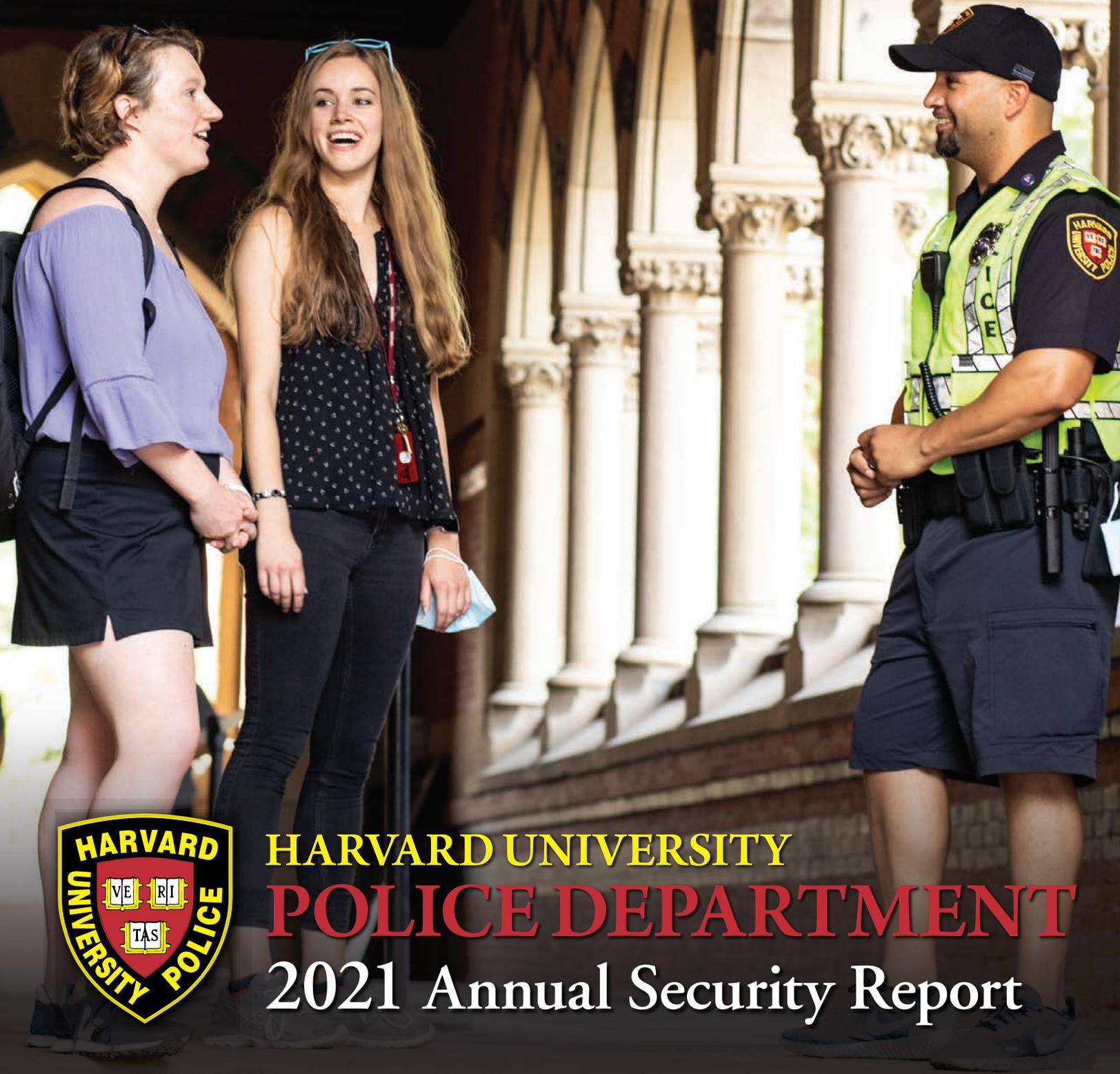


# Playing It Safe

A Guide for Keeping Safe at Harvard



**HARVARD UNIVERSITY**  
**POLICE DEPARTMENT**  
2021 Annual Security Report

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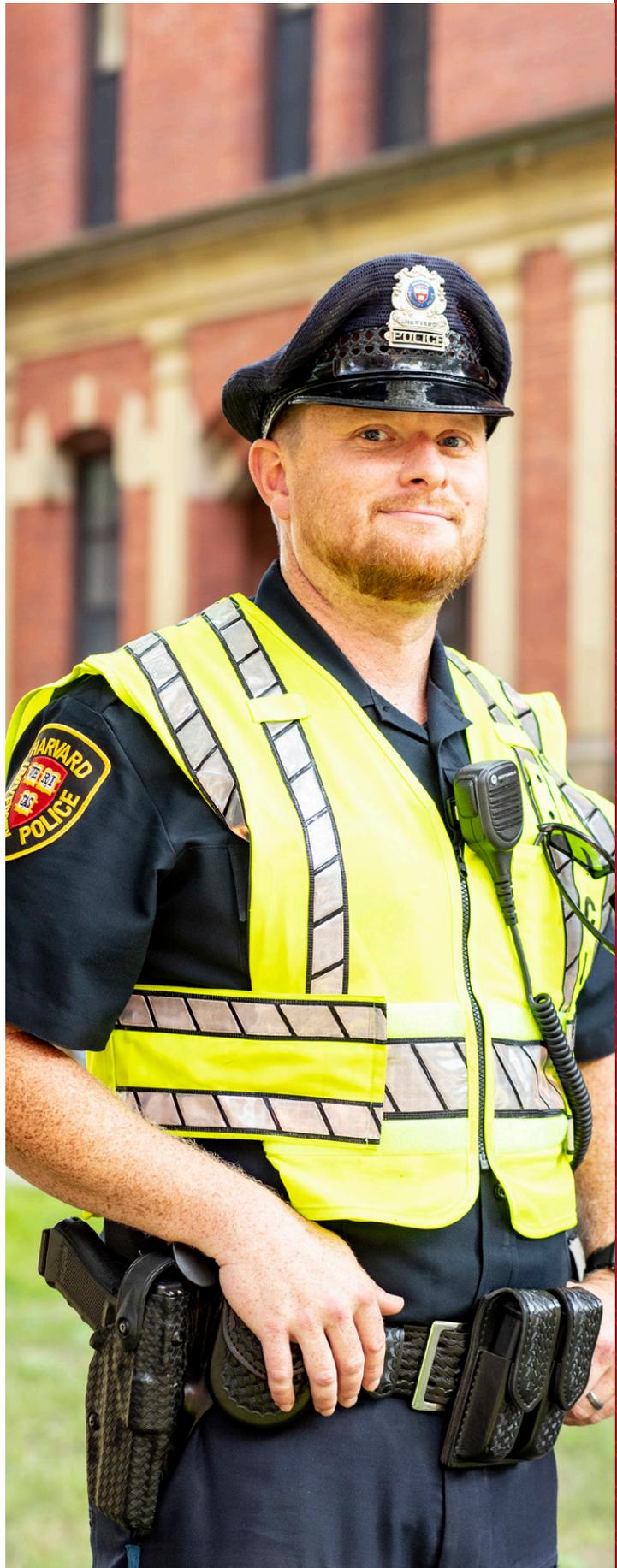
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## Dear Friends:

The Harvard University Police Department (HUPD) is committed to maintaining a safe and secure campus by providing quality policing in partnership with the community. Together, the Department and the community can work to create an environment free from the distraction of criminal activity and disorder, for the pursuit of education and scholarship that brings people to Harvard University. Although reported crime at Harvard is low (and about 93% of it is property crime), it is important for students, faculty, staff, and visitors to remember that we must contend with many of the crime and safety issues that exist in any city. Preserving the safety and security of the University is the combined responsibility of the entire community.

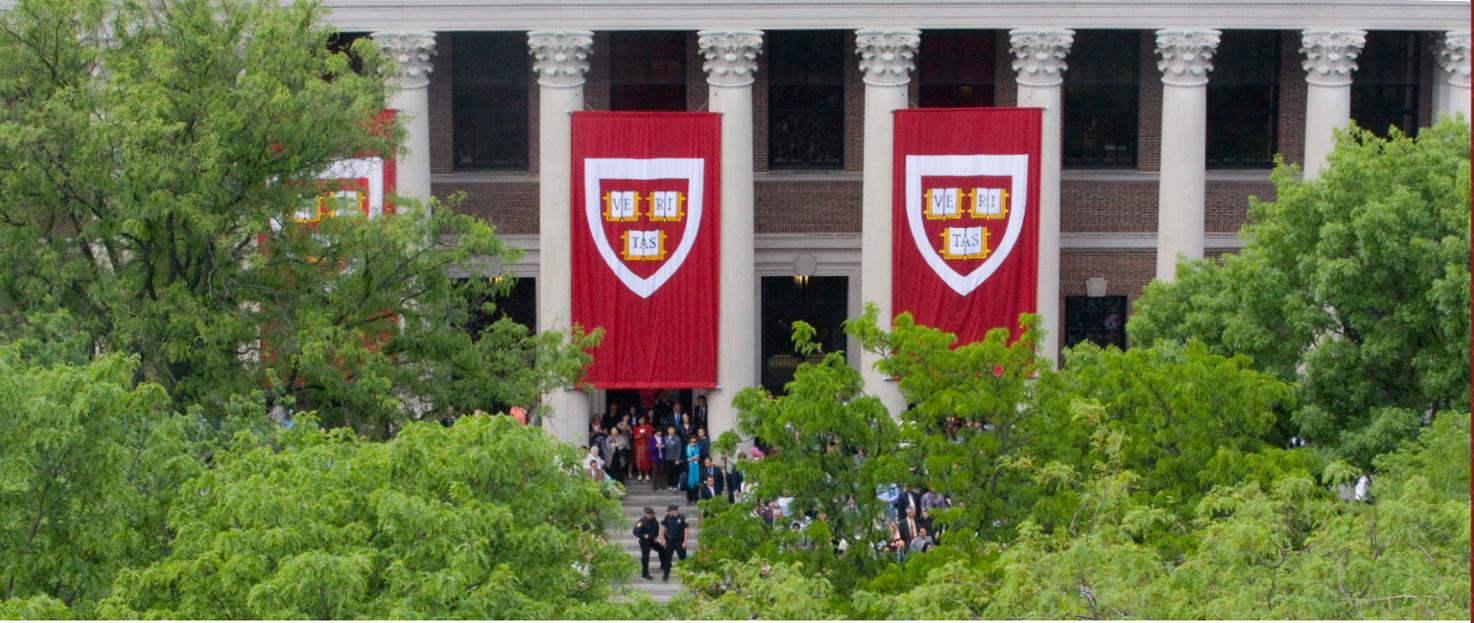
Working together is always better, as it increases communication and improves relationships, both of which are so incredibly important, especially during these difficult times. I look forward to getting to know more of you and other members of our community, and to saying hello when we run into each other around campus. I'm also eager to hear your thoughts on how we can make you feel safer. Feel free to share with us opportunities that you'd like to see us get involved with.

If after reading "Playing it Safe", you have any questions about your safety or security or want to talk to an HUPD officer, feel free to stop by any of our substations or our headquarters at 1033 Massachusetts Avenue, sixth floor, or reach out to us online at [chief@hupd.harvard.edu](mailto:chief@hupd.harvard.edu). By taking the time to familiarize yourself with our resources and by using the information provided in this booklet, you will be actively assisting us in maintaining a safe and secure campus for all students, faculty, staff, and visitors.

Yours in Partnership,

*Vic Clay*

Chief of Police



## Overview

The mission of the Harvard University Police Department (HUPD) is to maintain a safe and secure campus by providing quality policing in partnership with the community. The HUPD pursues this mission within the University context of free expression, rigorous inquiry, vast diversity, and pursuit of distinction. The HUPD honors these traditions and seeks success by means that are moral, constitutional, and respectful of individual rights and community interests. HUPD's headquarters is located at 1033 Massachusetts Avenue, on the sixth floor.

The HUPD is responsible for the safety and security of more than 19,000 students, 14,000 faculty and staff members, and 700 buildings in an open and accessible environment. The HUPD is a full-service police department (comprising a Patrol Division, Criminal Investigation Division, and Dignitary Protection Unit) that includes police officers, detectives, civilian communication dispatchers, and support and administrative personnel.

Some core functions of the Department are: responding to criminal incidents; checking on the well-being of students, faculty, and staff; responding to disturbances; providing safety escorts; taking reports of lost and stolen property; responding to lockouts;

investigating suspicious activity; responding to alarms; and investigating trespassers or unwanted guests.

HUPD officers are sworn special State Police officers with deputy sheriff powers; this gives them the authority to make arrests for criminal offenses committed on campus and for any "breach of the peace" on city streets in Cambridge, Somerville, and Boston, though HUPD ordinarily travels only those streets within our campus. Officers receive the same academy training as officers from Cambridge. With the exception of certain crimes, such as homicide, the HUPD has primary jurisdiction over all crimes occurring on campus.

HUPD does not have a formal memorandum of understanding with other local police forces regarding the investigation of alleged criminal incidents, but the Department maintains a close working relationship with Cambridge Police, Boston Police, Massachusetts State Police, and Somerville Police and will coordinate with them at times in order to ensure the most appropriate response to criminal incidents occurring both on campus and the areas immediately adjacent to campus. Officers have the authority to enforce state and local laws and University policies.

Security officers do not have the power to arrest.

## Responsibilities to the Community

- To protect life and safeguard property
- To create a safe and secure environment for the entire Harvard University community
- To prevent crime, control criminal behavior, maintain order, and reduce fear of crime
- To accomplish all police objectives legally and constitutionally, guided by HUPD values and mindful at all times of the rights of individuals and the interests of the community
- To create partnerships with Harvard and community groups, service agencies, institutions, and other criminal justice agencies
- To identify and solve problems
- To listen to community concerns
- To establish and support crime prevention programs
- To respond to calls for service
- To investigate crimes
- To apprehend those who commit crimes
- To help to convict persons charged with crimes

- Campus - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.
- Non-campus building or property - (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

In addition to its Cambridge and Longwood campuses, Harvard University also maintains five additional campuses:

- Arnold Arboretum - Boston, Massachusetts
- Concord Field Station - Bedford, Massachusetts
- Harvard Forest - Petersham, Massachusetts
- Center for Hellenic Studies - Nafplion, Greece
- David Rockefeller Center for Latin American Studies - Santiago, Chile

## Preparing the Annual Security Report

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").

Harvard's annual statistics include Clery Crimes that occurred on Harvard's campus, in or on non-campus buildings or property, or on public property, as those terms are defined in the Clery Act (Harvard's Clery Geography.) The Clery Act defines those terms as follows:

The annual crime statistics report includes information requested and obtained from the following sources in addition to the HUPD: Cambridge Police, Boston Police, Massachusetts State Police, Somerville Police, police departments in other jurisdictions where applicable, and non-police Campus Security Authorities. "Campus Security Authorities" are defined by federal law as university officials who have "significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." For statistical purposes, crime statistics reported to any of

these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities. Reporting for the purposes of the Clery Act does not require initiating an investigation or disclosing identifying information about the alleged victim.

All of the statistics are gathered, compiled, and reported to the University community via this report, which is published by HUPD. HUPD submits the annual crime statistics published in this report to the U.S. Department of Education. The statistical information gathered by the Department of Education is available to the public on its website. All of the statistics are gathered, compiled, and reported to the University community via this report, which is published by HUPD. HUPD submits the annual crime statistics published in this brochure to the U.S. Department of Education. All policy statements included in this report pertain to all campus locations except as noted in Appendix 4.

## Clery Geography Maps

The Department has developed Clery geography maps to aid the campus community in better understanding Harvard's Clery geography and the criminal statistics published in this report.

Clery geography maps are a useful tool for identifying buildings and property that make up Harvard's Clery Act geography, as well as distinguishing the patrol jurisdiction of our police agency. Additionally, campus maps help illustrate to students, faculty, staff, and visitors where reported incidents occurred.

Please find the Clery Geography Maps for both domestic and international campuses in Appendix 4.

Each map identifies several different types of Harvard affiliated properties; including, but not

limited to, on-campus owned/leased buildings and residences, non-campus owned/leased buildings and residences, recognized student organizations, Harvard owned streets, and non-Clery property. The maps present an accurate picture of Harvard's owned/leased property, and will be updated as necessary.

## On-Campus Criminal Investigations

With respect to conduct that takes place on campus, HUPD officers investigate criminal complaints filed by community members and pursue investigations to their most reasonable conclusion. Detectives from the Criminal Investigation Division may conduct follow-up investigations, with support when necessary from a number of law enforcement partners, including the Massachusetts State Police, Boston Police, Cambridge Police, Somerville Police, federal agencies, District Attorneys' offices, and victim-witness programs.

One of HUPD's central concerns is the interests of the victim. The HUPD recognizes the importance of confidentiality and of protecting the identity of the victim to the extent possible in the course of an investigation. In criminal matters, the victim's preferences may greatly influence the way in which a case is processed.

Regardless of whether a criminal case is pursued through the courts, the University may use its internal disciplinary processes and procedures to address behavior that is alleged to have violated Harvard's expectations for conduct.

## Off-Campus Criminal Investigations

When a student is involved in an off-campus incident involving disorderly or criminal behavior, HUPD officers may assist the local police department in its investigation. On a regular basis the Cambridge and Boston Police also share with the HUPD incident reports that involve off-campus disorderly behavior

or criminal activity committed by Harvard students. The HUPD shares those reports with the appropriate school or department for follow-up, potentially including disciplinary action.

Certain officially recognized student organizations own or control non-campus property, though none have non-campus housing facilities. If Cambridge or Boston Police are called by a citizen to respond to an incident involving Harvard students taking place at one of these locations, or on other private property, they typically will invite HUPD to respond with them or they will notify HUPD after they have responded to inform HUPD of any disorderly behavior or criminal activity. However, the Cambridge and Boston Police Departments do this out of courtesy and are not obligated to notify or involve the HUPD when they respond to a call involving private property.

## Community-Oriented Problem-Solving (COPS) Philosophy

To fulfill its mission of maintaining a safe and secure campus, the Department has adopted a community-oriented problem-solving (COPS) philosophy. The core components of the Department’s COPS philosophy are:

- **Prevention**
- **Partnerships**
- **Problem solving**

Officers are committed to preventing crime and disorder and focus their efforts on eliminating the underlying causes of those problems. To do this officers actively engage in partnerships with the community to address and solve problems. Partnerships are the foundation of effective problem solving and crime prevention. Through these partnerships and collaborative problem solving, officers deal with problems, prevent

crime, and help maintain a community free of disorder.

To help build, maintain, and strengthen these partnerships within the University community, the Department is divided into the six geographic-based teams listed below. Officers are then further assigned to specific buildings, departments, and schools within their patrol areas. Officers are expected to engage in both formal and informal community outreach at locations and with students, faculty, staff, and visitors on a daily basis.

- Allston
- Longwood
- North Yard
- Radcliffe
- River
- Yard

The HUPD operates substations where community members can register their laptops or bicycles, file a police report, or talk to an officer about any safety issues that they have. Each substation posts its own hours of operation. Location of substations:

- 90 Smith Street (Longwood Campus)
- 29 Garden Street, ground floor
- Wexner Building (Harvard Kennedy School), ground floor
- Mather House, first floor

## Community Outreach

As part of the Department’s Community-Oriented Problem-Solving philosophy, HUPD officers are assigned small geographic areas of responsibility and are tasked with building relationships with the community. As those relationships grow, officers become familiar with problems specific to their area through the increased communication and interaction with community members. The HUPD feels community members are more likely to trust officers whom they see on a repetitive basis, and who engage them on occasions that are not incident-based.

Community members who see HUPD officers as fellow members of their community - and not just enforcement officials - are far more likely to share information on criminal activity or other problems with them than they would with someone who is a stranger, albeit one who wears a uniform. Therefore, officers are encouraged to form relationships with the community above and beyond answering calls for service. These conversations present an opportunity for officers to solicit information about ongoing problems and concerns, thereby facilitating officers' problem-solving efforts.

The Department assigns individual officers to geographically-based community-policing teams. The officers (assigned by shift - 7:00 AM to 3:00 PM, 3:00 PM to 11:00 PM, and 11:00 PM to 7:00 AM) are the primary contact for those locations. The officers serve as a resource to deal with ongoing problems or issues that arise in their areas. To assist in facilitating the integration of the officer into the community the Department has created facebook pages for each team. The facebook page includes the officer's shift assignment and their email address. The facebook pages can be found at: <http://www.hupd.harvard.edu/facebook>.

If your school, house, department, or location want to arrange for an officer to come out and conduct a safety talk or a bicycle/laptop registration, please contact one of the sergeants assigned to your team in order to arrange the meeting.

## Professional Conduct

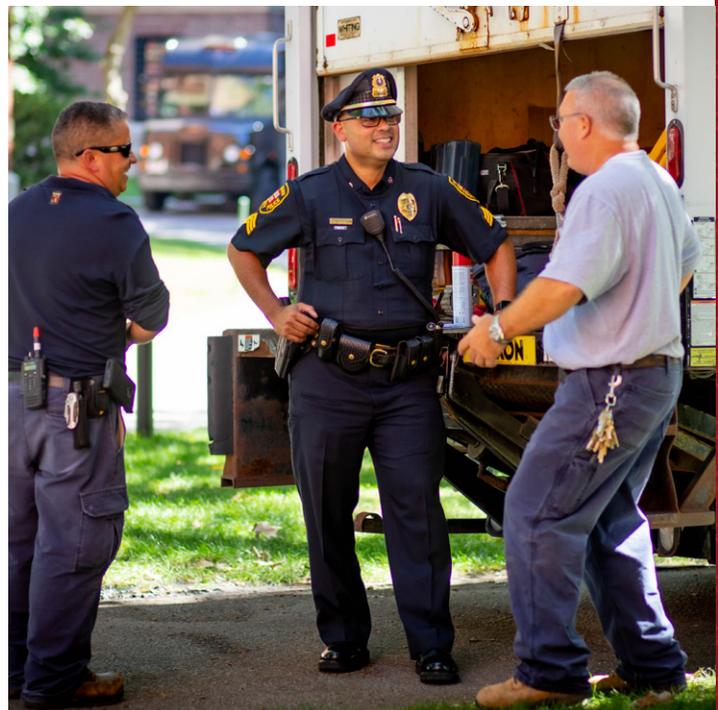
The HUPD's relationship with the community is vital to achieve our mission. All community members should expect to be treated in a courteous and professional manner by members of the Department. Occasionally questions arise regarding professional conduct. The Department does not tolerate unprofessional or rude conduct by our employees, and expects all employees to

provide an appropriate level of service. The quality of our service is dependent in part on feedback from the community, and the Department has an extensive process in place to respond to complaints.

We also wish to recognize instances where our employees have been especially helpful or have exceeded expectations in the service that they have provided. The community is encouraged to bring to the Department's attention both compliments and questions of professionalism by contacting one of the following individuals in a timely manner:

- The On-duty Supervisor at **617-495-1786** (available 24 hours a day)
- The Office of the Chief at **617-495-1780** (Monday through Friday, 9:00 am to 5:00 pm)

Additionally, community members can commend or make a complaint against an officer online at <http://www.hupd.harvard.edu/professional-conduct>. Community members may include their name and email address or may submit reports anonymously. Anonymous complaints will be investigated but the investigation may be limited if the complainant cannot be reached to answer follow-up questions.





## Reporting Crime, Emergency or Suspicious Activity

Students, faculty, staff and visitors are strongly encouraged to accurately and promptly report all criminal and suspicious activity, and any emergency occurring on Harvard’s Clery Geography, to the HUPD, or the appropriate police agency, in an accurate and timely manner. Reports may be made on behalf of another, when, for example, the victim of a crime does not elect to or is unable to make such a report. Timely reporting of information assists us in intervening in potential criminal activity and apprehending suspects. Please do not delay in calling. Criminal offenses should be reported to HUPD promptly so that the Department can determine whether a Timely Warning notice is necessary and so that the information can be included in the annual disclosure of crime statistics.

To reach the HUPD in an emergency, call **617-495-1212**. Community members are strongly encouraged to store **617-495-1212** in their cell phone speed dial list.

If a community member calls 911 from an on-campus phone, the call will go to either the Cambridge Police or the Boston Police depending on their location. As the HUPD maintains a good working relationship with both departments, they will generally inform the HUPD of the 911 call. Community

members who call 911 from a cell phone will be connected with the Massachusetts State Police, which then will transfer the call to the appropriate jurisdiction, unless the incident occurred on state-owned property (the area around the Charles River and Fenway).

## Additional Reporting Options

Reports of criminal, suspicious activity, and emergencies also may be made to Campus Security Authorities, which includes: deans of students, faculty deans, resident deans, tutor and proctors, and other residential staff, human resource directors, social workers, peer advisors, program directors, coaches, athletic trainers, and Title IX coordinators. Such reports assist the HUPD in compiling the annual statistical disclosure and making assessments about whether it is necessary to issue a Timely Warning Notices.

## Response to Reported Incidents

In the event of a reported crime or emergency, there will be a public safety response to your location, either by the HUPD alone or a joint response. Dispatchers are available to answer calls 24 hours a day at **617-495-1212**. In response to a call, the HUPD will take appropriate action, either dispatching an officer or asking the victim to come to the HUPD to file an incident report. All reported

crimes will be reviewed by the University and may become a matter of public record if a case goes to court. HUPD incident reports involving Harvard students, faculty or staff may be forwarded to the relevant School or Department for review and potential referral to the appropriate disciplinary process. At its discretion, the HUPD may conduct further investigation into an initial report. Additional information obtained from any such investigation also may be forwarded to the relevant School or Department. If assistance is required from the Cambridge Police, Boston Police, Massachusetts State Police, or Somerville Police, or from the Boston, Cambridge or Somerville Fire Departments, then the HUPD will contact the appropriate unit. In the event of a reported sex offense, initial responders, including HUPD, will make sure the survivor is aware of the wide variety of available resources.

## Blue Light Phones

Police assistance phones are located at outdoor locations throughout the campus; they have blue lights above them for easy identification. These phones should be used to report suspicious activity, crimes in progress, or any emergency situation. The dispatcher will identify the location of the phone being used and will dispatch police and other security personnel as necessary.

## If You See Something, Say Something

In order for the HUPD to maintain a safe and secure environment for the students, faculty, and staff of the University, we need the help of the community. The HUPD cannot do it alone! We need you to serve as our eyes and ears. You are in a better position than HUPD to identify behavior and activities that are out of the ordinary in your residence or workplace. When you do identify suspicious behavior we need you to call the HUPD at **617-495-1212** immediately. Don't delay!

You should trust your instincts. If something doesn't seem right, it probably isn't. Don't ignore it or keep it to yourself. Call us – even if you are unsure about what is occurring. We are not encouraging community members to intervene or take actions on their own. We just need you to alert us to the situation. We will then dispatch officers immediately to investigate and take appropriate action.

By being vigilant and looking out for each other, students, faculty, and staff can do their part to assist the HUPD in keeping the University safe and secure. Whatever hesitation you might have about calling the HUPD is far outweighed by the benefit of alerting us of potential criminal behavior.

## What Is Suspicious Behavior?

### 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 computers or other electronic equipment, office machinery, or locked bicycles
- A person going door-to-door in an office building or a residential area
- Any person forcibly entering a locked vehicle or building
- Transactions being conducted from vehicles, especially near schools or parks. These may be illegal drug sales or sales of stolen property.
- One or more persons sitting in a parked car closely scanning the surrounding area
- Any person 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 HUPD immediately at **617-495-1212**.

## Anonymous Reporting

Community members can report criminal or suspicious activity anonymously either by calling a twenty-four hour automated voice mail system at **617-496-2700** or by reporting online at [www.hupd.harvard.edu/anonymous-reporting](http://www.hupd.harvard.edu/anonymous-reporting). This telephone number can be used to report domestic violence and sexual assaults, drug usage and dealing, or any other criminal activity, though should not be used during emergencies. The information provided in any anonymous report should be as detailed as possible. The purpose of an anonymous report is to allow the University to keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

## Voluntary Confidential Reporting

Community members who have been the victim of a crime but do not want to pursue action within either the University system or the criminal justice system may want to consider asking an HUPD officer to file a report on the details of the incident without revealing their identity. As with an anonymous report, the purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to enhance the future safety of the victim and others in the community. This allows the University to keep an accurate record of the number of incidents involving students, employees and

visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

## Other Resources for Confidential Support at Harvard

Counseling and Mental Health Services (CAMHS), part of Harvard University Health Services, provides comprehensive outpatient care for a variety of concerns. Harvard Chaplains are a professional community of more than thirty chaplains, representing many of the world's religious, spiritual and ethical traditions, who share a collective commitment to serving the spiritual needs of the students, faculty and staff of Harvard University. The Clery Act defines pastoral and professional counselors as:

- 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 official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

CAMHS providers and Harvard Chaplains are not considered to be Campus Security Authorities for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. They may, if and when they deem it appropriate, inform those they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.



## BACT

The Harvard University Behavioral Assessment and Consultation Team (BACT) was created in the fall of 2012. The creation of the team formalized the process that had been used in the past to handle disruptive, disturbing or threatening behaviors that could affect the campus. The team is intended as a multidisciplinary resource to provide University officials and others with expertise and counsel when confronted with a situation that could present a risk to the safety of the campus. BACT is an interdisciplinary team consisting of subject matter experts from law enforcement, mental health services, academic services, human resources, student affairs, employee assistance, and legal counsel.

## Mission

BACT employs a proactive, collaborative, coordinated, and fact-based process. Working in concert with the school or department, BACT brings its expertise to the identification, assessment, consultation, intervention, and management of situations that pose, or may potentially pose, a threat to the safety and well-being of the campus community.

## Purpose

BACT is not an administrative, treatment or disciplinary body; rather it is designed to provide expertise, information, recommendations, and referrals to those dealing with threatening or disruptive situations. It does not adjudicate, discipline or impose sanctions against any member of the University, nor does it provide or mandate treatment.

## Early Intervention is Essential

Working with University administrators to support the safety and well-being of the campus community is a responsibility of all members of the Harvard community. Campus safety is enhanced when community members identify behaviors of concern and report them promptly. Early identification of concerns allows the University to intervene more effectively to address behaviors that pose risks to the learning, working, and living environment of Harvard University.

## How to share your concern

If you are aware of an emergency or immediate safety concerns, call the Harvard University Police Department immediately at **617-495-1212**.

If you are concerned about threatening behavior or a disturbing situation that is NOT an emergency event, contact your school or department administration or the University's BACT staff person, Steven G. Catalano at the **617-495-9225** or [steven\\_catalano@hupd.harvard.edu](mailto:steven_catalano@hupd.harvard.edu).

For additional information on the BACT please visit <http://www.hupd.harvard.edu/bact-team>.

## Active Shooter Safety Guidelines

The Harvard University Police Department is committed to providing training to community members on how to respond if confronted with an active shooter scenario. While reports of violent crime at Harvard are infrequent, no environment is immune from the threat of an active shooter. Since most active shooter incidents are over within minutes, students, faculty, and staff must be prepared to react quickly to keep themselves safe until first responders arrive.

These situations are unpredictable. However, there are a few steps that one can take immediately. As these situations evolve quickly, quick decisions could mean the difference between life and death. If you are in harm's way, you will need to decide rapidly on the safest course of action based on the scenario that is unfolding before you.

In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:

1. **Run:** If there is an accessible escape path, attempt to evacuate the premises.
2. **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
3. **Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

Please review Harvard University's "Responding to an Active Shooter" safety video at <https://www.hupd.harvard.edu/active-shooter-safety-guidelines> for more information on responding to an active shooter.

To see "run, hide, fight" demonstrated please view the Department of Homeland Security's "Options for Consideration" active shooter training video at <https://www.dhs.gov/video/options-consideration-active-shooter-preparedness-video>.

For additional information on the HUPD's active shooter safety guidelines please visit [www.hupd.harvard.edu/active-shooter-safety-guidelines](http://www.hupd.harvard.edu/active-shooter-safety-guidelines).

If you are interested in arranging a presentation on the Harvard University Police Department's Active Shooter Safety Guidelines please contact Steven G. Catalano, the Assistant Director for Compliance, at **617-495-9225** or by email at [steven\\_catalano@hupd.harvard.edu](mailto:steven_catalano@hupd.harvard.edu).





## Timely Warnings

The HUPD provides Timely Warnings (previously called “Community Advisories”) to the University community when a situation occurs within Harvard’s Clery Geography and represents a serious or continuing threat. Whether to disseminate a timely warning will be decided by the Chief of Police or their designee and in consultation with others, when time permits, on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. The purpose of the warning is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on the actions people can take to diminish their chances of being victimized.

The amount and type of information presented in the warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice. An effort will always be made to distribute a warning as soon as pertinent information is available so that the warning is a preventive tool, not solely a description of the incident.

Timely Warning Notices are typically issued for the following Uniformed Crime

Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, murder/non-negligent manslaughter, robbery, and sex offenses. 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 the HUPD. For example, if an alleged assault occurs between two students who have a disagreement, there may be no on-going threat to other Harvard University community members and a Timely Warning Notice would not be distributed. Cases involving sexual assault are often reported long after the incident occurred, in which case there is no ability to distribute a “timely” warning notice to the community. Thus, whether to issue a Timely Warning Notice based on a reported sex offense will be determined on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by HUPD. Similarly, HUPD will assess reports of property crimes and will distribute a Timely Warning Notice in the event of a pattern of crime that poses a serious or continuing threat to the community. The Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and if

the distribution of a Timely Warning Notice is warranted. Timely Warnings also may be posted for other crime classifications and locations, as deemed necessary. Timely Warning Notices also may be posted for other crime classifications and locations, at the sole discretion of the HUPD, even though that is not required by the law. Timely Warning Notices will be issued to students and employees in a manner that is timely, that withholds the names of the victims as confidential, and in a manner that aids in the prevention of future similar crimes.

Timely Warning Notices are typically written and distributed by staff in the Office of the Chief of Police. Harvard Public Affairs & Communications (HPAC) is also authorized to distribute Timely Warning Notices, at the discretion of the Chief of Police or their designee. Timely Warning Notices are distributed to the Harvard University community via blast email and posted on the HUPD website. Because many members of our community travel between the Cambridge and Longwood campuses, as a courtesy, Timely Warning Notices covering a crime on one campus will be sent to both campuses.

Harvard is not required to issue a Timely Warning with respect to crimes reported to Counseling and Mental Health Services (CAMHS) providers or to Harvard Chaplains.

To view current and archived warnings please visit: <https://www.hupd.harvard.edu/timely-warnings>.

## Emergency Management Framework

Harvard University's schools, departments, and senior leadership maintain a variety of emergency management plans that are designed to provide the framework for managing incidents, no matter the type, scale or complexity. While these plans do not cover every conceivable contingency situation, they do supply guidelines and procedures to cope with most campus emergencies.

Harvard's emergency management structure is designed to be scalable to the needs of the emergency, consisting of school and department emergency management teams and a university-wide Crisis Management Team. School and department teams are called upon in emergency situations to provide local leadership and implement University policies, where necessary. In the event of a campus-wide emergency, executive leadership is provided by the Crisis Management Team.

## Emergency Communications

While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, or visitors occurring on the campus, notification will be made by using some or all of the following methods depending on the type of emergency:

- **MessageMe** - the University's emergency notification system
- [www.harvard.edu/emergency](http://www.harvard.edu/emergency) - a special website activated at the time of major emergencies
- **617-496-NEWS (6397)** - an automated notification line available in the event of an emergency
- **617-432-6666** - an automated notification line specific to the Longwood campus
- School and University websites
- Social Media
- Email
- Face to Face Communication

If the University issues an emergency notification, then it is not required to issue a timely warning based on the same circumstances; however, the University will provide follow-up information to the community as needed.

MessageMe is the University’s primary tool for emergency notifications to members of the campus community. Therefore, all active faculty, staff, students, and other community members who are likely to be on campus are automatically enrolled. MessageMe is focused

on streamlining community communications, allowing crisis support leaders to immediately and simultaneously send messages to the University community via the community members’ preferred contact methods: phone, text messaging, and email.

Emergency notifications are typically written and distributed by staff in the Office of the Chief of Police. Harvard Public Affairs & Communications (HPAC) is also authorized to distribute emergency notifications, at the discretion of the Chief of Police or designee.

Emergency Notification System	Primary Message Creator	Backup Message Creator	Authority for approving & sending Message	Primary Message Sender	Backup Message Sender
<b>PRIMARY</b>					
MessageMe Mass Notification	HUPD	HPAC	HUPD and HPAC	HUPD	HPAC
Blast Email	HUPD	HPAC	HUPD and HPAC	HUPD	HPAC
Voice Messaging 617-496-NEWS (6397)	HPAC	N/A	HPAC	HPAC	N/A
Voice Messaging Longwood 617-432-6666	Campus Operations	N/A	Campus Operations	Campus Operations	N/A
Social Media	HPAC	N/A	HPAC	HPAC	N/A
<b>SECONDARY</b>					
Website	HPAC	N/A	HPAC	HPAC	N/A
Fire Alarms	HUPD	N/A	HUPD	HUPD	N/A
Public Address Systems, where available	HUPD	Building Manager	HUPD/ Building Manager	HUPD	Building Manager

In the event of a failure in technology, the University may communicate using face-to-face communication. Members of the larger community, such as parents or campus neighbors, may receive information about emergencies on campus from local/national media and/or a campus-wide email and the Harvard website.

Harvard Community members are automatically added to MessageMe with their primary email address as the default contact path.

Harvard community members should update their contact preferences in MessageMe annually. To review your MessageMe profile, visit [www.messageme.harvard.edu](http://www.messageme.harvard.edu).

To sign up for the MessageMe system, go to [www.messageme.harvard.edu](http://www.messageme.harvard.edu). Users of MessageMe are requested to update their contact information annually at the start of the academic year by logging onto [www.messageme.harvard.edu](http://www.messageme.harvard.edu).



Harvard University uses some or all of the communication tools listed above to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus.

Individuals can report emergencies occurring at Harvard University by calling **617-495-1212**.

HUPD is responsible for confirming (with the assistance of key campus administrators, local first responders or the National Weather Service) if there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Harvard University community.

Select members of HUPD and/or Harvard Public Affairs & Communications (HPAC), under the direction of the University's Crisis Management Team, will, without delay and taking into account the safety of the community, determine the content of any emergency notification as well as the appropriate segment of the community to receive it and will initiate the MessageMe



system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Subsequent follow up notifications will be sent through MessageMe and the other communication tools listed above as needed.

## Emergency Evacuations

Emergency evacuation plans have been created for buildings on campus as well as for major outdoor areas of campus such as the Harvard Yard and the Business School campus. Building evacuation drills are conducted throughout campus annually in dormitories, academic, and office buildings. Evacuation drills are both announced and unannounced based on building occupancy. Each drill is documented including its date, time, location and any pertinent information that will help improve future evacuations. Building evacuation maps are posted prominently within each building. The HUPD does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, HUPD staff on the scene will communicate information to students, faculty, and staff regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

## During the Evacuation:

If you recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and dial 911. When a fire alarm is activated, everyone must evacuate. Stop what you are doing immediately and head toward an emergency exit. Do not delay evacuation. Occupants should shut their doors behind them as they leave. Follow exit signs to nearest fire stairwell or exit discharge; do not use elevators. Once outside, occupants are required to report to their emergency evacuation meeting location to be accounted for. Occupants must follow instructions of HUPD and the Fire Department, as they are legally in charge of the building during their response to the alarm. Occupants with disabilities or other special needs who require additional assistance may shelter in place if in a fully sprinkled building, conduct a horizontal evacuation to a safer area on the same floor, or shelter in a fire-rated stair well. First responders should be informed as to the location within the building of any occupants in need of assistance. Once the building has been cleared, occupants will be permitted to re-enter.

## When Evacuation is Not Possible

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call 911 and advise emergency responders of your location and situation. Wait for help to arrive.

## Sheltering In Place

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance. Emergencies change as they progress. The questions to ask yourself are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

## Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

## Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest

University building quickly. If police or fire department personnel are on the scene, follow their directions.

## How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, HUPD, Housing Staff members, other University employees, Local PD, or other authorities utilizing the University’s emergency communications tools.

## How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)

- Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to HUPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

## Post Incident:

At the completion of the incident, the Fire/Rescue Department or other appropriate emergency official(s) should release the building to the facility leadership. The facility should be pronounced all clear, or clear with conditions for re-occupancy. The facility leadership should then communicate the all clear or the clear with conditions to the area entrance monitors in person. It is recommended that facility managers also communicate the reason the fire alarm/emergency evacuation occurred to help increase occupant awareness in the building.

## Additional Drills and Exercises

In conjunction with other emergency agencies, the University conducts numerous emergency response exercises each year, including table top and field exercises. Monthly testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced. For each test, the University documents a description of the exercise, the date and time, and whether it was announced or unannounced. General information about the emergency response and evacuation procedures is publicized in the Higher Education Opportunity Act Fire Safety Report posted annually on the

Environmental Health and Safety website, as part of the University's Clery Act compliance efforts.

More information on the University's emergency preparedness and response efforts as well as evacuation guidance can be found at [www.harvard.edu/emergency](http://www.harvard.edu/emergency) and [ehs.harvard.edu](http://ehs.harvard.edu).

## Public Police Crime Log

The HUPD produces a written daily crime log that is available to the public, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f), 34CFR668.46 as part of the Higher Education Act of 1965 ("The Clery Act") and Massachusetts General Laws Chapter 41, Section 98F. The purpose of the daily log is to provide information about valid complaints of criminal and other significant incidents occurring on campus to members of the University community, which might be relevant for their safety and security.

Information from the HUPD log can be found in three locations. There are two official logs, which contain sixty days of incidents reported to the HUPD. The first is kept at HUPD headquarters, 1033 Massachusetts Avenue, 6th floor and the second is kept at the HUPD Longwood substation at 90 Smith Street, Roxbury, from 8:00 AM – 5:00 PM, Monday through Friday, excluding holidays. The official logs are updated as new information becomes available. In addition, the HUPD also posts an electronic version of the log at <http://www.hupd.harvard.edu/public-police-log>. Although the HUPD attempts to make the electronic version of the log as accurate as possible at the time of posting, it is not the official police log.

## Clery Act Criminal Statistics

The Clery Act is a federal law that requires colleges and universities to disclose annual information about campus crime. Each year the University files a report of campus crime statistics with the United States Department of Education. Crime statistics for the past three calendar years are maintained on the HUPD website.

For each calendar year, the statistics reflect the number of reported incidents of certain crimes, as defined by the Clery Act, which occurred within Harvard's Clery Geography. These crimes include: homicide, manslaughter, sex offenses (including rape, fondling, incest and statutory rape), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, and arson that occurred on or near campus for the previous three calendar years. Also included are arrests and disciplinary referrals for drug law violations, liquor violations, weapon violations, and bias-related crimes.

The Clery statistics include crimes reported directly to the HUPD, to local law enforcement agencies, and to "Campus Security Authorities." As stated above, "Campus Security Authorities" are defined by the Clery Act as university officials who have "significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." Professionally licensed mental health and religious counselors are exempt from reporting requirements.

Please find the criminal statistics for all of Harvard's campuses in Appendix 1.

Because the Clery Act is a federal law, its definitions are not identical to those found in Massachusetts law. For the purposes of reporting crime statistics, HUPD uses the definitions set forth in Appendix 2. The

definitions under Massachusetts law for certain crimes are set forth in Appendix 3.

For additional information on the Clery Act please visit [www.ed.gov/admins/lead/safety/campus.html](http://www.ed.gov/admins/lead/safety/campus.html).

## Crime Prevention Education and Security Awareness

In addition to the daily informal face-to-face contacts they have while on patrol, HUPD officers perform more formalized community outreaches as well. Officers present safety and security information at community meetings, make presentations at student and new employee orientations, teach self-defense classes, register laptops and bicycles, and initiate informal contact with students, faculty, and staff while patrolling on foot, bicycles, and motorcycles, and while eating in the dining halls.

HUPD officers are approachable and committed to keeping the Harvard community safe and secure. One way in which officers do this is by providing students, faculty, and staff direction and steps they can take to maintain their own safety and the security of others.

HUPD, in conjunction with the various Harvard Schools, offers approximately 200 crime prevention and security awareness educational programs each academic year. These programs address topics such as personal safety, alcohol and drug abuse awareness and the prevention of sexual assault, domestic violence, dating violence and stalking set forth above. As part of these security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others.

A common theme of all awareness and crime prevention programs is to encourage students, faculty, and staff to be aware of

their responsibility for their own security and the security of others.

Persons interested in having an officer to come out and conduct a safety talk and/or a bicycle/laptop registration, please email [cops@hupd.harvard.edu](mailto:cops@hupd.harvard.edu) in order to arrange the registration and/or meeting.

## Community's Role in Maintaining a Safe and Secure Campus

It is important for students, faculty, and staff to remember that we are located in an urban setting and must cope with many of the crime and safety issues that exist in any city. The safety and security of the University is the combined responsibility of the entire community. Safety is a two-way street and the community must take precautions to protect itself.

Community members need to utilize services, not just be aware of them. Each of you must assume a personal responsibility by taking precautions to prevent yourself from becoming a victim. The more people are looking out for one another, the more effective we will be at collectively protecting our community.

## Theft Prevention

The Harvard University Police Department is committed to providing the Harvard community with a safe and secure environment but it is important to remember that we are in an urban setting. Although reported crime at Harvard is low, more than 90% of it is property crime.

Theft is a crime of opportunity. If you do not take precautions to protect your property then you increase the risk that it could be stolen. Theft is the most difficult crime for the HUPD to stop, but the easiest crime for you to prevent.

### You should take the following precautions to safeguard your property:

- When you leave your room or office, even for a moment, always keep your doors and windows locked. Do not prop open or disengage the locking system on the door or windows.
- Never leave your purse, wallet, book bag, laptop, cell phone, iPod, or other property unattended even for a moment in a public setting. If you must leave your property, leave it with someone you know, not a person studying or working in the area. Before you walk away from your property: “stop, think and secure.”
- Never allow anyone you do not know to enter a locked building when you are entering or exiting. Do not let people “piggyback” with you! If someone does enter that you don't recognize please call the HUPD at **617-495-1212** immediately. Do not confront or ignore them.
- Do not hang your pocketbook or bag over the back of your chair while you are in a dining establishment or other public place. Do not place your pocketbook or bag under the table out of sight.
- Keep an updated list of all personal property that has serial numbers, especially your personal electronics and bicycles. Please note the MAC addresses on any technology with access to the internet. This information may help detectives with their investigation.
- Download the “Find my iPhone” (Macs and iPods) app.
- Register your bicycle at [www.hupd.harvard.edu/bicycle-registration](http://www.hupd.harvard.edu/bicycle-registration).
- Register laptops with the LoJack for Laptops program at [www.hupd.harvard.edu/laptop-theft-prevention](http://www.hupd.harvard.edu/laptop-theft-prevention).
- When locking your bicycle, use a steel “U” lock rather than a cable lock. Lock the frame and tire together to a stationary object. If the bike has an easily removable seat, we recommend you remove the seat and take it with you.
- If you are the victim of a theft, report it immediately to the HUPD at **617-495-1212**. We are available 24 hours a day. No crime is too small to report to us.

## What to Do If You Have Been a Victim of Theft

The Harvard University Police Department regrets that you have been the victim of a theft while working, going to school, or visiting Harvard University. The HUPD realizes that this may be a difficult time for you. In an effort to mitigate further risk to your personal accounts we have created the following checklist of personal and financial security. When your financial institutions receive timely notification regarding the loss of your property, they are in a better position to prevent fraudulent activity on your accounts. If you have any further questions regarding next steps to take, please do not hesitate to contact the Harvard University Police Department at **617-495-1212**.

- File a police report with the Harvard University Police Department. The HUPD can be reached at **617-495-1212**.
- If physical keys were stolen, inform the owner of that property so that the lock(s) may be rekeyed.
- Call your financial institutions and cancel all applicable credit/debit cards. Request new cards with new numbers to ensure protection of your accounts.
- If your wallet was stolen and contained checks, call your banking institution to receive further instructions to protect your account.
- If your health insurance card was in your wallet, call your health insurance provider and request a new card.
- Consider all of the accounts that may automatically deduct money from your accounts. Remember to update those accounts where appropriate.
- If you have any membership cards in your wallet, (i.e. gym, supermarket, etc.) notify the applicable companies and request replacement cards.
- Call the appropriate department or registry of motor vehicles and request a new license or identification card with a new number.
- Replace any applicable government issued cards such as your social security card, military identification card, or passport.
- Contact the three major credit bureaus (Equifax, Experian, and Transunion) and ask them to put a fraud alert on your account. If

you are not applying for a job or new credit, ask them to place a freeze. They will give you a personal identification number that will be needed to lift it. After 60 days, you should run a free credit report to verify your account. For more information, please visit the website: [www.consumer.ftc.gov](http://www.consumer.ftc.gov).

- In the event that you filed a report with the HUPD please note the case number and date.

## Bicycle Registration

Students, faculty, and staff are strongly encouraged to register their bicycles. Registration is free for all students, faculty, and staff (faculty and staff may register their families' bicycles also).



Registration serves as a deterrent to theft and can help aid in the recovery of stolen bicycles. The serial number is recorded and an identifying sticker is placed on your bicycle. You will need to provide the HUPD with the bicycle's serial number, manufacturer, model, and color.

The HUPD offers you two ways to register your bicycle. You may register it in person by bringing it to HUPD headquarters at 1033 Massachusetts Avenue, to 90 Smith Street (Longwood Campus), or to other substations, or by watching for notices of periodic bike registrations conducted at various locations throughout the University. You may also register your bicycle online by visiting [www.hupd.harvard.edu/bicycle-registration](http://www.hupd.harvard.edu/bicycle-registration), after which a registration sticker to be attached to your bicycle will be mailed to you.

To reduce the chance that your bike will be stolen, use two locks, each with a different locking mechanism. For more information, visit [http://www.cambridgema.gov/~media/Files/CDD/Transportation/CitySmart/cs\\_how\\_to\\_lock\\_a\\_bike.pdf?la=en](http://www.cambridgema.gov/~media/Files/CDD/Transportation/CitySmart/cs_how_to_lock_a_bike.pdf?la=en).

## Laptop Theft Prevention

On average approximately 90 laptops are stolen on the University's campus each year. Laptop theft is often a crime of opportunity. Students, faculty, and staff are strongly encouraged to take appropriate precautions to prevent the theft of their laptop computer and to register their laptops to assist the police in recovering the laptop in the event that the laptop is lost or stolen.

- Never leave your laptop unattended in public places, even "just for a minute." Remain in physical contact with it at all times (take it into the restroom if you must). Do not leave your laptop alone!
- Lock offices or dorm rooms where the laptop is stored.
- Lock the laptop in a cabinet in a locked office or dorm room.

- Use a security device such as a steel cable lock or alarm.
- Write down the MAC (Media Access Control) address of your network card.
- Document serial and model numbers of your laptop and accessories (such as hard drives and mice) and keep them in your files or store them on HUPD's online registration system [www.hupd.harvard.edu/laptop-theft-prevention](http://www.hupd.harvard.edu/laptop-theft-prevention).
- Register your laptop through the manufacturer's product registration program.
- Back up your data, either online or via an external drive and store the drive some place other than your carrying case.
- Install laptop tracking and recovery software such as LoJack for Laptops.
- Contact the HUPD at **617-495-1212** to file a theft report immediately if your laptop is stolen on campus.





## Laptop Registration & Recovery

The HUPD offers two ways to register your laptop: online on the HUPD website, a free service provided by the HUPD or through Absolute Software's LoJack for Laptops. The HUPD maintains a database that stores the make, model, and serial number of your laptop. In the event of the loss or theft of the laptop, the HUPD will be able to provide you with that information, which could help facilitate the recovery of the laptop. To register your laptop online please visit [www.hupd.harvard.edu/laptop-theft-prevention](http://www.hupd.harvard.edu/laptop-theft-prevention).



If you choose to use LoJack for Laptops, the company will work with HUPD and local police to try to recover your laptop if it is stolen. The technology they use is embedded in most PCs, making it very difficult to detect and remove. It allows you to remotely display a message and lock your device so that no one else can log on and search your files,

photos or passwords. You can also remotely delete files, photos, passwords, emails, financial data and records, and can use GPS, WiFi or IP to display your device's general location on a map.

For additional information on LoJack for Laptops please visit <http://www.hupd.harvard.edu/laptop-theft-prevention> or email [lojackforlaptops@harvard.edu](mailto:lojackforlaptops@harvard.edu).

## Scams and Identity Theft Attempts Targeting International Affiliates

The Harvard University Police Department (HUPD) and the Harvard International Office (HIO) wish to inform members of the community of potential scams, often targeting international affiliates, that may result in the loss of personal and/or financial information. These scams are typically initiated by telephone calls or emails in which the callers/senders claim to be U.S. government officials or law enforcement officers. Below please find relevant information regarding common scams and possible actions affiliates can take in the event they are contacted by potential scammers.

## Common Scams

- Caller/sender claims to be a U.S. Immigration official and requests a payment of money (via wire transfer, debit/credit card information, or gift card purchase) or the sharing of personally identifying information under the threat of arrest or finding an immigration law violation.
- Caller/sender claims to be an Internal Revenue Service (IRS) official and requests a payment of money (via wire transfer, debit/credit card information, or gift card purchase) or the sharing of personally identifying information in order to facilitate a tax return or under the threat of finding a tax law violation.
- Caller/Sender claims to be a law enforcement official and states that an affiliate is subject to an active warrant and requests a payment of money (via wire transfer, debit/credit card information, or gift card purchase) in order to avoid or resolve an alleged criminal issue.
- An affiliate is approached or contacted by an unknown individual with a request to cash a check or transfer funds with the promise of payment in return for the affiliate's assistance.
- Rental scammers advertise apartments that either do not exist or are not available and request an affiliate wire money (security deposit or first month rent) prior to meeting in-person, signing a lease, or viewing the apartment.

## Commons Characteristics of Scams

- Caller/sender does not identify themselves or claims association with a government organization/department (IRS, law enforcement, Department of State).
- Caller/sender demands affiliate to act quickly.
- Caller/sender notifies affiliate of concerning information of which the affiliate was not previously aware (problem with taxes, immigration status, active warrant).
- Caller wants affiliate to stay on a phone line as long as possible.
- Caller/sender demands affiliate not end the conversation or email thread.
- Caller/sender applies fear, threats, or

intimidation in order to receive personal information or money.

- Caller/sender uses legal terminology (cites federal immigration regulations or other provisions of state, federal, or local law) to sound as legitimate as possible.
- Caller/sender may be aware of affiliate's name, number, or address.
- Caller/sender wants affiliate to wire money or share personally identifying information (address, Social Security Number, date of birth, debit/credit card numbers).
- Caller/sender requests payment in cash or by gift card.
- Caller/sender prohibits affiliate from notifying other individuals of the situation.

## Steps to Take If You Receive a Scam Telephone Call/Email

- Monitor calls/email for potential scams from unknown callers/sender.
- If you suspect the caller/sender is attempting to commit a scam, hang up or do not respond. If the caller/sender claims to be a government official, you should contact HIO, which can work with HUPD as needed to verify the caller/sender's credentials.
- Do not wire or promise money to an unknown caller/sender.
- Do not agree to meet with an unknown caller/sender. If the caller/sender claims to be a government official, you should contact HIO, which can work with HUPD as needed to verify the caller/sender's credentials.
- Do not share any personally identifying information or financial information.
- If you feel unsafe or threatened, call the HUPD at 617-495-1212.

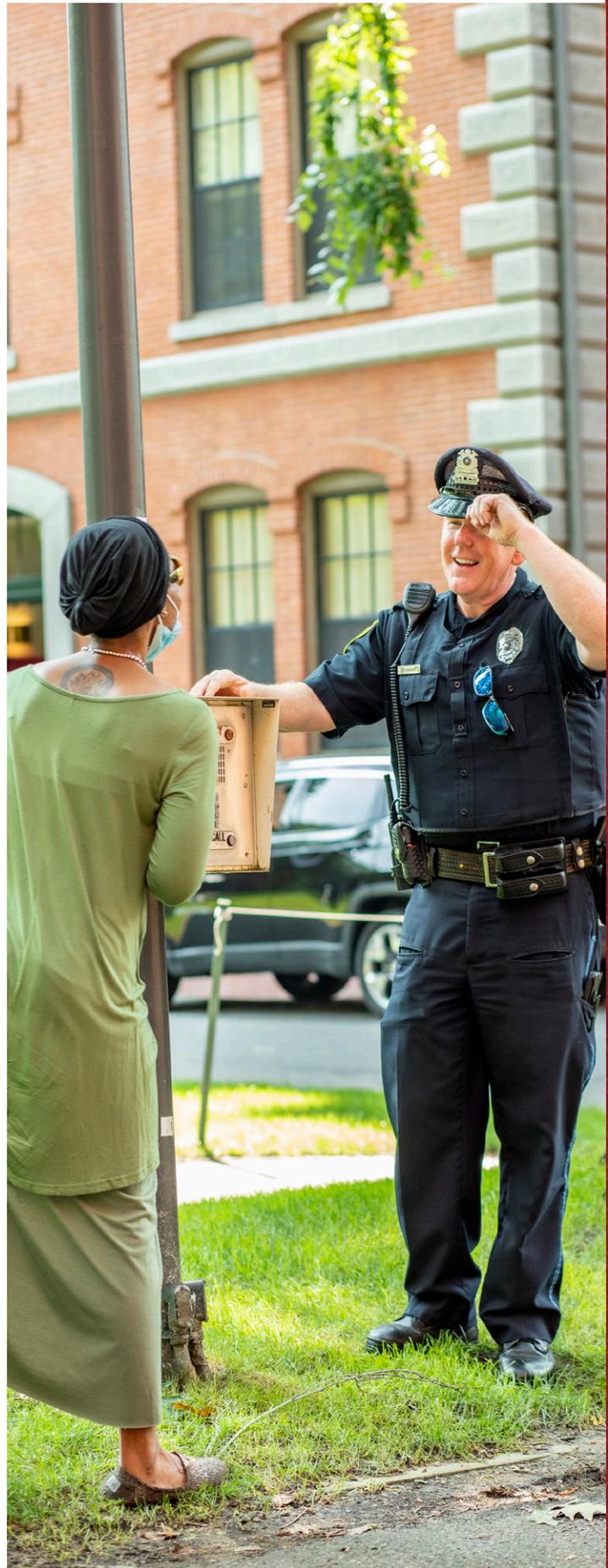
## Important Knowledge Regarding Scams

- U.S. Government (IRS, Immigration/Citizenship Services, and Department of State) officials will never ask for prepaid gift cards or debit/credit card information over the telephone.

- U.S. Government (IRS, Immigration/Citizenship Services, and Department of State) officials will never request immediate payment over the telephone.
- Law enforcement officials will never request payment in order to resolve a warrant or criminal issue.
- Affiliates are cautioned when using informal means to locate housing (Craigslist, Facebook, or Reddit). Affiliates are strongly encouraged to utilize the Off-Campus Housing website in order to locate rental properties.

### External Resources for More Information

- Federal Trade Commission for Rental Scams
  - <https://www.consumer.ftc.gov/articles/0079-rental-listing-scams>
- Federal Trade Commission Information for Avoiding Scams
  - <https://www.consumer.ftc.gov/articles/how-avoid-scam>
- U.S. Citizen and Immigration Services website on Common Scams
  - <https://www.uscis.gov/scams-fraud-and-misconduct/avoid-scams/common-scams>
- Federal Trade Commission to Report Identity Theft
  - [https://www.identitytheft.gov/?utm\\_source=takeaction](https://www.identitytheft.gov/?utm_source=takeaction)
- Harvard International Office regarding housing
  - <http://hio.harvard.edu/housing>



## Interim Policies and Procedures Addressing Title IX Sexual and Gender-Based Harassment and Other Sexual Misconduct

Harvard prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and is committed to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. To that end, the University has adopted an [Interim Title IX Sexual Harassment Policy](#) and an [Interim Other Sexual Misconduct Policy](#), as well as [new procedures](#) for allegations of sexual harassment or misconduct occurring on or after August 14, 2020. For allegations of sexual harassment or misconduct occurring between September 1, 2014 and August 14, 2020, the [University Sexual and Gender-Based Harassment Policy](#) and [procedures apply](#). All policies and procedures can be found on the [University's Office for Gender Equity website](#); the policies are also reproduced in their entirety below:

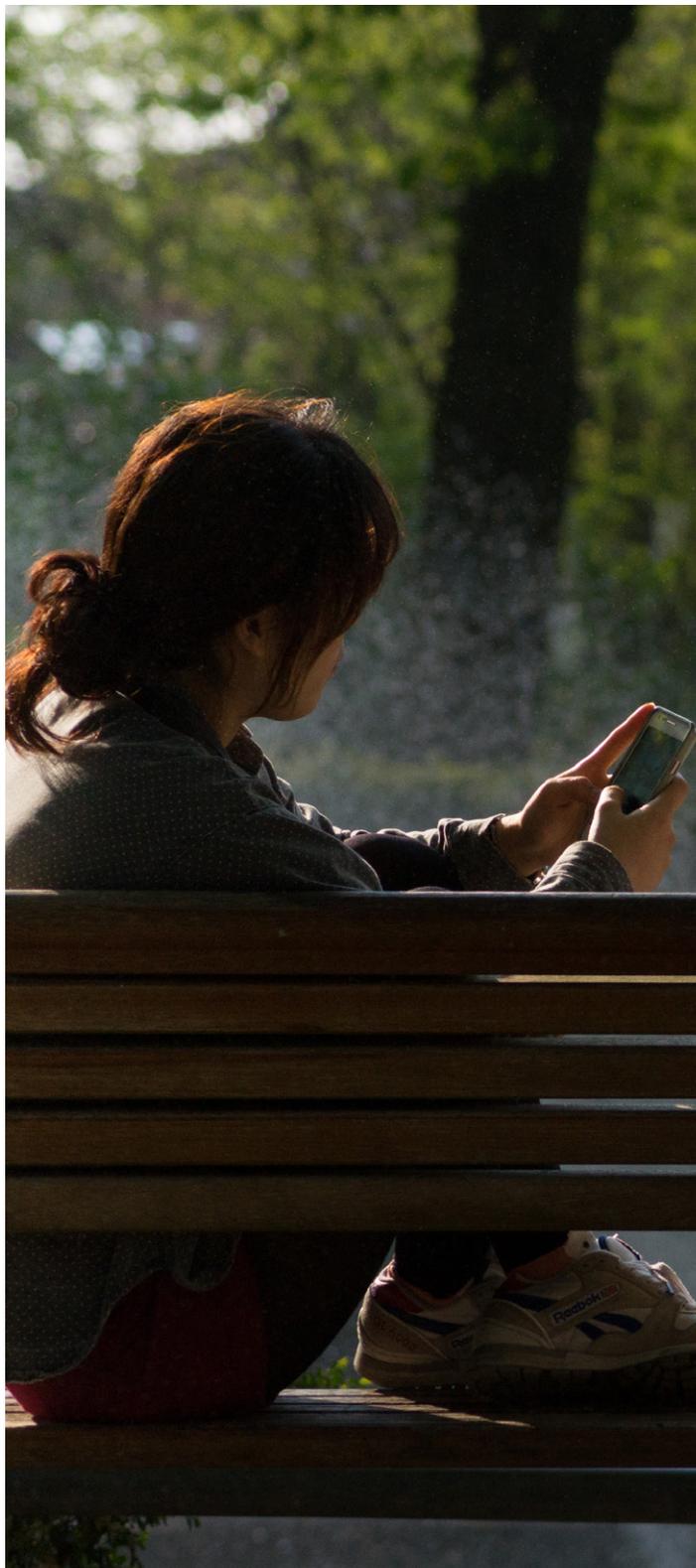
### Harvard University Interim Title IX Sexual Harassment Policy

(Regarding conduct occurring on or after August 14, 2020)

The University's Interim Title IX Sexual Harassment Policy is designed to address conduct that falls within Title IX of the Education Amendments of 1972 and other federal and state laws and regulations. The Interim Other Sexual Misconduct Policy is designed to address sexual misconduct that falls outside the jurisdiction of the Interim Title IX Sexual Harassment Policy.

Harvard University is committed to maintaining a safe and healthy educational

and work environment in which no member of the University community is, on the basis of sex, including sexual orientation or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or



activity. Sexual harassment, including sexual violence, is a form of sex discrimination in that it denies an individual equal access to the University's programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the University's programs or activities; relevant sections of the Violence Against Women Reauthorization Act (VAWA); Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Massachusetts laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other University or School policies.

It is the policy of the University to provide educational, preventative, and training programs regarding sexual harassment; to encourage reporting of incidents; to respond promptly and equitably to sexual harassment in a manner that is not deliberately indifferent; to prevent incidents of sexual harassment from denying or limiting an individual's ability to participate in or benefit from the University's programs or activities; to offer to the parties supportive measures as appropriate, as reasonably available, and without fee or charge; and to provide prompt and equitable methods of resolution. Violations of this Policy may result in the imposition of sanctions ranging from an admonition or warning up to, and including, termination, dismissal, expulsion, or referral to a process that may result in revocation of tenure as determined by the appropriate officials at the School or unit. The remedies designed to restore or preserve equal access to the University's education or work program or activities may range from course-related adjustments and no contact orders to restrictions on access to campus, campus locations, or campus activities.

Retaliation against an individual for making a report or complaint of sexual harassment, or for participating or refusing to participate in any proceeding regarding such a complaint, or for opposing discriminatory practices is prohibited by the Interim Other Sexual Misconduct Policy.

Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited by the Interim Other Sexual Misconduct Policy.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University's educational mission.

## Definitions

### Sexual Harassment

Sexual harassment is unwelcome conduct on the basis of sex, including sexual orientation and gender identity. Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, graphic, or physical conduct of a sexual nature or based on sexual orientation or gender identity, that satisfies one or more of the following: (1) an employee of the University either explicitly or implicitly conditioning the provision of an aid, benefit, or services of the University, such as an individual's employment or academic standing (for example, academic evaluation, grades, or advancement) on an individual's participation in unwelcome sexual conduct (quid pro quo); quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex; or (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education or work programs

or activities; or (3) sexual assault, dating violence, domestic violence, and stalking.

*(See Appendix 2 for definitions).*

Whether the conduct constitutes sexual harassment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

### Assessing the Conduct

Conduct is unwelcome if a person did not consent to it. Consent is agreement, assent, approval, or permission given voluntarily and may be communicated verbally or by actions. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

In addition, when a person is incapacitated, meaning so impaired as to be incapable of giving consent, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's incapacity. The person may be incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual harassment under this Policy.

## Jurisdiction

This Policy applies to sexual harassment that is committed by students, faculty, staff, Harvard appointees, or third parties against a person in the United States, whenever the misconduct occurs:

1. On Harvard property; or
2. Off Harvard property, if the conduct was in connection with a University or University-recognized program or activity which includes locations, events, or circumstances over which the University exercised substantial control over both the person accused of the conduct and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by the University.

## Monitoring and Confidentiality

A variety of resources are available at the University and in the area to assist those who have experienced sexual harassment, including sexual violence.

Individuals considering making a disclosure to University resources should make sure they have informed expectations concerning privacy and confidentiality. The University is committed to providing all possible assistance in understanding these issues and helping individuals to make an informed decision.

It is important to understand that, while the University will treat information it has received with appropriate sensitivity, University personnel may nonetheless need to share certain information with those at the University responsible for stopping or preventing sexual harassment. For example, University officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the School or unit Title IX Resource Coordinator about possible

sexual harassment, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the University can track incidents and identify patterns; and that, where appropriate, the University can take steps to protect the Harvard community. This reporting by University officers will not necessarily result in a complaint; rather, the School or unit Title IX Resource Coordinator, in consultation with the University Title IX Coordinator, will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the University who, in the judgment of the University Title IX Coordinator or School or unit Title IX Resource Coordinator, have a need to know.

Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask University officers for information about such resources, which are available both at the University and elsewhere. University officers are available to discuss these other resources and to assist individuals in making an informed decision.

## Violations of other Rules

The University encourages the reporting of all concerns regarding sexual harassment. Sometimes individuals are hesitant to report instances of sexual harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the University has a paramount interest in protecting the well-being of its community and remedying sexual harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.



## Harvard University Interim Other Sexual Misconduct Policy

(Regarding conduct occurring on or after August 14, 2020)

The University's Interim Title IX Sexual Harassment Policy is designed to address conduct that falls within Title IX of the Education Amendments of 1972 and other federal and state laws and regulations. This Interim Other Sexual Misconduct Policy is designed to address sexual misconduct that falls outside the jurisdiction of the Interim Title IX Sexual Harassment Policy, as set forth below.

It is the policy of the University to respond promptly and equitably to allegations of other sexual misconduct. Violations of this Interim Other Sexual Misconduct Policy may result in the imposition of sanctions ranging from an admonition or warning up to, and including, termination, dismissal,

expulsion, or referral to a process that may result in revocation of tenure as determined by the appropriate officials at the School or unit. Pursuant to this Interim Other Sexual Misconduct Policy, a School or unit also may impose a variety of remedies, ranging from course-related adjustments and no contact orders to restrictions on access to campus, campus locations, or campus activities.

Retaliation against an individual for making a report or complaint of sexual harassment under the Interim Title IX Sexual Harassment Policy or other sexual misconduct under this Interim Other Sexual Misconduct Policy, or for participating or refusing to participate in any proceeding regarding such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing materially false or misleading information in any such proceeding is also prohibited, provided that a determination regarding responsibility or lack of responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University's educational mission.

## Definitions

### Other Sexual Harassment

Other sexual misconduct is unwelcome conduct on the basis of sex, including sexual orientation and gender identity. Other sexual misconduct includes unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, graphic, or physical conduct of a sexual nature or based on sexual orientation or gender identity, that satisfies one or more of the following: (1) an employee of the University either explicitly or implicitly conditioning the provision of an aid, benefit, or services of the University, such as an individual's employment or academic standing (for example, academic evaluation,

grades, or advancement) on an individual's participation in unwelcome sexual conduct (quid pro quo), which may occur whether a person resists and suffers the threatened harm or the person submits and avoids the threatened harm; or (2) unwelcome conduct determined by a reasonable person to be so severe, persistent, or pervasive that it effectively denies a person access to the University's education or work programs or activities (hostile environment).

Whether the alleged behavior constitutes other sexual misconduct may depend on a variety of factors, including: the degree to which the behavior affected one or more person's education or employment; the type, frequency, and duration of the behavior; the relationship between the parties; the number of people involved; and the context in which the behavior occurred.

### Assessing the Conduct

Conduct is unwelcome if a person did not consent to it. Consent is agreement, assent, approval or permission given voluntarily and may be communicated verbally or by actions. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

In addition, when a person is incapacitated, meaning so impaired as to be incapable of giving consent, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's incapacity. The person may be incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for other sexual misconduct under this Policy.

## Jurisdiction

This Interim Other Sexual Misconduct Policy applies to other sexual misconduct that is committed by students, faculty, staff, Harvard appointees, or third parties, whenever the misconduct falls outside of the Interim Title IX Sexual Harassment Policy and occurs:

1. On Harvard property; or
2. Off Harvard property, if:
  - the conduct was in connection with a University or University-recognized program or activity; or
  - the conduct may have the effect of creating a hostile environment for a member of the University community.

## Monitoring and Confidentiality

The monitoring and confidentiality provisions of the Interim Title IX Sexual Harassment Policy also apply to other allegations of misconduct under this Interim Other Sexual Misconduct Policy.

## Violations of other Rules

The University encourages the reporting of all concerns regarding sexual harassment. Sometimes individuals are hesitant to report instances of sexual harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the University has a paramount interest in protecting the well-being of its community and remedying sexual harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

## Harvard University Interim Other Sexual Misconduct Policy

(Regarding conduct occurring between September 1, 2014 and August 14, 2020)

Harvard University is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from University programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the University's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Massachusetts laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other University or School policies.

It is the policy of the University to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the University's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the School or unit.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University's educational mission.

## Definitions

### Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities (hostile environment).

Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape,

sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body
- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable



reviews, salary increases, promotions, increased benefits, or continued employment

- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the University's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

### **Unwelcome Conduct**

Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to

have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this Policy.

### **Gender-Based Harassment**

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

### **Jurisdiction**

This Policy applies to sexual or gender-based harassment that is committed by students, faculty, staff, Harvard appointees, or third parties, whenever the misconduct occurs:

1. On Harvard property; or
2. Off Harvard property, if:
  - the conduct was in connection with a University or University-recognized program or activity; or
  - the conduct may have the effect of creating a hostile environment for a member of the University community.

## Monitoring and Confidentiality

A variety of resources are available at the University and in the area to assist those who have experienced gender-based or sexual harassment, including sexual violence.

Individuals considering making a disclosure to University resources should make sure they have informed expectations concerning privacy and confidentiality. The University is committed to providing all possible assistance in understanding these issues and helping individuals to make an informed decision.

It is important to understand that, while the University will treat information it has received with appropriate sensitivity, University personnel may nonetheless need to share certain information with those at the University responsible for stopping or preventing sexual or gender-based harassment. For example, University officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the School or unit Title IX Resource Coordinator about possible sexual or gender-based harassment, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the University can track incidents and identify patterns; and that, where appropriate, the University can take steps

to protect the Harvard community. This reporting by University officers will not necessarily result in a complaint; rather, the School or unit Title IX Resource Coordinator, in consultation with the University Title IX Coordinator, will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the University who, in the judgment of the University Title IX Coordinator or School or unit Title IX Resource Coordinator, have a need to know.

Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask University officers for information about such resources, which are available both at the University and elsewhere.

University officers are available to discuss these other resources and to assist individuals in making an informed decision.

## Violations of other Rules

The University encourages the reporting of all concerns regarding sexual or gender-based harassment. Sometimes individuals are hesitant to report instances of sexual or gender-based harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption.

Because the University has a paramount interest in protecting the well-being of its community and remedying sexual or gender-based harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

## If You Believe an Incident of Sexual Assault, Domestic Violence, Dating Violence, or Stalking Has Occurred

If you are in immediate danger and need help or want to speak to a specially trained officer about your situation, call the HUPD at **617-495-1212**. When you report an incident to HUPD, you will be provided with immediate physical protection and transportation to a medical facility, if necessary. By contacting HUPD, you are not making a commitment to file charges or to testify in court. If you are uncertain whether a situation constitutes a criminal offense and/or a violation of University policy – either the Interim Title IX Sexual Harassment Policy (which was developed in response to the U.S. Department of Education’s recent changes to the Title IX regulations and covers sexual assault, domestic violence, dating violence and stalking), the Interim Other Sexual Misconduct Policy (which covers misconduct that falls outside the jurisdiction of the Interim Title IX Sexual Misconduct Policy), or the Sexual and Gender-Based Harassment Policy (for allegations relating to conduct occurring between September 1, 2014 and August 14, 2020) – you should consult with the HUPD, Sexual Harassment/ Assault Resources & Education (SHARE) Counselors, a Title IX Resource Coordinator, the University Office for Gender Equity, the Office for Dispute Resolution (ODR), and/or [Harvard resources](#), such as Harvard University Health Services (HUHS). You may also reach out to a staff member at your School, Department or unit, or another resource to seek support and information. The University Office for Gender Equity also has information about [community resources](#).

You are strongly encouraged to report instances of sexual assault, domestic violence, dating violence, and/or stalking to HUPD,

though you have the right to choose not to make a report. Upon request, other University officials will assist you in notifying HUPD and/or local police. If you report that you have been the victim of dating violence, domestic violence, sexual assault or stalking, whether on or off campus, you will be provided with a written explanation of your rights and options as well as resources and services available both at Harvard and in the community. If you believe an incident of sexual assault, domestic violence, dating violence, or stalking has occurred, the HUPD strongly recommends that you:

- Call the HUPD at **617-495-1212** (Cambridge Campus) or **617-432-1212** (Longwood Campus) to report the incident. (You may also, if you prefer, report the offense to a local police department, such as Cambridge, Boston, or Somerville, even if the incident occurred on campus. The [Cambridge Police Department’s Sexual Assault Unit](#) may be reached directly by calling **617-349-3381**. The Boston Police Department’s Sexual Assault Unit may be reached directly by calling **617-343-4400**. The Somerville Police Department’s Family Services Unit may be reached directly by calling **617-625-1600 ext. 7237**.) HUPD can arrange for an officer to transport you to Harvard University Health Services (HUHS) whether or not you decide to file a police report. You may call and request transportation to HUHS without divulging that you have been the victim of such an offense. Simply request a medical transport to HUHS and an officer will respond.
- If you are experiencing a crisis and need immediate assistance, [SHARE](#) maintains a confidential crisis hotline, 617-495-9100, which is staffed 24 hours a day, 7 days a week by SHARE counselors. You may call the hotline for a wide range of issues, including but not limited to: sexual harassment, stalking, domestic violence, and dating concerns. SHARE staff will help you identify resources and immediate supports. For all non-urgent matters, please contact the SHARE main line at (617) 496-5636 or email [oge\\_share@harvard.edu](mailto:oge_share@harvard.edu). Please note, during the summer months, the SHARE Crisis Hotline is forwarded to the Boston Area Rape Crisis Center

(BARCC). When applicable, these reported incidents also will be included in the Clery Act annual crime statistics, though without any identifying information.

- Preserve any physical evidence that may be necessary to prove that an incident of sexual assault, domestic violence, dating violence, or stalking occurred or to obtain a protective order. Both the HUPD and HUHS can advise and assist you in the preservation of such evidence. It is important that you not bathe, douche, smoke, change your clothes or clean the area where you were assaulted if the assault took place within the past 72 hours. Try to write down everything you can remember about the alleged perpetrator, including a physical description, the use of force or threats, and any information you remember concerning the person's identity. You should also save copies of email, text messages, instant messages, social networking pages, pictures, logs, or any other documents that could be helpful in an investigation of the incident.
- Seek medical and/or counseling assistance at HUHS. Even if you do not identify any urgent medical needs, you may be injured or at risk of contracting a sexually transmitted infection or becoming pregnant. You also may want to consider seeking a medical examination to obtain forensic evidence. You deserve immediate care, and members of the Harvard community have several on- and off-campus options.
- Seek information and access resources by contacting your School or Unit's Title IX Resource Coordinator or the University Office for Gender Equity. Title IX Resource Coordinators within your School or unit are available to explain and implement supportive measures (individualized supports that help individuals participate in campus life at Harvard and continue with their studies or work). To find your local School or unit Title IX Resource Coordinator, please visit: <https://oge.harvard.edu/specialized-local-supports>. The University Office for Gender Equity is responsible for coordinating Harvard's compliance with Title IX and University policies addressing sexual harassment (which includes sexual assault, domestic violence, dating violence and stalking) and other sexual misconduct, the procedures to file a formal complaint, and



resources and options available both within the Harvard University community and beyond. The University Office for Gender Equity can be reached by email at [oge@harvard.edu](mailto:oge@harvard.edu), or by telephone: **(617)-496-0200**, and is located in the Smith Campus Center, Suite 901, 1350 Massachusetts Avenue, Cambridge.

- File a formal complaint alleging a violation of University policies with the University Title IX Coordinator at [oge@harvard.edu](mailto:oge@harvard.edu). The Harvard University Office for Gender Equity and the Harvard University Office for Dispute Resolution (“ODR”) are responsible for implementing the University's grievance procedures, which will determine whether a student committed a policy violation. ODR is a neutral body that impartially investigates complaints of sexual harassment and/or other sexual misconduct against students, staff, and, for most Schools, faculty. ODR investigations are handled by professional investigators working with the involved Schools and units. Any member of the Harvard community may reach out to ODR to request information or advice, including assistance in filing a formal complaint or in seeking information resolution after a complaint has been filed. ODR can be reached by email at [odr@harvard.edu](mailto:odr@harvard.edu), or by telephone at (617) 495-3786, and is located in the Smith Campus Center, Suite 901, 1350 Massachusetts Avenue, Cambridge.

## University Response to a Reported Incident of Sexual Assault, Dating Violence, Domestic Violence, or Stalking

### You can expect the following to occur when you report an incident to the HUPD:

- HUPD offers emotional support, guidance and options for counseling to any individual who is a victim of a sensitive crime, such as, rape, sexual assault, relationship or domestic violence, harassment and stalking. HUPD's specially trained officers will help guide you through a step-by-step process of exploring all available options.
- The HUPD's Sensitive Crime Unit, which includes detectives from the Criminal Investigation Division and selected patrol officers, will be assigned to the case. All members of the Unit have been trained in the investigation of sexual offenses and other sensitive crimes and the impact of the crime on the victim.
- A uniformed or non-uniformed officer, by request, will respond to your location to assist you in obtaining medical treatment, assure your safety, and obtain a description of the alleged perpetrator.
- You will be interviewed (you may specifically request a female officer). A friend or counselor may be with you during the interview. All statements you make may be used during any subsequent legal proceedings. The officer will ask you for the location and time of the incident, a description of the alleged perpetrator, and a description of any injuries.
- You may request a medical examination (at the Beth Israel Deaconess Medical Center Rape Crisis Intervention Program, if appropriate) to ensure that you have suffered no physical injury and to complete a medical report that can be used in a court proceeding if charges are pressed. The examination will be conducted by a Sexual Assault Nurse Examiner (SANE.) Having a forensic medical examination does not mean you must file a police report or pursue criminal charges.

- If an HUPD officer responds to your location and has reason to believe that you or another family or household member has been abused or is in danger of being abused, the officer must:
  - \* Remain on the scene a reasonable time to prevent further abuse.
  - \* Assist the abused person in obtaining medical treatment by providing or obtaining transportation.
  - \* Assist the person in locating and getting to a safe place.
  - \* Give the abused person a written explanation of his/her rights and options, reading it in English and, whenever possible, in the victim's native language.
  - \* Assist the person in applying for a restraining order (including activating the emergency judicial response system when the court is closed for business). Inform the person that the abuser, if arrested, is eligible for bail and may be promptly released.
- Your identity will be maintained in confidence. Although a Timely Warning (previously called "Community Advisory") about the incident may be circulated in cases that present a serious or continuing threat to the Harvard community, HUPD withholds victims' names as confidential. Every effort will be made to maintain confidentiality and to respect the legitimate privacy concerns of all involved individuals.
- You will be given information about both internal and external resources, including how to bring a formal complaint within the University.

### You can expect the following to occur when you report an incident to a School or unit Title IX Resource Coordinator:

Title IX Resource Coordinators serve in a neutral role and support all members of the Harvard community. Resource Coordinators have specialized experience in responding to disclosures of sexual harassment and other sexual misconduct in the Harvard community. They are also aware that your concerns may be of a sensitive nature and can offer supports to help you continue

with your work or studies while maintaining appropriate discretion.

Contacting your School or unit Title IX Resource Coordinator is not the same as filing a formal complaint with the University Title IX Coordinator. Rather, Title IX Resource Coordinators are a resource to help you make an informed decision about which pathways are right for you.

School or unit Title IX Resource Coordinators can:

- Provide information about available resources
- Provide information on the University's Policies and procedures, as well as any additional School or unit policies
- Explain the process for filing a formal complaint
- Facilitate informal resolution, as appropriate, between the parties, with a goal of reaching a mutually agreeable resolution
- Offer supportive measures with consideration of the impacted parties wishes with respect to supportive measures

Supportive measures are individualized supports to help those who may have experienced incidents of sexual harassment or other sexual misconduct, including sexual assault, participate in campus life at Harvard and continue with their studies or work.

Supportive measures may be implemented *at any time* and may include:

- Course-related extensions and adjustments
- University-issued and enforced no contact orders
- Work and/or course schedule adjustments
- Changes in housing and seating
- Leaves of absence
- Increased monitoring of certain areas of the campus

These are just a few examples of supportive measures. School or unit Title IX Resource

Coordinators work with students, faculty, and staff to ensure that supportive measures are individually tailored to meet each individual's unique needs.

If you have questions about supportive measures, do not hesitate to reach out to your [School or unit Title IX Resource Coordinator](#).

It is important to know that you do not have to file a formal complaint with the University Title IX Coordinator or a report with HUPD in order to receive supportive measures.

### Access to Medical and Safety Options

If you have experienced sexual harassment, sexual assault, dating violence, domestic violence, stalking and other forms of interpersonal violence that can result in medical and safety issues, you may consider getting medical care. Although you might not identify urgent medical concerns following an incident, it can be helpful to speak with a provider about reducing the risk of sexually transmitted infections, HIV-transmission, and pregnancy. Members of the Harvard community have several on- and off-campus options:

- Accessing a local hospital Emergency Department (ED): Hospitals in the local area provide a range of care pertaining to: treating violence-related injuries, forensic evidence collection (Sexual Assault Nurse Examination-SANE), screening for, preventing and treating infection and HIV, and pregnancy prevention services.\*\* If you would like to access a local ED, you may:
  - Choose to present at an ED on your own or with someone you trust.\*\*
  - Contact SHARE, which may be able to assist you with transportation and/or medical accompaniment. You may reach SHARE's 24-hour hotline at **617-495-9100**.
- Going to Harvard University Health Services: If you have an urgent health problem (physical or emotional) that requires prompt attention but is

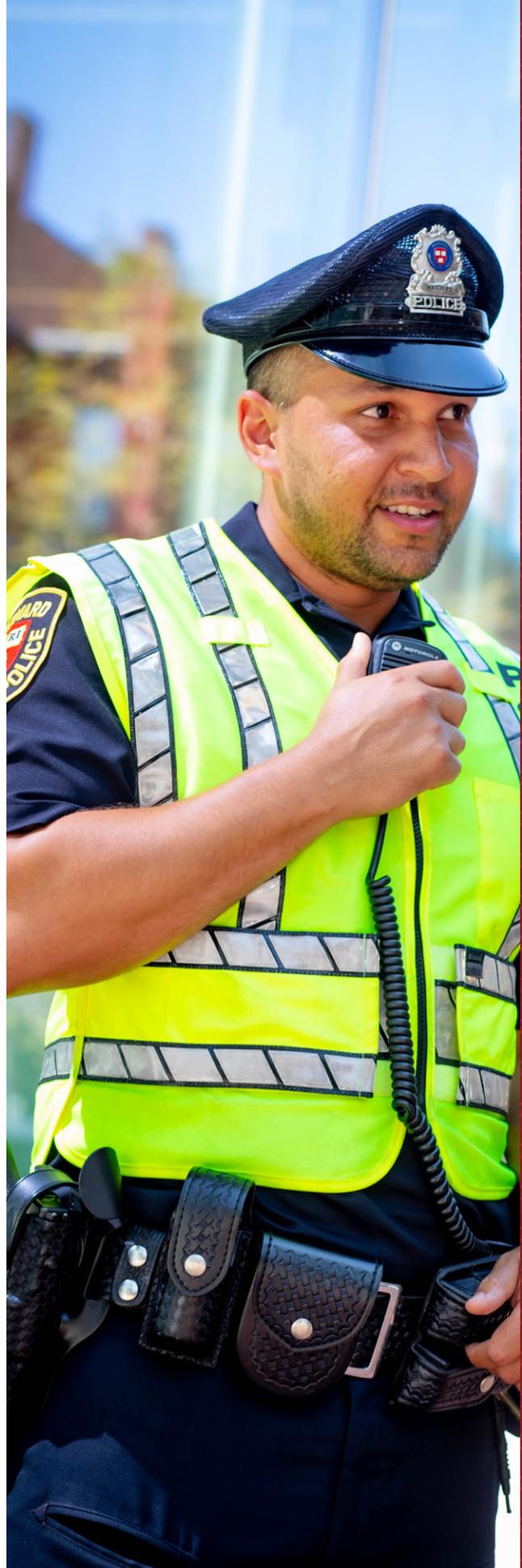
not a life-threatening emergency, you may seek care and discuss further options with Harvard University Health Services:

- Visit HUHS Urgent Care, Smith Campus Center, 3rd Floor, 8:00 a.m. -10:00 p.m., 7 days a week (in-person care)
- Call HUHS Urgent Care Nurse Advice Line at **617-495-5711**, 10:00 p.m. - 8:00 a.m., 7 days a week
- Note that HUPD will transport you to HUHS; you do not need to share with HUPD the reason you need to seek medical attention. You can call HUPD at **617-495-1212**.
- Talking with Harvard University Police Department: If you are not currently in a safe place or if you have an emergency, you can call HUPD at 617-495-1212. Community members are encouraged to store HUPD's phone number in their cell phone contacts.

\* Note: If you call 911 from an on-campus phone, the call will go to either the Cambridge Police or the Boston Police depending on their location. As the HUPD maintains a good working relationship with both departments, they will typically inform the HUPD of the 911 call. Calling 911 from a cell phone will connect you with the Massachusetts State Police, which then will transfer the call to the appropriate jurisdiction, unless the incident occurred on state-owned property (e.g. the area around the Charles River and Fenway).

\*\* Note: Many services related to sexual assault and other crimes may be accessed free of charge or may be eligible for reimbursement. If you have concerns about using insurance, or need assistance in accessing resources, please contact [SHARE](#) or one of the SANE site hospitals below.

\*\*\*Note: Designated Sexual Assault Nurse Examiner (SANE) site hospitals in the greater Boston area include: Beth Israel Deaconess Center, Boston Medical Center, Brigham and Women's, Cambridge Hospital, Children's Hospital - Boston, Massachusetts General Hospital, Newton Wellesley Hospital.





## Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional supportive measures to prevent contact between a complainant and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The University will offer the complainant supportive measures and will make clear that they are available regardless of whether the complainant files a formal complaint or makes a report to HUPD or local law enforcement. Students

and employees should contact their [School or unit Title IX Resource Coordinator](#) or the [University Office for Gender Equity](#) for more information on supportive measures.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the University, below are the [procedures](#) that the University will follow:

*Regarding conduct occurring on or after August 14, 2020*

- [Interim Title IX Sexual Harassment Procedures](#) – developed in response to the U.S. Department of Education’s recent changes to the Title IX regulations, effective August 14, 2020.
- [Interim Other Sexual Misconduct Procedures](#) – developed to address misconduct that falls outside the jurisdiction of the Interim Title IX Sexual Harassment Policy, effective August 14, 2020.

*Regarding conduct occurring between September 1, 2014 and August 14, 2020*

- [University Sexual and Gender-Based Harassment Procedures](#).

Complete copies of all relevant policies and procedures can be found at: <https://oge.harvard.edu/procedures>.

## Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the University will protect the confidentiality of victims and other necessary parties;
- a statement that the University will provide written notification to students and employees about victim services within the University and in the community;
- a statement regarding the University's provisions about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or other protective or supportive measures; and
- an explanation of the procedures for disciplinary action within the University

## Protective Orders

The University complies with Massachusetts law in recognizing Abuse Prevention Orders (obtained pursuant to M.G.L. Chapter 209A) and other valid orders of protection from Massachusetts or any other state. Any Harvard person who obtains an order of protection from domestic or dating abuse, harassment, stalking or sexual assault from any state in the country should provide a copy to the HUPD and to their School or unit Title IX Resource Coordinator.

The HUPD will: (1) attempt service of protective orders on defendants; and (2) arrest persons who are in violation of protective orders if there is a violation on

campus. Additionally, HUPD will accept copies of active protective orders previously served so that information regarding the parties are made part of HUPD's record management system and can be shared with all HUPD officers. Any person holding a protective order may meet with an HUPD officer to develop a safety action plan, the goal of which is to reduce risk of harm to the person while on campus or coming and going from campus. Each case is assessed independently. In coordination with other University offices, HUPD will help to put in place safety measures that may include, but are not limited to the use of a temporary escort, special parking arrangements, changing classroom location, supervisor, work location, and/or allowing a student to complete assignments from home, depending on the course. The University cannot apply on behalf of someone else for an abuse prevention order, no contact order or restraining order but can assist a person in obtaining such an order.

The University also may issue an institutional no contact order if deemed appropriate. Violators of an institutional no contact order are subject to discipline. For more information regarding how to obtain a University-issued no contact order, students and employees should contact their [School or unit Title IX Resource Coordinator](#) or the [University Office for Gender Equity](#).

## Supportive Measures

Upon receipt of a report, disclosure, or formal complaint of sexual harassment or other sexual misconduct, Harvard University will provide written notification to students and employees about supportive measures available to them, including course related extension and adjustments, University-issued and enforced no contact orders, work and/or course schedule adjustments, changes in housing or seating, leaves of absence, or increased monitoring of

certain areas of campus. academic, living, transportation, protective orders and working situations. The written notification will include information about how and where to request supportive measures (including the name, title, and contact information for the School or unit Title IX Resource Coordinator), notice that an impacted party does not need to file a formal complaint with the University Title IX Coordinator or report with HUPD in order to receive supportive measures, and information on the process for filing a formal complaint. When determining supportive measures, the University will consider the impacted parties wishes.

Individuals seeking supportive measures or need assistance in requesting supportive measures should contact their Title IX Resource Coordinator or the University Office for Gender Equity. Contact information Title IX Resource Coordinators can be found [here](#). Contact information for the University Office for Gender Equity can be found [here](#).

### **Criminal Prosecution**

If you have experienced an incident of sexual assault, domestic violence, dating violence, or stalking you may want your assailant identified, apprehended, and prosecuted in court. If you choose to proceed in this manner, notify the HUPD immediately for assistance and guidance.

For an understanding of the rights of a crime victim in the Commonwealth of Massachusetts, please refer to the Victim Bill of Rights (M.G.L. Chapter 258B) or visit <http://www.mass.gov/mova/docs/victim-bill-of-rights/victim-bill-of-rights-brochure-english.pdf> to download a summary. The Massachusetts Office for Victim Assistance at <http://www.mass.gov/mova/advocacy-assistance/resources/> also has created a guide for crime victims; the guide can be accessed directly at: <http://www.mass.gov/mova/docs/aftermath-of-crime.pdf>.

### **Information on Pursuing an Informal Resolution or Formal Complaint with the University Pursuant to Harvard University's Sexual and Gender Based Harassment Policies and Procedures**

Regardless of whether you choose to pursue criminal prosecution, you may decide to initiate a formal complaint under Harvard's Interim Title IX Sexual Harassment Policy (which includes, without limitation, sexual assault, domestic violence, dating violence and stalking) or Interim Other Sexual Misconduct Policy. In addition, the University's Sexual and Gender-Based Harassment Policy addresses sexual harassment and other sexual misconduct alleged to have occurred between September 1, 2014 and August 14, 2020.

Some incidents of sexual harassment and/or other sexual misconduct may be resolved through an informal resolution process without a full investigation. If informal resolution is appropriate, an ODR investigator, your local Title IX Resource Coordinator, or the University Title IX Coordinator will work with the parties to reach a mutually acceptable resolution. Informal resolution is a voluntary process. Additional information about requesting an informal resolution is available in the applicable [procedures](#).

### **If you are considering filing a formal complaint or seeking informal resolution, you are encouraged to consult your School or unit Title IX Resource Coordinator, the University's Title IX Coordinator, or the Office for Dispute Resolution (ODR)**

ODR impartially investigates formal complaints of sexual harassment and other sexual misconduct against students, staff, and, for most Schools, faculty. ODR investigations are handled by professional investigators working with the involved Schools and units. Any member of the Harvard community may visit ODR to request information or advice, including how to file a formal complaint with the University Title IX Coordinator and

assistance in seeking informal resolution. **You are encouraged to bring your concerns to the relevant School or unit Title IX Resource Coordinator, the University Title IX Coordinator, or staff in ODR, but may, if you choose, contact another School or University officer, who will refer the matter as appropriate.**

**Individuals can access all University Policies as well as the relevant procedures for resolving allegations under these policies at: <https://oge.harvard.edu/policies-procedures>.**

Below is a brief summary of the procedures for seeking informal resolution and filing formal complaints for cases involving students, staff, and, in some cases, faculty.

### Informal Resolution

- To access informal resolution under the *Interim Procedures for Handling Formal Complaints Pursuant to the Title IX Sexual Harassment Policy*, a formal complaint must first be filed.
- To access informal resolution under the *Interim Procedures for Handling Formal Complaints Pursuant to the Other Sexual Misconduct Policy or the Procedures for Handling Complaints Pursuant to the Sexual and Gender-Based Harassment Policy*, a request may be made either orally or in writing to a School or unit Title IX Resource Coordinator, the University Title IX Coordinator, or the Director of ODR.

### Filing a Complaint and Initial Review

- The formal complaint process begins by filing a complaint that alleges sexual harassment, other sexual misconduct, or gender-based harassment against an alleged harasser.
- The complaint should state the name of the harasser (if known) and describe the incidents of harassment, including the date(s) and place(s) of such incident(s). The complaint may include a list of any sources of information (e.g., witnesses, correspondence, records).
- The initial review includes efforts to gather a more complete understanding of the allegations. The Investigative Team will determine, based on the evidence, if the formal

complaint shall proceed to investigation or if a dismissal or administrative closure is warranted.

### Investigation

- Following the decision to begin an investigation, the Respondent will be provided the opportunity to submit a response to the allegations, including all sources of information (e.g., witnesses, correspondence, records).
- The Investigative Team will review the evidence and conduct individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the School or University or others.
- Prior to the conclusion of the investigation, the parties will be given an equal opportunity to review and respond to the evidence, consistent with the applicable procedures.

### Investigative Report

- In cases involving the *Interim Procedures for Handling Formal Complaints Pursuant to the Title IX Sexual Harassment Policy*, prior to the hearing process (described below) the investigative report will be provided to the Complainant, Respondent, and their advisors (if any). The investigative report includes recommended findings of facts applying a preponderance of the evidence standard and gives both parties the opportunity to submit a written response.
- In cases involving the *Interim Procedures for Handling Formal Complaints Pursuant to the Other Sexual Misconduct Policy or Procedures for Handling Complaints Pursuant to the Sexual and Gender-Based Harassment Policy*, at the conclusion of the investigation, the Investigative team will make findings of fact, applying a preponderance of the evidence standard, and will determine based on those findings of fact whether there was a violation of the Policy. A written draft of the findings of fact and analysis will be provided to the parties, who are then given the opportunity to submit a written response to the draft. The investigative team will consider any written responses before finalizing the report, which will then be provided to the Complainant (or reporter, if applicable), the Respondent, the School or unit Title IX Coordinator, and the appropriate School or unit.

## Hearing

(Applies only to cases reviewed under the *Interim Title IX Sexual Harassment Policy*)

- Following the conclusion of the investigation, the investigative report will be provided to a trained panel of decision-makers (comprised of trained experts within and outside the Harvard community), who conduct a live hearing.
- The Hearing Panel will issue a determination regarding responsibility, applying a preponderance of the evidence standard. The written determination will then be provided to the School or unit, so that it may separately consider the imposition of discipline through its own processes. At the conclusion of the School/unit discipline process, the Hearing Panel will be notified of the decision regarding discipline for inclusion in the final determination, which will be provided to both parties.

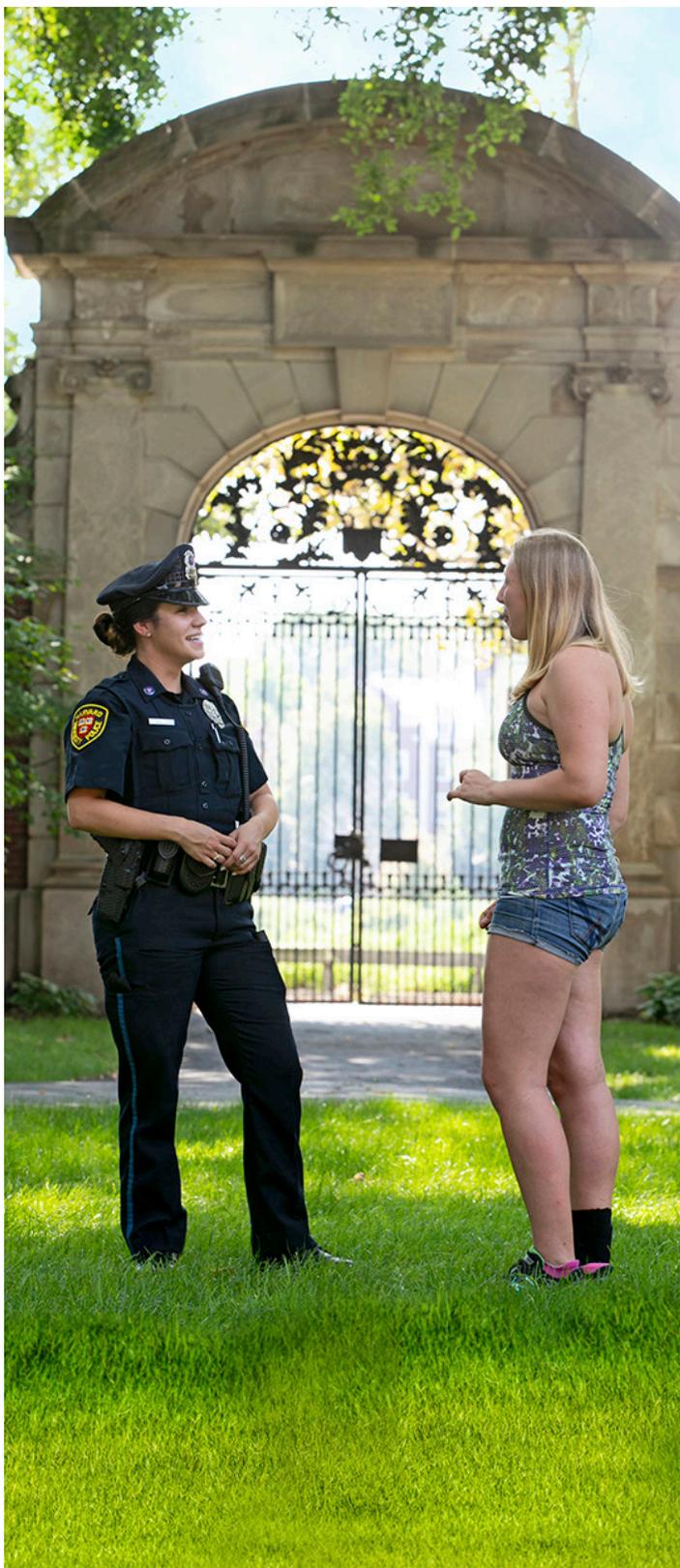
## Appeals

- Both parties may appeal the dismissal of a formal complaint or any allegation therein, the decision of the Investigative Team, or (if applicable) the Hearing Panel's determination regarding responsibility. The grounds for appeal can be found within the applicable procedures.
- Appeals are considered by an impartial panel selected from a pool of trained faculty and administrators. All appeals are based solely on the written record. The parties and the School or unit Title IX Resource Coordinator will be informed of the outcome in writing.

## Personal Advisors:

The Complainant and Respondent each have the opportunity to bring a personal advisor of their choice to any meeting or other proceeding that is part of the investigation, including initial review or hearing (as applicable). The University will not limit the choice of advisor or presence of a personal advisor for either party. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break. During the hearing process, as referenced

above, applicable only to formal complaints under the *Interim Procedures for Handling Complaint Pursuant to the Title IX Sexual Harassment Policy*, personal advisors will conduct cross examination at the live hearing.



## General Information

All proceedings conducted shall be prompt, fair, and impartial. The University Title IX Coordinator, investigators, decision-makers, individuals who facilitate the informal resolution process, and School and unit disciplinary boards receive annual training consistent with requirements of Title IX and the Violence Against Women Act.

In all instances, the administration of discipline rests with the School or unit of the Respondent and imposition of discipline is handled through the School/unit process.

For additional information about the informal resolution process or the formal complaint process, you may reach out to a [School or unit Title IX Resource Coordinator](#), the [University Title IX Coordinator](#), or [ODR](#). You can also find additional information in the [applicable procedures](#).

## Access to Records and Privacy

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

Further, Harvard may, in its discretion, disclose the final results of an internal disciplinary proceeding involving a student who is an alleged perpetrator of any crime of violence or a nonforcible sex offense if it has been determined as a result of that proceeding that the student committed a violation of Harvard's rules or policies with respect to that conduct. The disclosure may include the student's name, the violation committed, and the sanction imposed.

Such disclosures do not constitute a violation of the Family Educational Rights and Privacy Act ("FERPA").

## Privacy Concerns

The University protects the confidentiality of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking. As a general matter, HUPD does not publish the name of crime victims nor does it include identifiable information regarding victims in the HUPD crime log, in campus Timely Warnings, or online. Harvard shares personally identifiable information only with those who have a specific need to know and maintains as confidential information relating to any supportive measures to the extent that maintaining such confidentiality would not impair Harvard's ability to provide the supportive measures.

In addition, in accord with Massachusetts General Laws Chapter 41, Section 97D and Chapter 265, Section 24C, HUPD will not publish, disseminate or otherwise disclose the name of any alleged victim of rape or assault with intent to rape, and will maintain all reports of rape and sexual assault (or attempts to commit those offenses) or abuse perpetrated by family or household members in a manner that will ensure their confidentiality. When applicable, however, reported incidents will be included in the Clery Act annual crime statistics, though without any identifying information.

Under M.G.L., Chapter 112, Section 12A1/2, when a victim of rape or sexual assault is seen at Harvard University Health Services, HUHS is required to forward a confidential report to the Police Chief or Commissioner in the jurisdiction in which the alleged assault occurred. This report will not include the victim's name, address, or other identifying information, but will describe the general area where the attack occurred. When applicable,

these reported incidents also will be included in the Clery Act annual crime statistics.

Students may opt out of public disclosure of directory information (as defined by the Family Educational Rights and Privacy Act, or “FERPA”) by requesting what is known as a “FERPA Block.” Students who wish to put in place a “FERPA Block” must inform an appropriate School official, usually the School’s Registrar, in writing, of that decision. Employees who would like assistance in keeping their identifiable information confidential should contact Human Resources. Regardless of whether a victim has opted out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including supportive and protective measures.

## How to Be an Active Bystander

The Bystander Intervention prevention model supports individuals in group settings to recognize unwelcome conduct, identify points of escalation, and safely support peers with strategies that prevent further harm. This evidence-based approach can have a life-changing impact for individuals and whole communities. Opportunities to learn more about Bystander Intervention prevention models are available through the [Office for Gender Equity](#).

### HELPING HARVARD BECOME A COMMUNITY OF ACTIVE BYSTANDERS

The information included here is not a call to action, but an invitation. Every member of the Harvard community has unique identities, backgrounds, and experiences that inform



how safe and appropriate it may feel to take these steps. We encourage you to reflect on what feels accessible to you, and what strategies you can employ with confidence and care.

### What is Bystander Intervention?

Bystander Intervention refers to a type of response to situations we may interpret as potentially harmful to another person or people. It requires that we recognize the potential for harm, contemplate our role in responding, and take some form of action.

### Why are people hesitant to be active bystanders?

There are several reasons why bystanders may not choose to actively respond. Research has found:

- Individuals struggle with recognizing that something is wrong in the first place, especially when certain problematic situations or behaviors are treated as normal.
- Individuals question whether helping out is their responsibility. This concept, called diffusion of responsibility, means that if several people are present, an individual is much less likely to help, believing someone else will.

- Individuals may fail to intervene if the situation feels ambiguous and the bystander is worried about misjudging the situation. Fearing consequences, social stigma, embarrassment, it can be difficult for an individual to determine how and when to intervene.
- Bystanders may also have to make quick judgments about whether it is safe to intervene. Bystanders often cite that they are less likely to intervene if there is a threat to their physical safety.

### What can I do?

Have you ever stopped a friend from going home with someone when they were very drunk? Have you reached out to resources for support on behalf of a peer or colleague? Have you been willing to call out racism, homophobia, sexism, and/or transphobia in someone's jokes? Have you intervened when you notice someone is being bullied? These are all examples of being an active bystander. Active bystander intervention encourages people to watch for behaviors and situations that are harmful to others, and to step in when they can.

## Strategies for Intervention

### RECOGNIZE

If you observe or hear of incidents that might constitute or contribute to sexual or gender-based harassment, you have options. If a situation appears to involve unwanted sexual attention or advances, or gender discrimination, ask yourself if anyone involved may need help.

### RECRUIT

Seeking the perspective of a friend or colleague may help you to avoid acting on unconscious biases. If you notice a situation and are unsure whether to take action, you can ask for another bystander's viewpoint to better understand context. Together, you can navigate available options.

### RESPOND

If it is safe to do so, you may try to:

- Directly respond to the potentially harmful behavior
- Delegate to someone in a trained role, such as an event host, supervisor, or Title IX Resource Coordinator
- Distract or divert attention such as interrupting the incident or conversation to ask for assistance with a task
- Delay your exit from the space and simply be present with the other person

### REMOVE

If you are able to connect with the person who is potentially being harmed, check in to see what they may need. If the person wishes to remove themselves from the situation, you may offer to connect them with a trusted colleague, friend, or supportive resources.

### REPEAT

Remember, every time you choose to be an active bystander, you are modeling a positive approach for others. Being an active bystander not only helps one person— it sets the tone for the entire community and can improve the climate around you.

## Personal Safety: Reducing our Risk of Harm

People of all identities and backgrounds experience sexual and gender-based harassment. While the responsibility for harassment lies with the individuals who enact the harm, and the systems that have historically supported such harm, we can reduce our own exposure to harm by remaining informed about our rights and resources. Thus, the information below is not mutually exclusive of other forms of prevention, but is included to enhance personal safety wherever possible.

It is important to remember that everyone has different needs, perspectives, and experiences, so choosing steps that work for you individually is essential. You are encouraged to select among, or add to, the following considerations.

- **Know your rights.** You have the right to participate in Harvard's programs and activities free from discrimination and harassment. You have a right to set boundaries. You have a right to access resources and to be informed. It may be helpful to review the types of conduct prohibited under the University's Sexual and Gender-Based Harassment Policy, as well as the University's commitment to maintaining a safe and healthy educational and work environment.
- **Consider power dynamics.** Where does the power reside in your relationships and how is it distributed or shared? If you have concerns about how power is being used in any of your relationships, consider contacting one or more of the resources in this guide, which can help you understand its effects on your learning, your work, and your wellbeing.
- **Have a plan.** If you are going out for the evening with friends, have you discussed your plans before going out? Do you feel like drinking? Where do you want to go? Having a clear plan ahead of time can help friends look out for one another.
- **Traveling.** Consider your travel plans to and from places. Do you want to make arrangements to travel with friends? If you go out as a group, do you want to come home as a group? Do you wish to avoid situations in which you would be isolated, or with people you do not know or trust? Have your friends agreed not to leave one another behind?
- **Have a conversation.** Have you and your sexual partner(s) discussed your needs, boundaries, and priorities? You might consider exploring with your partner(s) issues such as use of protection methods, privacy, agreements about recording on digital devices, and how you communicate throughout sexual encounters.
- **Call for Help.** If you or someone you know is feeling uncomfortable, scared, or pressured, you can call for help any time. You can contact professionals you trust, which may include the



Harvard University Policy Department (HUPD) at **617-495-1212**. Please note that HUPD does not inquire about immigration status and is not involved in the enforcement of federal immigration laws. You may also contact local police if you need an immediate response.

- **Build knowledge.** Get involved with campus resources that build knowledge and cultivate communities that are free of harassment and harm. Visit [oge.harvard.edu/prevention-education](https://oge.harvard.edu/prevention-education) for more information or to schedule training for your community, organization, or school.
- Wherever you are, keep in mind these general safety tips:
  - Move through lighted areas after dark
  - Know what transportation is accessible
  - Lock the doors to your home, car, etc.
  - Have your keys and phone easily accessible
  - Save the HUPD phone number in your cell phone **617-495-1212** so it is accessible

- Call the Campus Escort Service (HUCEP) at **617-494-8237** if you are uncomfortable changing locations on your own

## Prevention and Awareness Programs and Campaigns

Harvard University is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of any protected class, excluded from participation in, denied the benefits of, or subjected to unlawful discrimination or harassment in any University program or activity.

To ensure that commitment is met with regards to sexual harassment and other sexual misconduct, the University has a central Office for Gender Equity, which oversees the University's compliance with Title IX, including providing ongoing support, guidance, and specialized training to the University's network of 50+ local Title IX Resource Coordinators, who are responsible for responding to concerns of sexual harassment and other sexual misconduct. In addition, the University Office for Gender Equity oversees educational programming with in-person trainings, web videos, and online courses for students, staff, and faculty with staff and faculty eLearning courses provided in both English and Spanish.

Each year, all incoming students are required to complete a 45-minute online training that reviews the University's Policies, procedures, supports, and resources. Additionally, all benefits-eligible faculty and staff are required to complete a 45-minute online training that reviews the University's Title IX Policies, procedures, supports, and resources, including their roles as responsible employees. These interactive trainings allow students, faculty, and staff to meet their School and unit Title IX Resource Coordinators as well as other University resources and engage in

scenarios that pertain to their specific roles at the University. Students, faculty, and staff are also welcome to participate in several University-wide programs and presentations, as well as request in-person training for their department or groups (for example, many Schools and units invite the University Office for Gender Equity, School and unit Title IX Resource Coordinators, and SHARE Counselors to provide in-person training for all incoming students).

Information included within online and/or in-person prevention programming includes:

- Harvard's policies and procedures that address sexual harassment and misconduct
- Descriptions and examples of prohibited conduct
- Notice that Harvard's policies prohibit retaliation
- The definition of consent provided in Harvard's Interim Title IX Sexual Harassment Policy and Interim Other Sexual Misconduct policy: agreement, assent, approval, or permission given voluntarily and communicated verbally or by actions
- Information regarding University procedures, including where and how to file a formal complaint
- Information on the standard applied to investigations of formal complaints: preponderance of evidence
- Bystander intervention strategies
- Information regarding on-campus and off-campus resources, including confidential resources
- Information regarding urgent support, victim advocacy, and short-term and long-term counseling and advising
- Information on obtaining supportive measures, including examples of supportive measures (e.g., counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escorts, restrictions on contact, changes in work or housing locations, leaves of absence, or increased security and monitoring of certain areas of campus)



- Information on the University's values
  - Respecting the rights, differences, and dignity of others
  - Demonstrating honesty and integrity in all dealings
  - Pursuing excellence conscientiously in one's work
  - Being accountable for actions and conduct in the community, and
  - Cultivating bonds and bridges that enable all to grow with and learn from one another
- Information on the University's commitment to gender inclusivity and each community members' role in creating an inclusive climate
- Information on the contributing factors - such as the dynamics around power and culture surrounding alcohol use - that may lead to environments where sexual harassment is likely to occur
- Information on how to anonymously disclose concerns via Harvard's Anonymous Disclosure Tool

More information on the University's efforts, programming, and outreach can be found at <https://oge.harvard.edu/annual-reports>.

## Undergraduate Students

Beyond online training, all incoming undergraduate students attend mandatory sexual assault workshops. HUPD officers

attend these workshops, which are led by peer educators trained and supervised by SHARE Counselors, to help students make a personal connection to the Department and encourage reporting. The workshops are all-gender inclusive, but students also have the option to attend a supplemental LGBTQ-focused workshop. In the workshops, students participate in a discussion of relevant topics including Harvard policies, bystander intervention, risk reduction, experiences of survivors, and resources for survivors, including reporting options.

## Graduate and Professional Students

The University Office for Gender Equity and Title IX Resource Coordinators at each of the graduate and professional schools work collaboratively to develop curriculum on prevention and awareness for incoming and returning student as part of orientation programs and throughout the academic year. During these programs, students receive include information on: reporting options after experiencing sexual harassment or other sexual misconduct, support resources on campus; confidentiality; bystander strategies; and the University's Interim Title IX Sexual Harassment Policy, Interim Other Sexual Misconduct Policy, and Sexual and Gender-Based Harassment Policy.

## Ongoing Training Initiatives

The Harvard University Office for Gender Equity continued its efforts to educate, engage, and empower community members in FY20 through the implementation of a robust set of prevention and awareness initiatives. These included a suite of customized, interactive eLearning modules designed for faculty, staff, and students, and in-person (on-ground and virtual) workshops, presentations, and outreach activities. In FY20, the Office for Gender Equity also took steps to synthesize resource documents, educational programs, and cross-office collaborations to establish a cohesive series of learning and engagement opportunities, emphasizing community values, personal safety, and gender diversity and inclusivity for all members of the Harvard community.

Despite the changes to the classroom and workplace brought on by COVID-19, the Office for Gender Equity delivered more than 180 workshops and presentations (30 via Zoom) to 7200 members of the Harvard community. These sessions built on key concepts introduced in the Office's eLearning courses, which reached more than 18,000 community members in FY20.

## Resources for Advice and Counseling

The University and various social service providers in Cambridge and Boston offer a range of counseling and support services for victims of sexual assault, domestic violence, dating violence, or stalking. If you choose not to take advantage of these resources immediately, you should find a friend, counselor, or other support person to comfort you and to help you deal with the experience. That person should be with you throughout the crisis situation and follow up, and should help you regain a sense of

control over events. Information regarding community resources can be found [here](#).

## Harvard Resources

HUPD, the University Office for Gender Equity, including SHARE Counselors, Title IX Resource Coordinators, and UHS are well trained to aid students, faculty, and staff who are impacted by sex offenses, domestic violence, dating violence, or stalking. In addition, officers in each School and unit are available to help. Students can identify these individuals through their Dean's offices or offices for student affairs. The University Office for Gender Equity and the School and unit Title IX Resource Coordinators can speak with students, faculty, and staff about options, support services, and how to file a formal complaint under the Interim Title IX Sexual Harassment Policy, Interim Other Misconduct Policy, or Sexual and Gender-Based Harassment Policy, as applicable. Each School has Title IX Resource Coordinators designated to serve students, faculty, and staff. To identify a Title IX Resource Coordinator for your School or unit, please visit: <https://oge.harvard.edu/specialized-local-supports>. Harvard faculty and staff also may find assistance and support at their Dean's offices, the offices of human resources at each school or department, or the Central Administration's Office of Human Resources. The Harvard International Office is available to help students, faculty and staff with visa and immigration concerns.

### Harvard University Police Department (HUPD)

**617-495-1796**

<http://www.hupd.harvard.edu/personal-and-violent-crime>

### Office for Gender Equity

**617-496-0200**

<http://oge.harvard.edu>

### SHARE Counselors (confidential)

**(617) 496-5636**

**Crisis Hotline: (617) 495-9100**

[oge\\_share@harvard.edu](mailto:oge_share@harvard.edu)



**Office for Dispute Resolution**  
**617-495-3786**

<http://odr.harvard.edu/>

**Harvard University Health Services (HUHS)**  
**617-495-5711**

[www.huhs.harvard.edu](http://www.huhs.harvard.edu)

**Behavioral Health, HUHS**  
**617-495-2323**

<http://huhs.harvard.edu/services/behavioral-health>

**Counseling & Mental Health Services, HUHS**  
**617-495-2042**

<http://huhs.harvard.edu/services/counseling-and-mental-health>

**Harvard Chaplains**  
**617-495-5529**

[www.chaplains.harvard.edu](http://www.chaplains.harvard.edu)

**Harvard Employee Assistance Program (for Harvard University staff and faculty)**  
**877-327-4278**

<http://hr.harvard.edu/employee-assistance-program>

**Harvard International Office**  
**617-495-2789**

<http://www.hio.harvard.edu/>

## Community Resources

**Anti-Violence Project (AVP) Hotline**  
**Hotline (English/Spanish): 212-714-1141**

AVP operates a free bilingual (English/Spanish), 24-hour, 365-day-a-year crisis intervention hotline that is staffed by trained volunteers and our professional counselor/advocates to offer support to LGBTQ & HIV-affected victims and survivors of any type of violence.

**Asian Task Force Against Domestic Violence (ATASK)**  
**Hotline: 617-338-2355**

ATASK's 24-hour, multilingual helpline is staffed by trained advocates who together speak a total of 12 Asian languages and dialects including Chinese (Cantonese, Mandarin, and Toisanese), Hindi, Japanese, Khmer, Korean, Nepali, Punjabi, Tagalog, Urdu, and Vietnamese. Callers to ATASK receive crisis intervention, safety planning, emotional support, and information about domestic violence and restraining orders.

**Beth Israel Deaconess Medical Center (BIDMC): Center for Violence Prevention and Recovery**

**Phone: 617-667-814**

The Rape Crisis Intervention Program provides the following services:

- Emergency room services, open 24/7, offering medical care, forensic evidence collection, and crisis counseling

- Crisis counseling and trauma-focused therapy for survivors, their families and friends
- Support groups
- Follow-up medical care
- Medical accompaniment for HIV-post exposure prophylaxis (PEP)
- Assistance navigating medical, criminal justice, and other institutions and systems Assistance accessing community resources and services

**Boston Area Rape Crisis Center (BARCC)**  
**Hotline: 800-841-8371; TTY:**  
**800-439-2370**

The Boston Area Rape Crisis Center operates a free, confidential, 24-hour hotline for anyone who has experienced sexual assault, their families and friends. BARCC also provides medical advocacy, legal services, counseling services, counseling and education groups, and case management.

**Cambridge Health Alliance Victims of Violence Program**

**Phone: 617-591-6360**

The Victims of Violence program is an adult outpatient trauma clinic. It provides:

- Clinical care (psychological assessment, treatment planning and psychotherapy) for adult survivors of physical and sexual violence
- Group programs for adult survivors of childhood abuse and domestic violence
- Crisis intervention and response (initial crisis assessment, treatment planning and episodic or time-limited crisis-focused psychotherapy) for acutely traumatized crime victims and their families
- Victim Resource Center works with victims at no cost to make sure that they have access to community resources, medical services, and the courts

**DOVE (Domestic Violence Ended)**

**Hotline: 888-314-3683 or 617-471-1234**

DOVE offers a crisis hotline that operates 24/7 all year. The hotline offers a confidential, nonjudgmental, and supportive ear, and provides information on available options and resources.

**Fenway Health**

**LGBT Helpline (ages 25+): 617-267-9001;**  
**Toll-Free: 888-340-4528**

**Violence Recovery Program: 617-927-6250**  
 Monday – Saturday, 6:00 p.m. – 11:00 p.m.

**Peer Listening Line (ages 25 & Under): 617-267-2535;** Toll-Free: **800-399-PEER**

Monday – Saturday, 5:00 p.m. – 10:00 p.m.

**Información en Español: 617-927-6460**

Through Fenway’s Helplines, you can receive help, information, referrals, and support for a range of issues including anti-gay/lesbian harassment and violence.

**GLBTQ Legal Advocates and Defenders (GLAD)**

**Phone: 800-455-GLAD (800-455-4523),**  
 Monday-Friday, 1:30 p.m.-4:30 p.m.; [gladlaw@glad.org](mailto:gladlaw@glad.org)

**Hispanic Black Gay Coalition**

**617-487-4242; [info@HBGC-Boston.org](mailto:info@HBGC-Boston.org)**

Hispanic Black Gay Coalition (HBGC) is dedicated to the needs of the Black, Hispanic and Latin@ LGBTQ community.

**Immigration Equality**

**Legal Emergency National Hotline:**  
**212-714-2904** (open weekdays)

Immigration Equality provides legal services to lesbian, gay, bisexual, transgender, and HIV-positive individuals concerning immigrant rights issues.

**Massachusetts Alliance of Portuguese Speakers (MAPS)****Helpline: 617-864-7600**

MAPS provides confidential Portuguese-language sexual assault and domestic violence services, Monday-Friday, 9:00 a.m.-5:00 p.m.

**National Domestic Violence Hotline**

Hotline: 1-800-799-SAFE (7233); TTY: 1-800-787-3224; live chat: [thehotline.org](https://www.thehotline.org)

The National Domestic Violence Hotline is a 24/7 toll-free hotline for anyone affected by domestic violence. It also offers live chat services via its website every day from 7:00 am to 2:00 am Central Time. Assistance is available in English and Spanish with access to more than 170 additional languages.

**National Sexual Assault Online Hotline (operated by the Rape, Abuse & Incest National Network — RAINN)****Hotline: [online.rainn.org](https://online.rainn.org)**

The National Sexual Assault Online Hotline is a free, live, online alternative to phone hotlines for victims of sexual violence and their friends and families. The online hotline uses a secure and anonymous instant messaging format that allows users to type messages back and forth with trained counselors. RAINN does not capture the IP address or any personal information about the user, and does not store transcripts of conversations. All messages are encrypted so the text cannot be intercepted and read by someone else.

**National Sexual Assault Phone Hotline (operated by the Rape, Abuse & Incest National Network — RAINN)****Hotline: 1-800-656-HOPE (1-800-656-4673)**

The National Sexual Assault Hotline is a free 24/7 telephone hotline operated by

the Rape, Abuse & Incest National Network (RAINN). The hotline automatically redirects callers to local rape crisis centers based on the area code and first three digits of the caller's phone number. RAINN does not keep a record of the caller's phone number.

**The Network/La Red (TNLR)****Hotline: 617-742-4911; TTY: 617-227-4911**

TNLR's English/Spanish hotline provides confidential support, information, safety planning, and referrals to anyone who has experienced LGBTQ/T partner abuse as well as folks in the SM/kink and polyamorous communities who are being abused or have been abused by a partner. TNLR also offers information and support to friends, family, or co-workers concerning domestic violence in LGBTQ/T communities.

**REACH Beyond Domestic Violence****Hotline: 800-899-4000**

The hotline staff are trained to provide supportive and confidential services in English and Spanish 24/7 all year, to those concerned about their relationships or concerned about a friend or family member. Hotline advocates listen, provide general information about dating and domestic violence, help create personal safety plans, and connect callers with local resources.

**Refugee and Immigration Assistance Center (RIAC), Boston****Phone: 617-238-2430; [riac@riacboston.org](mailto:riac@riacboston.org)**

RIAC is authorized by the Board of Immigration Appeals to provide immigration legal services. RIAC offers comprehensive, professional, and confidential immigration services for low- and moderate-income immigrants.

## **RESPOND Inc.**

**Hotline: 617-623-5900**

The RESPOND crisis hotline is available 24/7 all year. It provides emotional support, resource referrals, and information on legal options, statewide shelter availability, and community resources to anyone who has experienced domestic violence.

## **SafeLink Domestic Violence**

**Hotline: 1-877-785-2020**; TTY: **1-877-521-2601** (both operated by Casa Myrna) SafeLink is a statewide, 24/7 toll-free hotline for anyone in Massachusetts who is affected by domestic violence. Calls are free, confidential, and anonymous. SafeLink advocates are multilingual and have access to translation services for more than 130 languages.

## **Saheli Boston**

**Helpline: 1-866-4SAHELI (1-866-472-4354)**; [info@saheliboston.org](mailto:info@saheliboston.org)

Saheli provides language-specific information and support services for South Asian women who have experienced domestic violence. Callers to Saheli's helpline will receive a response within 24 hours.

## **Transition House**

**Hotline: 617-661-7203**;  
[info@transitionhouse.org](mailto:info@transitionhouse.org)

Transition House provides emergency shelter, transitional, and supported housing and youth prevention education to the Cambridge community. Transition House operates a confidential, 24-hour crisis line.

## **Victim Rights Law Center (VRLC)**

Address: 115 Broad Street, 3rd Floor, Boston;  
**Phone: 617-399-6720, ext. 19**

VRLC represents sexual assault victims within the civil context. Through a model of

community collaboration, VRLC has created a network of allies—medical providers, counselors, lawyers, and others—dedicated to improving legal services for rape victims.



## Alcohol and Other Drug Policies

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, the following information serves as a notification to the Harvard community about: University policy; federal and state law; legal and University sanctions; educational programs; health risks; and treatment program resources relating to the use of alcohol and drugs to student and employees. A complete description of these topics is located below.

Harvard expects its students and employees to maintain an environment that is safe and healthy. The University is not, and cannot be considered, a sanctuary from existing federal, state and local laws. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Harvard property or as a part of any Harvard activity are violations of University rules as well as the law and are prohibited. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and non-prescription synthetics; procurement or distribution of alcohol by anyone under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of the law and of Harvard policy. The University also holds its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. The Harvard University Police Department (HUPD) will enforce Massachusetts underage drinking laws and federal and state drug laws.

## Harvard Standards of Conduct and Disciplinary Sanctions

### For Students:

As stated above, Harvard University, consistent with the laws of the Commonwealth of Massachusetts, prohibits the consumption, possession, use and sale, and the provision or serving of alcoholic beverages by and to persons less than 21 years of age. In addition, Harvard University, consistent with state and federal law, prohibits the consumption, possession, use, and sale of illicit drugs, including the misuse (sharing, buying, or using in a manner different than prescribed) of prescription drugs. These policies and laws are enforced by HUPD.

Students should consult their School handbooks for other applicable policies and disciplinary procedures related to student conduct regarding alcohol and drugs, as well as state and federal laws concerning hazing, firearms, and other important concerns. When cases involving drugs and alcohol come to the attention of their School, the School may take disciplinary action as appropriate.

Students who receive Pell and certain other federal grants also should be aware that they must report any conviction of a drug-related offense to the U.S. Department of Education within ten days of the conviction if the offense occurred during the period covered by the grant.

### For Employees:

The Harvard University Personnel Manual states as follows:

The University's policy on drugs and alcohol in the workplace is designed to address the University's concern for the health and well-being of its employees, and to ensure that the Harvard community complies with the federal Drug-Free Workplace Act of 1988 and the

Drug-Free Schools and Communities Act Amendments of 1989. Penalties for violations of these policies, or for violations of the laws regarding controlled substances or alcohol, range from warning to permanent separation from the University depending on the seriousness of the infraction and the degree to which violation of the policy adversely affects the well-being of the community or the fulfillment of the University's educational mission. The Harvard University Personnel Manual can be found here: <https://hr.harvard.edu/staff-personnel-manual>.

This policy applies to every Harvard employee, including temporary and less-than-half-time (LHT) employees.

- **Controlled Substances**

Employees may not consume, manufacture, distribute, dispense, or be under the influence of controlled substances in the workplace, including in vehicles provided by Harvard, at any worksite or location at which University duties are being performed by Harvard employees, or as part of any other Harvard activities. Common examples of controlled substances include, but are not limited to: cocaine, marijuana, and heroin.

The University will take disciplinary action against violators, consistent with Harvard policy, and federal, state and local laws. Such disciplinary action may include satisfactory participation in a substance abuse treatment, counseling or education program as a condition of reinstatement or continued employment; suspension; termination of employment; and referral for prosecution.

- **Reporting Requirements**

The Drug-Free Workplace Act requires that employers who are engaged in activities funded by federal grants or contracts notify the relevant federal agency of convictions under the criminal drug laws for violations occurring in the workplace. To ensure Harvard's compliance with this federal law, an employee must report any criminal drug statute conviction for a violation occurring in the workplace to their immediate supervisor,

department director, dean, vice president or human resources officer within five days of the conviction. Within ten days of learning of such a conviction of any individual engaged in work under federal grants or contracts, Harvard is required to notify the relevant federal agency. Upon notification of a conviction, supervisors should immediately contact their local human resources office.

## **Alcoholic Beverages**

Harvard University, consistent with the laws of the Commonwealth of Massachusetts, prohibits the consumption, possession, use and sale, and the provision or serving of alcoholic beverages by and to persons less than 21 years of age.

All University employees are prohibited from consuming alcohol or being under the influence of alcohol during work hours or in the workplace (except that it will not be a violation of this policy for an employee to engage in the responsible consumption of alcohol at approved social functions held during work hours or in the workplace, provided that the use of alcohol has been permitted in these circumstances.) Under no circumstances may a Harvard employee consume or be under the influence of alcohol while operating Harvard vehicles or equipment. The consumption of alcohol will not constitute a mitigating circumstance when it contributes to the violation of University policies.

Vice Presidents, deans, and heads of administrative units have the authority and responsibility to govern the use of alcohol in areas they control, and to require measures to ensure that at events where alcohol will be served only individuals of legal age will have access. Those hosting such events must take reasonable steps to ensure that the acquisition, distribution and consumption of alcohol otherwise complies with applicable law and University policy.

## Federal, State and Local Laws and Sanctions

In addition to disciplinary sanctions imposed by the University, all students, faculty, and staff should be aware that federal, state, and local laws treat the illegal use, possession, sale, distribution, or manufacture of drugs or alcohol as serious crimes. Penalties range according to the type of substance, amount in possession and/or distributed, and the number and type of previous violations. Conviction can lead to imprisonment, fines, assigned community service and the loss of student grants and loans. Courts do not lift prison sentences in order to allow those convicted to attend college or continue their jobs. While a number of examples are included below, students and employees should be aware that not all alcohol and drug related crimes and penalties are listed here.

### Alcoholic Beverages:

Cities and towns in Massachusetts prohibit public consumption of alcohol and impose fines for violations. The Massachusetts Department of Conservation and Recreation prohibits public consumption of alcohol in its parks; likewise, the Metropolitan District Commission, which has jurisdiction over land along the Charles River, also prohibits public consumption of alcohol. In addition, many cities and towns in Massachusetts, including Boston, have local ordinances and regulations that prohibit public consumption of alcoholic beverages on private property without the property owner's consent. Under Massachusetts law, a person who violates ordinances regarding public consumption of alcohol is subject to arrest without a warrant.

Massachusetts laws punish sale or delivery of alcoholic beverage to persons under twenty-one with a fine of up to \$2,000 and six months imprisonment, or both. It is also against the law in Massachusetts for

persons under 21 years of age to purchase or attempt to purchase alcoholic beverages, or to make arrangements to purchase or procure such beverages. The law prohibits willfully misrepresenting one's age or transferring, altering, defacing, or otherwise falsifying identification offered as proof of age, with the intent of purchasing alcoholic beverages. These violations are punishable by fines of up to \$300 and may include imprisonment.

In addition, a social host may under certain circumstances be held liable for injuries caused by a guest who, having consumed alcohol on the host's premises does harm to himself or herself or to a third party. If the guest is under 21 and the host knew or reasonably should have known that he or she was furnishing alcohol to a minor, or that he or she was allowing a minor to possess alcohol on the host's premises, the host will be held responsible for injuries or damage to the minor or to third parties caused by the minor's alcohol-influenced actions. Further, even if the guest was not a minor, a social host will be liable for injuries to third parties if the host knew or should have known that the guest was intoxicated, but nevertheless gave him or her, or permitted him or her to take, an alcoholic drink.

In Massachusetts, anyone, including drivers and passengers, possessing an open container of an alcoholic beverage in the passenger area of any motor vehicle is subject to a fine of between \$100 and \$500. A first conviction of driving under the influence of alcohol will result in a fine of \$500-\$5,000, a one-year revocation of the person's driver's license, up to two and a half years in prison, and mandatory alcohol rehabilitation. Additional offenses are punishable by more stringent sanctions.

### Controlled Substances:

Massachusetts has varying criminal penalties relating to controlled substances or drugs.

In general, violations involving narcotic and addictive drugs and drugs with high potential for abuse carry heavier penalties. A full list of controlled substances as defined by Massachusetts law can be found here: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter94C/Section31>.

The possession, use, or distribution of controlled substances also is prohibited under the federal Controlled Substances Act. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. A full list of controlled substances as defined under federal law can be found here: <https://www.deadiversion.usdoj.gov/schedules/#list>.

- Possession, Manufacture and Distribution: Possession of controlled substances is illegal without valid authorization. While penalties for possession of a controlled substance are generally less than those for its manufacture and/or distribution, under both Massachusetts and federal law, illegal possession with intent to manufacture or distribute is subject to the same penalties as illegal manufacture or distribution. Further, illegal possession of relatively large quantities of any controlled substance ordinarily will be considered possession with intent to distribute. "Manufacture" of a controlled substance includes production, preparation, propagation, compounding, conversion, or processing, while "distribution" is the actual or attempted transfer of a controlled substance.

Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and require that the full minimum term be served. Note that researchers of controlled substances are subject to registration requirements as possession of controlled substances is illegal unless pursuant to a valid prescription or authorized by appropriate registration.

Sale and possession of "drug paraphernalia" also is illegal in Massachusetts. Under federal and state law, participation in drug-related criminal activity can result in seizure or forfeiture of personal property and other assets utilized in conjunction with or stemming from the proceeds of the illegal activity. In addition, conviction of a drug-related offense may entail civil fines and denial or revocation of certain licenses and benefits.

Persons convicted of drug possession under state or federal laws also are ineligible for federal student grants and loans and/or for participation in federally sponsored research grants or contracts for up to one year after the first conviction, and up to five years after the second; those convicted of distributing drugs lose these benefits for five years after the first conviction, for ten years after the second, and permanently after the third.

Please note that although Massachusetts law now permits adults aged 21 or older to possess and consume marijuana under certain circumstances, federal law still prohibits the possession, use, or distribution of marijuana, including for medical purposes. Thus, even if possession or use of marijuana would be permitted under Massachusetts law, it remains prohibited on Harvard property or as part of a Harvard activity.

- Additional Criminal Penalties Under Massachusetts Law In Massachusetts, offenses subject to particularly severe punishments include: (1) second or subsequent convictions for manufacture or distribution of controlled substances; (2) illegal manufacture, distribution, or possession of, with intent to manufacture or distribute, phencyclidine (PCP), cocaine, or methamphetamine; (3) "trafficking" in marijuana, cocaine, heroin, morphine or opium (defined as manufacture, distribution, cultivation, possession with intent to manufacture or distribute, or importation into the state of more than 50 pounds of marijuana or 14 grams of cocaine or heroin); (4) distribution or possession with intent to distribute controlled substances to persons under 18 years of age; and (5) second or subsequent offenses of driving under the influence of alcohol or drugs.

The Massachusetts Controlled Substances Act also provides penalties for being present at a place where it is known that heroin is kept and for being “in the company of” a person known to possess heroin. Anyone in the presence of heroin thus runs the risk of a drug conviction.

- Additional Criminal Penalties Under Federal Law Under the federal Comprehensive Drug Abuse Prevention and Control Act, more commonly known as the Controlled Substances Act, the distribution of any controlled substance by a person at least 18 years old to a person under 21 years of age is punishable by twice the penalty (for a first offense) or three times the penalty (for a second offense) otherwise provided, and includes a mandatory minimum one-year prison term (except for a first offense involving less than 5 grams of marijuana) and mandatory life imprisonment without release for a third conviction. These increased penalties also apply to distribution of any controlled substance in or within 1,000 feet of a school, college, playground, or public housing facility, and within 100 feet of a youth center, public swimming pool, or video arcade. Severe penalties apply for those convicted of engaging in a “continuing criminal enterprise” to violate the Controlled Substances Act. Engaging in a “continuing criminal enterprise” means that a person: (1) commits a felony under the Act; (2) that felony is undertaken with 5 or more others “managed” by the person; and (3) the person obtains substantial income or resources from the felonious conduct.

Federal law also increases prison sentences for manufacture and distribution of controlled substances if death or serious bodily injury results from their use. In addition, under the Anti-Drug Abuse Act of 1988, a person who intentionally kills someone or causes the intentional killing of an individual in the course of manufacturing, distributing, importing or exporting large amounts of certain controlled substances or in the course of a continuing criminal enterprise may be sentenced to death. Any person who intentionally kills or causes the intentional killing of a law enforcement official while committing a federal drug felony or attempting to avoid

apprehension, prosecution, or service of a prison sentence for such a felony also may be sentenced to death.

## Health Risks Associated with Alcohol and Drug Use

Alcohol use, even in low doses, significantly can impair judgment and coordination. Low to moderate doses increase the incidents of aggressive acts, including spouse and child abuse. Moderate to high doses can severely alter a person’s ability to learn and remember information. Very high doses can cause respiratory depression and death. Repeated use can lead to dependence. Sudden cessation of use can produce withdrawal symptoms and can be life-threatening. Long-term use of large quantities can lead to permanent damage to vital organs such as the brain and liver. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

The abuse of drugs/controlled substances can result in a wide range of health problems. Illicit drug use can result in drug addiction, death by overdose, death from withdrawal, seizure, heart problems, liver disease, and chronic brain dysfunction. Other problems associated with illicit drug use include psychological dysfunctions such as memory loss, thought disorders (i.e. hallucinations, paranoia, and psychosis) and psychological dependency. Women who use drugs during pregnancy may give birth to infants who are drug-addicted and may have health complications.

### Commonly Abused Drugs and Their Effects

The following is a non-exhaustive list of some of the health effects of particular controlled substances.

#### Narcotics (including Heroin):

- Initial euphoria followed by drowsiness and nausea

- Constricted pupils, watery eyes, dazed look
- Overdose may produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death

### **Depressants (including Barbiturates, Tranquilizers):**

- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech
- Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death

### **Stimulants (including Cocaine, Methamphetamine):**

- Increased heart and respiratory rate, elevated blood pressure, decreased appetite
- Blurred vision, dizziness, insomnia, anxiety
- High doses can cause physical collapse, irregular heartbeat, stroke, and possible death

### **Hallucinogens (including LSD, PCP, Mushrooms):**

- Illusions and hallucinations
- Confusion, panic, anxiety, depression, and poor perception of time and distance
- Respiratory failure, death due to careless behavior

### **Cannabis (including Marijuana, Hashish):**

- Increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite
- Interferes with memory, speech, coordination, and perception of time
- Increases risk of lung cancer, weakened immune system, and affects reproductive system

The health consequences of alcohol abuse and substance use may be immediate and unpredictable, such as fatalities associated with alcohol poisoning and drug overdose, or more subtle and long term, such as liver and brain damage associated with the prolonged use of alcohol.

In addition to health related problems, alcohol abuse and substance use are

associated with financial difficulties, interpersonal conflicts, domestic violence, deterioration of the family structure, accidental injuries or fatality, and may significantly impact academic and work performance.

For more detailed descriptions of commonly-abused drugs, including specific health effects and treatment options, refer to the National Institute on Drug Abuse: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

## **Resources for Harvard Students and Employees**

### **Educational Programs for Undergraduates**

The Office of Alcohol & Other Drug Services (AODS) has developed a comprehensive substance abuse prevention program that seeks to reduce the negative consequences associated with alcohol and drug use for Harvard University students. Through educational programs, intervention services, policy initiatives and coordination with treatment providers, AODS collaborates with students and staff to promote the health and safety of all members of the Harvard community. Programs and services include mandatory alcohol education for all incoming freshmen and student-athletes, training for residential staff, student-leaders, and members of various student clubs and organizations, a robust peer education program, and evidence-based interventions for students who present at-risk for Substance Use Disorder.

For additional information on drug and alcohol abuse education programs visit the AODS website at: <https://www.aods.harvard.edu>.

### **Resources for Advice and Counseling**

Because of the considerable health risks involved in drug and alcohol use, resources are available to assist the Harvard community in understanding and dealing with drug and alcohol abuse problems. As noted above,

students can learn about the dangers of substance abuse and get information about treatment and counseling options from the Office of Alcohol & other Drug Services (AODS). The Behavioral Health and Counseling and Mental Health offices at Harvard University Health Services (HUHS) offer assistance to both employees and students; employees also may learn about the dangers of substance abuse and obtain information about treatment and counseling options available to the Harvard community through the Office of Wellness and Health Communication of the Harvard University Health Services, and Harvard's Employee Assistance Program (EAP). The Harvard University Police Department is available to assist any member of the University community in an emergency; emergency health services are also available at HUHS.

## Harvard Resources

**Harvard University Health Services (HUHS)**  
**617-495-5711**

<https://www.huhs.harvard.edu>

**Office of Alcohol and Other Drug Services (Harvard University students), HUHS**  
**617-496-0133**

<https://wellness.huhs.harvard.edu/aods>

**Behavioral Health, HUHS**  
**617-495-2323**

<http://huhs.harvard.edu/services/behavioral-health>

**Counseling & Mental Health Services, HUHS**  
**617-495-2042**

<http://huhs.harvard.edu/services/counseling-and-mental-health>

**Employee Assistance Program**  
**877-EAP-HARV (877-327-4278)**

<https://hr.harvard.edu/employee-assistance-program>

**University Police Department**

**Urgent: 617-495-1212**

**Longwood: 617-432-1212**

**Business: 617-495-1215**

<https://www.hupd.harvard.edu/>

**Online contact form:**

<https://www.hupd.harvard.edu/contact-us>

## External Resources

**Alcoholics Anonymous**  
**617-426-9444**

[www.aa.org](http://www.aa.org)

**Al-Anon/Children of Alcoholics**  
**508-366-0556**

[www.ma-al-anon-alateen.org](http://www.ma-al-anon-alateen.org)

**Women for Sobriety**  
**215-536-8026**

[www.womenforsobriety.org](http://www.womenforsobriety.org)

**Smart Recovery Self-Help Network**  
**781-891-7574**

[www.smartrecovery.org](http://www.smartrecovery.org)

**Narcotics Anonymous**  
**866-624-3578**

[www.na.org](http://www.na.org)

**Cocaine Anonymous**  
**781-551-6677**

[www.ca.org](http://www.ca.org)

## Missing Persons

As required under federal law, all Harvard Schools immediately will refer to the Harvard University Police Department any missing persons report involving a student who lives in on-campus housing. If any member of the Harvard community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify HUPD at **617-495-1212**. If HUPD determines that the student has been missing for more than 24 hours, then, within the 24 hours following this determination, the School or HUPD will: (1) notify an appropriate external law enforcement agency, unless the local law enforcement agency was the entity that made the determination that the student is missing; (2) contact anyone the student has identified as a missing person contact under the procedures described below; and (3) notify others at the University, as appropriate, about the student's disappearance. In addition to identifying a general emergency contact person, students residing in on-campus housing have the option annually to identify confidentially a separate person to be contacted by Harvard in the event that the student is determined to be missing for more than 24 hours. Students are not required to designate a separate individual for this purpose and if they choose not to do so then Harvard will assume that they have chosen to treat their general emergency contact as their missing person contact. Students who wish to identify a confidential missing person contact should notify their School's Registrar. A student's confidential missing person contact information will be accessible only by authorized campus officials and by law enforcement in the course of an investigation, and may not be disclosed outside of a missing person investigation. In addition, if it has been determined that a student who is under 18 years of age and not emancipated has been missing for more than 24 hours, then the School or HUPD will contact that student's custodial parent or guardian, in addition to notifying any additional contact person designated by the student. Students are

reminded that they must provide the Registrar with emergency contact information and/or confidential missing person contact information if they have not already done so.

## Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Massachusetts, students, faculty, and staff members can obtain information on registered sex offenders living and working in the immediate area by contacting the Cambridge Police Department, Boston Police Department, or the Somerville Police Department. General information about the Commonwealth of Massachusetts Sex Offender Registry Board can be found at <http://www.mass.gov/eopss/agencies/sorb> or by calling **978-740-6400**.

## Fire Safety

The Higher Education Opportunities Act of 2008 requires that all institutions that maintain on-campus student housing facilities publish an annual fire safety report that provides information on campus fire safety practices and standards, and maintain a fire reporting log.

The University's fire safety report can be found at:  
<http://www.ehs.harvard.edu/programs/higher-education-opportunity-act-heoa>.

## Access to and Security of Facilities

Most campus facilities are open to community members and visitors during normal business hours. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. HUPD officers and security guards conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

However, residences are secured 24 hours a day and require University identification or key access to gain entry. Residents should not allow unknown individuals access to residential buildings. HUPD officers and security guards monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity.

Schools, residences, and administrative buildings typically assign responsibility for their maintenance and security to building superintendents or managers. Harvard also contracts with Securitas, a private security agency, to provide services.

In the event that your local building security is not able to meet your needs, such as in case of a lockout, the HUPD is available to assist you. Feel free to call **617-495-1215** for assistance. If you have questions about accessibility for persons with mobility impairments, please contact the University Disability Coordinator at **617-495-1859** or **617-495-4801 (TTY)** or by email at [disabilityservices@harvard.edu](mailto:disabilityservices@harvard.edu).

## Security Considerations Used in the Maintenance of Campus Facilities

Harvard University maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated. As

necessary, HUPD works closely with Harvard Campus Services to enhance security and to make sure that maintenance issues, such as replacing burned out lights and repairing malfunctioning door locks, are addressed.

The HUPD encourages community members to be vigilant while walking throughout campus and surrounding areas both during the day and at night and to take the appropriate precautions, such as walking with others and utilizing the various available transportation options described below. Students, faculty, and staff also may call the HUPD at **617-495-1212** if they believe they are in danger while waiting for transportation due to the hour or circumstance. The HUPD will assist with transportation whenever appropriate.



## Cambridge Campus

### Shuttle Bus

**617-495-0400 (fully accessible)**

The University Shuttle Service operates fixed route bus service during the academic year (except on university recognized holidays and semester breaks) providing safe, convenient, and reliable transportation throughout the Cambridge and Allston campuses. The service is free to members of the Harvard community. Scheduled service runs from 5:15 a.m. to 3:45 a.m. Monday through Friday, and 5:15 a.m. to 4:50 a.m. Saturday, and 8:00 a.m. to 3:50 a.m. on Sunday.

### Shuttle Tracker

Shuttle Tracker is an online service and mobile device application that continuously displays the location of Harvard University shuttles and animates their motion against a detailed map of recognizable University buildings and landmarks. For additional information on Shuttle Tracker please visit [www.shuttle.harvard.edu](http://www.shuttle.harvard.edu).

### Daytime Van Service

**617-495-0400 (fully accessible)**

The Daytime Van Service is designed for persons who, because of mobility impairment or medical condition, find it difficult or impossible to use the regular shuttle bus. This service operates year round throughout the Cambridge and Allston campuses and is available to all faculty, staff and students.

All faculty, visiting appointments, staff, alumni, and guests of Harvard wishing to request use of the van service must be approved by contacting the Office of the Disability Coordinator at [disabilityservices@harvard.edu](mailto:disabilityservices@harvard.edu). After approval, rides are by appointment only.

Please call **617-495-0400** for more information or to schedule a ride. After 7 p.m., fully accessible shuttle vans are available through the Evening Van Service. Reservations are not required for the Evening Van Service.

### Evening Van Service

**617-495-0400 (fully accessible)**

The service operates between 7:00 p.m. and 2:15 a.m., seven days a week throughout the academic year. No advance arrangements are needed. However, the last request for a ride must be received by 2:30 a.m. After Commencement until classes start, the service operates from 7:00 p.m. until 12 a.m. last call at 11:30 p.m.

You can request a ride by using the Harvard Evening Van App.

For more information please call **617-495-0400**.

### Harvard University Campus Escort Program (HUCEP)

**617-384-8237**

HUCEP teams of students, who are trained and supervised by the HUPD, provide walking escorts to students, faculty, and staff during the academic year and cover the Yard, River, and Quad areas. Teams are identified by their brightly colored vests, labeled HUCEP. Escorts respond to calls for service through the HUCEP hotline (**617-384-8237** or **617-38-HUCEP**), and can be flagged down by students, faculty, and staff in need of an escort. Escort teams also are encouraged to ask solo walkers if they would like an escort to their destination. The hours of operation for HUCEP are 10:30 p.m. - 3:00 a.m., Thursday through Saturday.

## Longwood Campus

### Walking Escort Service

**HMS/HSDM 617-432-1379,**

**HSPH 617-432-1040**

The walking escort service is available 24 hours a day. When you call, a security guard will escort you anywhere on the Harvard Longwood Campus or to the nearest MBTA stop. Please call ahead as it may take as long as fifteen minutes for your escort to arrive. Please wait for your escort once you have called.

## Taxi Escort Service

The Taxi Escort Service is a complimentary service available to HMS Quad-based students, faculty, staff, and students living off campus, as well as all HSPH students, faculty, and staff. The service is available from 9:00 p.m. to 3:00 a.m., seven days a week. Students, faculty, and staff are required to show their HUID or Harvard Longwood Campus Temporary ID. Escorts can be arranged at the NRB 1st floor security desk for HMS and HSDM, and FXB lobby for HSPH. Taxis will take you within one mile of the Longwood Campus at no charge (you are responsible for additional mileage past one mile.)

## Shuttle Bus

**617-632-2800**

The Harvard Longwood Campus shuttle (M2) is managed by MASCO and operated by Paul Revere Transportation Company. The service runs between Vanderbilt Hall and the Johnston Gate, Monday through Saturday. All Harvard University students, faculty, and staff with a valid HUID card ride the bus for free. Faculty (without an HUID) and employees of Harvard-affiliated hospitals must purchase tickets at the M2 ticket offices.

For schedule information and ticket sale locations visit: [www.masco.org/directions/m2-cambridge-harvard-shuttle](http://www.masco.org/directions/m2-cambridge-harvard-shuttle).





## Appendix 1

Clery Act Criminal Statistics

## Appendix 2

Definitions of Crimes for Clery Act Criminal Statistics

## Appendix 3

Certain Definitions Under Massachusetts Law

## Appendix 4

Clery Geography Maps

## Appendix 5

Specific Policies for Separate Campuses

# Appendix 1 – Cambridge Campus Clery Act Criminal Statistics

Criminal Offenses	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Resid. (5)	Un-founded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Resid. (5)	Un-founded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Resid. (5)	Un-founded (6)
Murder*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	30	1	1	32	28	3	26	0	0	26	14	1	16	0	0	16	13	1
Fondling	14	0	2	16	4	0	7	0	4	11	2	0	5	0	1	6	2	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2	0	6	8	0	0	2	0	14	16	0	0	0	2	9	11	0	0
Aggravated Assault	2	3	10	15	2	0	5	0	17	22	0	0	2	0	26	28	0	0
Burglary	43	1	0	44	16	0	38	4	0	42	11	1	50	0	0	50	28	0
Motor Vehicle Theft	9	0	9	18	0	0	3	0	13	16	0	0	1	0	7	8	0	0
Arson	1	0	1	2	0	0	1	0	0	1	1	0	0	0	1	1	0	0
Domestic Violence	3	0	6	9	2	0	2	0	10	12	0	0	2	1	0	3	2	0
Dating Violence	5	0	0	5	3	0	5	1	1	7	2	0	3	0	0	3	1	0
Stalking	14	0	0	14	3	0	10	0	1	11	3	0	6	1	0	7	2	0
<b>TOTAL</b>	<b>123</b>	<b>5</b>	<b>35</b>	<b>163</b>	<b>58</b>	<b>3</b>	<b>99</b>	<b>5</b>	<b>60</b>	<b>164</b>	<b>33</b>	<b>2</b>	<b>85</b>	<b>4</b>	<b>44</b>	<b>133</b>	<b>48</b>	<b>2</b>
Bias Crimes	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded
Race	0	0	0	0	0	0	3	0	1	3	0	0	0	0	0	0	0	0
Religion	0	0	1	1	0	0	1	0	1	2	0	0	2	0	0	2	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
Arrests	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded
Weapons Violations	1	0	0	1	0	N/A	0	0	2	2	0	N/A	0	0	1	1	0	N/A
Drug Law Violations	1	0	4	5	0	N/A	1	0	8	9	1	N/A	1	0	3	4	0	N/A
Liquor Law Violations	0	0	2	2	0	N/A	0	0	0	0	0	N/A	0	0	1	1	0	N/A
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>0</b>	<b>N/A</b>	<b>1</b>	<b>0</b>	<b>10</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>N/A</b>
Disciplinary Actions	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded
Weapons Violations	0	0	0	0	0	N/A	0	0	0	0	0	N/A	0	0	0	0	0	N/A
Drug Law Violations	28	0	0	28	26	N/A	8	0	1	9	8	N/A	14	0	0	14	14	N/A
Liquor Law Violations	23	0	1	24	23	N/A	12	0	1	13	11	N/A	5	0	0	5	4	N/A
<b>TOTAL</b>	<b>51</b>	<b>0</b>	<b>1</b>	<b>52</b>	<b>49</b>	<b>N/A</b>	<b>20</b>	<b>0</b>	<b>2</b>	<b>22</b>	<b>19</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>18</b>	<b>N/A</b>

\* Murder/Nonnegligent Manslaughter

\*\* Manslaughter by Negligence

(1) Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

(2) Non-Campus: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

(3) Public: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(4) Total: campus crime + non-campus + public crime.

(5) Residence: a subset of campus crime. Crimes are counted in both categories.

(6) Unfounded - after an investigation by a law enforcement agency any report of a crime that is found to be false or baseless the crime is considered "unfounded."

# Appendix 1 – Longwood Campus Clery Act Criminal Statistics

Criminal Offenses	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Resid. (5)	Un-founded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Resid. (5)	Un-founded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Resid. (5)	Un-founded (6)
Murder*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	1	0	0	0	0	4	4	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	6	6	0	0	0	2	0	2	1	0
Burglary	2	2	0	4	0	0	6	0	0	6	0	0	7	1	0	8	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>14</b>	<b>3</b>	<b>0</b>
Bias Crimes	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded
Race	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Arrests	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded
Weapons Violations	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	1	1	0	N/A	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Disciplinary Actions	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded	Campus	Non-Campus	Public	Total	Resid.	Un-founded
Weapons Violations	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	N/A	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Murder/Nonnegligent Manslaughter

\*\* Manslaughter by Negligence

(1) Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

(2) Non-Campus: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

(3) Public: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(4) Total: campus crime + non-campus + public crime.

(5) Residence: a subset of campus crime. Crimes are counted in both categories.

(6) Unfounded - after an investigation by a law enforcement agency any report of a crime that is found to be false or baseless the crime is considered "unfounded."

# Appendix 1 – Arnold Arboretum Campus Clery Act Criminal Statistics

Criminal Offenses	2018				2019				2020			
	Campus (1)	Public (2)	Total (3)	Un-founded (4)	Campus (1)	Public (2)	Total (3)	Un-founded (4)	Campus (1)	Public (2)	Total (3)	Un-founded (4)
Murder*	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter**	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	1	0	1	0
Aggravated Assault	0	0	0	0	0	0	0	0	3	0	3	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
Bias Crimes	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Race	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Arrests	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Disciplinary Actions	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Murder/Nonnegligent Manslaughter

\*\* Manslaughter by Negligence

(1) Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

(2) Public: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(3) Total: campus crime + non-campus + public crime.

(4) Unfounded - after an investigation by a law enforcement agency any report of a crime that is found to be false or baseless the crime is considered "unfounded."

# Appendix 1 – Concord Field Station Campus Clery Act Criminal Statistics

Criminal Offenses	2018				2019				2020			
	Campus (1)	Public (2)	Total (3)	Un-founded (4)	Campus (1)	Public (2)	Total (3)	Un-founded (4)	Campus (1)	Public (2)	Total (3)	Un-founded (4)
Murder*	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter**	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Bias Crimes	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Race	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Arrests	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Disciplinary Actions	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Murder/Nonnegligent Manslaughter

\*\* Manslaughter by Negligence

(1) Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

(2) Public: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(3) Total: campus crime + non-campus + public crime.

(4) Unfounded - after an investigation by a law enforcement agency any report of a crime that is found to be false or baseless the crime is considered "unfounded."

# Appendix 1 – Harvard Forest Clery Act Criminal Statistics

Criminal Offenses	2018					2019					2020				
	Campus (1)	Public (2)	Total (3)	Resid. (4)	Un-founded (5)	Campus (1)	Public (2)	Total (3)	Resid. (4)	Un-founded (5)	Campus (1)	Public (2)	Total (3)	Resid. (4)	Un-founded (5)
Murder*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bias Crimes</b>	Campus	Public	Total	Resid.	Un-founded	Campus	Public	Total	Resid.	Un-founded	Campus	Public	Total	Resid.	Un-founded
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>	Campus	Public	Total	Resid.	Un-founded	Campus	Public	Total	Resid.	Un-founded	Campus	Public	Total	Resid.	Un-founded
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disciplinary Actions</b>	Campus	Public	Total	Resid.	Un-founded	Campus	Public	Total	Resid.	Un-founded	Campus	Public	Total	Resid.	Un-founded
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Murder/Nonnegligent Manslaughter

\*\* Manslaughter by Negligence

(1) Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

(2) Public: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(3) Total: campus crime + non-campus + public crime.

(4) Residence: a subset of campus crime. Crimes are counted in both categories.

(5) Unfounded - after an investigation by a law enforcement agency any report of a crime that is found to be false or baseless the crime is considered "unfounded."

# Appendix 1 – Center for Hellenic Studies - Nafplion, Greece Clery Act Criminal Statistics

Criminal Offenses	2018				2019				2020			
	Campus (1)	Public (2)	Total (3)	Un-founded (4)	Campus (1)	Public (2)	Total (3)	Un-founded (4)	Campus (1)	Public (2)	Total (3)	Un-founded (4)
Murder*	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter**	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Bias Crimes	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Race	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Arrests	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Disciplinary Actions	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded	Campus	Public	Total	Un-founded
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Murder/Nonnegligent Manslaughter

\*\* Manslaughter by Negligence

(1) Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

(2) Public: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(3) Total: campus crime + non-campus + public crime.

(4) Unfounded - after an investigation by a law enforcement agency any report of a crime that is found to be false or baseless the crime is considered "unfounded."

# Appendix 1 – David Rockefeller Center for Latin American Studies (DRCLAS) Santiago Chile Clery Act Criminal Statistics

Criminal Offenses	2018				2019				2020			
	Campus (1)	Public (2)	Total (3)	Un-founded (4)	Campus (1)	Public (2)	Total (3)	Un-founded (4)	Campus (1)	Public (2)	Total (3)	Un-founded (4)
Murder*	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter**	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bias Crimes</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>
Race	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arrests</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disciplinary Actions</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>	<b>Campus</b>	<b>Public</b>	<b>Total</b>	<b>Un-founded</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Murder/Nonnegligent Manslaughter

\*\* Manslaughter by Negligence

(1) Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

(2) Public: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(3) Total: campus crime + non-campus + public crime.

(4) Unfounded - after an investigation by a law enforcement agency any report of a crime that is found to be false or baseless the crime is considered "unfounded."



## Definitions of Crimes for Clery Act Criminal Statistics

The following definitions are given in the proposed rule on the Violence Against Women Act, drafted by the Department of Education and published in Vol. 79, No. 119 of the Federal Register on June 20, 2014.

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

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

**Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Criminal Homicide - Manslaughter by Negligence** - The killing of another person through gross negligence.

**Criminal Homicide - Murder and Nonnegligent Manslaughter** - The willful (nonnegligent) killing of one human being by another.

**Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Drug Abuse Violations** - The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful

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

**Hate Crime** - A crime reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of the Clery Act, the categories of bias that may serve as the basis for a determination that a crime is a hate crime would include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Intimidation** - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny** - Theft (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access

even though the vehicles are later abandoned - including joyriding.)

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

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

**Sexual Assault** - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

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

**Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Stalking** –

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
  - (i) Fear for the person’s safety or the safety of others; or
  - (ii) Suffer substantial emotional distress.
- 2) For the purpose of this definition-
  - (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence** –

- 1) A Felony or misdemeanor crime of violence committed—
  - (i) By a current or former spouse or intimate partner of the victim;
  - (ii) By a person with whom the victim shares a child in common;



- (iii) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

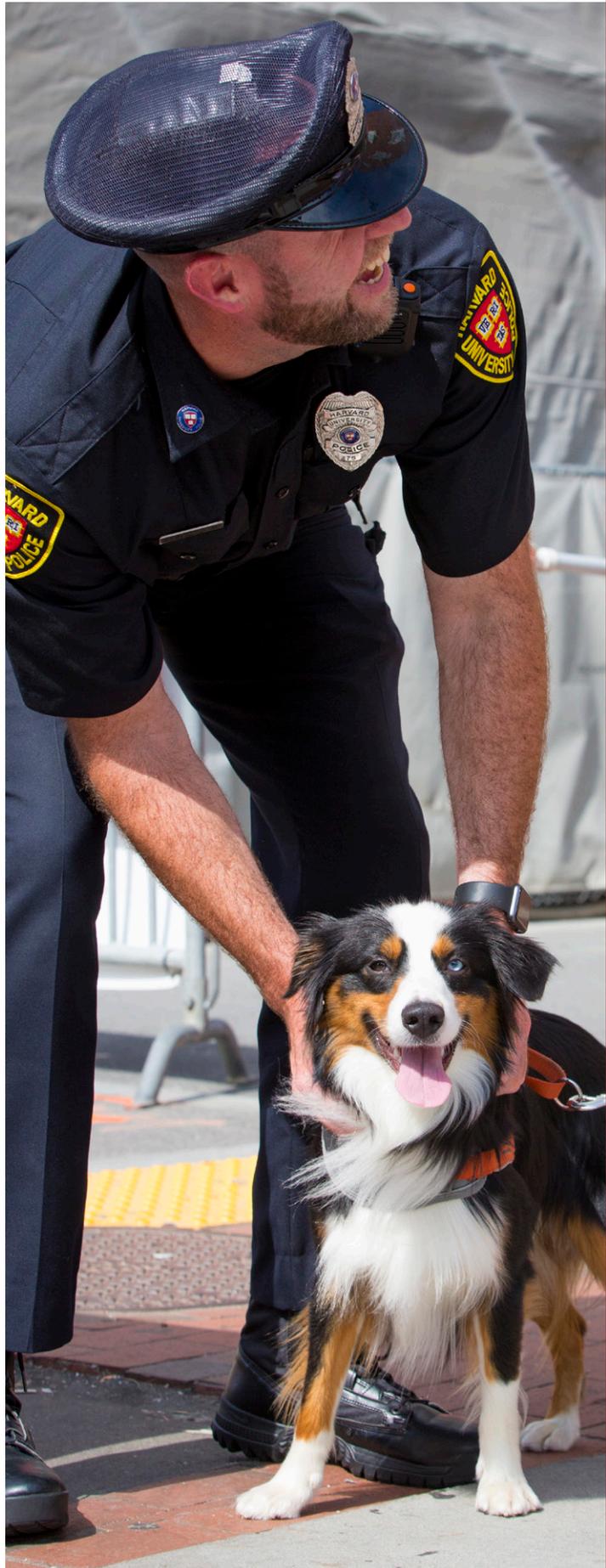
2) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 1) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- 2) For the purposes of this definition—
  - (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - (ii) Dating violence does not include acts covered under the definition of domestic violence.
- 3) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Weapons: Carrying, Possessing, Etc.**

- The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.



## Certain Definitions under Massachusetts Law

### Dating Violence and Domestic Violence

There are no crimes called “dating violence” or “domestic violence” in Massachusetts; however, there is a related crime of “abuse” that is defined in G.L. c. 209A § 1 as: “the occurrence of one or more of the following acts between family or household members:

- (a) attempting to cause or causing physical harm;
- (b) placing another in fear of imminent serious physical harm;
- (c) causing another to engage involuntarily in sexual relations by force, threat or duress.

“Family or household members” is defined as: “persons who:

- (a) are or were married to one another;
- (b) are or were residing together in the same household;
- (c) are or were related by blood or marriage;
- (d) having a child in common regardless of whether they have ever married or lived together; or
- (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:
  - 1) the length of time of the relationship;
  - 2) the type of relationship;
  - 3) the frequency of interaction between the parties; and
  - 4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.”

### Sexual Assault -

There is no crime called “sexual assault” in Massachusetts; however, there are related

crimes of “indecent assault and battery,” “rape,” and “assault with intent to commit rape.”

### Indecent Assault and Battery is a crime under G.L. c. 265:

- § 13B (Indecent assault and battery on a child under the age of fourteen);
- § 13B1/2 (Commission of indecent assault and battery on a child under the age of fourteen during commission of certain other offenses or by mandated reporters);
- § 13B3/4 Commission of indecent assault and battery on a child under the age of fourteen by certain previously convicted offenders);
- § 13F (Indecent assault and battery on a person with an intellectual disability); and
- 13 H (Indecent assault and battery on a person fourteen or older).

The term “indecent assault and battery” is not defined by statute.

### Rape is a crime under G.L. c. 265:

- § 22 (Rape, generally: “Whoever has sexual intercourse or unnatural sexual intercourse with a person and compels such person



to submit by force and against his will, or compels such person to submit by threat of bodily injury...”);

§ 22A (Rape of a child: “Whoever has sexual intercourse or unnatural sexual intercourse with a child under 16, and compels such child to submit by force and against his will or compels such child to submit by threat of bodily injury...”);

§ 22B (Rape of a child during commission of certain offenses or by use of force: “Whoever has sexual intercourse or unnatural sexual intercourse with a child under 16, and compels such child to submit by force and against his will or compels such child to submit by threat of bodily injury and...”);

§ 22C (Rape of a child through use of force by certain previously convicted offenders: “Whoever has sexual intercourse or unnatural sexual intercourse with a child under 16, and compels such child to submit by force and against his will or compels such child to submit by threat of bodily injury, and has been previously convicted of or adjudicated delinquent or as a youthful offender for...”);

§ 23 (Rape and abuse of child: “Whoever unlawfully has sexual intercourse or unnatural sexual intercourse, and abuses a child under 16 years of age...”);

§ 23A (Rape and abuse of child aggravated by age difference between defendant and victim or when committed by mandated reporters: “Whoever unlawfully has sexual intercourse or unnatural sexual intercourse, and abuses a child under 16 years of age and...”); and

§ 23B (Rape and abuse of a child by certain previously convicted offenders: “Whoever unlawfully has sexual intercourse or unnatural sexual intercourse, and abuses a child under 16 years of age and has been

previously convicted of or adjudicated delinquent or as a youthful offender for...”).

Assault with intent to commit rape is a crime under G.L. c. 265, § 24. “Assault with intent to commit rape” is not defined by statute.

**Stalking -**

**Stalking is a crime under G.L. c. 265, § 43 (a), where it is described as follows:**

“Whoever (1) 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 (2) 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 . . . The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.”

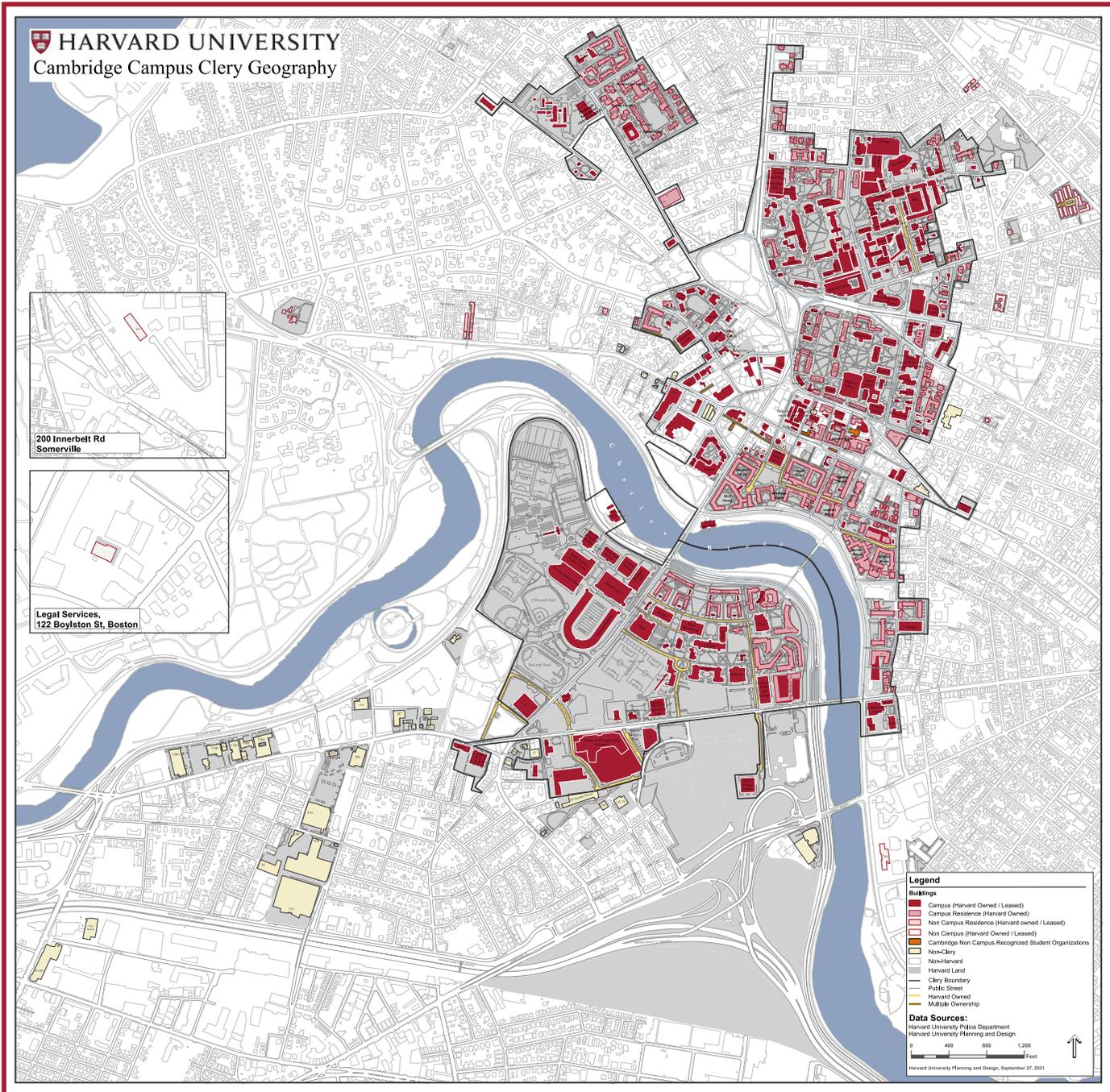
**Consent -**

“Consent,” in reference to sexual activity, is not defined by statute in Massachusetts. However, lack of consent is an element of the crimes of rape and indecent assault and battery.

Except as noted below, all policy statements included in Playing it Safe pertain to all campuses.

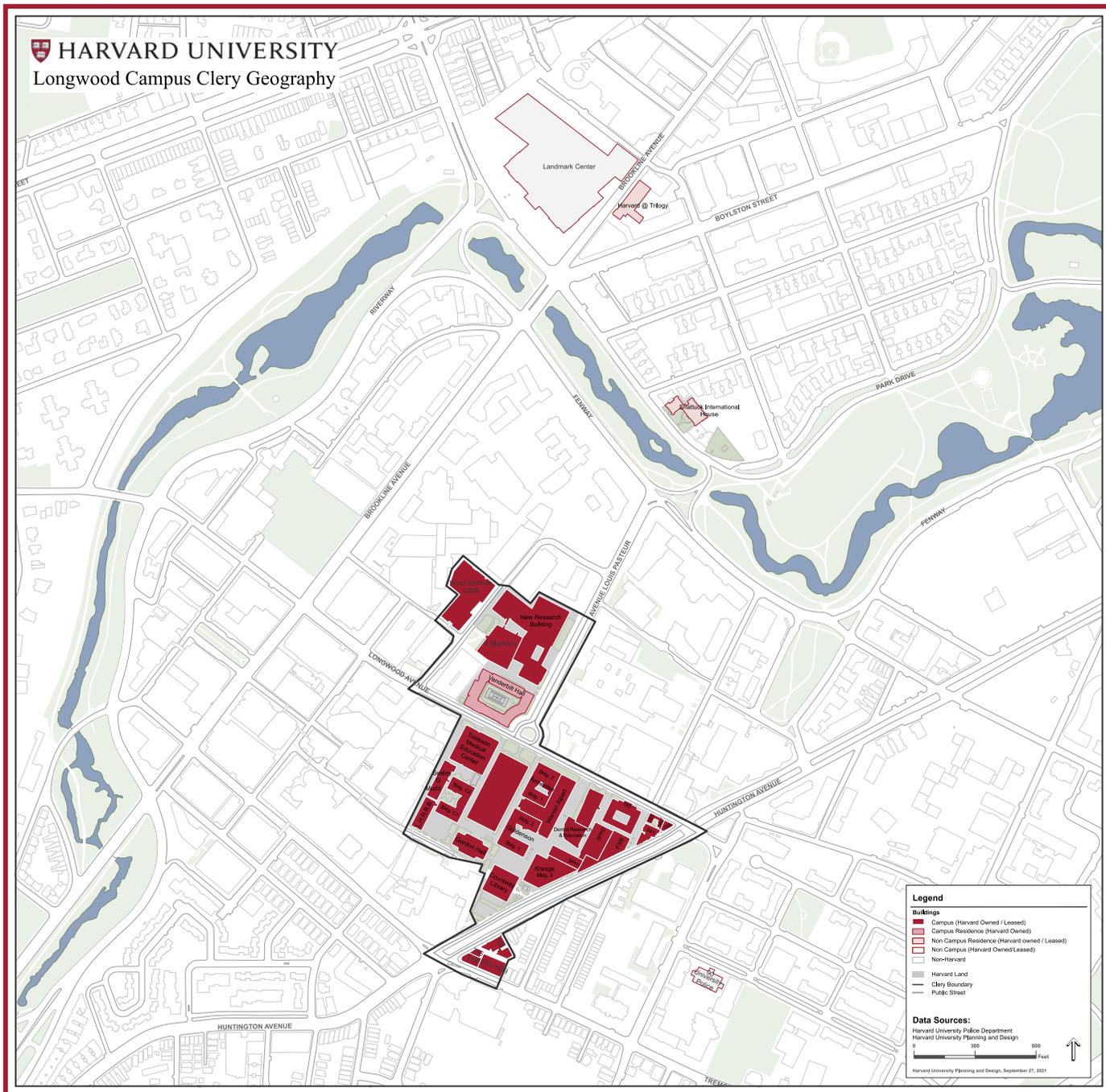
# Appendix 4 – Clery Geography Maps

## Cambridge Campus Clery Geography Map



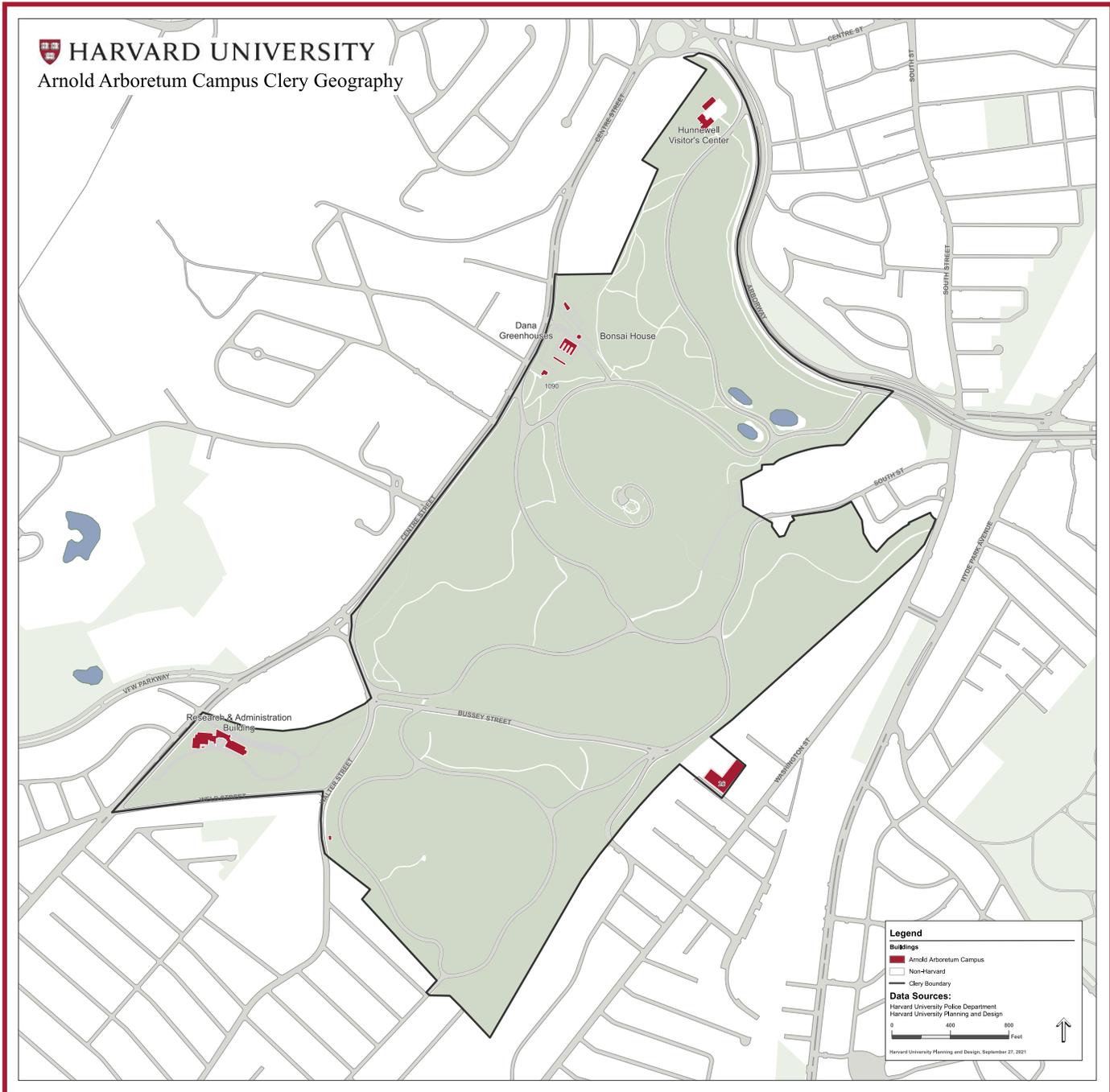
# Appendix 4 – Clery Geography Maps

## Longwood Campus Clery Geography Map



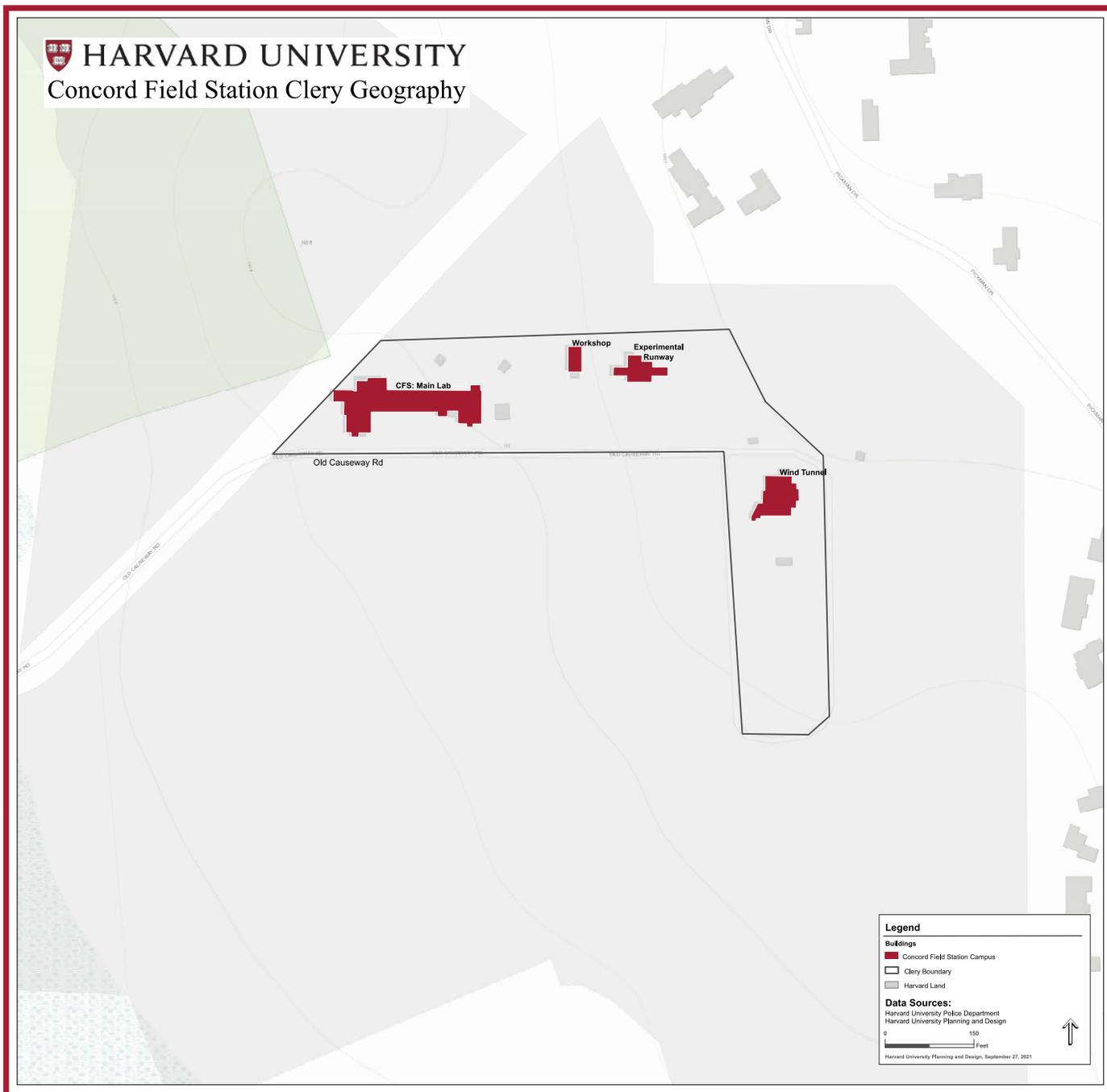
# Appendix 4 – Clery Geography Maps

## Arnold Arboretum Campus Clery Geography Map



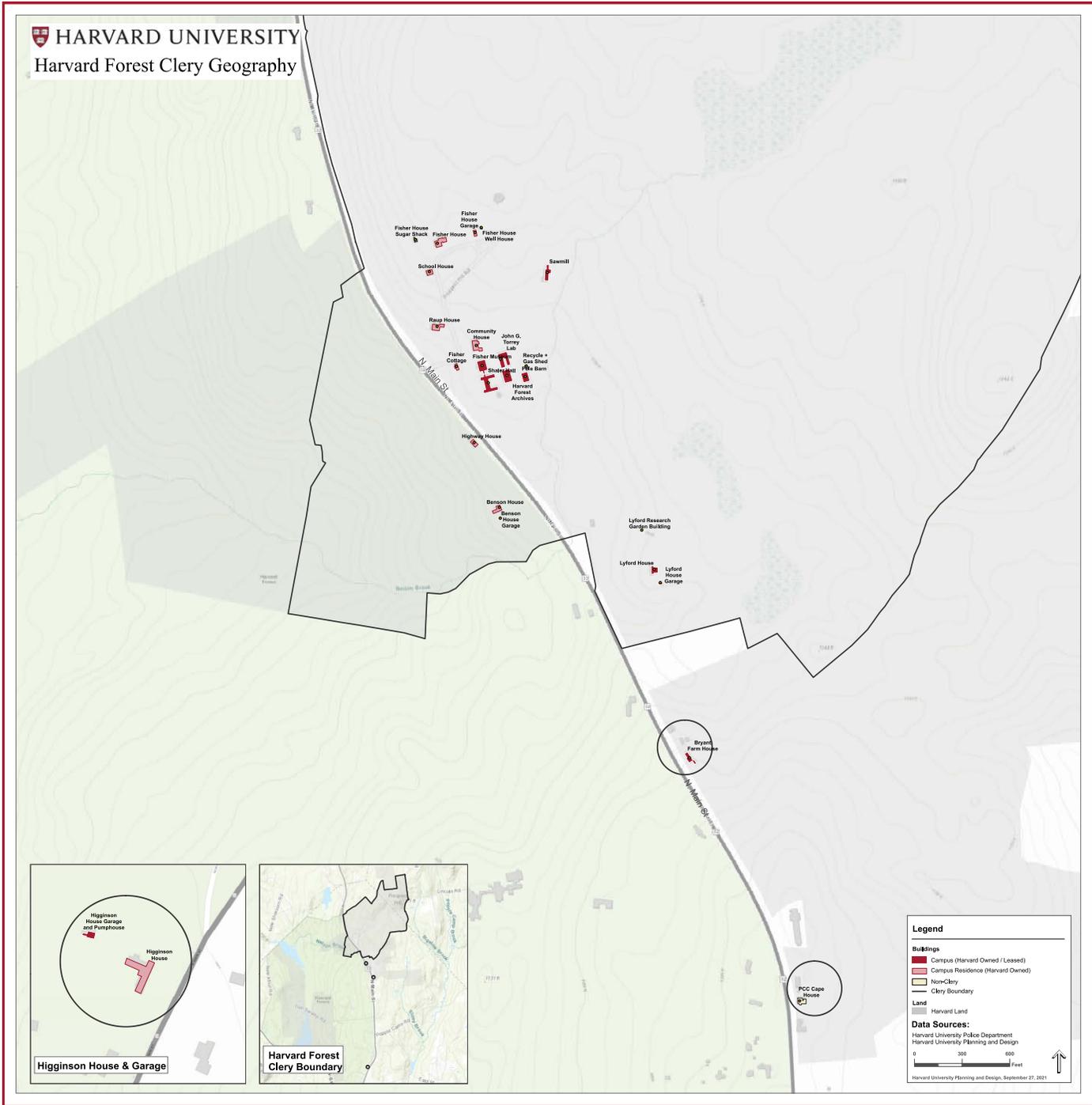
# Appendix 4 – Clery Geography Maps

## Concord Field Station Campus Clery Geography Map



# Appendix 4 – Clery Geography Maps

## Harvard Forest Campus Clery Geography Map



# Appendix 4 – Clery Geography Maps

## Center for Hellenic Studies – Nafplion, Greece Campus Geography Map

Center for Hellenic Studies in Greece  
Campus Clery Geography

 HARVARD UNIVERSITY



Basmap Maxar

# Appendix 4 – Clery Geography Maps

## David Rockefeller Center for Latin American Studies – Santiago, Chile Campus Geography Map

David Rockefeller Center for Latin American Studies  
Campus Clery Geography



Basemap Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

## Specific Policies for Separate Campuses

### Arnold Arboretum – Boston, Massachusetts

#### Reporting a Crime

Crimes in progress and emergencies should be reported to 911. The Boston Police Department provides both emergency and non-emergency assistance as requested and appropriate. Anyone needing assistance in making a police report can contact the Harvard University Police Department and staff will assist in contacting the appropriate agency to file a report.

#### Timely Warning and Emergency Communication

Students, faculty, and staff receive timely warnings sent by the Harvard University Police Department. The HUPD maintains communication with local and state police, and, as appropriate, will provide information to student, faculty, and staff via email or text.

Students, faculty, and staff also may receive warnings and messages from campus administrators.

#### Access to and Security of Facilities

Most campus facilities are open to community members and visitors during normal business hours. Security guards conduct routine security and safety patrols of the buildings to monitor conditions and report any unusual circumstances. The Harvard University Police Department does not patrol or provide security at this location.

### Concord Field Station – Bedford, Massachusetts

#### Reporting a Crime

Crimes in progress and emergencies should be reported to 911. The Bedford Police Department provides both emergency and non-emergency assistance as requested and appropriate. Anyone needing assistance in making a police report can contact the

Harvard University Police Department and staff will assist in contacting the appropriate agency to file a report.

#### Timely Warning and Emergency Communication

Students, faculty, and staff receive timely warnings sent by the Harvard University Police Department. The HUPD maintains communication with local and state police, and, as appropriate, will provide information to student, faculty, and staff via email or text.

Students, faculty, and staff also may receive warnings and messages from campus administrators.

#### Access to and Security of Facilities

Most campus facilities are open to community members and visitors during normal business hours. Staff are expected to report any unusual circumstances. The Harvard University Police Department does not patrol or provide security at this location.



## **Harvard Forest – Petersham, Massachusetts**

### **Reporting a Crime**

Crimes in progress and emergencies should be reported to 911. The Petersham Police Department provides both emergency and non-emergency assistance as requested and appropriate. Anyone needing assistance in making a police report can contact the Harvard University Police Department and staff will assist in contacting the appropriate agency to file a report.

### **Timely Warning and Emergency Communication**

Students, faculty, and staff receive timely warnings sent by the Harvard University Police Department. The HUPD maintains communication with local and state police, and, as appropriate, will provide information to student, faculty, and staff via email or text.

Students, faculty, and staff also may receive warnings and messages from campus administrators.

### **Access to and Security of Facilities**

Most campus facilities are open to community members and visitors during normal business hours. Staff are expected to report any unusual circumstances. The Harvard University Police Department does not patrol or provide security at this location.

## **Center for Hellenic Studies – Nafplion, Greece**

### **Reporting a Crime**

Crimes in progress and emergencies should be reported to the local police department, which will provide both emergency and non-emergency assistance as requested and appropriate.

## **Timely Warning and Emergency Communication**

Students, faculty, and staff receive timely warnings sent by campus administrators, in coordination, when possible, with HUPD.

### **Access to and Security of Facilities**

Campus facilities may be open to community members and visitors during normal business hours. Staff are expected to report any unusual circumstances. The Harvard University Police Department does not patrol or provide security at this location.

## **David Rockefeller Center for Latin American Studies – Santiago, Chile**

### **Reporting a Crime**

Crimes in progress and emergencies should be reported to the local police department, which will provide both emergency and non-emergency assistance as requested and appropriate.

### **Timely Warning and Emergency Communication**

Students, faculty, and staff receive timely warnings sent by campus administrators, in coordination, when possible, with HUPD.

### **Access to and Security of Facilities**

Campus facilities may be open to community members and visitors during normal business hours. Staff are expected to report any unusual circumstances. The Harvard University Police Department does not patrol or provide security at this location.