



HARVARD UNIVERSITY  
POLICE DEPARTMENT | 2014–2015 Annual Security Report

# PLAYING IT SAFE

A GUIDE FOR KEEPING SAFE AT HARVARD



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# Chief's Greeting

## 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 are located in an urban setting and 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.

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. 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, and staff.

Sincerely,

*Francis “Bud” Riley*

Chief of Police



# About the Harvard University Police Department

## 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 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. Those powers give 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 incidents occurring both on campus and the areas immediately adjacent to campus.



## 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

## Preparing the Annual Crime Statistics Report

Harvard's annual statistics include crimes that occurred within Harvard's Clery Geography, meaning: on campus, in or on non-campus buildings or property, or on public property, as those terms are defined in the Clery Act. 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 brochure to the U.S. Department of Education. The statistical information gathered by the Department of Education is available to the public on its website.

## 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 four 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**
- » **River/Quad**
- » **Yard/North 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:

- » **114 Western Avenue**
- » **90 Smith Street (Longwood Campus)**
- » **29 Garden Street, ground floor**
- » **Littaeur Building (Harvard Kennedy School), ground floor**
- » **Mather House, first floor**

# About the Harvard University Police Department

## 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 that 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 Harvard College Houses, graduate housing, graduate schools, various University departments, and other high-traffic locations. The officers



# About the Harvard University Police Department

(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. To assist in facilitating the integration of the officer into the community, the Department has created Facebook pages for each school, house, or locations where officers have been assigned. The Facebook page includes the officer's shift assignment and email address so that community members can contact the most appropriate person.

## 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 [www.hupd.harvard.edu/professional-conduct](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.

# Calling the HUPD / Reporting a Crime

## Reporting Crime and Suspicious Activity

Students, faculty, and staff are strongly encouraged to report all criminal and suspicious activity to the HUPD 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** into 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 the Fenway).

## 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 investigated 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 Emergency 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, it needs 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

## Calling the HUPD / Reporting a Crime

- » 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 (especially a juvenile or female) being forced into a vehicle
- » A person exhibiting unusual mental or physical symptoms
- » Unusual noises, including gunshots, screaming, sounds of fighting, barking dogs, or anything suggesting foul play, danger, or illegal activity

It is important to remember that people aren't suspicious, behavior is. When in doubt, call! If you witness any suspicious activity, call the 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 **617-4962700** 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. Alternatively, you may ask an HUPD officer to file a report on the details of the incident without revealing your identity. 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.



# Behavioral Assessment and Consultation Team (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.

# Behavioral Assessment and Consultation Team (BACT)

## 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 team staff person, Steven Catalano at the **617-495-9225** or [steven\\_catalano@harvard.edu](mailto:steven_catalano@harvard.edu).

For additional information on the BACT please visit [www.hupd.harvard.edu/threat-assessment-and-management](http://www.hupd.harvard.edu/threat-assessment-and-management).



# Active Shooter Safety Guidelines

Since the tragic events at Virginia Tech, Northern Illinois, Aurora Colorado, and Newtown Connecticut, many students, faculty, and staff have asked the Harvard University Police Department what they should do in the event of an "active shooter" incident on campus. Even though active shooters on college and university campuses are extremely rare, the HUPD understands that these incidents provoke a lot of fear and anxiety. In the spring of 2013 the HUPD began providing training to community members on how to respond to an active shooter on campus.

Because most incidents are over within minutes, students, faculty, and staff must be prepared to deal with the situation 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. **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises.
2. **Hide out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
3. **Take action:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

To see "evacuate, hide, take action" demonstrated please view the Department of Homeland Security's "Options for Consideration" active shooter training video at [www.dhs.gov/video/options-consideration-active-shooter-training-video](http://www.dhs.gov/video/options-consideration-active-shooter-training-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 Special Advisor to the Chief of Police, at **617-495-9225** or by email at [steven\\_catalano@harvard.edu](mailto:steven_catalano@harvard.edu) to arrange it.

# Crime Awareness

## Timely Warnings

The HUPD provides timely warnings (called “Community Advisories”) to the University community when a significant criminal incident occurs within Harvard’s Clery Geography and represents a serious or continuing threat. Decisions to disseminate a warning will be decided 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, and 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 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 designee. Timely Warning Notices are distributed to the Harvard University community via blast email.

To view current and archived advisories please visit: [www.hupd.harvard.edu/timely-warnings](http://www.hupd.harvard.edu/timely-warnings).

### Emergency Management Plan

Harvard University's Emergency Management Plan (the "Plan") is designed to provide a resource for our faculty, students

and staff. While the Plan does not cover every conceivable contingency situation, it does supply basic guidelines to cope with most campus emergencies.

All administrators, including those with responsibilities for and over the operational areas specified in the Plan, are expected to adhere to these guidelines. University officials responsible for directing and/or coordinating emergency operations may approve exception(s) to these crisis management procedures as required for a particular emergency response.

### Emergency Communications

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the University and HUPD have at their disposal a wide variety of communication tools including:

1. MessageMe –University's high speed, community-wide mass notification system
2. [www.harvard.edu/emergency](http://www.harvard.edu/emergency) - a special website activated at the time of major emergencies
3. **617-496-NEWS (6397)** - an automated notification line available in the event of an emergency

4. **617-432-6666** - an automated notification line specific to the Longwood campus
5. School and University websites
6. Email
7. Face to Face Communication

MessageMe is the University's primary tool for emergency notifications to the members of the campus community who have registered to receive messages. 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.

Users of MessageMe are requested to update their contact information annually at the start of the academic year by logging onto [www.message.harvard.edu](http://www.message.harvard.edu). Although members of the Harvard community are not required to sign up for the MessageMe service, currently, there are more than 33,000 MessageMe subscribers.

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.

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 notifications will be sent through MessageMe and the other communication tools listed above as needed.

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	MessageMe Mass Notification	HUPD	HPAC
Blast Email	HUPD	HPAC	Blast Email	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 the Harvard website.

### 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.

### During the Evacuation:

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. Questions to ask yourself are: Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

### 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. General information about the emergency

response and evacuation procedures is publicized each year 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. The official logs are updated as new information becomes available. In addition, the HUPD also posts an electronic version of the log at [www.hupd.harvard.edu/public-police-log](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." Professional mental health and religious counselors are exempt from reporting requirements.

Please find the Cambridge Campus Clery Act Criminal Statistics in Appendix 1 and the Longwood Campus Clery Act Criminal Statistics in Appendix 2.

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 3. The definitions under Massachusetts law for certain crimes are set forth in Appendix 4.

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).

# Your Role in Preventing Crime

## Crime Prevention Education and 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 by providing students, faculty, and staff direction and steps they can take to maintain their own safety and the security of others and to familiarize them with the Department and the many services that it offers.

HUPD, in conjunction with the various Harvard Schools, offers approximately 200 crime prevention and security awareness educational programs each 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. 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 [hupd\\_outreach@harvard.edu](mailto:hupd_outreach@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, make sure always keep your doors and windows are 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 them 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 have serial numbers, especially your personal electronics and bicycles. Please note the MAC addresses on any technology that has 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 you have any physical keys that were also 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 [www.massbike.org/2010/01/19/how-to-lock-up-your-bicycle](http://www.massbike.org/2010/01/19/how-to-lock-up-your-bicycle).

### 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 that drive in 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 you 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 [www.hupd.harvard.edu/laptop.php](http://www.hupd.harvard.edu/laptop.php) or email [lojackforlaptops@harvard.edu](mailto:lojackforlaptops@harvard.edu).



# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

## Harvard University-wide Sexual and Gender-Based Harassment Policy

### *Policy Statement*

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.

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

## 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,

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

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



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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:
  - a) the conduct was in connection with a University or University-recognized program or activity; or
  - b) 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

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

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 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 Coordinator, in consultation with the Title IX Officer, 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 Title IX Officer or School or unit Title IX 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.

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

## 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. You are not making a commitment to file charges or to testify in court. If you are uncertain whether a situation constitutes an offense, you should consult with either the HUPD, the Office of Sexual Assault Prevention and Response (OSAPR), the Office for Sexual and Gender-Based Dispute Resolution (ODR), University Health Services (UHS), a staff member at your School, Department or Unit, or another helping resource to get support and information.

You are strongly encouraged to report instances of sexual assault, domestic violence, dating violence, 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 or Boston, even if the incident occurred on campus.) 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 UHS and an officer will respond.
- » Call the Office of Sexual Assault Prevention and Response (OSAPR) at 617-495-9100. OSAPR provides 24-hour-a-day, confidential support and information to student survivors of sexual violence over the phone or in person. The OSAPR staff is trained to provide options, listen supportively, and provide referrals to services on and off campus.
- » Preserve any physical evidence that may be necessary to

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

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 choose to obtain forensic evidence collection, health care providers can treat injuries and take steps to address concerns about pregnancy or sexually transmitted diseases.
- » Report the incident to Harvard's Title IX Officer, or to your School or Unit's Title IX Coordinator. The Title IX Officer and the Title IX Coordinators are responsible for coordinating Harvard's compliance with Title IX. The University Title IX Officer can be reached at 617-495-4134

and is located in the Richard A. and Susan F. Smith Campus Center, 1350 Massachusetts Avenue, Suite 935.

- » Where appropriate, report the incident to your local human resource official.

## HUPD 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:

- » 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

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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.

- » The police 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.
- » 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 (“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.

## Options for Further Action Interim Measures

Interim measures designed to support and protect a person who reports having experienced having sexual or gender-based harassment (including without limitation sexual assault, domestic violence, dating violence or stalking) may be implemented upon request and as appropriate by the relevant School or unit, working with the Title IX Officer or local Title IX coordinator. Consistent with School or unit policy, interim measures might include, among others, restrictions on contact;

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course-schedule or work-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus. The availability of such interim measures is the same regardless of whether the victim chooses to report the incident to campus police or local law enforcement. The confidentiality of any interim measures provided will be maintained so long as maintaining such confidentiality would not impair the School or unit's ability to provide the interim measures.

## 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 Title IX 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 victim and the defendant 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.

## 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 [www.mass.gov/mova/docs/victim-bill-of-rights/victim-bill-of-rights-brochure-](http://www.mass.gov/mova/docs/victim-bill-of-rights/victim-bill-of-rights-brochure-)

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[english.pdf](#) to download a summary. The Massachusetts Office for Victim Assistance at [www.mass.gov/mova/victim-rights-resources/](http://www.mass.gov/mova/victim-rights-resources/) also has created a guide for crime victims; the guide can be accessed directly at: [www.mass.gov/mova/docs/aftermath-of-crime.pdf](http://www.mass.gov/mova/docs/aftermath-of-crime.pdf)

## Complaints Pursuant to Harvard's Sexual and Gender-Based Harassment Policy and Subsequent Proceedings

Regardless of whether you choose to pursue criminal prosecution, you may decide to initiate a formal complaint under Harvard's Sexual and Gender-Based Harassment Policy, set forth above ([http://diversity.harvard.edu/files/diversity/files/harvard\\_sexual\\_harassment\\_policy.pdf](http://diversity.harvard.edu/files/diversity/files/harvard_sexual_harassment_policy.pdf)), which ultimately can give rise to internal disciplinary action against an alleged offender who is a Harvard student, faculty or staff member.

If you are considering this option, you are encouraged to consult your School or unit Title IX Coordinator or the University's Title IX Officer, but you may, if you choose, contact another School or University officer, who will refer the matter as appropriate. The procedures for handling complaints involving students can be found at <http://diversity.harvard.edu/files/>

[diversity/files/harvard\\_sexual\\_harassment\\_procedures\\_student.pdf](#). When allegations are asserted against a staff member, faculty member, other appointee, or third party, the School or unit Title IX Coordinator, in consultation with other Harvard officers, will determine whether some or all of the allegations will be handled at the School or unit level, or whether Harvard's Office for Sexual and Gender-Based Dispute Resolution will conduct all or part of any investigation.

All proceedings conducted pursuant to the Sexual and Gender-Based Harassment Policy shall be prompt, fair, and impartial. Those investigating a complaint will receive annual trainings on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both parties have equal opportunities to have others present during the proceeding, including an advisor of their choice.

At the conclusion of an investigation under Harvard's Sexual and Gender-Based Harassment Policy, findings of fact will be issued and a determination will be made as to whether there was a violation of the policy, using a preponderance of the evidence standard. Following this determination, the relevant School or unit will consider the imposition of discipline through its own

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

processes and notify the parties as appropriate. Complaints will be resolved promptly, though time frames may be extended for good cause with notice to the parties of the delay and the reasons for the delay. Interim measures, as described above, may be considered or implemented at any time before, during or after the proceedings.

Disciplinary sanctions for actions that are found to have violated Harvard's Sexual and Gender-Based Harassment Policy (including without limitation sexual assault, domestic violence, dating violence or stalking) will vary depending on the nature and severity of the offense. For students, possible sanctions may vary from School to School but generally include warning or admonishment, probation, suspension or requirement to withdraw, dismissal or expulsion. For employees, the possible sanctions generally include warning, probation, suspension or termination. Both the accuser and the accused will receive simultaneous notification, in writing, of: the result of any institutional proceeding regarding a violation of Harvard's Sexual and Gender-Based Harassment Policy; any available appeal procedures; any change to the results prior to their becoming final; and the final results.

In addition, 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

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identifiable information regarding victims in the HUPD crime log, in campus Timely Warnings, or online.

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 University Health Services, UHS 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.

## 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.

## Harvard Resources

HUPD, OSAPR, and UHS are well trained to aid students, faculty, and staff who are victims of sex offenses, domestic

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

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-wide Title IX Officer and the School and unit Title IX coordinators can speak with you about your options, support services, and how to file a formal complaint under the University Sexual and Gender-based Harassment Policy. Each School has Title IX coordinators designated to serve students, faculty, and staff. To identify a Title IX Coordinator for your School or unit, please visit: <http://odr.harvard.edu/title-ix-coordinators>. Harvard faculty and staff can 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.

## **Harvard University Police Department (HUPD)**

**617-495-1796**

[www.hupd.harvard.edu/personal-and-violent-crime](http://www.hupd.harvard.edu/personal-and-violent-crime)

## **Office of Sexual Assault Prevention and Response (OSAPR)**

**617-495-9100**

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

## **Office for Sexual and Gender-Based Dispute Resolution**

**617-495-3786**

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

## **Harvard University Health Services Medical Service**

**617-495-5711**

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

## **Harvard University Behavioral Health Services**

**617-495-2042**

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

## **Bureau of Study Counsel**

**617-495-2581**

[www.fas.harvard.edu/~bsc/](http://www.fas.harvard.edu/~bsc/)

## **RESPONSE (peer counseling for Harvard College students)**

**617-495-9600**

[www.hcs.harvard.edu/~response](http://www.hcs.harvard.edu/~response)

## **Harvard Chaplains**

**617-495-5529**

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

## **Harvard Employee Assistance Program**

**877-327-4278**

[hr.harvard.edu/employee-assistance-program](http://hr.harvard.edu/employee-assistance-program)

[harvie.harvard.edu/Work\\_Life\\_Balance/Employee\\_Assistance\\_Program](http://harvie.harvard.edu/Work_Life_Balance/Employee_Assistance_Program)

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

## External Resources

**Beth Israel Deaconess Medical Center, Center for Violence Prevention and Recovery**

**617-667-8141**

[www.bidmc.harvard.edu/display.asp?node\\_id=5659&leaf\\_id=9619](http://www.bidmc.harvard.edu/display.asp?node_id=5659&leaf_id=9619)

**Boston Area Rape Crisis Center (BARCC)**

**617- 492-8306**

24 Hour Hotline: **617-492-7273**

Monday - Friday: 9:00 a.m. to 5:00 p.m.

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

**Cambridge Health Alliance Victims of Violence Program (VOV)**

**617-591-6360**

[www.challiance.org/departments\\_ii/victimsofviolence.htm](http://www.challiance.org/departments_ii/victimsofviolence.htm)

**Middlesex County District Attorney's Office**

**Adult Sexual Assault Unit**

**617-591-7740**

[www.middlesexda.com](http://www.middlesexda.com)

## Additional Resources for Domestic Violence, Dating Violence, and Stalking Victims

If you are a victim of abuse and need treatment or referral, call SafeLink, a Massachusetts statewide multilingual, 24-hour service hotline at 877-785-2020. For more resources on domestic violence, please visit [www.hupd.harvard.edu/domestic-violence](http://www.hupd.harvard.edu/domestic-violence), the Massachusetts Office for Victim Assistance at [www.state.ma.us/mova](http://www.state.ma.us/mova), Jane Doe Inc. at [www.janedoe.org](http://www.janedoe.org), or the National Domestic Violence Hotline at [www.ndvh.org](http://www.ndvh.org).

## Prevention and Awareness Programs and Campaigns

The University provides primary prevention and awareness programs for incoming students and new employees as well as ongoing prevention and awareness campaigns for current student and employees. Among other things, they describe Harvard's Sexual and Gender-Based Harassment Policy (which is applicable to conduct that includes sexual assault, domestic and dating violence and stalking), explain the meaning of the terms used in the policy, and provide information on the actions that can be taken, both within and outside the University, if an incident occurs. These programs and campaigns are led

# Sexual Assault, Domestic Violence, Dating Violence, and Stalking

by individual Harvard Schools, by the Office for Sexual and Gender-Based Dispute Resolution (“ODR”) and by the Office of Sexual Assault Prevention and Response (“OSAPR”), which offers a variety of written materials, workshops, and other activities to heighten awareness and promote risk reduction, including safe and positive options for bystander intervention. For example, all incoming undergraduate students attend mandatory sexual assault workshops. HUPD officers attend these workshops, which are led by peer educators trained and supervised by OSAPR, to personalize 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.

## Rape Aggression Defense (RAD) Program

The Rape Aggression Defense (RAD) Program, taught by HUPD officers, empowers female students, faculty, and staff to combat various types of assaults by providing them with realistic self-defense tactics and techniques. This empowerment is taught through four basic principles: education, dependency on self, making one’s own decisions, and realization of one’s own power. The objective of RAD is to develop and enhance

self-defense options for women. The course, which consists of four, 4-hour classes, begins with awareness, prevention, risk reduction, and risk avoidance, and then progresses to the basics of hands-on defense training. The classes provide women with the knowledge to make educated decisions about resistance. In order to successfully complete the course, students are required to attend all four classes.

For more information about the course please contact the RAD Coordinator via [www.hupd.harvard.edu/rape-aggression-defense-program](http://www.hupd.harvard.edu/rape-aggression-defense-program), or visit [www.rad-systems.com](http://www.rad-systems.com).

# Hate Crimes

The HUPD is committed to protecting the state and federal civil rights of all individuals within the Harvard community. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes designed to infringe upon a person's civil rights will be treated seriously and given high priority. The HUPD will use every necessary resource to identify the perpetrators rapidly and decisively, and to arrest and prosecute them while at all times taking into consideration the victim's desire on how to proceed.

If you feel that you have been the victim of a hate crime or bias-related incident, please contact the HUPD immediately at 617-495-1212 to report the incident.

For additional resources please visit:

[www.mass.gov/eopss/hate-crimes-reporting.html](http://www.mass.gov/eopss/hate-crimes-reporting.html)



# Harrassment

The HUPD takes reports of harassment involving members of our community very seriously and investigates each report fully. There are three types of harassment under Massachusetts General Laws:

1. **Annoying telephone calls**
2. **Criminal harassment**
3. **Stalking**

Harassment can take the form of personal contact, mail, telephone calls, email, facsimiles, and internet communication. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, mediation, and the initiation of disciplinary processes or criminal prosecution, when appropriate. Where harassment is found to have occurred, HUPD will act to stop the harassment, prevent its recurrence, and hold those responsible accountable for their actions.

At all times, the investigation will be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. If you feel that you are being harassed or threatened in any way, it is important that you call the HUPD immediately at **617-495-1212**.

For additional information on harassment please visit [www.hupd.harvard.edu/harassment](http://www.hupd.harvard.edu/harassment).



# Alcohol and Drug Policies

Harvard expects its students and employees to maintain an environment that is safe and healthy. 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. 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. HUPD will enforce Massachusetts underage drinking laws and federal and state drug laws.

Cities and towns in Massachusetts prohibit public consumption of alcohol and impose fines for violations. The Massachusetts Department of Conservation and Recreation also prohibits public consumption of alcohol in its parks. Harvard University is not, and cannot be considered, a sanctuary from the existing laws. Violators of the law may be subject to heavy penalties mandated by city, state, and federal governments. Potential penalties include the loss of student grants and loans, fines, and prison sentences.

## Policies for Students

As stated above, Harvard University, consistent with the laws of the Commonwealth of Massachusetts, prohibits the consumption, possession 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. These policies 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.

## Employee Policy

*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. Detailed information on local, state, and federal laws concerning drugs and alcohol is available upon request from the Office of the General Counsel.

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 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.

## **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 undergraduate 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 abuse or dependency.

For additional information on drug and alcohol abuse education programs visit the AODS website at [www.aods.harvard.edu](http://www.aods.harvard.edu).

## Resources for Advice and Counseling

Substance abuse is potentially harmful to health. 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. Harvard staff members can learn about the dangers of substance abuse and get information about treatment and counseling options available to the Harvard community through the Office of Wellness and Health Communication of the University Health Services, and Harvard's Employee Assistance Program (EAP). For more information on Harvard's resources, staff members, and others may consult the Harvard University Police Department or contact the Office of Human Resources. Additionally, any member of the University community may use the University Health Services on an emergency basis at any time, day and night.

## Harvard Resources

**Office of Alcohol and Other Drug Services (for undergraduates)**

**617-496-0133**

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

**Harvard University Health Services Medical Service**

**617-495-5711**

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

**Harvard University Behavioral Health Services**

**617-495-2042**

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

**Harvard University Health Services Center for Wellness**

**617-495-9629**

[www.cw.uhs.harvard.edu](http://www.cw.uhs.harvard.edu)

**Bureau of Study Counsel (for undergraduates)**

**617-495-2581**

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

## 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 Person Policy

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; (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 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. 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. 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

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 [www.mass.gov/sorb](http://www.mass.gov/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 [www.ehs.harvard.edu/services/fire-safety](http://www.ehs.harvard.edu/services/fire-safety).



# Access to and Security of Facilities

Most campus facilities are open to community members and visitors during normal business hours. 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. 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.



# Safety Escorts and Transportation

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 weekdays from 5:45 a.m. to 4:00 a.m., and weekends from 12:00 p.m. to 5:00 a.m. (Friday & Saturday nights)

### 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)/**TTY# 617-496-6642**

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 Evening Van Service is designed to transport faculty, staff and students safely about the campus area as a supplement to the shuttle bus system. The Evening Van Service operates throughout the academic year from 7:00 p.m. to 3:00 a.m. with the last phone call at 2:30 a.m. Please call **617-495-0400** for questions and service.

### 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 seven nights a week 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. - 2:00 a.m., Sunday through Wednesday, and 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 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 through the security guard stationed inside Vanderbilt Hall 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. Students at HMS, HSPH, HSDM, GSAS, DMS, HBS, and FAS, as well as Harvard University officers and staff need only swipe their HUID to ride the bus for free. Other Harvard graduate students, as well as faculty and employees of Harvard-affiliated hospitals must either purchase tickets at the M2 ticket offices or add value to their Crimson Cash account (which is accessed by their HUID) at the Crimson Cash website (which is accessed by their HUID) at the Crimson Cash website at [www.cash.harvard.edu](http://www.cash.harvard.edu). 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 — Cambridge Campus Clery Act Criminal Statistics

Criminal Offenses	2011					2012					2013				
	Campus (1)	Resid. (2)	Non Campus (3)	Public (4)	Total (5)	Campus(1)	Resid.(2)	Non Campus (3)	Public(3)	Total(4)	Campus(1)	Resid.(2)	Non Campus (3)	Public(3)	Total(4)
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	12	11	0	1	13	24	24	0	0	24	17	17	0	1	18
Forcible Fondling	9	5	0	4	13	7	7	0	7	14	18	16	0	4	22
Nonforcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	18	19	1	0	0	20	21	1	0	0	13	14
Aggravated Result	7	2	0	29	36	2	0	0	26	28	1	0	0	13	14
Domestic Violence	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	0	3	3	0	6	9
Dating Violence	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	0	3	1	0	0	3
Stalking	N/A	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	0	13	11	0	3	16
Burglary	24	7	0	0	24	34	14	0	0	34	31	9	1	0	32
Motor Vehicle Theft	3	0	0	10	13	3	0	0	11	14	1	0	0	15	16
Arson	0	0	0	0	0	1	1	0	0	1	0	0	0	1	1
<b>TOTAL</b>	<b>56</b>	<b>25</b>	<b>0</b>	<b>62</b>	<b>118</b>	<b>72</b>	<b>46</b>	<b>0</b>	<b>64</b>	<b>136</b>	<b>88</b>	<b>57</b>	<b>1</b>	<b>56</b>	<b>145</b>
<b>Bias Crimes</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Religion	4	0	0	0	4	0	0	0	0	0	0	0	0	3	3
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/National Origin	2	0	0	0	2	0	0	0	1	1	0	0	0	1	1
<b>TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>Arrests</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Drug Law Violations	0	0	0	8	8	2	0	0	19	21	1	0	0	11	12
Liquor Law Violations	0	0	0	4	4	0	0	0	7	7	0	0	0	7	7
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>29</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>19</b>
<b>Disciplinary Actions</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	13	13	0	0	13	9	9	0	2	11	7	7	0	0	7
Liquor Law Violations	35	35	0	8	43	48	48	0	0	48	52	52	0	0	52
<b>TOTAL</b>	<b>48</b>	<b>48</b>	<b>0</b>	<b>8</b>	<b>56</b>	<b>57</b>	<b>57</b>	<b>0</b>	<b>2</b>	<b>59</b>	<b>59</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>59</b>

(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) Residence: residence only. (3) 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. (4) 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. (5) Total: campus crime + non-campus + public crime.

# Appendix 2 — Longwood Campus Clery Act Criminal Statistics

Criminal Offenses	2011					2012					2013				
	Campus (1)	Resid. (2)	Non Campus (3)	Public (4)	Total (5)	Campus(1)	Resid.(2)	Non Campus (3)	Public(3)	Total(4)	Campus(1)	Resid.(2)	Non Campus (3)	Public(3)	Total(4)
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
Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	5	5	0	0	0	6	6	0	0	0	9	9
Aggravated Result	0	0	0	8	8	0	0	0	1	1	1	0	0	8	9
Domestic Violence	0	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	0	0	0	0	0	0
Dating Violence	0	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	0	0	0	0	0	0
Stalking	0	N/A	N/A	N/A	0	N/A	N/A	N/A	N/A	0	2	0	0	0	2
Burglary	4	0	0	0	4	5	0	0	0	5	6	0	4	0	10
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	1	0	0	1	2
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>17</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>4</b>	<b>18</b>	<b>32</b>
<b>Bias Crimes</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>
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	1	1
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/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>1</b>	<b>1</b>
<b>Arrests</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	2	2	0	0	0	0	0	0	0	0	3	3
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>2</b>	<b>2</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>3</b>	<b>3</b>
<b>Disciplinary Actions</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>	<b>Campus</b>	<b>Resid.</b>	<b>Non-Cam</b>	<b>Public</b>	<b>Total</b>
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>

(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) Residence: residence only. (3) 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. (4) 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. (5) Total: campus crime + non-campus + public crime.

# Appendix 3 — 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.

**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 determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(2) For the purpose 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 section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## Appendix 3 — Definitions of Crimes for Clery Act Criminal Statistics

### **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 section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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.

**Fondling** – 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.

**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.

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

## Appendix 3 — Definitions of Crimes for Clery Act Criminal Statistics

**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.

**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.)

**Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**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 and included in Appendix A [of the proposed regulations].

**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

## Appendix 3 — Definitions of Crimes for Clery Act Criminal Statistics

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.

**Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**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.



# Appendix 4 — 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.

## Appendix 4 — Certain Definitions Under Massachusetts Law

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

## Appendix 4 — Certain Definitions Under Massachusetts Law

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.

