



**Mount Wachusett**  
*Community College*

# ANNUAL SECURITY REPORT

**2026**

Includes crime statistics for  
2023, 2024, 2025

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## A Message from MWCC Campus Police and Public Safety

Welcome to Mount Wachusett Community College. On behalf of the dedicated officers of the MWCC Campus Police and Public Safety Department, I want to thank you for taking the time to review this very important document.

The MWCC Campus Police and Public Safety Department is committed to providing professional law enforcement and public safety services that are fair, impartial, and respectful of all individuals. We are dedicated to promoting a safe and welcoming campus through collaboration, respect, and meaningful engagement with our community. We recognize that campus safety is a shared responsibility, and every member of the MWCC community plays an important role in helping to maintain a secure and supportive environment.

This Annual Security Report is designed to provide students, faculty, staff, and community members with important information regarding campus crime statistics, safety policies, emergency procedures, training, and crime prevention programs. We encourage all members of the campus community to report concerning behavior, criminal activity, and safety concerns, and to become familiar with campus emergency procedures. Through awareness, communication, and collaboration, we can continue to promote a safe, secure, and welcoming environment.

We look forward to continuing our partnership with the MWCC community to ensure that our campus remains a safe and supportive place where everyone can learn, work, and thrive.

Campus Police and Public Safety  
Mount Wachusett Community College

## Introduction

*The following report provides current policy statements as well as statistics for the previous three calendar years in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S. C. 1092)(a) and (f), commonly known as the Clery Act, and the Violence Against Women Act (VAWA) reauthorization of 2013.*

This regulation was previously titled the Student Right-to-Know and Campus Security Act, enacted by Congress in 1990 as part of its annual Higher Education Reauthorization Act.

Mount Wachusett Community College (MWCC) is a non-residential institution. As such, MWCC is not required to provide policy statements regarding missing persons and fire evacuation plans. Policy statements where appropriate are broken down by campus location: Gardner Campus (main campus), Leominster Campus, Fitchburg Campus (Dental Education Program). Policy statements not specifically broken down by campus are college wide policies applicable to all campuses.

Crime statistics are reported when they occur on *Clery Act* geography (See GEOGRAPHY). The definitions for these geographic categories are “*Clery Act* – specific”. Statistics for crimes that do not occur within the *Clery* geography are not included in the Annual Security Report (ASR).

## Policy for preparing the Annual Security Report

This report has been prepared by the Chief of Campus Police and Public Safety and the Vice President of Student Affairs and Dean of Students in cooperation with the local and state law enforcement agencies, the office of Student Affairs and Student Activities, Administrators and staff of satellite campuses and non-campus properties, and the Human Resources/Affirmative Action Department. Key administrators and Campus Security Authorities (CSA's) are polled for review and input of stats and content for the report.

Each entity provides information on their educational efforts, programs, and policies to comply with the *Clery Act*. The *Clery Act* only requires the publication of certain crimes in the Annual Security Report. Information about crimes not included in the report can be obtained from the MWCC Police and Public Safety Department.

## Statement Regarding Allegation of Sexual Misconduct, Relationship Violence and Stalking

MWCC takes allegations of sexual misconduct, relationship violence, and stalking seriously. The “Campus Sexual Misconduct, Relationship Violence, and Stalking Policy” is referenced in this report and is published in its entirety in Appendix B. Definitions related to this policy including: Domestic Violence, Relationship Violence, Sexual Offenses, Consent, Abuse, Coercion, and Stalking are published in the policy in Appendix B. Additionally, “The Commonwealth of Massachusetts Board of Higher Education Massachusetts Community Colleges Policy on Affirmative Action, Equal Opportunity and Diversity” is published in Attachment 2.

MWCC's Code of Student Conduct and disciplinary process are outlined in the College Catalog. The campus student disciplinary procedures are clearly defined, published annually, and

distributed via email to all students. Employee disciplinary measures are subject to all terms and conditions of applicable collective bargaining agreements. Interim measures, including the right for the College to suspend a student on an interim basis or place an employee on paid administrative leave prior to completing an investigation, may be implemented pursuant to the Commonwealth Policy on Affirmative Action, Equal Opportunity and Diversity

<https://catalog.mwcc.edu/policiesrulesandregulations/affirmativeaction/>. Email is the official means of communication between MWCC and our students. Email or regular mail may be used in the case of an employee.

College officials who implement the conduct process will be trained to handle all cases, including reports of sexual misconduct. Sexual offenses and sexual assault are addressed specifically in the policy consistent with the Campus Sexual Misconduct, Relationship Violence and Stalking Policy (Appendix B) and the Commonwealth Policy on Affirmative Action, Equal Opportunity and Diversity (Attachment 2). All conduct proceedings will provide prompt, fair, and impartial investigation and resolution. Conduct hearings will use the “preponderance of evidence” standard in deciding all cases. Students and employees are informed of their ability to file an internal complaint as well as their right to, or not to notify and seek assistance from local law enforcement of campus police.

## Geography

The physical parameters of crime reporting under this report are determined and defined by the *Clery Act*. Statistics are reported for crimes that occur: (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls. The definitions for these geographic categories are *Clery Act* specific.

## Definitions

### **On-Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the aforementioned that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### **Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

### **Non-Campus**

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.

## Designation and Description of MWCC Campuses

MWCC's 269-acre main campus is located in Gardner, MA. Satellite sites are located in Leominster and Fitchburg. This report covers these three campuses and one non-campus location, the Gardner Linus Allain Ave Automotive Program (established August 2020). The College is a "commuter campus" and, as such, features no college sponsored housing. There are no off-campus student organizations that are recognized by the institution, including student organizations with off-campus housing facilities. Hours of operation may vary depending on operational needs.

### Gardner, Main Campus

The main campus located at 444 Green Street, Gardner, MA features a theatre, a fitness center, many of the student service offices, and a cafeteria. Office hours are Monday through Thursday from 8:00 a.m. to 6:30 p.m. and Friday from 8:00 a.m. to 6:00 p.m. The main phone number is (978) 632-6600.

### Leominster Campus

The Leominster Campus, 100 Erdman Way, Leominster, MA is located adjacent to MassHire: North Central Career Center and features the college English as a Second Language program, Education Opportunity Center, and Leominster Adult Education Center. Office hours are Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m. The main phone number is (978) 630-9812.

### Fitchburg Campus

The Fitchburg Campus features the Dental Education Program and is located at 326 Nichols Road, Fitchburg, MA. It is located on the 2nd floor of the Community Health Connections (CHC). The phone number is (978) 878- 8463.

## Non-Campus Buildings or Property

The MWCC Auto-tech Lab Program, 42 Linus Allain Ave, Gardner MA

All non-campus statistics are combined in the non-campus category for the Gardner campus.

# MWCC Campus Police and Public Safety

## MWCC Campus Police and Public Safety Law Enforcement Authority and Jurisdiction Policy Statement

The primary function of the MWCC Campus Police and Public Safety is the safety and security of the college community. MWCC Campus Police and Public Safety Officers are available to the faculty, staff, students, and general public in the event of an emergency. MWCC Campus Police Officers are trained to investigate criminal activity and respond to requests for first aid and CPR. MWCC Campus Police Officers possess the power and authority to apprehend and arrest anyone involved in illegal acts on campus pursuant to Massachusetts General Law, Chapter 22C, Section 63 and Chapter 73, Section 18. MWCC Campus Police Officers are licensed by the Massachusetts State Police Certification Unit as Special State Police Officers. The MWCC Campus Police Officers have jurisdiction in or upon the lands or structures owned, used, or occupied by the College. Currently, The MWCC Campus Police and Public Safety Department staff consists of six full-time armed police officers: the Chief of Campus Police and Public Safety, a Campus Police Lieutenant, and four armed Campus Police Officers. In addition, the department employs two unarmed Institutional Security Officers. One Institutional Security Officer is assigned to the overnight shift at the Gardner Campus, while the other is primarily assigned to the Leominster Campus, with additional responsibilities at the Gardner Campus as needed. Personnel assignments may vary between campuses based on operational needs, campus activity levels, and staffing requirements.

*Clery Act* offenses and other violations of the Student Code of Conduct and/or MWCC policies which pose a risk to health and safety, and which involve college students are referred to the MWCC Campus Police and Public Safety Department and to the College conduct officer. Acts involving employees are referred to the Human Resources Department for investigation and response.

The *Clery Act* was amended by the reauthorization of the Violence Against Women Act of 2013 as such, acts of sexual misconduct, sexual assault, domestic violence, dating violence, and stalking must be reported to the Title IX coordinator and when students are involved, simultaneously to the student conduct officer. The Vice President of Student Affairs/ Dean of Students or their designee, review reports for potential action through the college conduct process when appropriate. Additionally, campus police officers may file for judicial proceedings for violations of criminal law through the appropriate court. The prosecution of all criminal offenses, both felony and misdemeanor, is conducted at the district or superior court for the jurisdiction in which the crime was committed.

## MWCC Campus Police and Public Safety Relationship with Local and State Police Policy Statement

The MWCC Campus Police and Public Safety Department work closely with local and/or state police agencies when incidents arise that require joint investigation efforts, resources, reports, and exchanges of information.

A representative of the MWCC Campus Police and Public Safety Department is actively involved with Voices of Truth, a nonprofit organization dedicated to supporting and empowering the community through various programs and initiatives regarding domestic violence issues. Additionally, MWCC Campus Police Officers receive regular crime bulletins from the Gardner Police Department, the Commonwealth Fusion Center, and other Federal, State and local law enforcement networks.

## Procedures for Reporting Criminal Actions & Emergencies

### MWCC Campus Police and Public Safety Hours of Operation and Staffing

#### Gardner Campus

- Emergency phone – dial “1111” from any internal phone or (978)630-9111 from a cell phone or outside line;
- Non-emergencies – dial extension 9150 from any internal phone or (978) 630-9150;
- Chief of Campus Police & Public Safety – dial extension 9211 or (978) 630-9211.

The MWCC Campus Police and Public Safety Department (main office) is located in the Haley Academic Building, Gardner Campus, room H132, next to the bookstore. The operations office is located in room H062, basement level by the mailroom/loading dock.

The MWCC Campus Police and Public Safety Department, at the Gardner Campus, is staffed 365 days per year, twenty-four (24) hours per day/seven (7) days per week. The MWCC Campus Police and Public Safety Department is the primary responder to all incidents on the Gardner Campus. MWCC maintains a professional relationship with the Gardner Police Department and the Massachusetts State Police who provide back-up service to the MWCC Campus Police and Public Safety Department.

The MWCC Campus Police and Public Safety Department, through written agreement with the Massachusetts Department of Criminal Justice Information Systems, maintains access to a police database. The computer database is used for accessing criminal history data, nationwide police records, driver/vehicle identification information, sex offender information, and other state and federal law enforcement information. The MWCC Campus Police and Public Safety Department maintains an M.O.U. with the Gardner Police Department for data entry and tracking of warrants, stolen and recovered motor vehicles, etc., in the Department of Criminal Justice Information System (DCJIS). The M.O.U. enables MWCC to have 24/7 monitoring and entry of important information as required by DCJIS. MWCC also maintains an M.O.U. for the investigation of Title IX and sexual misconduct complaints with the local police department.

#### Leominster Campus

- Emergency – dial “9-1-1” for Leominster police, fire, and ambulance;
- Non-emergency – call Leominster Police at (978)534-7560;
- Schedule an appointment with a MWCC officer: a message can be left at (978) 630-9826 or call the MWCC Campus Police and Public Safety Office (Gardner) at (978) 630-9150.

The Leominster Police Department is the primary law enforcement responder for all crimes and emergencies on the Leominster Campus. The MWCC Campus Police and Public Safety Department maintains a professional relationship with the Leominster Police Department. The MWCC Campus Police and Public Safety Department provides follow up support to all reported calls for service on the Leominster Campus.

MWCC also maintains an M.O.U for the investigation of Title IX and sexual misconduct complaints with the local police department.

The MWCC Campus Police and Public Safety Department maintains an office, part-time, at the Leominster Campus and provides additional periodic visitations and building lockup/security support. The Leominster MWCC Campus Police and Public Safety office is located in room L203. In general, MWCC Campus Police and Public Safety office hours on the Leominster Campus range from a variety of hours due to the changing cycle hours. There is coverage on mornings and nights during the hours of operation. The hours of operation at the Leominster Campus vary depending on the current cycle schedule. Officers schedule appointments to manage non-emergency issues as they arise on campus and may schedule additional hours as needed.

## Fitchburg Campus

- Emergency – dial “9-1-1” for Fitchburg police, fire, and ambulance;
- Non-emergency – call the Fitchburg Police Department at (978) 345-4355;
- General advice/information or to schedule an appointment with a MWCC Campus Police and Public Safety Officer: a message can be left at the MWCC Campus Police and Public Safety office (Gardner) at (978) 630-9150.

The Fitchburg Police Department is the primary law enforcement responder for all crimes and emergencies on the Fitchburg Campus. The MWCC Campus Police and Public Safety Department will provide follow up response and support for any reported incident involving the college program, staff, or students, as needed. The MWCC Police and Public Safety staff maintains a professional relationship with the Fitchburg Police Department. MWCC also maintains an M.O.U for the investigation of Title IX and sexual misconduct complaints with the local police department.

## Non-Campus Properties

The MWCC Campus Police and Public Safety Department does not provide any primary response non-campus properties. All non-Campus property emergencies should be directed to the local police of the jurisdiction the property is located in.

- Emergency-dial “9-1-1” for local police

## Incident Reporting Procedures for MWCC Campus Police and Public Safety

MWCC Campus Police and Public Safety Officers gather as much information as they can on each reported incident through investigation by obtaining investigatory information and reports from other agencies involved with the investigation of crime or other emergency response on campus (i.e. local and state police). Incident reports are submitted to Supervisors for review and approval and ultimately to the MWCC Chief of Campus Police and Public Safety. The Chief or their designee coordinates additional follow up as needed. Officers are required to utilize the MWCC Campus Police and Public Safety incident reporting system to enter reports and daily activity logs. These incidents are maintained and statistically tracked on the electronic database.

Incidents of severe nature are reported to the MWCC Chief of Campus Police and Public Safety immediately, as soon as it is safe to do so. All other incidents occurring after normal business hours require the officer to complete a preliminary report before the conclusion of that shift, whenever possible. Initial crime reports are entered, and a draft is forwarded to the Chief of Campus Police and Public Safety within 24 hours of the incident having occurred. Follow up information is added throughout the investigation. All final reports are reviewed by the MWCC Chief of Campus Police and Public Safety or their designee (ranking officer). Logs are updated daily on each shift. Information that becomes known subsequent to the filing of the initial report is updated within 48 hours per Clery Reporting Regulations. Copies of all incident reports are made available to the President, or their designee, Title IX coordinator and other individuals as deemed necessary and when allowable by law.

Incident report information deemed to be public record will be released in accordance with the Massachusetts Public Records Laws upon request. All requests for public record are processed by the Office of the Vice President of Human Resources, Payroll, & Affirmative Action or their designee. Information that is not public record or is otherwise deemed confidential by law, such as names of victims and witnesses or other personally identifiable information will be redacted prior to release. In the case of sexual assault investigations and domestic violence, dating violence, and stalking cases the victim information will be entered as "confidential" in the police report system and will only be accessible to authorized personnel. Information that would otherwise identify the victim of sexual assault, domestic violence, dating violence, or stalking (such as a home address) will be redacted from any publicly accessible log, including the Daily Crime Log.

## Reporting of *Clery Act* Crimes for Timely Warnings and Statistical Disclosure

*Clery Act* crimes should be reported to the MWCC Campus Police officers and/or the MWCC Chief of Campus Police & Public Safety, as soon as possible to ensure prompt review for timely warning consideration and for inclusion in the annual statistical disclosure. Crimes reported to the local police department (i.e. on satellite campuses) should also be reported to the MWCC Campus Police and Public Safety Department, Gardner Campus, secondarily so that proper assessment can be conducted relative to safety and security of the campuses and timely warnings. The MWCC

Campus Police and Public Safety Department, Gardner Campus, is open 24/7 (twenty-four hours a day/ seven days per week) and can be reached via the emergency line at (978) 630-9111.

## Security and Access Policy Statement

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the MWCC Campus Police and Public Safety Department or by the landlord in the case of satellite campuses. In the case of periods of closing, the College will admit only those with prior permission.

Emergencies may necessitate changes or alterations to any posted schedules.

Some facilities, such as Mount Fitness, Theatre at the Mount, LaChance Library and the MOC child Care and Head Start Services on the Gardner Campus as well as satellite campuses, may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to the schedules developed by the department or administration responsible for the facility.

MWCC students and staff are provided with an opportunity to obtain identification cards at scheduled times during the school year. The College strongly encourages faculty, staff, and students to carry their MWCC ID card with them at all times. Certain programs require identification cards for students.

### Campus Security / Key Program

Safety and security are a priority at MWCC. As such, MWCC maintains a key tracking system. Issuance of keys is via written pre-authorization on an as needed basis and requires multiple signatures. Keys (and in limited cases, access (swipe) cards) are tracked and issued by the MWCC Campus Police and Public Safety Department. Access on the Fitchburg Campus is through arrangement with the Community Health Connections administrators/faculty, staff, and campus directors/administration.

### School Dude Reporting System

MWCC maintains a software system called “School Dude” which is available to all faculty and staff to report issues on campus, including, but not limited to, facilities issues; such as lighting, overgrown shrubbery, door locks, alarms, etc. The MWCC Campus Police and Public Safety officers address non-emergency concerns through this system. Issues that are not directly related to the MWCC facilities department (i.e. in the case of satellite campuses) are addressed via phone or email notifications directly to the landlord or appropriate facilities department for the location by MWCC Campus Police and Public Safety Officers or through the campus directors. The MWCC Campus Police and Public Safety Department maintains an emergency contact list for all locations for emergency notification and response purposes.

## Gardner Campus

MWCC Campus Police and Public Safety Officers provide regular patrols and are available for safety escorts upon request. Officers lock and unlock the buildings and rooms according to a published schedule of operations. The procedure for accessing the facilities after hours requires approval from an employee supervisor and the MWCC Chief of Campus Police and Public Safety or their designee, prior to being permitted in the building. Security cameras exist in strategic areas on campus and may be used in any public area. Outdoor lighting is left on in the parking lots and walkways at night, whenever activities are scheduled on campus.

## Leominster Campus

MWCC officers monitor needs for building security and response and monitor key distribution/door locks, alarm response and criminal activity on the campus. Security cameras exist in strategic areas on campus and may be used in any public area. Leominster Campus: the building is locked and unlocked by MWCC Campus Police and Public Safety Officers and/or building administrators and is open during business hours only. The landlord, APEX Properties, provides access to contractors as needed for facility operations.

## Fitchburg Campus

The building access is controlled by Community Health Connections administration, security and/or facilities staff and/or MWCC Administrators. MWCC Campus Police and Public Safety Officers do not control access to buildings or grounds at Fitchburg Campus. CHC facilities staff/administrators are responsible for building access procedures.

## Non-Campus Properties

Access to non-campus properties is via keys issued to administrators and/or staff.

## Campus Security Authorities

MWCC recommends and encourages accurate and prompt reporting of all crimes to the MWCC Campus Police and Public Safety Department or to the local police department with jurisdiction. However, MWCC recognizes that at times, a victim or witness to a crime may report it to someone other than the MWCC Campus Police and Public Safety Department. The MWCC Campus Police and Public Safety Department will obtain all information available and investigate to the extent possible whether by anonymous report or third party.

The *Clery Act* requires all institutions to collect crime reports from individuals and organizations that are “Campus Security Authorities”. Campus Security Authorities (CSA’s) are required to report crime statistics to the MWCC Campus Police and Public Safety Department.

The *Clery Act* specifically defines CSA’s and encompasses four groups:

- A campus police or security department

- Any individual who has responsibility for campus security (such as an individual who is responsible for monitoring the entrance to an institutional property, providing safety escorts, and event security)
- Any individual or organization specified in the institution's statement of campus security policy as an individual or organization to which students and employees should report a criminal offense.
- 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.

September of each year, MWCC conducts an annual review of the CSA list. This list is reviewed by the MWCC Chief of Campus Police and Public Safety, the Vice President of Student Affairs/Dean of Students, and the Title IX Coordinator, or designees.

MWCC requests crime statistics from any individual who the College determines is a CSA for MWCC. Crime statistics obtained from CSA's are combined with the MWCC Campus Police and Public Safety Department statistics in the Annual Security Report. MWCC CSA's include student services personnel, the College's affirmative action officer/Title IX Coordinator, satellite campus managers, employees who monitor building access (i.e. designated Mount Fitness personnel), faculty or staff who are advisors to student groups, and may include others whom MWCC recognizes as having a "significant responsibility for student and campus activities" as part of their regular duties.

Requests for information and training materials are provided to all identified CSA's via email and other venues as appropriate.

## Counselors and Confidential Crime Reporting Policy Statement

Pastoral Counselors who provide confidential counseling and Professional Counselors whose official responsibilities include providing psychological counseling and who are functioning within the scope of their license or certification are not required to disclose reports of crimes for inclusion into the annual security report. They are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime report. If, however, information received is deemed to indicate a potential safety risk to others in the college community, there may be an obligation to report those details necessary for the College to appropriately address the threat and make appropriate notifications. In such a case, the reporting persons' identity will be kept confidential to the extent permissible by law.

Dr. Leeanne Hadsel, Senior Mental Health Counselor, is a licensed professional counselor whose duties and responsibilities include providing psychological counseling and as such may provide confidential counseling within the scope of her license. The college counselor is in room H113 on the first floor of the Haley Academic Building on the Gardner Campus.

The MWCC Campus Police and Public Safety Department has been designated to collect crime report information. Therefore, all crime reports and statistics should be reported to the MWCC Campus Police and Public Safety Department.

## Daily Crime Log

The *Clery Act* requires that any institution that has a campus police or security department, must create, maintain, and make available a Daily Crime Log. The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to the MWCC Campus Police and Public Safety Department. The Daily Crime Log contains all crimes reported to the MWCC Campus Police and Public Safety Department versus the Annual Security Report which includes only *Clery Act* crimes. The Daily Crime Log lists crimes using MA State crime definitions, whereas the Annual Security Report lists crimes using definitions required by the *Clery Act* under Federal regulation, which may defer from the State's definitions.

For purposes of the Daily Crime Log, there is an added geographic location which includes crimes that occurred within the patrol jurisdiction of the MWCC Campus Police and Public Safety Department.

A written Daily Crime Log is maintained as a backup to the electronic log which is accessible through the MWCC Campus Police and Public Safety electronic report writing system. The Daily Crime Log includes the nature of the crime, date and time reported, and date and time the crime occurred, the general location when the crime occurred, and the disposition of the incident, if known. An entry, an addition to an entry, or a change in the disposition of a complaint, must be recorded within two business days of the reporting of the information to the MWCC Campus Police and Public Safety Department. The only exceptions to this rule are:

- If the disclosure is prohibited by law or;
- If the disclosure would jeopardize the confidentiality of the victim.

Information may temporarily be withheld if there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection;
- Result in the destruction of evidence.

In such a case, only the information that could cause the adverse effect will be withheld and will be added to the log as soon as the risk of adverse effect no longer exists in the professional judgment of the responsible authorities. The name of the victim and other personally identifiable information which otherwise would identify the victim, such as home address, is withheld from this log.

Crimes entered in the Daily Crime Log are entered by the date it was reported to the MWCC Campus Police and Public Safety Department. A reported crime must be logged regardless of how much time has passed since it occurred. If the exact date and time are not known, a range may be used, or it may be listed as unknown. Entries may not be deleted once they are made, but the classification or disposition may be updated.

In compliance with the *Clery Act*, these logs are open to public inspection during regular business hours for the most recent sixty (60) day period and are made available free of charge. Logs older than 60 days must be provided within two business days.

The Daily Crime Log is maintained separately for the Gardner and Leominster campuses. The Daily Crime Log may be obtained at the following locations:

- GARDNER CAMPUS in the MWCC Campus Police and Public Safety Office, Room H132.
- LEOMINSTER CAMPUS in the MWCC Campus Police and Public Safety Office, room L203.
- FITCHBURG CAMPUS – No crime log is available at the Fitchburg Campus. MWCC does not maintain a campus police or security office/department on the Fitchburg Campus.

Archived logs are kept for a period of seven (7) years, per the Department of Education (*Clery Act*) requirements.

## Patrol Jurisdiction for MWCC Campus Police and Public Safety Officers

Patrol jurisdiction for each campus is as follows:

### Gardner Campus

The regular patrol jurisdiction includes all buildings and grounds on campus as well as the following adjacent public ways:

- Green Street from the intersection of Matthews Street to the intersection of Eaton Street, including Kelton Street.
- Eaton Street from the intersection of Green Street to the Eaton Street access road to the tennis courts.
- Matthews Street from the intersection of Green Street to the MWCC Matthews Street entrance.

### Leominster Campus

The regular patrol jurisdiction includes the MWCC designated classroom and office areas and associated hallways within these areas, on the first, second, and third floors, the common hallways and entrances used to access these areas, and the common parking lot used by students, faculty, and staff.

### Fitchburg Campus and non-campus properties

There are no police or security services provided at these locations by MWCC; therefore, the Daily Crime Log and associated rules and patrol jurisdiction do not apply.

# Emergency Notification and Timely Warnings Policy Statements

## Emergency Response and Evacuation Procedures

### *Tests and Drills*

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.

## Emergency Response Guides/Information

### *Gardner and Leominster*

Emergency Response Guides/Procedures have been published and posted in all buildings, offices, and classrooms. Emergency Response Guides provide emergency contact information and procedures regarding criminal acts, medical emergencies, fire alarms, and natural disaster/inclement weather response. Additional information is provided to faculty and staff through joint campus professional development and/or other training venues. These guides are updated as needed and reviewed annually, to ensure current emergency contact information is provided. The last review was January 2026.

### *Fitchburg Campus*

Emergency codes and information regarding emergency exit routes are posted throughout the building. These procedures are developed and maintained by the Community Health Connections facility staff. Emergency response follows Community Health Connections protocols. Drills and/or exercises are held at the discretion of the Community Health Connections and may or may not include MWCC students and/or staff.

## Evacuation Procedures

It may be necessary to evacuate the College not only because of a fire, but also due to noxious chemicals or some other threat to life and limb. An evacuation may consist of evacuating people out of a building(s), evacuating people off campus, or evacuating internally into a safe area of the building/shelter-in-place (i.e. weather emergency or unstable outside conditions).

## Fire Evacuation Response

When a fire alarm is activated, everyone must evacuate. Stop what you are doing and immediately head toward an emergency exit. Do not delay evacuation. Occupants should shut their doors behind them as they leave. Follow exit signs to the nearest fire stairwell or exit; do not use elevators. If you are unable to exit due to disabilities or other special needs, call the emergency number posted on your respective campus for assistance. Occupants with accessibility or additional support needs may shelter in place if safe to do so until help arrives, conduct a horizontal evacuation to a safer area on the same floor, or shelter in a stairwell. Anyone unable to evacuate

should contact MWCC Campus Police or Public Safety at 978-630-9111 or by dialing 911 to identify a need to evacuation assistance. First responders should be informed as to the location within the building of any occupants in need of assistance and notify if the location changes prior to being evacuated. Once outside, occupants are required to move away from the building and follow instructions of the MWCC Campus Police and Public Safety Officers, emergency response team members, and the local emergency responders (police, fire, medical). The fire department is legally in charge of the building during a fire alarm. Once the building has been cleared, occupants will be permitted to re-enter.

## Shelter-In-Place Procedures

If an incident occurs and the building or surrounding areas become unstable, making evacuation more dangerous, or if outdoor air becomes hazardous due to toxic or irritating substances, it may be safer to remain indoors and avoid exposure.

Shelter-in-place means creating a safer shelter within the building you are already in, taking appropriate precautions, and moving only when necessary for your safety.

Because shelter-in-place procedures vary depending on the emergency such as a tornado, hostile intruder, or hazardous material release follow directions and information provided through emergency notification systems.

Emergency situations can change quickly. Always assess whether you are safer inside or outside, identify the safest available location, and move as necessary when it is safe to do so.

## Gardner and Leominster Campuses

Members of the MWCC staff have been designated as part of the Emergency Response (evacuation) Team. They assist in evacuation procedures and will provide guidance and floor sweeps in an emergency.

## Fitchburg Campus (at the Community Health Connections)

Emergency response is directed by CHC staff and local emergency responders, and assistance may be provided by campus directors and administrators. MWCC Campus Police and Public Safety can provide secondary response and follow up as needed once notification is received.

## Non-Campus Properties

Emergency response is directed by local emergency responders, and assistance may be provided by staff or administrators on site. MWCC Campus Police and Public Safety staff will provide secondary response and follow up as needed once notification is received.

## Emergency Incident Confirmation Policy

### Gardner Campus

MWCC Campus Police and Public Safety Officers will expeditiously respond to emergencies, gather all available information, and conduct necessary investigations to determine appropriate responses and resources. Emergency situations may range from medical emergencies, crimes in progress, fire emergencies, hazardous materials emergencies, weather emergencies, etc.

MWCC Campus Police and Public Safety Officers will utilize the assistance of other departments as necessary in responding and assessing the situation, including but not limited to, MWCC facilities, maintenance and other staff members. MWCC Campus Police and Public Safety Officers will collaborate and coordinate responses with local and state emergency response agencies when applicable.

### Leominster and Fitchburg Campuses & Non-Campus Properties

Local, State Police, and emergency responders are the primary responders for all emergencies on satellite campuses. MWCC Campus Police and Public Safety Officers are secondary responders. When the MWCC Campus Police and Public Safety Officers receive notification of an emergency on the Leominster or Fitchburg campuses (or in any other location involving staff or students), the MWCC Chief of Campus Police and Public Safety or their designee will coordinate with the designated campus administrator, or their designee, or other staff member on scene. The Administrator or their designee will obtain as much detail as possible from the emergency responders on the scene and relay that information to the MWCC Chief of Campus Police and Public Safety or their designee (if not already present). The Chief and their designee will contact the appropriate emergency service agency to confirm the emergency and will coordinate with local responders to obtain updated information necessary for the College to determine appropriate response and notification. MWCC Campus Police and Public Safety staff will immediately notify the College President and or their designee(s) of all significant emergencies, the status as known at that time, and will provide updates as information becomes available. The President, or their designee in collaboration with the MWCC Chief of Campus Police and Public Safety and others as necessary, will assess the known facts and decide as to the appropriate segment(s) of the campus community will receive any determined notification.

### Alarms and Notifications Systems

MWCC has implemented a multi-layered communication system to expedite communication during an emergency. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, MWCC will initiate appropriate communication system(s) to alert the appropriate segments of the campus community. MWCC will take into account the safety of the community, determine the content of the notification and initiate the appropriate notification system(s) unless the notification will, in the professional judgement of the responsible authorities, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

An order to evacuate and/or other emergency notification(s) may be received via one or more of the following:

- An audible alarm signal;
- Mass Notification System (FinalSite Connect);
- Alertus Notification System;
- MWCC campus email;
- iConnect app;
- Face to Face communication: at the direction of MWCC staff; or
- In the case of the Fitchburg Campus, communication comes from Community Health Connections (CHC).

In the event of an evacuation or other emergency notification, all faculty, students, and staff, and the public must immediately follow the instructions of emergency personnel and Emergency Response (evacuation) Team members by exiting the building or area and responding to the emergency as instructed.

Members of the larger community, such as parents or campus neighbors, may receive notifications about emergencies on campus from local/national media and/or the MWCC website.

#### *Audible and Visual Alarms*

All campuses maintain an audible fire alarm system. The alarm signal is a unique emission from the horns placed throughout the College and flashes a red or white emergency light. Fire alarm pull boxes are located in the halls throughout each building.

Alarm systems on the Gardner Campus are tested annually and monitored by an outside agency for system problems. Any recognized problems with the system are addressed expeditiously in coordination with the MWCC Facilities Department on the Gardner Campus. Alarm systems at the Leominster Campus are monitored by the landlord overseeing the property and by College personnel during evacuation drills/exercises and problems are reported immediately to the building owner. The College coordinates testing and evacuation drills of the emergency system with the property owners as necessary. Alarm systems at the Fitchburg Campus are monitored by the CHC facilities staff and tested annually.

#### *Mass Notification System: FinalSite Connect*

The College uses the FinalSite Connect Mass Notification System which allows for phone, email, and text messaging and via integration with the Alertus communication system; overriding college computer screens. This system will be utilized, when appropriate, in actual emergency situations and may also be utilized during some weather cancellations as deemed appropriate. The system is equipped to permit a full notification of faculty, staff, and students registered in the system for all campuses, or may be used to notify segments of the college community. The size and type of outreach is determined on a case-by-case basis.

#### *MWCC campus email*

The email system is set up with an “all campus” email address which can be utilized quickly in an emergency to send messages to employee email. Recipients will then respond to emergency instructions as indicated.

### *Radio Communication*

Key administrators on the Gardner campus are provided with radios for communication with MWCC Campus Police and Public Safety Officers when an officer is on campus. The radios may also be used for communication between administrators and/or other MWCC facility and maintenance personnel when on duty. No radio communication exists at Fitchburg and Auto Tech. Leominster Campus. Summer 2026 a radio repeater was installed. Leominster MWCC Campus Police and Public Safety Officers and Administrative staff can now communicate via radio on campus and communicate directly via radio to MWCC Campus Police and Public Safety Officers on the Gardner Campus.

MWCC Campus Police and Public Safety radios on the Gardner Campus are interoperable with local Police, Fire, and Ambulance.

The fire alarm system does have a PA system built in. The MWCC Campus Police cruiser on the Gardner Campus is equipped with P.A. system. Alertus hallway emergency call boxes on the Gardner Campus are equipped with speakers. Messages sent through the notification system or via FinalSite Connect through the Alertus system will be distributed via the scroll screens and speakers on the emergency call boxes.

### *Local Radio and Television Stations*

MWCC maintains an updated list of local radio and television stations with emergency access codes. Local radio and television stations may be used to notify the public and neighboring communities regarding significant emergencies on campus and to provide updates to the public. The list is reviewed and updated annually in conjunction with the President's Office and designated staff who are responsible for activating public notifications.

### *Website and Social Media*

The Marketing and Communications Department posts notifications and warnings on the website and utilizes social media channels (i.e. Facebook), as appropriate, at the direction of the President, or their designee in coordination with the MWCC Chief of Campus Police and Public Safety or their designee.

## **Accurate and Prompt Reporting of Criminal Offenses Policy**

MWCC encourages community members, students, faculty, staff and guests to report all crimes, public safety related incidents and emergencies for which they are aware, to the MWCC Campus Police and Public Safety Department and appropriate law enforcement agencies in a timely manner. When the victim elects not to, or is unable to make a report, third party reports are encouraged and will be investigated using all available information. Contact information can be found on the MWCC Emergency Response Guides (posters) posted on the Gardner, Leominster, and Auto Tech Program. The CHC facilities staff is responsible for posting emergency information for the Fitchburg Campus relating to CHC policies and procedures.

## Gardner Campus

In the event of a life-threatening emergency at the Gardner Campus, immediate assistance can be summoned by dialing 1111 from any College telephone or (978)630-9111 from a cell phone or outside line. The emergency line is answered by MWCC Police and Public Safety officers or the Staff Assistant to the Chief on a two-way radio system. All public emergency telephones are accessible to the disabled.

Emergency phones, two-way radio phones, and Alertus call boxes, and along with three Code Blue Emergency push button call boxes (installed June 2026) are in the following locations on the Gardner Campus:

### *Haley Academic Building*

- Outside the main entrance (Alertus call box);
- Outside the door to the loading dock (Emergency phone);
- Hallway wall next to the MWCC Campus Police and Public Safety operations office-H062 (Two-way radio);
- Cafeteria hallway (Alertus call box);
- Classroom hallways – second and third floors – each end (Two-way radio);
- Hallway wall next to stairwell 3 on 1<sup>st</sup> floor (Alertus call box);
- Fine Arts by Theater doors (Alertus call box)
- Outside the Fine Arts entrance doors leading to Parking Lot A

### *Asquino Science Center*

- End of hallways 1st, 2nd, & 3rd floors (Alertus call box);
- Outside basement entrance door (Alertus call box)

### *Student Center*

- Across from MWCC Campus Police and Public Safety administrative office (Alertus Box).

### *Green House*

- By main entrance door (Alertus call box)

### *Fitness and Wellness Center*

- Outside the rear entrance (Alertus call box);

### *Track Area*

- Near the entrance of the walking/running track adjacent to Green Street (Code Blue emergency push button call box)

### *Parking Lots*

- Parking Lot B, sidewalk next to the MART Bus Stop (Code Blue emergency push button call box)
- Parking Lot C, sidewalk near main walkway (Code Blue emergency push button call box)

## Leominster Campus

Local safety officials (police, ambulance, or fire departments) are the primary responders to the Leominster Campus. Emergency responders should be contacted FIRST by dialing “911” from any internal phone. Leominster Police dispatch can also be reached by dialing (978) 534-4383. Cell phones can be used throughout the building (if service is available). When dialing 911 from a cell phone, it is important to provide the address and nature of the emergency. MWCC Campus Police and Public Safety Officers are secondary responders and should be contacted AFTER contact is made with the local emergency responders and when safe to do so, by dialing (978) 630-9111 (emergency) or (978)630-9150 (non-emergency).

## Fitchburg Campus (at the Community Health Connections (CHC))

The local safety officials (police, fire, and ambulance) are the primary responders for emergency situations. Local emergency responders should be contacted FIRST by dialing “911” from any internal phone. Cell phones, when available, can be used to call 911. It is important to provide the location and the nature of the emergency. MWCC Campus Police and Public Safety Officers should be contacted AFTER the primary responders by dialing (978) 630-9111 (emergency) or (978) 630-9150 (non-emergency), and when safe to do so.

The policies and procedures of the Community Health Center should be followed.

*NOTE: This publication contains information about on-campus and off-campus resources. Information is made available to provide MWCC community members with specific information about “resources” that are available. It is not meant to infer that those resources are “reporting entities” for MWCC. Crimes should be reported to the local responders AND to the MWCC Campus Police and Public Safety Department to ensure inclusion in the annual security report and to aid MWCC in providing timely warning notices to the community when appropriate.*

## Protocol for Response to Campus Crime or Emergencies

Under the *Clery Act* the College is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Some examples are:

- Outbreak of meningitis, Norovirus or other serious illness;
- Approaching tornado, hurricane or other extreme weather conditions;
- Earthquake;
- Gas leak;
- Terrorist incident;
- Armed intruder;
- Bomb threat;
- Civil unrest or rioting;
- Explosion;
- Nearby chemical or hazardous waste spill.

In the event of a campus disaster, MWCC Campus Police and Public Safety Officers will coordinate with local and/or state emergency responders, as necessary, and appropriate to the situation and location of the incident.

## Protocol for Emergency Notification Policy Statement

### *Gardner Campus and Leominster Campus*

In most cases, the President of the College, or their designee will determine the content of the notifications. The following people may initiate the emergency notification system:

- President;
- Presidents' designee
- MWCC Chief of Campus Police and Public Safety or senior officer on duty.

Assistance may be provided by other members of the college, trained in the activation of the emergency notification system.

### *Fitchburg Campus (at CHC)*

When a significant emergency occurs on the Fitchburg Campus, notification and guidance will come from the designated Community Health Connections facility and/or local emergency responders. The director of the campus or their designee will gather as much information as possible and notify the MWCC Campus Police and Public Safety Department as soon as possible. The President and/or their designee will determine the need for additional notification(s), content of the notification(s), the segment of the community to be notified, and the type of notification system that will be used.

## Updates And Information Relative to Emergency Notifications

Marketing and Communications or their designee will post updates during a critical incident on the MWCC website at [www.mwcc.edu](http://www.mwcc.edu). The College will utilize local television and radio stations, to provide public updates, and to notify the neighboring community. In the event of a campus crime or emergency where human health or safety is at risk, the affected people of such crimes shall be foremost in the institution's priorities, if necessary, offered immediate medical attention. In the case of sexual assault, see the College's Sexual Misconduct, Relationship Violence, and Stalking Policy (Appendix B) and the Commonwealth of Massachusetts Board of Higher Education Massachusetts Community College Policy on Affirmative Action, Equal Opportunity, and Diversity Policy (Attachment 2) will dictate the appropriate procedures.

If an individual or group of individuals has been identified as potential victims, they will be notified. Notification will be in person, whenever possible, or by other appropriate communications available as directed by the circumstances, as quickly as they can be located. The potential victim(s) will be advised of precautionary measures to be taken and assisted in all matters relative to their safety on campus.

Once a safe environment has been achieved, the College will immediately deal with the offender through the appropriate venue including but not limited to student discipline, judicial proceedings, employee discipline, trespass notice, etc. When appropriate, the College's Affirmative Action

Officer/Title IX Coordinator will be notified and will review and respond as necessary. When an alleged suspect of a crime has been apprehended, they will be afforded their right to due process on campus according to the College's Student and/or Employee Code of Conduct (if applicable), and, if the situation merits, the MWCC Campus Police and Public Safety will file criminal charges. If the suspect remains at large, an investigation into the matter will ensue. MWCC Campus Police and Public Safety personnel will coordinate responses with local and/or state authorities as appropriate, for the campus location(s) throughout the investigation of the matter, until it has been resolved.

## Protocol For Timely Warning Notifications

The final step to the protocol is the immediate notification or timely warning. The *Clery Act* requires the College to alert the campus community to any *Clery Act* crime that occurs on *Clery Act* geography (on-campus locations) that are:

- Reported to Campus Security Authorities or local police agencies; and
- Is considered by the institution to represent a "serious or continuing threat" to students and employees.

The intent of the timely warning is to aid in the prevention of similar crimes. The College is not required to issue a timely warning for non-*Clery Act* crimes or for crimes reported to a pastoral or professional counselor.

Whether a timely warning will be issued is decided on a case-by-case basis, in light of the facts known at that time. Factors that will determine whether a timely notice should be given will include:

- The nature of the crime;
- Continuing danger to the campus community; and
- Risk of compromising law enforcement efforts in the investigation of the crime.

The decision to issue a timely warning and the content of the timely warning or other college communication as well as the segment(s) of the college community that should be notified, is ultimately determined by the President or their designee. In making the decision, the MWCC Chief of Campus Police and Public Safety or their designee and the College's President or their designee will collaboratively review the facts of the case as known at that time. The Chief and/or their designee will obtain as much information as possible from other persons and/or emergency response agencies. When a determination is made that there still exists a potential for further harm and/or similar crimes, and as such a timely warning is due, the following procedures will be taken to inform the College community.

The President, or their designee shall issue a notice to all students, staff, and faculty regarding the occurrence of the campus crime. In appropriate circumstances, the Timely Warning may be released by the MWCC Chief of Campus Police and Public Safety or their designee (generally, the senior officer on duty). The President, Chief of Campus Police and Public Safety, or designees will notify the Marketing and Communications, as appropriate, and will utilize the assistance of other trained personnel, as needed to distribute the timely warning to the community using agreed upon language and modalities. All press releases will be approved by the President, or their designee.

Depending upon the urgency of the situation, the communication will be made directly to those groups through person-to-person notification, classroom correspondence, email, or may be sent in letter format to the home addresses of students, faculty, or staff, or via any other of the listed and notification system.

Timely warning may also be posted on public bulletin boards and provided directly to at risk groups including, but not limited to, elderly programs, daycare facilities/programs, and on-campus camp programs.

MWCC may issue timely warning for non-*Clery Act* crimes on a case-by-case basis when it is determined that there may be a serious or continuing threat to the campus community.

Survivor / Victim privacy concerns and the integrity of the investigation will be taken into consideration. At all times, the identity of the survivor / victim will be withheld, and information regarding the crime will be issued in a manner that seeks to protect the survivor while allowing the rest of the community the necessary information to take precautionary measures for their safety. When there is a question on whether to notify the community of a crime, the College will err on the side of safety and notify the community to aid in crime prevention. The institution may include personally identifiable information in a timely warning in an emergency regarding a suspect, under appropriate circumstances.

## Security Awareness and Crime Prevention Programs (Including prevention of sex offenses, domestic violence/dating violence, and stalking)

The MWCC Campus Police and Public Safety Department conducts, and/or participates in various crime prevention programs throughout the year. Specific programs and initiatives may vary from year to year and may be in conjunction with other MWCC departments and/or outside agencies. The college invites all students, staff, and faculty to make recommendations for programs or initiatives that could enhance campus safety.

The College endeavors to educate its students, faculty and staff about the issue of sexual misconduct including; sexual assault as well as domestic violence and stalking. The MWCC Campus Police and Public Safety Department, Student Services and the Student Life offices feature educational programming throughout each academic year that highlight preventative measures to be taken to reduce the risk of sexual assault, relationship violence, and stalking. Additional instructional programs covering subjects in managing stress, navigating personal challenges, and developing healthy coping strategies.

### Campus Police and Public Safety Website

Information regarding campus access, parking, and safety are available to faculty, staff, students, and the public on the MWCC Campus Police and Public Safety page, <https://mwcc.edu/about/campus-police/>

## Safety Orientations, Presentations, Literature, and Campus Safety Bulletin Board

The MWCC Campus Police and Public Safety Department provides information to faculty, staff, and students throughout the year via live-in person, remote presentations, informational tables, informational posters, and handouts. Topics may include but are not limited to; emergency communication, personal safety, domestic violence, warning signs of violence, sexual violence, sexual harassment, stalking, crime reporting, and staying safe on campus. Presentations are available at any time to any group upon request by contacting the Campus Police and Public Safety Department at (978) 630-9150.

### Personal Safety Escorts

The Campus Police and Public Safety Department provides safety escorts for students and employees upon request 24 hours per day, 7 days a week on the Gardner Campus. This service is available on a limited basis on the Leominster Campus when MWCC Campus Police and Public Safety Officers are on duty.

## Security and Maintenance Measures

### Gardner Campus

MWCC will periodically examine ground-keeping practices from a security perspective and will monitor pathways and clear plant growth and debris that may materially detract from security. Indoor and outdoor lighting will be monitored, and defective or burned-out lights will be replaced as soon as possible after being reported. Issues are reported to the Facilities Department via the School Dude monitoring program or via radio or telephone in an emergency.

### Leominster Campus

MWCC Campus Police and Public Safety Officers will monitor grounds keeping, lighting, and other security concerns and will notify the landlord via phone, email, or both either directly or through the designated campus administrator to address the issue.

### Fitchburg Campus And Non-Campus Properties

MWCC Campus Police and Public Safety Department does not conduct patrols or office hours on the Fitchburg or non-campus properties. The designated Administrators or staff at these locations are responsible to notify the Facilities Department or landlord for the respective location of any issues that arise.

### **Monitoring/Recording of Crime at Non-campus Locations of Student Organizations**

MWCC does not have any non-campus locations of student organizations officially recognized by the College.

## Student Off-Campus Activities Policy

The Student Off-Campus Activities Policy has been implemented to ensure the security and safety of students involved in off-campus events. The full policy can be found <https://mwcc.edu/student-organization-policies-and-procedures/>

### College Policy & Procedures

The College, through the Department of Human Resources, issues an annual distribution of policies to employees, which include the Mandated Reporting Policy, Tobacco-Free Policy, Drug and Alcohol Policy, Workplace Violence Policy, and others. These policies are also available on the MWCC website <https://mwcc.edu/>

### Seminars and Workshops

Additionally, seminars and workshops addressing bystander intervention and sexual violence prevention are offered through the student leadership academy, through classroom discussion (upon request) and through the Human Resources Department for employees. In addition, all faculty, staff, and students have access to a catalog of online programming available through the College's contract with Vector Solutions. Those trainings are available on iConnect (for students) and the MWCC employee intranet site. Training topics include, but are not limited to, FERPA, Preventing Harassment & Discrimination, Sexual Assault Prevention (RespectEDU), Campus Security Authority (CSA) Training, Suicide Prevention, and Substance Use Education.

### Counseling Staff Educational Programs

The College provides an excellent opportunity to educate men and women about human relations, sexual education, and safety awareness. Materials and programs are designed for the MWCC campus using pre-published, pre-packed materials and/or are developed in conjunction with off campus authorities, such as, the National Safety Council, law enforcement agencies, criminal justice programs, Rape Crisis Centers, the Massachusetts Chapter of the National Safety Council, and the American College Health Association.

Education may include:

- Orientation programs;
- Staff development/employee training;
- Student and employee handbooks;
- Campus media, i.e. newsletters, newspapers, electronic bulletin boards;
- Seminars, workshops, pamphlets and posters addressing specific issues such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women, crime reporting, and domestic violence;
- Individual responsibility for crime prevention and personal safety;

## Policy Statement on Drugs and Alcohol

The Drug and Alcohol Policies established at MWCC are intended to address student or employee misuse of alcohol and other drugs on campus, thereby creating a safer campus and an

environment that nurtures students' academic and social development and employee professional development. The goal of this policy is prevention and awareness that will allow the college to establish and maintain an environment that will discourage substance use.

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the "Drug-Free Schools and Communities Act of 1989", requires that every educational institution 31 as a condition of receiving funds or any other form of financial assistance under any federal program, certify its adoption and implement programs designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. It further requires that the college submit a written certification to the Secretary of Education that it has adopted and implemented a drug prevention program as described in the regulations. Mount Wachusett Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and supportive climate in which to conduct the business and mission of the College will enforce the following policies:

1. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or illegal drugs (including marijuana / cannabis-containing products) is prohibited on any campus of MWCC or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion, or discharge and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the college shall ordinarily expel or discharge the offender absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, considerations of disability under federal and state law.
2. Mount Wachusett Community College shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include the following:
  - a. Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
  - b. Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)
  - c. Massachusetts General Laws, Chapter 90, Section 24 (Operating under the Influence, Open Containers)
  - d. Massachusetts General laws, Chapter 138, Section 34C (Minor in Possession of Alcohol)
  - e. Massachusetts General Laws, Chapter 138, Section 22 (Unlawful Transportation of Alcohol)

## Controlled Substances Act

Prescribed penalties under Massachusetts General law (M.G.L.) Chapter 94C for possession of controlled substance ranges from a civil penalty of one hundred dollars for public consumption of marijuana (or cannabis-containing products) in a public place or where smoking is prohibited, or five hundred dollars for having an open container of marijuana in a motor vehicle passenger compartment; a civil fine of one hundred dollars for possession of a Class D substance, including; marijuana (under age 21) or tetrahydrocannabinol and having cannabinoids or cannabinoid metabolites in the urine, blood, saliva, sweat, hair, fingernails, toe nails or other tissue or fluid of the human body to a mandatory minimum of 3 ½ years in State Prison for Trafficking Offenses and up to

30 years and a fine of not less than fifty thousand dollars and not more than five hundred thousand dollars. Controlled substances include the illegal possession of a Class E substance (prescription drugs other than those included in A, B, C, or D) when a valid prescription has not been authorized. Penalties vary under M.G. L. depending on the class of the controlled substance. Enhanced penalties are provided under law for possession with intent to distribute controlled substances and distributing of a controlled substance to a minor (under 18 years of age).

The civil penalties as outlined above are extended for youthful offenders under the age of (18) to include mandatory completion of a drug awareness program within one year of the offense.

1. Possession or consumption of any substance prohibited by State or Federal law is prohibited on any property owned, rented, leased, or in control of Mount Wachusett Community College or in connection with any College function, whether on or off campus. This includes marijuana and its derivatives.

**“Controlled substance”**, a drug, substance, controlled substance analogue or immediate precursor in any scheduled or class referred to in this chapter.

**“Controlled substance analogue”**, (i) a drug or substance with a chemical structure substantially similar to the chemical structure of a controlled substance in Class A, B, C, D, or E, listed in section 31 and which has a stimulant, depressant or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance in Class A, B, C, D, or E, listed in section 31; or (ii) a drug or substance with a chemical structure substantially similar to the chemical structure of a controlled substance in Class A, B, C, D, or E, listed in section 31 and with respect to a particular person, which such person represents or intends to have a stimulant, depressant or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the stimulant, depressant or hallucinogenic effect on the central nervous system of a controlled substance in Class A, B, C, D or E, listed in section 31; provided, however, that “controlled substance analogue” shall not include: (1) a controlled substance; (2) any substance for which there is an approved new drug application; (3) with respect to a particulate person, any substance for which there is an exception in effect for investigational use for that person, under section 8, to the extent conduct with respect to the substance is pursuant to such exemption; (4) or any substance not intended for human consumption before such an exemption takes effect with respect to that substance; provided however, that for the purposes of this chapter, a “controlled substance analogue” shall be treated as the Class A, B, C, D or E substance of which it is a controlled substance analogue.

#### OPERATING UNDER THE INFLUENCE/OPEN CONTAINERS:

Prescribed penalties under Chapter 90, Section 24, for operating under the influence/open containers range from a fine of not less than \$500 to imprisonment for not more than two years and

one half years and/or a fine of up to \$5000. Federal judicial guidelines also exist that suggest penalties for violation of federal criminal statutes related to drugs and alcohol.

#### MINOR IN POSSESSION OF ALCOHOL:

Prescribed penalties under Chapter 138, Section 34C, for a minor in possession of alcohol, authorizes arrest without a warrant when committed in the officers presence. Fines may range from up to \$50 for a first offense to up to \$150 for a subsequent offense and a mandatory suspension of driver's license or right to operate a motor vehicle for 90 days regardless of whether the minor was operating a vehicle at the time of the incident.

#### TRANSPORTATION OF ALCOHOL BY MINORS:

Prescribed penalties under chapter 138, Section 22, for unlawful transportation of alcohol, authorizes arrest without a warrant when committed in the officer's presence. Penalties may include not more than 6 months in the House of Correction and/or a fine of up to \$2500.00.

(1) Underage drinking is prohibited at Mount Wachusett Community College functions and on any part of the campus.

(2) It is Mount Wachusett Community College's policy that consumption of alcohol is prohibited in connection with any College function, whether on- or off-campus, without the express written permission of the President of the College or his designee.

(3) Employees working under federally funded grants are additionally subject to the Drug-Free Workplace Act of 1988. The Act creates the following obligations:

(a) Employees convicted of any criminal drug statute violation occurring in the workplace must notify the Vice President of Human Resources and Payroll/Affirmative Action Officer of Mount Wachusett Community College no later than five (5) days after such conviction. Such notification must be in writing.

(b) The College shall notify the appropriate federal agency within ten (10) days after receiving notice from the employee regarding such conviction. Such notification will be in writing.

(c) The College, within thirty (30) days of receiving notice, with respect to any employee who is convicted, will:

(i) Take appropriate disciplinary action against the employee, up to and including termination of employment, or

(ii) Require such employee to participate satisfactorily in a drug abuse resistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(4) 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.

## Health Risks Associated with the Use of Illegal Drugs and the Abuse of Alcohol

The misuse of alcohol and other drugs create problems for students or employees who engage in this behavior as well as for their peers or fellow employees who suffer a range of consequences from having their study or work interrupted to far more egregious acts. Obvious health risks include physical dependence, psychological dependence, possible overdose, and withdrawal symptoms.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Repeated use or abuse of alcohol can lead to physical and psychological dependence. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs.

Statistics show that alcohol use is involved in most of the violent behavior on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving.

## Mount Wachusett Community College Resources

For any member of the MWCC community who is experiencing substance abuse problems, Mount Wachusett Community College stands ready to offer supportive services and treatment referrals, as appropriate and available. Information concerning substance abuse and rehabilitation counseling programs are available through the following College resources:

### (1) Alcoholics Anonymous / Narcotics Anonymous

Regular Meetings are held in the North Central Massachusetts area daily. Group preferences are often based on student schedules and access to reliable transportation. The following links will direct students to the appropriate resources for these groups:

Alcoholics Anonymous (AA): <http://www.aaworcester.org/MeetingList.aspx?GRP=WAI>

Narcotics Anonymous (NA): <https://www.centralmassna.org/>

Information about these meetings may be obtained from Counseling Services (978) 630-9178, and the Dean of Students (978) 630-9139.

(2) Substance Abuse Education – Student Life Information Programs

a. Substance Abuse Education and Counseling

The Health Services and Counseling Services offices at Mount Wachusett Community College are the primary resources for individuals experiencing or affected by substance abuse issues. Information and referral services are available on a drop-in basis. Informational brochures on topics such as drug and alcohol abuse, AIDS transmission, and other sexually transmitted diseases are made available to students, so they may access information in an anonymous manner. College counselors are available by appointment at each of the campuses by contacting Student Services at (978) 630-9855 to discuss issues with students confidentially.

b. Awareness Activities

- i. The Office of Student Life, in conjunction with the MWCC Student Government Association, plans a number of alcohol and drug awareness activities. In conjunction with the National Collegiate Alcohol Awareness Week in October, activities such as educational brochures and drunk driving awareness programs are held on the Gardner Campus and are open to all students and staff. Additionally, groups such as MADD (Mothers Against Drunk Driving) and SADD (Students Against Drunk Driving) set up informational booths on campus to encourage responsible drinking.

At key times during the semester, such as during the holiday season and at graduation, awareness activities are scheduled. The focus of these activities is to raise awareness of students on responsible use of alcohol and the effects of illegal and prescription drug use and abuse. Personal responsibility and legal choice are always emphasized.

- ii. Informational tables and activities

Information regarding sexually transmitted infections (STIs) and impaired decision making due to alcohol and drug use is offered through informational tables, which include activities & literature-one time per year. Additionally information is provided once per year, prior to spring break via informational tables and literature regarding alcohol and drug use and impaired decision making.

(3) Human Services

Alcoholism is treated as part of a unit of Psychology 240, Abnormal Psychology, a course required of Human Services and Criminal Justice students. This topic is discussed in 3 classes as a category of substance use disorders as outlined in the Diagnostic and Statistical Manual (DSMIV) of the American Psychiatric Association. The following broad concepts are covered in

this unit: incidence; physical effects; progression; gender differences in addiction; and treatment. In addition, MWCC offers a certificate in Substance Abuse Counseling, and courses include both didactic and practical training on substance abuse and misuse.

(4) Mount Wachusett Community College Library

An electronic bibliography available in the MWCC Library lists books on alcohol & drug abuse.

## Distribution of the Policy

This policy is distributed annually in writing to all students and employees through the following means:

- Printed publications
  - College catalog
  - Employee Publications and Policy Manual
- Online
  - MWCC website
  - All student and employee email

## Review and Compliance

In compliance with the United States Department of Education requirement, this policy is reviewed on a biennial basis to: (1) determine its effectiveness and implement changes if they are needed and (2) to ensure that the sanctions developed are enforced consistently. The most recent biennial review was undertaken in December 2024. Copies of this review are retained in the Office of the President, the Student Services Office and the Division of Human Resources. The next review/report will be completed by December 2026.

## FERPA Parental Notification Policy

In compliance with **Family Educational Rights and Privacy Act (FERPA)** regulations, Mount Wachusett Community College, has adopted a Massachusetts Board of Higher Education recommendation that the parents or legal guardians of students under twenty-one years of age be notified when the student has violated the MWCC alcohol or drug policies. Section 952 of the 1998 Higher Education Amendments, authorizes institutions of higher education to disclose to parents and guardians of students under age twenty-one, violations of institutional policies or rules, as well as local, state, and federal laws governing the use or possession of alcohol or a controlled substance.

## Sex Offender Registration Policy Statement

The Campus Sex Crimes Prevention Act (CSCPA)(Section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for tracking of convicted, registered sex offenders enrolled at, or employed (including volunteers) at, institutions of higher education. The Act amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required

under that Act, advising the campus community information provided by a State concerning how registered sex offenders may be obtained. The CSCPA also amends the Family Educational Rights and Privacy Act (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Information concerning level 2 and level 3 offenders is available through:

- Commonwealth of Massachusetts Sex Offender Registry Board (S.O.R.B.), via mail at P.O. Box 392, North Billerica, MA 01862, or via phone at (978) 740-6400 or (800) 93 (MEGAN) (Massachusetts only);
- Local police department in the city or town where the sex offender currently resides, if known, or where the sex offender attends school;
- MWCC Campus Police and Public Safety Department, Gardner Campus, 444 Green Street, room H062, Gardner, MA 01440 or via phone (978) 630-9150.
  - The MWC Campus Police and Public Safety Department maintains a list of students, employees, and volunteers who have registered with the College as sex offenders. Registered sex offenders are required to notify the College of their status by contacting the Chief of Campus Police and Public Safety (978) 630-9211 or the VP of Student Affairs/Dean of Students or their designee (978) 630-9139. The Chief or their designee and/or the VP of Student Affairs / Dean of Students or their designee, meet with each identified level 2 or level 3 sex offender. Each case is reviewed individually to ensure compliance with the state and local registration laws/procedures. Level 2 and level 3 offender information is available upon written request through the MWCC Campus Police and Public Safety Department. Level 1 information is maintained on file and is available to law enforcement personnel only.
- Additionally, the Student Services Office conducts Criminal Offender Records Information (CORI) checks on all students prior to placement in an internship, practicum, clinical experience, or other activity where they may interact with vulnerable populations. CORI information that indicates that a student is a registered sex offender is shared with the MWCC Campus Police and Public Safety Department.

## Response to Sex Offense, Relationship Violence and Stalking Policy Statement

The Commonwealth of Massachusetts Board of Higher Education has adopted a statewide policy for Massachusetts Community Colleges on Affirmative Action, Equal Opportunity and Diversity (revised August 14, 2020 and reissued October 2nd, 2020). The entire policy is incorporated in this document. (Attachment 2). The Commonwealth's policy includes policies and procedures for response to sexual harassment and sexual violence complaints. Additionally, MWCC maintains a comprehensive Sexual Misconduct, Relationship Violence, and Stalking Policy (Appendix B). MWCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. s. 1681 et seq. ("Title IX") which prohibits discrimination on the basis of sex in education program and activities. MWCC is committed to providing an atmosphere for learning that is free of any

conduct that could be considered harassing, abusive, disorderly, discriminatory or criminal. As such, MWCC prohibits sexual misconduct (including sexual harassment and sexual assault), domestic violence, dating violence, and stalking all of which violate Federal Civil Rights law, and may be subject to criminal prosecution. MWCC is committed to fostering a community that promotes prompt reporting of sexual misconduct, domestic violence, dating violence, or stalking in any form. MWCC is committed to timely and fair resolution of complaints. Creating a safe and respectful environment is the responsibility of all members of the College community; students, staff, faculty, and guests. The policies cover sexual misconduct, sexual assault, domestic violence, dating violence and stalking as defined by Title IX and the *Clery Act* (pursuant to the Reauthorization of the Violence Against Women Act (VAWA) of 2013).

In the case of conflict between the Commonwealth Policy and the MWCC Policy, the Commonwealth Policy takes precedent. Sexual misconduct as defined by Title IX is actual or attempted:

- Sexual harassment;
- Non-consensual sexual intercourse;
- Non-consensual sexual contact; and
- Sexual exploitation

## Definitions

*NOTE: the below definition of “consent” is applicable to college policy. There is no legal definition of consent defined by statute in Massachusetts. However, lack of consent is an element of the crimes of rape and indecent assault and battery.*

### Consent:

“Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

### Sexual harassment:

Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such advances, requests or conduct is made whether explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or

- b. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work or educational environment that is hostile, offensive, intimidating, or humiliating to another may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and/or its pervasiveness:

- a. Unwelcome sexual advances – whether they involve physical touching or not;
- b. Repeated, unsolicited propositions for dates and/or sexual intercourse;
- c. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- d. Displaying sexually suggestive objects, pictures, cartoons;
- e. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- f. Verbal harassment or abuse on the basis of sex;
- g. Inquiries into another person's sexual activities, practices, or experiences;
- h. Discussion of one's own sexual activities, practices, or experience.

## Sexual violence:

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be perpetrated by employees, students, or third parties. All such acts of sexual violence are forms of sex discrimination and are prohibited by Title IX.

Sexual Violence under this policy includes, but is not limited to:

- a. Rape – Defined by the Federal Bureau of Investigation as follows: 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. NOTE: The FBI definition is used for *Clery Act* reporting. For criminal investigations relative to court action in rape is defined in Massachusetts as the oral, anal, or vaginal penetration by an inanimate object, penis, or other bodily part without consent. In Massachusetts it is illegal to have sex with someone

who is incapable of giving consent because they are: (1) intoxicated; (2) unconscious; (3) mentally incompetent; or (4) under 16 years of age.

- b. Acquaintance Rape – Rape upon someone by a person he or she knows.
- c. Sexual Assault – Actual or attempted sexual contact with another person without that person's consent. Sexual assault includes but is not limited to:
  - Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity; (excerpted from the National Incident Based Reporting System (NIBRS) User Manual January 2013).
  - Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; (NIBRS, 2013); and
  - Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent (NIBRS, 2013).
- d. Intimate Partner Violence
  - Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, "course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. For the purpose of this definition, "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling (as defined in the 2013 Violence Against Women Act Amendments to Clery for Clery reporting purposes).
  - Additional Massachusetts General Laws (MGL's) are referenced for criminal prosecution. Stalking is defined in Massachusetts as whoever (a) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (b) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking.
  - Dating Violence – Violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) 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 (as defined by the 2013 VAWA Amendments to Clery for Clery reporting purposes, however, for criminal prosecution the two areas may intersect; see "Domestic Violence, MGL's below).

- Domestic Violence – A felony or misdemeanor crime of violence including, but not limited to, attempting to cause or causing physical harm; placing another in fear of imminent serious physical harm; or causing another to engage involuntarily in sexual relations by force, threat or duress, which is committed by (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) 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 (as defined by the 2013 VAWA Amendment to Clery for Clery reporting purposes).
  - Massachusetts General Laws, Chapter 209A, Section 1 definition relative to domestic violence and dating violence: Occurrence of one or more of the following abusive acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat, or duress. “Family or household members” include persons who: (a) are or were married to one another; (b) are or were residing together in the same household; (c) are or were related by blood or marriage; (d) having a child in common regardless of whether they have ever married or lived together; or (e) are or have been in a substantive dating or engagement relationship. Which shall be adjudged by a court upon considering the following factors: (1) the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship. NOTE: Crimes of domestic violence and dating violence under MGL’s may be charged under various chapters and sections dependent upon the elements of the case. The definition provided under Chapter 209A, Section 1, above, provides the elements considered in determining if the crime is one of the domestic violence or dating violence under state law.

## Title IX Coordinator:

A College employee assigned the responsibility for maintaining the College’s compliance with Title IX. The Title IX Coordinator is responsible for administering the Commonwealth Policy relative to complaints of sex discrimination, sexual harassment, or sexual violence. The Title IX Coordinator may also serve as the College’s Affirmative Action Officer (AAO). If these positions are held by different individuals, the AAO and the Title IX Coordinator may collaborate on the enforcement of any aspect of the Commonwealth Policy. The Title IX Coordinator should not have other job responsibilities that may create a conflict of interest. For example, serving as the Title IX Coordinator and a disciplinary hearing board member or general counsel may create a conflict of interest. There may also be a Deputy Title IX Coordinator designated to assist the Title IX Coordinator in the performance of their duties. The MWCC Title IX Coordinator is Peter Sennett and he can be contacted at (978) 630-9160 or via email [psennett@mwcc.mass.edu](mailto:psennett@mwcc.mass.edu).

## Victim:

A person who reports being subject to an alleged act of sexual violence. The Crime Awareness and Campus Security Act of 1990, Section 485(f) (1) (F) of 20 U.S.C. 1092 (a) (1) (Public Law 1010-542) required that the College collect information with respect to sexual assault on a campus and, beginning in September 1993, include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that, as part of the annual security report, the college shall include, develop and distribute a statement of policy regarding the college's sexual assault prevention programs and the procedures to be followed in the event that a sex offense has occurred. The *Clery Act* and Title IX procedures and subsequent amendments further outline necessary elements to be included in the report and policy.

## Reporting Procedures

The procedures outlined below and further enumerated in the Campus Sexual Assault Policy (Appendix B) focus primarily on the roles of:

- MWCC Campus Police and Public Safety in addressing incidents of sexual assault, domestic violence, dating violence, and stalking;
- Faculty, staff and students making reports;
- The Designated College Official's involvement in these procedures;
- The Title IX Coordinator's role in policy and enforcement

## Reporting Sexual Assault, Domestic Violence, Dating Violence or Stalking

### What to do:

If you are the survivor(victim) of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking at this institution, your first priority should be to get to a place of safety and to obtain necessary medical treatment.

### When to report:

The MWCC Campus Police and Public Safety Department (MWCCPD) strongly advocates, that a survivor (victim) of sexual assault, domestic violence, dating violence, stalking or other violent crime report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

### Who to make a report to:

#### **MWCC Police, State Police, or Local Police**

A sexual assault, domestic violence, dating violence, stalking complaint or other report of crime should be reported directly to an MWCC Campus Police or Public Safety Officer, state or local law enforcement department in the jurisdiction of the campus. Filing a police report regarding a sexual assault with a police officer will not obligate the survivor to prosecute, nor will it subject the survivor to scrutiny or judgmental opinions from officers. In the case of a report of domestic violence or dating violence or stalking (if such case also involves domestic violence or dating violence), and if the perpetrator is identified and probable cause exists, will require the police officer to take legal action, including arrest/warrant application: taking into account first and foremost, the safety of the survivor.

### **Dean of Students and Title IX Coordinator**

Reporting parties are encouraged to contact the Vice President of Student Affairs/Dean of Students at (978) 630-9139 and the Title IX Coordinator (the Vice President of Human Resources and Affirmative Action) at (978) 630-9160 or the Deputy Title IX Coordinator at (978) 630-9487 for ongoing support and assistance.

### **The Choice to Prosecute:**

The decision whether to prosecute does not negate the responsibility of the College to take disciplinary action if the suspect is associated with the College. The College is also responsible for counting the statistics. The College may also have an obligation to issue a timely notice for the safety of others in the college community. The survivor's identity will be withheld to the extent permissible by law. Despite the survivor's desire not to prosecute, the College may also have an obligation to investigate to the extent possible in consideration of the details known and may have an obligation to act against the perpetrator for the safety of the college community.

### **Filling a report will:**

- Ensure that a survivor of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking receives the necessary medical treatment and tests, at no expense to the survivor (victim);
- Provide the opportunity for collection of evidence helpful in the prosecution, which cannot be obtained later (ideally the survivor of a sexual assault (or other applicable crime) should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam;
- Ensure the survivor has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention and/or domestic/dating violence intervention.
- Assist in obtaining an order of protection against the perpetrator.

### **MWCC Campus Police and Public Safety Department Response**

When a sexual assault is reported to or discovered by MWCC Campus Police and Public Safety the initial reporting officer will:

- Obtain necessary information to decide on the need for emergency response procedures and to take necessary action for the safety of the survivor and the college community as a whole;
- Encourage the survivor to seek immediate medical attention and assist the survivor with obtaining access to medical treatment
- Arrange for notification to the MWCC Chief of Campus Police and Public Safety, or their designee. The MWCCPD certified sexual assault investigator will be assigned to conduct a thorough investigation through the Chief or their designee. The Chief or their designee will notify the Vice President of Student Affairs/Dean of Students. The Dean will arrange for appropriate support services for the survivor.
- Offer to assist the survivor to contact the Pathways for Change (Sexual Violence Support) hotline;
- Secure evidence;

- Provide the survivor with a copy of the Survivor Information Sheet (Attachment 1) which contains a contact list for emergency services and general information regarding the process; In the case of an off-campus crime, the MWCC Campus Police Officer will assist the survivor in making a report to the proper agency and will remain informed. In most cases a joint investigation will be conducted;
- Enter the crime statistic in the daily crime log (see also Daily Crime Log in this document)
- *Assist the survivor with reporting to an alternate police department, if they request:*

The MWCC PD will aid the survivor in notifying the appropriate authorities if the individual requests their assistance. The MWCC PD will notify the Massachusetts State Police Detective Unit and/or the appropriate local police detective unit in the jurisdiction of the assault as appropriate to the investigation. The MWCC PD will work collaboratively with the State and/or local police to conduct the investigation in a fair and timely manner. Additionally, the MWCC PD will contact the Dean of Students or their designee regarding counseling options. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College conduct system, or only the latter. A College representative from the MWCC PD or from the College counseling services will guide the survivor through the available options and support the survivor in their decision. Various counseling options are available through the student services, employee assistance, and counseling services. Counseling and support services outside the college system can be obtained through the Pathways for Change (Sexual Violence Support), Domestic Violence Hotline, and Victim Advocacy Program of the District Attorney's office. All efforts will be made to maintain the confidentiality and privacy of the victim.

According to Massachusetts General Laws, Ch. 209-A, the survivor of abuse has the right to appear at the Superior, Probate and Family or District court of your appropriate jurisdiction where they reside. A survivor can file a complaint requesting any of the following applicable orders:

- An order restraining an attacker from abusing you;
- An order directing an attacker to leave the household, building or workplace of the survivor;
- An order directing an attacker to pay support for the survivor or any minor child in the survivor's custody if the attacker has a legal obligation to support these parties;
- An order directing the attackers to pay the survivor for losses suffered as a result of abuse, including medical and moving expenses, loss of earning or support, costs for restoring utilities and replacing locks, reasonable attorney's fees and other out-of-pocket losses for injuries and property damages sustained.

For an emergency on weekends, holidays or weeknights, MWCC or local police will refer you to a justice of the Superior, Probate and Family, or District court departments. The police department where you reside will file the order and contact the judge on call regardless of where the incident took place. You can contact SafeLink (Statewide 24 hour domestic violence hotline) anytime at 877-785-2020.

## Disciplinary Sanctions and Procedures

College disciplinary sanctions are detailed in the Student Handbook and College Catalog and are published annually on-line. All allegations of sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking will be investigated. Consistent with

Massachusetts General Law and the Commonwealth Policy on Affirmative Action, Equal Opportunity, and Diversity (Section L, I (b) (c)) the complaint procedure will be conducted as confidentially as possible and the college will investigate and respond to anonymous complaints to the extent possible. The disciplinary and law enforcement investigations are interrelated, and may occur simultaneously, and may involve the sharing of information and resources. However, both investigations involve separate procedures and standards of proof, and one process does not depend on the other process and may continue separately. Both the accuser and the accused will have equal opportunity to appeal disciplinary sanctions under due process.

Investigations will be conducted by officials who receive training on the issues related to domestic violence, dating violence, sexual assault, stalking, and investigatory and hearing process that protects the safety of victims and promotes accountability.

As a public institution, the College must provide due process to students accused of sexual misconduct, domestic violence, dating violence, and stalking while also ensuring the complainants' protections under Title IX. The disciplinary hearing shall take place as soon as possible after the filing of the initial report taking into consideration the need to conduct a timely investigation. Proceedings will provide prompt, fair, and impartial investigation and resolution.

A survivor cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

- The accuser and the accused have the same right and opportunity to have others present (in support and advisory roles) during a campus disciplinary hearing;
- Notification of the results to both the accuser and the accused will be made in writing in the same manner and in the same time frame. This notification does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). The outcome of a disciplinary proceeding means only the College's determination with respect to the alleged offense and any sanction that is imposed against the accused.
- In the case that an alleged survivor/accuser dies because of a crime, the alleged accuser's next of kin will be notified of the results of any disciplinary proceedings.

A student, or employee, or other community member, found responsible for violation of Massachusetts General Laws could be criminally prosecuted in the courts of the Commonwealth of Massachusetts. Internal sanctions could include suspension, probation, expulsion, dismissal, and other options that look to mitigate the situation and return the victim to pre-offending conditions. Survivors (victim) have the option to change their academic schedules, work schedule and transportation options (if applicable) after an alleged sexual assault or sexual misconduct violation, if such changes are reasonably available.

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.

## Statistics

### Procedures for Preparing Crime Statistics

Crime statistics are gathered through the Mount Wachusett Community College Office of the Chief of Police and Public Safety by the Chief of Police or their designee. In compiling statistics, the Chief or their designee requests information regarding all crimes listed in the *Clery Act* from local and state police departments as well as other police departments of jurisdictions as applicable. Currently statistics are requested from, the Massachusetts State Police relative to all campuses and non-campus properties, Gardner Police, Fitchburg Police, and Leominster Police, relative to campus and non-campus properties within their jurisdiction, and the Department of Human Resources and the Vice President of Student Affairs/Dean of Students for disciplinary statistics. Additionally, anonymous statistical information is requested from the college counseling staff and designated Campus Security Authorities (CSA's). All other crime statistics are gathered from the MWCC Campus Police and Public Safety Department records, which includes a review of the MWCC Campus Police and Public Safety Department reports and files and the daily crime log. The Chief or their designee reviews entries and reports to determine applicability for *Clery Act* statistical reporting.

### Anonymous Reports and Good Faith Reporting:

The MWCC Campus Police and Public Safety Department, or other appropriate college investigators (i.e. the Title IX Coordinator), will make a good faith effort to investigate all crimes reported to the extent possible. At times, information may be limited. For example, a survivor may opt not to make a formal report, or the reporting party may wish to remain anonymous. The MWCC Campus Police and Public Safety Department will include all crime statistics that were reported to the Department in good faith, including anonymous reports that were not otherwise determined to be unfounded. Anonymous reports included in the statistics will have a caveat noting it as anonymous. This information will be included to provide additional safety information for students, faculty, and staff and will be designated to differentiate between actual reports of campus crime. Reports of crimes that are deemed to be "unfounded" by law enforcement after a thorough investigation and which fails to substantiate a good faith belief that a crime occurred are reported under a separate heading. Pastoral and professional counselors are encouraged to inform persons that they are counseling on the procedures of crime reporting on a voluntary, confidential basis for inclusion in the annual report. Faculty, staff, and students who have witnessed or been a victim of a campus crime are encouraged to report, on a voluntary, confidential basis, any crime that has occurred following the procedures outlined in this report. Mount Wachusett Community College encourages all members of the college community to assist in the process of gathering information on campus crime.

## Reportable Offenses and Definitions Pursuant to Clery and the Violence Against Women Act

Under the *Clery Act*, Hate Crime, arrest and disciplinary referral statistics are based on definitions provided by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Program including; the definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations. The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Guidelines. NOTE: Although the law requires institutions to use the UCR Program definitions, the *Clery Act* reporting of crimes does not have to meet all the other UCR Program standards. Reporting of Domestic Violence, Dating Violence, and Stalking under the *Clery Act* requires the use of the definitions provided by the Violence Against Women Act of 1994 (VAWA) as further published in the *Clery Act* regulations and reauthorized in 2013.

### **The following are offenses that need to be reported as “Clery Act crimes” under UCR/NIBRS:**

1. Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
2. Manslaughter by Negligence (previously known as Negligent Manslaughter): The killing of another person through gross negligence.
3. Sexual Assault (Sex Offenses): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes attempted Sexual Assault. *NOTE: The Massachusetts General Laws do not have a specific definition of consent. However, lack of consent is an element of the crime of rape and indecent assault and battery (fondling). Sexual Misconduct Policies define consent as it relates to investigations of misconduct policy violations. Relative to Clery statistical reporting, no determination as to whether that element has been met is required. The evidence needed for criminal prosecution may vary from the need to report the statistics.*
  - 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. This offense includes the rape of both males and females.
  - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
  - Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. The age of consent in Massachusetts is 16 years old.
4. Robbery: Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear.
5. Aggravated Assault: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
6. Burglary: Unlawful entry of a structure to commit a felony or theft.

7. Motor Vehicle Theft: Theft or attempted theft of a motor vehicle, including “joyriding” (taking a person without lawful authority).
8. Arson: Willful or malicious burning/attempt to burn with or without intent to defraud a dwelling, house, public building, motor vehicle or aircraft, or personal property of another, etc. All the evidence for any fire not known to be accidental (such as a cooking fire) must be considered by the institutional official designated to make such determinations. The designated official is the Chief of Police and Public Safety or their designated Campus Police Officer(s).

### Reportable Hate Crimes pursuant to the “Clery Act” under UCR:

1. Hate Crime: Bias Crime – Any of the aforementioned offenses (#1 through #8), and additionally Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of property that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. For *Clery Act* purposes the following eight categories are reported:
  - a. Categories of bias
    - Race – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g. color of skin, eyes and/or hair, facial features etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g. Asians, blacks or African Americans, whites.
    - Gender – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g. male or female
    - Gender Identity – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals.
    - Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious belief regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Jews, Protestants, atheists.
    - Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
    - Ethnicity – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
    - National Origin – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
    - Disability – A preformed negative opinion or attitude towards a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

In addition to the previously defined offenses, the following offenses are included in your *Clery Act* statistics only if they are Hate Crimes:

1. Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another (Larceny and theft mean the same thing

in the UCR). Constructive possession is the condition in which a person does not have physical custody or possession but can exercise dominion or control over a thing.

2. Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. Intimidation is to unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
4. Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**The following are offenses that need to be reported under the *Violence Against Women Act (VAWA)*: The below definitions are used for statistical *Clery Act* reporting purposes:**

1. **Dating Violence:** Violence committed by a person; (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
2. **Domestic Violence:** Felony or misdemeanor crime of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner; (d) 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; (e) 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.
3. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to; (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.
  - **Course of Conduct** means two or more acts including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
  - **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

**The following are additional statistics that need to be reported under the “Clery Act”:**

- Campus arrests & disciplinary referrals for violations of liquor, drugs, and weapons laws.
  - Only report violations of laws, not college policies.
  - Incidents that do not result in an arrest/summons and/or a referral to the college’s disciplinary system are not reportable for the purposes of the *Clery Act*.

## Statistics 2023, 2024, and 2025

### Hate Crimes

- **Gardner Campus:** 1 hate crime was reported in 2023. No hate crimes were reported to campus authorities in the calendar years 2024, or 2025 for all categories on campus or on adjacent public property.
- **Leominster Campus:** no hate crimes were reported to campus authorities in the calendar years 2023, 2024, or 2025 for all categories on campus or on adjacent public property.
- **Fitchburg Campus:** no hate crimes were reported to campus authorities in the calendar years 2023, 2024 or 2025 for all categories on campus or on adjacent public property.
- **Non-Campus Properties:** no hate crimes were reported to campus authorities in the calendar years 2023, 2024, or 2025 for all categories on non-campus property.

### Unfounded Crimes (reporting effective with 2014 report)

The *Clery Act* requires the reporting of unfounded *Clery Act* crimes that are within the *Clery Act* reporting geography. Unfounded crimes are those crimes that occurred on-campus, in on-campus student housing facilities, or on/in non-campus property or buildings, and on public property adjacent to campus and which were subsequently withheld from the statistics.

Only sworn or commissioned officers can “unfound” an incident after a full investigation and a formal determination that the report was “false or baseless.” A non-sworn officer may initiate an investigation and participate in the investigation of a crime, however, all reports and investigations are reviewed and monitored by sworn/commissioned ranking officers who will jointly determine final disposition on all incidents. Crimes of a serious nature are assigned to sworn officers and when necessary to specially trained officers (such as in the case of a sexual assault).

The below stats reflect the number of unfounded *Clery Act* crimes for each of the MWCC Campuses. There were no reported unfounded *Clery Act* crime on adjacent public or non-campus property.

- 2023
  - Gardner Campus – 0
  - Leominster Campus – 0
  - Fitchburg Campus – 0
  - Devens Campus – 0
  - Non-campus properties – 0
- 2024
  - Gardner Campus – 0
  - Leominster Campus – 0

- Fitchburg Campus – 0
  - Devens Campus – 0
  - Non-campus properties – 0
- 2025
  - Gardner Campus – 0
  - Leominster Campus – 0
  - Fitchburg Campus – 0
  - Devens Campus – 0
  - Non-campus properties – 0

## MOUNT WACHUSETT COMMUNITY COLLEGE

## GARDNER CAMPUS

**CRIME STATISTICS: CLERY 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 criminal incidents reported to the various authorities. 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. There are no non-campus properties associated with the Gardner campus resulting in no applicable statistics. This report complies with 20 US Code Section 1092(f). \*The College is not a residential institution.

| Offenses                          | 2023      |                 |            | 2024      |                 |            | 2025      |                 |            |
|-----------------------------------|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|
|                                   | On Campus | Public Property | Non Campus | On Campus | Public Property | Non Campus | On Campus | Public Property | Non Campus |
| Murder/Non-negligent Manslaughter | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Negligent Manslaughter            | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses-Forcible             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Rape                              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Fondling                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses Nonforcible          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Incest                            | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Statutory Rape                    | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Robbery                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Aggravated Assault                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Burglary                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Motor Vehicle Theft               | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Arson                             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| VAWA OFFENSES                     |           |                 |            |           |                 |            |           |                 |            |
| Domestic Violence                 | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Dating Violence                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Stalking                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| ARRESTS                           |           |                 |            |           |                 |            |           |                 |            |
| Weapon Law Violation              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Drug Law Violation                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Alcohol Law Violation             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| REFERRALS                         |           |                 |            |           |                 |            |           |                 |            |
| Weapon Law Violation              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Drug Law Violation                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Alcohol Law Violation             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| HATE CRIMES                       |           |                 |            |           |                 |            |           |                 |            |
| Murder/Non-negligent Manslaughter | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Negligent Manslaughter            | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses-Forcible             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Rape                              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Fondling                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses Nonforcible          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Rape                              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Fondling                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Incest                            | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Statutory Rape                    | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Robbery                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Aggravated Assault                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Burglary                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Motor Vehicle Theft               | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Arson                             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Larceny                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Simple Assault                    | 0         | 1-Gi/S          | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Intimidation                      | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Vandalism                         | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

## MOUNT WACHUSETT COMMUNITY COLLEGE

## LEOMINSTER CAMPUS

**CRIME STATISTICS: CLERY 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 criminal incidents reported to the various authorities. 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. There are no non-campus properties associated with the Leominster campus resulting in no applicable statistics. This report complies with 20 US Code Section 1092(f). \*The College is not a residential institution.

| Offenses                          | 2023      |                 |            | 2024      |                 |            | 2025      |                 |            |
|-----------------------------------|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|
|                                   | On Campus | Public Property | Non Campus | On Campus | Public Property | Non Campus | On Campus | Public Property | Non Campus |
| Murder/Non-negligent Manslaughter | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Negligent Manslaughter            | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses-Forcible             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Rape</i>                       | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Fondling</i>                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses Nonforcible          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Incest</i>                     | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Statutory Rape</i>             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Robbery                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Aggravated Assault                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Burglary                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Motor Vehicle Theft               | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Arson                             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| VAWA OFFENSES                     |           |                 |            |           |                 |            |           |                 |            |
| Domestic Violence                 | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Dating Violence                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Stalking                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| ARRESTS                           |           |                 |            |           |                 |            |           |                 |            |
| Weapon Law Violation              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Drug Law Violation                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Alcohol Law Violation             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| REFERRALS                         |           |                 |            |           |                 |            |           |                 |            |
| Weapon Law Violation              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Drug Law Violation                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Alcohol Law Violation             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| HATE CRIMES                       |           |                 |            |           |                 |            |           |                 |            |
| Murder/Non-negligent Manslaughter | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Negligent Manslaughter            | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses-Forcible             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Rape</i>                       | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Fondling</i>                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses Nonforcible          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Rape</i>                       | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Fondling</i>                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Incest</i>                     | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Statutory Rape</i>             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Robbery                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Aggravated Assault                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Burglary                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Motor Vehicle Theft               | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Arson                             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Larceny                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Simple Assault                    | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Intimidation                      | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Vandalism                         | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

## MOUNT WACHUSETT COMMUNITY COLLEGE

## FITCHBURG CAMPUS/DENTAL EDUCATION

**CRIME STATISTICS: CLERY 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 criminal incidents reported to the various authorities. 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. There are no non-campus properties associated with the Fitchburg/Dental campus resulting in no applicable statistics. This report complies with 20 US Code Section 1092(f). \*The College is not a residential institution.

| Offenses                          | 2023      |                 |            | 2024      |                 |            | 2025      |                 |            |
|-----------------------------------|-----------|-----------------|------------|-----------|-----------------|------------|-----------|-----------------|------------|
|                                   | On Campus | Public Property | Non Campus | On Campus | Public Property | Non Campus | On Campus | Public Property | Non Campus |
| Murder/Non-negligent Manslaughter | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Negligent Manslaughter            | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses-Forcible             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Rape</i>                       | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Fondling</i>                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses Nonforcible          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Incest</i>                     | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Statutory Rape</i>             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Robbery                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Aggravated Assault                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Burglary                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Motor Vehicle Theft               | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Arson                             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <b>VAWA OFFENSES</b>              |           |                 |            |           |                 |            |           |                 |            |
| Domestic Violence                 | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Dating Violence                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Stalking                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <b>ARRESTS</b>                    |           |                 |            |           |                 |            |           |                 |            |
| Weapon Law Violation              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Drug Law Violation                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Alcohol Law Violation             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <b>REFERRALS</b>                  |           |                 |            |           |                 |            |           |                 |            |
| Weapon Law Violation              | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Drug Law Violation                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Alcohol Law Violation             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <b>HATE CRIMES</b>                |           |                 |            |           |                 |            |           |                 |            |
| Murder/Non-negligent Manslaughter | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Negligent Manslaughter            | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses-Forcible             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Rape</i>                       | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Fondling</i>                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Sex Offenses Nonforcible          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Rape</i>                       | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Fondling</i>                   | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Incest</i>                     | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| <i>Statutory Rape</i>             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Robbery                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Aggravated Assault                | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Burglary                          | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Motor Vehicle Theft               | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Arson                             | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Larceny                           | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Simple Assault                    | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Intimidation                      | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |
| Vandalism                         | 0         | 0               | 0          | 0         | 0               | 0          | 0         | 0               | 0          |

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

# Conclusion

## Availability and Distribution of Report

The material printed in this report is reviewed, updated, and issues annually by October 1st in compliance with the *Clery Act*.

Printed copies are available upon request at the following locations:

### GARDNER CAMPUS

- Student Services Office, room H128, Haley Academic Building
- MWCC Campus Police and Public Safety Office, room H132, Haley Academic Building
- Human Resources and Affirmative Action Department, room H102, Haley Academic Building
- Admissions office, room H172, Haley Academic Building

### LEOMINSTER CAMPUS

- MWCC Police and Public Safety Department room L203

### FITCHBURG CAMPUS

- Dental Education Program reception desk/administrative office, 2nd floor (CHC building)

### MAIL/EMAIL/PHONE INQUIRES

- Mail: MWCC, 444 Green Street, Gardner, MA 01440 Attn: Chief of Campus Police and Public Safety
- Phone: Chief of Police and Public Safety at (978) 630-9211
- Email: m\_croteau@mwcc.mass.edu
- Mail: MWCC, 444 Green Street, Gardner, MA 01440 Attn: Staff Assistant of Campus Police and Public Safety
- Phone: Staff Assistant (978) 630-9142

### U.S. DEPARTMENT OF EDUCATION

- The Office of Post-Secondary Education Campus Safety and Security Website posts the crime statistics for all reporting colleges. Statistics can be viewed on their website <http://ope.ed.gov/security>

# APPENDIX A

## Hazing Prevention Programs, Policy, and Strategies Statement

MWCC employs research-informed prevention and awareness programs, strategies and resources related to hazing. The **MWCC Hazing Prevention Programs and Strategies Statement** builds upon the MWCC Hazing Policy Statement to include prevention and awareness programs relating to hazing, including a description of prevention programs, which are detailed below.

### **Student Notifications**

As part of MWCC's hazing notifications, which are required under Massachusetts law (M.G.L. ch. 269, §§17 to 19), all registered students receive email notifications on a semester-by-semester basis. These notifications include information about the Stop Campus Hazing Act, "Hazing" statistics as documented in the Annual Security Report for the Jeanne Clery Campus Safety Act and links to Hazing Policy Statements, Massachusetts Hazing Law, the Campus Hazing Transparency Report and the Annual Security Report for the Jeanne Clery Campus Safety Act.

### **Student Training**

MWCC includes hazing awareness workshops as part of its annual student club and organization training curriculum. This training includes all MWCC advisors. This training defines what hazing is, provides examples of types of hazing and hazing behaviors, and communicates how to report those concerns within the institution.

MWCC partners with Vector Solutions to provide a *Hazing Awareness & Prevention* and *Alcohol & Other Drugs* online training courses to all registered students.

#### *Hazing Awareness & Prevention Course*

Vector Solutions described hazing as "*a dangerous ritual taking place at institutions and organizations across the country. While certain activities that groups and clubs use to initiate members may seem innocuous, oftentimes these behaviors can escalate, creating harassing and sometimes violent and deadly criminal acts.*"

The Hazing Awareness & Prevention course provides students a better understanding about hazing so that they can identify when it's happening and possibly prevent incidents in the future. The course also connects students to resources and information as follows:

- Information on how to report an alleged incident of hazing with a link to a reporting form
- Information and links to Hazing Policy Statements, Massachusetts Hazing Law, Campus Hazing Transparency Report and Annual Security Report for the Jeanne Clery Campus Safety Act.

### **Student Organizations**

On an annual basis, student organizations, as defined by the Stop Campus Hazing Act, are provided information about the Stop Campus Hazing Act, "Hazing" statistics as documented in the Annual Security Report and links to Hazing Policy Statements, Massachusetts Hazing Law, the Campus Hazing Transparency Report and the Annual Security Report for the Jeanne Clery Campus Safety Act.

## **Employees**

Campus Security Authorities (“CSA”) and other stakeholders are regularly trained on the Act’s definitions of “Hazing” and “Student Organizations”, the need to report “Hazing” and the mechanism available for reporting ([MWCC’s Incident Reporting Form](#)).

A college committee regularly reviews incidents reported to CSAs or Campus Police to determine if they meet the requirements of “Hazing” for inclusion in the Annual Security Report.

MWCC will expand its training offerings by providing the *Hazing Awareness & Prevention Course* to CSAs and other stakeholders.

## **Hazing Policy**

The following policy is published in our College Catalog and Student Handbook. Students are sent reminders of the policy at the start of each academic semester.

### **Hazing**

An Act Prohibiting the Practice of Hazing was enacted by the MA Senate and House of Representatives in General Court in 1985. Chapter 269 of the General Laws was amended by adding the following three sections:

#### **Section 17. Hazing; Organizing or Participating; Hazing Defined**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any such student or other person, or that subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### **Section 18. Failure to Report Hazing**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than \$1,000.

#### **Section 19. Copy Of Sections 17-19; Issuance to Students and Student Groups, Teams and Organization Reports**

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such

institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

The recently-enacted Stop Campus Hazing Act ("the Act"), adds new requirements to the Jeanne Clery Campus Safety Act ("Clery") for reporting hazing statistics and for publishing hazing policies and a summary of hazing violations (attached). Institutions must comply with these new federal requirements in addition to current Massachusetts law (M.G.L. ch. 269, §§17 to 19) which requires an annual notice about hazing and a disciplinary process addressing hazing.

#### Campus Hazing Transparency Report

The Act requires a new Campus Hazing Transparency Report ("CHTR") which summarizes hazing violations committed by recognized student organizations. Unlike the ASR, the CHTR likely includes hazing violations found to have occurred beyond an institution's Clery geography. Similar to the policy statements, the institution's definition of hazing applies to violations reported in the CHTR. For each violation, the summary must include: the name of the student organization; a general description of the violation, including whether it involved the abuse or illegal use of alcohol or drugs; the institution's

findings; sanctions issued, and; relevant dates related to the conduct (ex. date occurred) and the investigation (ex. date reported, date investigation began, dates of investigation notices, date of determination). The CHTR can include additional information deemed necessary by the institution, but may not include any personally identifiable information in accordance with federal student privacy protections under the Family Educational Rights and Privacy Act ("FEPR").

Beginning July 1, 2025, institutions must be prepared to publish the CHTR if, and when, hazing violations by recognized student organizations are found to have occurred. Further, the CHTR must be updated at least twice a year to include any new violations that have occurred since the prior update. Each update to the CHTR must be maintained for a period of five years. The CHTR must be published in a prominent location on an institution's website and include references to "Hazing" statistics as included in the ASR and the institution's hazing policy statements.

### **Hazing Transparency Report**

From July 1, 2025 through December 31, 2025, the College received and/or investigated zero (0) reports of alleged or actual hazing as defined by MA State Law and/or MWCC's campus policy.

# APPENDIX B

## Campus Sexual Assault Policy

### 1. Campus Sexual Misconduct, Relationship Violence, and Stalking Policy

Mount Wachusett Community College is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, disorderly, discriminatory or criminal. Sexual misconduct (including various categories of sexual assault), domestic violence, dating violence, and stalking violate Federal Civil Rights law and may be subject to college disciplinary sanctions and/or criminal prosecution. MWCC is committed to fostering a community that promotes prompt reporting of sexual misconduct, domestic violence, dating violence, and stalking in any form and the timely and fair resolution of complaints.

Sexual Misconduct as defined by Title IX is the actual or attempted:

1. Sexual harassment
2. Non-consensual sexual intercourse
3. Non-consensual sexual contact
4. Sexual exploitation

All complaints/violations are subject to the Commonwealth's Policy on Affirmative Action, Equal Opportunity, and Diversity for Massachusetts Community Colleges as amended and reissued August 14, 2020, and reissued October 2nd, 2020. The Campus Sexual Assault Policy supplements the Commonwealth's policy relative to MWCC specific information and as required to be published pursuant to the Crime Awareness and Campus Security Act of 1990 (*Clery Act*). It should be referenced in tandem with the Commonwealth's policy. In the event of conflict between the MWCC policy and the Commonwealth's policy, the Commonwealth's policy shall be controlling.

Sexual assault includes forcible and non-forcible offenses as classified under the Uniform Crime Reporting (UCR) system of the Federal Bureau of Investigation pursuant to the *Clery Act*; including acquaintance rape.

As a recipient of Federal funds, MWCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. s. 1681 et seq. (Title IX), which prohibits discrimination on the basis of sex in education programs and activities. Sexual misconduct is defined as a form of sexual discrimination prohibited by Title IX.

Creating a safe and respectful environment is the responsibility of all members of the MWCC community: students, faculty, staff, and guests. In order to assure that the college meets its obligation to all members of the college community, the college maintains procedures and programs for coordinated response to reports of sexual misconduct, domestic violence, dating violence, and stalking. Copies of these procedures are available in the Department of Human Resources and Affirmative Action and online via iConnect <https://iconnect.mwcc.edu/web/mycampus/home> (see "Department & Offices/ Human Resources / Policies).

Reports of sexual misconduct (including, but not limited to; sexual and gender harassment, sexual violence, sexual assault, sexual exploitation, and sexual discrimination), domestic violence, dating violence and stalking are reported to the Title IX Coordinator (Commonwealth's Policy p.19). A Title IX investigation will be initiated pursuant to the Commonwealth's policy in appropriate circumstances whether or not the issue is the subject of a criminal investigation as determined by the Title IX investigator or their designee. The Title IX investigation is separate from any criminal investigation but may run simultaneously. A dual investigation may ensue. An ongoing criminal investigation, however, may not delay the investigation under Title IX. The standard of proof used for Title IX investigations is the preponderance of the evidence standard. The standard of proof used for criminal (police) investigations is the probable cause standard. As such, the disposition of a case may be different under each investigation. Information regarding Title IX grievance procedures can be found in the Commonwealth of Massachusetts, Board of Higher Education, Massachusetts Community College Policy on Affirmative Action or online via iConnect at the link:

<https://mwcc.edu/wp-content/uploads/2020/12/Affirmative-Action-Equal-Opportunity-and-Diversity-Policy-2020.pdf>

Reporting requirements and policies include incidents which occur during approved school sponsored events(on or off campus) and incidents that occur while travel using school sponsored transportation.

i. **Policy**

Sexual assault is a criminal offense. Sexual assault in any form, including acquaintance rape, will not be tolerated. Sexual assault, as defined in the Federal Bureau of Investigation's Uniform Crime Reporting System and as cited in the *Clery Act* includes forcible and non-forcible offenses. The aiding or assisting in the commission of an act of violence is prohibited and may constitute a criminal offense subject to criminal prosecution.

ii. **Criminal Offense Procedures and Student Code of Conduct Policy**

When an allegation of sexual assault, domestic violence, dating violence or stalking is made, the college will inform the alleged survivor as to his or her rights to pursue criminal prosecution under the Massachusetts criminal statutes. Sexual assault, domestic violence, dating violence, and stalking violations may include, in addition to criminal charges, disciplinary sanctions. Cases involving students, staff, and/or faculty will also be referred to the Title IX Coordinator, and cases involving students will additionally be referred to the Dean of Students. Disciplinary sanctions and the Student Code of Conduct policy are published separately in the MWCC handbook and the online catalog. Possible sanctions include: verbal or written warnings, restrictions/loss of privileges, community educational service, restitution, probation, suspension and/or expulsion or any combination of the above.

When an allegation of domestic violence, dating violence, or stalking is reported to an MWCC police officer, the officer will investigate the incident and if probable cause exists, will take appropriate legal action, including arrest of the perpetrator or if unable to effectuate an arrest, filing a warrant application with the court of jurisdiction prior to the end of the officers' tour of duty. MWCC police officers will aid the individual in notifying the appropriate authorities if the individual requests their assistance. The survivor's safety is paramount to any decision to make

an arrest, and the officer will take all reasonable steps to ensure the safety of the survivor prior to taking action. The officer will further advise the survivor regarding options to obtain restraining order or harassment order, if applicable and will provide necessary assistance in obtaining the order. The MWCC Police and Public Safety Department has adopted and follows the guidelines provided in the Massachusetts Domestic Violence Law Enforcement Guidelines of 2017 issued by the Commonwealth of Massachusetts Executive Office of Public Safety and Security (EOPSS). All officers receive legal updates and Domestic Violence Response training as required by the Massachusetts State Police Certification Unit which is the governing authority responsible for approving Special State Police Licenses of MWCC police and public safety personnel and which provides the standards of training.

All incidents of a criminal nature are investigated by a trained and certified police officer. Security officer, if any may assist a certified police officer, as appropriate, by may not be assigned as the investigating officer. Security officers may be assigned to non-criminal investigations and assignments.

In the case that the report of domestic violence, dating violence, or stalking is reported to the Title IX Coordinator or the MWCC Dean of Students, the survivor will be advised of their right to report the incident to MWCC law enforcement officers and/or local or state police. MWCC police officers will provide the survivor with the Abuse Persons Notice of Rights and will provide information regarding how to obtain a restraining or harassment order through the courts and/or emergency procedures for after hours, via the local police. MWCC police officers will assist the survivor with this process however possible. If the report is first made to the MWCC police officer, the officer will also provide information on reporting to the Title IX Coordinator.

All allegations of sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking will be handled confidentially to the extent provided by law and will be investigated. The disciplinary and law enforcement investigations are interrelated, and may occur simultaneously, and may involve the sharing of information and resources. However, both investigations involve separate procedures and standards of proof, and one process does not depend on the other process and may continue separately. Both the accuser and the accused will have equal opportunity to appeal any disciplinary sanctions under due process.

Title IX investigations will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

As a public institution, the college must provide due process to students accused of sexual misconduct, domestic violence, dating violence, and stalking while also ensuring the complainants protections under Title IX and other applicable laws of the Commonwealth. The disciplinary hearing shall take place as soon as possible after the filing of the initial report taking into consideration the need to conduct a timely investigation. Proceedings will provide prompt, fair, and impartial investigation and resolution.

The campus student disciplinary procedures are clearly defined in the Mount Wachusett Community College Code of Conduct published annually online and in the College Catalog and Student Handbook. Sexual offenses and sexual assault are addressed specifically in this policy consistent with the Sexual Misconduct, Relationship Violence and Stalking Policy described herein, and the Commonwealth Policy on Affirmative Action, Equal Opportunity, and Diversity. The policies address alleged offenses regardless of where the offense occurred. A survivor cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

- The accuser and the accused have the same right and opportunity to have others present (in support and advisory roles) during a campus disciplinary hearing;
- Notification of the results to both the accuser and the accused will be made in writing in the same manner and in the same time frame. This notification does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). The outcome of a disciplinary proceeding means only the college's determination with respect to the alleged offense and any sanction that is imposed against the accused.
- In the case that an alleged survivor/accuser dies because of a crime, the alleged accuser's next of kin will be notified of the results of any disciplinary proceedings.

### **iii. Awareness and Prevention**

The college endeavors to educate its students, faculty, and staff about the issue of sexual misconduct (including sexual assault and date/acquaintance rape, domestic violence, dating violence, and stalking). The MWCC Police and Public Safety Department, the MWCC Health Services office and the MWCC Student Life office feature educational programming throughout each academic year that highlight preventative measures to be taken to reduce the risk of sexual misconduct, domestic violence, dating violence, and stalking. Instructional programs cover subjects such as avoiding alcohol abuse and illegal drug use; promoting safe dating; domestic violence and dating violence awareness and prevention; and stalking awareness. Additionally, the college has been a community leader in offering training in Rape Aggression and Defense (RAD) techniques to women on campus and in the local community. This training is offered throughout the year and may be scheduled upon request by contacting the MWCC Police and Public Safety Department (978) 630-9150.

## **1) Security and Maintenance Measures**

1. Mount Wachusett Community College will periodically examine its grounds and facility practices from a security perspective. It will assess outdoor facilities and major campus pathways with respect to lighting, plant growth and debris that may materially detract from security via regular patrols on the Gardner, Leominster, and Devens Campuses. Issues will be reported to the Facilities Department serving each campus. A survey is conducted annually on the Gardner Campus by a member of the MWCC Police and Public Safety Department and is provided to the MWCC Facilities and Maintenance Department for review and response. Beginning in 2018, the MWCC police also conducted surveys of the Leominster and Devens Campuses. Results regarding surveys for the satellite campuses will be provided to the Administrator in charge of the campus who may contact the landlord/facilities department for that respective campus.

2. Mount Wachusett Community College has installed emergency telephones in strategic hallway locations on the Gardner, Leominster, and Devens Campuses as well as four outside locations on the Gardner campus (See Policy for the Accurate and Prompt Reporting of Criminal Offenses and Emergency Contact Information in the Annual Security Report). Phones are available in the administrative offices of the Fitchburg Campus.
3. Mount Wachusett Community College will maintain and monitor procedures to ensure that access to offices, buildings, and master keys are adequately and appropriately restricted. Master keys will only be issued on the basis of clearly defined needs and within the procedural policies of the college.
4. Mount Wachusett Community College provides a safety escort service for students and employees twenty-four hours a day, seven days per week on the Gardner Campus by request. This service is available on a limited basis on the Leominster and Devens campuses when a WMCC police or security officer is on duty. Currently a MWCC police and public safety officer is on duty for approximately 3-4 hours on each satellite campus. The duty hours on satellite campuses may vary depending on need, emergencies, and current campus schedules. MWCC does not provide any security services on the Fitchburg Campus.
5. Mount Wachusett Community College has an established pattern of effective communications and relations with state and local police. Although there is no formal M.O.U. between departments, Mount Wachusett Community College maintains a good working relationship with state and local police departments and works jointly with the respective departments regarding major criminal investigations. MWCC officers on the Gardner Campus have direct radio communication with the Gardner Police Department. MWCC officers maintain regular contact with the appropriate law enforcement agencies regarding response to calls and investigations and work in concert with the other agencies to conduct follow up response to incidents on campus and, when appropriate, off campus, involving students, staff, or faculty, to ensure that the college remains informed regarding each campus activities and crime statistics. On all other campuses, MWCC officers communicate with local police via phone or in person on the scene. MWCC officers obtain reports as needed from respective local police agencies in order to assess the reports for follow up and support.

The key element in a comprehensive sexual misconduct, domestic violence, dating violence and stalking prevention program as well as a general crime prevention program is the maintenance of an alert and effective police and/or security presence. MWCC police and public safety officers are trained in the investigation of sexual assault, domestic violence, dating violence, and stalking/harassment prevention and response. Their general orientation will be towards positive proactive crime prevention and sensitivity to balancing law enforcement demands and the unique needs of survivors. The MWCC Police and Public Safety Department has several officers trained in sexual assault investigation. All officers are trained in domestic violence, dating violence, stalking/harassment investigation, and response. A representative of the MWCC Police and Public Safety Department is assigned to collaborate with the Domestic Violence High Risk Response Team meetings, a collaborative team with representative of area police departments which meets monthly to review area domestic violence cases and which monitors the cases posing highest risk to survivors.

## **2) Educational Programs**

Because the college environment provides an excellent opportunity to educate individuals about human relations, sexual education and safety awareness, information should be provided to each member of the college community.

Sexual misconduct/assault, domestic violence, dating violence and stalking education is effectively provided through programs, guest speakers, and educational literature and includes:

1. Campus Traffic and Safety brochures are provided to first year students in orientation packets twice per year. MWCC police officers provide safety and security information to special orientation groups at least twice per year.
2. Faculty and staff training/development programs, including contracted staff, are provided periodically throughout the year through the Human Resources Department and/or professional development.
3. Student and employee handbooks are available at all times.
4. Campus media, i.e. newsletters, newspapers, physical and electronic bulletin boards, are updated periodically throughout the year and on the MWCC police website. The MWCC Police and Public Safety Department maintains a collection of informational literature. The subject matter may vary. Information is provided to the Gardner, Leominster, Devens, and Fitchburg Campuses.
5. Seminars and workshops are offered through the student leadership academy two times per year, through classroom discussion (upon request) and through the MWCC Human Resource Department for employees.
6. Pamphlets, posters, and other literature addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women, crime reporting, and domestic violence are available at all times on the Gardner, Leominster, Devens, and Fitchburg Campuses (availability per topic may vary from time to time).
7. Self-protection classes – MWCC Police provide information to students and staff upon request
8. Individual awareness and responsibility for crime prevention and personal safety are published annually in the annual security report and periodically through publication and bulletin boards.
9. R.A.D. (Rape Aggression Defense) training is provided free or with minimal cost to students, staff, and community members. This service is offered once per year and upon request through the MWCC Police and Public Safety Department.
10. Additional educational and guest speakers may be scheduled upon request through the MWCC Police and Public Safety Department.

Materials and programs are designed specifically for the Mount Wachusett Community College campus and are developed in conjunction with off-campus authorities or may be pre-published, pre-packages, or offered in conjunction with off-campus authorities, such as:

- National Safety Council;
- Local law enforcement agencies;
- Criminal justice programs;

- Pathways for Change (formerly the Rape Crisis Center of Central Massachusetts)  
<https://pathwaysforchange.help/pfc/>
- American College Health Association;
- Massachusetts Chapter of the National Safety Council

Unfortunately, in spite of all our efforts, rape or sexual assault, sexual misconduct, domestic violence, dating violence, and stalking may occur. Should any of these violations or other *Clery Act* crimes be reported to campus authorities, it is critically important that the survivor's welfare be paramount and that she or he is not re-victimized by the system. This policy establishes procedures to follow in the event a violation occurs on campus. To ensure proper attention and action, these procedures must be followed.

#### **iv. Reporting Procedures**

##### **1) Introduction**

An effective response to a report or incident of sexual misconduct/assault, domestic violence, dating violence, and stalking on campus necessarily involves a number of offices and individuals concerned with the physical and emotional security of students, employees, and visitors. The procedures outlined below focus primarily on the rolls of: (1) MWCC police in addressing incidents/reports of sexual misconduct/assault, domestic violence, dating violence, and stalking; (2) Faculty, staff and students making reports; (3) The Designated College Official's involvement in these procedures; and (4) the Title IX Coordinator's role in policy and enforcement. The college will comply with satisfying an individual's request for assistance in notifying the appropriate authorities in the event of a sexual offense, domestic violence, dating violence, or stalking.

##### **2) Reporting a Sexual Assault**

The priority of a survivor of sexual misconduct/assault, domestic violence dating violence, or s t a l k i n g should be to get to a place of safety and to obtain necessary medical treatment. MWCC strongly advocates that the survivor report the incident in a timely manner. Time is critical for evidence collection and preservation, as well as to assure the medical treatment/well-being of the victim and safety of the campus community. Whenever possible, a report of an assault should be reported directly to the MWCC Police and Public Safety officer(s) on duty or to the local law enforcement agency serving the campus. In all cases, whether the survivor chooses to report the incident, they should be referred to the hospital for medical evaluation and treatment. The Emergency Response Guides posted in offices and classrooms on the Gardner, Leominster, and Devens Campuses and at the Gardner Auto Tech Program, and the administrative offices of the Fitchburg Dental Program, provide the contact information for the law enforcement agency responsible for primary response to emergencies on the respective campus. This information is outlined below and on the survivor information sheet (attachment 1 in this document). Emergency response should be directed to the primary response agency for the respective campus. The MWCC Police and Public Safety officers will provide secondary response support and investigation and should be contacted as soon as possible at the Gardner Campus (978) 630-9111, 24 hours a day, and seven days per week. MWCC police officers will provide guidance, arrange for college support services, and coordinate appropriate response/investigation.

- GARDNER CAMPUS: Contact MWCC police at (978) 630-9111 from a cell phone or outside line, call extension “1111” from any campus phone or contact the MWCC Police and Public Safety Department using one of the emergency phones located throughout campus.
- LEOMINSTER CAMPUS: Contact the Leominster Police Department by calling 9-1-1 from a college or hallway emergency phone (for emergency response) or (978) 537-0741 (emergency or nonemergency response).
- FITCHBURG CAMPUS: Contact the Fitchburg Police Department by dialing “9” the 9-1-1 from any internal phone for emergency response or by dialing (978) 345-9888 for dispatch.
- NON-CAMPUS PROPERTIES: Contact the local police department by dialing 9-1-1 for emergency response.

Assistance can also be obtained 24 hours a day/seven days a week through:

1. Pathways for Change (formerly the Rape Crisis Center of Central Massachusetts): (800) 870- 5905
2. Office of Civil Rights (OCR): (800) 421-3481
3. MWCC Title IX Coordinator, Peter Sennett, Vice President of Human Resources and Affirmative Action, Haley Building, Room H102A, 444 Green Street, Gardner, MA (978) 630-9160, during regular business hours (or after hours via MWCC Police and Public Safety Department at (978) 630-9111.
4. MWCC Deputy Title IX Coordinator, Elizabeth Austin, Director of Human Resources and Compliance, Science Complex, Room H101F, 444 Green Street, Gardner, MA (978) 630-9487, during regular business hours (or after hours via MWCC Police and Public Safety Department at (978) 630-9111.
5. MWCC Designated College Official, Jason Zelesky, Senior Dean of Students, Haley Building, Room H128B, Gardner, MA (978) 630-9136, during regular business hours (or after hours via the MWCC Police and Public Safety Department).
6. SafeLink (Massachusetts Domestic Violence Hotline: (877) 785-2020/ TTY (877) 521-2601
7. National Domestic Violence Hotline: (800) 799-7233/TTY (800) 787-3224
8. Hospital emergency room (below are listed the hospitals serving the campuses by location:
  - a. GARDNER: Heywood Hospital, 242 Green Street, Gardner, MA: (978) 632-3420
  - b. LEOMINSTER: Health Alliance Hospital, 370 West Street, Leominster, MA (978) 534-9675
  - c. FITCHBURG: Health Alliance Hospital, 275 Nichols RD, Fitchburg, MA (978) 343-3507

The filing of a police report does not obligate the survivor to prosecute, nor will the survivor be scrutinized or judged. The decision whether or not to prosecute does not negate the responsibility of the college to take disciplinary action if the suspect is associated with the college (student or employee) not negate the college’s responsibility to count the statistic. The survivor's identity and investigation however remain confidential to the extent permissible by law. Reporting parties are also strongly encouraged to contact the MWCC Dean of Students at (978) 630-9139 and/or the MWCC Title IX Coordinator (see list above) during regular business hours or via the MWCC Police and Public Safety, Gardner Campus, after hours at (978) 630-1111 or in person during normal business hours.

Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and tests at no expense to the victim.
- Ensure that the survivors of domestic violence, dating violence, or stalking receive necessary medical treatment.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Ensure that the survivor of a sexual assault is provided information and opportunity to apply for an applicable restraining or harassment order against their assailant.
- Ensure the survivor has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention, domestic violence/dating violence and stalking intervention.
- Ensure that the survivor of domestic violence, dating violence, or stalking is apprised of their right to obtain a protection order (restraining order or harassment order) and has assistance in obtaining an order.

### **3) MWCC Police and Public Safety Department Response**

In the case of a reported sexual assault, a certified officer will be assigned to investigate/assist the local or state police department with the investigation and apprehension measures.

If a sexual assault is reported to or discovered by MWCC police, the following procedures must be followed:

- Encourage the survivor to seek immediate medical attention and assist the survivor in obtaining access to medical treatment by contacting emergency medical services.

This should be done even when the survivor states that he/she does not want medical services as the person may be in shock or otherwise not competent to make such a decision. However, it is the survivor's right to refuse treatment, and a survivor should never be forced to get medical attention. Rather, the officer should explain the importance of immediate medical attention so that the survivor can make an informed decision. A trained medical professional may be more prepared to explain the medical options to the survivor and should be used whenever possible. A college counselor or rape crisis counselor may also help in providing information to the survivor in a non-intimidating manner. The officer shall assist the survivor in contacting support services when requested.

- The MWCC police officer will advise the survivor of the importance of preserving evidence.

This means that no matter how uncomfortable this may be for the survivor, he/she should not clean himself/herself prior to a physical examination, conducted at a nearby hospital. If the survivor requires non-emergency medical treatment, the MWCC police officer should nonetheless guide the survivor to medical services and/or rape crisis services. Physical evidence (such as clothing) is secured by MWCC Police and/or the local or state police on the scene. The MWCC police officer shall provide the victim with a copy of the Title IX

brochure and Survivor Information Sheet (Attachment 1 in this document), if possible.

#### **4) Notifications**

- The MWCC police or public safety officer should immediately contact the on-duty supervisor.
- The supervisor will notify or designate an appropriate person to notify the MWCC Chief of Police and Public Safety or their designee.
- The Chief or their designee will contact the President and other personnel as appropriate to managing and arranging for appropriate support services, etc.; including but not limited to the Vice President of Human Resources and Affirmative Action/Title IX Coordinator and/or the Dean of Students.
- The MWCC police officer will also offer to assist the survivor in contacting rape crisis hotline (800) 970-5905.
- In the case of off-campus crimes, the MWCC police will get the survivor to the proper agency and will remain informed. The MWCC Chief of Police and Public Safety or their designee must still be notified to provide guidance and ensure appropriate support and response to the survivor and the college community. The initial responding officer should obtain necessary information to decide of the need for emergency response procedures and to take necessary action for the safety of the survivor and the college community. In most cases, the investigation will be conducted jointly with local or state police for the particular jurisdiction.
- The MWCC Chief of Police and Public Safety or their designee will assign a Sexual Assault Certified Investigator to respond/investigate and/or assist local or State police with jurisdiction over the investigation.

#### **5) Privacy**

The privacy of the survivor is paramount. The name of the survivor shall not be released without the express written permission of the survivor. The name of the survivor shall be protected at all times and released only to the Chief of Police and Public Safety or their designee and the assigned investigating officer(s).

#### **6) Initial Intake**

The Mount Wachusett Community College police officer should gather the following information:

- Name, address, telephone number.
- Where and when the sexual assault occurred.
- The location of the survivor.
- A brief description of what happened to the survivor.
- Name (if known) and description of the individual who committed the assault (if possible, include sex, race, height, weight, clothing, build, hair color, and physical oddities).
- Location of the individual who committed the assault, if known, or description of where the individual went after committing the assault.

- Description of the vehicle in which the assailant left (if applicable and known, including make, model, year, color, and license plate number) and the direction of travel.
- Any additional information that the victim provides voluntarily that may assist in the investigation and apprehension.
- NOTE: No formal statement will be taken from a survivor or suspect unless by a certified sexual assault investigator.

Information gathered will be forwarded to the Chief and the investigating officer(s) and an initial report will be completed. The assigned investigator(s) will complete a more detailed investigatory report during the investigation.

## **7) Apprehension of Suspect**

If there is the potential for the immediate apprehension of the assailant, the MWCC police officer should call the state and/or local police as soon as preliminary information is received and then contact the college authorities, as listed above.

If immediate apprehension is not likely, the MWCC police officer shall then call the Chief of Police and Public Safety.

- The Chief or the ranking officer in charge of the MWCC Police and Public Safety Department shall determine whether to call the local and/or state police.
- If the survivor requests the assistance of a MWCC police or public safety officer to contact the local or state police, the officer shall assist the survivor as requested.

## **8) Documentation**

The MWCC police or public safety officer shall file a detailed report before the end of the shift in which the incident occurred. The incident shall be entered in the daily crime log directly or via the MWCC police report writing system unless there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing investigation; or
- Jeopardize the safety of the individual; or
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

The MWCC Chief of Police and Public Safety or their designee in coordination with the local or state police with jurisdiction over the investigation, if applicable, will make this determination.

Additionally, the same process will be used to assess the situation and to decide to disclose the information when it is determined that the adverse effect is no longer likely to occur.

The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college disciplinary process (when the suspect is affiliated with the college) or may opt not to prosecute and only use the college disciplinary process. The MWCC Designated Campus Official(s) (Title IX Coordinator and/or Dean of Students or Designees) or the MWCC Chief of Police or their Designee will guide the survivor through available options and support the survivor in their decision(s).

The identity of the survivor will remain confidential, however, the crime statistic, once reported to the MWCC police or other campus security authority, must be recorded in the MWCC Daily Crime Log maintained by the MWCC Police and Public Safety Department. Certain information regarding the report may be released under the public records laws. Appropriate information must also be reported to the Title IX Coordinator for follow-up. Notification of the Title IX coordinator will occur through the Chief of Police and Public Safety or their designee.

### **9) MWCC Students, Faculty and Staff Reporting and Referrals**

Any MWCC student or staff member who receives a report of, or discovers possible sexual misconduct/sexual assault, domestic violence, dating violence or stalking on campus, shall immediately report this to the appropriate campus services dependent upon the nature of the situation:

- **In Emergency Situation**

GARDNER CAMPUS: Dial 1111 to contact the MWCC police and public safety officers and to initiate medical and other emergency response as necessary. Stay with the survivor in a safe place that allows for privacy. Do not leave the survivor and, if possible, send someone to get additional support.

LEOMINSTER, DEVENS, FITCHBURG or OFF-CAMPUS LOCATIONS: Call 911 to reach the local/state police jurisdiction then call MWCC police at (978) 630-9111 at the Gardner Campus for follow-up response and to initiate college support services.

- **In Non-Emergency Situations**

Remain with the survivor and discuss the possible options for services including:

- MWCC Police and Public Safety: (978) 630-9150 or (978) 630-9111;
- MWCC Health Services: (978) 630-9136;
- MWCC Counseling services: (978) 630-9178; or
- MWCC Student Services: (978) 630-9855

Provide the Survivor Information Sheet (Attachment 1 in this document) to the survivor. The survivor information sheet provides information regarding how to contact the MWCC Police and Public Safety Department and local police, as well as the rape crisis hotline (Pathways for Change), domestic violence hotlines, and emergency medical services for each campus.

In all situations, institutional personnel shall assist the survivor in notifying the appropriate law enforcement authorities if the victim requests.

All reports, whether emergency or non-emergency, must ultimately be reported to the MWCC Chief of Police and Public Safety, the MWCC Dean of Students or their designee (also the Designated Campus Official), the MWCC Vice President of Human Resources and Affirmative Action (Title IX Coordinator/Designated College Official), and the MWCC President.

The safety and care of the survivor should be of the utmost importance in dealing with persons having experienced a sexual assault. Great care should be given in making the survivor as

comfortable as possible and in providing an understanding and safe environment as the necessary procedures are implemented. It is extremely important that these procedures are followed to ensure that appropriate medical and administrative services are provided. The MWCC police will then be responsible for implementing the procedures specified in Section 1, above.

#### **10) Designated College Officials**

- Chief of Campus Police and Public Safety
- Dean of Students
- Title IX Coordinator
- Deputy Title IX Coordinator

The MWCC Chief of Police and Public Safety, Dean of Students and the Title IX Coordinator, or Deputy Title IX Coordinator, as appropriate, or designees shall be responsible for ensuring that all college policies and procedures are followed.

#### **11) Media Relations**

The President or their designee shall be the designated spokesperson for all media inquiries.

#### **12) Other Responsibilities and Requirements**

The Mount Wachusett Community College Sexual Misconduct, Relationship Violence and Stalking Policy is in compliance with the 1992 Sexual Assault Victim's Bill of Rights (The Ramstad Amendment) and section 485 (f)(1) of the Higher Education Act of 1965 (20 U.S.C. 1092 (f)(1), Title IX and the Violence Against Women Act.

The Mount Wachusett Community College policy also satisfies the following statutorily required policies and procedures:

- Both parties have the right to be informed of their options to notify proper law enforcement authorities (local police department, the Massachusetts State Police or the Mount Wachusett Community College Police), and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses;
- Survivors shall be notified of available counseling, mental health services and student services for survivors of sexual assault, sexual misconduct, domestic violence, dating violence, and stalking both on campus and in the community. The Survivors Information Sheet (Attachment 1 in this document) provides resource information to the survivor. The college counselor and the college nurse will provide immediate assistance and shall make referrals to the local Rape Crisis Center, domestic violence hotline, or other applicable resources. Additional referrals may be made to local service agencies by agreement with the college at reduced costs to students or with coverage by individual health insurance plans.
- The college will provide assistance in changing academic situations in compliance with the Commonwealth of Massachusetts Policy on Affirmative Action, Equal Opportunity and Diversity, after an alleged sexual assault incident, if so requested by the survivor and if the changes are reasonably available.

# Attachment 1

## Survivor (Victim) Information Sheet

### Who to Contact

In the event you are the survivor of sexual assault on campus, first and most importantly, get yourself to a place of safety. Once safe, call one or more of the following (below). The resources below are located in Central Massachusetts. Additional resources and up to date contact information (as contact information may change) can be found at the Commonwealth's Executive Office of Health and Human Services' Website under "Consumer" information at <http://www.mass.gov/eohhs/>.

1. Local or state police by dialing 9-1-1 and/or MWCC Campus Police and Public Safety at the MWCC Gardner Campus (978)630-9111.
2. Pathways for Change (Sexual Violence Support) HOTLINE: (800) 870-5905 TTY (508) 852-7681.
3. Wayside Trauma Intervention Services, Milford, MA (800) 511-5070
4. The local hospital/emergency room (below are listed the hospitals serving campuses by location).
  - a. GARDNER: Heywood Hospital, 242 Green Street, Gardner, MA (978) 632-342
  - b. LEOMINSTER: Health Alliance Hospital, 370 West Street, Leominster, MA (978) 534-9675
  - c. FITCHBURG: Health Alliance Hospital, 275 Nichols Road, Fitchburg, MA (978) 343-3507
  - d. The Office of Civil Rights (OCR), (800) 421-3481
5. MWCC Title IX Coordinator, the Vice President of Human Resources and Affirmative Action: MWCC Gardner Campus, Haley Building, Room 109, 444 Green Street, Gardner, MA (978) 630- 9160, during regular business hours (or after hours via the MWCC Campus Police and Public Safety Department (978) 630-9111).

### The Importance of a Medical Examination

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

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

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

### **Protecting Yourself Following a Sexual Assault**

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

### **Recovery**

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

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

## Attachment 2

### Commonwealth of Massachusetts Board of Higher Education Policy Equal Opportunity, Non-Discrimination, and Title IX Plan

#### **CERTIFICATE OF APPROVAL**

#### **BOARD OF HIGHER EDUCATION FOR MASSACHUSETTS COMMUNITY COLLEGES EQUAL OPPORTUNITY, NON-DISCRIMINATION AND TITLE IX PLAN**

The Commonwealth of Massachusetts' Community Colleges' Equal Opportunity, Non-Discrimination and Title IX Plan has been approved for implementation by the Board of Higher Education, effective September 1, 2026.

This Plan<sup>[1]</sup> shall replace the prior Policy, currently in effect, which was originally approved by the Board of Higher Education and implemented on August 1, 2021. The 2021 Policy was reinstated by the Board of Higher Education on February 18, 2025, following the January 9, 2025 decision from the U.S. District Court for the Eastern District of Kentucky (*State of Tennessee v. Cardona*, 2:24-cv-00072, (E.D. Ky.))<sup>[2]</sup> which vacated the 2024 Title IX regulations, thus nullifying the 2024 Policy approved by the Board of Higher Education and implemented on August 1, 2024.

This Plan shall remain in full force and effect until a successor Plan is approved and implemented. The Community Colleges will continually review this Plan and the Complaint Procedures to ensure compliance with the requirements of federal and state laws and regulations.

Noe Ortega  
Commissioner  
Department of Higher Education

The policy – in its entirety – can be located and referenced at [mwcc.edu/BHE-EO-Non-Discrimination-TitleIX](https://mwcc.edu/BHE-EO-Non-Discrimination-TitleIX)

# Attachment 3

## Officer Training

One or more Campus Police and Public Safety Officers attended the following trainings throughout calendar year 2025. The Chief, Lieutenant and all police officers complete the Municipal Police Training Council (MPTC) in-service training at varying times of the year; all completed their training in calendar year 2025. Campus Police personnel also attend various online trainings, webinars, and read law enforcement articles throughout the year.

### **MPTC Trainings 2025:**

- Legal Updates
- Annual CPR/First Responder Requirement
- Annual Firearms Requalification and Training
- Officer Wellness
- Freedom of Speech
- Freedom to Communicate-Deaf/Hard of Hearing & Victims of Human Trafficking
- Use of Force

### **Additional Trainings 2025:**

#### January

- Firearms Training

#### February

- Ambush Attacks
- Casualty Care-Tourniquets
- Duty Ready: Preparing to Respond Off Duty
- VALOR: Laying the Groundwork for Your Safety and Wellness
- Officer Involved Shooting: Recognizing Sensory Distortions
- Security Awareness Training

#### March

- Deaf Survivor's Program
- Handle with Care

## April

- Stop the Bleed
- Conflict of Interest Law
- In Custody Overdose Death
- First Amendment Auditors

## May

- Water Emergencies for Police Officers

## June

- CJIS Representative Training

## July

- Security and Privacy Basic Role
- Law Enforcement Suicide Prevention

## August

- Reducing turnover and boosting morale with positive recognition practices
- Tips for law enforcement as a leader
- Roll Call Training • Anger Management: An Essential Part of Helping Keep good people good
- First Responder Wellness
- SAFLEO Virtual Leadership and Supervision Training
- Dangers of Fentanyl and Xylazine
- School Violence Prevention and Response: Lock downs and More

## September

- Data Security
- Preventing Youth Hate Crimes
- Ethics for Law Enforcement
- Title IX Training
- Data Security
- DEI: Inclusive Hiring
- Child Abuse Prevention-Protecting Minors
- Community and Police Relations
- Bigotry and Bias Crimes, Procedural Justice
- Generational Leadership
- Introduction to the First Amendment
- Leadership for a Lifetime
- Leadership for the First Line Supervisor
- Employment Law Update
- Supreme Court Legal Updates
- Current Trends for Technology
- Law Enforcement Active Diffusion Strategies

- Extremist and Mis/Disinformation
- First Amendment Update
- Anti-Bias Training for Law Enforcement
- Campus Policing
- Supervisor Program: Supreme Court Legal Update
- Duty, Dilemma and Decisions: Leonard v. Silvas Spotlight on Use of Force during mental health Turmoil
- Current Trends for Technology
- CPR/First Responder
- CJIS/NCIC
- Police / First-Responder Suicide

#### November

- Harassment & Discrimination
- Title IX
- Campus Security Virtual Summit
- Criminalization of Drug Addiction
- Dark risk of the guardian & the warrior
- Fighting the battle of public dissent
- CJIS/NCIC
- Child Abuse Prevention
- MPI Suicide Prevention & Emergency Service Providers
- MPI Roll Call Detainee handcuffing, monitoring & Security
- Specialized HQ mental health first aid
- Specialized HQ Suicide Intervention & Prevention
- FBI Training: Swatting
- Clery Audit Training
- Health Information Portability and Accountability Act Basics
- Reports & Testimony
- Diversity, Equity and Inclusion for the Workplace
- DEI: Inclusive Hiring
- DEI: Marco-aggressions Expanded Learning
- DEI: Unconscious Bias Expanded Learning
- Social Engineering Red Flags
- Data Security

#### December

- Social Engineering Red Flags
- DEI Micro Aggressions Expanded Learning
- Harassment & Discrimination for Supervisors
- CPR/First Responder
- Trans. Assault Inv. Best Practices
- Optimizing Investigations
- Supervisors Program: Supreme Court Legal Update

- Harassment & Discrimination
- Blood Borne Pathogens
- Supervisor Program: Supreme Court Legal Update
- Accommodating Abilities
- Employment First Amendment Update
- CJIS/NCIC Training
- First Amendment Considerations for Supervisors

# Attachment 4

## Community Training and Outreach Initiatives

Mount Wachusett Community College Campus Police and Public Safety Department offers a variety of trainings to the campus community including students, faculty, and staff. Training is made available to groups by contacting the Campus Police Department Staff Assistant at x9142 or through officers at x9150. Information bulletins and handouts are also made available on a variety of topics throughout the year. In addition, Campus Police and Public Safety make a point to be involved in community events to build relationship and increase visibility.

**During the 2025 calendar year the following trainings and outreach initiatives were provided to the campus community:**

***"Cops, Candy, and Connections"***: Campus Police distributed candy and safety information to students on the Gardner Campus (February)

***"Healthy Relationship and Sexual Assault Awareness"***: Co-sponsored program with Student Life on both the Leominster and Gardner campuses (March and November)

***"Putting the Civil Back in Civil Discourse"*** Co-sponsored program with Student Life and the Brewer Center for Civic Engagement (March)

***"Popcorn Pop-Up"***: Campus Police sponsored fresh popped popcorn to connect with students and staff on the Leominster and Gardner campuses (April)

***Active Shooter Response/A.L.I.C.E. Training***: Offered by the Campus Police Department. This course gives information on how faculty, staff, and students have different options (Alert, Lockdown, Inform, Counter, and Evacuate) to do during an active shooter/violent intruder on campus. (November)

***Mandated Reporting***: This presentation educates employees on what is required by law when it comes to reporting abuse for children, elders, and mentally or physically disabled. Access & Transition Survivor Program for faculty and staff (June & September)

***"Better Together Bash"***: Co-sponsored with Counseling & Wellness and included the Campus Police and Public Safety emotional support dog, Lola (September)

***"Scaryoke" Annual Halloween Dance***: Campus Police served as costume judges (October)

***Employee Orientations***: During new hire orientation days there are a variety of topics for Campus Police to touch base on for new employees. (October)

***DJ Lee: The History of Hip-Hop"***: Campus Police co-sponsored with Student Life (November)

***Student Orientations***: Offered by the Campus Police Department during New Student Welcomes are a variety of programs and talks which vary based on the group and the year.

Spring InvolveMOUNT Fair  
Dual Enrollment Welcome (January and August)  
New Student Welcome (August)  
Fall Fest – Welcome Back BBQ (September)

**The following are bulletins and handouts that were completed and used during the calendar year 2025:**

**Domestic Violence/Dating Violence/Sexual Assault/Online Dating/Stalking Awareness:** Posted on Campus Police Bulletin Boards and via handouts for Gardner, Leominster (Spring & Fall)

**Distracted Drivers:** Posted on Campus Police Bulletin Boards and via handouts for Gardner, Leominster (Spring)

**Back to School Safety:** Posted on Campus Police Bulletin Boards and via handouts for Gardner, Leominster (Summer & Fall)

**Crime Prevention Awareness:** Posted on Campus Police Bulletin Boards and via handouts for Gardner, Leominster (Fall)

**Fire Safety:** Posted on Campus Police Bulletin Boards and via handouts for Gardner, Leominster (Fall)

**Alcohol:** Via handouts for Gardner (Fall) Winter Weather Safety: Posted on Campus Police Bulletin Board at the Gardner Campus (Spring)