



WheatonCollege

**WHEATON COLLEGE
DEPARTMENT OF PUBLIC SAFETY
ANNUAL SECURITY REPORT AND CAMPUS FIRE SAFETY REPORT
2016**

*In compliance with the
Jeanne Clery
Disclosure of Campus Security Policy and Campus Crime Statistics Act
and the
Higher Education Opportunity Act*

Compiled by the
Wheaton College Department of Public Safety
(508) 286-8213 / (508) 286-3333
www.wheatoncollege.edu/public-safety

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MESSAGE FROM THE DIRECTOR

Welcome to Wheaton College. The safety of students, faculty, staff and visitors is our highest priority. Our collective efforts as a community create and maintain a safer campus environment where we can live, work, study and play.

This report, compiled by the Department of Public Safety in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, was developed to provide information about crime and fire safety, and to provide information about reporting; services and other resources and; policies available to students, faculty, staff and visitors.

Wheaton College is located in the Town of Norton, a quiet New England town of approximately 20,000 residents with a relatively low crime rate. Because of our environment, we are not subject to some of the problems of a large city campus; however, we are not insulated from crime. We encourage members of our community to partner with us in identifying and notifying us of risks and decreasing the opportunities for crime.

Most of the serious incidents reported on campus occur between students or parties known to one another, and many involve the use of alcohol. Theft is the most common crime on any college campus and most thefts occur when rooms and offices are left unlocked "for just a minute." We encourage all members of the community to properly record, secure and mark valuables to prevent theft and facilitate recovery, if necessary. Information on crime prevention and awareness is available to all Wheaton College community members through various campus programs or with a phone call or e-mail. We encourage everyone to be actively involved in crime awareness and prevention.

We are prepared for and have responded to many emergencies and incidents and know that we must continue to plan and practice to ensure we provide the best possible campus environment. The College has a comprehensive Emergency Operations Plan to respond to the myriad of potential crises that can occur on a college campus. The College's senior staff reviews the plan annually, has participated in emergency training, uses the plan when needed, and debriefs to ensure our response is appropriate. During an emergency requiring immediate action, Wheaton College can notify registered community members via text, cell phone and/or e-mail through the Blackboard ConnectEd Emergency Notification system. The campus can also use an emergency siren and public address system, in addition to e-mail, telephone, and postings on the web.

The Department of Public Safety is an integral part of the emergency response and management plan and campus life. Public Safety Officers are on duty 24 hours a day year-round, patrolling campus and responding to emergencies and requests for assistance. Public Safety Officers have full authority of sworn law enforcement personnel granted by the Colonel of the Massachusetts State Police under Massachusetts General Law (MGL) Chapter 22c Section 63. Additionally, Public Safety Officers have full authority to enforce college policies as granted by Wheaton College and its Board of Trustees.

Public Safety is conveniently located at 30 Taunton Avenue and is open 24 hours a day. All Public Safety Officers attend either a full-time municipal police academy, the Special State Police Officer's (SSPO) Academy, or have a combination of a college degree & a Reserve/Intermittent police academy within the first year of employment. Additional in-service training is provided throughout the year on topics

such as CPR/AED, First Aid, Incident Command, Critical Incident Management, Management of Aggressive Behavior (MOAB), cultural diversity, student development, communications, drug identification, and other programs.

Representatives from Public Safety work with the Office of Residential Life, Physical Plant, the Norton Police and Fire Departments, and many other stakeholders to ensure the safety of the entire Wheaton College community. A Public Safety Advisory Group is established to communicate potential community concerns throughout campus.

Information regarding Public Safety at Wheaton College can be found on our website:

www.wheatoncollege.edu/public-safety

I strongly encourage you to keep this information in a convenient location, as it may be helpful throughout the year. Please feel free to contact me by phone or e-mail if you have any questions.

Sincerely,

Christopher M. Santiago

Director of Public Safety

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INTRODUCTION

The Department of Public Safety provides a variety of programs and services in an effort to deter crime, identify and mitigate risks, and educate the community.

Public Safety operates 24 hours a day, seven days a week, and is responsible for the protection of life and property; responding to calls for assistance; facilitating the movement of persons and vehicles around campus; and documenting activity that violates state and federal laws or campus policies. We commit our efforts and design our operation toward:

1. Preventing and detecting crime;
2. Providing service to students, faculty, staff and guests;
3. Ensuring compliance with the policies and regulations of the College, the ordinances of the Town of Norton, and the laws of the Commonwealth of Massachusetts.

Mission Statement

The Wheaton College Department of Public Safety works together with our community to create a safe and secure campus environment that encourages mutual respect, caring for others and responsible behavior. The department's policies, practices and services are aligned with the College's mission to provide a transformative liberal arts education for intellectually curious students in a collaborative, academically vibrant residential community that values a diverse world. We serve our community by providing professional police and public safety services 24 hours a day, every day of the year and recognize our role to exercise good judgement and discretion in the enforcement of laws, policies and community expectations.

As a service-oriented team, our greatest asset is our personnel, and our greatest strength is our partnership with the College Community. This partnership is the foundation for maintaining a community that fosters rigorous intellectual, spiritual, ethical and personal formation of its students so they are prepared for citizenship, service, and leadership in a global society.

Vision

Our vision is to exemplify the best practices and professional standards in our field and to be recognized by our community and our profession as a leader among campus public safety organizations. We will model ethical behavior and work in a partnership with all members of the College community to maintain a campus environment that is conducive to teaching, learning and personal growth.

Values

Leadership – We will provide leadership to our community through our involvement and commitment.

You – We will work with you to provide a safer community.

Opportunity – We look to capitalize on each opportunity to build relationships and educate.

engagement – We look to have engagement within the community, to develop & solidify partnerships.

Service – We exist to provide service to our community in helping it achieve its goals.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Wheaton College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and fires in campus residential buildings. Crime statistics, compiled throughout the year, are published annually, and this report is updated as necessary. You may obtain a paper copy of this report by contacting Public Safety at 508-286-8213.

Each fall, e-mail notification is made to students and employees providing web site address access for this report. You can link directly to the site at <http://wheatoncollege.edu/public-safety/files/2016/09/Wheaton-Clery-Report.pdf>

DEVELOPING INFORMATION FOR THIS REPORT

The preparation of crime statistics on an annual basis involves coordinating among Public Safety, the Office of the Vice President of Student Affairs/Dean of Students, and the Norton Police Department for collecting statistics. This coordination also occurs in statistical gathering of data from those with “significant responsibility for students and campus activities.” Public Safety contacts appropriate law enforcement agencies with jurisdiction over off-campus properties to collect annual statistics. Public Safety prepares a crime log describing reported incidents. A copy of the media log may be viewed or obtained at the Public Safety office.

CAMPUS ENFORCEMENT AUTHORITY

Wheaton Public Safety Officers are granted special state police officer authority in accordance with the provisions of Chapter 22C, Section 63 of the Massachusetts General Laws. Officers have the same power to make arrests as municipal police officers for any criminal offense committed in or upon lands or structures owned, used or occupied by Wheaton College.

A campus security authority is any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or campus security department. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity.

WHEATON CAMPUS SECURITY AUTHORITIES:

Athletics	508-286-3987	Haas Athletic Facility	Directors & Coaches
Residential Life	508-286-8214	Balfour Hood Campus Center	Directors & Staff
SAIL	508-286-8222	Balfour Hood Campus Center	Directors & Advisors
Conference & Events	508-286-3789	Balfour Hood Campus Center	Directors & Staff
Student Employment	508-286-3862	Admissions	Manager & Staff
Health Services	508-286-8210	42 Howard Street	Director & Staff
Dean of Students Office	508-286-8218	Park Hall	Deans, Advisors & Staff
Provost's Office	508-286-8215	Park Hall	Deans, Advisors & Staff
Environmental Health & Safety	508-286-5644	Old Science Center	Director & Staff
SMART Coordinator	508-286-3905	Old Science Center	Coordinator & Staff
Title IX Coordinator	508-286-3680	Old Science Center	Coordinator & Deputies

GENERAL EMERGENCY PROCEDURES*On observing a crime, act of violence, or suspicious persons:*

- Call Public Safety at 508-286-3333 or dial 911 and stay on the line to provide information
- Don't intervene unless you can do so safely
- Seek safety, preferably inside a campus building.

If any faculty, staff, student, or guest of the College is injured:

- Call Public Safety at 508-286-3333 or dial 911 and stay on the line to provide information
- Secure the area, and stay with the injured person
- If qualified, provide first aid – otherwise await emergency responders
- Do not move or transport the injured person unless absolutely necessary
- If the injured person is an employee, the supervisor must file an accident report with Human Resources.

In the event of a fire:

- Pull the alarm, and evacuate the building immediately along the marked and lighted routes
- If qualified, use an extinguisher – otherwise evacuate and await emergency responders
- Do not re-enter until the “all-clear” has been given from the fire department.

After an automotive accident in a college or rental vehicle:

- Secure the accident scene
- Call the police, and request medical assistance if needed
- Obtain and provide insurance information, and file an incident report with Public Safety as soon as possible.

If a critical incident is declared:

- Members of the critical incident team will activate plan.
- Activation of departmental emergency plans
- Follow the instructions of college officers and emergency responders.

If an oil or chemical spill occurs:

- Call Public Safety at 286-3333 or dial 911, and secure the area
- Do not attempt to control or clean up the spill unless you have been trained.

IMPORTANT CAMPUS TELEPHONE NUMBERS

- Public Safety (Non-Emergency) 508-286-8213
- Public Safety (Emergency) 508-286-3333
- Norton Police Department 508-285-3300
- Norton Fire and Rescue 911
- Sturdy Memorial Hospital 508-222-5200
- Morton Hospital 508-828-7000
- Norton Medical Center 508-286-5400
- Wheaton Counseling Center 508-286-3905
- New Hope: Rape Crisis Hotline 1-800-323-4673
- Alcoholics Anonymous 617-426-9444
- Planned Parenthood 401-421-9620
- Suicide Hotline 617-247-0220
- Physical Plant Department 508-286-3876
- Dean of Students Office 508-286-8218
- Mansfield Health Center 508-339-4144
- Mass Drug Enforcement 617-557-2100
- Adult and Child Abuse 1-800-452-1999
- National Abortion Hotline 1-800-772-9100
- AIDS Hotline 1-800-851-2437
- Mass Department of Human Services 617-520-8700

Reporting Procedures

If you observe a crime or suspicious situation, or see a safety problem, immediately notify Public Safety. Your awareness is essential to campus crime prevention. For non-emergency or business calls, dial 508-286- 8213. For emergencies, dial 508-286-3333.

Public Safety is responsible for the reporting and follow-up of any criminal incident that occurs on the Wheaton College campus, in coordination with the Norton Police Department, as necessary. Crimes committed in other jurisdictions should be reported to the police agency where the offenses occurred.

To ensure that timely warnings are issued, and that accurate statistics are included in this annual disclosure, please immediately report any criminal offenses to a member of Public Safety, or to your respective dean, director, department head, or Campus Security Authority.

On-Campus Reporting

When members of the Wheaton community receive a report of criminal activity on campus, they should immediately contact Public Safety. They may also contact a designated Campus Security Authority who will then consult with Public Safety.

Off-Campus Reporting

If criminal activity takes place in an off-campus location, Wheaton College community members should contact the municipal, county, or state police department with jurisdiction. When a Wheaton student is involved in an off-campus offense, Public Safety officers may assist in the investigation, in cooperation with municipal, county, state, or federal law enforcement authorities. Law enforcement authorities routinely work with and communicate with Public Safety on any incidents occurring on campus or in the immediate neighborhoods and business areas surrounding campus. Public Safety officers may respond to student-related incidents that occur in proximity to campus. Public Safety officers have direct radio communications with the Norton Police, Fire and Rescue services to facilitate rapid response to any emergency situation.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime, or a witness to a crime, and do not want to pursue action within the Wheaton College student conduct system or the criminal justice system, you may still want to consider making a confidential report. With your permission, Public Safety and/or a law enforcement agency can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of the community. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Wheaton College. To file an anonymous confidential report call the Public Safety anonymous tip line 508-287-5700 or use the Silent Witness Form at the following link, <http://wheatoncollege.edu/public-safety/silent-witness-form/>. You may also file a report in person by contacting any Campus Security Authority.

CLERY REPORT STATISTICS
CLERY CRIMES
DRUG AND ALCOHOL DISCIPLINARY REFERRALS AND ARRESTS
HATE-MOTIVATED CRIMES
RESIDENCE HALL FIRES

DISCLOSURE OF CAMPUS CRIME STATISTICS¹

Annually, Director of Public Safety makes a good faith effort to compile crime statistics as required by the Jeanne Clery Act.² Statistics are obtained from the Public Safety incident reports; Student Conduct Office; Campus Security Authorities as defined by federal regulations; Norton Police Department; and all other law enforcement agencies with jurisdiction over properties owned and controlled by Wheaton College.

- Requests for crime information are submitted in writing.
- Law enforcement agencies with jurisdiction over properties owned and controlled by Wheaton College provide arrest statistics regarding alcohol, weapon, and drug arrests on and in the area surrounding campus.
- The Associate Dean of Students & Director of Student Conduct compiles statistics on disciplinary referrals for drug and alcohol violations, which are provided to the Director of Public Safety for inclusion in the report.
- It is the practice of the College that incidents reported to other offices are referred to Public Safety for documentation and follow-up as needed.

The following table contains crime statistics for calendar years 2012, 2013, and 2014, in accordance with Uniform Crime Reporting (UCR) procedures and the *Clery Act*.

CATEGORY	VENUE	2013	2014	2015
CRIMINAL HOMICIDE: Murder and Non- Negligent Manslaughter	Total On Campus***	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement	n/a	0	0

¹ Crime statistics for all colleges and universities may be obtained on the internet at www.ope.ed.gov/security for the most recent three-year period ending December 31, 2014.

² *Clery Crime Definitions* may be found on page 34 of the *Handbook for Campus Safety and Security Reporting*: www2.ed.gov/admins/lead/safety/handbook.pdf. Definitions for domestic violence, dating violence, and stalking may be found at the U.S. Department of Education website: www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-issue1definitions.pdf.

Negligent Manslaughter	Total On Campus***	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement	n/a	0	0
SEX OFFENSES: Rape³	Total On Campus***	3	3	6
	<i>Number in dormitories or other residential facilities</i>	3	2	6
	<i>Number in non-residential facilities</i>	0	1	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement	n/a	0	0
SEX OFFENSES: Forcible Fondling*****	Total On Campus***	0	4	8
	<i>Number in dormitories or other residential facilities</i>	0	1	6
	<i>Number in non-residential facilities</i>	0	3	2
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement	n/a	0	0
SEX OFFENSES: Statutory Rape & Incest	Total On Campus***	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
ROBBERY	Total On Campus***	0	0	0

³ Implemented in 2014, *The Campus Sexual Violence Elimination Act* aims to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming. Such measures are expected to increase awareness, bystander intervention, and reporting of sexual violence.

	<i>Number in dormitories or residential facilities</i>	0	0	0
	<i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
AGGRAVATED ASSAULT	Total On Campus***	0	0	2
	<i>Number in dormitories or residential facilities</i>	0	0	1
	<i>Number in non-residential facilities</i>	0	0	1
	In or on a non-campus building or property	0	0	0
	On public property	0	1	0
	Unfounded by law enforcement*****	n/a	0	0
BURGLARY	Total On Campus***	2	8	1
	<i>Number in dormitories or other residential facilities</i>	2	4	0
	<i>Number in non-residential facilities</i>	0	4	1
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
ARSON	Total On Campus***	0	0	0
	<i>Number in dormitories or other residential facilities</i>	0	0	0
	<i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0

MOTOR VEHICLE THEFT	Total On Campus***	0	2	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
ARREST FOR: Liquor law violations **	Total On Campus***	0	0	0
	<i>Number in dormitories or other residential facilities</i>	0	0	0
	<i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
ARREST FOR: Drug-related violations**	Total On Campus***	0	1	0
	<i>Number in dormitories or other residential facilities</i>	0	0	0
	<i>Number in non-residential facilities</i>	0	1	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
ARREST FOR: Weapons possession	Total On Campus***	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
DISCIPLINARY REFERRALS:* Liquor Law violations (Incidents where there was a	Total On Campus***	76	72	105
	<i>Number in dormitories or other residential facilities</i>	61	61	102
	<i>Number in non-residential facilities</i>	15	11	3

violation of law that resulted in a referral to the college's student conduct system without any criminal process.)	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
DISCIPLINARY REFERRALS:* Drug-related violations (Incidents where there was a violation of law that resulted in a referral to the college's student conduct system without any criminal process.)	Total On Campus***	73	50	83
	<i>Number in dormitories or other residential facilities</i>	68	37	80
	<i>Number in non-residential facilities</i>	5	13	3
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
	DISCIPLINARY REFERRALS:* Weapons possession (Incidents where there was a violation of law that resulted in a referral to the college's student conduct system without any criminal process.)	Total On Campus***	0	0
<i>Number in dormitories or other residential facilities</i>		0	0	1
<i>Number in non-residential facilities</i>		0	0	0
In or on a non-campus building or property		0	0	0
On public property		0	0	0
Unfounded by law enforcement*****		n/a	0	0
DATING VIOLENCE****	Total On Campus***	1	2	6
	In or on a non-campus building or property	1	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
DOMESTIC VIOLENCE****	Total On Campus***	0	1	0
	<i>Number in dormitories or other residential facilities</i>	0	1	0
	<i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0

	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0
STALKING****	Total On Campus***	0	1	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by law enforcement*****	n/a	0	0

** The *Arrest* category also includes persons who were not arrested but summonsed to court. If an incident resulted in both criminal process and a referral to the college's conduct system, it is counted only once under the arrest category.

*** The *Total on Campus* category includes all on-campus incidents, including those listed in the categories below in the *Statistical Geography* section, "Number in dormitories or other residential facilities" and "Number in non-residential facilities." Therefore, the two categories are not cumulative, but duplicative.

**** Beginning with statistics for the calendar year 2013, *Dating Violence, Domestic Violence* and *Stalking* will be included in the annual *Wheaton College Campus Crime and Fire Safety Report* in compliance with statutory changes brought forth by the *Violence Against Women Reauthorization act of 2013* and amendments to the *Higher Education Opportunity Act of 2008*. Statistics for previous years are provided in good faith.

*****Beginning with statistics for calendar year 2014, the category *Unfounded by law enforcement* will be included in the *Wheaton College Campus Crime Statistics*.

Hate-Motivated Crimes

A *Hate Crime* is a criminal offense in which the defendant intentionally selects a victim (or in the case of a property crime, the property that is the object of the crime), because of the actual or perceived race, religion, national origin, ethnicity, gender, disability, gender identity, or sexual orientation of any person (*Uniform crime Reporting*). The following table contains hate-motivated crime statistics for calendar years 2012, 2013, and 2014:

CATEGORY	VENUE	2013	2014	2015
Sex Offenses: Rape; Forcible Fondling	Total On Campus**	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by Law Enforcement*****	n/a	0	0

Crimes Against Person: Murder; Non-Negligent Manslaughter; Robbery; & Aggravated Assault	Total On Campus**	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by Law Enforcement*****	n/a	0	0
Crimes Against Person: Simple Assault	Total On Campus**	0	0	0
	<i>Number in dormitories or other residential facilities</i>	0	0	0
	<i>Number in non-residential facilities</i>	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by Law Enforcement*****	n/a	0	0
Intimidation	Total On Campus**	0	0	0
	<i>Number in dormitories or other residential facilities</i>	0	0	0
	<i>Number in non-residential facilities</i>	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by Law Enforcement*****	n/a	0	0
Property Crimes: Burglary; and Arson	Total On Campus**	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by Law Enforcement*****	n/a	0	0
Larceny – Theft: Motor Vehicle Theft; From Building; From Motor Vehicle; and	Total On Campus**	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	0	0

All Other Larcenies	Unfounded by Law Enforcement*****	n/a	0	0
Destruction/ Damage/ Vandalism of Property	Total On Campus**	0	0	0
	<i>Number in dormitories or other residential facilities</i>	0	0	0
	<i>Number in non-residential facilities</i>	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	0	0
	Unfounded by Law Enforcement*****	n/a	0	0
All Hate Crimes Involving Bodily Injury***	Total On Campus**	0	0	0
	<i>Number in dormitories or other residential facilities</i>	0	0	0
	<i>Number in non-residential facilities</i>	0	0	0
	On or in a non-campus building or property	0	0	0
	On public property	0	1* Race	0
	Unfounded by Law Enforcement*****	n/a	0	0

*Numbers indicate the number of incidents, out of the total for each category, which were motivated by a specific type of bias. The form of bias is identified following the number.

** The *Total on Campus* category includes all on-campus incidents, including those listed in the categories below, “Number in dormitories or other residential facilities” and “Number in non-residential facilities.” Therefore, the two categories are not cumulative, but duplicative.

***This category includes all crimes identified by the *Clery Act* as well as any other crimes that are not identified by the *Clery Act*, but cause bodily injury to the victim.

***** Beginning with statistics for calendar year 2014, the category *Unfounded by law enforcement* will be included in the Wheaton College Campus Crime Statistics.

Statistical Geography⁴

On-campus buildings and properties include all properties owned by Wheaton College within the contiguous area of the main campus at 26 E. Main Street. For a complete list of on-campus buildings and properties, see the campus map attached at the end of this document (not to scale). The following locations are considered *Non-Campus Buildings* for the purposes of the *Clery Act* and crime statistics.

These locations are included in the Non-Campus Buildings column in the above chart:

- Clarion Farm, 444 Lincoln Street Franklin, MA 02038

The following locations are considered *public property* for the purposes of the Clery Act and crime statistics:

- Pine Street and the sidewalk/property immediately abutting between 2 and 36 Pine Street.
- Taunton Avenue and the sidewalk/property immediately abutting between 5 and 23 Taunton Avenue.
- Mansfield Avenue and the sidewalk/property immediately abutting between 6 and 27 Mansfield Avenue.
- Clapp Street and the sidewalk/property immediately abutting between 9 and 32 Clapp Street.
- Howard Street

CRIME DEFINITIONS

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

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.

There are four types of forcible sex offenses:

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). This offense includes the forcible rape of both males and females.
2. Forcible Sodomy: Oral or anal sexual intercourse with 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.
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. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
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. Forcible fondling includes "indecent liberties" and "child molesting."

Sex Offenses: Non-forcible - Unlawful, non-forcible sexual intercourse.

Only two types of offenses are included in this definition:

1. Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

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: Aggravated assault is 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.

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.

Burglary: The unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

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

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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.

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

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner or victim, a person with whom the victim shares a common child, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence/Relationship violence: Relationship violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual or dating relationship with that person. It may involve one act or an ongoing pattern of behavior. Relationship violence can encompass a broad range of behavior including, but not limited to, threats, assault, property damage, violence or

threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Relationship violence affects individuals of all genders, gender identities, gender expressions and sexual orientation and can occur across racial, cultural and socio-economic economic identities. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to; fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking may take many forms, including persistent calling, texting or posting on a social networking site as well as physical stalking. Stalking may constitute a violation of the Sexual Misconduct Policy when the content of the messages or the nature of the physical stalking is gender-based or of a sexual nature.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Law Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs barbiturates, Benzedrine).

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Source: The Handbook for Campus Crime Reporting, U.S. Department of Education, Office of Postsecondary Education, 2011.

GEOGRAPHIC DEFINITIONS

Campus:

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residence:

- A subset of crimes on campus that includes only those crimes that were reported to have occurred in dormitories or other residential facilities.

Non-campus building or property:

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

Public property:

- All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Source: The Handbook for Campus Crime Reporting, U.S. Department of Education, Office of Postsecondary Education, 2011.

CRIME PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS PROGRAMS

Emergency Phones

Emergency phones are located throughout the Wheaton campus. Either a blue light or yellow emergency call box will help you identify these phones. To contact Public Safety with one of these phones, simply press the large red button on the phone. When an emergency phone is activated, the Public Safety Communications Officer will be alerted and an officer will be sent to the location of the phone. No dialing or conversation is required. If possible, try to describe the nature of the emergency to the dispatcher. A list of all blue light phone locations is listed below:

- Balfour Hood Center Elevator
- Mary Lyons Elevator
- Knapton Elevator
- Library Elevator
- Haas Elevator
- Outdoor Basketball Court - Filmore Dr.

- Clark Recreation Center
- Watson Elevator
- Bookstore Elevator
- Keefe Field - Behind Elms House
- Nordin Turf Field
- Lot #10 - Behind Norton Post Office
- Lot #2 East- Elm Street
- Lot #2 West - E. Main Street
- Gebbie Hall Elevator
- Keefe Hall Elevator
- Keefe Hall
- Mars Meneely Elevator
- Kilham Hall (Back Entr Dr M100)
- Meadows East/West
- Metcalf Hall (near Hebe Apt)
- Mars Science Center Elevator
- Beard 2nd - 2nd Floor Balcony
- Beard Main 2 - 2nd Floor Main
- Beard Main 3 - 3rd Floor Main
- Beard Elevator
- Beard Main 1 - 1st Floor Main
- Lot #3 Old - Pine Street
- Foot Bridge
- Balfour Hood Center South of The Loft
- Bookstore Lot - Walkway to Howard St.
- Lot #8 - West of Haas Athletic Ctr.
- Meadows North - Chase Service Road
- Lot #3 New - Pine Street
- Lot # 1A Sidell Stadium
- 44 Howard Street
- Lot #4 - Meadows West
- Mars Science Center Facing Kollett Callbox
- Mars Science Center Observation Roof Deck
- McIntire - Entrance facing Rt 123

Public Safety Escort Service

An on-campus escort will be provided by a Public Safety Officer upon request.

Community Relations

The Public Safety Department has a Community Resource Officer Program and each uniformed member of the department participates in this program, with a focus to develop, coordinate, and implement various safety and security programs for the campus by working closely with student and staff organizations, and both College and Town officials.

Security Alerts

In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, Public Safety prepares and distributes security alerts via e-mail and the Public Safety portion of the Wheaton website. E-mails are sent to all members of the Wheaton College community and all alerts are contained on the website. To view current security alerts go to: <http://wheatoncollege.edu/public-safety/>

Pedestrian Crosswalks

Several of the crosswalks in front of campus on East Main Street have been equipped with crosswalk signs located adjacent to the crosswalk. The Howard Street crosswalk has a crossing red light that is activated by the press of a button. This light alerts drivers and safeguard pedestrians. All members of the Wheaton community are encouraged to utilize the marked crosswalks when crossing East Main Street.

Self-Defense Instruction

Rape Aggression Defense Training: Certified Public Safety Officers serve as instructors teaching women how to prevent being victimized. The course provides options for woman in defending themselves, if confronted or attacked. The Department of Public Safety has implemented for the Fall of 2015 the Resisting Aggression with Defense Program for men.

Campus Lighting

Lighting fixtures on campus are monitored for malfunctions. Work orders are submitted to affect repairs and these work orders are given priority. Areas where lighting could be enhanced to improve safety are reported to the Facilities Department for evaluation. Public Safety officers also monitor town streetlights on public ways in neighborhoods bordering the campus. Malfunctioning streetlights are immediately reported to the department of public works. All members of the Wheaton community are encouraged to report lighting safety concerns to the Physical Plant Department or to Public Safety.

Safety Whistles

In an effort to promote personal safety, Safety and Security distributes whistles at no cost to the Wheaton community. Whistles should be used only when an immediate threat exists or an actual crime is in progress. If you hear a whistle, notify Public Safety immediately at 508-286-8213. Safety whistles are available at the Public Safety Office.

The Wheaton Wire

Highlights of the Public Safety "Daily Log" and articles regarding safety and security are published in the student newspaper. Notices regarding crime prevention programs as well as Public Safety activities are also included.

Residence Hall Staff Training

This training includes crime prevention, safety awareness, fire prevention and policies and procedures to deal with safety concerns and reports of crime.

Laptop Theft Prevention

Register Your Laptop: Laptops and other portable electronic devices are easy targets for theft. In addition to the cost of replacement, they often have personal information and intellectual property that can be difficult or impossible to recover and protect.

The Wheaton College Department of Public Safety is offering a free Laptop Registration Program to members of the campus community to deter theft and avoid the consequences or assist in the recovery of stolen property. Go to: <https://wheatoncollege.edu/public-safety/laptop-tablet-registration/> to register your laptop.

Once you register your laptop, we will have the basic information to quickly investigate the theft. Additionally, if your laptop is found or recovered, the registration record will help DPS return your laptop to you.

Other methods to protect your laptop:

- Keep the laptop with you, do not leave it unattended
- Keep the laptop out of sight; store it when not being used
- Label your accessories and carrying case
- Password protect your laptop

To report the theft of a laptop on campus, call Public Safety at 508-286-8213.

Emergency Notification System & Emergency Procedures

The Wheaton Emergency Notification System (Blackboard Connect) currently uses a secure, web-based service to selectively store electronic contact information provided by students, faculty, and staff, through which the College is, would be able to communicate information and instructions in the event of an emergency.

Emergency messages are sent simultaneously via voice mail, email, and/or text messaging to all of the numbers and addresses on file for each person.

In the event of a campus emergency, the College will, without delay, alert the Wheaton community to the nature of the emergency and provide safety instructions, unless the notification would, in the professional judgment of campus security authorities, compromise the efforts of emergency responders. Subsequent messages would be sent as necessary with further instructions and situational updates. Emergency messages would be sent simultaneously via voice mail, email, and/or text messaging to all of the numbers and addresses on file for each person.

In an urgent but non-life threatening situation, College administrators have the option to deliver a more selective emergency message directly to those listed on-campus telephone numbers and email addresses, as well as to a primary telephone number designated by the individual, to specific campus populations and/or the community as a whole.

As the effectiveness of this system is dependent on the accuracy of the information maintained on file, all members of the campus community are urged to regularly update their electronic contact numbers and addresses – students through the Registrar’s Office, and faculty and staff through inside Wheaton at: <https://inside.wheatonma.edu/cp/home/displaylogin>. This system is tested semiannually, in coordination with recommended informational updates.

Shelter-in-Place Procedure

The general procedure during a life-threatening emergency is to remain inside the building you are in and seek a place of safety. Remain in a locked interior room and stay away from windows. Leaving a building may expose you to danger.

If you are inside, stay where you are. Collect any readily available supplies and keep a telephone at hand.

If you are outdoors, go to the nearest campus building and seek shelter.

- Locate an interior room, above ground level, and with no windows, if possible.
- Close and lock all doors and windows and stay away from them.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems.
- Await further instructions from emergency services personnel.

If the building is unsafe to remain in, evacuate and seek shelter in the nearest campus building.

Evacuation Procedures

In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, campus security authorities will coordinate their efforts with emergency responders as follows.

- At the direction of Public Safety authorities or the responding On-Scene Commander, the building’s fire alarm will be activated (if it has not been already) and you will be evacuated according to established plans.
- Do not burden yourself with unnecessary items, or use the building’s elevators. Follow all instructions given by Public Safety or response personnel.
- You will be directed away from the building to a designated safe zone, where you will be processed by emergency response services to address any injuries or other concerns.
- If the evacuation will be prolonged, College Administrators will arrange for the temporary relocation of the building’s occupants as necessary.
- No one will be allowed to reenter the building without express permission.

TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Public Safety will post timely warnings for the college community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and help prevent similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to Public Safety, a campus security authority, or to the Norton Police Department. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Public Safety or designee, considering all available facts, including whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts. Public Safety issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Other crimes as determined necessary by Director of Public Safety, or designee

Public Safety does not issue timely warnings for the above listed crimes if:

- The suspect(s) is apprehended and the threat of imminent danger to the Wheaton College community has been mitigated by the apprehension.
- A report was not filed with Public Safety, or if Public Safety was not notified by campus security authorities in a manner that would allow the office to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow Public Safety to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following means:

1. Emergency Notification System: A mass notification system that automatically sends brief voice, email and text alerts to the community regarding an emergency situation on the Wheaton campus.

Wheaton students can enter their campus emergency contact information through the Wheaton WINDOW under the Personal Information tab.

Faculty and staff can enter their campus emergency contact information numbers at:

<https://inside.wheatonma.edu/cp/home/displaylogin>

2. College email and voicemail

3. Public Safety website: <http://wheatoncollege.edu/public-safety/>

4. College Website

5. Fliers posted on bulletin boards in academic buildings, residence halls, outdoor boards and administrative buildings.

A copy of the timely warnings will be filed in the corresponding case file. Public Safety may also issue "Safety Alerts," when necessary, to apprise Wheaton community of safety issues and concerns. These alerts will include information and recommendations so that members of the Wheaton community may make informed decisions about personal safety.

Public Safety also maintains a daily media log that contains crimes reported to the department. The daily crime log is available at the Public Safety office located at 30 Taunton Ave.

EMERGENCY PREPAREDNESS

CRITICAL INCIDENT MANAGEMENT PLAN

Goal: formalize the plan and process for emergency response, crisis management and business recovery should an emergency or "critical" incident occur on campus.

The "Critical Incident Management Plan" is not intended to provide specific and detailed information nor information and procedures for handling all emergencies. Rather, this plan is intended to provide broad guidelines, so those who must make decisions during a critical incident can do so efficiently and effectively.

Objectives: provide a standard document that allows a key individual to communicate and champion a response for incident stabilization and recovery that is safe and immediate.

Defining and Categorizing Critical Incidents

Critical Incident: A "Critical Incident" is a situation or condition, which significantly disrupts or potentially disrupts the educational mission, residential or student life, and/or administrative function of a significant portion of the Wheaton College community.

Examples: A "Critical Incident" can be categorized in one of the following ways:

1. The sudden, unexpected death or serious injury of one or more members or guests of the college.
2. A weather-related incident (snowstorm, hurricane, etc.)
3. A Physical Plant-related incident (major power outage, damage to a building, fire, etc.)
4. An environmental or health-related incident (chemical spill, infectious disease, etc.)

5. A public/civic disturbance (bomb threat, sit-in, major criminal act on campus, etc.)
6. An act of national/global influence that affects our community and/or educational mission.

Emergency: An emergency is a situation which may negatively affect campus operations and/or administrative functions, academic-educational activities, residential life, or off campus programs (travel abroad). These situations may vary in complexity, but can typically be managed through department protocols and response plans. Collaboration among divisions-departments, and within response plans, often takes place and the disruption to our campus is of short duration.

Examples:

1. Residence hall flood due to a broken pipe.
2. Power outage of short duration and geographic intensity.
3. Student whom is abroad and requires medical evacuation.

Work Request(s): A work request may take many forms. It may pertain to a repair to correct a deficiency within our physical facilities (inside or out). It may be a request for event support services. Other requests may ask for assistance to improve a particular space. Work requests are generated by contacting our Locksmith/Work Control Office of Physical Plant, x3880. The request will be created and logged into the college's electronic work order system. Requests that have a greater degree of urgency may be two-way radio dispatched. These may, but typically do not, rise to the level of an emergency. All such work is prioritized by its nature, impact on our community, and date of receipt.

Examples:

1. Repair a hole in a wall—Carpentry work order.
2. Deliver 8 six foot tables to Atrium for an event on xx day/time—Building Services work order.
3. Install 6 coat hooks inside a faculty office—Carpentry work order.
4. Leaking sink in residence hall—Radio dispatch to Plumbing department.

CRITICAL INCIDENT PLAN

Determining a category to initiate a response:

When a member of our community identifies a concern, they will initiate a notification process, which may take the form of a work request communicated to Physical Plant, through the standard work order process, OR it may be communicated through contact with Public Safety. When contacted, the nature of the concern will be categorized by Physical Plant or Public Safety. If the concern is found to be urgent, it will be treated as an emergency or critical incident, with corresponding response protocols.

If an employee determines that an emergency situation may exist, they must notify their Supervisor and/or Public Safety, where the corresponding response protocol is initiated.

Once notified of an emergency situation, Public Safety will respond. They will assist the Supervisor/Division Head in assessing the situation and determine if notifying a college officer is warranted.

In all situations that immediately threaten life or property, the Norton Fire/Rescue Department and Norton Police Department will be contacted.

If the emergency meets the definition of a "critical incident":

Responsibility for initial control and direction of the critical incident team will lie with the team member first responding to the scene and initiating team call-in (team coordinator). The Team Coordinator will remain in charge of the College response until relieved by a senior member of the Critical Incident Team.

Unless otherwise directed by the Critical Incident Team Coordinator, the Public Safety Department will assume the responsibility to notify the Critical Incident Team, as well as other emergency response agencies, when an incident occurs. Notification of team members may be supplemented by other departments. In addition, the Public Safety Department will normally serve as the initial point of coordination and communication for the critical incident response and contact with Town EMS. Public Safety may also notify them of the command center location. The Critical Incident Team Leader or College Officer in charge determines that a critical incident exists. He/she is responsible for notifying the College President of the situation and of any actions being taken.

The Critical Incident Team will review the nature of the emergency and determine appropriate response actions. The Team Coordinator can modify the notification and response procedures of this policy as necessary and appropriate.

Critical Incident Stages for the Team Coordinator to consider:

1. Critical Incident Response

- Stabilize situation to minimize damage and injury.
- Pass leadership on to authorities (Police, Fire, and EMS).

2. Crises Management (natural, technical, human, contingency)

- Communicate—assess situation, lead and control, coordinate internal & external.
- Communication. Maintain positive image.

3. Business Recovery

- Restore critical operation
- Minimize confusion

Effect temporary and long-term recovery Wheaton College is committed to open communications and coordinated emergency management of incidents occurring in our community. Our Critical Incident Team (CEMT) operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). Planning, exercises, and actual campus incident response drive our application of various degrees of ICS coordination and oversight. It is our intent to hone our readiness and continuously improve our incident response by paying close attention to the needs of our organization and constituents, and by applying lessons learned from local, national and international crisis responses.

Wheaton College has a detailed all-hazard critical incident plan in place to manage the anticipated issues associated with a declared disaster on campus, defined as an event that has the potential to:

- Seriously impair or halt the operations of the College; or
- Result in mass casualties or extensive property damage; or
- Significantly impact the campus community or geographic region.

Examples of potentially disastrous circumstances could include a major storm, extensive fire or explosion, chemical release, prolonged utility failure, act of violence or terrorism, or epidemic disease. This planning conforms to the most recent recommendations of the Department of Homeland Security (DHS), and is coordinated with parallel efforts by local, county and state law enforcement, and emergency response agencies. The key components of the plan include:

- Preventative measures designed to protect the overall safety of the campus community;
- Phased decision-making guidance based upon real-time reporting at the international, national, regional, state, and local levels;
- Providing continuity of services for the on-campus population for the duration of any emergency; and
- Recovery and returning to normal operations as soon as feasible.

Who can answer my questions about the College's emergency planning?

For more information, please contact:

Chief Christopher Santiago, Director of Public Safety
Department of Public Safety
508-286-8213
Santiago_christopher@wheatoncollege.edu

Captain Jacqueline Michalowski, Assistant Director of Public Safety
Department of Public Safety
508-286-8213
michalowski_jacqueline@wheatoncollege.edu

John Sullivan, Assistant Vice President of Business Services & Physical Plant
Business Services Office
508-286-3484
sullivan_john@wheatoncollege.edu

CAMPUS FIRE SAFETY RIGHT-TO-KNOW ACT

Pursuant to the provisions of the federal Higher Education Act (HR 4137) as enacted August 14, 2008 as the Campus Fire Safety Right-To-Know Act, this report provides an annual disclosure of fire safety standards and measures with respect to campus residences for the calendar year 2014.

On-Campus Student Housing Fire Safety Informational Chart

Building Name	Evacuation Drills	Primary Rallying Point	Secondary Rallying Point	Master Box	SA	RB	NG	CO	SPR	HAZ	Fire Extinguisher Devices
1/3 Howard Street	Fall & Spring	Howard Street	Rear of Building	x	x	x		x	x		x
11 Howard Street	Fall & Spring	Howard Street	Rear of Building	x	x	x		x	x		x
17/19 Howard Street	Fall & Spring	Howard Street	Rear of Building	x	x	x		x	x		x
22 Howard Street	Fall & Spring	Across Howard Street	Rear of Building	x	x	x		x	x		x
26/28 Taunton Avenue	Fall & Spring	Parking Lot	Street Side of Building	x	x	x		x	x		x
44 Howard Street	Fall & Spring	Across Howard Street	Rear of Building	x	x	x		x	x		x
5/7 Pine Street	Fall & Spring	Front of Building	Rear of Building	x	x	x		x	x		x
9 Taunton Avenue	Fall & Spring	Parking Lot	Howard Street Side	x	x	x		x	x		x
Beard Hall	Fall & Spring	Across Fillmore Drive	Near Circle	x	x	x		x	x		x
Bittersweet House	Fall & Spring	In front of Lindens House	Rear of Building	x	x	x		x	x		x
Chapin Hall	Fall & Spring	Dimple	Everett Courtyard	x	x	x		x	x		x
Clark Hall	Fall & Spring	Grass Area in Circle	Rear of Building	x		x		x	x		x
Cragin Hall	Fall & Spring	Dimple	Near Stanton Hall	x	x	x		x	x		x
Davis International House	Fall & Spring	Across Howard Street	Rear of Building	x	x	x		x	x		x
Elms House	Fall & Spring	Fillmore Drive Side	Pine Street Side	x	x	x		x	x		x
Emerson Hall	Fall & Spring	Across Howard Street	Everett Courtyard	x	x	x		x	x		x
Everett Hall	Fall & Spring	Across Howard Street	Everett Courtyard	x	x	x		x	x		x
Everett Heights	Fall & Spring	Across Howard Street	Everett Courtyard	x	x	x		x	x		x
Gebbie Hall	Fall & Spring	Grass Area in Circle	Rear of Keefe Hall	x	x	x		x	x		x
Guest House	Fall & Spring	Lot #1	Rear of Building	x	x	x		x	x		x
Keefe Hall	Fall & Spring	Grass Area in Circle	Fillmore Drive Side	x	x	x		x	x		x
Kilham Hall	Fall & Spring	Near Chapin Hall	Across Howard Street	x	x	x		x	x		x

Larcom Hall	Fall & Spring	Dimple	Near Chapin Hall	x	x	x		x	x			x
Lindens House	Fall & Spring	Near Bittersweet House	Rear of Building	x	x	x		x	x			x
McIntire Hall	Fall & Spring	Grass Area in Front	Rear of Building	x	x	x		x	x			x
Meadows Hall Center	Fall & Spring	Grass Area E/W Side	North Entrance Side	x	x	x		x	x			x
Meadows Hall East	Fall & Spring	Grass Area E/W Side	North Entrance Side	x	x	x		x	x			x
Meadows Hall North	Fall & Spring	Grass Area E/W Side	North Entrance Side	x	x	x		x	x			X
Meadows Hall West	Fall & Spring	Grass Area E/W Side	North Entrance Side	x	x	x		x	x			X
Metcalf Hall	Fall & Spring	Near Chapin Hall	Front of Park Hall	x	x	x		x	x			X
Stanton Hall	Fall & Spring	Near Gebbie Hall	Dimple	x	x	x		x	x			X
White House	Fall & Spring	Across Howard Street	Rear of Building	x	x	x		x	x			X
Young Hall	Fall & Spring	Front Near E. Main Street	Rear of Building	x	x	x		x	x			X

Notes:

SA - Stand-alone smoke detectors present (in combination with a report back system unless otherwise noted)

RB - Report back detectors present, automatic alarm

NG - Natural gas detectors present

CO - Carbon monoxide detectors present

SPR - Sprinklers present

HAZ – High hazard suppression systems present (commercial kitchens, chemical storage, electronics)

DEFINITIONS

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escape from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

On Campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Fire Safety Report Log

Fire Statistics - Residential Halls										
Year	Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment	Number of Deaths	Value of Property Damage by Fire	Case Number
2015	1	1	1	1/24/2015	9:37pm	Cooking	0	0	\$649	150020
2014	0	0	0	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0	0	0	0

- An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.
- An institution must make an entry or an addition to an entry to the log within two business days of receipt of the information.
- An institution must make the fire log for the most recent 60-day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

Provisions of the Campus Fire Safety Right-To-Know Act require the College to:

1. Collect statistics concerning fire reports in each on-campus student housing facility during the previous year, and annually submit to the Secretary of Education a report on same, including:

- Number and causes of fires reported
- Number of fire-related injuries that required treatment at a medical facility
- Number of fire-related deaths

- Value of fire-related property damage

An annual letter with this information is submitted to the Secretary of Education.

2. Document a description of each on-campus student housing facility fire safety systems, including the fire sprinkler systems.

Sanctions for Violation of Fire Safety Regulations

The purpose of Wheaton's fire safety policy is to create a safe campus, free of fire and the risk of fire. Any violation of fire safety regulations places all members of the community at risk and will result in the sanctions listed below.

Individuals may appeal a sanction issued by the Associate Dean of Residential Life to the Dean or Associate Dean of Students.

Offenses that include:

Violation of the Wheaton College Fire Safety Policy, which includes, but is not limited to: Smoking in the residence halls or on the balconies, possession or use of halogen lamps, candles, incense, coffee pots, microwaves, charcoal, lighter fluid, gas propane, items in hallway, holiday decorations (live trees, wreaths, corn stalks, straw); covering heat/smoke sensors, hanging items from sprinklers and pipes and placing furniture/items in the hallway, and any other devices that are a potential fire hazard.

A first offense response must include but not limited to

\$100.00 fine

Educational Response

A second offense response must include but not limited to

\$150.00 fine

Educational Response

Offenses that include:

Tampering with fire safety equipment (disabling smoke detectors, discharging fire extinguishers) will be a \$500 fine for the first offense, and a second incident will result with a referral to the College Hearing Board.

Response must include but not limited to

\$500.00 fine

Norton Fire Department Fines

Community Service

This is extremely serious, and includes endangering the lives of members of the community by continuing to participate in the above outlined behaviors as well as intentional starting of fires, calling in bomb threats, and pulling a false fire alarm. Individuals who pull a false fire alarm will also face criminal penalties from the Norton Fire Department

Fire Drills

Fire drills in residence halls are conducted twice a year. If a residence hall does not successfully complete these drills, additional fire drills and/or fire safety training may be required.

Fire Alarm Systems

Each building on campus has a fire alarm system consisting of automatic smoke and heat detectors, and alarm pull stations. Most buildings are equipped with sprinkler systems. Activation of these systems alerts both the Norton Fire Department and the Wheaton Public Safety Department.

If you smell smoke or see fire:

- Sound the nearest fire alarm
- Immediately exit the building
- Call the Fire Department (911) from a campus phone
- Call Public Safety (x3333)

Escaping a Fire

If there is a fire in the building while you are in your room: Feel the door before opening it.

If the door feels hot:

- DO NOT OPEN IT!
- Seal cracks around the door with towels or clothing to prevent smoke and toxic gases from entering room.
- If the outside air is clear, open the window and wave a sheet to attract the attention of firefighters.

If the door is cool:

Open it and proceed to the nearest exit.

- Close doors behind you to limit the spread of fire and smoke.
- If there is smoke in the hall, stay low where the air is the freshest (a wet cloth over your face may help).
- Never use elevators during a fire.
- Know at least two ways out.

- Leave the building immediately; never stay to try and save possessions.
- Once outside, move away from the building (at least 50 ft away from building) and go to the predetermined meeting location.
- Cooperate with firefighters and Public Safety Officers.
- Provide firefighters and Public Safety Officers with information regarding the nature and the location of the fire and the whereabouts of those believed to be still in the building.

The Wheaton community does not tolerate those few who choose to cause false fire alarms or tamper with fire safety equipment. When these individuals are identified they are subject to college and criminal sanctions.

The Massachusetts criminal law provides for the following criminal sanctions:

M.G.L. Chapter 266: Section 1- Dwelling houses; burning or aiding in burning

Maliciously setting any fire within or adjacent to a dwelling such as a student residence is a twenty-year felony.

M.G.L. Chapter 269: Section 13- False Alarm of Fire

Whoever without reasonable cause activates a fire alarm system or makes a false report of a fire violates this law. Violators are subject to a fine or not less than \$100.00 nor more than \$500.00, or by imprisonment in jail or house of correction for not more than one year.

M.G.L. Chapter 148: Section 27A- Fire Protection Devices

Shutting off, disconnection, obstruction, removal or destruction of a fire protection device, including fire alarms, sprinkler systems and fire extinguishers in any building may result in criminal penalty of up to one-year imprisonment and/or a fine of up to \$1000.00

Message from Norton Fire Chief

The quick escape from a residential dorm fire is paramount to preserving life. The amount of combustible material is greater in this type of occupancy due to the confined space of dorm living. This means more pounds of material to burn per square foot. Much of this material is of synthetic or plastic composition, making the smoke very acrid and a killer by itself. Smoke will fill the room in little more than one minute. Temperatures will quickly rise and the room has the potential to be an intolerable temperature in about three minutes.

Chief Paul J. Schleicher

Norton Fire Department

BUILDING ACCESS AND SECURITY

Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

Buildings are secured on a set lock-up schedule. Entry after scheduled hours is only available to faculty, staff, and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled regularly by Public Safety officers.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by Public Safety officers or the Norton Police.

All Wheaton residence halls and houses are secured with keys or card access. The Wheaton I.D. card allows authorized students to gain access to a building by swiping their card through a card reader located on exterior and interior doors.

Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by Public Safety.

Public Safety will admit a specific individual or group to a building or room after hours, on weekends, vacations and holidays, only if the office has received authorization from an authorized department representative prior to the date the facilities are to be used. The person in charge of the room or area involved should forward the authorization for an individual or group to Public Safety. A dean, director, department head, or his/her designate must request the authorization. Authorized persons must not allow non-authorized individuals to enter.

All members of the Wheaton community are expected to immediately report suspicious activity, suspicious persons, or crimes in progress within campus buildings and throughout the campus.

SUMMER PROGRAMS

Wheaton College hosts many non-matriculated students during the academic year and summer months for participation in special athletic camps and educational programs. The Office of Conference and Events oversees the participants' orientation and housing arrangements. Orientation programs include information relative to campus safety and security. Additionally, visitors are encouraged to view the Public Safety's website, which details additional policies and information, including the most recent Clery Campus Crime Report.

NOISE POLICY

All residence halls and houses have 24-hour courtesy hours. All students must consider the other residents and neighbors living nearby, and must honor the request of any resident or staff member when asked that noise (stereos, radios, TVs, loud talking, etc.) be quieted. This includes reasonable requests from members of the surrounding community. Repeated failure to respect the reasonable requests of others may result in a conduct meeting.

QUIET HOURS

Sunday through Thursday, quiet hours begin at 11:00 p.m.; Friday and Saturday quiet hours in all halls and houses begin at 2:00 a.m. The College exists so that a community of scholars can fully participate in the learning process. Students and groups may not engage in excessive noise that obstructs academic classes, College business and faculty offices, the neighboring community.

WEAPONS POLICY

The General Laws of the Commonwealth of Massachusetts prohibit the possession of any of the following on the campus of any college or university: any firearm, stiletto, dagger, dirk knife, any knife having a double-edge blade, a switch knife or any knife having an automatic spring release, any knife having a blade of over one and one-half inches, a sling shot, black jack, metallic knuckles or knuckles of any substance with a similar effect as metallic knuckles. Only police officers are authorized to possess firearms on campus. The possession or storage of any dangerous weapon on Wheaton College property is unlawful and may lead to judicial/criminal action against the offender. The Commonwealth of Massachusetts firearms laws are strictly enforced. In Massachusetts conviction for the illegal possession of a firearm carries a mandatory one-year jail sentence.

CAPACITY & CROWD MANAGER REQUIREMENT

If the space is too big, your event will feel empty. If your space is too small, you may have to reject entrance for people. Choosing the right size for your space isn't an exact science but these Capacity Number sheets can help:

Security & Crowd Managers: Depending on the size and type of event, security and/or crowd managers may be required.

In June 2011, the need for Certified Crowd Managers at every dance hall with an occupant load of 100 persons or more became effective in accordance with the state regulations.

ALCOHOL AND DRUG POLICIES

SAMM (Safety Always Matters Most)

At Wheaton College, we value a healthy community and recognize that alcohol can be dangerous when abused, therefore we encourage students to make good choices. However, we also recognize that some students choose to drink, and in these situations, we believe that Safety Always Matters Most (SAMM). This is the philosophy and lens through which we hold all alcohol-related discussions. To that end, the policies outlined below attempt to reduce many of the risky situations that accompany alcohol use, keeping safety foremost in choices related to alcohol use while complying with state and local regulations:

- Persons under 21 years of age may not possess or consume alcohol.
- Persons under 21 years of age will be held accountable for alcohol possessed or consumed in their room by other of-age or under-age students.
- Persons 21 years of age or older may possess or consume alcohol in private spaces.
- Persons 21 years of age or older may possess or consume alcohol in designated common spaces, but may only do so during events registered for alcohol. However, at these events, persons 21 years of age or older may only possess or consume alcohol that was registered and provided by the event hosts.
- Persons 21 years of age or older are prohibited from purchasing alcoholic beverages for or distributing alcoholic beverages to persons under 21 years of age.
- No person may provide or distribute alcohol to persons who are intoxicated
- No person may possess a common source* of alcohol unless it has been approved as part of a registered event in a designated space.
- No person may use funnels or play drinking games, with or without alcohol.
- Public intoxication and any problematic behavior is not permitted.

At Wheaton College, we believe that student health and safety is a responsibility shared by all members of the Wheaton community, and that our obligation as a community is to act with care and respect for each other; this is embodiment of the SAMM philosophy.

Towards that end, students who seek appropriate medical aid due to an incident of intoxication either for themselves or for other students generally will not be subject to disciplinary action for that incident with respect to the College's alcohol policy. This policy will not apply if the student does not act with sincere effort to obtain medical assistance in addressing the alcohol use at issue.

In order for this policy to apply, the intoxicated student will participate in a meeting with a designated representative of the College who will determine what follow-up steps are necessary and the timeframe for the student to complete these steps. The student will be informed of the required follow-up steps and must agree to their timely completion. Such steps may include educational activities or alcohol assessment and/or treatment. The steps will depend on the nature of the incident and level of concern for the student's health and safety. Serious or repeated incidents will prompt a higher degree of concern. If the follow-up steps are taken within the required time and the student demonstrates a

genuine motivation, effort, and commitment to address her or his use of alcohol, the student will not be subject to disciplinary action for the incident with respect to the College's alcohol policy.

The student's failure to meet with a designated College representative or failure to complete recommended follow-up steps in an appropriate and timely manner ordinarily will result in disciplinary action under the College's alcohol policy.

Depending upon the circumstances of a particular incident, other students, student groups, or organizations might be required to meet with a designated representative of the College and to complete follow-up steps. Failure to do so may result in disciplinary action.

It should be noted that this policy does not preclude disciplinary action regarding other violations of community standards, nor does this policy exempt students from any criminal, civil, or legal consequences of their behavior.

ALCOHOL AND DRUG COUNSELING

While the college does not employ a drug and alcohol counseling specialist, the Counseling Center clinicians are generalists with experience working with students with alcohol and drug related problems. Many times, the Counseling Center is able to adequately address these problems with a combination of counseling and referral to health education. However, there are times when the level of alcohol and/or drug problem requires the expertise or level of care beyond what is available in the Counseling Center. In the latter instance, the Counseling Center clinical case manager and/or counselor can assist students by referring them to providers/programs to adequately address the drug/alcohol problem.

ILLEGAL DRUG POLICY

Wheaton College policy on drugs complies with the laws of the Commonwealth of Massachusetts and the Town of Norton, as well as with federal legislation that requires the College to provide drug prevention programs for students.

Wheaton College seeks to insure the health and well-being of all members of the Wheaton Community. Wheaton's policy on drugs reflects the College's commitment to:

- Educate students to the health risks associated with the use of drugs
- Provide confidential counseling and/or referral for individuals concerned about their own use drugs, as well as those affected by the drug use of others
- Inform students of the applicable legal sanctions under federal, state and local laws for the unlawful possession or distribution of illicit drugs
- Prohibit the unlawful possession, use or distribution of illicit drugs on College property or at College-sponsored events

The Risk to Personal Health and Well-Being

The irresponsible use or abuse of drugs is dangerous and can lead to addiction or psychological dependence and serious physical health problems. Abuse is also harmful in other ways. It can destroy peer and family relationships. It results in reduced academic, athletic and work performance, and it increases the risk to personal safety because of the effect it can have on personal judgment and reaction time.

Education

The College provides regular programs of education and information for students on the risks associated with the use of drugs and ways for individuals to seek assistance for themselves and others. Programs are sponsored by the Health Services, Counseling Services, Athletics, and the Office of Residential Life.

Wheaton College considers both the welfare of its students and compliance with state and local laws to be of central importance. The policy of the College is to help anyone who is seeking assistance with a drug problem. Anyone seeking assistance, advice or information may approach the Residential Life staff, Public Safety officers, Counseling Services, Health Services, the Dean of Students office or existing peer support groups without fear of disciplinary action by the College.

Drug Policy

The unlawful possession, use, or distribution of controlled substances is prohibited on college property and at college-sponsored events.

Individuals involved in the unlawful possession, use or distribution of controlled substances are in violation of the Honor Code and Wheaton Community Standards and are subject to disciplinary action by the college in accordance with established judicial procedures. Violators may also be subject to referral for prosecution. Behavior associated with the use of controlled substances is not considered a mitigating factor when it leads to other infractions of college regulations; it is considered a separate offense.

The education, counseling and referral services of the Health Services, Counseling Services, and the Office of Student Life are available to individuals who are concerned about their own drug use, or are affected by the drug use of others. Seeking confidential assistance from or being referred to these or other services will not in itself be cause for disciplinary action by the college. The confidentiality of the counseling process will be respected.

Enforcement

Responsibility for compliance with the college's Drug Policy rests with each member of the Wheaton community. Specific responsibilities for policy enforcement are as follows:

Public Safety officers, as agents of the college, will investigate violation policies and regulations. Areas of jurisdiction include all grounds and property of the college.

Individual students are responsible for activities which occur within the privacy of their rooms and are expected to take responsibility for their residence hall/house environment.

The Student Affairs staff will intervene as appropriate when confronted with violations of this policy and will respond in any area (including student rooms) when there is evidence of violations, or when related behavior infringes upon the rights of other members of the college community or jeopardizes the health or well-being of any individual.

Violators of the college's Drug Policy are subject to disciplinary action in accordance with established college procedures through the Student Life staff, the College Hearing Officer, the Dean of Students, and/or the College Hearing Board.

Sanctions may include:

- Admonition or written warning
- Fines and/or restitution for damages
- Mandated community service, educational sanction or assigned task relevant to offense
- Housing probation
- Disciplinary probation
- Notation in disciplinary file until graduation
- Permanent notation in disciplinary file
- Parent/guardian notification
- Required drug treatment/counseling
- Suspension from college housing
- Suspension from the college, held in abeyance
- Recommendation to the president for suspension from the college for a specified period of time*
- Recommendation to the President for expulsion*

Other sanctions if deemed appropriate:

- Restriction from college facilities or activities
- Removal from an athletic team or campus organization
- Removal from a campus position
- Revocation of a group's charter

*Note that students who are suspended or expelled from the college are not entitled to any refund of tuition and fees and may not complete work for their classes in that semester. A student who is suspended or expelled will be assigned withdrawals for courses in progress.

Violators may also be subject to referral for prosecution. Individuals involved in the unlawful distribution of controlled substances are subject to immediate separation from the college and referral for prosecution. The college will not protect individuals who violate federal, state, or local laws. Students may also be subject to investigations by the police and face criminal prosecution independent of the college's judicial system.

In cases where a student is facing criminal investigation and/or charges for conduct which is the subject of a disciplinary proceeding, or if the conduct at issue is prohibited by local, state or federal laws, the college through the Chair of the College Hearing Board, the Dean of Students, and the Director of Public Safety will, in their sole discretion, determine if the conduct at issue should be heard before the College Hearing Board. The college may choose, but is not required, to hold its disciplinary proceedings in abeyance, pending the outcome of such investigation and charges. In these cases, the college, through the Dean or her designee, may choose to place the student on an interim suspension from the college. (See Leaves of Absences and Withdrawals in the Student Handbook). In making such a decision, the Dean shall consider: 1) the safety and well-being of the college community or preservation of college property; 2) the student's own physical or emotional safety and well-being; and 3) maintaining the normal operations of the college without disruption or interference.

The student may submit a written request to the Dean of Students of the college to resume the disciplinary process if the investigation and/or criminal matter is resolved or dropped. The college, in its sole discretion, through its Dean of Students, or her designee, will determine if the disciplinary process will proceed.

Wheaton College Resources

- Health Services General Business 508-285-9500
- Appointments x5400
- Student Life Office x8214
- Counseling Services x3905
- Dean of Students Office x8218

A. Denial of Federal Benefits 21 U.S.C. 862

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

B. Forfeiture of Personal Property and Real Estate 21 U.S.C. 853

Any person convicted of a federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

C. Federal Drug Trafficking Penalties 21 U.S.C. 841

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

D. Federal Drug Possession Penalties

Persons convicted on federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000.

DRUG-FREE WORKPLACE ACT

The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, students and employees should review the College's alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, and institutional disciplinary and criminal sanctions. Wheaton has no intention of intruding into the private lives of its employees; however, the College does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

Any student under the influence of illegal drugs or who possesses or consumes illegal drugs at Wheaton is subject to College disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency. As part of the drug-free awareness program, Wheaton will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace.

COUNSELING AND TREATMENT

The Counseling Center offers a variety of services including brief consultations, assessment, short-term individual counseling, group counseling, psycho-educational classes, crisis intervention, and outreach. We also offer the services of a Case Manager to assist students in accessing resources on and off-campus (e.g. referrals to off-campus counselors, making arrangements for a private room on campus to Skype with therapists at home, assisting with insurance and transportation questions, etc.). Services are offered to current enrolled full-time students. Our Counseling Center staff is also available to consult with any member of the Wheaton community, as well as family members, about students of concern.

Wheaton College staff members are licensed psychologists, licensed independent clinical social workers, licensed mental health counselors and graduate-level psychology/counseling/social work trainees under close supervision by our licensed staff members.

Fees

Counseling Center services at the counseling center are free of charge to enrolled Wheaton students. We also have a psychiatric nurse practitioner here one day per week. Appointments with the psychiatric nurse practitioner are made only by referral from Counseling Center staff. The psychiatric nurse practitioner is not a Wheaton employee, and thus, that's a service that is not free of charge. The psychiatric nurse practitioner accepts a number of insurances and Counseling Center staff can discuss that more with students if they are referred for this service.

Confidentiality

State law mandates that services offered at the Counseling Center are confidential. Counseling Center records are kept completely separate from all other college records. The Counseling Center maintains all counseling records in a secure, confidential electronic medical record. The Counseling Center therapists consult with each other, as needed, in order to provide quality care. Consultation with other licensed mental health professionals is also permitted for the purpose of quality care, as long as no identifying information is provided.

In addition, as a training site, trainees at the Counseling Center are provided intensive supervision from Counseling Center staff and qualified faculty supervisors at their respective graduate program.

Finally, the exchange of information with past, concurrent, and/or future providers for the purpose of providing better care is considered ethical practice. You may therefore be asked to provide permission to allow for such an exchange. Refusal to do so may result in your counselor declining to continue to work with you.

Communications between you and your therapist are not shared with others outside of the Counseling Center without your written permission, except under the following circumstances:

- If you are assessed to be suicidal or homicidal
- If there is suspected physical and/or sexual abuse or neglect of a minor, disabled person, or elderly person, we are required by law to inform the appropriate state agency. This includes any minor siblings and disabled/elderly family members at home.

- In the event of a court order or other mandatory legal process, we may be required to release records to the court.

Our Approach to Helping

As a service in an institution of higher education, the Counseling Center's primary role is to decrease emotional, psychological or behavioral barriers in order to support the intellectual growth and academic success of students. We strive to promote a safe and healthy environment for students by providing developmentally-appropriate, culturally sensitive assessment, diagnosis, recommendations and treatment to full-time students free of charge. Our services are short-term and focused on resolving a particular problem(s) presented. Group counseling sessions have no session limits unless otherwise advertised.

If a student is seen in the Counseling Center, they have extended assessment (generally ranging from 1-3 appointments). The purpose of this extended assessment is to work with the student to better understand the student's concerns, needs and strengths; to determine whether the Counseling Center can meet those needs and how; and to collaborate with the student to develop a mutually agreeable plan.

ALCOHOL POISONING

The Wheaton College Public Safety is responsible for your health and safety first. We have a relationship with our student body that is based on trust and mutual respect. Students will usually be the first to see that a fellow student is in danger from the abuse of alcohol or other drugs. Students should never hesitate to call Public Safety at 508-286-8213. We rely on you. We are here to help our students and keep them safe.

How alcohol poisoning can be fatal:

- Intoxication increases the gag reflex. An intoxicated person who has passed out can choke on their own vomit.
- Alcohol is a depressant, inhibiting the brain's ability to function. When a person has consumed too much alcohol the brain will start to shut down. Extremely intoxicated people may stop breathing or their heart may stop beating.
- Because it takes time for alcohol to enter the blood stream, some people tend to drink more than their body can handle because they don't yet feel the effects.

Signs and Symptoms of Alcohol Poisoning:

- Unconscious or semiconscious
- Breathing at a rate of 8 breaths per minute or slower
- Breaths come every 8 seconds or slower
- Skin is cold, clammy, bluish, and/or pale
- Confused or altered mental state
- Vomiting

- Seizures

What to do for someone with alcohol poisoning:

- NEVER leave the person alone
- Don't allow the person to "sleep it off"
- To avoid choking, have the person lie down on his side or on his stomach
- Have someone get the /RA on duty
- Have someone call Public Safety at 508-286-3333
- Keep the person awake. If the person falls asleep or passes out, wake them up
- Don't give the person any medications; mixing medicine with alcohol can be fatal

Safe Drinking Advice:

- Never leave your drink unattended or with someone you don't know and trust.
- Know who is pouring your drink and watch them pour it.
- Don't drink anything that has an abnormally salty taste. The drink might contain GHB, a known date rape drug.
- Don't drink anything that appears abnormally cloudy, because it could contain a drug.
- Alternate drinking alcoholic and non-alcoholic beverages. This will help keep you hydrated and allow your body time to process the alcohol.
- Eat well. Food absorbs some of the alcohol and slows its entry into the bloodstream.
- Go to parties with trusted friends who can be counted on to watch out for one another and see that you arrive home safely.
- Use a sober designated driver or invite a friend who agrees to stay sober.

If you suspect a friend might have alcohol poisoning, get help immediately by calling Public Safety at 508-286-3333.

MISSING STUDENT POLICY

The following policies regarding Missing Persons are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act.

Public Safety officers will check student's records, class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe. Should Public Safety not be able to locate a person reported missing within twenty-four (24) hours of the report, the college would then notify your designated emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Public Safety will also notify the Norton Police Department within 24 hours, as well as any other agencies where the missing student may be.

For any student under the age of 18 who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate. For students under 21, Suzanne's Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.

Should a student be determined to be missing for more than 24 hours, the following will occur:

- Public Safety will notify the Dean of Students
- The college will again contact the student's emergency contact and/or parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person. (In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student's emergency contact.)

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Department of Public Safety. The Department of Public Safety will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, or Residential Life staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing. Public Safety will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered. Investigation of such reports will be initiated immediately and procedures will be governed by federal, state, and local law, as well as internal Public Safety standard operating procedure.

WORKPLACE VIOLENCE PREVENTION

Wheaton College will not tolerate any form of violence in the workplace. Workplace violence may be defined as either physical or verbal aggression and may occur in various forms, including verbal threats and assaults. It is very important that all employees and supervisors are aware of this policy and report directly to Safety and Security any or all incidents that they perceive as potentially violent. The appropriate supervisor or department head should also be notified. In an effort to prevent workplace violence at Wheaton College, all reported threats will be thoroughly investigated through a cooperative effort by the appropriate supervisors, department heads, Human Resources and Public Safety.

Caution and common sense can minimize the risk of workplace violence. All employees should keep in mind the following Personal Safety Tips:

- Never open the door of your office to a stranger before or after regular business hours.
- Notify Safety and Security if working exceptionally early or late hours alone.
- When alone, do not mention this fact to telephone callers.
- Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
- Report any strange or threatening looking individuals to Safety and Security.
- Make a mental note of suspicious strangers in case a later crisis does occur.

Any employee who engages in any form of workplace violence will be subject to disciplinary action up to and including immediate termination of employment. Supervisors must document any event or report of workplace violence in their areas and advise Security of the same, even if the threat or situation does not at first seem serious. The report should be thorough and contain as many detailed facts as possible including:

- Name of person reporting the incident
- Name of the employee alleged to have been violent or threatening
- Date of the report and incident
- Location where the incident occurred
- Name(s) of the potential victims
- Name(s) of witnesses
- Description of details of the incident
- Specific description of verbal or physical violence that occurred
- Details that might assist in identification (e.g., license plate number)

DISCRIMINATION POLICY

Respect for the rights of all and for the differences among us is essential for the Wheaton community. Discrimination or harassment of others because of race, ethnicity, nation of origin, religious affiliation, gender, age, sexual orientation, gender identity and/or expression, physical disability, or other characteristics has no place in an intellectual community. If members of the Wheaton community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the College and its code of conduct and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Massachusetts, criminal prosecution may be pursued.

Wheaton is committed to ensuring equitable access to programs and services and to prohibit discrimination in the recruitment, admission, and education of students with disabilities. Page 38 of 53

Individuals with disabilities requiring accommodations or information on accessibility should contact Director of Public Safety Christopher Santiago at (508) 286-8213.

For general information, please contact:

Abigail Cohen, Disability Services Specialist at (508)286-3794, TTY (508)286-5828,

FAX (508)286-5621 or email: cohen_abigail@wheatoncollege.edu.

HAZING POLICY

In compliance with the hazing laws of the Commonwealth of Massachusetts, Wheaton does not permit hazing of any sort whether by organizations or individual students. Hazing has been defined as "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person." In accordance with this law, any student found guilty of hazing will be subject to a hearing by the College Hearing Board and disciplinary action taken if found guilty.

From the General Laws of the Commonwealth of Massachusetts

An Act Prohibiting the Practice of Hazing

The Senate and House of Representatives in General Court assembled, and by the authority of the same, amended Chapter 269 of the General Laws by adding the following three sections:

Section 17

Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both fine and imprisonment.

The term hazing as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such a group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18.

Each secondary school and each public or private school or college shall file, at least annually, a report with the Regents of Higher Education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary school, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such report.

Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the College and the fundamental values of our learning community. As such, no student, College employee, College volunteer, student organization, athletic team, or other College-recognized group or association shall conduct or condone hazing activities, consensual or not.

Taking Action

When in doubt about an activity, ask a dean or a coach or other College employee who works with student organizations or teams. They can provide additional examples of behaviors that might constitute hazing, examples of positive group bonding activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support.

Reports may be made directly or anonymously by submitting an anonymous letter to an appropriate College official or asking a College official that the report remain anonymous.

Sexual and Gender Misconduct Information

Sexual and Gender-Based Misconduct Policy

I. INTRODUCTION

The Wheaton College Honor Code pledge states:

As members of the Wheaton community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of campus life... and to behave in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the community.

The Sexual and Gender-Based Misconduct Policy ('the Policy') has been developed to reaffirm these values, to provide a prompt and equitable investigation and adjudication process in cases that implicate the Policy, and to provide recourse for individuals whose rights have been violated regardless of that person's sex, sexual orientation, gender identity or gender expression. The Policy describes how Wheaton College ('the College') will investigate a report that an individual has engaged in conduct that could constitute Sexual and Gender-Based Misconduct, as defined in the Policy, and determine what, if any, safety measures and/or disciplinary sanctions are appropriate. Above all, the College considers this Policy, along with our community resources and training, to be part of the College's larger effort to provide its students with a safe community.

II. DEFINITIONS

For purposes of the Policy, the following terms have the meanings indicated in this section.

Appellate Officer. The Dean of Students or a designee.

Complainant. An individual who experienced the alleged Sexual and Gender-Based Misconduct and who becomes a party to the conduct process under Section IV of the Policy.

Complaining Party. An individual who experienced the alleged Sexual and Gender-Based Misconduct.

Director. The College Director of Title IX Compliance or a designee.

Effective Consent. Consent which is informed, freely and actively given through clear words or actions and that creates mutually understandable permission regarding the conditions of sexual activity. Effective Consent is achieved only where each party fully understands what the party's partner consents to and does not consent to with regard to physical and sexual interactions. Effective Consent at one time does not imply Effective Consent at any other time. Effective Consent cannot be obtained: (1) through silence alone (absent a non-verbal action clearly demonstrating consent); (2) from minors (under the age of 16 in Massachusetts), mentally disabled individuals, or incapacitated persons; (3) through physical force or threat of physical force, coercion, fraud, intimidation, or incapacitation; or (4) by threatening someone, whether by words, gestures, or non-verbal actions.

Non-Consensual Sexual Penetration. Any sexual penetration (anal, oral or vaginal), however slight, with any object or sexual intercourse, which includes penetration by a penis, finger, or tongue, without Effective Consent.

Non-Consensual Sexual Touching, Disrobing or Exposure. Any intentional sexual touching, however slight, with any object without Effective Consent. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other body orifice of another individual or any other bodily contact in a sexual manner. It also includes ejaculating semen onto another individual without Effective Consent. Any disrobing of another individual, or intentional exposing of oneself to another individual without Effective Consent.

Procedural Advisors. Trained faculty members, staff or administrators who provide information and procedural advice regarding the Policy and process to the Complainant and the Respondent.

Procedural Coordinator. The Associate Dean of Students or a designee.

Relationship Violence. Any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual or dating relationship with that person. Relationship Violence may involve one act or an ongoing pattern of behavior. Relationship Violence can encompass a broad range of behavior including, but not limited to, threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Relationship Violence can occur with individuals of all genders, gender identities, gender expressions and sexual orientation and can occur across racial, cultural and socio-economic identities.

Respondent. An individual who is alleged to have committed Sexual and Gender-Based Misconduct and who becomes a party to the conduct process under Section IV of the Policy.

Responsible Employees. All College employees including residential advisors and student preceptors when acting in their given roles. Responsible Employees do not include persons with a statutory privilege (licensed psychologists, mental health counselors, social workers, clergy and designated medical personnel) who are acting within that privileged role, and individuals the College explicitly designates as confidential resource persons.

Retaliation. Any acts or words that constitute intimidation, threats, or coercion intended to pressure any individual because of that person's: (1) report of Sexual and Gender-Based Misconduct; (2) assistance in reporting of Sexual and Gender-Based Misconduct; (3) participation in any proceeding under the Policy; or (4) protest of Sexual and Gender-Based Misconduct and any adverse action against any individual for any other reason when the College, in its sole discretion, determines that the adverse action is related to Sexual and Gender-Based Misconduct.

Sexual and Gender-Based Misconduct. Sexual Harassment, Sexual Exploitation, Sexual Misconduct by Inducement of Incapacity, Stalking, Relationship Violence, Non-Consensual Sexual Penetration, Non-Consensual Sexual Touching, Disrobing or Exposure, Sexual Misconduct by Incapacity, and any other sexual contact or activity that occurs without Effective Consent.

Sexual Exploitation. Taking non-consensual, unfair, or abusive advantage of another for that individual's own advantage or benefit, even where that behavior does not constitute another Sexual and Gender-Based Misconduct offense.

Sexual Harassment. Any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise. In general, Sexual Harassment can be divided into two types of conduct:

- (1) **Quid Pro Quo Harassment.** Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any aspect of a College program or activity or is used as the basis for the College's decisions affecting the individual.
- (2) **Hostile Environment.** A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the College's education or employment programs

and/or activities. Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective.

Sexual Misconduct by Incapacity. Any sexual interactions with someone a person knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep, or other type of incapacitating condition.

Sexual Misconduct by Inducement of Incapacity. The inducing of incapacitation through the provision of alcohol or drugs to another individual, with or without that individual's knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or intoxication, and regardless of whether sexual interaction occurs.

Stalking. An intentional course of repeated conduct or behavior over a period of time, directed at a specific person, which causes the person to feel alarm, annoyance, emotional distress or fear and which may include persistent calling, texting or posting on a social networking site as well as in-person conduct, where the content of the messages or the nature of the in-person conduct is gender-based or of a sexual nature. Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

Title IX. Title IX of the Education Amendments of 1972 (20 U.S.C.A. § 1681).

III. PROHIBITED CONDUCT

This section outlines conduct which is prohibited under the Policy.

(1) Sexual and Gender-Based Misconduct is prohibited. Such prohibitions include:

- (a) Sexual Exploitation;
- (b) Sexual Harassment;
- (c) Sexual Misconduct by Inducement of Incapacity;
- (d) Stalking;
- (e) Relationship Violence; and
- (f) Any sexual contact or activity that occurs without the Effective Consent of any individual involved including but not limited to:
 - (i) Non-Consensual Sexual Penetration;
 - (ii) Non-Consensual Sexual Touching, Disrobing or Exposure; and
 - (iii) Sexual Misconduct by Incapacity.

- (2) Retaliation is prohibited.
- (3) Attempts to commit Sexual and Gender-Based Misconduct is prohibited.
- (4) Aiding the commission of Sexual and Gender-Based Misconduct is prohibited.

IV. PROCESS FOR RESOLVING COMPLAINTS

This section outlines how the College will investigate a report of conduct that could constitute a violation of the Policy and determine what, if any, safety measures and disciplinary action is appropriate.

- (1) **Reporting Sexual and Gender-Based Misconduct.** Responsible Employees must, within twenty-four (24) to forty-eight (48) hours, disclose to the Director incidents of Sexual and Gender-Based Misconduct that come to their attention.
- (2) **Response to reports of Sexual and Gender-Based Misconduct.** The College will respond promptly to all reports of Sexual and Gender-Based Misconduct in a prompt, equitable, and effective manner.
- (3) **Initial Assessment; Interim Measures.** After receiving notice of conduct that could constitute a violation of the Policy, the Director will take a number of initial steps. These initial steps are not an investigation. Rather, these initial steps will enable the College to assess the need to take any immediate action to address the safety and health needs of the Complaining Party and the College community and to determine the next steps for investigating the reported conduct and the need for any interim measures. These initial steps may include, but are not limited to, the following:
 - (a) **Contact with the Complaining Party.** The Director will promptly contact the Complaining Party and encourage the individual to meet to discuss the nature and circumstances of the reported conduct, review relevant documentation that is available, and address the Complaining Party's immediate physical safety and emotional needs, including the need for any interim measures. Examples of possible interim measures may include orders of no contact, requests for academic adjustments or other accommodations, access to additional support services, changes to living, transportation and working situations, and other actions to address the situations and concerns raised on an interim basis. The Director will notify the Complaining Party of the available resources for seeking medical treatment, counseling, spiritual guidance, or other interim measures. These resources can be found at <http://wheatoncollege.edu/sexual-assault/friend/>. A formal complaint is not necessary to trigger this part of the College's process.
 - (b) **Disclosures Regarding Law Enforcement.** The Director will notify the Complaining Party: (1) about the availability of the Policy; (2) about the right to report (or decline to report) the matter to Public Safety and/or to local law enforcement; and (3) that a report to law enforcement will not change the College's obligation to potentially investigate the matter but it may briefly delay the timing of the investigation if a law enforcement

agency requests that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct.

- (c) **Policy on Retaliation.** The Director will inform the Complaining Party about the policy regarding retaliation. Moreover, the College will respond to any reports of retaliation immediately.
- (d) **Threat Assessment.** The Director will assess the reported conduct to determine whether the circumstances pose a threat to the health or safety of the College community and warrant the issuance of a timely warning, an order of no contact for any persons, or any other interim protections.
- (e) **Determination of a Potential Violation.** If the Director determines that the reported conduct would not, in any way, violate the Policy, the Director will advise the Complaining Party of such in writing and refer the reported conduct to the appropriate administrator for handling consistent with any other appropriate College policy. If new information is subsequently provided, the decision whether or not to investigate under the Policy may be reevaluated. If the Director determines the reported conduct could, in any way, violate the Policy, the Director will contact the Complaining Party to discuss that determination and work with the Complaining Party to initiate the conduct process. If, at this time, the Complaining Party requests that the process not move forward, the College, in accordance with Section V.5. of the Policy, will weigh that request and the reasons for it against the College's obligation to address any risk of harm to the Complaining Party or other individuals in the community and the nature of the incident or conduct at issue. Mediation is not an option for resolving allegations involving any form of sexual violence.

(4) Investigation. If, during the Initial Assessment, it is determined that the reported conduct is potentially a violation of the Policy and the Complaining Party initiates the conduct process or the College otherwise determines that it must move forward, the formal investigation phase will commence and include the steps outlined below.

- (a) **Notice of Investigation.** The Director, in consultation with the Procedural Coordinator, will send a copy of any written complaint along with a written notice to the Respondent that will include a description of the allegations, the portions of the Policy that are alleged to have been violated, and any interim measures in place about which the Respondent must be made aware. This written notice does not constitute a finding or a determination of responsibility.
- (b) **Assignment of Procedural Advisors.** The Director, in consultation with the Procedural Coordinator, will offer the Complainant and the Respondent a Procedural Advisor. Parties may elect not to utilize a Procedural Advisor, and may select any other person to serve as an advisor-of-choice, including an attorney. Parties may also elect to participate in the conduct process without utilizing a Procedural Advisor or an advisor-of-choice. Procedural Advisors or advisors-of-choice may be present during any meeting, interview, or hearing held pursuant to the Policy.

Individuals participating in the conduct process as a Procedural Advisor or as an advisor-of-choice must comply with the Policy in performing their respective roles. Procedural Advisors and advisors-of-choice may not participate actively while present at any meeting, interview, or hearing and may not speak on behalf of the individual they are advising, although they may ask to suspend any meetings, interviews, or hearings briefly and in a reasonable and non-disruptive manner to provide private consultation related to the matter in progress. Procedural Advisors or advisors-of-choice are subject to the same confidentiality expectations applicable to others in attendance. Accommodations, including scheduling of meetings, interviews, or hearings, will not be made for any advisers if they unduly or unnecessarily delay the process.

- (c) Designation of Investigator(s). The Director, in consultation with the Procedural Coordinator, will designate at least one internal investigator to conduct a prompt, fair, and impartial investigation of the reported conduct and prepare a report of investigative findings (the "Investigative Report"). At the College's discretion, more than one investigator may be assigned. The College may also exercise discretion in assigning an external investigator to conduct the investigation with the College's internal investigator. In addition, the College may assign an external investigator, without assigning an internal investigator.

All investigators – internal or external – will be selected from a group of qualified and trained individuals employed by the College or engaged by the College for the purpose of conducting investigations under the Policy. The Director will provide the parties with the name of the investigator(s). As soon as possible, but no later than three (3) business days after receiving notice of the identity of the investigator(s), the parties should inform the Director (in writing) of any conflicts or potential conflicts of interest with regard to the selected investigator(s). The Director, in consultation with the Procedural Coordinator, will consider the nature of the conflict and determine if different individuals should be assigned as Investigator(s). The Director's decision regarding any conflicts is final.

- (d) Nature of the Investigation. The investigation will include separate interviews with the Complainant, the Respondent, and any witnesses whom the investigator(s) believe will provide necessary and relevant information. The investigation may include the review of documentation or other items relevant to the reported conduct. The investigator(s) will provide the parties with written notice of meetings at which their presence is required.
- (e) The Parties' Identification of Potential Witness and Documentation. The parties have the opportunity (and are expected) to provide the investigator(s) with the identification of potential witnesses who have specific information about the reported conduct and with whom they would like the investigator(s) to speak. The parties also have the opportunity (and are expected) to provide the investigator(s) any documentation or other items they would like to be considered. All information described in this section must be presented to the investigator(s) in writing and include a brief description as to how the persons, documents, and/or items are relevant to the reported conduct. This information must be provided to the investigator(s) during the investigation phase and without delay

upon becoming aware of it. The investigator(s) will exercise discretion in their determination of what information to consider and which potential witnesses identified by the parties can provide relevant information to the investigation.

- (f) **Investigation Prohibitions.** Neither party will be permitted to directly question or cross-examine the other party during the investigation. Moreover, the investigator(s) generally will not consider information related to either party's character or sexual history outside of the conduct in question. However, where there is evidence of pattern of conduct similar in nature by the Respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the Investigator's report and/or the Hearing Board's determination of responsibility or sanction. In those instances the Director and the Procedural Coordinator will determine whether the previous incident was substantially similar to the conduct cited in the report and indicates a pattern of behavior and substantial conformity with that pattern by the Respondent. The Director and the Procedural Coordinator may choose to provide this information to the Investigator, with appropriate notice to the Parties.
- (g) **Investigative Report.** At the conclusion of the investigation phase, the Investigator(s) will prepare an investigative report, which should include a summary of the factual information presented during the investigation phase, a separate section where the investigator(s) point out relevant consistencies or inconsistencies (if any) between different sources of information, and a separate section describing the investigator(s)' perception of the demeanor of the individuals interviewed. The investigative report will not include a determination by the investigator(s) as to whether a party has violated the Policy or what sanctions may be appropriate.

(5) Hearing Board. At the conclusion of the investigation phase, the hearing board process will commence and include the steps outlined below.

- (a) **Convening the Hearing Board.** The Procedural Coordinator will convene a three member hearing board (the 'Board') from a previously established pool of College community members trained to decide Sexual and Gender-Based Misconduct cases. This pool will not include students. The Procedural Coordinator will designate a Board Chairperson (the 'Chair'). The Procedural Coordinator will provide the parties with the name of the persons assigned as the Board members for their case. As soon as possible, but no later than three (3) business days after receiving notice of the identity of the assigned Board members, the parties should inform the Procedural Coordinator (in writing) of any conflicts or potential conflicts of interest in regard to the selected members assigned to the Board. The Procedural Coordinator will consider the nature of the conflict and determine if different individuals should be assigned as members to the Board. The Procedural Coordinator's decision regarding any conflicts is final. The Procedural Coordinator will then submit the investigative report to the Board members and set a subsequent date for the Board to meet to determine responsibility and appropriate sanctions, if any.

- (b) Notice of Hearing. The Procedural Coordinator will notify the Complainant and the Respondent in writing of the time and date of the hearing at least five (5) business days prior to the hearing date.
- (c) Review of the Case File. All relevant reports, witness statements, the Complainant's statements, the Respondent's statements, and other relevant written materials generally will be available for review by the Complainant and the Respondent at least three (3) business days prior to the hearing.
- (d) Request for Participation of Witnesses. The Complainant and the Respondent will have the opportunity to make a request to the Procedural Coordinator for witnesses to participate in the hearing. The Chair, in consultation with the Procedural Coordinator, will determine which witnesses will participate based on the relevance of their testimony but will not exclude any relevant testimony. The Complainant and the Respondent must notify the Procedural Coordinator of any witnesses who they request to participate in the hearing at least two (2) business days prior to the hearing. The Complainant and the Respondent will be notified of the names of the witnesses that the Chair has determined will be contacted to participate in the hearing no later than twenty-four (24) hours prior to the hearing. Witnesses are to share only information that is factual and directly pertinent to the specific incident being reviewed.
- (e) Use of Procedural Advisors and Advisors-of-Choice. The Complainant's and the Respondent's Procedural Advisor or advisor-of-choice may attend the hearing. Neither the Complainant nor the Respondent may have any other advisor other than the Procedural Advisor or advisor-of-choice present during the hearing. Procedural Advisors and advisors-of-choice may not speak on a party's behalf during the course of the hearing and will be bound by the rules of confidentiality governing the hearing.
- (f) Board Review. During the hearing, normally only the investigators, the Complainant, the Respondent, Board members, witnesses, Procedural Advisors/advisors-of-choice and the Procedural Coordinator may be present. A Board hearing may be conducted in the absence of the Complainant or the Respondent, or witnesses, at the discretion of the Chair and/or the Procedural Coordinator. Witnesses may be present only when sharing information with the Board, unless noted at the discretion of the Chair.

The Complainant and the Respondent will not appear at the same time during the course of the hearing, and they may not directly question each other or witnesses. Both parties will be provided an opportunity to request that additional questions be directed by the Chair to other individuals appearing at the hearing. The Chair may use discretion in determining whether or not to ask such questions so long as the discretion is equitable for both parties.

The Board may ask questions of the Complainant, the Respondent, the witnesses, and the Case Investigators. The Board may go into closed session, temporarily excusing all participants, upon the vote of a majority of the members of the Board.

If the Complainant or the Respondent does not participate in the hearing or chooses not to speak, Board hearing procedures will still be followed and sanctions, if appropriate, will be imposed. The Complainant, the Respondent and the investigators may be given the opportunity to make opening and closing comments.

The parties are expected to participate in the proceeding in a civil and respectful manner. The Chair reserves the right to remove any individual who impedes the Board hearing. A case may be recessed or continued at the Chair's discretion. At the request of a hearing participant, the Chair will take appropriate action to maintain a safe environment for all participants in the hearing, including providing for the presence of a Public Safety officer at the site of the hearing.

Alternative testimony options that do not compromise the integrity of the hearing process may be requested by either the Complainant or the Respondent. Options that provide accommodations for individuals with a disability, remote participation where necessary, or a safe space for participation while not depriving the parties of their rights in the process may be requested and will be considered. The Procedural Coordinator, in consultation with the Chair, determines the appropriateness of these requests and assumes responsibility for these arrangements.

All information shared at the hearing may be audio recorded for use by the Board only. The Board's deliberations will not be otherwise recorded. The record is the property of the College. It will ordinarily be preserved until the conclusion of the student conduct hearing process, including the appeals period, at which point it will be destroyed. The parties and Board hearing participants are not permitted to make video, audio, or other electronic, photographic, or digital recordings of any meetings, parts of the case file, or proceedings held pursuant to the Policy, including the Board hearing. The Procedural Coordinator may make exceptions to this prohibition in limited circumstances if the Procedural Coordinator concludes, in the Procedural Coordinator's sole discretion, that a recording is warranted, and upon written request of the party seeking the recording that explains the need for the recording.

- (g) Board Determination. Following completion of the hearing, only Board members and the Procedural Coordinator may be present for the deliberation. The Board must use the preponderance of the evidence standard when determining whether a Respondent is responsible for violation(s) of the Policy. The Board members will decide by majority vote whether or not the Respondent is responsible for the violation(s) of the Policy. The Procedural Coordinator will have no vote.
- (h) Sanctions. If the Board determines the Respondent is responsible for violation(s) of the Policy, the Board will determine the sanction(s) to be imposed. Pertinent records of previous disciplinary action may be used in determining an appropriate sanction. Sanctions may include but are not limited to the following: expulsion; suspension; probation; reprimand; warning; restitution; education/counseling; no-contact order; restriction from extracurricular programs or activities; loss of leadership opportunity or

positions in activities; housing restriction/relocation; and/or restriction from College employment.

(6) Appeals of Decisions. At the conclusion of the Board phase, either party may file an appeal. The appeal process includes the steps outlined below.

- (a) Filing an Appeal. Within five (5) business days of receiving notice of the Board's determination on responsibility and sanctions, either the Complainant or the Respondent may appeal the decision by submitting to the Procedural Coordinator a letter stating why the party requesting the appeal believes the determination of responsibility and/or the sanctions were inappropriate.
- (b) Content for Appeal. A party may appeal only on the following grounds:
 - (i) newly discovered material information that was not known to the appellant party and unavailable during the investigation and during the hearing and which likely would have changed the finding of responsibility or the sanction imposed had it been available; or
 - (ii) substantial procedural error that materially prejudiced the appellant party.

The party submitting the appeal must set forth in detail the grounds for review and must attach all materials that the party wishes to have considered in the appeal process. The Procedural Coordinator will provide a copy of the appeal submitted by one party to the other party.

- (c) Appellate Officer. The Appellate Officer will decide the merits of any appeal and in so doing, may consult with the investigator(s), the Board members, and any other individual that the Appellate Officer deems appropriate.

The purpose of the appeal is not to rehear the case; rather, it is to determine if there is sufficient information presented to allow a reconsideration of the Board's decision.

- (d) Enforcement of Board Decision. Any action assessed or recommended by the Board may be enforced, in whole or in part, pending the outcome of the appeal at the sole discretion of the Procedural Coordinator, including a removal or suspension.
- (e) Appeal Determinations. The Appellate Officer will review the appeal and render a decision usually within ten (10) business days.

The Appellate Officer may affirm all or part of the decision (which includes the sanction, as well as the determination of responsibility) or may refer the matter to the investigator(s) or Board for further consideration. If the matter is referred back to the investigator(s) or Board, the Appellate Officer will provide specific instructions with the referral. In the event of a referral, the Appellate Officer may mandate such further

proceedings as the Appellate Officer deems appropriate under the circumstances, consistent with the Policy.

The decision of the Appellate Officer will be provided in writing and is final. The Procedural Coordinator will inform the parties simultaneously and in writing of the outcome of the appeal.

V. ADDITIONAL MATTERS

(1) **Request for Delay of Proceedings.** If the Complainant, the Respondent, or law enforcement agencies request that the College conduct proceeding be delayed because the conduct in question is also being addressed in a civil or criminal court, the College will review the request, but it retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action (including but not limited to orders of no contact, removal from campus, residence facilities, and/or classes, interim removals, or suspensions) to maintain the safety of the campus. The campus conduct process shall be confidential to the extent possible and as allowed by law and considerations of safety.

(2) **Duty of Honesty.** All parties and witnesses are obligated to be completely honest during the course of the entire process set forth in the Policy. Any person who knowingly makes a false statement – either explicitly or by omission – in connection with any part of the process may be subject to separate College disciplinary action.

(3) **Duty of Cooperation.** All parties and witnesses are obligated to cooperate with the Director and any persons charged with implementing the Policy. Any person who knowingly interferes with the actions taken to implement the reporting, investigation, or resolution of matters under the Policy may be subject to separate College disciplinary action.

(4) **Amnesty for Students Reporting Misconduct.** The College encourages reporting under the Policy and seeks to remove barriers to reporting. The College generally will not hold a student who reports conduct or is a witness during an investigation under the Policy accountable for disciplinary violations of the College's Community Standards prohibiting use of drugs or alcohol. Under limited circumstances, a person who reports conduct under the Policy may be held accountable for his or her own misconduct if, in the College's discretion, it is determined that the behavior placed the health and safety of any person at risk, or if it created a danger to the College community. The College retains the right to require students to attend counseling or drug/alcohol related courses even in circumstances in which disciplinary conduct will not be pursued under this Policy.

(5) **Respect for Privacy.** The College values the privacy of individuals involved in the reporting, investigation, and/or resolution of matters subject to the Policy. The U.S. Department of Education has provided guidance indicating that there are situations in which it may be necessary for an institution to override a request for privacy or confidentiality in order to meet its Title IX obligation. In the event circumstances result in the College overriding a request for privacy or confidentiality to meet its Title IX obligation, the College will do so with the utmost sensitivity and respect for the circumstances and the individuals involved.

The factors the U.S. Department of Education suggest institutions consider in determining whether it can grant a request for privacy include circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual violence or other violence (e.g., whether there have been other sexual violence complaints about the same alleged perpetrator, whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence, whether the alleged perpetrator threatened further sexual violence or other violence against the student or others, and whether the sexual violence was committed by multiple perpetrators), circumstances that suggest there is an increased risk of future acts of sexual violence under similar circumstances (e.g., whether the student's report reveals a pattern of perpetration, whether the sexual violence was perpetrated with a weapon, the age of the student subjected to the sexual violence, and whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence)).

(6) Special Situations. The College retains the right to determine, in its sole discretion, if it will address a report of conduct that falls under the Policy administratively and outside of the process described herein when the safety of the College community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving either of the parties, or if the Director, in consultation with appropriate administrators, determines it is in the best interest of the College and/or the community to do so. Whenever the College determines that it will exercise this provision, its actions will be in accord with Title IX and it will stay true to the processes described in the Policy to the extent possible. The College will also clearly explain to the parties any alternate processes it will take in the given situation.

Resource Contact Information

SMART 508-286-3374 (Monday–Friday 8:30 a.m. – 4:30 p.m.; calls generally returned during afternoon hours)

Dean of Students Office – 508-286-8218 (available Monday–Friday 8:30 a.m.–4:30 p.m.)

Counseling Center – 508-286-3905 (available Monday–Friday 8:30 a.m.–4:30 p.m.); Confidential

Public Safety – 508-286-3333 (emergency from campus phone); 508-285-8213 (emergency from cell phone); Available 24/7

Director of Title IX Compliance – 508-286-3231 (available Monday-Friday 8:30 a.m. – 4:30 p.m.)

Area Coordinator On-Call available 24/7 by contacting Public Safety

How to Help a Friend If the Assault has Just Occurred:

- Make sure you and your friend are in a safe location.
- Offer to stay with your friend or to call another caring friend to stay with him/her. In order to preserve evidence, remind your friend not to wash, eat, drink, douche, clean, use the bathroom (if possible), or change clothes. If your friend does change clothes, be sure to save what s/he was wearing in a brown paper bag.
- Suggest medical treatment at Morton Hospital (Sexual Assault Nurse Examiner on call) or Sturdy Memorial Hospital ER.
- For confidential support and guidance, encourage your friend to call the Wheaton Counseling Center (508-286-3905) or the local crisis center hotline, New Hope (800-323-4673).
- Suggest contacting the Norton Police and/or Wheaton Public Safety. Remember, it is your friend's decision whether to report the assault or not (your friend's identity will be protected to the maximum extent allowed by law and/or college policy).

How to Help: Provide Support and Comfort

- Make sure you and your friend are in a safe location.
- Believe your friend. Remember that your friend's behavior did not cause him/her to be raped.
- Listen non-judgmentally and validate your friend's distress.
- Don't ask your friend to tell you more than s/he wants.
- Silence is acceptable - your friend may not want to talk but may simply not want to be alone.
- Ask permission before touching or hugging.

LISTEN

Allow your friend the freedom to choose when, where, and how to talk about the assault. Avoid blaming questions or statements, such as "Why did you go there?", "Why didn't you tell me sooner?", "That wasn't a good idea."

OFFER OPTIONS

Remind your friend of the options available regarding medical care, counseling, and reporting. Remember, you can encourage (but not make) your friend report the assault or seek medical care.

RESIST ESCALATING VIOLENCE

Your friend has come to you for help. Satisfying your desire for revenge isn't going to help him/her.

INFORM

Let your friend know that professional help is available through the Morton Hospital Sexual Assault Nurse Examiner (SANE) program (medical care and/or forensic evidence collection), the Wheaton College Counseling Center, a member of the Sexual Misconduct and Assault Resource Team (SMART - for resources and reporting options), and New Hope, the local rape crisis center.

TITLE IX COMPLIANCE AND INFORMATION

The federal government provides clear guidelines for colleges and universities to follow when responding to reports of sexual and gender-based misconduct. These guidelines come from Title IX of the Education Amendments of 1972 (Title IX). Sexual and gender-based misconduct is prohibited under Title IX as it is a form of discrimination on the basis of sex.

Title IX of the Education Amendments of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Office of Civil Rights (OCR) is the federal agency that oversees and enforces Title IX compliance. OCR requires colleges and universities to carry out the following responsibilities:

- A school has the responsibility to respond promptly and effectively to charges of sexual and gender-based misconduct. If a school knows or reasonably should know about sexual and gender-based misconduct that creates a hostile environment, the school must take immediate action to address the misconduct, prevent its reoccurrence, and remedy its effects.
- Even if a reporting party does not want to file a complaint or does not request that the school take action on the report on the party's behalf, the school must make an effort to investigate the charge to determine what has occurred and then take appropriate steps to ensure the safety of the reporting party and the campus community.
- A school must take action to prevent and remediate retaliation against a reporting party of third party for their involvement in any process under Title IX.
- Every school must have and distribute a policy against sex discrimination (including sexual and gender-based misconduct). Title IX requires that the policy include the following:
 - Every party has the right to present their case. This includes the right to thorough, reliable and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes.

- Every party has the right to be notified of the time frame within which a) the school will conduct a full investigation of the complaint; b) the parties will be notified of the outcome of the complaint; and c) the parties may file an appeal.
 - Every party has the right to have the complaint decided using a “preponderance of evidence” standard. This means that it must be “more likely than not” that the misconduct occurred.
 - Every party has the right to be notified, in writing, of the outcome of the complaint.
- The school must follow its policy.

[Wheaton’s Sexual and Gender-based Misconduct Policy](#) is consistent with these guidelines. *None of these guidelines preclude or affect a complainant’s right to pursue criminal charges against another individual.*

Rachael Pauze, Director of Title IX Compliance, is responsible for ensuring that Wheaton’s policies and practices comply with Title IX.

Rachael can be reached at pauze_rachael@wheatoncollege.edu, titleIX@wheatoncollege.edu, or (508) 286-3231, or at her office in the Science Center, room 227. We also have “deputy directors” who work with particular populations. If you have a concern or complaint, you should direct it to the Rachael, or to the following offices/individuals, depending on the situation:

Complaints against Wheaton **students** may be referred to:

- Brandon White, Associate Dean of Students, Deputy Title IX Director for Students (508) 286-8218
- Courtney Ruggles, SMART Coordinator (508) 286-3374
- Public Safety (508) 286-8213

Complaints against Wheaton **staff members** should be referred to:

- Omaira Roy, Assistant Vice President for Human Resources (508) 286-8206, Deputy Title IX Director for Staff

Complaints against **faculty members** should be referred to:

- Kersti Yllo, Professor of Sociology, (508) 286-3654, Deputy Title IX Director for Faculty

Complaints regarding **athletics** should be referred to:

- Lisa Yenush '90, Associate Director of Athletics/SWA (508) 286-3982, Deputy Title IX Director for Athletics

If you believe that Wheaton College has not followed its policy and processes as described in the Sexual and Gender-based Misconduct Policy, or if you believe that the policy itself is discriminatory, you can file a grievance with the Office of Civil Rights. The person who can help you do this is Wheaton’s Director of Title IX Compliance, Rachael Pauze, or you can choose to contact the Office of Civil Rights directly at (800) 421-3481 or ocr@ed.gov . If you wish to fill out a complaint form online, you may do so at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community how to obtain information concerning registered sex offenders from the appropriate state law enforcement agencies. In addition the act requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is employed.

Members of the Wheaton 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> or the Norton Police Department at (508) 285-3310.

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

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State police Registry within ten days of establishing residence within a state. Any persons required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the state.

Wheaton College is a member of the International Association of Campus Law Enforcement Administrators (IACLEA) and the Massachusetts Association of Campus Law Enforcement Administrators (MACLEA) for operational coordination, support, and training.

Please Note: The information in this publication was accurate at the time of publication. However, Wheaton College reserves the right to make changes at any time without prior notice to any of the information, including but not limited to course offerings, degree requirements, regulations, policies, procedures and charges. The College provides the information herein solely for the convenience of the reader and to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

The current Campus Fire and Security report is available on the Public Safety website, <http://wheatoncollege.edu/public-safety/safety/>, and look for the campus fire and security report link.