

Bunker Hill Community College

Annual Security Report for 2010
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This information is provided in compliance with State and Federal Law, and the Clery Act specifically

Table of Contents

Department Mission Statement.....	3
Department Overview.....	3
Law Enforcement Authority.....	4
Statement of Policy Addressing Timely Warnings.....	4
Daily Crime Log.....	5
Crime Prevention Education and Awareness.....	5
Statement of Policy Addressing General Procedures for Voluntary/Confidential Reporting a Crime or Emergency.....	7
Sex Offender Program Information.....	8
Definitions of Reportable/Hate Crimes.....	8
Crime Statistics (Clery Act).....	10
Emergency Response and Evaluation Procedures.....	13



Department Mission Statement

The Bunker Hill Community College Police Department seeks to improve the quality of life for all people on the college campus through the deliverance of total quality police service. Through extensive, in-depth training, adherence to all policies and procedures, and utilization of college and community partnerships, we strive to prevent crime, solve problems and enforce the law. We guarantee respect and dignity for each individual in accordance with our duty to maintain peace and order within a safe and secure college environment.

Each Bunker Hill Community College Police Officer will do all that he or she can, within their jurisdiction and authority, to assist any college member or visitor with any problem that impacts safety and/or security of life or property. In regard to any other problem, every department employee will respond with courtesy and professionalism and will seek to direct the individual to the appropriate services. That stated, the priorities of the police department are to prevent crime, solve problems and enforce the law. Modern-day policing recognizes that many crimes can be prevented and problems solved if the police department works in partnership with everyone.

It is of utmost importance that all police officers have a clear understanding of their roles and responsibilities, and that expectations for performance are clearly articulated. The following policies and procedures seek to outline the standards for behavior and the conduct expected of Bunker Hill Community College Police Officers. It also seeks to define the basic purpose of the department as a contributing entity within Bunker Hill Community College.

Department Overview

Introduction

The goal of the Bunker Hill Community College Police Department is to provide a high level of safety, security, and service to all members of the college community, visitors and guests. The Bunker Hill Community College Police Department has the direct responsibility for law enforcement, preservation of public peace, reduction in the opportunity to commit crimes, and for the effective delivery of a wide variety of police and security services within the boundaries of Bunker Hill Community College.

Developing and maintaining a safe and secure environment is the responsibility of the entire college community. As a member of this community our department strives to gain and maintain the trust of the community by holding itself to the highest standards of professionalism, ethics and integrity when performing their duties.

Department Personnel

The Bunker Hill Community College Police Department consists of 11 members, including the Director of Public Safety/Chief of Police, 3 Sergeants, 6 Police Officers (2 who primarily work on the Chelsea campus) and 1 Administrative Assistant.

Law Enforcement Authority

The Bunker Hill Community College Police Department is dedicated to protecting the students, faculty, staff, visitors and property of Bunker Hill Community College. All staff are sworn-in Special State Police of the Commonwealth of Massachusetts. As such, the department conducts itself as any other Municipal Police Department and has full arresting powers on College grounds (state laws Chapter 22C, section 63). An additional contracted security staff ensures the security of the building 24 hours a day.

It shall be the duty and responsibility of each officer to fulfill to the greatest extent possible the function of the police department. All officers, at all times, shall respond to the lawful orders of superior officers and other proper authorities, as well as calls for police assistance from any individual on the college property.

The Bunker Hill Community College Police Department does not infringe upon the primary responsibility of other agencies including the Boston Police Department, Chelsea Police Department, and the Massachusetts State Police in areas not owned, used, or occupied by the College. However, officers maintain a close working relationship with those agencies and cooperate routinely on police responses in the area.

Bunker Hill Community College Police Department enjoys a close working relationship with the Boston Police Department, Chelsea Police, Massachusetts State Police, the Suffolk County District Attorney's Office and several other city and town agencies on court proceedings, investigations, and matters pertaining to more than one agency of the commonwealth or a surrounding municipal authority.

By mutual agreement with state and federal agencies, BHCCPD maintains a Criminal Justice Information Services terminal which provides department personnel with access to the National Crime Information Computer System as well as the Criminal History Systems Board for the Commonwealth of Massachusetts. These computer databases are used to enhance public safety by accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

Statement of Policy Addressing Timely Warnings

The Bunker Hill Community College Police Department is responsible for issuing Crime Alerts in compliance with the *Clery Act*. In the event a situation arises, either on or about the campus, these alerts are issued to keep the campus community informed about safety and security matters. The decision to issue a Crime Alert is decided on a case by case basis in light of all the facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts. Crime Alerts are issued for specific crime classifications: arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Crime Alerts may also be posted for other crime classifications as deemed necessary. To issue a Crime Alert the College Police informs the campus community via a campus-wide email which is addressed to students, faculty and staff.

Daily Crime Log

The Bunker Hill Community College Police Department maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus and or within the department's patrol jurisdiction.

The Daily Crime Log is available for public inspection at the department's headquarters or at <http://www.bhcc.mass.edu/inside/899>. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

Crime Prevention Education and Awareness

Rape Aggression Defense (RAD)

The Bunker Hill Community College Police Department and the Community Education Department offer the Rape Aggression Defense (RAD) Systems program. The class is a program of realistic self-defense tactics and techniques. This system is a comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk avoidance while progressing on the basics of hands-on defense training. It is not a martial arts program, but does offer women instruction on physical self-defense.

Campus Escort Program

The Bunker Hill Community College Escort Program (BHCCEP) provides walking escorts to students, faculty and staff during the calendar year. A Campus Police Officer or a member of the Contract Security will escort you to your motor vehicle or the train station.

Escorts respond to both calls for service through the Bunker Hill Community College Police Department ext. 2053 or Security ext. 2250 and by being asked in person by students, faculty and staff in need of an escort.

The hours of operation for BHCCEP vary during the semesters and are subject to change:

Monday – Thursday 6:00 am – 3:00 am
Friday – 6:00 am – 12:00 am
Saturday & Sunday – 8:00 am – 4:00 pm

Statement of Policy Addressing Sexual Assault Prevention and Response

SEXUAL ASSAULT is forced, manipulated or coerced sexual activity. It is a violent crime using sexual means. When it involves unwanted penetration, it is rape. If you or someone you know has been a victim of a sexual assault or rape, the College wants you to know of the variety of services available to assist you, and strongly encourages you to use them as soon as possible.

Anyone who is a victim of a sexual assault at this institution should make getting to a place of safety as their first priority. Once safety has been established, obtain necessary medical

treatment. The Bunker Hill Community College Police Department and local/state law enforcement strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Bunker Hill Community College Police Department or your local police agency. Filing a police report with the Bunker Hill Community College Police Department will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- ensure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Please go to www.mass.gov and select rape crisis centers. There are 17 Rape Crisis Centers in our state. These Rape Crisis Centers offer FREE services for adolescent and adult sexual assault survivors - and for people who care about survivors of all ages. Trained rape crisis counselors at local programs:

Additional Counseling Resources

- Additional counseling help is available through Rape Crisis Service. Trained volunteer counselors are available 24 hours a day. They will also accompany you to a hospital or police facility if you choose.

- For counseling services, support groups, and advocacy services, please call the nearest rape crisis center or visit: <http://www.barcc.org/>. Each center is open **24-hours a day, 7 days a week**

- To speak to a rape crisis counselor in Spanish (Linea directa para sobrevivientes de abuso sexual), call the 24-hour statewide Spanish hotline: **1-800-223-5001**

Boston Area Rape Crisis Center

99 Bishop Allen Drive
Cambridge, MA 02139

617 492 8306

617 492 6434, TTY

617 492 3291, Fax

617 492 7273, Emergency Hotline

1 800 841 8371, Emergency Hotline

For additional information please visit: <http://www.bhcc.mass.edu/DETFResources/>

Statement of Policy Addressing General Procedures for Voluntary/Confidential Reporting a Crime or Emergency

The Bunker Hill Community College community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the BHCC Police Department in a timely manner.

To report a crime or an emergency from an on-campus phone, call BHCCPD at extension 2222 or, from outside the College phone system at (617) 228-2222. When using a cell phone, please remember that 911 will not reach the College Police Department. BHCCPD recommends that pre-programming of cell phones with the BHCCPD phone numbers is a quick way to contact them in an emergency. The police office non-emergency business line is (617) 228-2053; the hours of the parking clerk are 8:30am to 4:00pm, Monday through Friday. If you need to have a Police Officer dispatched to your location during their normal shift hours then you can also call the contract security phone at (617) 228-2250.

The Bunker Hill Community College has added additional security measures, there are 24 emergency phones strategically placed around the inside of the campus. These phones are easily identified and have a sign above them describing their purpose. The signage reads POLICE/MEDICAL EMERGENCY DIAL 2222. The caller is in immediate contact with the College Police, Facilities, the Nurse, and the Contract Security Company.

When calling for emergency or non-emergency service, be prepared to:

- Clearly identify yourself
- State where you are calling from
- State briefly the nature of your call

Crimes may also be reported by filing a police report at the BHCCPD in room E-127.

To report a crime that occurs at an off-campus location, contact the appropriate local police department. In case of an emergency it is always best to dial 911 and follow the procedures outlined above. For the purpose of reporting a crime outside of the jurisdiction of the Bunker Hill Community College Police Department we have included a list of business numbers for those departments or agencies that might be able to assist. We have also included some important business numbers for the BHCCPD and other staff that might be of assistance to you.

EMERGENCY (OFF CAMPUS)	911
EMERGENCY (ON CAMPUS)	2222 or (617) 228-2222
Director/Chief of Police	(617) 228-2241
Parking Clerk	(617) 228-2053
Health Services	(617) 228-2185
Contract Security	(617) 228-2250
Massachusetts State Police	
Lower Basin	(617) 727-6780
Boston Police (Area 1)	(617) 343-4240
Chelsea Police	(617) 660-1500

Facilities
Dean of Students

(617) 228-2240
(617) 228-2436

Sex Offender Program Information

Policy Addressing Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials, notice of each institution of higher education in the state in which the offender is employed, carries on a vocation, or is a student.

How to Inquire

Members of Bunker Hill Community College community may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone (978) 740-6400 or <http://www.state.ma.us/sorb>.

Penalties for Improper Use of Sex Offender Registry Information

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than \$1,000 or by both such fine and imprisonment.

Definitions of Reportable/Hate Crimes

The Bunker Hill Community College Police Department reports hate crimes as any occurrence of criminal homicide, sex offences, robbery, aggravated assault, burglary, motor vehicle theft, arson, intimidation, vandalism, simple assault and any other crime involving bodily injury, as reported to the Bunker Hill Police Department where the evidence suggests that the victim was intentionally selected because of the perpetrator's bias. These crimes are defined as follows according to the FBI's Uniformed Crime Reporting Hate Crime Collection Guidelines:

- **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 or probably would result in a serious potential injury if the crime were successfully completed.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.
- **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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- **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 joy riding).
- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
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, violence, and/or causing the victim fear.
- **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; 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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).
- **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; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples of larceny-theft include, but are not limited to: pocket-picking, purse-snatching, shoplifting, theft from building, theft from coin operated machine or device, theft from motor vehicle, and theft of motor vehicle parts or accessories.
- **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.
- **Destruction/Damage/Vandalism of Property** (Except "Arson"): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **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.

Crime Statistics (*Clery Act*)

As required by federal law, Bunker Hill Community College Police Department yearly crime statistics for this report are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning reported crimes that occurred on campus to the Bunker Hill Community College Police. In addition, these statistics also include persons referred for campus disciplinary action for categories required under the *Clery Act*, including liquor and drug law violations, and illegal weapons possession.

Statistical information for certain off-campus locations or property owned or controlled by Bunker Hill Community College as well as public property within or immediately adjacent to and accessible from the campus are collected or requested from the Boston Police and Transit Police Departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

Please visit for the most up to date Crime Statistics: <http://ope.ed.gov/security/>

Bunker Hill Community College Crime Statistics

Type of offense		On Campus	Off Campus
Criminal Homicide			
Murder/Non-negligent manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Negligent manslaughter			
	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses			
Sex offenses - Forcible	2010	0	0
	2009	0	0
	2008	1	0
Sex offenses - Non-forcible			
	2010	0	0
	2009	0	0
	2008	0	0
Robbery			
	2010	0	0
	2009	0	0
	2008	3	3
Aggravated assault			
	2010	1	0
	2009	0	0
	2008	2	2
Burglary			
	2010	4	0
	2009	1	0
	2008	9	0
Motor vehicle theft			
	2010	2	0
	2009	2	0
	2008	1	3
Arson			
	2010	0	0
	2009	0	0
	2008	0	0

Note: In the years 2008, 2009 and 2010, there were no hate crimes reported.

Bunker Hill Community College Arrests and Disciplinary Actions

Other offenses		On Campus	Off Campus
Arrest			
Weapons Law Violations	2010	0	0
	2009	0	0
	2008	0	0
Drug Law Violations	2010	1	0
	2009	0	0
	2008	0	0
Liquor Law Violations	2010	1	0
	2009	1	0
	2008	0	0
Disciplinary Actions			
Weapons Law Violations	2010	1	0
	2009	0	0
	2008	1	0
Drug Law Violations	2010	10	0
	2009	6	0
	2008	3	0
Liquor Law Violations	2010	0	0
	2009	1	0
	2008	0	0

Emergency Response and Evacuation Procedures

Emergency Notification methods available at Bunker Hill Community on both the Charlestown and Chelsea campuses are:

- 1) **Paging System Notification** – At the direction of the President, Executive Vice President and CFO or designee the Director of Fiscal Affairs and Central Services, the Telecommunications Manager or designee:
 - Activates the college paging system and sends a verbal page regarding the emergency. The page plays on the college’s overhead speaker system and also on the speaker of all college phones, and;
 - Create a text message through the paging system that appears on the screen of all college office phones notifying of the emergency.
- 2) **College-wide Voice Message Notification** – At the direction of the President, Executive Vice President and CFO or designee the Director of Fiscal Affairs and Central Services, the Telecommunications Manager or designee records a voicemail message that goes to each phone extension on the Charlestown & Chelsea Campuses. A red notification light will appear on the handset of each phone to notify the faculty/staff member of the emergency.
- 3) **Main College Message for Incoming Callers**– At the direction of the President, Executive Vice President and CFO or designee the Director of Fiscal Affairs and Central Services, the Telecommunications Manager or designee will change the incoming message to reflect the emergency, which will override the existing incoming college message.
- 4) **College-wide Email Notification** - At the direction of the President, Executive Vice President and CFO or designee.
- 5) **College-wide Phone Text Message Notification** – At the direction of the President, Executive Vice President and CFO or designee the Director of Fiscal Affairs and Central Services, the Telecommunications Manager or designee.
- 6) **Notification Signage** – At the direction of the President, Executive Vice President and CFO or designee the Director of Public Safety will direct Public Safety Personnel to post notification signs at all entrances to Bunker Hill Community College indicating the nature of the emergency.