



URBAN COLLEGE OF BOSTON

Annual Security Reporting Policy

PURPOSE:

Urban College of Boston (UCB) strives to achieve a healthy living, learning and working environment. As part of this commitment and pursuant to a safe campus, the College also complies with all local, state, and federal regulations pertaining to safety and security.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) requires all institutions of higher education to provide students and employees with information about their security policies and procedures and statistics on reported incidents of certain crimes ("Clery Crimes").

POLICY STATEMENT:

Preparing the Annual Disclosure of Crime Statistics

UCB shall prepare an annual report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternative learning sites.

The full report shall be accessible online at <http://www.urbancollege.edu/annual-report.aspx>. An annual email notification is sent to all enrolled students, faculty, and staff that provides the website to access this report. Copies may also be requested from the Office of Enrolment Services. All prospective employees may obtain a copy from Human Resources and the website address will be attached to UCB employment applications.

Members of the UCB community shall use the report as a guide for safe practices on campus.

Crime Statistic Sources

In preparing its annual disclosure of crime statistics, UCB collects crime information reported directly to the Boston Police Department. Campus officials with responsibility for student and campus activities, including deans, student support services, CSAs and Title IX officer are sources of information.

Campus Security Authorities

A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents that they may be included and published in the college's Annual Security Report.

The function of a CSA is to report to the police those allegations of Clery crimes that they receive and they conclude were made in good faith. The college provides annual training on

appropriately handling and reporting crimes, victim relations and support, and related school policies. The following are designated CSAs.

1. President, 617-449-7037, 2 Boylston Street, 2nd Floor
2. Chief Academic Officer, 617-449-7068, 2 Boylston Street, 2nd Floor
3. Director of Student Services, 617-449-7380, 2 Boylston Street, 2nd Floor
4. Dean of Enrollment Services, 617-449-7041, 2 Boylston Street, 2nd Floor
5. LRC Staff, 617-449-7044, 2 Boylston Street, 2nd Floor
6. Financial Aid Office, 617-449-7428, 2 Boylston Street, 2nd Floor
7. Business Office, 617-449-7430, 2 Boylston Street, 2nd Floor
8. Enrollment Staff, 617-449-7070, 2 Boylston Street, 2nd Floor
9. Boston Municipal Police, 617-338-9134, 2 Boylston Street, 1st Floor

Under Clery a crime is considered “reported” when it is brought to the attention of a CSA or law enforcement by a victim, a witness, another third party, or by the offender. It does not matter whether the individual is involved in the crime, or whether the individuals reporting the crime are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, the CSA must document it as a crime report. It IS NOT the role of the CSA to determine innocence or guilt, it is their responsibility to REPORT. A CSA should not try to determine authoritatively whether a crime took place. That is the function of law enforcement. The requirement is for the institution to disclose reports of alleged criminal incidents.

Prompt Reporting of an Emergency or Crime

Students, faculty, staff and visitors are encouraged to promptly and accurately report all crimes and public safety-related incidents, including when the victim elects to, or is unable to, make such a report to a CSA and/or to the local police department. Crimes should be reported for the purpose of making timely warning reports to the community and for inclusion in the annual statistical disclosure.

To Report a Crime

To Report by Phone: Anyone can report a crime by contacting the local police by dialing 911 or the President at (617) 449-7037. To report any suspicious activity or person seen loitering inside buildings with UCB classrooms, or to report non-emergencies, contact a UCB CSA.

1. President, 617-449-7037, 2 Boylston Street, 2nd Floor
2. Chief Academic Officer, 617-449-7068, 2 Boylston Street, 2nd Floor
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To Report Online: [Go to the Safety, Security, and Wellness website and click on the provided Report a Crime link.](#) Include as much information as known.

To Report by Email: Send an email to: michael.taylor@urbancollege.edu. Include as much information as known.

To Report Complaints of Sexual Violence: A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College. Contact the College's Title IX Coordinator, which is the Director of Student Services. For Title IX purposes, the Title IX Coordinator will keep information confidential to the full extent permitted by law.

A victim may also choose to file a criminal complaint, with assistance from the building's Municipal Police officers. Reporting the incident to the Title IX Coordinator or Municipal Police does not obligate the victim to file criminal charges.

Exemptions from Campus Security Authority Reporting Responsibilities

When acting in a professional counselor role, an exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes and to protect the counselor-client role. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime. A pastoral or professional counselor loses this exemption if the college includes the individual in its list of persons to whom the institution recommends crimes be reported.

Response to a Reported Crime

The Boston Police Department, or respective law enforcement for alternative learning sites, will work with individuals reporting a crime to obtain information and conduct a thorough investigation. When appropriate, crime suspects may be adjudicated through the criminal justice system and/or college.

Campus Police Authority and Jurisdiction

The Boston Police Department and/or or respective law enforcement for alternative learning sites have full law enforcement authority, including the authority to effect arrests, on campus at UCB and at alternative learning sites. Their jurisdiction includes all property owned or controlled by the college, as all streets within the city of Boston and all alternative learning sites. The main campus has a municipal building officer on site who is a sworn officer of the Boston Police Department. As such, the municipal building officer has full arrest and investigation authority.

Although there is no formal memorandum of understanding, UCB maintains a healthy working relationships with the Boston Police Department, as well as other local and state law enforcement and emergency response agencies. UCB personnel shall attend regular meetings with local law enforcement to exchange ideas and problems which may be of concern for the UCB community.

Off-Campus Crime

The Boston Police Department has primary jurisdiction for law enforcement services of off-campus criminal activities involving UCB students, faculty, and staff.

Timely Warnings and Notifications

The college shall issue a timely warning and/or notice to students and employees as required for Clery Act crimes that are: (1) reported to CSAs or local police, and (2) determined by the institution to represent a serious or continuing threat to students and employees. The warning will be issued through student, faculty, and staff e-mail. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, UCB administration may also post a notice on the UCB website, providing the college community with more immediate notification. In such instances, a copy of the notice is also posted by the elevators, lobbies, and outside classrooms in each building containing classrooms in session.

Anyone with information warranting a timely warning should report the circumstances to a CSA. The college will distribute an immediate emergency notification warnings to the campus community upon confirmation of a dangerous situation on campus involving an immediate threat to the health or safety of students or staff regardless of whether a crime is involved. Examples may include but are not limited to an active shooter on campus, a riot, a bomb threat, a tornado, a fire, and similar situations involving active and palpable threats.

Those responsible for timely warnings on behalf of the college are the President and Chief Academic Officer or their designee.

1. President, 617-449-7037, 2 Boylston Street, 2nd Floor
2. Chief Academic Officer, 617-449-7068, 2 Boylston Street, 2nd Floor

Access to and Security of Campus Facilities

Access to the building is monitored by the building's Municipal Police officer who is a sworn officer of the Boston Police Department. Students, faculty, and staff are admitted to the building with the UCB issued photo identification card. Students, faculty and staff are required to have their UCB photo identification card in their possession at all times when on campus. Visitors are issued temporary access during normal business hours. The building is equipped with security cameras.

Maintenance of Campus Facilities

Facilities are maintained in a manner designed to minimize the potential for hazardous conditions. Faculty and staff report malfunctioning lights and other unsafe physical conditions to the President. The President or designee contacts the building manager for correction.

Crime Prevention and Security Awareness Programs

UCB shall take a proactive approach to preventing crimes while encouraging students and employees to be responsible for their own security and the security of others. Crime prevention and security awareness programs are offered annually to minimize or eliminate crime whenever possible. The programs are designed to provide vital information to enhance personal safety and safeguard property through education and awareness.

Crime prevention information is distributed in new student orientation and new staff onboarding sessions and throughout the year. Programs information includes, but is not limited to, safety forums, crime prevention, emergency response, and alcohol drug abuse.

Securing Personal Property

Students, faculty, and staff should always secure their personal property and valuables. UCB is not responsible for damage to or theft of personal property. Notify a CSA or the local police of theft.

Alcohol, Illegal Drugs and Substance Abuse Education and Policy

Urban College of Boston annually offers prevention educational materials about intervention and support for minimizing and addressing concerns related to alcohol and other drugs. Student Services provides referrals to other agencies and organizations for individuals experiencing or affected by persons with substance abuse issues. Informational brochures on drug and alcohol abuse as well as topics on AIDS transmission and other sexually transmitted diseases are available to students. More information, including sanctions, is found in the UCB's Alcohol and Drug Policy.

Emergency Assistance

Anyone in need of help for an emergency should call 911 for the Boston Police Department or call a CSA. An emergency is an unforeseen event or condition requiring prompt action. Emergencies at UCB are generally classified as medical emergencies, fire/fire alarm emergencies, public safety emergencies and/or environmental emergencies. Emergency conditions may affect an individual, a small group or the entire college. In cases when they affect the entire College, they may involve the evacuation of the campus. For evacuations, follow the instructions and evacuation maps found in the Urban College of Boston Evacuation Procedure Manual.

Emergency Preparedness

Faculty, staff, and students shall receive annual training for incidents involving fire, tornado, and evacuation procedures. Planned fire drills, evacuation, and shelter in place trainings are conducted at least once each year. Evacuation drills are used as a way to educate students, faculty, and staff on issues specific to the building and prepare for an organized evacuation in case of an emergency. For evacuations, follow the instructions and evacuation maps found in the Urban College of Boston Evacuation Procedure Manual. Guidance for persons with disabilities is available in the Urban College of Boston Evacuation Procedure Manual.

Notification of a Missing Student

If a member of the college community has reason to believe that a student is missing, they should immediately notify the Boston Police Department by calling 911 and notify the President by calling (617) 449-7037. The Boston Police Department will investigate, generate a missing person report, enter relevant student data into an appropriate database, and involve other law enforcement agencies as necessary.

Should the Boston Police Department confirm that the student is missing, the college will notify the student's emergency contact no later than 24 hours after the student is determined to be missing by the Boston Police Department. If the missing student is under the age of 18 and is not an emancipated individual, the college must notify the student's parent or legal guardian in addition to any other designated contact person within 24 hours of the determination that the student is missing.

In addition to providing an emergency contact, students have the option to confidentially identify an individual to be contacted by the college in the event the student is determined to be missing. A student's missing person contact information will be confidential and will be accessible only by authorized campus officials and law enforcement in the event of a missing person investigation. It may not be disclosed outside of a missing person investigation.

Procedures to follow following Sexual Assault, Domestic Violence, Dating Violence, or Stalking

The College is obligated to investigate all allegations of sexual violence, even if the alleged victim chooses not to file a formal complaint and/or participate in the investigation. Additionally, a complaint filed in another forum, including a criminal or civil complaint, shall not delay the college's investigation of a complaint of sexual violence. The college shall promptly and thoroughly investigate all such allegations in accordance with the Policy on Affirmative Action's Complaint Procedure and shall provide the victim with periodic updates on the status of the investigation. The following procedures should be followed for any sexual assault, domestic violence, dating violence, or stalking.

Ensure Safety

Call the Boston Police Department by dialing 911. It is imperative to ensure your safety and avoid remaining in a dangerous situation.

Seek Medical Care

Seek immediate medical treatment. It is important to receive medical attention, even if you feel you were not physically hurt. The survivor has the right to accept or reject any part of the medical exam. If you were the victim of a sexual assault, sexual assault nurse examiners (SANEs) are specially trained to care for survivors of sexual violence and to perform sexual assault evidence collection kits. The SANE program serves seven hospitals in the greater Boston area:

- Beth Israel Deaconess Medical Center
- Brigham and Women's Hospital
- Boston Medical Center
- Cambridge Hospital
- Children's Hospital
- Massachusetts General Hospital
- Newton-Wellesley Hospital

Preserve Evidence

It is important to preserve evidence in cases of sexual assault, dating violence, domestic violence, or stalking, if possible. Victims should take certain actions promptly to preserve evidence for criminal prosecution and/or to obtain a protective order.

Victim Identification

Personal identifiable information about a victim will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the victim or as public safety requires. The

College does not publish the names or other identifiable information of victims. In accordance with the Family Educational Rights and Privacy Act, a victim may request that no directory information maintained by the college be released without their prior written consent.

Written Notification

UCB will provide written notification to students and employees who report sexual assault, dating violence, domestic violence, or stalking about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available on and off campus. UCB will further provide written notification to survivors about options requesting changes to academic or working situations, as well as how to request protective measures.

Protections for Victims of Sexual Violence

A person subjected to sexual violence shall:

- Be provided with a copy of the college's Sexual Violence – Victim's Rights and Information Advisory, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;
- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by college officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before college officials as is permitted to the accused party, including the presence of a personal advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from college personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing college advising, support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in college activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the respondent by the college and the college's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

Interim Protective Measures

Title IX requires the college to take reasonable steps to ensure equal access to its education programs and activities and protect individuals from Prohibited Conduct, including taking interim protective measures before the final outcome of an investigation. The college shall take these steps promptly once it has notice of an allegation of Prohibited Conduct, including sexual violence. Examples of interim protective measures include, but are not limited to, the following:

- access to counseling services and assistance in scheduling an appointment, on or off campus;
- imposition of an interim suspension or on-campus “no-contact” order;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including withdrawing from a course without penalty;
- changing work schedules or job assignments;
- limiting access to certain college facilities or activities pending resolution of the matter;
- voluntary leave of absence;
- providing an escort to ensure safe movement between classes and activities; and/or
- providing academic support services, such as tutoring.

Amnesty

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

Sanctions

After a final determination has been made regarding sexual misconduct, domestic violence, dating violence, or stalking policies, UCB is authorized to impose a sanction. In determining the appropriate sanction, UCB shall consider the severity of the violation, the safety of the complainant and the community, and the education or changes needed from the respondent.

Possible sanctions for students include: a disciplinary warning, disciplinary probation, disciplinary suspension, disciplinary expulsion, required participation in educational seminars or programs, domestic violence education or treatment programs, restitution, directed study of a related topic, and no contact orders, as well as criminal prosecution.

Possible sanctions for employees include: a disciplinary warning, disciplinary probation, suspension from employment, termination of employment, required participation in educational seminars or programs, domestic violence education or treatment programs, restitution, directed study of a related topic, and no contact orders, as well as criminal prosecution.

Retaliation

UCB prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual violence is confirmed.

Resources for Survivors of Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth's Executive Office of Health and Human Services' Website under Consumer Information at <http://www.mass.gov/eohhs/>.

Greater Boston Area

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

Northeastern Massachusetts

North Shore Rape Crisis Center, Beverly, 800-922-8772 Hotline, 978-921-8729 TTY

Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723 TTY

YWCA of Greater Lawrence, 877-509-9922 SA Hotline, 978-686-8840 TTY

Central Massachusetts

Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 508-852-7600 TTY

Rape Crisis Center of Central Mass., Fitchburg, 800-870-5905

Wayside Victim Services, Milford, 800-511-5070 Hotline, 508-478-4205 TTY

Voices Against Violence, Framingham, 800-593-1125 Hotline, 508-626-8686 TTY

Southeastern Massachusetts

A Safe Place, Nantucket, 508-228-2111 Hotline, 508-228-0561 TTY

Independence House, Hyannis, 800-439-6507 Hotline, 508-778-6782 TTY

Women Support Services, Vineyard Haven, 508-696-7233

Greater New Bedford Women Center, New Bedford, 888-839-6636 Hotline, 508-996-1177 TTY

New Hope, Attleboro, 800-323-4673 Hotline/TTY

Stanley Street Women Center, Fall River, 508-675-0087 Hotline, 508-673-3328 TTY

Woman's Place Crisis Center, Brockton, 508-588-8255 SA Hotline, 508-894-2869 TTY

Western Massachusetts

Elizabeth Freeman Center, Pittsfield, 413-443-0089 Hotline, 413-499-2425 TTY

Everywoman Center, Amherst, 413-545-0800 Hotline, 888-337-0800 TTY

NELCWIT, Greenfield, 413-772-0806 Hotline/TTY

YWCA, Springfield, 800-796-8711

YWCA of Western Mass, Westfield, 800-479-6245 Hotline/TTY

Transition House

www.transitionhouse.org

Call 617-661-7203 for emergency shelter and transitional and supported housing

Casa Myrna Vazquez

www.casamyrna.org

Dial 617-521-0100 for this multicultural organization offering a variety of services to individuals affected by domestic violence.

Sex Offender Registry

The Campus Sex Crimes Prevention Act of 2000, which amended the Clery Act, requires the college inform the campus community how to obtain information concerning registered sex offenders in the state. The database can also be found through the official website of the Commonwealth of Massachusetts: [www.mass.gov/eopss/agencies/sorb/]. This Registry information shall not be used to commit a crime or to engage in illegal discrimination or harassment of an offender.

Revision History	Approval
March 2020	CAO