be mutually agreed upon and not unreasonably refused by either party, and inform the parties in writing of the mediation process and schedule. The mediator must have training or experience in mediating matters subject to this complaint process. Where practicable, a mediation session shall be conducted no later than thirty (30) days after agreed to by the parties. The timelines presented under the Complaint Procedure shall be tolled pending the outcome of mediation. If mediation is successful in resolving the complaint, the Affirmative Action Officer shall reduce to writing the terms of the mediated resolution, which shall be signed by the parties. If mediation does not result in a resolution, all mediation discussions shall remain confidential and may not be used or introduced in this process or any other forum.

Step 1 – Investigation

When a Complainant believes that he/she has been subjected to Prohibited Conduct, the Complainant may file a written complaint with the Affirmative Action Officer. For student Complainants, a complaint may be filed within thirty (30) days following the end of the instructional period when the Complainant knew or should have known of the grievable act. For employee Complainants, a complaint may be filed within thirty (30) days from when the Complainant knew or should have known of the grievable act. The
complaint shall contain a statement of all known facts pertaining to the alleged violation and shall be filed preferably on the Affirmative Action Discrimination Complaint Form (see Appendix A). If a student is involved, the Affirmative Action Officer shall notify the Vice President or Dean of Student Services.

During Step 1, the Affirmative Action Officer has the authority to seek to resolve the complaint through an administrative remedy. If the parties accept the administrative remedy proposed, its terms shall be reduced to writing, signed by both parties and the Affirmative Action Officer shall retain the document, with copies to the parties. Thereafter, the matter shall be considered resolved between the parties.

Upon receiving a written complaint, the Affirmative Action Officer will notify the Responding Party in writing, of the complaint (see Appendix B), and provide the Responding Party with a copy thereof. The timeliness of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Responding Party shall have ten (10) days from receipt of notice to submit to the Affirmative Action Officer a written response to the complaint.

Where practicable, within thirty (30) days from the date the Respondent’s written response is received, or the date it was due if none was submitted, the Affirmative Action Officer shall conduct an investigation and prepare and issue a Report of Preliminary Findings to the parties. The investigation shall include, but is not limited to, an analysis of the allegations and defenses presented, consideration of all relevant documents, including materials presented by the parties, interviews of the parties and other individuals and/or witnesses, and/or reviewing certain documents or materials in the possession of either party that the Affirmative Action Officer has deemed relevant to the complaint. The Affirmative Action Officer’s report shall specify the investigation undertaken and summarize his/her preliminary findings. The report shall be delivered to the parties in hand or by certified mail. If the investigation is not completed within thirty (30) days, status updates shall be provided to the parties every thirty (30) days until it is completed. Any request by a party to extend a deadline established under this procedure shall be presented in writing to the Affirmative Action Officer.

Thereafter, the parties will have ten (10) days from the date of their receipt of the Report of Preliminary Findings to submit Rebuttal Statements to the Affirmative Action Officer. The parties may present no new allegations at that time. Where practicable, within seven (7) days of receiving the parties’ Rebuttal Statements, the Affirmative Action Officer shall review the Rebuttal Statements and prepare and submit a Report of Final Findings and Recommendations to the President’s Designee for consideration.

**Step 2 – Review and Decision by the President’s Designee**

Where practicable, within ten (10) days of receipt of the Affirmative Action Officer’s Report of Final Findings and Recommendations, the President’s Designee shall issue a written decision to the parties. The written decision shall accept, reject or modify the Affirmative Action Officer’s Final Findings and Recommendations. The Designee’s written decision shall be delivered in hand or by certified mail and shall include the Report of Final Findings and Recommendations. If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College’s Board of Trustees shall designate a Board member(s) as Designee to administer Step 2 of the Complaint Process.
Step 3 – Appeal to President

A party who is not satisfied with the Designee’s written decision may file an appeal with the President within five (5) days of receiving the Designee’s decision. Where practicable, within five (5) days of receiving the appeal, the President shall issue a written decision accepting, rejecting or modifying the Designee’s decision. The President’s decision is final provided that any corrective action and/or discipline imposed are subject to applicable collective bargaining agreements.

If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College’s Board of Trustees shall consider the appeal and issue the written decision.

III. Title IX Sexual Harassment Complaint Process

Formal Complaint Requirement

This Title IX Sexual Harassment Complaint Process shall be available for allegations involving a Formal Complaint of Title IX Sexual Harassment. The College may consolidate Formal Complaints as to allegations of Title IX Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances. A party may raise concerns to the Title IX Coordinator (or designee) as to any consolidation; however, the College retains the right to proceed with any consolidation in its sole discretion.

Jurisdiction of the College

By simultaneous written notice to the parties, the College must dismiss any Formal Complaint with regard to that conduct for purposes of Title IX Sexual Harassment, if the conduct alleged:

- Would not constitute Title IX Sexual Harassment as defined, even if proven;
- Did not occur in the College’s education program or activity; or
- Did not occur against a person in the United States.

The College may dismiss any Formal Complaint for the purposes of Title IX Sexual Harassment if:

k. A Complainant withdraws the Formal Complaint or any allegations therein;

l. The Respondent is no longer enrolled or employed by the College; or

m. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

In the case that a Formal Complaint is precluded from review under the Title IX Sexual Harassment Complaint Procedure for jurisdiction purposes, the College reserves the right to address such other complaints under the Complaint Process (found herein at Section L., II.).

Step 1 – Investigation

Upon receipt of a Formal Complaint (preferably in the format of Appendix C), the Title IX Coordinator (or designee) must promptly contact the Complainant confidentially to discuss the availability of supportive measures and resources, consider the Complainant’s wishes with respect to these supportive measures,
and explain to the Complainant the Title IX Sexual Harassment Complaint Process. If a student is involved, the Title IX Coordinator shall notify the Vice President or Dean of Student Services.

Within five (5) days of receiving a Formal Complaint, the Title IX Coordinator will notify the Respondent in writing of the Formal Complaint (see Appendix D), provide the Respondent with a copy thereof and discuss supportive measures. The timeliness of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Respondent shall have five (5) days from receipt of notice to submit to the Title IX Coordinator a written response to the Formal Complaint.

A College may address sexual harassment affecting its students or employees that falls outside Title IX’s jurisdiction, including by providing supportive measures or pursuing discipline consistent with applicable policies. This decision may be appealed consistent with the appeal procedure in Step 4 below.

Where practicable, within fifteen (15) days from the date the Respondent’s written response is received, or the date it was due if none was submitted, the Title IX Coordinator shall conduct an investigation and issue all evidence gathered to the parties (and Advisors) for review and written response within ten (10) days upon their receipt. Upon receipt of said parties’ written response(s), or the date they were due if none were submitted, the Title IX Coordinator will have ten (10) days to complete and send an investigative report that fairly summarizes the relevant evidence to each party (and Advisor) for their review and written response within ten (10) days upon their receipt. Within ten (10) days of receipt, the Title IX Coordinator shall review the responses (if any) and prepare and submit the final investigative report including all relevant evidence (and including a section denoting all evidence submitted that was found by the Title IX Coordinator not to be relevant) to the Decision Maker; simultaneously, the Title IX Coordinator shall notice all parties of a hearing date that shall take place no later than ten (10) days later. Any request by a party to extend a deadline established under this Procedure shall be presented in writing to the Title IX Coordinator.

Step 2 – Hearing
The Title IX Coordinator (or designee) will be responsible for coordinating the hearing process. The Decision Maker shall be responsible for conducting the hearing. The duties of the Title IX Coordinator will include: scheduling the hearing; notifying the parties, advisors, and witnesses of the hearing; ensuring that the trained Decision Maker is provided with appropriate materials including a copy of the final investigative report and any exhibits; coordinating videoconferencing (if necessary); and securing a location for the hearing. The Title IX Coordinator will also act as liaison between the parties and the Decision Maker on procedural matters. A hearing is conducted in private. If a Respondent or Complainant has a good faith belief that the individual selected as the Decision Maker has a specific bias or conflict of interest, they may file a request with the Title IX Coordinator (or in instances where the Title IX Coordinator is serving as the Decision Maker, the request shall be directed to the individual selected as the designee in Step 1 - Investigation) for a replacement within two (2) calendar days of being noticed of the Decision Maker’s identity. The Title IX Coordinator (or designee) shall review the request and make a decision in no more than three (3) calendar days either granting the request or providing reasons for denying the request. All procedural questions are subject to the final decision of the Decision Maker.

In general, hearings will proceed as follows:
a. The Decision Maker\(^5\) shall summarize the Hearing Policy and allow the Title IX Coordinator the opportunity to briefly state the allegations and summarize the investigative report.

\(^3\) A College cannot access or use a party’s medical, psychological or similar treatment record unless it obtains the party’s voluntary, written consent to do so.

\(^4\) All parties (and their Advisors) are strictly prohibited from disseminating any of the evidence subject to inspection and review, or from using such evidence for any purpose unrelated to the Title IX Sexual Harassment Complaint Process.

\(^5\) A College’s Title IX Coordinator, Decision Maker, investigators and any college-chosen advisor must receive training on this Policy, issues of relevance, and how to apply the rape shield protections (see first paragraph of Hearing Policy) provided only for Complainants.

- Each party’s advisor will be given the opportunity to question the other party and any witnesses by presenting questions to the Decision Maker (including questions on credibility). If the Decision Maker determines a question is relevant, the other party will be asked to respond.
- The Decision Maker shall have a final opportunity to question the parties.
- The Decisions Maker will conclude the hearing by informing the parties that they will issue a decision to the parties and their advisors within ten (10) days, and that it will be based upon a Preponderance of the Evidence standard (i.e.; more likely than not).
Hearing Policy

Questions and evidence about a Complainant’s prior sexual behavior will be deemed irrelevant unless offered to prove that someone other than the Respondent committed the alleged misconduct or offered to prove consent.

If a party does not have an advisor present at the live hearing, the College will choose a trained member of the community, to conduct cross-examination on behalf of that party. All advisors are limited to active participation in the question and follow-up cross-examination part of the live hearing. Further, Advisors are the only parties allowed to present questions (cross-examination or otherwise) to the Decision Maker.

Generally, live hearings may be conducted with all parties physically present in the same geographic location. At the request of either party, the College must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Decision Maker and parties to simultaneously see and hear the party or the witness answering questions.

Only relevant questions or cross-examination questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party’s Advisor asking cross-examination questions any decision to exclude a question as not relevant. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.

Formal rules of evidence applied in courtroom proceedings (e.g., Massachusetts Evidence Code) do not apply in the hearing. The Decision Maker will make an official audio recording of the hearing. The recording is College property. No other recording of the hearing is permitted. The audio recording will be retained by the Title IX Coordinator in accordance with the College’s records/information retention and disposition schedule. Access to the recording will be made available to the parties for inspection and review, however, parties are prohibited from making any copies of such recording. The recording shall only be released in compliance with applicable discovery proceedings in any future legal/administrative proceedings. The Decision Maker controls the hearing, is responsible for maintaining order during the hearing, and makes whatever rulings are necessary to ensure a fair hearing. The Decision Maker’s decisions in this regard are final.

Step 3 – Review and Decision by the Decision Maker

The Decision-Maker must issue a written determination regarding responsibility to all parties (and their Advisors) simultaneously, within ten (10) days of the hearing. The written determination must include — Identification of the allegations potentially constituting sexual harassment; A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; Findings of fact supporting the determination; Conclusions regarding
the application of the College’s code of conduct to the facts; A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College’s education program or activity will be provided by the College to the Complainant; and The College’s procedures and permissible bases for the Complainant and Respondent to appeal. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effectuating any remedies including referral to appropriate College administrators as may be applicable.

**Step 4 – Appeal to the President**

A party who is not satisfied with the Title IX Coordinator’s decision to implement an emergency removal or dismiss a Formal Complaint; or, the Decision Maker’s written decision may file an appeal with the President within five (5) days of receiving said decision, respectively on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or that any Title IX personnel (including the Decision Maker) had a conflict of interest or bias, that affected the outcome of the matter. Where practicable, within five (5) days of receiving the appeal, the President shall issue a written decision simultaneously to all parties, accepting, rejecting or modifying the decision, describing the result of the appeal and the rationale for the result. The President’s decision is final provided that any corrective action and/or discipline imposed are subject to applicable collective bargaining agreements. If the President is the Respondent, then the Chair of the College’s Board of Trustees shall consider the appeal and issue the written decision.

A copy of the full Policy on Affirmative Action, Equal Opportunity, & Diversity can be found at https://www.northshore.edu/hr/title-ix.html

**POLICY ADDRESSING SEXUAL VIOLENCE PROGRAMING**

The college has contracted with Everfi, Inc., a national on-line training service to provide sexual violence programming for the college community

The NSCC Police Department strongly advocates that a victim of sexual violence reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, use the toilet, or change clothing prior to a medical/legal exam).
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
The Massachusetts Department of Public Health specially trains, certifies and supports registered nurses and physicians to provide quality care and forensic evidence collection to sexual assault survivors. Victims/survivors of sexual assault are encouraged to go their local hospital as soon as possible, before showering. For optimal evidence collection, exams should be performed within 72 hours of the assault.

**Contact Information:**

- North Shore Community College Campus Police (781) 593-7032
- Danvers Police (978) 774-1212
- Lynn Police (781) 595-2000
- For further Information and support contact the Metro Boston Area Rape Crisis Center Hotline: (800) 841-8371 • Office: (617) 492-8306 • TTY: (617) 492-6434

**POLICY ADDRESSING SEX OFFENDER REGISTRATION**

The federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also requires registered sex offenders to notify appropriate state officials of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

**How to Inquire:**

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, 987-740-6400, or [www.state.ma.us/sorb](http://www.state.ma.us/sorb) and by contacting the following Police Departments:

- Lynn Police Department - 300 Washington St, Lynn, MA 01902
- Danvers Police Department - 120 Ash Street, Danvers, MA 01923

The college information notification, and dissemination guidelines can be found by utilizing the following link - [https://www.northshore.edu/safety/police/files/sori_policy.pdf](https://www.northshore.edu/safety/police/files/sori_policy.pdf)

If you have any questions regarding access to sex offender information, please feel free to contact the College's Chief of Police, David Cook at 978-762-4000 extension 2126.

**Penalties for Improper Use of Sex Offender Registry Information**

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by a fine of not more than $5,000 or by imprisonment in a jail or house of correction for not more than 1 year, or by both such fine and imprisonment.
POLICY ADDRESSING DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

The College will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this disclosure. Disclosure of this information shall not violate the Family Educational Rights and Privacy Act pursuant to 34 CFR § 99.31(a)(14).

POLICY ADDRESSING ISSUING TIMELY WARNINGS

The College shall alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. As the purpose of a warning regarding a criminal incident(s) is to enable people to protect themselves, a warning will be issued as soon as pertinent information is available. If it has been confirmed that a situation arises either on campus or in surrounding locations and the situation represents an ongoing or continuing threat to safety of students and employees, a Timely Warning will be issued.

The decision to issue a Timely Warning is dependent on the facts surrounding an incident, including the nature of the incident/crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts. Therefore, all incidents that may constitute a continuing threat to the campus community must be reported to the Public Safety Department. The processes North Shore Community College will use to confirm an ongoing or continuing threat is as follows:

TIMELY WARNINGS – POLICY & PROCEDURE

The College President or a designee will develop timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the North Shore Community College community. These warnings will be distributed if the incident is reported either to North Shore Community College Campus Police directly or to North Shore Community College Campus Police indirectly through a campus security authority or the State, Transit or Municipal Police.

The department issues/posts Crime Alerts for incidents of

- Criminal homicide
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger North Shore Community College community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis)
- Sexual assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the North Shore Community College Campus Police Department)
• Major incidents of arson
• Other crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

• Date and time or timeframe of the incident
• A brief description of the incident
• Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
• Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
• Police/Public Safety agency contact information
• Other information as deemed appropriate by the President or his/her designee, and/or the Chief of Campus or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

President or a designee shall draft a notice containing the proposed Crime Alert, determine the segment of the community to receive the alert, and forward it to the Executive Director of External and Public Relations (PRO). The PRO will review and revise the notice as needed, and then transmit the notice containing the Crime Alert to the College Community as any or all of the following modalities:

• E-Mail
• Voice call/mail
• Facebook
• Twitter
• Emergency Messaging System
• Web Announcement
• Campus Link – Digital Signage
• Paper posting

Updates to the College community about any particular case resulting in a crime alert also may be distributed all or some of the previous mentioned modalities.

When a Crime Alert is posted in campus buildings, it shall be printed on orange paper and be posted in the lobby/entrance area of the affected building(s) for seven (7) days. A list of the buildings where Crime Alerts may be posted is maintained by the North Shore Community College Campus Police Department.
The department **does not** issue Crime Alerts for the above listed crimes if:

1. The department apprehends the subject(s) and the threat of imminent danger for members of the College community has been mitigated by the apprehension.
2. If a report was not filed with the Campus Police or the Campus Police was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than five days after the date of the alleged incident may not allow Campus Police to post a “timely” warning to the community. This type of situation will be evaluated on a case by case basis.

The department also maintains a daily crime log which is normally updated each business day and contains all crimes reported to Campus Police.

**IMMEDIATE THREAT EMERGENCY NOTIFICATION – POLICY & PROCEDURE**

Departments involved in fulfilling the obligations of this Standard Operating Procedure include: The North Shore Community College Campus Police Department, the Assistant Vice President of Facilities Operations and Services, Information Systems Personnel, the Executive Director of External and Public Relations.

There is a separate procedure governing timely warning notices that are sent to the North Shore Community College Community to notify members of the community about serious crimes against people that occur on campus, when it is determined by North Shore Community College Campus Police administrators that the incident may pose an ongoing threat to members of the North Shore Community College community.

If a serious crime, a natural disaster or a man-made emergency occurs that pose an immediate threat to the health and safety of the North Shore Community College community or a segment of the North Shore Community College community, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. If the institution implements the procedures regarding notification of the North Shore Community College community for an immediate threat, the institution is not obligated to implement the timely warning notice procedures. The types of incidents that may cause an immediate threat to the North Shore Community College community could include but are not limited to emergencies such as: an active shooter on campus, hostage/barricade situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to a North Shore Community College owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, etc.

All members of the North Shore Community College Community are notified on an annual basis that they are required to notify the North Shore Community College Campus Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus. North Shore Community College Campus Police Department has a responsibility to respond to such incidents to determine if the situation does in fact pose an immediate threat to the community.

The North Shore Community College Campus Police Supervisor/Officer-in-Charge on duty is responsible for immediately notifying the appropriate North Shore Community College Campus Police administrator.
of any situation that poses an immediate threat to the community. The North Shore Community College Campus Police administrator who has been notified is responsible for immediately notifying the following individuals who are responsible for developing the content of the message to the community and sending the message using some or all of the below listed methods: The Chief of Campus Police, Lieutenant of Campus Police, Assistant Vice President of Facilities Operations and Services, Information Systems Personnel, the Executive Director of External and Public Relations about the incident.

Should the Assistant Vice President of Facilities Operations and Services, Presidents Office, Executive Staff, Information Systems Personnel, and the Executive Director of External and Public Relations receive information from other sources about a situation on campus that may cause an immediate threat to the North Shore Community College community, they are responsible for contacting the North Shore Community College Campus Police Department to confirm whether or not North Shore Community College Campus Police are aware of and have responded to the incident.

The Assistant Vice President of Facilities Operations and Services, the Chief of Campus Police, Lieutenant of Campus Police, and/or the Executive Director of Public and External Relations will determine the content of the message and will use some or all of the systems described below to communicate the threat to the North Shore Community College Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

As per the requirements of the law, Assistant Vice President of Facilities Operations and Services, the Chief of Campus Police, Lieutenant of Campus Police, and/or the Executive Director of External and Public Relations will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus, Local, State and Federal Law Enforcement, Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The various systems that institution has in place for communicating information quickly to the North Shore Community College community include:

- Emergency Messaging System (Subscription required) which provides brief emergency messages utilizing email, text messaging and telephone voice messaging
- Activation of the Emergency Notification System (part of the fire alarm system) in building so equipped
- Messages on the home page of the Colleges website and electronic social media.

The Executive Director of External and Public Relations will post updates during a critical incident on the North Shore Community College Campus website and electronic social media.

Some or all of these methods of communication may be activated in the event of an immediate threat to the North Shore Community College Campus community.

POLICY ADDRESSING EMERGENCY NOTIFICATION SYSTEMS AND PROCEDURES

EVACUATION MAPS - The campus community is strongly encouraged to familiarize themselves with the evacuation plans before an emergency occurs. Evacuation maps are posted prominently in building
lobbies, classroom, offices, and hallways. **EMERGENCY NOTIFICATION SYSTEM** - The emergency notification system is combined with the fire alarm. It will be activated when a potentially dangerous situation may be taking place on or near one of our Campuses. A warning will be broadcast throughout the campus utilizing the fire alarm / public address system which is signified by an amber flashing light in all campus buildings. Each warning provides a brief message that contains general information of the nature of the event that is unfolding. These messages are not intended to provide extensive information on how you should respond to a potential emergency. Messages are intended to serve as a “heads up” an event is or may be taking place.

**EMERGENCY MESSAGING SYSTEM** - The emergency messaging system (RAVE ALERT), a service that allows College officials to reach all students, faculty and staff with time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail, and text messaging to broadcast pertinent information and, when appropriate, provide directions to those in the affected area(s).

For each individual, the emergency messaging system can deliver one voice message to the phone numbers, e-mail address, and text message number you have provided us.

Any and all contact information you provide, such as home telephone numbers, cellular numbers, and e-mail addresses, may be used to notify you of an emergency or crisis that may affect you and/or the College community. Examples of emergency or crisis situations include the following:

- Terrorist attacks
- On-campus crime and assaults
- Natural disasters
- Fires
- Serious facilities issues
- Extraordinary weather conditions

To sign up:

1. Login to your MyNorthshore account.
2. Click on the Emergency Notification Icon under frequently used.
3. Log in again with your MyNorthshore/campus email login information
4. Complete the form that pops up, to include your cell phone number in order to receive text alerts.
5. Click SAVE at the bottom of the form.

**ALERTUS**

This system allows us to communicate the Emergency Messages that we are sending out over our Emergency Messaging System (RAVE) over our VoIP phones, computers, digital signage, and other network-connected technology to deliver instant emergency communications throughout your entire facility.
CAMPUS SECURITY AUTHORITIES

If an employee has significant responsibility for student and campus activities, he or she is a Campus Security Authority. CSA designation will be assigned upon hiring and online training is provided to all staff members that have been identified as CSA’s.

North Shore Community College performs an annual review of CSA’s and requests crime statistics from any individual who the College determines is a CSA for North Shore Community College. Crime statistics obtained from CSA’s are combined with the campus police statistics in the Annual Security Report.

POLICY ADDRESSING EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURE

At least one test of Emergency Response/Evacuation Procedures is conducted annually. Tests include a drill or exercise with follow-through activities and assessment. The location and type of test may vary. Additional drills (testing of a single procedural operation) may also be conducted. Drills may include the testing of the emergency communications system, fire alarm, etc. Tests and drills may be conducted live or may consist of tabletop exercises. Feedback is requested via email to assist in evaluating our emergency plans and capabilities.

Information regarding evacuation procedures, personal safety tips, and college emergency response procedures are available by following this link to the Campus Safety website: http://www.northshore.edu/safety/

DEFINITIONS

CLERY REPORTABLE OFFENSE DEFINITIONS

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 or probably would result in a serious potential injury if the crime were successfully completed.

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, etc.

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 a felony; breaking and entering with intent to commit 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 joy riding).

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.
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, violence, and/or causing the victim fear.

**Sex Offenses-Forcible:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape**—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Sex Offenses-Non-Forcible:** Unlawful, non-forcible sexual intercourse
- **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Weapon Law Violations:** 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; all attempts to commit any of the aforementioned.

**Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**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; all attempts to commit any of the aforementioned (Drunkenness and driving under the influence are not included in this definition.).

**Domestic violence:** A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
• Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
• The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
• For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
• Dating violence does not include acts covered under the definition of domestic violence.
• Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

CLERY DEFINED GEOGRAPHIC LOCATION DEFINITIONS

On-Campus Property: On-Campus property encompasses any building or property that is owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes.

Residential Facilities: The College does not maintain any residential facilities.

Public Property: Public property encompasses all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent and accessible from the campus.

Non-campus Property: Non-campus property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Specific Information about Classifying Crime Statistics: The number of victims involved in a particular incident is indicated for the following crime classifications: murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, and aggravated assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): robbery, burglary, larceny, and arson. For example, if five students are walking across campus together and they are robbed, this would count as one robbery in the crime statistics chart.

In cases of motor vehicle theft, each vehicle stolen is counted. In cases involving liquor law, drug law, and illegal weapons violations, each person who was arrested is indicated in the arrest statistics. If an arrest
includes offenses for multiple liquor or drug law violations, it is only counted as a drug law violation as that is the more egregious offense.

The statistics captured under the “Referred for Disciplinary Action” section for liquor law, drug law, and illegal weapons violations indicate the number of people who are referred to the College’s judicial system.

**Hate crime statistics** are separated by their category of prejudice. Statistics for hate crimes are counted in each specific Clery Act reportable crime category and therefore, are part of the overall statistics reported for each year. In addition to reporting hate crimes for the general Clery Act definitions, hate crimes must be disclosed for larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. The law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.

**Campus Security Authorities Defined**

The following are defined by the Jeanne Clery Act as Campus Security Authorities:

**Campus Police Department** – The campus law enforcement/public safety agency responsible for the safety and security of all members of the college community.

**Individuals with Campus Security Responsibility** - Any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property. Examples of this category are: parking enforcement staff, event security staff and bicycle patrol staff.

**Individuals Designated by the Campus** - Any individual or organization specified in an institution's statement of campus security policy as one to which students and employees should report criminal offenses. Examples are the Dean of Students Office or the Title IX Investigator.

**Officials with Significant Responsibility for Student and Campus Activities** - An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting in those capacities. Examples of this category are: Deans of Students, Student Housing Officials, Students Discipline Officials, Students Judicial Affairs Officials, Officials who oversee a student center, and Officials who oversee student extracurricular activities, Director of Athletics, Team Coaches and Faculty Advisors to student groups.
North Shore Community College Geography

DANVERS CAMPUS

North Shore
Community College
Address: 1 Ferncroft Rd, Danvers, MA 01923
Website: https://www.northshore.edu/
Founded: 1965
# ANNUAL SECURITY REPORT

## NORTH SHORE COMMUNITY COLLEGE

### DATA

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f).

*The College is a non-residential institution.*

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LYNN CAMPUS
North Shore Community College
300 Broad St. Lynn, MA 01901
Location: 42.460807, -70.94381
The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories of liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f).

*The College is a non-residential institution.*

### North Shore Community College

#### Murder/Non-negligent Manslaughter
- 2018: 0
- 2019: 0
- 2020: 0

#### Negligent Manslaughter
- 2018: 0
- 2019: 0
- 2020: 0

#### Rape
- 2018: 0
- 2019: 0
- 2020: 0

#### Fondling
- 2018: 0
- 2019: 0
- 2020: 0

#### Incest
- 2018: 0
- 2019: 0
- 2020: 0

#### Statutory Rape
- 2018: 0
- 2019: 0
- 2020: 0

#### Robbery
- 2018: 0
- 2019: 0
- 2020: 0

#### Aggravated Assault
- 2018: 0
- 2019: 0
- 2020: 0

#### Burglary
- 2018: 0
- 2019: 0
- 2020: 0

#### Motor Vehicle Theft
- 2018: 0
- 2019: 0
- 2020: 0

#### Arson
- 2018: 0
- 2019: 0
- 2020: 0

### Lynn Campus

#### VAWA Offenses
- Domestic Violence: 0
- Dating Violence: 0
- Stalking: 0

#### Arrests
- Weapon Law Violation: 0
- Drug Law Violation: 0
- Alcohol Law Violation: 0

#### Referrals
- Weapon Law Violation: 0
- Drug Law Violation: 0
- Alcohol Law Violation: 0

#### Hate Crimes
- Murder/Non-negligent Manslaughter: 0
- Negligent Manslaughter: 0
- Sex Offenses: 0
- Rape: 0
- Fondling: 0
- Incest: 0
- Statutory Rape: 0
- Robbery: 0
- Aggravated Assault: 0
- Burglary: 0
- Motor Vehicle Theft: 0
- Arson: 0
- Larceny: 0
- Simple Assault: 0
- Intimidation: 0
- Vandalism: 0

**Hate Crime Key:**  
- (D): Disability  
- (E): Ethnicity  
- (R): Race  
- (R): Religion  
- (S): Sexual Orientation  
- (G): Gender  
- (N): National Origin  
- (O): Gender Identity

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