A Note to Our Readers:

This report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This document is available online at http://www.mtholyoke.edu/offices/dps/publications/Safe_And_Sound.pdf. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and non-campus property sites, the offices of the Dean of the College, Dean of Students, Residential Life, Student Programs, Health Services and Department of Athletics. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, etc.) and to local law enforcement agencies.

If you have any questions about anything contained in this report, please contact the Department of Public Safety at x2304 (dial (413) 538-2304 from off campus.)

Attention Users of Cellular Phones

In order to report an emergency promptly from your cellular phone, program the Department of Public Safety phone number into your phone: (413) 538-2304.

Note that many providers require you to dial the area code even if your phone number is within the same area code.

Statement of Non-Discrimination

Mount Holyoke College is committed to diversity among its students, faculty, and staff. The College admits qualified students with any disability and of any age, religion, sexual orientation, race, color, national origin, or Vietnam-era veteran status, to all the programs and activities generally available to students and does not discriminate on the basis of these factors in the administration of its educational policies and programs.

Bias Based Profiling Policy

It is the policy of this department that, except in "suspect specific incidents," Public Safety officers are prohibited from considering the race, gender, national or ethnic origin, sexual orientation, or disability of members of the public in deciding to detain a person or stop a motor vehicle and in deciding upon the scope or substance of any law enforcement action.
From the Director of Public Safety

The Department of Public Safety welcomes you to Mount Holyoke College. Each student, faculty member, and staff member enriches this community in many ways, including the way Mount Holyoke looks out for itself. The Department of Public Safety hopes you will join in becoming part of a network of responsibility for everyone’s well-being through small, routine gestures.

Looking out for each other, of course, involves a careful balance between safety and privacy. In setting department policies, Public Safety has taken pains to respect the individual’s rights. The more comfortable an individual feels about coming forward with information, we believe, the safer the whole community will be.

It may seem like a paradox, but Public Safety believes that caution can make you free. Building a healthy avoidance of risk into your daily routine can preserve your freedom to come and go as you please. First, habitual safety frees your mind from constantly being on guard—we’d like you to be alert, but not paranoid. Second, if you routinely avoid the risk of injury to yourself, your belongings, and each other, you are freer to take the risk of living life to the fullest. Lock your mountain bike today so you can take it off-road tomorrow.

The Department of Public Safety is the police force for the College community. It consists of professionally trained law enforcement officers and community service officers who keep current in the field through continuing education. All members of the department are trained in problem solving and in being as helpful as possible in a range of activities. Public Safety listens to feedback from and collaborates with individuals and organizations in a lattice of support and protection sustaining the Mount Holyoke College community.

The Mount Holyoke College Department of Public Safety became the first college or university police department to become certified and accredited by the Massachusetts Police Accreditation Commission, Inc. The department remains one of only a handful of campus, municipal and specialized departments to achieve this status. This is a testament to the high quality and professionalism of the department’s staff.

This booklet serves several purposes. It provides hints on developing safe habits that reduce the risk of crimes against you and your property; describes how to handle emergencies and offers ways members of the Mount Holyoke community can look out for each other. This booklet also explains the authority, mission, and policies of the Department of Public Safety, along with campus crime statistics to comply with both federal and state laws. We hope you will not only read it carefully but also keep it handy for reference.

Sincerely,

Paul L. Ominsky
Director of Public Safety
Mission Statement

THE DEPARTMENT OF Public Safety:

Working in Partnership with the community through a continuing commitment to safety and education

Vision Statement

The Department of Public Safety is committed to continuing improvement of its ability, through professional development, technological and other means, to protect the lives and property of the Mount Holyoke College community. As part of the larger College community, the Department strives to foster an environment where diversity is celebrated, citizens of all races, creeds, sexual orientations, religions and nationalities are made welcome and their rights are preserved. The Department is dedicated to enforcing the law of the land along with the College’s rules and regulations in a fair and impartial manner with dignity and civility.

The Department’s members provide professional law enforcement service in conjunction with educational programming designed to increase awareness and decrease crime occurrences on campus. The Department strives to provide professional development courses that focus on proactive measures as an alternative to crime, as well as victim education and services, the development of educational programming and the expansion of community policing to all phases of its operations.

The goal of the Department of Public Safety is to become the leading authority on campus policing in the region, both in policies and practices, to deliver its many services in a timely and personalized manner. The aspiration for the individual members of the Department is to pursue continuing education in the field of law enforcement and to bring the educational expertise back to the Department and the College community.

The Department of Public Safety’s Enforcement Authority

The Department of Public Safety enforces the Massachusetts General Laws and protects life and property on campus by providing law enforcement and security and by responding to emergencies. Charged with protecting the rights of all members of the College community, officers are authorized under Massachusetts General Law 22C, Section 63, to enforce federal and state laws and have the power to arrest, just like any other police force in Massachusetts. The Mount Holyoke College Department of Public Safety has back-up aid from and telephone and radio contact with the South Hadley Police Department. The South Hadley Police are notified of any major incidents that occur on campus. Under Massachusetts law, the State Police are notified of any death on campus and can have jurisdiction over any criminal incident that occurs on campus. Generally, Public Safety handles most if not all criminal incidents that occur on Mount Holyoke College property. The South Hadley Fire Department responds to fire and medical emergencies as a supplement to Public Safety services.
Public Safety at a Glance

The Department of Public Safety is in the Central Services complex next to the Central Heating Plant in the center of campus. Office hours are Monday – Friday 8:30 am – 4:00 pm. Public Safety officers and dispatchers are on duty 24 hours a day, 365 days a year. The department includes full- and part-time staff as follows:

- **Officers** (full- and part-time) certified as Special State Police officers with full arrest authority. This number includes the Director, Associate Director, Lieutenant and Sergeants (22).
- **Dispatchers** (full- and part-time) answer both Public Safety phone lines and the College’s main switchboard (6).
- **Medical Emergency Response Team** (MERT) team members are students certified as First Responders or EMTs interested in the health professions who assist the department with medical emergencies. MERT Team members are on call evenings during the academic year.
- **Bus and Van Drivers** are staff members who operate College vehicles as part of the Fleet program (9).
- **Art Museum Monitors** are professional staff members who provide on-site security services to the College’s Art Museum (3).
- **Administrative Support Personnel** provide office coverage and support to the Public Safety, Fleet and Parking Offices (3).

Command Staff

Paul L. Ominsky, Director  
Barbara A. Arrighi, Associate Director  
Raymond E. LaBarre, Lieutenant  
Bryan S. Roman, Sergeant  
Josh Dufresne, Sergeant  
Jeanne M. Tripp, Office & Systems Coordinator

Staff Members

Kevin Fournier, Senior Officer  
Kellie Cournoyer-Cronk, Senior Officer  
Thomas Robert, Sr. Officer & Bus Driver  
Jeff Baeder, Senior Officer  
Juan Rivera, Officer  
Theresa Ryan, Officer  
Jane Provost, Dispatcher  
Doug Keller, Dispatcher & Driver  
Charlyn Puza, Parking Coordinator  
Megan Smith, PSO  
James Sullivan, PSO  
John Tyrell, Art Museum Monitor  
Greg Ayers, Reserve Officer  
Jason Brouillard, Reserve Officer  
Matthew DeBettencourt, Reserve Officer  
John Darr, Driver  
Richard Kirby, Driver  
Lyle Dorn, Jr., Driver  
Alexandra Szarlan, PTOC Dispatcher  
Frank Allen, Senior Officer  
Jeffrey Wojck, Senior Officer  
Frank Rogala, Senior Officer  
James Broussard, Officer  
Averi Roy, Officer  
Michelle Papineau, Dispatcher  
Therese Ensor, Dispatcher  
Amanda Florek, Fleet Coordinator  
Elizabeth Cahn, Planning & Community Outreach Coordinator  
Susan Sormalti, Art Museum Monitor  
Robert Christ, Reserve Officer  
Timothy Maughan, Reserve Officer  
James O’Rourke, Reserve Officer  
Charles Malone, Bus & Van Driver  
Jeff Brouillard, Driver & PSO  
James Lochner, Driver  
Michael Lebel, Driver  
Ronald Ricard PTOC Art Museum Monitor
**Personal Safety**

Make it a habit to be cautious around campus, in buildings, and in transit. Public Safety hopes you will make the following steps part of your daily routine.

**around campus**

- **Walk safely.** Don’t walk alone at night, especially in dark, vacant areas. Avoid shortcuts. If you must walk alone, proceed directly to your destination on well-lit paths. Look alert; be aware of your surroundings. Leave buildings on the hour or the half-hour, when most people are walking. Ask a friend to walk with you.

- **Help others walk safely.** Team up with another person walking alone at night.

- **Use safety escorts.** Public Safety will transport students at night from any of our parking lots to their residence hall when safety is a concern. The student should use the blue-light phone in the lot to call for a ride. This service is only available at night and is not available for groups. Campus emergency response always has a higher priority so Public Safety advises the student to wait in her car until the officer enters the lot. Flash your vehicle lights when the cruiser enters the lot. The officer will pick you up at your vehicle.

  After 12:30 am and until daylight during the academic year Public Safety will provide a walking escort to students who are concerned about safety from academic buildings to residence halls as well as from the parking lots. Campus emergency response and investigations have priority over escorts and therefore delays are possible. Public Safety provides this service on a first come, first served basis as staffing allows.

  Public Safety advises students who are concerned about their walking safety on campus at night to walk with a friend, let their roommate know that they are leaving a building and will be arriving in a specific time frame, or walk on the hour or half hour when there is more campus pedestrian traffic. As always, Public Safety encourages members of the community to report suspicious behavior by calling x2304 or x1-911. (Dial 413-538-2304 from a cell phone when on campus.) Officers are on patrol 24 hours a day and will respond quickly to emergencies. Campus safety is a partnership between the community and the department. Working together we can keep Mount Holyoke safe.

- **Don’t jog alone** in remote areas during the day and never jog alone at night.

- **Carry a whistle** or other device that makes noise and keep it ready to use.

- **Don’t hitchhike.** Ask a friend for a ride or use the Five College bus.

- **Report suspicious people** or circumstances to Public Safety.

- **Don’t sunbathe in remote areas.**

**in buildings**

- Report burned-out lights to Facilities Management or, after 4:30 pm, to Public Safety.

- Don’t get on an elevator with a stranger.

- Always leave room doors and windows locked. Draw shades at night.

- Don’t let strangers into your room. Meet visitors and delivery people at the main door. They can phone you from the entrance by using the access phones (outside each residence hall).

- Never prop open doors outside residence halls or other buildings.

- Don’t allow strangers into the residence hall.

  Sometimes people you don’t know will try to enter with you after you open the door. Ask them to use the access phone to have their guest meet them. If they continue into the building, call Public Safety.

- If you are comfortable doing so, make it your business to ask a stranger in your building if you may be of any assistance. If the answer is hostile, evasive, or otherwise unsatisfactory, call Public Safety.

- Keep an eye out. When the campus is relatively empty, know who should be in the residence hall or office and watch out for one another.
• The campus card access system limits entrance to most academic buildings between 6:00 pm and 2:00 am; only community members holding valid access cards can access buildings unless an event is scheduled that may involve off-campus participants.

in transit
• Watch for strangers around your car before entering your vehicle. Look around the vehicle from the ground up and front to back. Use caution when your vehicle is parked next to other cars or vans. Look inside your car before getting in.
• Play it safe on the road. While driving, keep doors locked and windows up. Do not pick up hitchhikers.
  If another driver harasses you, blow your horn continuously to attract attention and discourage the other driver. Drive to a police station or Public Safety if necessary.
• Park safely. Park in a lighted area. Between 12:30 am and 6:00 am, call x2304 or use a blue-light phone for an escort from the lot to your residence hall.
• Wear your seatbelt. Massachusetts has enacted a mandatory seatbelt law; failure to use your seatbelt could result in a fine of $25.

weapons
• Don’t carry firearms. Massachusetts law forbids everyone except law enforcement officers to have a firearm on a college campus. Massachusetts also has a mandatory jail sentence for the unauthorized possession of a firearm, rifle, or shotgun.
• The College does not allow students, faculty, staff, or visitors to carry, possess, or store dangerous weapons, as defined by Massachusetts law, on the campus. Questions about any type of weapons can be answered by Public Safety.
• Don’t carry other weapons unless you know how to use them—they can be used against you. Instead, take advantage of self-defense classes. The Department of Public Safety, in conjunction with the Department of Physical Education, offers a course in self-defense for women, Rape Aggression Defense (RAD), and key chain self-defense workshops. In addition, students may join the Campus Karate Club led by Public Safety staff.

protection of property
• Take steps to protect your belongings. Most theft on campus is opportunistic—someone sees an unlocked room or vehicle and takes advantage.
  A surprising amount of theft takes place while the victim is on the floor but has just stepped out for a minute.

in buildings
• Don’t leave valuables visible.
• Lock your door. This is the best deterrent to the casual thief. It takes only about eight seconds for someone to walk into an open room and take something. Even if you are only going to the bathroom or into the room next door, lock your door.
• Keep your keys and One Card. Don’t lend your keys or One Card to anyone; others may not be as careful with them as you are or may forget to lock your room. Do not leave keys or your One Card unattended in public places or leave them in the pockets of something you are not wearing. Someone might take an imprint of your keys, have duplicate keys made, and return them later so you will not be suspicious. Since One Cards can have value added to them like a debit card, if someone finds or steals your One Card they may also use the money you have placed on your card. If you are entrusted with the use of a room or area containing College property, be especially careful with the keys and the property. Never let anyone else use keys for which you are responsible and make sure to lock the area
before you leave. If your keys or One Card are lost or stolen, notify Public Safety, your head resident, the One Card office, or Facilities Management. Just like a credit card, your One Card should be deactivated as soon as it is lost or stolen.

- **Participate in Operation Identification.** Operation Identification is a nationwide crime prevention program. The program involves permanently marking your valuables with your driver’s license number and state and recording identification information with Public Safety. This program not only deters theft by making stolen property more difficult to sell and easier to identify but also expedites insurance claims in the event of a loss. This program is available to all members of the Mount Holyoke College community, and all students, faculty, and staff members are encouraged to participate. Participants use portable electric engravers (which may be borrowed from Public Safety at no cost) to engrave identifying numbers on items of value. Call Public Safety for more information.

**automobiles**

- Register your car with Public Safety and with the Commonwealth of Massachusetts at the Public Safety office.
- Park in well-lit areas.
- Remove keys and lock doors.
- Install antitheft devices (locks, alarms) for ignition, steering wheel, and brake and clutch pedals.
- Lock valuables and purchases in the trunk; don’t leave them visible.
- Record serial numbers of cassette decks, cellular phones, CB radios, and other easily removable accessories. Public Safety recommends identifying items using your driver’s license number. Engravers may be borrowed from Public Safety.
- Remove antennas for CBs and cellular phones when your vehicle is parked.
- Report any suspicious activity to Public Safety, including people looking in car windows.
- If your car is stolen, notify Public Safety immediately.

**bicycles**

- Register your bicycle with Public Safety. **Bicycles that are not registered will be removed from campus and disposed of.**
- Unregistered bicycles are removed by the College periodically through the semester. Be sure to register your bicycle as soon as you arrive on campus.
- Keep a record of the bicycle’s description, serial number, and registration number.
- Engrave your driver’s license number and state on the bicycle.
- Lock your bike with a heavy chain through both wheels or with a hardened steel U-lock. About 50 percent of all bicycles stolen from campus are not locked. Bicycles are often “borrowed” without the permission of the owner; locking your bicycle will increase the likelihood that you will not lose your bicycle.
- Bring your bicycle indoors at night.
- If your bicycle is stolen, **notify Public Safety** immediately.

**in an emergency**

- Rehearse in your mind how you would react in an emergency so your response will be automatic if something should happen.
- Consider enrolling in a self-defense class offered by the Department of Physical Education (in conjunction with the Department of Public Safety) or attending one of the lunchtime self-defense classes, which are free to faculty, staff, and students.

**if you are followed...**

- Remain calm.
- Cross the street.
• Change direction.
• Walk in lighted areas.
• Enter an open, lighted building.
• Use a blue-light phone or dial 1-911 on campus, 911 when off campus. Cell phone users should dial 413-538-2304.
• Go to the Public Safety office or the police station. If you do not know where a police station is located, go to a busy area, fire station, or hospital. Find a place where you can get help.
• Above all, do not go home (giving away your address).

if you are attacked...
• Don’t be passive; most attackers expect a passive victim.
• Do or say whatever you can to throw the assailant off guard—be creative.
• Attract attention—scream, break a window.
• Disarm the attacker—bite, punch, kick.
• Grind a pen, keys, lighted cigarette, or knuckles into the top of the attacker’s hand.
• Do whatever you can to break the hold, then run and scream.
• Use a blue-light phone or dial 1-911 on campus.

if you notice that someone else is in trouble...
• Notify Public Safety.
• Alert others and try to assist the victim as a group, provided it can be done safely.

How to Report a Crime
The College strongly encourages every member of the community—faculty, staff, students, and visitors—to report any crime promptly. To report a crime or emergency, members of the community should call the Department of Public Safety. Professionally trained officers are available for emergency response 24 hours a day, seven days a week, 365 days a year.

For campus emergencies, dial 1-911, 24 hours a day. For non-emergencies dial x2304 on campus or 413-538-2304 from off campus (cell phone users should dial this number for emergencies as well). Blue-light phones located strategically around the campus connect directly with Public Safety and are available for use in emergencies. Calls to Public Safety (1-911, x2304, and the blue-light phones) are recorded.

Harassing Phone Calls
It is against Massachusetts law to make harassing telephone calls. Federal law also prohibits the making of obscene or harassing phone calls in interstate or international communications. If you are receiving such calls, notify the Cable, Card and Telephone Office (x2828). If you are threatened over the phone, notify Public Safety immediately. You can discourage or dissuade someone who harasses you over the telephone by taking the following steps.

Hang up if the person does not respond when you say “hello.”

Hang up if the caller does not give satisfactory identification. Never give out personal information such as credit card numbers or survey responses to someone who has not given satisfactory identification. If someone claims to be conducting a survey, get the person’s name and the phone number of the agency and say you will call back. Verify the number before returning the call.

Hang up at the first utterance of an obscenity.
Hang up without slamming the receiver or saying anything. Don’t give the caller the satisfaction of an audience or any sign that you are annoyed. If the calls persist, one right after another, take the following steps.

- Take the phone off the hook.
- Blow a whistle into the receiver.

Domestic Violence

Domestic violence can happen to anyone at any time in any type of relationship, but it happens especially to women. Public Safety is available to assist victims of on- and off-campus domestic violence. Officers are trained to respond to victims’ needs, especially by helping them obtain restraining orders from the courts to prevent further violence. If someone is harming you, call Public Safety for help. Public Safety publishes Domestic Violence Assistance Guide, which has detailed information about the state’s domestic violence laws, options including obtaining a restraining order, victim assistance, etc. This guide is available in our office or online at http://www.mtholyoke.edu/offices/dps. The Health Center, the Counseling Center, and Victim Advocates at the Hampshire District Court are also resources.

Rape and Other Sexual Assault

Mount Holyoke College complies with the Federal Higher Education Amendments of 1992 (Public Law 102-325) and 1998, which contain provisions requiring colleges to develop and disseminate sexual assault policies. It is crucial that women report crimes of sexual assault so that the offenders can be apprehended and kept from repeating their actions.

The Mount Holyoke Department of Public Safety in recent years has provided its officers specialized training in handling and investigating such offenses. Public safety officers will assist victims of rape and sexual assault by obtaining medical attention for any injuries, fully investigating the incident, and serving as a liaison with the South Hadley Police Department and the District Attorney’s office. College personnel, including deans, Student Affairs staff, the ombudsperson, and Public Safety officers will assist survivors in notifying appropriate law enforcement authorities upon request. College staff will also advise victims of their rights to counseling and other services offered by the College and the community. Survivors are involved in all decisions about proceeding with criminal charges. The victim’s name in all reports of sexual assault is kept confidential, by Massachusetts law, and will not be released without her or his permission. If a sex offense occurs on campus, contact the Department of Public Safety. All College officials, including deans, directors, and head residents, will notify Public Safety personnel if they receive a report of a sexual assault. The Department of Public Safety has been designated to receive all reports of sexual assault and to report those centralized statistics to the community.

Confidential, sensitive care, examination, and treatment are available 24 hours a day at the Health Center, hospital, or other medical facilities. * Note that the College Health Center is open daily during academic periods during limited hours. The Public Safety dispatcher can assist a survivor or friend in determining current hours and other options by dialing x2304 (1-911 for emergencies.) An important part of the criminal investigation is the collection of physical evidence. Victims should go to the Health Center or hospital as soon as possible after the incident (without showering, douching, or changing first, although they should bring a change of clothes if possible). The evidence will be used only if the victim chooses to prosecute. Public Safety is always available for campus transport of sexual assault or rape victims.

Additional Resources for Survivors of Sexual Assault

- Pamphlets such as Mount Holyoke’s Sexual Assault Resource Guide and Domestic Violence Assistance Guide available at the Public Safety Office and online (links from http://www.mtholyoke.edu/offices/dps/victim_witness/index.shtml)
- Public Safety officers (both men and women) trained to assist victims and investigate sexual assaults
- The South Hadley Police Department
- Counseling services at the Health Center
- The Office of the Dean of the College
- Everywoman’s Center (the area sexual assault hot-line and counselor advocate program) in Amherst on the University of Massachusetts campus
• Victim/witness advocates at the district attorney’s office in Northampton

The college will change a survivor’s academic and living situation after an alleged offense if the survivor requests such assistance and is such changes are reasonably available. Students can ask to change their academic and living situations after a sexual assault if needed. Requests for these changes are coordinated through the Office of the Dean of the College, and Public Safety may serve as a liaison. Someone from the Office of the Dean of the College is available 24 hours a day to respond to a crisis when school is in session. The dean’s office representative will also help a victim who needs academic assistance by working with an academic dean and residence hall assistance by working with the director of residential life.

The Department of Public Safety, in cooperation with the Office of Residential Life, makes rape awareness programs available to every residence hall and student group. Workshops on self-defense, Rape Aggression Defense (RAD), crime awareness, and rape prevention are regularly offered on campus. Rape awareness information is included as part of first-year orientation.

For more information, see the booklet Sexual Assault Resource Guide (linked from http://www.mtholyoke.edu/offices/dps/victim_witness/index.shtml)

College Judicial and Disciplinary Procedures for Sexual Assault

Sexual assaults allegedly committed by a Mount Holyoke student can be reported and adjudicated by the College student judicial system. However, in cases of a concurrent criminal prosecution, the College defers to the criminal case. During a College on-campus disciplinary case, the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing. Both parties are informed of the outcome of any campus disciplinary proceeding. Sanctions arising out of a campus disciplinary proceeding alleging a rape (including acquaintance rape) or other sex offense (forcible or non-forcible) include but are not limited to suspension or expulsion from the College.

Sexual assaults allegedly committed by a Mount Holyoke employee can be reviewed under the College’s Human Resources disciplinary policies. However, in cases of a concurrent criminal prosecution, the College reserves the right to initiate a separate disciplinary investigation. Although the criminal case will lead to a conclusion, the College may take disciplinary action to protect the College community regardless of the outcome. Sanctions arising out of an employee disciplinary proceeding alleging a rape (including acquaintance rape) or other sex offense (forcible or non-forcible) include but are not limited to termination of employment.

Sexual Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law 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 to the state of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the Commonwealth of Massachusetts, convicted sex offenders must register with the state’s Sex Offender Registry Board; this includes anyone enrolled at or employed by the College, even if they are registered in their home jurisdiction. The board was established pursuant to Massachusetts General Laws Chapter 6, Sections 178C–178F. The Sex Offender Registry Board classifies each registered offender into one of three categories (Level 1—considered a low-risk offender, Level 2—considered a moderate risk offender, and Level 3—considered a high-risk offender). Any member of the public who is at least 18 years of age may request sex offender information.

Sex offender information will be provided to any person who is seeking the information for his or her own information, or for the protection of a child who is under 18, or for the protection of another person for which the requesting person has the responsibility, care, or custody. Sex offender information can be requested at either the South Hadley Police Department by appearing in person and filling out a form or from the Sex Offender Registry Board by mail. Sex offender information request forms are available online at http://www.state.ma.us/sorb/forms.htm. Please note that sex offender information is available to the public by Massachusetts law only if the party has a duty to register and has been finally classified by the Sex Offender Registry Board as a Level 2 or Level 3 offender. Additional information about the Massachusetts Sex Offender Registry is available at http://www.state.ma.us/sorb/.
**Operation Campus Watch**

Operation Campus Watch is an informal partnership between Public Safety and the rest of the Mount Holyoke community to work together to prevent crime. Keep Public Safety apprised of what you see and hear, and call immediately if you notice anything suspicious.

**call public safety if you see...**

- Strangers or strange cars in or around a residence hall or other building.
- Anyone trying to open car doors or suspiciously tampering with a motor vehicle.
- Suspicious vehicles parked with the motor running.
- Damaged doors or windows in residence halls or other buildings.
- Loiterers in dark or secluded areas.
- Someone peering into or trying to open windows.
- Someone displaying a weapon.
- A stranger carrying articles like appliances or luggage out of residence halls or other buildings.

**call public safety if you hear...**

- Someone screaming.
- Breaking glass.
- A stranger trying to enter your building.
- A call for police.
- A call for help.
- Loud or obscene shouting indicating a disturbance.
- An explosion or gunshots.
- If you notify Public Safety, the dispatcher will send officers (and ambulances, if necessary) to any section of the campus. Please try to have the following information for the dispatcher:
  - What you see or hear.
  - The address or location of the incident.
  - The number of people involved.
  - A description of the people involved.
  - License numbers and descriptions of cars involved.
  - The direction of fleeing suspects.
  - Your name and address (if you wish to give it).

**For Your Information Other Resources**

In addition to this booklet, several College documents provide details on Mount Holyoke College's safety and security policies. Anyone seeking this information is urged to contact the Office of the Dean of the College, the Office of the Registrar, the Office of Student Activities, the Office of Human Resources, and the Office of Residential Life.

- Student Handbook
- Staff Handbook
- Course Catalogue
- The College Street Journal
- Faculty Handbook
- crime prevention materials on display in the Public Safety office
- the College’s guidelines and procedures for grievances
- the department’s Web site ([www.mtholyoke.edu/offices/dps](http://www.mtholyoke.edu/offices/dps))
The Student Handbook is distributed to all students and faculty via the Dean of Students Office online at http://www.mtholyoke.edu/offices/dos/12589.shtml at the beginning of each academic year.

Crimes in or on Non-Campus Buildings or Property
The College does not recognize any student organizations that control or own any buildings or property off campus. Although the Village Commons Retail Center is owned by Mount Holyoke College, it is within the jurisdiction of the South Hadley Police Department. Crime statistics for this area are contained in the complete town statistics listed on the next two pages. Campus crime statistics include incidents that occurred at non-campus property. This property includes the Outing Club Cabin, Mary Lyon’s Birthplace and the Crew Team storage facility in the local area as well as property the College has control of in Senegal, France and Russia. The international properties are used for housing and are associated with study abroad programs.

Important Safety Tip:
Do you have a cell phone? Program the Department of Public Safety’s number into your phone now in case you have an emergency on campus. Our direct number is (413) 538-2304.

Emergency Dialing From Campus Phones
From a campus phone only, dial 1-911 for emergencies.
### CLERY ACT CRIMES 2000 – 2006

The following statistics on annual incidence rates are provided yearly and comply with the federal Crime Awareness and Campus Security Act of 1990, the Higher Education Amendments of 1992 and Massachusetts General Laws (1996) Chapter 6, Section 168C. These statistics, which conform to the FBI Uniform Crime Reporting System, vary pending outcomes of ongoing investigations. These statistics are compiled from all incidents reported to the Public Safety Department, as well as any third party reports forwarded by other campus officials, as well as any reported to police departments with concurrent jurisdiction over on campus and non-campus College property. They are compiled by the Department of Public Safety.

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Notes:
(1) Residential Facilities incidents are a subset of the on campus incidents total.
(2) Non-campus property includes: the Orchards Golf Course; the Outing Club Cabin, Mary Lyon’s Birthplace in Buckland MA; and the College-owned boathouse on the Connecticut River
(3) Public Property is the area immediately surrounding the campus, including the sidewalk on the campus side, the road, and the sidewalk on the non-campus side of the road. It also includes the common area across from the Village Commons. Statistics prior to 2003 included all town statistics.
(4) Bias Crime totals are a subset of the Clery Act crime totals for each category and are reported separately below.
(5) Referral statistics not available by location type until 2007 except for those from the Public Safety Department; prior to 2005 these were reported as a total only.
* 2002 arrest statistics were adjusted as a case originally categorized as an alcohol-related arrest should have been categorized as a drug arrest as both charges were brought forward.
NOTE: Prior to 2003, Public Property Statistics were reported for the entire town of South Hadley; the town now provides statistics only for areas contiguous to college property.
(6) Sexual assault statistics include Third Party and anonymous reports.
Burglary/Breaking & Entering numbers for campus and residential areas were

Federal Law Bias Incidents
Beginning in 2000, campus police departments are required to report any crimes in the categories above that included any bias toward the victim’s race, gender, religion, sexual orientation, ethnicity or disability. Note that other bias incidents reported to the Department not in these crime categories will be listed elsewhere in this report.

Since 2000, there have been no incidents listed in the above categories that had a bias component in on residence halls and other on-campus areas, in non-campus property or local private property.

Definitions of Clery Act Crimes

To aide in the understanding of the crimes reported in this document, we are providing the following definitions.

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

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

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.

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).

Forcible Sodomy
Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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.

Forcible Fondling

17
The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses-Non-forcible**
- **Unlawful, non-forcible sexual intercourse**
  - **Incest**
    Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape**
    Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

**Motor Vehicle Theft**
The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

**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.

**Weapon Law Violations, Drug Abuse Violations, Liquor law violations**
The law also requires that colleges and universities provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): Liquor law violation, drug law violation, and illegal weapons possession.

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

**Drug Abuse Violations**
Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbituates, benzedrine).

**Liquor Law Violations**
The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Hate Crimes**
Hate crimes must also be reported by category of prejudice based on the following: Race, gender, religion, sexual orientation, ethnicity or disability. For the purpose of reporting the statistics with respect to the crime statistics that must be compiled in accordance under the categories of: On campus, non-campus building or property; Public Property; and Dorms/residential.
Campus Crime Reporting Policies

Preventing crime and protecting life and property on campus is a priority. To maintain and provide accurate information, under the federal Crime Awareness and Campus Security Act of 1992, amended in 1998, and Massachusetts General Law Chapter 6, Section 168C, the Department of Public Safety documents reports of crimes that occur on campus according to the Federal Bureau of Investigation Uniform Crime Reporting (NIBRS edition) Hate Crime Data collection guidelines and standards. The Department submits its Clery Crime data to the Department of Education website. Data from our institution and others throughout the U.S. is available online at http://ope.ed.gov/security/.

Additional crime reports are forwarded monthly to the Massachusetts State Police Crime Reporting unit that then forwards them to the FBI. A copy of these statistics, which are contained in the annual security report, are available by request to every prospective Mount Holyoke student and prospective employee from the Department of Public Safety during normal business hours and anytime on the department’s World Wide Web page at http://www.mtholyoke.edu/offices/dps.

As a crime prevention measure, the Department of Public Safety’s policy is to provide as much information as possible to inquiries about campus crime. The daily Public Safety police logs detail calls (including nature of the calls, dates, times, general locations, and dispositions, if known), responses, and incident reports for crimes that occur on campus or within the patrol jurisdiction of the Department of Public Safety that are reported. When changes in incident case statuses are known, the log will reflect such changes within two business days. In instances where the release of information would result in an adverse effect—such as jeopardize an ongoing criminal investigation or the safety of an individual, affect an individual’s right to privacy, cause a suspect to flee or evade detection, or result in the destruction of evidence—information will not be released. However, once the adverse effect is no longer likely to occur, information will be released in the daily log consistent with existing state and federal laws.

The Department of Public Safety is the campus agency required to compile Clery Act crime statistics for incidents reported on campus. While the Department encourages victims to report crimes occurring on the campus directly to Public Safety, we also collect crime data from other administrators on campus who are required to report crime statistics to the Department of Public Safety for inclusion in the Annual Clery document as well as for the issuance of Safety Alerts (see below). Such designated “Campus Security Authorities” are defined in the Clery Act as “any individual who has responsibility for campus security but who does not constitute a campus police or security department...or who has significant responsibility for student and campus activities. This includes the Dean of the College, Dean of Students, Director of Residential Life, Director of Athletics, Director of Student Programs and as well as a number of other program directors. All crimes reported to these Campus Security Authorities are then reported to the Department of Public Safety for inclusion in statistics and for review for the need for a timely notice of a crime reported on campus. This report is made to the Department of Public Safety regardless of whether the victim chooses to file a report with the Department of Public Safety or press charges, but can be reported confidentially to allow the statistic to be maintained and an alert to be issued if it would benefit the community to do issue the notice.

Professional and pastoral counselors are exempt from the requirement to report crimes to Public Safety when that information is received by them while they are acting in that pastoral or counseling role. However, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.
Daily Crime Logs
Daily logs are posted outside the Public Safety Office and forwarded to the Mount Holyoke News. A summary log is also posted weekly on the Public Safety Web site. Public Safety crime logs for the most recent 60 days are available for public inspection via the department’s web site. Older logs will be made available within two business days of a request for inspection.

Safety Alerts (“Timely Warnings”)

Public safety alerts are distributed when incidents are determined to be a threat to the community. The director of public safety is responsible for determining if and when threats to the community exist using the following procedure:

1. All incidents reported to or discovered by campus public safety officers will be forwarded to the Director daily. In his/her absence, the Associate Director will receive all incident reports.
2. The Director (or Associate Director in his/her absence) will review all campus incident reports to assess the level of threat the incident poses to the community. Incidents causing a campus-wide alert include, but are not limited to: stranger-perpetrated sexual assaults; murders or attempted murders; stranger-perpetrated physical assaults; robberies or attempted robberies; car-jacking or attempts; any other incident in which a perpetrator may be at large and still a threat to the members of this community.
3. Additionally, alerts may be issued for lesser events when there appears to be a pattern of occurrence that may be broken by community awareness, prevention and vigilance. Types of incidents causing such an issuance include strings of annoying telephone calls, car breaks, bicycle thefts and other criminal or suspicious behavior that may be lessened or eliminated with community notification.
4. The Director (or Associate Director) will then cause an alert to be immediately drafted, reviewed and issued. Once the alert is approved, the alert will be posted as listed below.
5. During hours when the Director and Associate Director are both off campus, alerts can be issued by on-duty Public Safety staff after consultation with the Director or Associate Director through the on-call system in order to post such notices with the maximum efficiency when needed. Non-emergency notices may be posted on the next business day depending on the needs of the community.

Once the director makes that determination, notice is given to the campus community through bulletins that include the date, time, general location, and nature of the incident, as well as recommended precautionary measures that should be observed by members of the College community. Alerts are posted at:

- the Department of Public Safety
- the Public Safety Web site: [http://www.mtholyoke.edu/office/dps](http://www.mtholyoke.edu/office/dps)
- The College online gateway
- In residence halls and academic buildings.
- Other areas as appropriate based on the incident

Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety by phone (x2304 from on campus; (413) 538-2304 from off-campus or a cell phone) or in person in the Central Services Complex.

Annual Clery Act Report
Annually, all enrolled students and current employees will receive a notice of the availability of the College’s annual security report on the department’s web site in their campus mailboxes. This notice
will include the exact web site address of the College’s Clery Law-compliant publication as well as information that additional copies can be requested from the Department of Public Safety during normal business hours. The security report and additional statistics are available on the Web at http://www.mtholyoke.edu/offices/dps.

**Reporting Crimes**
The College encourages every member of the community—faculty, staff, students, and visitors—to report all crimes promptly. To report a crime or emergency, members of the community should call the Department of Public Safety. Professionally trained officers are available for response 24 hours a day, seven days a week, 365 days a year.

Criminal offenses can also be reported to the dean of the College, Dean of Students, director of residential life, director of student activities, or the director of human resources, who will in turn report the incidents to Public Safety for inclusion in the campus annual crime report.

**Confidential Reporting Policy**
The College has a policy to accept third-party anonymous reports of sexual assault on a standard form available in the Office of the Dean of the College, the Health Center, and at Public Safety. The form is forwarded to Public Safety for inclusion in the annual security report. Remember that all employees, except where confidentiality is governed by law, should report to Public Safety any criminal incidents brought to their attention. The victim’s name is not required. This allows Public Safety to have accurate records of the number of incidents involving members of the community, to include those statistics in our annual Safe & Sound security report, and to alert the community if there is a potential of danger.

Although the College recognizes the importance of confidentiality, federal law requires us to record and act upon certain information affecting the safety of the entire community. The Department of Public Safety operates under federal and Massachusetts general laws and has statutory requirements imposed for confidentiality, privacy, and public disclosure of investigatory material. As a general matter of law, the department must acknowledge that an alleged crime has been reported and release basic information about location and time of occurrence. Disclosure of this information is always done so as to protect the victim’s privacy.

**Access to Campus Buildings and Grounds**
The College has the right to restrict access to campus grounds, academic and administrative buildings, and residence halls, which are open to faculty, staff, students, and invited guests. Building hours are posted, and unauthorized individuals may be asked to leave. Public Safety has the authority to issue trespass notices to unauthorized people, which is usually done upon receipt of a complaint, and to arrest anyone returning to campus after receiving such a notice.

Residence halls are always locked; each student is issued a key to her room and access card (which is also the College student ID) to the outside door. Residence hall student room doors and windows are provided with locking devices. Most academic buildings are secured and closed between 2:00 am and 6:00 am. Public Safety checks that only people with authorization are in buildings after hours. Some academic buildings have nonpublic hours for members of the community. When a building has nonpublic hours, the outside doors are secured and members of the community (who have been authorized) can use their access card to enter the building until closing time. Visitors and others may be asked to leave College buildings during nonpublic hours.

During College recesses (low occupancy periods, holidays, etc.), all building hours are subject to change. Both academic and administrative buildings are generally secured at 6:00 pm on weekdays and closed on weekends and holidays during recesses. The card access privileges are limited in residence halls that are closed during recesses. During these periods, Residential Life distributes to
students who remain on campus information about safety protocols and specific emergency procedures.

Security Considerations in the Maintenance of Facilities
Security is very important in the maintenance of campus facilities. The College's Department of Facilities Management processes repair orders on a priority system that places safety and security items as most important. Trees are cut back from lights, outdoor lighting is checked weekly, and shrubs are cut back from building entrances and paths on a regular basis. These items are also reviewed annually during the campus lighting walk. Members of the community are invited to join the directors of public safety and physical facilities as they walk the campus reviewing lighting, blue-light phone needs, and other security considerations.

Access to Campus Programs
Mount Holyoke College is a member of the Five College Consortium (Amherst, Smith, and Hampshire Colleges, and the University of Massachusetts) that shares some faculty, programs, and services. Students from the Five Colleges regularly attend member institution programs, classes, events, etc. Additionally, the campus welcomes visitors and guests to many programs and events.

Access to Campus Residence Halls
College residence halls are for Mount Holyoke students and their guests. While there are no formal identification policies for guests, with the exception of residence hall events, individuals may be asked for identification by residence hall staff or other College officials. Guests who do not identify themselves and are not in compliance with College rules or regulations may be asked to leave campus or be trespassed. Residence hall doors are always locked. Guests use access phones outside the main door to contact their hosts who will then come to the door to allow access. All guests must be escorted by their hosts, except while on the floor of their hosts. Guests must be escorted to other floors in the hall. In the case of coed bathrooms, guests need to request permission to enter. Guests must abide by the regulations of the residence hall and the larger campus community while they are on campus. People who are not registered Mount Holyoke students are welcome as short-term guests of a registered student in accordance with the policy of the residence hall.

Additionally, the College has guest rooms for rent at the Willits-Hallowell Center. Two on-campus guest suites are also available for visiting faculty. Contact the Office of Residential Life for information about these spaces.

All guests need to be escorted through-out the hall during residence hall parties.
Each residence hall will be given the responsibility to develop policy modifications per residence hall floor or spontaneous events or special weekends as members of the community deem appropriate. Policy modifications must be consistent with current community standards.

Off-Campus Student Organizations
Mount Holyoke College does not have any recognized off-campus student organizations (such as social sororities) or student organizations with off-campus housing facilities.

Public Safety Procedures and Crime Prevention
The Department of Public Safety is actively involved in student life on campus, providing security information, planning, and training for large events such as orientation, spring weekend, commencement, and reunions, as well as sporting events and various College assemblies.
Public Safety works with campus organizations to clarify roles, relevant campus policies and state laws, and behavior expected from participants. In addition, public safety officers are available to present crime prevention programs on such topics as self-defense, alcohol and drug awareness, and
sexual assault. Each year the Department of Public Safety and the Office of Residential Life provide seminars on crime prevention; such programs are also offered to faculty/staff departments as well. Additionally, the Department has a full complement of crime prevention, personal safety and victim/witness assistance information available on its website at http://www.mtholyoke.edu/offices/dps/.

Where can I get more information on crimes occurring on campus?
This report is required to contain a specific subset of crimes occurring on the campus. For more information on activity on campus, please visit our website and download our most recent Annual Report (http://www.mtholyoke.edu/offices/dps/publications/index.shtml).

Students’ Responsibilities Under the Law
Students have the same rights and responsibilities as other citizens and are expected to follow College policies and applicable federal, state, and local laws.

students’ and employees’ responsibilities under the drug-free schools, workplace, and community acts

Mount Holyoke College follows the federal Drug-Free Schools and Communities Act of 1986, as amended, and the Drug-Free Workplace Act of 1988, as amended, and complies with all current laws regarding the sale, use, and possession of illegal narcotics and alcohol. Mount Holyoke College policies attempt to provide a healthy environment by preventing the use of illegal drugs or abuse of alcohol within the College community and in response to the federal drug-free legislation.

Mount Holyoke College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol by any member of the faculty, staff, or student body on College property or at any College-sponsored function, whether on or off the campus, and requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life. Note that the legal drinking age in Massachusetts is 21.

Any faculty, staff member, or student who violates this prohibition, or who does not cooperate with the College in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from the College and may be required, as a condition of continuing the faculty/staff/student relationship with the College, to enroll at her or his own expense in a substance abuse counseling and treatment program.

Individuals violating any Town of South Hadley ordinances, Massachusetts criminal laws, or federal laws relating to alcohol (including underage consumption) or drug use also risk fines and imprisonment. The College will not protect those who violate state and federal laws. Public Safety officers always have the option to arrest.

In accordance with federal law, if you were convicted of a drug offense in any criminal proceeding while you were receiving federal student aid (such as grants, loans, or work-study), it may affect your eligibility for financial aid. Refer to the Student Handbook or the Public Safety Web site at http://www.mtholyoke.edu/offices/dps for more information about the federal, state, local, and campus sanctions against illegal drug and alcohol use and abuse, possession, distribution and dispensation offense. In addition, the Drug-Free Workplace Act of 1988 requires any employee (including students working under the Federal Work Study Program) directly engaged in working at Mount Holyoke College under provisions of a federal grant or a contract who is convicted under a criminal drug statute for conduct in the workplace (site for performance of work done in connection with a particular federal grant or contract) must report this conviction to the College no later than five days after the conviction. Once informed of such a conviction, the College is required by law to notify the federal contractor or grantor within ten days after an employee’s conviction or within ten days after it has actual knowledge of such conviction, whichever is earlier.

Guidelines for community responsibility, specific rules and regulations governing the consumption of alcoholic beverages at College social functions, sanctions against infractions of the social honor code or violations of College policies by any member of the College community, and descriptions of campus
drug and alcohol abuse programs are outlined in the Handbook of Faculty Legislation and Related Information, the Student Handbook, and the Staff Handbook. If questions arise related to any of these guidelines or policies, direct them to the appropriate College department.

Faculty, staff, and students are encouraged to familiarize themselves with the local resources for substance abuse, counseling, and treatment. (A list of resources is available on the Public Safety Website at http://www.mtholyoke.edu/offices/dps.) In addition, the counseling services of the Alcohol and Drug Awareness Project and the College’s Health Center are available to assist students with substance-related problems; in emergency situations, faculty and staff may also request their services.

Violators of campus policies and/or criminal laws may be subject to removal from campus grounds, disciplinary action, and/or criminal action.

Massachusetts General Laws prohibit the possession of a firearm on a college campus without written approval from the president of the college or designee by anyone including those legally licensed unless they are law enforcement officers. Additionally the College does not allow students, faculty, staff, or visitors to carry, possess, or store dangerous weapons, as defined by Massachusetts laws, on the campus.

Questions about any type of weapon can be answered by Public Safety.

Fires and Fire Prevention

Fire prevention is the responsibility of all members of the Mount Holyoke College community. College residence halls are particularly susceptible to fires, and students residing in the halls must carefully adhere to fire safety regulations.

Prohibited Items in Residence Halls:

Items prohibited in the residence halls include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- household-size and apartment-size refrigerators measuring over 16"x 19"x 18"
- outside radio and television antennas
- space heaters
- heat generating humidifiers or vaporizers
- toasters
- toaster ovens
- upholstered furniture unless treated with a fire-retardant chemical and is labeled as such

For more information, see the Fire Safety Policies in the Residential Life web site at http://www.mtholyoke.edu/offices/reslife/policies/fire.shtml.

Community Responsibilities

Additionally, all members of the community are required to:
• Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of Public Safety or fire officials during a drill or an actual alarm.
• Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to Public Safety.
• Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
• Know the location of the fire alarms and how to activate them.
• Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
• Know the location of the fire stairwells.
• Never use an elevator to evacuate a building.
• If you become trapped, dial 1-911 from a campus phone or (413) 538-2304 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?
Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:
1. Pull the nearest fire alarm.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Assist in removing any person needing assistance from the immediate area and to the stairwells to wait for fire department personnel (or to the outside if that can be done safely).
4. Assemble outside your building at the predetermined location.
5. Follow the instructions given by the Public Safety Officers and the South Hadley Fire Department personnel.
Emergency Blue-Light Phones
Mount Holyoke College has 35 blue-light phones. Their use is not restricted to emergencies; use them to report incidents or suspicious people, or to ask for assistance or an escort. Simply lift the receiver or push the red button of any blue-light phone (except at the canoe house where you need to dial x2304). The phone will signal Public Safety automatically and direct someone to you.

<table>
<thead>
<tr>
<th>Art Building, south</th>
<th>Equestrian Center, inside north</th>
<th>Ham/MacGregor parking lot, north</th>
<th>Observatory, east</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty Shabazz Cultural Center, south</td>
<td>Equestrian Center, inside south</td>
<td>Ham/MacGregor parking lot, south</td>
<td>Otto C. Kohler Building (Facilities Mgmt.), west</td>
</tr>
<tr>
<td>Canoe House, south</td>
<td>Equestrian Center, outside west</td>
<td>Kendall parking lot, south</td>
<td>Prospect, south</td>
</tr>
<tr>
<td>Ciruti, south</td>
<td>Equestrian Center, north</td>
<td>Kendall parking lot, north</td>
<td>Pratt, northeast</td>
</tr>
<tr>
<td>Ciruti, west</td>
<td>Gorse parking lot, north</td>
<td>Mandelle footbridge, east</td>
<td>Reese, north</td>
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<tr>
<td>Clapp, west</td>
<td>Gorse parking lot, south</td>
<td>Mary Lyon Gate, east</td>
<td>Skinner Green, northwest</td>
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<tr>
<td>Dickinson, north</td>
<td>Gorse garage, south</td>
<td>Mary Lyon parking lot, north</td>
<td>Wilder, east</td>
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<tr>
<td>1837/Mandelle parking lot</td>
<td>Greenhouse, north</td>
<td>Newhall parking lot, west</td>
<td>Mary Woolley, east</td>
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<tr>
<td>1837, west</td>
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<td>79-83 College Street, west</td>
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</table>

Important Phone Numbers

Public Safety  24 hours/day x2304 from a campus phone
Emergencies
dial 1-911 from a campus phone
From a cell phone dial (413) 538-2304

Health Services (during business hours) x2121
Dean of Students Office (Mon-Fri 8:30-5) x2550
Residential Life (Mon-Fri 8:30-5) x2088
Card Access x3131

We suggest programming the Public Safety phone number (413) 538-2304 into your cell phone in case you have an emergency on campus.