



Harvard University Police Department | 2013–2014 Annual Security Report

PLAYING IT SAFE

A GUIDE FOR KEEPING SAFE
AT HARVARD

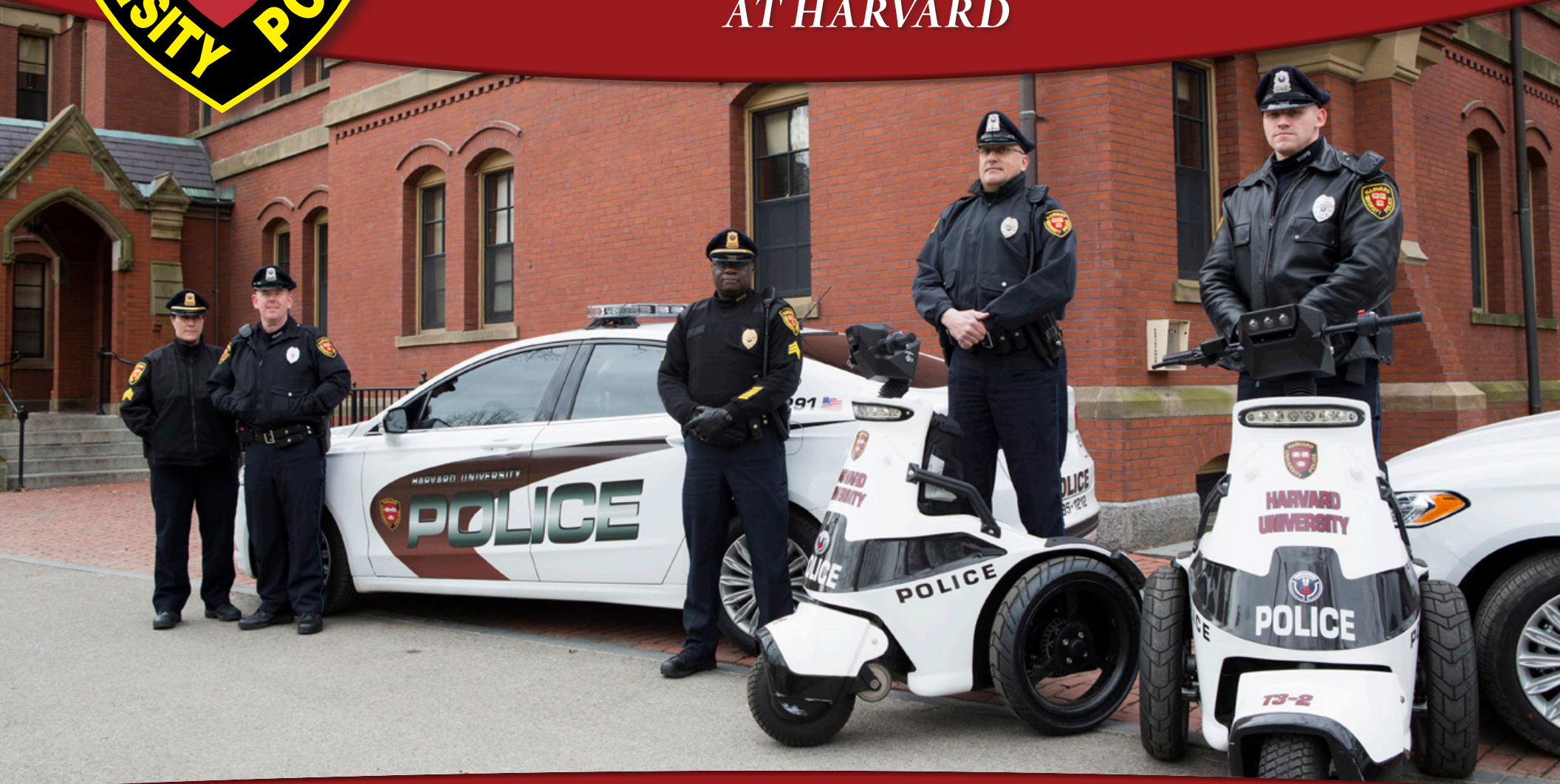


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Chief's Greeting

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 provide 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 share 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 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 respond to any crime on campus and any "breach of the peace" on city streets in Cambridge, Somerville, and Boston. Officers receive the same academy training as officers from Cambridge. With the exception of a couple of crimes, such as a homicide, the HUPD has primary jurisdiction over all crimes occurring on campus. However, the Department maintains a good working relationship with Cambridge Police, Boston Police, Massachusetts State Police, and Somerville Police and will coordinate with them at times in order to ensure the most appropriate response to criminal incidents occurring both on campus and the areas immediately adjacent to campus.



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

Criminal Investigations

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.

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

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

Off-Campus Criminal Investigations

When a student is involved in off-campus incident involving disorderly or criminal behavior, HUPD officers may assist the local police department in their investigation. On a regular basis the Cambridge and Boston Police share incident reports which involve off-campus criminal activity committed by Harvard students. The HUPD shares those reports with the appropriate school or department for follow-up that could result in disciplinary actions.

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 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**

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 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 (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 will 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 includes the officer's shift assignment and their 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 employees who act unprofessionally or rudely, or who do not seek 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 citizen complaints.

We also wish to recognize instances where our employees have been especially helpful or have exceeded your 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.php. Community members may include their name and email address or do it anonymously. Anonymous complaints will be investigated but the investigation may be limited if the complainant is not available for follow-up questioning.



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 a timely manner. Timely reporting of information assists us in intervening in potential criminal activity and apprehending suspects. Please do not delay in calling.

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. The HUPD maintains a good working relationship with both departments and they generally inform us of the **911** call. Either way, there will be a public safety response to your location, either by the HUPD alone or a joint response. Community members calling **911** from a cell phone will be connected with the Massachusetts State Police who will then transfer the call to the appropriate jurisdiction, unless the incident occurred on state owned property (area around the Charles River and the Fenway.)

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 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 take a moment to call us to alert us to the situation. We will then dispatch officers immediately to investigate the situation and take appropriate actions.

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. The small inconvenience of calling the HUPD is far outweighed by the benefit of alerting us of potential criminal behavior.

What Is Suspicious?

Signs of behavior that might be suspicious:

- » A person trying to enter a residence without the proper access card
- » A person running and looking about furtively, as if he or she were being watched or chased
- » A stranger carrying property at an unusual hour or location, especially if the items are computer or other electronic equipment, office machinery, or a locked bicycle
- » A person going door-to-door in an office building or a residential area
- » Any person forcibly entering a locked vehicle or building

- » Transactions being conducted from vehicles, especially near schools or parks. You may be witnessing an illegal drug sale or sale 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 by either calling a twenty-four hour automated voice mail system at **617-496-2700** or online at www.hupd.harvard.edu/anonymous.php. This 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 should be as detailed as possible.

Confidential Reporting

Although we encourage the reporting of campus criminal activity directly to the HUPD, in some instances community members may choose to file a report with University and school officials. Reports of criminal behavior reported to these officials are included in the annual disclosure of criminal statistics included in this report.

The officials who you should report to vary from school to school and department to department but could include Administrative Deans, Dean of Students, Resident Deans, Proctors, housing coordinators, representatives of the Office of Sexual Assault Prevention Response, and health care professionals working at University Health Services.



Behavioral Assessment and Consultation Team (BACT)

In the fall of 2012, senior University officials endorsed the creation of the Harvard University Behavioral Assessment and Consultation Team (BACT). The creation of the team formalizes the process that has been used 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 presents 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 is committed to employing a proactive, collaborative, coordinated, and fact-based process. Working in concert with the school or department, BACT seeks to bring its expertise to the identification, assessment, consultation, intervention, and management of situations that pose, or may potentially pose, a threat to the safety and well-being of the campus community.

Purpose

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

Early Intervention is Essential

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

How to share your concern

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

If you are concerned about threatening behavior or a disturbing situation that is NOT an emergency event, contact your school or department administration or the University's BACT team staff person, Steven Catalano at the **617-495-9225** or steven_catalano@harvard.edu.

For additional information on the BACT please visit www.hupd.harvard.edu/bact.



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 invoke a lot of fear and are anxiety provoking. 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 can be taken immediately to protect oneself. 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 what the safest course of action is 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. For additional information on the HUPD's active shooter safety guidelines please visit www.hupd.harvard.edu/shooter_safety.

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 Assistant to the Chief of Police, at **617-495-9225** or by email at steven_catalano@harvard.edu to arrange it.

Crime Awareness

Timely Warnings

The HUPD provides timely warnings to the University community when a significant criminal incident occurs on campus or in an area surrounding campus that represents a continuing public safety 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 what actions people can take to diminish their chances of being victimized.

A warning that could jeopardize a criminal investigation will not be distributed. The amount and type of information presented in the warning will vary depending on the circumstances of the crime. An effort will always be made to distribute a warning within twenty-four hours of the crime and to make the warning a preventive tool, not solely a description of the incident. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes.

Timely warnings are distributed as a Community Advisory or as a Crime Alert. When crimes pose a threat to the entire

University community, a Community Advisory is written and distributed to the entire University community. When crimes pose a threat to a specific population or location, a Crime Alert is written and disseminated to the relevant population of students, faculty, and staff or to the students, faculty, and staff in the specific area or location.

Community advisories are disseminated as emails to all students, faculty, and staff on either the Cambridge or Longwood campus and posted on the Department's website. Crime alerts are sent to University officials with a request to forward to a specific population of students, faculty, and staff. To view current and archived advisories please visit: www.hupd.harvard.edu/advisories.php.



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 - 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

MessageMe is the University’s primary tool for emergency notifications to the campus community. 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, email, RSS, Facebook, or Twitter.

Users of MessageMe are requested to update their contact information annually at the start of the academic year by logging onto www.messageme.harvard.edu. Members of the Harvard community are not required to sign up for the MessageMe service. Currently, there are more than 24,000 MessageMe subscribers.

In the event of a life-threatening and/or campus-wide emergency, select members of HUPD and/or Harvard Public Affairs & Communications Office, 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 the notification as well as the appropriate audience for its receipt 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 Evacuations

Emergency evacuation plans have been created for every building on campus as well as for major outdoor areas of campus such as the Harvard Yard and Business School campus. Building evacuation drills are conducted throughout campus multiple times per year. 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 and outdoor evacuation routes are publicized to the Harvard community.

Public Police Log

The HUPD produces a written daily log that is available to the public, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC 1092 (f), 34CFR668.46 (“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 two locations. The official log, which contains sixty days of incidents reported to the HUPD, is kept at HUPD headquarters, 1033 Massachusetts Avenue, 6th floor. The official log is updated as new information becomes available. In addition, the HUPD also posts an electronic version of the log at www.hupd.harvard.edu/public_log.php. 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 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) (Clery Act) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose annual information about campus crime. Each year the University files a report with the United States Department of Education stating the incidences of crime on campus.

The statistics reflect the number of incidents for the crimes of homicide, manslaughter, forcible and nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson that occurred on or near campus for the previous three calendar years. Also included in the tables are arrests and disciplinary referrals for drug law violations, liquor violations, weapon violations, and bias-related crimes. For a definition of the crimes listed on the tables please visit www.hupd.harvard.edu/crime_definitions.php. For additional information on the Clery Act please visit www.ed.gov/admins/lead/safety/campus.html.

The statistics include crimes reported directly to the HUPD, to local law enforcement agencies, and to “campus security authorities.” “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](#).

For an explanation of the Clery Act criminal statistics reports please see [Appendix 3](#).



Your Role in Preventing Crime

Crime Prevention Education and Awareness

In addition to the daily informal face-to-face contacts officers 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. 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 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. Therefore, we share 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. It doesn't help that you are just aware of them. Each of you must assume a personal responsibility by taking precautions to prevent yourself from becoming a victim. The more people looking out for one another, the more effective we will be at protecting the community.

Theft Prevention

The Harvard University Police Department is committed to providing the Harvard community with a safe and secure environment. Although reported crime at Harvard is low, more than 90% of it is property crime, it is important for students, faculty, staff, and visitors to remember that we are located in an urban setting. Therefore, we share many of the crime and safety issues that exist in any city. The safety and security of the University is the shared responsibility of the entire community.

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

You should take the following precautions to safeguard your property:

- » When you leave your room or office, even for a moment, always keep your doors and windows locked. Do not prop open or disengage the locking system on the door or windows.
- » Never leave your purse, wallet, book bag, laptop, cell phone, iPod, or other property unattended even for a moment in a public setting. If you must leave your property, leave it with someone you know, not a person studying or working in the area. Before you walk away from your property: **“stop, think and secure.”**

- » Never allow anyone you do not know to enter a locked building when you are entering or exiting. Do not let people “piggyback” with you! If someone does enter that you don’t recognize please call the HUPD at **617-495-1212** immediately. Do not confront 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/bike.php.
- » Register laptops with the LoJack for Laptops program at www.hupd.harvard.edu/laptop.php.
- » 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 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.
- » In the event that you filed a report with the HUPD please note the case number and date reported below.

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/bike.php, 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/.

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.php.
- » 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.php.

As a university student, having your laptop stolen can be devastating.

- » It's more than just the laptop—it's your music, photos, and important school work.
- » The cost of replacing your laptop and everything on it.
- » Your personal files and photos are no longer private.

Why LoJack for Laptops?

- » The ONLY Investigative Theft Recovery team that works with campus and local police to get your laptop back.
- » The technology is already embedded in most PCs, making it very difficult to detect and remove.
- » It's proven! 29,000+ laptop recoveries in 100+ countries.
- » Helps cut down crime on campus.



Recover: Every year thousands of people get their personal devices back thanks to the Investigations and Recovery Services Team.



Lock: Remotely display a message and also lock your device so no one can logon and search your files, photos or passwords.



Delete: Remotely delete files, photos, passwords, emails, financial data and records to help prevent costly and traumatic identity theft.



Locate: 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 or email lojackforlaptops@harvard.edu.



Rape and Indecent Assault and Battery

Rape

According to Massachusetts General Laws, Chapter 265, Section 22, rape is defined as follows:

“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, shall be punished by imprisonment in the state prison for not more than twenty years.”

Rape may occur between people who know each other and between people who have previously had consensual sexual relations. Under Massachusetts law, both men and women may be the victims or the perpetrators of rape.

Indecent Assault and Battery

If a perpetrator intentionally has physical contact of a sexual nature with the victim without the victim's consent, the perpetrator can be charged with the crime of indecent assault and battery. Such contact may include touching a woman's breasts or buttocks, or the pubic area of a man or woman. Indecent assault and battery is a felony that may be punishable by up to five years imprisonment.

If you are uncertain whether a situation constitutes a rape or indecent assault and battery, please consult with either the HUPD, Office of Sexual Assault Prevention and Response (OSAPR), University Health Services (UHS), your resident Dean, a designated Sexual Assault/Sexual Harassment (SASH) Advisor, or other helping resources to get support and information, and to determine if a crime has been committed.

If a Rape or Indecent Assault and Battery Occurs

Students will find their resident Deans, the College Dean's office, the Office of Sexual Assault Prevention and Response (OSAPR), or the offices of student affairs in other schools helpful and supportive. You are strongly encouraged to report instances of rape or indecent assault and battery to these or other University officials. Massachusetts General Laws and University policy seek to protect victims of rape, indecent assault and battery, and other sex offenses, and they encourage the reporting of such crimes to responsible University officials. If you have been the victim of a rape or an indecent assault and battery, the HUPD strongly recommends one of the following options:

- » Call the HUPD at **617-495-1212** or **617-432-1212** (Longwood Campus) to report the incident. HUPD can

arrange for an officer to transport you to UHS, whether or not you decide to file a police report. You may call and request transportation to UHS without divulging that you have been raped or sexually assaulted. 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 campus and off-campus.
- » Seek medical assistance at University Health Services (UHS.)
- » Seek counseling assistance at University Health Services (UHS.)
- » Report the rape or indecent assault and battery to your local human resource official.
- » Report the rape or indecent assault and battery to a local police department, such as Cambridge or Boston, even if the incident occurred on campus.

HUPD Response

You can expect the following to occur when you notify the HUPD:

- » Your identity will be maintained in confidence. Although community advisories about the incident may be circulated in cases that present a serious public safety risk, every effort will be made to maintain confidentiality and to respect the legitimate privacy concerns of all involved individuals.
- » 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 suspect.



- » He or she will ask you for the location and time of the rape, a description of the rapist, and a description of any injuries
- » 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 extensively in the investigation of sexual offenses and the impact of the crime on the victim. They will approach each case in a sensitive manner.
- » The police will request a medical examination at the Beth Israel Deaconess Medical Center Rape Crisis Intervention Program 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.
- » You will be interviewed (you may specifically request a female officer). A friend or counselor may be with you during the interview. All statements you make may be used during any subsequent legal proceedings.

It is important to preserve any physical evidence that may be necessary to prove that a rape occurred. Both the HUPD and UHS can advise and assist you in the preservation of such evidence. At a minimum, don't bathe, douche, or change your clothes. After a rape or indecent assault and battery, try to write down everything you can remember about the perpetrator,

including a physical description, the use of force or threats, and any information you remember concerning the assailant's identity.

When you report a rape or indecent assault and battery to the police, you will be provided with immediate physical protection and transportation to a medical facility. You are not making a commitment to file charges or to testify in court.

If you wish to report a rape or indecent assault and battery anonymously, you may contact the HUPD's Sensitive Crime Unit at **617-495-1796**, relay information to the HUPD via a UHS counselor, or report the incident in writing to the Chief of Police at 1033 Massachusetts Avenue, Sixth Floor.

Options for Further Action

Students will find their Resident Deans, the College Dean's office, the Office of Sexual Assault Prevention and Response (OSAPR), or the offices of student affairs in other schools helpful and supportive. These offices will provide assistance in changing academic and living arrangements in response to the incident if appropriate.

As a victim of rape or indecent assault and battery 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.

You may also choose not to prosecute your assailant. There is no law in Massachusetts requiring a rape victim to prosecute. If the offender is a Harvard affiliate, victims may choose to pursue disciplinary action against the offender.

Disciplinary Procedures

If the alleged offender is a Harvard affiliate, you may report the incident to a University officer to file a complaint against the perpetrator under the applicable Harvard disciplinary procedure. The Dean's office, office for student affairs, or human resources office in your school or department can provide advice. You may initiate a disciplinary process whether or not you seek to prosecute.

Reported rape and other sexual misconduct by students, faculty, or staff are grounds for initiating disciplinary procedures. Since these procedures vary among schools and administrative departments, you should consult the Dean's office in your school or the appropriate administrative office in your school or department for information on applicable processes.

The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. University-

imposed sanctions for rape or indecent assault and battery will vary depending on the nature and severity of the offense, and may include penalties up to and including termination of student status or Harvard employment. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

If a school's judiciary board finds that a student has committed a disciplinary violation involving a crime of violence or a non-forcible sex offense, the school also may, if legally permitted and in the school's judgment appropriate, disclose certain information about the disciplinary case. The disclosure may include the student's name, the violation committed, and the sanction imposed.

Privacy Concerns

Under Massachusetts General Laws, Chapter 112, Section 12A1/2, the University Health Services is required to forward a confidential report of rape or indecent assault and battery 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. When applicable, these reported incidents will be included in the Clery Act report.

Massachusetts General Laws Chapter 41, Section 97D establishes that reports of rape and indecent assault and

battery (or attempts to commit those offenses) are not public documents. Police departments must maintain such reports in a manner that will ensure their confidentiality.

Massachusetts General Laws Chapter 265, Section 24C similarly protects the confidentiality of court and police records relating to an arrest, investigation, or complaint for rape or assault with intent to rape. The law also provides that such records are not public records, and prohibits disclosing the victim's name.

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 rape and indecent assault and battery. If you choose not to take advantage of these resources immediately, at the very least 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

The staffs at the HUPD, OSAPR, and UHS are well trained to aid students, faculty, and staff who are victims of rape or indecent assault and battery. In addition, each school has

administrative officers and counselors available to help. These individuals can be identified through the office for student affairs in each school, through the Office for Coeducation in Harvard College, or through the Harvard College Dean's office.

Harvard faculty and staff can find assistance and support at the Deans offices, the offices of human resources at each school or department, or the central Office of Human Resources in Holyoke Center.

Additional resources include:

Office of Sexual Assault Prevention and Response (OSAPR)

617-495-9100

www.fas.harvard.edu/~osapr/

UHS-Bureau of Study Counsel

617-495-2581

www.fas.harvard.edu/~bsc/

RESPONSE (peer counseling)

617-495-9600

www.hcs.harvard.edu/~response

Harvard Chaplains

617-495-5529

www.chaplains.harvard.edu

The Wellness Corporation (Harvard employee assistance program):

877-327-4278

www.employment.harvard.edu/benefits/worklife/eap.shtml

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

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

Cambridge Health Alliance Victims of Violence Program (VOV)

617-591-6360

www.challiance.org/departments_ii/victimsofviolence.htm

Middlesex County District Attorney's Office

Adult Sexual Assault Unit

617-591-7740



Educational Programs

The Office of Sexual Assault Prevention and Response and schools within the University offer a variety of written materials, workshops, and other activities to promote awareness of the seriousness of sexual offenses, including rape, acquaintance rape, and indecent assault and battery. For more information on OSAPR and the resources offered please call **617-495-9100** or visit: www.fas.harvard.edu/~osapr/.

All incoming undergraduate students are required to attend a mandatory sexual assault workshop covering the College's Sexual Misconduct Policy and reporting options (HUPD, Ad Board, OSAPR for informal options, etc.). HUPD officers attend these workshops to personalize the resource and help make it as approachable as possible. Students are split by gender and have the option to attend an alternate LGBTQ-focused workshop. Workshops are led by peer educators trained and supervised by the Office of Sexual Assault Prevention and Response. Students participate in a discussion on the Sex Signals performance, 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, while progressing 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/RAD.php, or visit www.rad-systems.com.

Domestic Violence

Domestic violence is any of the following behaviors: physical, sexual, economic and emotional abuse, alone or in combination, by an intimate partner often for the purpose of establishing or maintaining power and control over the other partner. The HUPD takes reports of domestic violence very seriously and each report will be investigated fully. In any domestic violence situation, the safety of the victim and any involved children is paramount.

Domestic violence occurs in heterosexual, lesbian, gay, bisexual, and transgender relationships. Whether the victim is male or female, violence of any kind in relationships is unacceptable. Domestic violence affects people from every age, racial or ethnic background, religious group, neighborhood, and income level.

The Massachusetts General Laws define domestic abuse as the occurrence of one or more of the following acts between family or household members:

1. **Attempting to cause or causing physical harm**
2. **Placing another in fear of imminent serious physical harm**
3. **Causing another to engage involuntarily in sexual relations by force, threat or duress**

Family or household members are defined as persons who:

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

HUPD Response

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 **(49) 5-1212**.

An HUPD officer who has reason to believe that a family or household member has been abused or is in danger of being abused must:

1. **Remain on the scene a reasonable time to prevent further abuse.**
2. **Assist the abused person in obtaining medical treatment – by driving the person or obtaining transportation.**
3. **Assist the person in locating and getting to a safe place.**
4. **Give the abused person a written copy of his/her rights, reading it in English and, whenever possible, in the victim's native language.**
5. **Activate the emergency judicial response system when the court is closed for business in order to assist the victim in applying for a restraining order. Inform the victim that the abuser, if arrested, is eligible for bail and may be promptly released.**

Resources

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.php, the Massachusetts Office for Victim Assistance at www.state.ma.us/mova, Jane Doe Inc. at www.janedoe.org, or the National Domestic Violence Hotline at www.ndvh.org.



Hate Crimes

The HUPD is committed to protecting the state and federal civil rights of all individuals. 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.

Massachusetts General Laws define a hate crime as a crime in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice, based on the actual or perceived race, color, religion, national origin, gender, disability, or sexual orientation of another group or individual.

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



Harrassment

The HUPD takes reports of harassment very seriously and each report will be investigated 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/criminal_harassment.php.



Alcohol and Drug Policies

State and federal law, as well as University policy, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

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.

University Policy

The following policy statement on drugs and alcohol is designed to address the University's concerns about substance abuse 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. This policy applies to every Harvard employee. Students should consult their school handbooks for other applicable policies and disciplinary procedures related to student conduct, as well as state and federal laws

concerning hazing, firearms, and other important concerns. In the absence of separate student policies about drugs and alcohol, this policy applies:

Violations of laws relating to controlled substances or alcohol are prohibited on Harvard premises, in vehicles provided by Harvard, at any work site or location at which University duties are being performed by employees, or as part of any of Harvard's activities. This means, among other things, that employees or students may not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace or on campus. Common examples of controlled substances, as defined by law, are cocaine, marijuana, and heroin. To acquaint members of the Harvard community with the applicable laws, the University's Office of the General Counsel has prepared a description of local, state, and federal laws concerning drugs and alcohol. A copy of the memorandum is available upon request.

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

Finally, to ensure Harvard's compliance with the Drug-Free Workplace Act, any employee who is convicted of a violation of any criminal drug law occurring in the workplace must report that conviction to his or her immediate supervisor within five days. The Drug-Free Workplace Act makes strict compliance with this policy statement a condition of employment on all federal grants or contracts. Within ten days of learning of a drug conviction resulting from the workplace activities of any individual engaged in work under grants or contracts funded by a federal agency, Harvard must notify the relevant funding agency of this conviction.

Educational Programs

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. 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.

Resources for Advice and Counseling

Substance abuse is harmful to your health, with effects ranging from disorientation and fatigue to psychosis, coma, and possible death. Because of the considerable health risks involved, resources are available to assist the University community in understanding and dealing with drug and alcohol abuse.

If you have questions or issues about alcohol and other drugs, or you think someone you know might have a problem with them, there are many resources in the Harvard/Cambridge/Boston area at your disposal.

These resources will maintain your or your friend's confidentiality, so please do not hesitate to use them.

Harvard Resources

Office of Alcohol and Other Drug Services

617-496-0133

www.aods.harvard.edu

UHS Bureau of Study Counsel (for undergraduates)

617-495-2581

www.bsc.harvard.edu

UHS Center for Wellness

617-495-9629

wwwcw.uhs.harvard.edu

UHS Medical Service

617-495-5711

UHS Mental Health Service

617-495-2042

The Wellness Corporation (Harvard employee assistance program)

877-327-4278

www.employment.harvard.edu/benefits/worklife/eap.shtml

External Resources

Alcoholics Anonymous

617-426-9444

www.aa.org

Al-Anon/Children of Alcoholics

508-366-0556

www.ma-al-anon-alateen.org

Women for Sobriety

215-536-8026

www.womenforsobriety.org

Smart Recovery Self-Help Network

781-891-7574

www.smartrecovery.org

Narcotics Anonymous

866-624-3578

www.na.org

Cocaine Anonymous

781-551-6677

www.ca.org

Missing Person Policy

Any person who believes that a currently enrolled Harvard University student is missing should immediately notify the HUPD at **617-495-1212**. Campus officials who receive a report that a student might be missing, must immediately notify the HUPD.

If the HUPD determines that the student has been missing for more than 24 hours, then, within the 24 hours following this determination, the school where the student is enrolled, working with HUPD as necessary, will:

1. **Attempt to contact the student using any confidential contact information that the student may have provided to the school;**
2. **Notify an appropriate external law enforcement agency;**
3. **Contact any person the student has identified to the school's registrar as an emergency contact; and**
4. **Notify others at the University, as appropriate, about the student's disappearance.**

For any student who is under 18 years of age and reported missing from on-campus housing, the HUPD will immediately notify the custodial parent or guardian once it is determined that the student is missing.

Students are reminded that they may provide their school's registrar with emergency contact information and/or confidential personal contact information if they have not already done so.



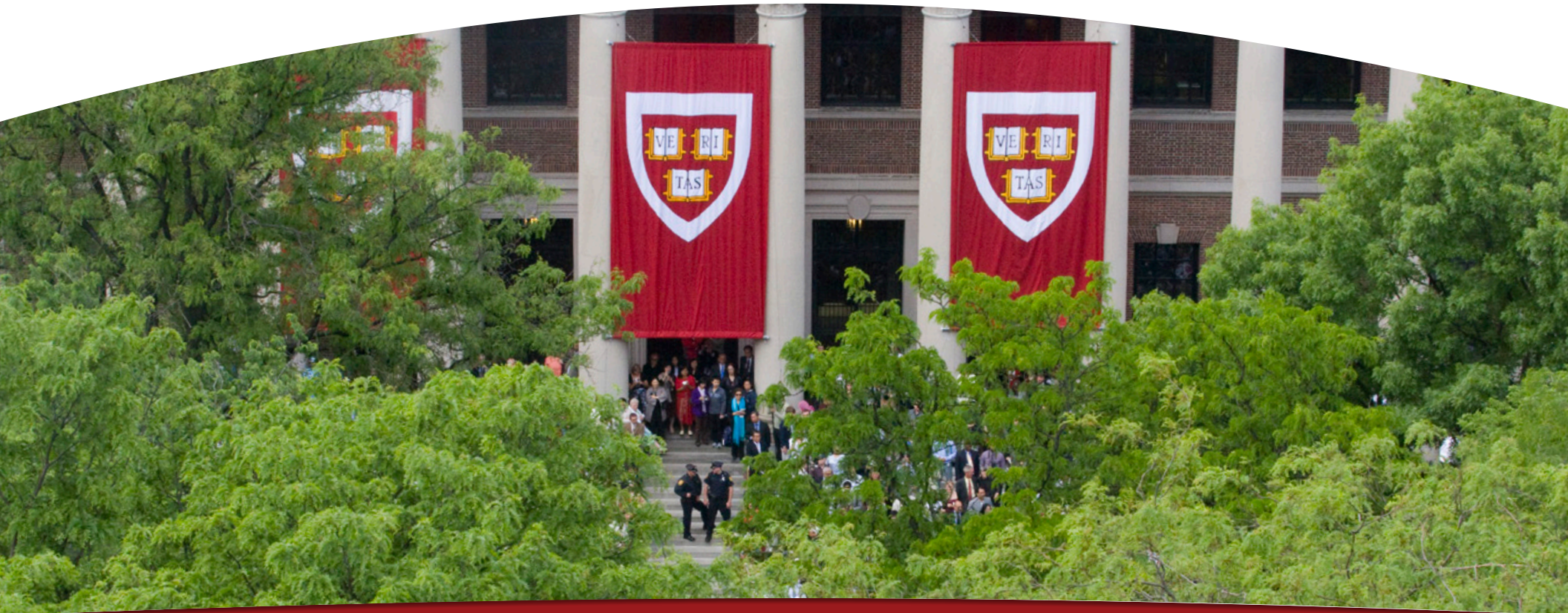
Sex Offender Registry

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 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.



Access to Facilities

Most campus facilities are open to community members and visitors during normal business hours. However, residences are secured 24 hours a day and require University identification or key access to gain entry.

Schools, residences, and administrative buildings typically assign responsibility for their maintenance and security to building superintendents or managers. Many schools and administrative departments have contracted with private security agencies 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.



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 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

The Shuttle Tracker continuously displays the location of Harvard University shuttles and animates their motion against a detailed map of recognizable University buildings and landmarks. Shuttle Tracker helps riders save time, stay safe, and have more control over their schedules while enabling management to manage the Transportation fleet with unprecedented clarity. For additional information on Shuttle Tracker please visit 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 extremely 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. 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, 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 University 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 at www.cash.harvard.edu. For schedule information and ticket sale locations visit: www.masco.org/directions/m2-cambridge-harvard-shuttle.

Designated Pathways

The University has created four Designated Pathways that cover the main walking routes throughout the Cambridge campus. The routes cover traveling from the Quad to the Yard, from the Science Center to Harvard Square, from the Science Center to the Prescott Street dormitories, and from Mather and Dunster Houses to the Yard. These routes tend to be better lit and more widely traveled than alternative routes. Additionally, each pathway has several blue light emergency phones located

along the route. Whenever possible, students, faculty, and staff should not walk alone after dark and should use the designated pathways. For a map of the designated pathways and the locations of their blue light emergency phones, please visit: www.hupd.harvard.edu/designated_safety_pathways.pdf.



Appendix 1 — Cambridge Campus Clery Act Criminal Statistics

Criminal Offenses	2010				2011				2012			
	Campus(1)	Resid.(2)	Public(3)	Total(4)	Campus(1)	Resid.(2)	Public(3)	Total(4)	Campus(1)	Resid.(2)	Public(3)	Total(4)
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Formal Report - Rape	5	5	0	5	0	0	1	1	1	1	0	1
Formal Report - Forcible Fondling	2	0	1	3	4	2	4	8	1	1	7	8
Formal Report - Nonforcible Sex Offense	4	2	0	4	0	0	0	0	0	0	0	0
Confidential Report - Rape	17	17	0	17	12	11	0	12	23	23	0	23
Confidential Report - Forcible Fondling	7	5	0	7	5	3	0	5	6	6	0	6
Confidential Report - Nonforcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	8	0	31	39	1	0	18	19	1	0	20	21
Aggravated Assault	5	0	17	22	7	2	29	36	2	0	26	28
Burglary	35	13	0	35	24	7	0	24	34	14	0	34
Motor Vehicle Theft	3	0	23	26	3	0	10	13	3	0	11	14
Arson	0	0	0	0	0	0	0	0	1	1	0	1
TOTAL	86	42	72	158	56	25	62	118	72	46	64	136
Bias Crimes	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	2	0	0	2	0	0	1	1
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Race	1	0	0	1	0	0	0	0	0	0	0	0
Religion	0	0	0	0	4	0	0	4	0	0	0	0
Sexual Orientation	1	1	0	1	0	0	0	0	0	0	0	0
TOTAL	2	1	0	2	6	0	0	6	0	0	1	1
Arrests	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total
Weapons Violations	0	0	0	0	0	0	0	0	0	0	1	1
Drug Law Violations	2	1	0	2	0	0	8	8	2	0	19	21
Liquor Law Violations	0	0	0	0	0	0	4	4	0	0	7	7
TOTAL	2	1	0	2	0	0	12	12	2	0	27	29
Disciplinary Actions	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	10	10	0	10	13	13	0	13	9	9	2	11
Liquor Law Violations	23	23	0	23	35	35	8	43	48	48	48	48
TOTAL	33	33	0	33	48	48	8	56	57	57	2	59

(1) Campus: total campus crime - residence crimes plus other campus crimes; (2) Residence: residence only; (3) Public: Crimes occurring public property, but certain data elements are not available from municipal law enforcement agencies; (4) Total: campus crime plus public crime

Appendix 2 — Longwood Campus Clery Act Criminal Statistics

Criminal Offenses	2010				2011				2012			
	Campus(1)	Resid.(2)	Public(3)	Total(4)	Campus(1)	Resid.(2)	Public(3)	Total(4)	Campus(1)	Resid.(2)	Public(3)	Total(4)
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Formal Report - Rape	0	0	0	0	0	0	0	0	0	0	0	0
Formal Report - Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Formal Report - Nonforcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Confidential Report - Rape	0	0	0	0	0	0	0	0	0	0	0	0
Confidential Report - Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	3	3	0	0	5	5	0	0	6	6
Aggravated Assault	0	0	5	5	0	0	8	8	0	0	1	1
Burglary	5	0	0	5	4	0	0	4	5	0	0	5
Motor Vehicle Theft	1	0	4	5	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	6	0	12	18	4	0	13	17	5	0	7	12
Bias Crimes	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Race	1	0	0	1	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	0	1	0	0	0	0	0	0	0	0
Arrests	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	2	2	0	0	2	2	0	0	0	0
Liquor Law Violations	0	0	3	3	0	0	0	0	0	0	0	0
TOTAL	0	0	5	5	0	0	2	2	0	0	0	0
Disciplinary Actions	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total	Campus	Resid.	Public	Total
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

(1) Campus: total campus crime - residence crimes plus other campus crimes; (2) Residence: residence only; (3) Public: Crimes occurring public property, but certain data elements are not available from municipal law enforcement agencies; (4) Total: campus crime plus public crime

Appendix 3 — Crime Definitions

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

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

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.

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 and breaking and entering with intent to commit a larceny or felony.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

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

Drug Law Violations - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

Sex Offenses-Forcible - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

1. **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
2. **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. **Sexual Assault With An Object** - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

Sex Offenses - Nonforcible - Unlawful, nonforcible sexual intercourse.

1. **Incest** - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. **Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent.

