<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex Offender Registry Information</td>
<td>28</td>
</tr>
<tr>
<td>Disciplinary Hearings/Possible Sanctions/Standards of Evidence</td>
<td>29</td>
</tr>
<tr>
<td>Policy on Missing Student</td>
<td>30</td>
</tr>
<tr>
<td>Policy on Alcohol/Drug Use</td>
<td>30</td>
</tr>
<tr>
<td>Policy on Sexual Harassment</td>
<td>32</td>
</tr>
<tr>
<td>Policy on Smoking</td>
<td>32</td>
</tr>
<tr>
<td>Important Telephone Numbers</td>
<td>33</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>34</td>
</tr>
<tr>
<td>Fire Safety Statistics</td>
<td>36</td>
</tr>
<tr>
<td>Crime Definitions</td>
<td>37</td>
</tr>
<tr>
<td>Crime Statistics</td>
<td>41</td>
</tr>
<tr>
<td>Controlled Substances</td>
<td>43</td>
</tr>
<tr>
<td>Federal Trafficking Penalties</td>
<td>46</td>
</tr>
</tbody>
</table>
A Message from Emmanuel College Campus Safety

The mission of the Emmanuel College Campus Safety Department is to enhance the quality of life for the entire Emmanuel College community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual. The Campus Safety Department strives to accomplish its mission while adhering to its core values of Integrity, Professionalism, and Service.

The success of this mission depends upon an effective working relationship between Campus Safety personnel and the diverse elements of the Emmanuel College community, including students, staff, faculty and visitors. Critical to this relationship is mutual respect. Therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of persons, property and the reputation of Emmanuel College. Although reported crime at Emmanuel is low, it is important for students, faculty, staff and visitors to remember that we are located in an urban setting and share many of the safety issues that exist in any city. Preserving the safety and security of the College is the combined responsibility of the entire community.

We ask that our partners in the community assume their individual and collective responsibilities to make Emmanuel College a place that is free of crime, fear and disorder, and to provide a civil and open environment that fosters learning and mutual respect.

John D. Kelly
Director of Campus Safety
The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

Publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements, and to distribute the report to all enrolled students and all employees by October 1 of each year. Campus safety fulfills this distribution requirement by posting the report on the Campus Safety website. A posting is made to the College portal, advising all students and employees of the reports availability and location.

The Clery Act also requires the College to inform all prospective students about the availability of the annual security report. To comply with this aspect of the law, a notice has been placed on the College’s admissions department website.

Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from Campus Safety, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”;

Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;

Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;

Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police / campus security department and is reported to the campus police/security department”; and maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

We highly encourage all members of the Emmanuel Community, whether you have been here for many years or are new to Emmanuel, to read our Annual Campus Safety and Fire Report. Campus Safety works diligently with the entire Emmanuel community in maintaining a safe environment. One way of accomplishing that is through education. Your safety is our top priority and your participation in this endeavor is paramount. This report will assist you in attaining the knowledge necessary to remain safe both on and off campus.

Campus Safety engages in a vigorous program designed not only to meet but to exceed these requirements. This program consists of:

Department Personnel and Relationship with Local Authorities

The Department of Campus Safety, under the administration of the Director of Campus Safety and Security, is comprised of 11 sworn Special State Police Officers (SSPOs). All Emmanuel SSPOs are former State Police Officers, serving as shift supervisors, who have full Police authority on all Emanuel College property. All Emanuel College Campus Police Officers ; Director and Lieutenant/ Shift Commanders are Sworn Officers under Massachusetts General Law 22C-63. Officers must complete annual in-service training provided through the Commonwealth of Massachusetts to maintain first-responder medical certification and to remain current regarding the laws of the Commonwealth. All Officers receive other relevant training necessary for the performance of their role as
Campus Police Officers. The Sworn Campus Police Officers also receive extensive training in issues involving domestic violence, sexual assault investigations and violence prevention and response. They also carry firearms and maintain a high proficiency in the use of same. Staffing is also comprised of 27 Campus Safety Officers who also assist with maintaining a safe and secure environment for all members of the Emmanuel community. The Department of Campus Safety is located on the first floor of the Administration Building and is open 24 hours a day, 7 days a week, and 365 days a year. In order to report a crime or other emergency, Campus Safety can be reached at any time via campus telephone at extension 59888 for emergencies, or from any phone at 617-735-9710. Some of the core functions of the Department are: responding to incidents; checking on the well-being of students, faculty and staff; responding to disturbances; providing escorts; taking reports; responding to lockouts; investigating suspicious activity; responding to alarms; investigating trespassers or unwanted guests and staffing the security booth to ensure that only authorized vehicles enter the campus. In addition to these activities, officers present safety and security information at community meetings, make presentations at students and parent orientations, teach RAD classes, register laptops and bicycles and initiate formal contact with students, faculty and staff while patrolling on foot, bicycles and while eating in dining halls. Officers are approachable and committed to keeping the Emmanuel community safe and secure.

Emmanuel College Campus Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Emmanuel College. Some Emmanuel College Campus Safety Officers are Special State Police Officers or Boston Special Police Officers and possess arrest power, however, some criminal incidents are referred to the Boston Police Department who also have jurisdiction on the campus. The Campus Safety Department maintains a highly professional working relationship with the Boston Police Department and Massachusetts State Police. All crime victims are strongly encouraged to immediately report the crime to Campus Safety and the Boston Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

**Timely Warning Notices: Campus Safety Alerts and Crime**

Campus Safety issues timely warnings, called “safety alerts” for any serious incident when the safety of the community is threatened and there are enough details known about the crime to provide useful information to the community. Timely warnings may also be sent out when a criminal incident occurs on campus or in an area surrounding campus that represents a continuing Public Safety threat. Decisions to disseminate a warning are made on a case by case basis in light of all the facts surrounding the crime and the continuing danger to our community. Alerts are routinely sent to members of the community through the Emmanuel College portal and posted in the lobbies of the residence halls. They may also be e-mailed to appropriate groups based upon the nature of the alert. The purpose of the warning is to aid in the prevention of similar crimes and to provide pertinent information relevant to the crime and suspect, and to seek information that may lead to arrest and conviction of the offender. The alert also serves to alert the community about the incident, and to provide information (safety tips) on what actions can be taken to diminish the chances of being victimized. An effort will always be made to disseminate a warning within twenty-four hours of the crime and to make the warning a preventative tool. Significant criminal incidents that may elicit a timely warning may include crimes of violence or patterns of property crimes.
Safety alerts are usually distributed for the following Uniform Crime Reporting Program (UCR) National Incident Based Reporting System (NIBRS) classifications; major incidents of arson, criminal homicide and robbery. Cases of aggravated assault and sex offenses are considered on a case by case basis, depending on the facts of the case and the information known by Campus Safety. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Emanuel community members, and a safety alert would not be distributed. In cases involving sexual assault, they are often reported long after the assault, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on where and when the incident occurred, where it was reported, and the amount of information known by Campus Safety. The Director of Campus Safety or designee reviews all reports to determine if there is an ongoing threat to the Emmanuel community and if the distribution of a Safety Alert is warranted. Safety Alerts may also be posted for other crimes as deemed necessary.

The Director of Campus safety or a designee in Campus Safety develops the contents of a safety alert and campus Safety has the authority and training to send campus email to all relevant members of the Emmanuel community.

**Emergency Text Messaging**

In the event of an emergency involving an imminent threat on campus, Campus Safety will confirm that there is a significant emergency or dangerous situation; in conjunction with members of the Student Affairs staff, they will determine the appropriate segment or segments of the campus community to receive a notification; determine the content of the notification; and utilize the College’s mass notification (text messaging, e-mail and voice messaging) system (RAVE) to notify the campus community. Students and staff can register online to receive real-time notifications of these emergency events. These messages are transmitted only during emergencies and snow closures and are an additional real-time avenue of communication. The text messaging system is tested campus wide at least once each year.

**Daily Crime and Fire Log**

Emmanuel College Campus Safety produces a written daily log that is available to the public, as required by the Jeanne Clery Disclosure act of Campus Security policy and Campus Crime statistics and Massachusetts General Law. The purpose of the daily log is to provide information about valid complaints of criminal or other significant incidents occurring on campus to members of the Emmanuel community, which might be relevant to their safety and security. The log is kept in the Campus Safety office in the Administration building first floor.

**Maintaining a safe/secure campus**

Uniformed police and campus security Officers are on duty 24 hours a day, 7 days a week throughout the entire calendar year. Officers are always highly visible and constantly patrol the interior and exterior of all Emmanuel College property. These patrols include the interior and exterior of all academic, administrative, parking and residential facilities. Officers respond to emergencies, observe and report suspicious behavior, provide assistance and maintain a visible presence on campus.
Safety equipment on campus includes fire extinguishers, Automated External Defibrillators (AEDs), panic buttons, door jar alarms, motion detectors, emergency blue light phones in garages and CCTV cameras in most significant areas of campus. Campus Safety routinely tests the functionality of this equipment on a regular basis.

**Security Assessment**
Campus Safety Officers regularly patrol all campus grounds and facilities and report on all non-functioning lights and all other unsafe physical conditions to the facilities department, for replacement or repair. All facilities, lighting and landscaping are maintained in a manner that minimizes hazardous conditions. All members of the Emmanuel community are encouraged to report equipment problems to Campus Safety or the facilities department.

**Coordination with others in the Longwood Medical Area (LMA)**
Emmanuel College Campus Safety is a member of the Medical Academic and Scientific Community Organization (MASCO) security and emergency preparedness consortium and shares a common radio system with the MASCO community which is tested twice daily. This radio system enables Emmanuel College Campus Safety to be immediately advised of any safety and security concerns in the Longwood Medical Area. This information is reviewed by Campus Safety to determine the potential impact on the Emmanuel community, and whether or what type of community notification is necessary.

Following a U.S. Department of Education Emergency in Higher Education (EMHE) grant in 2012, the Colleges of the Fenway has adopted emergency management plans that are common to the COF, although individualized to the colleges. The COF and MASCO conduct joint training in preparing for manmade and natural disasters. This training consists of monthly meetings and yearly tabletop exercises, as well as participation in actual drills.

**Campus Safety Dispatch Center**
The Campus Safety Dispatch Center is located in Rm. 139 on the first floor of the Administration building, and is staffed 24 Hours a day, every day of the year by a Campus Safety dispatcher. Dispatchers take calls for service on the non-emergency line 617 735-9710 as well as emergency calls for service on the emergency line 617 735-9888. Dispatchers also monitor life safety systems, including access control, CCTV, alarms, fire detection and suppression systems, two-way radio system and the MASCO emergency radio network. Via the radio network, the Campus Safety dispatcher directs Officers to all requests for service and breaches of security or suspicious activity on campus.

**Criminal Investigations**
Campus Safety Officers investigate criminal complaints filed by community members and pursue investigations to their most reasonable conclusion. Officers may conduct follow-up investigations, with support when necessary from a number of law enforcement partners, including the Massachusetts State Police, Boston Police, District Attorneys' offices, and victim-witness programs.

The interest of the victim is always the primary concern. Campus Safety recognizes the importance of confidentiality and of protecting the identity of the victim in the course of
an investigation. In criminal matters, the victim's preferences greatly influence the way in which a case is processed.

The College has a number of alternatives at its disposal to adjudicate inappropriate behavior, whether or not it is of a criminal nature. In addition to pursuing cases through the courts, the College uses an internal judicial structure to decide on specific issues unique to College life.

**Off-Campus Criminal Investigations**
When a student is involved in an off-campus incident involving disorderly or criminal behavior, Campus Safety officers may assist the Boston Police Department in their investigation. On a regular basis the Boston Police Department share incident reports which involve off-campus activity that may involve Emmanuel students. Campus Safety shares those reports with the appropriate departments for follow-up that could result in disciplinary actions.

**Off-Campus Emergency Assistance**
When Campus Safety becomes aware of an off-campus emergency involving an Emmanuel student, faculty or staff member, the Police Department of jurisdiction will be immediately notified, and Campus Safety Officers will assist in coordinating the response.

Campus Safety has a strong relationships with the Boston Police, Brookline Police and the Massachusetts State Police and routinely interacts in exchanging information, reporting crimes, conducting investigations and conducting joint training exercises. Although no formal MOUs exist among the Departments, the collaborative partnership works extremely well, to the benefit of all concerned.

**Response to Reports of Crimes/Emergencies**
All Emmanuel College Campus Safety Officers are trained to observe and report incidents that occur on campus and in our neighborhood. When an emergency call is received by the Campus Safety dispatcher, a Campus Safety Officer is dispatched immediately to the location of the incident to render aid or assistance, take a report, and conduct a preliminary investigation if necessary.

In response to a reported emergency, Campus Safety Officers will respond and summons the appropriate resources to assist in the response to the incident. All Campus Safety reports are forwarded to the Dean of Student’s office for review and for potential action as appropriate. Campus Safety reports entered into a database management system where they are stored and are retrievable. This database allows Officers to record an incident, conduct follow up investigations and compile statistical data from a centralized depository of incident data. Crime statistics and general information are available to the public during business hours. Information which must remain confidential is closely protected.

Parents not on our RAVE emergency notification system, neighbors and members of the larger community can access information during an emergency at Emmanuel College via the College website or local/national news outlets. Other COF Public Safety/Campus Safety Chiefs are on the Emmanuel College emergency notification system (RAVE) in order to advise their communities of emergencies at Emmanuel or in our neighborhood.
Emergency Response and Evacuation Procedures
The College’s Emergency Response Plan includes information about Incident Team members: Roles and Responsibilities; College operating status parameters; levels of emergencies; incident priorities and performance expectations.

Emmanuel College Campus Safety Supervisors have received training in Incident Command and responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders would be Emmanuel College Campus Safety Officers along with the Boston Police Department, Mass. State Police, Boston Fire Department and Boston Emergency Medical Services who would work cooperatively together to resolve the incident. Depending on the nature of the incident, other College departments and other Local, State and Federal agencies could be involved in responding to the incident.

Emergency Contact System
Emmanuel College has multiple systems for alerting our community to campus/neighborhood emergencies. The College contracts with RAVE Alert for emergency notification systems. The system allows authorized users to send an immediate notification to all or selected members of the Emmanuel community who have provided emergency contact information.

Messages about immediate or potential threats to the health or safety of members of the community can be simultaneously sent to on-campus phones, cell phones (voice or text), home phones, emergency contact phones and multiple email addresses. All members of the Emmanuel community are requested regularly to provide updated emergency contact information so that they can receive messages from the emergency notification system.

The emergency notification system will only be activated upon confirmation of an emergency situation that poses an immediate threat to the health or safety of students, faculty or staff on campus or when there is an event that requires closing the campus or limiting access (e.g. severe weather). The emergency notification system will not be used to send messages about criminal activity in the area, unless the crime presents an immediate threat to safety on campus.

Emmanuel College will, without delay, and taking into account the safety of the community, determine the content of the emergency message and initiate the emergency messaging system, unless issuing a message will, in the judgment of Campus Safety or other responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency situation.

In addition to the emergency notification system, Emmanuel College Campus Safety and Emergency Preparedness may rely upon communication systems to provide relevant information regarding an emergency situation. These may include:

- Emmanuel College Portal
- Public address systems
- Emmanuel email
- Bullhorns maintained in the Yawkey Center
- Media outlets including local television and radio stations
- TV monitors in most campus buildings
- Notices posted in central locations in all campus buildings

If any of the systems utilizing technology fail, the College would initiate face to face communication using Campus Safety personnel and other appropriate staff and students on campus.
Some or all of the systems listed above will be used to communicate follow-up information to the Emmanuel College community. Parents not on the RAVE emergency notification system, neighbors and other members of the larger community can access information during an emergency at Emmanuel College via the website or local/national media. Other COF Public Safety/Campus Safety Directors are enrolled on the Emmanuel College RAVE system in order to advise their communities of an potential emergency at Emmanuel.

Emmanuel students, faculty and staff can update their emergency notification information at any time via the Emmanuel College Portal.

**Medical Emergency Response Services**
In a medical emergency, members of the Emmanuel community should dial 911 and then call the Campus Safety emergency line 617 735-9888. All Emmanuel College Campus Safety Officers are trained as first responders and will respond immediately. For routine care, students should contact the Emmanuel College Health Services office at 617 734-7678, located in the basement of St. Joe’s residence hall. The Health Services office is open Monday-Friday during business hours. The Beth Israel Deaconess Medical Center (BIDMC) is located adjacent to the campus. Emmanuel College maintains a close working partnership with this world-renowned medical center. Students requiring specialized treatment or hospitalization are generally referred to BIDMC by Health Services.

The Emmanuel College Counseling Office has professional counselors on staff who offer support for students in an atmosphere of respect and confidentiality. Services include assessments of mental health and referral to both on and off campus resources. There is a counselor on call 24 hours a day, seven days a week.

**Services**

**Security Patrol**
Emmanuel College Campus Safety Officers patrol the campus 24 hours a day, 7 days a week. Campus Safety Officers patrol all buildings during all hours of operation, as well as during non-operational periods. While patrolling, Campus Safety Officers monitor all activities, respond to alarms and other emergency situations, conduct safety and security audits, maintain control of vehicle traffic onto the campus and enforce College parking regulations. All Campus Safety Officers are equipped with two-way radio communications and stay in constant contact with the Safety Department Communications Center while on patrol.

**Bike Patrol**
Emmanuel College Campus Safety additionally utilizes bicycle patrol as an effective way of patrolling the campus while increasing visibility among the Emmanuel College community. Officers selected for bike patrol can cover a much larger area and travel faster than a foot patrol officer. Officers ride as weather allows from April thru November.

**Safety Escorts**
Campus Safety Officers will walk an individual from any building or parking lot to any location on Emmanuel College property. Call the Campus Safety Office to request an
escort. A Campus Safety Officer will be promptly dispatched to assist you. This service is offered 24 hours a day.

**College Shuttle**
Campus Safety Officers operate the College shuttle vehicle to transport students, staff and faculty to/from off campus residence halls, the Landmark Center and Ruggles T-Stop between the hours of 6 p.m. and 2 a.m. The shuttle will also be utilized for minor medical transport to the BI Emergency Room at the request of Health Services or College administration.

**Fingerprinting**
Campus safety provides this service to any Emmanuel College community member that may need to provide fingerprints to prospective employers, for security clearances or any other application process. Fingerprints will be taken by the shift supervisor during the following times:
Monday-Friday
9AM-3PM

**First Responders**
All Campus Safety Officers have been trained as first responders and have gone through first aid and automated external defibrillator (AED) certification. For this reporting year Campus Safety responded to 138 medical calls ranging in severity.

**Closed-Circuit Television Surveillance**
Strategically placed close-circuit television equipment is used to monitor and survey public areas on the Emmanuel College campus. All monitoring of CCTV equipment is located in the Emmanuel College Campus Safety Communications Center.

**Student I.D. Cards**
All students receive Emmanuel College identification (I.D.) card, which may be obtained from the Campus Safety Department. The card must be presented at College functions, at security desks within the residence halls, at the College dining center, at the Library when borrowing books and at the Academic Computer Center. All residents are required to surrender their I.D. card to front desk personnel in order to sign in guests. They are also required to surrender their I.D. cards at College functions when requested. I.D. cards are not transferable.

**Rape Aggression Defense (RAD) Program**
The Rape Aggression Defense (RAD) Program taught by a certified Emmanuel College Campus Safety Officer empowers female students, faculty and staff to combat various types of assaults by providing them with realistic self-defense tactics and techniques. This empowerment is taught through four basic principles: education, dependency on self, making one’s own decisions and the realization of one’s own power. The objective of RAD is to develop and enhance self-defense options for women. The course begins with awareness, prevention, risk reduction and risk avoidance, while progressing to the basics of hands-on defense training. The classes provide women with the knowledge to make educated decisions about resistance.
For more information about RAD on campus or to determine when the next course will run, please contact the RAD coordinator at the Campus Safety Office.
Lost and Found
The College is not responsible for lost or stolen articles, and students are urged to mark their books and belongings clearly. Students who find lost articles should bring them to the Campus Safety office located in the Administration Building, 1st floor, room 139. Persons claiming lost articles must describe the article and present adequate identification.

Operation ID
Operation ID is a program designed to discourage theft of valuable property and provides a way for an individual to easily identify stolen property if necessary. Most thieves steal valuables for resale. So, if marked with a permanent identification number, thieves will find it harder to sell the valuables.

An individual may borrow an engraving tool from the Campus Safety office by displaying his/her student ID card and filling out a simple form. Once individuals have engraved an identification number on property such as laptops, bikes, cameras, etc. list the items on the Personal Property Record form Campus Safety will include with the engraver. Individuals may wish to make an additional copy of your Personal Property Record to keep at their permanent address.

Access to Campus Facilities
With the exception of residence halls, College facilities are open to the public during the day and evening hours when classes are in session. When the College is closed, buildings are locked. All students must enter and exit the residence halls through the main entrance. Side doors are alarmed 24 hours a day and may be used only as fire/emergency exits. The front doors of the residence halls are locked at all times except for times when the College deems it appropriate for doors to remain open.

Procedures for Reporting a Crime or Emergency
Members of the community are strongly encouraged to report all criminal and suspicious activity to Campus Safety in a timely manner. Timely reporting of information assists in intervening in potential criminal activity and apprehending suspects. To report a crime or emergency on the Emmanuel College campus, call the Campus Safety Department at extension 59888 or, from outside the College phone system, 617-735-9888. To report a non-emergency security or campus safety related matter call extension 59710 or, from outside the College phone system, 617-735-9710. Reports may also be made at the Dispatch center in the Administration building at any time of the day or night.

A dispatcher is available at these respective telephone numbers 24 hours a day to answer your call.

What is suspicious?
“Am I witnessing a crime?” Most individuals have found ourselves asking this at some time or another. However, because they are not really sure, they tend to ignore what they have just seen and continue about their business. They should trust their instincts. If something does not feel right, it probably isn’t. Signs of behavior that might be suspicious:

- A person trying to enter a residence without the proper access card.
• A person running and looking about furtively, as if he or she were being watched or chased.
• A stranger carrying property at an unusual hour or location, especially if the items are computer or other equipment, office machinery, or a locked bicycle.
• A person going door-to-door in an office building or residential area.
• Any person forcibly entering a locked vehicle or building.
• One or more persons sitting in a parked car closely scanning the area.
• A person (especially a juvenile or female) being forced into a vehicle.
• A person exhibiting unusual mental or physical symptoms.
• Unusual noises, including gunshots, screaming, sounds of fighting, barking dogs, or anything suggesting foul play, danger, or illegal activity.

It is important to remember that people aren’t suspicious; behavior is. When in doubt, call! If you witness any suspicious activity, call the Emmanuel College department of campus safety immediately.

Anonymous Reporting
Community Members can report criminal or suspicious activity anonymously by calling Campus Safety. An individual can call Campus Safety to report domestic violence and sexual assaults, drug usage and dealing, or any other criminal activity. The information provided should be as detailed as possible.

Counselors and Confidential Crime Reporting
As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged ; if and when 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 statistics.

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

Professional Counselor
An employee of an institution whose principal responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his/her license or certification.

Confidential Reporting
Although we encourage the reporting of campus criminal activity to Campus Safety, in some instances community members may choose to file a report with the College and school officials. Reports of criminal behavior reported to these officials are included in the annual disclosure of criminal statistics included in this report.
The officials to whom you should report crime issues to include the Dean of Students, Resident Directors, the Director of Campus Safety, Counseling office or the Health center.

With the permission of the victim, the Director of Campus Safety can file a report on the details of the incident without revealing the victim’s identity. The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to any potential danger. Reports filed in this manner are included and disclosed in the annual crime statistics report.

Criminal activity is also reported to the Boston Police 617 343-4200 or 911 for an emergency. Any matter outside the jurisdiction of the local police is reported to the Massachusetts State Police 508 820-2300.

Campus Security Authorities

Federal law requires the College to disclose statistics concerning the occurrence of certain crimes enumerated in the Clery Act that occur within the College’s Clery geography and that are reported to campus security authorities (“CSAs”) and local law enforcement. Under the law, CSAs include any member of the Emmanuel College Campus Safety Department; any individual who has responsibility for campus security, but who is not a member of Campus Safety; any individual identified by the College as someone to whom a crime should be reported; and any College official who has significant responsibility for student and campus activities. Individuals serving the College as CSAs vary from unit to unit based on their job functions, but include by way of example (but not limitation):

- Dean of Students;
- Director of Human Resources, Affirmative Action and Title IX Coordinator;
- Associate Dean for Community Standards;
- Associate Dean and Director of Student Activities;
- Vice President of Academic Affairs;
- Director of Residence Life;
- Athletics Department;
- Director of International Studies and External Programs;
- Residence Hall Security Desk Attendants;
- Resident Directors and Resident Assistants;
- Student Group Advisors.

All CSAs should encourage any person who reports a crime or other incident involving campus security to notify the Campus Safety Department immediately. Any CSA who receives a report of an incident involving a crime or campus security matter must contact the Campus Safety Department immediately and inform the Department of the incident consistent with the confidentiality considerations discussed below 2.
Confidentiality Considerations
A CSA is not required to disclose to the Emmanuel College Campus Safety Department confidential information concerning an incident, such as information that would identify a victim of a crime who wishes for his or her identity to remain confidential. However, CSAs are required to inform the Department of the existence of all known incidents, including confidential incidents, so that such incidents can be recorded as statistics by the Department and, where appropriate, included in the College’s annual security report. If a reporting party does not consent to the disclosure of his or her identity to the Emmanuel College Campus Safety Department, CSAs are expected to inform the Department of the reporting party’s wish for confidentiality and to report the incident to Campus Safety for statistical purposes only. CSAs must report an incident to the Department without disclosing identifying information concerning the reporting party unless the reporting party consents to disclosure of his or her identity.
The College urges all community members to report any criminal incident to the Emmanuel College Campus Safety Department. In the event an individual chooses not to report a crime, the College urges the person to at least disclose the occurrence of the incident to a campus security authority so it may be counted, as appropriate, in the College’s annual Clery report.
2 Note that under Clery, professional counselors are exempt from the definition of “campus security authority.”

Security Awareness and Crime Prevention Programs
• The Emmanuel College Campus Safety Department takes a proactive approach in dealing with issues of security and crime. The primary tool to accomplish this is a strict adherence to the concept of community policing and also keeping our community well informed regarding all relevant issues. All members of the Emmanuel community are encouraged to participate in the effort to keep our community free from crime and disruption. The following is a list of some of the programs utilized by Emmanuel College Campus Safety that supports the educational mission of the College, and enables our community to make well-informed decisions regarding issues of safety.
  • Safety escort/shuttle program provides walking escorts or shuttle transportation for our community members to certain areas both on and off campus.
  • Emergency telephones are located in all campus garages
  • Residence Hall Security—Campus Safety works diligently with the Residence Life staff to promote safe practices in all residence halls through training and education of both residents and staff. Campus safety Officers also staff the front desk of all residence halls, controlling access and egress between the hours of midnight to 8AM.
  • New student orientation—Campus Safety Officers participate in new student orientation, presenting crime awareness and prevention information to students and their parents during the summer and at the beginning of the academic year.
  • Similar presentations are made available during College open house sessions conducted by the Admissions Department.
  • Parking Facility Security—parking garages and lots are regularly patrolled by Campus Safety Officers. CCTV and emergency phones are also part of the security plan.
• Security and Fire alarm systems—a computer enhanced alarm system monitors a campus wide network of fire, door intrusion and panic alarms.
• Security Surveys—comprehensive physical and operational security surveys are frequently conducted by Campus Safety Officers to assist various College departments to improve the security of their work or living spaces and personal and College property.
• Facilities Surveys—a program designed to identify and correct deficiencies in exterior/interior lighting, locking hardware and safety of campus grounds is regularly conducted by Campus Safety Officers.
• Timely Warnings—In cases where the Director of Campus Safety or designee determines that a particular crime or crime trend represents a serious or continuing threat to the Emmanuel community, a Timely warning will be distributed in order to alert the community so they can take precautions and make informed decisions about how they conduct their daily business in the neighborhood. These warnings are distributed via the College Portal or other methods deemed appropriate.
• Community Police Team—works closely with all members of the College community, dealing will all aspects of campus security to facilitate the exchange of information and ideas and to minimize the instances of crime and disorder.
• Rape Awareness, Intervention and Prevention—All Campus Safety Supervisors are certified as sexual assault investigators and work diligently with community groups to present programs dealing with domestic violence, dating violence, stalking, rape and sexual assault especially as part of new student orientation. Rape Aggression defense (RAD) is also offered periodically to all community members.
• Violence Prevention and Response—Training is offered to all community members in the best practices to respond to issues of campus violence in the event of an occurrence on campus.
• Crime Prevention Information—brochures, posters and other materials carrying crime prevention and awareness information regarding all aspects of personal safety and property security is frequently distributed at various locations on campus by Campus Safety Officers.

EDUCATION AND PREVENTION PROGRAMS

During the current academic year (2014-2015), in accordance with federal requirements, Emmanuel College is planning a number of educational and prevention programs for students, faculty and staff, regarding sexual assault awareness, dating violence, domestic violence and stalking. This programing will consist of prevention and awareness programs during new student and new employee orientation and ongoing awareness and prevention programs for all students, staff and employees. Examples of ongoing and future programs include:

• The Dean of students meets with members of the College athletic team coaching staffs to discuss issues of sexual misconduct, the concept of consent and bystander intervention strategies.
• The Dean of students also meets with student athletes in season to discuss the relevant issues of dating violence, domestic violence, stalking, the concept of
consent, and all matters of sexual misconduct and bystander intervention strategies.

- All new and current employees are required to complete online training regarding matters of sexual harassment, discrimination and Title IX.
- Domestic violence, dating violence, sexual assault and stalking will be clearly defined as prohibited conduct.
- Behavior that constitutes domestic violence, dating violence, sexual assault and stalking will be clearly identified based on definitions provided by the Department of Education and as defined by Massachusetts law.
- Behavior and actions that constitute consent to sexual activity will be defined and discussed.
- Safe bystander options will be discussed, to enable all students, staff and employees to have positive options available to intervene during situations of domestic violence, dating violence, sexual assault and stalking.
- Risk reduction information and strategies will be provided to reduce the occurrence of sexual assault, domestic violence, dating violence and stalking, to empower victims and to address conditions that facilitate violence.
- All Title IX Compliance Officers are mandated to complete required training regarding their assigned responsibilities.
- Campus Safety Lieutenants have attended programs/classes to attain certification as Sexual assault investigators.

**Crime Prevention**

**An Individual's Role in Preventing Crime**

We need community members to actively assist us in maintaining a safe and secure campus for all students, faculty and staff. To do this we suggest the following:

- Voice concerns about crime and disorder problems.
- Do not wait until crimes occur or problems get out of control; raise concerns with the campus safety office.
- Report and provide information about crimes and suspicious activities.
- We need individuals to serve as our eyes and ears. They are in a better position to identify behavior and activities that are out of the ordinary in their residence or workplace. A quick and effective response by campus safety officers is greatly assisted by accurate and timely reports of emergency or suspicious incidents. Crime prevention includes calling the campus safety office when an individual observes suspicious activity, calling if one is the victim of or become aware of a criminal incident, and informing the campus safety office of any potential public safety issues. If the department of campus safety is not made aware of an incident, they cannot provide assistance to those in need or work to prevent it from occurring again.

**When Walking**

- Walk with a friend. Avoid traveling alone after dark. Call the Campus Safety Department for a ride or walking escort.
- Avoid shortcuts. Only walk on well-lit regularly traveled walks.
- Don't hitchhike. Don't accept rides from casual acquaintances.
- If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around before it can follow.
• Run, Scream, and make noise. If an individual is being followed or feels they are in danger should let someone know they are in trouble.

**When Driving**

- Don't pick up hitchhikers.
- Whenever possible individuals should limit their driving to well-lit heavily traveled roads.
- Keep windows and doors locked.
- Sound the horn. If ever threatened and one cannot drive away sound the horn to attract attention.
- Breakdowns. If an individual’s vehicle ever breaks down, signal for attention by raising your hood. Stay inside your vehicle with your windows closed and your doors locked.
- If an individual is being followed they should keep out of desolate areas. Looking for a place where there are people and stop. Ask someone to call the police.
- When parking at night choose well lit areas. Before getting out of the vehicle check for people loitering. Also check for people loitering when returning to the vehicle.

**Property Safety**

Report thefts, most thieves look for things that are easy to keep or sell without anyone asking questions.

- Don't give anyone your ID or code to your room!
- Don't leave valuables or cash where someone can easily pick them up!
- Don't leave names or addresses on key rings!
- Don't leave valuables in classrooms, cars, the library or dining hall!
- Report any suspicious or unauthorized person!
- Report any broken windows or doors!
- Report any door to door solicitors who do not have proper authority to be on campus!
- Report anyone looking into windows or parked vehicles!
- Report anyone hanging around residence halls, hallways, or other campus buildings with no clear purpose for being there!
- Report any suspicious vehicles driving around campus!

Remember do not attempt to stop or restrain a suspicious or unauthorized person. Call Campus Safety at 735-9710.

**Residence Hall Safety**

- Don't give anyone your ID or code to your room. Close any windows that are accessible from the outside.
- Don't put your name or address on your key ring.
- If an individual should lose their ID notify Residential Life and Campus Safety. Arrangements will be made to have a new ID made.
- Don't study in poorly lit or secluded areas.
- Residence should always ask for identification from service personnel. If in doubt and you don't recognize the person call the Campus Safety.
• Don't let strangers use cell phones. Make the call for them or direct them to a residence hall front desk.
• If an individual starts receiving harassing phone calls notify the Campus Safety.
• If an individual finds their room has been entered don't go inside. Go to a phone and call Campus Safety. Don't touch anything in the room; as doing so may disturb evidence that is important to an investigation.
• If an intruder awakens a sleeping individual do not try to apprehend the person. An intruder may be armed or may be able to arm themselves with something in the room. Try to leave the room and call for help.
• If an individual sees a suspicious person or vehicle on campus they should contact Campus Safety with as much information as possible.
• Don't peg open exterior doors. Doors are locked for everyone’s safety.
• Report any broken doors, locks or windows.
• Try not to bring large amounts of cash or valuables to campus. If one must try not to let anyone know and keep it in a safe place.
• Keep items of value out of sight if possible. Don't leave valuables in plain sight from the outside.

Office & Classroom Safety
• Keep all offices and labs locked when not in use.
• Report any broken doors, locks or windows.
• Faculty should report a lost ID to Campus Safety immediately.
• Always lock desks and file cabinets.
• Consider using password protection for computers.
• Don't leave expensive personal property unsecured in offices.
• When leaving make sure doors are locked. If an individual sees someone suspicious notify Campus Safety.

Identity Theft
• Identity theft occurs when someone uses an individual’s name and personal information, such as Social Security number, driver’s license number, credit card number, telephone number, or other account numbers, without their permission. Identity thieves use this information to open credit accounts, bank accounts, telephone service accounts, and to make major purchases – all in your name. Information can be used to take over existing accounts or to open new accounts. Identity theft can result in damage to one’s credit rating and denial of credit. If an individual feels that their personal information has been compromised, please contact Campus Safety at 617-735-9710.

Harassment
Harassment can take the form of personal contact, mail, telephone calls, social media, emails or facsimiles. The specific action taken in any particular case depends on the nature and gravity of the reported conduct, and may include mediation, judicial hearings or criminal prosecution, when appropriate. When harassment occurs, Campus Safety will act to stop the harassment, prevent occurrence, and hold those responsible accountable for their actions. At all times, the investigation will be conducted in a way that respects, to the extent possible, the privacy of all persons involved.
Campus Safety takes reports of harassment very seriously and each report will be investigated to its most logical conclusion. There are three types of harassment under Massachusetts General Laws:

- Annoying phone calls
- Criminal harassment
- Stalking

**Annoying Phone Calls**
Massachusetts General Laws Chapter 269, Section 14A, states:
"Whatever telephones another person, or causes any person to be telephoned to, repeatedly, for the sole purpose of harassing, annoying, or molesting such person or his family, whether or not conversation ensues, or whoever telephones a person of the female sex, or repeatedly telephones a person of the male sex, and uses indecent or obscene language to such person shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than three months, or both. "Federal Law also prohibits the making of obscene or harassing calls in interstate or foreign communications.

If you believe that you are a victim of harassing or annoying phone calls contact Campus Safety immediately to file a report. After taking information for the report the Campus Officer will ask you to keep a "Harassing Phone Call Log". You will be asked to record the following information for any future "Harassing/Annoying" type calls that you receive:

- Date and Time.
- Type of call- Hang up, Threatening, Obscene, and Nuisance.
- Type of voice- Male, Female, Young, Old, High, Low, Accent, Intoxicated, Nervous, Other.
- Any background noise heard.
- Know to whom you are speaking:
- Ask who is calling.
- Ask what number they are trying to reach.
- Never give out your name or number to strangers! (Don't give the caller the satisfaction of carrying on a conversation, most of these callers just want an audience.)

**Hang Up:**
Hang up immediately if the caller doesn't respond to your questions!
Hang up at the first utterance of an obscene word!
Hang up if the caller does not make identification to your satisfaction! (Don't slam the receiver down and admit that you are annoyed, just hang up.)
If at any time you are threatened over the phone, or receive a harassing phone call notify the Campus Safety at 735-9710.

**Criminal Harassment**
According to Massachusetts General Laws Chapter 269 14A
Whoever telephones another person, or causes another person to be telephoned, repeatedly, for the sole purpose of harassing, annoying or molesting such person or his/her family, whether or not conversation ensues, or whoever telephones a person repeatedly, and uses indecent or obscene language to such person, shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than three months, or both.

Stalking

According to Massachusetts General Laws Chapter 265 Section 43:

Whoever 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 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 and shall be punished by imprisonment in the state prison for not more than five years or by a fine of not more than one thousand dollars, or imprisonment in the house of correction for not more than two and one half years or both. Such conduct, acts or threats described in this paragraph shall include, but not limited to, conduct, acts or threats conducted by mail or by use of telecommunication device including, but not limited to, electronic mail, internet communications and facsimile communications.

Sexual Assault/Rape: Legal Definitions

- Rape occurs when the offender has “sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his/her will, or compels such person to submit by threat of bodily injury.”
- The crime of indecent assault and battery occurs when the offender, without the victim’s consent, intentionally has physical contact of a sexual nature with the victim.
- Consent

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

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

- They are intoxicated.
- They are unconscious.
- They are mentally incompetent.
- They are under age.

Consent cannot be given by someone who is not of sound mind and body. Someone who is drunk, high, unconscious or mentally incompetent may not be able to give consent to a sexual act. Submission is not necessarily consent. Having sex with someone who reasonably believes that there is a threat of force, meets the legal definition of rape in Massachusetts.

Sexual Misconduct Policy
Emmanuel College has a longstanding reputation for academic excellence, values-based education and a strong community. The College seeks to create and sustain a campus environment in which students behave in a moral and ethical manner, treat each other with dignity and respect, and personally flourish – intellectually, physically, socially and spiritually. Emmanuel strives to provide a living and learning community free from violence and discrimination and the College enforces a strict policy prohibiting sexual misconduct.

Consistent with the Statement on Community Standards, the College expects students to take responsibility for building and improving community life. Toward that end, Emmanuel encourages students to work collaboratively with the staff, faculty and administration to build and maintain a campus free from sexual assault, sexual harassment, relationship violence, domestic violence, dating violence, stalking and other forms of sexual misconduct.

As an academic community, the College works to educate students about healthy and respectful relationships, and teaches students to recognize aggressive behavior and high-risk situations that may lead to victimization. Students are encouraged to take an interest in each other’s well-being and to intervene – without compromising their own safety – when another student is at risk for harm. An intervention may include interrupting activity that may result in victimization, offering help to a potential victim and/or soliciting advice and assistance from someone in authority. A student may be able to prevent victimization through an act of care and concern. Ultimately, however, each Emmanuel student is responsible for his or her behavior and the College expects each and every student to read, understand and adhere to the sexual misconduct policy.

Sexual misconduct is defined as any form of unwanted sexual advances or contact. “Unwanted” means against a person’s wishes or without consent and includes those instances in which the individual is unable to give consent because of diminished judgment, sleep, unconsciousness, illness, impairment or intoxication due to alcohol, drugs or other substances. Consent must be clearly communicated, given free of force or the threat of force, it must be mutual and non-coercive. The person initiating the sexual activity is responsible for securing consent. Consent to one sexual activity does not imply consent to other sexual activities nor does a current or previous dating or sexual relationship constitute consent.

Sexual misconduct includes but is not limited to sexual assault, sexual harassment, relationship violence and stalking. It also includes behavior or conduct that is lewd or indecent including: disregarding the privacy of others, exposing others to highly offensive conditions, communicating using obscene, sexually explicit, hostile, discriminatory, or threatening words, photographs, pictures, jokes or gestures. Sexual misconduct is a violation of the Student Code of Conduct and is strictly prohibited. Students who have been victims of sexual misconduct are urged to seek support and to report violations as indicated in this document. All alleged violations of sexual misconduct will be thoroughly investigated.

Emmanuel College is committed to maintaining a safe environment for members of our community. Emmanuel College will not tolerate rape, any form of sexual assault, dating violence, domestic violence, stalking, or any other form of violence. The Office of Campus Safety has nine sexual assault investigators on staff who can be of assistance, including contacting the local Police authorities if the victim so desires. Campus safety can also assist in identifying College support services for victims of violent crimes.
Students who may be a victim of sexual assault will be offered immediate medical treatment and counseling support at either the on-campus Health Center or off campus at Beth Israel Deaconess Medical Center (BIDMC).
The Office of Campus Safety can provide transportation to the Health Center or to BIDMC whether or not an incident is filed with the local or Campus police. It is up to the victim to decide if such a report should be filed or not. A medical escort can be requested without divulging that an assault or rape has occurred.

When a rape or sexual assault is reported, there is no requirement that the victim file criminal charges. It is important to preserve any physical evidence as proof of an assault, should the victim decide to file charges at a later date. Students are also encouraged to report incidents of sexual assault to Campus Safety or to the Title IX coordinator in order to receive coordinated services from the College and surrounding community. Further information on Emmanuel’s sexual assault policy can be found in the student handbook at www.emmanuel.edu

Victim witness assistance is available from the Office of Campus Safety for help in obtaining restraining orders or other legal processes in collaboration with local police authorities.

Services of the Campus Safety Office, the Health Center and the Counseling Center are confidential to the extent permitted by law and Emmanuel’s obligation to protect the safety and well being of members of the Emmanuel community. With a student’s consent, a representative from Student Affairs may be notified in order to offer a coordinated response. Information is only shared on a “need to know basis”, generally only after receiving the student’s permission.

Pursuant to the Campus Sex Crime Prevention Act, the Office of Campus Safety will maintain records provided by the Massachusetts Sex Offender Registry Board of registered sex offenders who have indicated that they are employed or enrolled at Emmanuel College. Any member of the community who wishes to review such information should contact the Office of Campus Safety during normal business hours. For further information concerning the crimes for which convicted offenders must register or regarding additional access to records of registered sex offenders, contact the Massachusetts Sex Offender Registry Board at 978 740-6040 or visit WWW.state.ma.us/sorb.

Bystander Options
Emmanuel College encourages all members of the community to take safe and positive actions to intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking. There is no single “right” way to intervene, and what is appropriate depends on the situation and the individual involved.

- Call the Office of Campus Safety and ask for assistance
- Asking the individuals involved to stop what they are doing
- Use a distraction in an effort to stop an individual’s activities
- Stepping in and separating the people involved in a non-combative manner ONLY if is safe to do so.
- Ask another bystander, or a number of other bystanders to intervene with you, ONLY if it is safe for you to do so.
- Notify law Enforcement by calling 911.
What is sexual assault?
Sexual assault is any unwanted, coerced, or forced sexual contact or intercourse OR sexual contact or intercourse with someone who is not able to give consent (e.g. under the influence of alcohol or drugs or asleep). Sexual assault can involve the sexual penetration of a body orifice, but also includes other unwanted sexual contact. Victims can be either women or men. Most victim/survivors know the perpetrators who may be the victim/survivor’s best friend, lover, partner, date, family member, neighbor, teacher, employer, doctor, or classmate. The perpetrator can be a boyfriend or girlfriend. Sexual assault can occur between members of the opposite sex or same sex. Alcohol, date rape drugs, or other substances may be involved.

What if this happens to me?
If you are sexually assaulted you may want to consider:
• Finding a safe place
• Calling a friend
• Calling for assistance
• Contacting campus or community police
• Seeking medical treatment
• Beth Israel Deaconess Medical Center
• Preserving evidence

Reporting a Sex Offense
Any person who is the victim of a sexual assault should seek safety immediately. On campus, call the Office of Campus Safety at 617 735-9788 or 9710. Off campus, call 911 to contact the local Police Department of jurisdiction.

Title IX Coordinator
Individuals may also report any sex offense or any issues involving sexual harassment to the College’s Title IX coordinator. This office is responsible for coordinating the college’s compliance with Title IX. The College’s Title IX coordinator is Erin Farmer Noonan, Director of Human Resources, 617 735-9892 (farmer@emmanuel.edu). Her office is located in Rm. 336C in the Administration building 400 the Fenway Boston, Mass. 02115.
Title IX sub-coordinators are Dr. Joe Onofrietti Dean of Students, 617 735-9917 onofriett@emmanuel.edu and Susan K Benzie, Director of Residence life, 617 264-7601 benzies@emmanuel.edu Rm. G04. Both offices are located in basement of St. Ann’s residence hall 400 the Fenway Boston, Mass.

The College’s sexual harassment and grievance procedure policy can be found at http://www.emmanuel.edu

Seek immediate medical attention
It is important to receive immediate medical attention even if you feel you were not physically harmed. Locally, the Beth Israel Deaconess Medical Center (BIDMC) has specialized medical teams that work with victims of sexual offenses. A medical examination that includes a general physical exam and an exam to check for internal injuries will most likely be suggested. Also, the victim can choose to be tested for
pregnancy and sexually transmitted diseases. A medical examination does not require the victim to press charges.

**Preserve Evidence**
Before going to the hospital a victim should not shower, wash or throw away any clothing worn at the time of the sexual assault. Evidence on one’s body or clothes is critical if the choice is made to press charges, either immediately or at a later date. Upon request, the hospital will hold evidence for at least six months, regardless of the decision to seek a criminal complaint.

In addition to contacting Campus Safety at 617 735-9888 (emergency line), the following individuals and offices can be called to report a sexual offence. (SART)

**Sexual Assault Response Team (SART)**
In an effort to provide an appropriate and coordinated response to victims of sexual assault, Emmanuel College has established a Sexual Assault Response Team (SART). The SART consists of a network of individuals throughout the college community which students can access in the event of a sexual assault. The SART provides assistance to survivors of sexual assault, sexual harassment, dating violence and stalking. Assistance may include counseling, advocacy, medical care, academic interventions and referrals. SART members will explain what options and resources are available, and will assist the victim through whatever steps he/she decides to take. SART members will preserve the victim’s confidentiality to the greatest extent possible. SART team members will encourage a victim to formally report an incident using names, so the incident can be properly investigated to prevent further crimes, but are mindful that the decision to do so is always up to the victim.

Members of the Sexual Assault Response Team (SART)

Dr. Joe Onofrietti        Dean of Students                                     617-735-9917
Dr. Linda Jurgela         Director of Counseling (2013)               617 735-9920
Dr. Brenda Hawks         Director of Counseling (2014)               617 735-9920
Fr. John Spencer SJ     Assoc. VP for Missions and Ministry    617 735- 9780
Susan Benzie               Director of Residence Life                     617 735-9746
Lauren Davis               NP                                                           617 264-7678
Jack Kelly                    Director of Campus Safety                     617 735-9710

**College Response to a Sexual Assault**

In the event of a sexual offence, the Office of the Dean of Students helps coordinate the services available at Emmanuel College, which include:

- Contacting the student’s family in the case of a medical emergency. While the student will be encouraged to call her/his family for support, the decision to do so will remain with the student if she/he is capable of doing so.
- Contacting the Director of Residence Life, if the victim lives on campus, for assistance with changing living arrangements, if such changes are reasonably available.
• Contacting College academic or administrative staff for assistance in facilitating academic accommodations or class schedule changes.

• In cases of sexual assault, where both the accused and accuser are Emmanuel College students, the Dean of Students or designee will review the case and make appropriate administrative decisions, which may include a Student Conduct hearing. The College reserves the right to remove a student whom it considers to pose a threat to the safety of its community members.

• The victim shall be promptly informed of her/his right to notify law enforcement officials, including on-campus and local police. If requested, College personnel from Campus Safety, the Health Center, the Counseling Center or the Office of Student Affairs will assist the victim in this process.

Emmanuel College will, upon written request, disclose to the victim of a crime of violence, or non-forcible sex offence, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offence. If the alleged victim is deceased as a result of such crime or offence, the next of kin of such victim shall be treated as the victim for purposes of this paragraph.

The College provides numerous education and awareness programs. The Rape Aggression Defense (RAD) program promotes awareness, prevention and self-defense skills. RAD is offered each semester, often in conjunction with other COF institutions. Hall talks are conducted in the residence halls to discuss safety in the city and on campus. Emphasis is placed on watching out for one another, alcohol related issues and in situations to avoid and any other timely topics to keep our community safe. Orientation meetings are held with every incoming student to discuss safety issues that the new student may be confronting for the first time. Special programs are conducted every year to discuss the issues surrounding alcohol, drug and pharmaceutical abuse that could lead to a student making poor decisions. Outside State and Local agencies are frequently called upon to assist in some special areas of training.

**Campus Sexual Assault Victims’ Bill of Rights**

• The United States Congress enacted the “campus Sexual Assault Victims’ Bill of Rights as part of the Higher Education Amendments of 1992, as amended by the Campus Sexual Violence Elimination Act (Campus SAVE act). This law requires that all universities afford sexual assault victims certain basic rights such as:

• Accuser and accused must have the same opportunity to have others present, including an opportunity to be accompanied at any related meeting or proceeding by an advisor of their choice

• Both parties shall be simultaneously informed of the outcome of any disciplinary proceeding in writing.

• Survivors shall be informed of their options to notify law enforcement, including on-campus and local police. (Campus Police will assist with notification to local police). (The decision to notify authorities remains with the victim.)

• Survivors shall be notified of counseling services.

• Survivors shall be notified of options for changing academic and living situations, transportation and working situations, if so requested by the victim and if such
accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Relationship Violence
What is relationship violence?
Relationship violence is defined as intentionally violent or controlling behavior by a person who is currently or was previously in a relationship with the victim. Relationship violence includes actual or threatened physical injury, sexual assault, psychological abuse, economic control, and/or progressive social isolation. Relationship violence occurs in heterosexual and same sex relationships.
This information is focused on romantic relationships. The same resources can be used for interpersonal violence between roommates.

How do I know if it’s relationship violence?
Does your partner exhibit a pattern of controlling behavior?
• Acting jealous all of the time
• Criticizing your behavior and with whom you spend time
• Using looks, actions, or gestures that make you afraid
• Expecting you to ask permission
• Threatening to ‘out’ you
• Yelling at you, humiliating you or putting you down
• Checking up on you, playing mind games, or making you feel as if you are crazy
• Insisting on making all the decisions

Has your partner ever:
• Insisted on having sex or pressured you to do something sexual when you didn’t want to
• Pushed, slapped, bit, kicked, or choked you
• Threatened to kill you or anyone dear to you
• Threatened to commit suicide

Do you feel?
• Like you are walking on eggshells
• That you have to call your friends in secret
• That you must dress a certain way to keep your partner from getting upset

For example:
• My partner yelled at me for being late for lunch. It was so humiliating. My partner grabbed my arm and we left the dining hall. I was really upset. Later we made up and my partner was so sorry for embarrassing me. Things are OK now though I wonder when it will happen again.
• My partner hates it when I spend time with my friends. I feel like I have to sneak around. The other day, my partner got angry about seeing me with a good friend and wouldn’t speak to me for several days. When I apologized for seeing my friends without permission, we made up. We have a really good time together as long as I don’t hang out with my friends.

Remember, if you are a victim of relationship violence, it is not your fault
Do any of these examples describe your relationship? Or that of a friend? Do you feel like your relationship might be unhealthy or unsafe? Uncertainty about the health of your
relationship can be confusing and feel overwhelming. You might want to talk to someone about your concerns.

**What can I do?**
- Talk to family and friends who can offer support.
- Talk to professionals who can help you decide what options will work best for your situation.

**Who are victims of stalking?**
Anyone can be stalked, including College students from any economic, ethnic, or religious group. A few victims are picked at random by their stalker, but most stalking victims know their stalker, usually having had some type of present or past relationship. The perpetrator can be an intimate partner or former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker’s actions can also affect family, friends, and coworkers. Stalking and criminal harassment can be difficult to distinguish. Talk to one of the resources listed in this pamphlet for help.

**How do I know if it’s stalking?**
- Every time I went to my Political Science class, this guy would sit next to me. He kept trying to talk to me even though I told him I wasn’t interested. Then he started showing up everywhere—outside my residence hall, in the Campus Center, even in the library, and threatening me if I don’t go out with him. Am I being paranoid?
- I dated this woman a couple of times but then wasn’t interested in seeing her again. She said someone would get hurt if I broke up with her. “If I can’t have you, no one else can,” she told me. We weren’t in contact for a while, but now she keeps sending me e-mails. Sometimes I don’t answer her. I changed my address but she found out what the new one was. I wish she would stop.
- Two weeks ago someone left me an anonymous “secret admirer” note in the library in one of my books while I was studying. Last week I was studying in the campus center and got up to stretch. When I came back, I found a cup of coffee with a note, “I am always watching you.” This morning there were flowers outside my room. My friends don’t know who is doing this and it feels creepy!

The absence of a threat means that this last example does not meet the legal definition of stalking. However it might have the same impact. If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources on campus, including the counseling office or Campus Safety.

**If you feel frightened or uncomfortable about someone’s specific behavior, pay attention to your instincts! Seek help.**

**What can a stalking victim do?**
- Talk to one of the College resources for help.
- Report the stalking to the Emmanuel College Campus Safety, or the Local Police in your area, and follow their advice.
- Inform others close to you (family, friends, residential life staff, co-workers) about the stalking.
- Do your best to safely avoid all contact with the stalker.
- Keep a journal or log of all incidents connected to the stalking.
• Keep any letters, packages, taped telephone messages, or e-mails received from the stalker.
• Provide Campus Safety with photographs of the suspect, a description, and other information.
• Inform the Office of the Dean of Students and learn about other options including a Stay Away Order/Campus Contract, safe housing and privacy requests at the College.
• Follow basic safety tips.
  o Try not to walk alone.
  o Know your surroundings and locations of emergency phones and panic buttons.
  o Lock your car and house doors when alone.
  o Use different routes to drive or walk to class or other routine places.
  o Park your vehicle in well-lit areas.
  o Check your vehicle including front and rear passenger seat areas before getting in.
  o Change locks to your home and car.
  o Use the safety escort program by calling campus safety.

Sex Offender Registry Information
Student, faculty and staff members can obtain information on registered sex offenders living and working in the immediate area by contacting the Boston Police Department. General information about the Commonwealth of Massachusetts Sex Offender Registry Board can be found at [www.mass.gov/sorb](http://www.mass.gov/sorb) or by calling 978-740-6400.

Stay Away Orders/Campus Contacts
Restraining Orders
There are several types of restraining orders that can be obtained through the Campus Safety.

• **A restraining order (209A)** is a court order issued by a judge that requires your past or present boyfriend, girlfriend, roommate, or blood relative to stop abusing you or face criminal penalties. There are a number of requirements that need to be met in order for a victim to apply for a criminal restraining order.
• **A civil stay away order** is a type of restraining order, available to someone who is being abused or stalked by a non-partner/roommate/relative. Please call the Emmanuel College Campus Safety Department for more information about either order.
• **A Harassment Prevention Order (258E)**
Under Massachusetts General law Ch. 258E, individuals who have suffered harassment may ask a judge at the Superior Court, Boston Municipal Court, district courts or Juvenile Court to issue an Order to protect them from further harassment or abuse. These Orders will be recorded and enforced by law enforcement agencies. For any emergency that occurs after hours or on weekends, you may contact Campus Safety and ask to be put in contact with an on-call judge.

Resources
Beth Israel Deaconess Medical Center,
Center for Violence Prevention and Recovery
617 667-8141
Disciplinary Hearings/Possible Sanctions/Standards of Evidence

Procedures for College disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking shall include:

- Provide a prompt, fair and impartial investigation and resolution.
- Be conducted by College 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.

1. The accuser and accused are entitled to the same opportunities to have others present during a College disciplinary proceeding: including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

2. Both the accuser and accused shall be simultaneously informed in writing of:
   - The outcome of any College disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking.
   - The College procedures for the accused and victim to appeal the results of the College disciplinary proceeding.
     - Of any change to the results that occurs prior to the time that such results become final.
     - When such results become final.

3. The College will protect the confidentiality of victims; including how publicly available recordkeeping will be accomplished without inclusion of identifying information about the victim, to the extent permissible by law.

4. The College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims both on campus and in the community.

5. The College will provide information to victims about options for, and available assistance in, changing academic, living, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

6. A student or employee who reports to the College that the student or employee has been a victim of domestic violence, dating violence sexual assault or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee’s rights and options. (Victims Bill of Rights)

The scope of disciplinary sanctions that may be imposed on students after a final determination regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking may include, but is not limited to: warning; educational projects; community service; loss of privileges; fines; parental notification; restitution; residence hall re-assignment; residence hall probation; residence hall suspension; residence hall dismissal; counseling or health assessment; no trespass order; stay away
Counseling and Pastoral Support Services

If you have been the victim of rape or sexual assault, you may want to contact the Office of Counseling for confidential support, counseling, and referral services. Counselors are encouraged to inform survivors that they are counseling about procedures on voluntary, confidential reporting of crimes. Victims of rape and sexual assault often feel confused and alone, and they often question how to tell family and friends about the incident, or whether they should at all. They also experience a variety of strong emotions and/or experience physical problems, such as stomach problems or sleep disturbances. Sometimes, these symptoms don’t happen until a long time after the event. Regardless of when the incident occurred, the Office of Counseling can help.

Policy on Missing Students

The missing student policy has been developed in order to assist in locating Emmanuel student(s) living in campus housing or commuter students who do not live off campus with a family member, who based on the facts and circumstances known to the College, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommate(s) and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety or to Residence Life and Housing. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours or sooner if the situation dictates. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students will place the call. Attempts will be made to contact the student, using any confidential contact information that the student may have provided to the college, and an external law-enforcement agency will be contacted if appropriate. Others at the college will be contacted, as appropriate.

For any student who is under 18 years of age and reported missing on-campus housing, Campus Safety will immediately cause the custodial parent or guardian to be notified once it is determined that the student is missing.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Emmanuel. This emergency information will be kept in the Residence Directors office in each of the four residence halls and will be updated annually.

Policy on Alcohol and Drug Use

Emmanuel College strives to provide a safe and healthy environment for study and recreation. The College policy on alcohol and drug use is designed to promote health, safety and academic excellence. The federal Drug-Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to
prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by Emmanuel College in compliance with the requirements of that Act.

Emmanuel College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any student or employee of the College while on College premises, while performing any work for the College, on or off its premises, or while otherwise participating in any College activity, on or off the College premises.

In addition, employees are prohibited from reporting to work or performing job related activities, on or off College premises, while under the influence of alcohol or illicit drugs. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol or illicit drugs.

For the purpose of this policy, the term “illicit drugs” is defined as controlled substances which cannot be obtained legally, or which, although available legally, have been obtained illegally. “Illicit drugs” include not only “street” drugs, but also prescription drugs that have not been lawfully prescribed for the individual. “Controlled substances” are those substances listed on Schedules I through V of the Federal Controlled Substance Act. Controlled substances include narcotics such as cocaine and heroin; depressants such as barbiturates; stimulants such as cocaine and amphetamines; hallucinogens such as LSD, phencyclidine (“PCP”) and cannabis (marijuana).

This policy does not prohibit use by an employee or student of a prescription drug prescribed for the employee or student by a licensed physician, provided that the drug is used in accordance with the physician’s instructions and in a therapeutic dosage.

**Use and Addiction**
The illicit use of drugs and alcohol can have a substantial impact on the health, safety, and overall success of members of the Emmanuel community and their families. The College is committed to reducing the harm related to the misuse and abuse of drugs and alcohol within the College community. Along with substantial health and safety risks are potentially significant legal consequences. Therefore, all students, staff and faculty of Emmanuel College are urged to read the information enclosed.

**Overview**
Research has shown that each year, on average, more than 25 percent of College students report academic consequences due to drinking, including missed classes, falling behind, doing poorly on exams or papers, and receiving lower grades overall. Over 150,000 first year students drop out of school for alcohol and drug-related reasons annually. Additionally, research has confirmed that alcohol and drug use are clearly related to lower academic achievement.

Even more serious than the academic consequences is the fact that, nationally, 2.1 million students between the ages of 18 and 24 drove under the influence of alcohol last year and 1,400 of them died from alcohol-related unintentional injuries, including motor vehicle crashes. Annually, 70,000 students are survivors of alcohol-related sexual assaults or date rape, 400,000 have unprotected sex after drinking, 600,000 are assaulted by another
student who has been drinking, and 150,000 will develop an alcohol-related health problem—ranging in severity and often related to quantity and frequency of consumption. Combinations of alcohol and/or drugs—including both illegal and legal substances taken for recreational purposes—often result in serious and unpredictable consequences for the user.

**Educational Programs**
The Department of Campus Safety works collaboratively with the Dean of Students, Residence Life, Student activities, Counseling Services and various student groups to develop programs that seek to reduce the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during freshman orientation, training for residence life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

**Policy on Sexual Harassment**
Emmanuel College seeks to create and maintain an academic environment in which all members of the community are free of harassment based on sex. The institution espouses Catholic values, which infuse the academic and residential life on campus. Under riding the community life must be the awareness on the part of every member of the rights and human dignity of every member. Attitudes of condescension, hostility, role stereotyping, and sexual innuendo weaken the health of the community. Furthermore, harassment based on sex compromise the integrity of a liberal arts education, because it makes the learning and working environment hostile, intimidating, and offensive. It destroys opportunities for students to develop strong, positive self-concepts, and a sense of self-confidence, which is essential to living out the ideals of a liberal arts education. In addition, persons who harass others compromise their own integrity and credibility. Consequently, no form of sexual harassment can be tolerated on campus.

Sexual harassment is defined as unwelcome sexual advances which interfere with an individual’s work, academic, residential, or co-curricular environment, or coercive behavior which threatens employment or academic reprisal or promises reward contingent upon obtainment of sexual favors.

**Policy on Smoking**
Effective August 11, 2014, Emmanuel College prohibits smoking and the use of tobacco products on the Fenway and Notre Dame Campuses. No smoking or tobacco use will be permitted on College grounds, in common or private work areas, elevators, hallways, restrooms, dining areas, lounges, conference and meeting rooms and all other enclosed or semi-enclosed areas. Additionally, no smoking or tobacco use will be permitted in outdoor areas including parking lots, parking garages (including inside personal vehicles), grounds, rooftops, courtyards, entrance/exit ways, athletic facilities, College-owned or leased vehicles and any other indoor or outdoor areas owned or managed by the College.
# Important Phone Numbers and Resources

## On Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety Emergency</td>
<td>617 735-9888</td>
</tr>
<tr>
<td>Campus Safety Non-emergency</td>
<td>617 735-9710</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>617 735-9920</td>
</tr>
<tr>
<td>Health Center</td>
<td>617 264-7678</td>
</tr>
<tr>
<td>Academic Resource Center</td>
<td>617 735-9755</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>617 735-9917</td>
</tr>
<tr>
<td>Residence Life</td>
<td>617 735-9746</td>
</tr>
</tbody>
</table>

## Off/On Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Israel Deaconess Medical Center (BIDMC)</td>
<td>617 667-7000</td>
</tr>
<tr>
<td>Boston Area Rape Crisis Center (24-hour hotline)</td>
<td>800 841-8371</td>
</tr>
<tr>
<td>Boston Police Department Sexual Assault Division</td>
<td>617 343-4400 or 911</td>
</tr>
<tr>
<td>Casa Myrna Vasquez, Inc. (for battered women)</td>
<td>877 785-2020</td>
</tr>
<tr>
<td>Center for Violence Prevention and Recovery</td>
<td>617 6678141</td>
</tr>
<tr>
<td>Fenway Community Health Center's Victim Recovery Center</td>
<td>617 927-6250</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>1-800-799-7233</td>
</tr>
<tr>
<td>Rape, Abuse, Incest National Network (RAINN)</td>
<td>1-806-656-HOPE (4673)</td>
</tr>
</tbody>
</table>

## On Campus (extension numbers)

<table>
<thead>
<tr>
<th>Service</th>
<th>Extension Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety Emergency</td>
<td>5-9888</td>
</tr>
<tr>
<td>Campus Safety Non-emergency</td>
<td>5-9710</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>5-9920</td>
</tr>
<tr>
<td>Health Center</td>
<td>4-7678</td>
</tr>
<tr>
<td>Academic Resource Center</td>
<td>5-9755</td>
</tr>
<tr>
<td>Office for the Dean of Student Life</td>
<td>5-9917</td>
</tr>
<tr>
<td>Residence Life</td>
<td>5-9746</td>
</tr>
</tbody>
</table>
Fire Safety

Overview
The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Emmanuel College.

General Statement of Emmanuel College Student Housing
At Emmanuel College, all residence halls are covered with integrated fire sprinkler systems and a redundant fire alarm monitoring systems which are monitored 24 hours/day, seven days/week by the Campus Safety office.

Residence Hall Fire Safety Systems

On Campus

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fire Detection System</th>
<th>Fire Suppression System</th>
<th>Minimum Fire Drills Each Year</th>
<th>System Suppression</th>
<th>Evacuation Plans/Placards</th>
<th>Fire Extinguishers present</th>
<th>Fire Alarm monitored at Campus Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Hall</td>
<td>Yes</td>
<td>Full System</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Loretto Hall</td>
<td>Yes</td>
<td>Full System</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Joseph Hall</td>
<td>Yes</td>
<td>Full System</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>St. Ann Hall</td>
<td>Yes</td>
<td>Full System</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Non Campus

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fire Detection System</th>
<th>Fire Suppression System</th>
<th>Minimum Fire Drills Each Year</th>
<th>System Suppression</th>
<th>Evacuation Plans/Placards</th>
<th>Fire Extinguishers present</th>
<th>Fire Alarm monitored at Campus Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peabody Hall @ Wheelock</td>
<td>Yes</td>
<td>Full System</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Rogers Hall @ Wentworth</td>
<td>Yes</td>
<td>Full System</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Edwards hall @ Wentworth</td>
<td>Yes</td>
<td>Full System</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>City View Apartments</td>
<td>Yes</td>
<td>Full System</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Fire Safety Improvements and Upgrades
Emmanuel College Campus Safety and Facilities Department annually review the fire systems in our residence halls and make upgrades, repairs or revisions when problems are identified.

Residence Hall Fire Drills
Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with Campus
Safety, Facilities and Residence Life. The supervised fire drill is scheduled within the first three (3) weeks of the beginning of the semester.

Evacuation route maps are posted in each resident’s room showing where the closest egress route is and the assembly area outside. Students who fail to leave the building during a fire drill are documented and the incident is referred to the Dean of Students.

**Fire/Life Safety Education**

Residence Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms.

Residence Life policy on evacuation from residence halls is in the student handbook, and is discussed with residents when they move into the residence hall, as follows:

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in courtyards or in close proximity to the buildings. Move to the Jean Yawkey Center so that the Residence Life staff can conduct roll call.

**Fire Safety Tips**

- Should you see a fire, sound the fire alarm immediately and call 911 and Campus Safety at 5-9888.
- Advise Campus Safety of the size and location of the fire.
- Campus Safety will assist the fire department and will respond as needed.
- Do not enter a building that is on fire.
- Advise Campus Safety if you know that someone is in the building.
- Always report any fire, even if it has been extinguished.
- Report vandalized or discharged fire extinguishers to Campus Safety.
- Make sure you know what your building’s fire alarm sounds like.
- Know your evacuation route (at least two exits).
- Close doors to help prevent the fire from spreading.
- Do not open doors if you suspect fire may be on the other side.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- Never prop open or lock a fire exit.
- College policy dictates that when a fire alarm sounds in any building, the building will be evacuated for everyone’s safety.

**Fire/Life Safety Inspections**

During fall semester a residence life staff person will do a fire/life inspection of your room. You will be notified as to when these inspections will take place, and you will be required to allow the staff person entrance to your room for inspection. If you or your roommate(s) are not home, the room will be inspected without you present and a note
will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate will be subject to disciplinary action.

Some common violations are as follows:
- Extension cords and multi-tap electric units without a breaker
- Items attached to sprinkler heads
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of portable heater
- Tampered with smoke detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds — including rooms with no guardrails
- Any other situation deemed unsafe by the staff inspector

Reporting a Fire
Anyone reporting an on campus fire should call 911 immediately and then contact Campus Safety at 5-9888.

Statistics and Reports of on-campus student housing fire(s)

Fire Statistics — No reportable incidents

### ON CAMPUS

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Street Address</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Number of Fires</td>
<td>Injuries</td>
<td>Deaths</td>
</tr>
<tr>
<td>Julie Hall</td>
<td>300 Brookline Ave.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Loretto Hall</td>
<td>420 The Fenway</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>St. Joseph Hall</td>
<td>430 The Fenway</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>St. Ann Hall</td>
<td>410 The Fenway</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### NON CAMPUS

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Street Address</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Number of Fires</td>
<td>Injuries</td>
<td>Deaths</td>
</tr>
<tr>
<td>Peabody Hall @Wheelock</td>
<td>210 Riverway</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Rodgers Hall @Wentworth</td>
<td>574 Huntington Ave.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Edwards Hall @Wentworth</td>
<td>572 Huntington Ave.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>City View Apartments</td>
<td>75 Saint Alphonsus St.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Definitions

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

**Fire drill** - A supervised practice of a mandatory evacuation of a building for a fire.

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

**Fire-related death** - Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within one (1) year of injuries sustained as a result of the fire.

**Fire safety system** - Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

**Value of Property Damage** - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption.

**Fire Log** - A fire log is kept in the Campus Safety Department, which is open to the public during normal business hours. Emmanuel College maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The Fire Log entry, or an addition to an entry, shall be made available within two business days of the receipt of information. The Fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will available within two business days of a request for public inspection.

**Crime Definitions**
Emmanuel College provides information relating to crime statistics and security measures to prospective students, matriculated students, employees, and applicants for employment. The Office of Campus Safety maintains records of reported crimes that have occurred on Emmanuel College properties and has compiled the statistics below in the on-campus and non-campus property sections Campus safety gathers crime statistics from all individuals who are defined as Campus Security Authorities by federal law. The Office of Campus Safety is also required to report crimes in the immediate area immediately surrounding the campus. The statistics are derived from the Boston Police Department and the Massachusetts State Police.
The Clery Act requires that certain crimes be reported each year. The following definitions are excerpted from the Uniform Crime Reporting UCR handbook published by the Federal Bureau of Investigations (with the exception of the sex offences definitions, which are taken from the National Incident based reporting system of the UCR handbook) These definitions are provided to assist the reader in understanding the crimes that are reported in this report.

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

**Criminal homicide-manslaughter by negligence**-The killing of one human being through gross negligence by another.

**Criminal Homicide Murder and Non-negligent Manslaughter**-The willful (non-negligent) killing of one human being by another.

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

**Aggravated Assault**-An unlawful attack by one human being upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary**-Is defined as the unlawful entry of a structure to commit a larceny or felony; braking or entry with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft**-Is defined as the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

**Weapon Law Violation**-The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Domestic Violence**-includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of jurisdiction.
**Dating Violence**-means violence by a person who has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by it’s length, type and frequency of interaction between the persons involved in the relationship.

**Stalking**-means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her or other’s safety, or to suffer substantial emotional distress.

**Drug Abuse Violations**-are defined as violations of state or federal laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivates (morphine heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone) and dangerous non-narcotic drugs (barbiturates, Benzedrine.)

**Liquor Law Violations**-The violation of laws or ordinances prohibiting the sale, manufacture, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking paces; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and any attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are included in this definition.)
Sex Offenses- Forcible

Any sexual act directed against another person, forcible and/or against that person’s will; or not forcibly or against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

A. **Forcible Rape**—The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

B. **Forcible Sodomy**---The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

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

Sex Offenses Non -Forcible

Non-Forcible sex offenses are defined as, unlawful, non-forcible sexual intercourse.

A. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent.
Crime Statistics

These statistics include crimes reported directly to Campus Safety, to local law enforcement agencies, and to “campus security authorities”. Campus security authorities are defined as college officials who have ‘significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings”. Professional mental health and religious counselors are exempt from reporting requirements.

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Non-campus</th>
<th>Public Property</th>
<th>TOTAL</th>
<th>Residence Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Formal Report – Rape</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Formal Report – Forcible Fondling</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Formal Report – Non-forcible Sex Offense</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Confidential Report – Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Confidential Report - Forcible Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>5</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrest for Alcohol</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Discipline for Alcohol</td>
<td>129</td>
<td>55</td>
<td>162</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Arrest for Drugs</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Discipline for Drugs</td>
<td>47</td>
<td>16</td>
<td>35</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Arrest for Weapons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Discipline for Weapons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes: Larceny/Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes: Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes: Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes: Destruction/damage/vandalism of property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

1. 2009/2010 – The information received from the local police departments covered an area far larger than required to be reported.
2. 2011 - The following statistics were provided by the Boston Police Department. These incidents did not occur on Emmanuel College property. They are included here as required by law because the incidents took place on public property in areas that are nearby to property owned or utilized by Emmanuel College.
3. All crimes in the Residence Halls column are also represented in the On Campus column.

Non-campus property refers to any building or property not on Emmanuel’s academic or residence campus; owned or controlled by a student organization recognized by the college; or any building or property owned or controlled by the college and used in direct support of educational purposes; or any building or property owned or controlled by the college that is frequented by students, but is not in the same reasonably contiguous...
geographic area of the academic campus. Public Property is defined as the public streets, sidewalks, other thoroughfares, or parking facilities adjacent to College facilities.
# Controlled Substances Uses & Effects

<table>
<thead>
<tr>
<th>DRUGS/CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE Physical</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Hours of Duration</th>
<th>Usual Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opium II III V</td>
<td>Dover's Powder, Paregoric Parepectoin</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
</tr>
<tr>
<td>Morphine II III</td>
<td>Morphine, MS Contin, Roxanol, Roxanol SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked, injected</td>
</tr>
<tr>
<td>Codeine II III V</td>
<td>TYLENOL w/Codeine, Emprin w/Codeine, Robitussin A-C, Fiorinal w/Codeine</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Heroin I</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Injected, sniffed, smoked</td>
</tr>
<tr>
<td>Hydromorphone II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Meperidine (Pethidine) II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Methadone II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>Yes</td>
<td>12-24</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Other Narcotics I II</td>
<td>Numorphan, Percodan, Tussionex, Percocet, Tylox, Fentanyl, Darvon, Lomotil, Talwin antitussive</td>
<td>Analgesic, antidiarrheal</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Chloral Hydrate IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral</td>
</tr>
</tbody>
</table>

**Possible Side Effects**
- **Euphoria**, drowsiness, respiratory depression, constricted pupils, nausea
- **Effects of Overdose** Slow and shallow breathing, clammy skin, convulsions, coma, possible death
- **Withdrawal Syndrome** Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating

**Possible Side Effects**
- Slurred speech, Disorientation, drunken behavior without odor of alcohol
- **Effects of Overdose** Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
<table>
<thead>
<tr>
<th>Benzodiazepines IV</th>
<th>Ativan, Dainime, Diazepam, Librium, Xanax, Serax, Valium, Tranex, Verstran, Halcion, Paxipam, Restoril</th>
<th>Antianxiety, anticonvulsant, sedative, hypnotic</th>
<th>Low</th>
<th>Low</th>
<th>Yes</th>
<th>4-8</th>
<th>Oral</th>
<th>Withdrawal Syndrome&lt;br&gt;Anxiety, insomnia, tremors, convulsions, possible death</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methaqualone I</td>
<td>Quaalude Sedative,</td>
<td>hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td>None</td>
</tr>
<tr>
<td>Glutethimide III</td>
<td>Dordien Sedative,</td>
<td>hypnotic</td>
<td>High</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td>None</td>
</tr>
<tr>
<td>Other Depressants III IV</td>
<td>Equanil, Milton, Noludar, Placidyl, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Sniffed, Oral</td>
<td>None</td>
</tr>
<tr>
<td>Cocaine II</td>
<td>Coke, Flake, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1–2</td>
<td>Sniffed, smoked, injected</td>
<td>Possible Side Effects&lt;br&gt;Increased alertness, excitement, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
</tr>
<tr>
<td>Amphetamine II</td>
<td>Biphetamine, Delcobese, Desoxyn, Dextroine, Obetrol</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>Effects of Overdose&lt;br&gt;Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
</tr>
<tr>
<td>Phenmetrazine II</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>Withdrawal Syndrome&lt;br&gt;Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Methylphenidate II</td>
<td>Attention deficit disorders, Ritalin</td>
<td>narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>None</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Adipex, Cylert, Didrex, Ionamin, Mealfat, Piegine, Sanorex, Tenuate, Tepinil, Prelu-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>None</td>
</tr>
<tr>
<td>LSD I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>Possible Side Effects&lt;br&gt;Illusions and hallucinations, poor perception of time and distance</td>
</tr>
<tr>
<td>Mescaline and Peyote I</td>
<td>Mexc, Buttons, Cactus</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>Effects of Overdose&lt;br&gt;Longer, more intense “trip” episodes, psychosis, possible death</td>
</tr>
<tr>
<td>Amphetamine Variants I</td>
<td>2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>Withdrawal Syndrome&lt;br&gt;Withdrawal</td>
</tr>
<tr>
<td>CANNABIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Phencyclidine</strong></td>
<td>PCP, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>syndrome not reported</td>
</tr>
<tr>
<td><strong>Phencyclidine Analogues</strong></td>
<td>PEC, PCPy, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td></td>
</tr>
<tr>
<td><strong>Other Hallucinogens</strong></td>
<td>Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Smoked, oral, injected, sniffed</td>
<td></td>
</tr>
<tr>
<td><strong>Marijuana</strong></td>
<td>Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td><strong>Possible Side Effects</strong> Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
</tr>
<tr>
<td><strong>Tetrahydrocannabinol</strong></td>
<td>THC, Marinol</td>
<td>Cancer, chemotherapy, antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td><strong>Effects of Overdose</strong> Fatigue, paranoia, possible psychosis</td>
</tr>
<tr>
<td><strong>Hashish</strong></td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td><strong>Withdrawal Syndrome</strong> Insomnia, hyperactivity, and decreased appetite occasionally reported</td>
</tr>
<tr>
<td><strong>Hashish Oil</strong></td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
</tr>
</tbody>
</table>
## Federal Trafficking Penalties

### Methamphetamine, Heroin, cocaine, Cocaine Base, PCP, LSD, Fentanyl, and Fentanyl Analogue

<table>
<thead>
<tr>
<th>DRUG</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methamphetamine</td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>100 gm or more or 1 kg or more</td>
</tr>
<tr>
<td>Heroin</td>
<td>100–999 gm mixture</td>
<td>1 kg or more mixture</td>
</tr>
<tr>
<td>Cocaine</td>
<td>500–4,999 gm mixture</td>
<td>5 kg or more mixture</td>
</tr>
<tr>
<td>Cocaine Base</td>
<td>5–49 gm mixture</td>
<td>50 gm or more mixture</td>
</tr>
<tr>
<td>PCD</td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>100 gm or more or 1 kg or more mixture</td>
</tr>
<tr>
<td>LSD</td>
<td>1–10 g. mixture</td>
<td>10 gm or more mixture</td>
</tr>
<tr>
<td>Fentanyl</td>
<td>40–399 gm mixture</td>
<td>400 gm or more mixture</td>
</tr>
<tr>
<td>Fentanyl Analogue</td>
<td>10–99 gm mixture</td>
<td>100 gm or more mixture</td>
</tr>
</tbody>
</table>

### CSA I AND II

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PENALTY 2nd Offense</th>
<th>QUANTITY</th>
<th>PENALTY 2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td>100 gm or more or 1 kg or more</td>
<td>Not less than 10 years. Not more than life.</td>
</tr>
<tr>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>5 kg or more mixture</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
</tr>
<tr>
<td>Fine of not more than $4 million individual, $10 million other than individual</td>
<td>Fine of not more than $2 million individual, $5 million other than individual</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CSA III

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PENALTY 2nd Offense</th>
<th>QUANTITY</th>
<th>PENALTY 2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life.</td>
<td>Not more than 5 years.</td>
<td>Not more than 10 years.</td>
<td></td>
</tr>
<tr>
<td>Fine $1 million individual, $5 million not individual.</td>
<td>Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Fine not more than $500,000 individual, $2 million not individual.</td>
<td></td>
</tr>
</tbody>
</table>

### CSA IV

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PENALTY 2nd Offense</th>
<th>QUANTITY</th>
<th>PENALTY 2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not more than 3 years.</td>
<td>Not more than 5 years.</td>
<td>Not more than 6 years.</td>
<td></td>
</tr>
<tr>
<td>Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Fine not more than $500,000 individual, $2 million not individual.</td>
<td></td>
</tr>
</tbody>
</table>

### CSA V

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>PENALTY 2nd Offense</th>
<th>QUANTITY</th>
<th>PENALTY 2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not more than 1 year.</td>
<td>Not more than 1 year.</td>
<td>Not more than 2 years.</td>
<td></td>
</tr>
<tr>
<td>Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>Fine not more than $200,000 individual, $500,000 not individual.</td>
<td></td>
</tr>
</tbody>
</table>

---

1 Law as originally enacted states 100gm. Congress requested to make technical correction to 1kg.

2 Does not include marijuana, hashish, or hash oil. (See separate chart.)
### Marijuana

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg or more; or 1000 or more plants</td>
<td>Marijuana Mixture containing detectable quantity</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 1,000 kg; or 100-999 plants detectable quantity</td>
<td>Marijuana Mixture containing detectable quantity</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Marijuana Hashish Hashish Oil Marijuana</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual. $5 million other than individual.</td>
<td>Not more than 30 years. If death or serious injury, life. Fine $2 million individual. $10 million other than individual.</td>
</tr>
<tr>
<td>Less than 50 kg</td>
<td>Marijuana Hashish Hashish Oil</td>
<td>Not more than 5 years. Fine not more than $250,000 individual. $1 million other than individual.</td>
<td>Not more than 10 years. Fine $500,000 individual. $2 million other than individual.</td>
</tr>
</tbody>
</table>

* Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)