



**School of Human Services  
Manchester Campus  
2011 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime  
Statistics Act Report  
(known as the Clery Report)**

**Emergencies:** Dial [(603) 666-5700] ([911 or (603) 668-8711], Manchester Police Department)

***Enforcement Authority/Other Police Agencies***

Springfield College encourages the prompt reporting of any incident that compromises the safety, health, or rights of College community members. The Manchester Police Department is the primary respondent for campus emergencies and reports of criminal activity on campus. The Office of the Dean of the School of Human Services at Springfield College is the primary recipient of reports, resulting in the College's awareness of criminal activity at any of the School's campuses. Reports of criminal activity will be fully investigated, and appropriate referrals made to the College, the courts, or both. Community members are encouraged to report crime concerns to the Office of the Dean as well as the Campus Director or his/her designee at the Manchester Campus of the School of Human Services.

The Springfield College Department of Public Safety is notified of occurrences reported at the campus locations. Crime reports and statistics generated at these locations are maintained by the appropriate agencies and are contained in this report where available.

***Reporting Crimes or Other Emergencies***

Campus members observing criminal activities and other emergencies occurring on campus should contact the Campus Director or his/her designee immediately, as noted in the *Campus Emergency Procedures Manual* posted throughout the campus.

The Campus Director or his/her designee will take the following actions as necessary:

- Contact police and/or medical assistance as needed to the scene of the incident, or if non-emergency in nature, request the victim report the incident.
- Investigate or assist allied agencies (local law enforcement or medical responders) with the situation.
- Document occurrences or take appropriate action and/or notify appropriate agencies/departments.

All School of Human Services incident reports are forwarded to the Office of the Dean of the School of Human Services for review and appropriate action. Additional information obtained via the investigation also will be forwarded to the Office of the Dean.

Campus community members are strongly encouraged to immediately report criminal activity and suspicious person(s) to the Campus Director or his/her designee. Crimes reported will be listed in the appropriate categories in the report prepared by Springfield College Department of Public Safety.

All reported crimes will be taken seriously, including those reported anonymously or confidentially.

Crimes occurring off-campus should be immediately reported to the appropriate law enforcement agency (Manchester Police Department or the New Hampshire State Police).

### ***Confidential Reporting Procedures***

If you are the victim of a crime and do not want to pursue action within the College disciplinary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director or his/her designee 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 confidential, while taking steps to ensure the future safety of yourself and others. 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 crimes statistics for the institution.

### ***Security and Access to Campus Facilities***

**Campus Facilities:** The facilities of the Manchester Campus remain open only through the completion of the last scheduled event in that facility. The facility is locked at other times. Only employees with offices in or responsibilities for those facilities have access after they are locked.

Both the building security or management and the Campus Director or his/her designee inspect campus facilities on a regular basis to ensure that broken windows, locks, and repairs are made in an expeditious manner.

### ***Security Awareness Programs***

The *Campus Emergency Procedures Manual*, posted in each classroom, lab, and student gathering area, is also provided to each staff and faculty associated with the Manchester Campus. The information in the *Campus Emergency Procedures Manual* is provided to incoming students at their new student orientation. The *Manual* is reviewed annually.

Information is disseminated to students and employees through crime prevention awareness articles, security alert postings on the College's Website, and at designated campus locations.

When time is of the essence, information is released to the College community through SC Alert, an alert system that disseminates information within minutes of an incident to subscribers. SC Alert is capable of sending alerts via e-mail messages and text messages. Students are able to include several telephone numbers and e-mail addresses allowing

notification to significant others as well. Because SC Alert uses data provided by the students, it is imperative that contact information remain up-to-date at all times.

### ***College Policies and Procedures***

**Violence in the Workplace:** Springfield College adheres to a "zero-tolerance" of violation of the law and of violence in the workplace. We will investigate complaints of threats of intimidation and take appropriate disciplinary action when employees demonstrate any behavior, which, in management's opinion, constitutes a potentially violent situation. This policy extends to persons connected with our business, including vendors or others who interact with our employees. A climate of fear or intimidation will not be tolerated at Springfield College. Threatening behaviors, acts of aggression, and violence will result in appropriate action by the College, up to and including dismissal.

**Sexual Assault Prevention and Response:** All members of the campus community should be aware that sexual assaults, including date or acquaintance rape, are prohibited by state laws and College protocols and will be viewed by Springfield College as a serious matter.

The College communicates to the student community about sexual assault and date rape through the *School of Human Services Student Handbook*.

If you are the victim of a sexual assault at Springfield College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering, or disposing of any damaged clothing or other items that were present after/during the assault, and obtaining voluntary confidential counseling.

As soon as possible, the victim of a sexual assault should report the incident to a College official, which could include the Campus Director or his/her designee or the Dean of the School of Human Services. Springfield College will assist in reporting to outside agencies as appropriate.

When a sexual assault victim contacts the Campus Director or his/her designee or the Dean of the School of Human Services, they will guide the victim through the available options and support the victim in his/her decisions.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system, the campus disciplinary system, or both.

In the case of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both shall be informed of the outcome of any campus disciplinary proceedings brought alleging a sexual assault. The College will assist the victim in changing academic and living situations if so requested and if such changes are reasonably available.

**Dangerous Weapons:** The unauthorized possession of any firearm, BB gun, or paintball on any campus of Springfield College is prohibited. Dangerous weapons such as knives, bows and

arrows, explosives, martial arts weapons, or any other weapon described in MGL, Chapter 269 section 10 are not allowed. Additionally, any device or material deemed dangerous will be seized and an incident report generated. Infractions may result in arrest, criminal charges, or internal disciplinary action.

Springfield College, School of Human Services, Manchester Campus provides a copy of the *School of Human Services Student Handbook* with detailed College policies and procedures, which students are expected to observe and follow. Disciplinary procedures and the appeal process are detailed in the *School of Human Services Student Handbook*. Disciplinary actions include, but are not limited to: educational sanctions, censure, disciplinary probation, and suspension.

### **Sexual Assault/Domestic Violence Resources**

Springfield College	(413) 748-3118
Office of Human Resources	
Dean of School of Human Service	(413) 748-3982
Manchester Police Department	(603) 668-8711

**Springfield College’s Alcohol and Drug Policy:** In compliance with the Drug Free Schools and Campuses Regulations (34CFR, Part 86) of the Drug Free Schools and Communications Act (DFSCA), and the Higher Education Act (Section 120A), Springfield College recognizes that the abuse of alcohol and other drugs is a threat to its mission and to the members of its College community.

On-campus use of alcohol is limited to certain approved events and locations covered by the guidelines of Springfield College’s official policy on alcohol and other drugs.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus is absolutely prohibited and subject to vigorous enforcement of all applicable statutes. Violators are subject to College discipline and criminal prosecution.

A complete description of these regulations is contained in the College’s Alcohol Policy and Drug Policy. This policy can be located in the *School of Human Services Student Handbook* or on the Springfield College website.

The College recognizes alcohol/drug dependency as an illness and a major health problem. Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as complications in pregnancy, violent behavior, HIV infection and other sexually transmitted diseases, psychological depression, hallucinations, and death. Recommendations regarding sources for information, assessment, and referral services for alcohol or drug-related problems are available on campus. Services for employees are available through the College's Office of Human Resources.

**Student Discipline:** Students may be placed on probation with appropriate disciplinary sanctions, suspended, or expelled for committing violent or criminal acts on campus or at campus-related events. In compliance with federal and state laws and regulations, victims of violent crimes, including sexual assaults, will be informed whenever information regarding disciplinary action taken by the College is included in a student file. Within three (3) working days of resolution of a case, victims of violent crimes will be informed of the results of the disciplinary action and may appeal. The victim is required to keep the results of the disciplinary action and appeal confidential. For further information, contact the Office of the Dean of the School of Human Services at (413) 748-3982.

**Hate Crimes and Hate Incidents:** “Hate violence” is defined as any act of physical intimidation or physical harassment, physical force, or physical violence, or the threat of physical force or violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group. The College will not tolerate hate violence and is dedicated to ensuring all persons are protected regardless of their race, national origin, religion, sex, sexual orientation, age, disability, or political/religious beliefs. In furtherance of this mission, all hate crimes and incidents will be thoroughly documented, investigated, and assigned to the courts for prosecution.

### ***Crime Prevention and Security Programs***

**Publications and Training:** Brochures which provide additional information and training related to personal safety are available through the Office of the Dean of the School of Human Services. The *Campus Emergency Procedures Manual*, or the Campus Director or his/her designee, can provide information concerning procedures for fire, earthquake, hurricanes, serious injury, bomb threat, hazardous material leaks, and crimes in progress.

**Timely Warnings:** The Campus Director provides timely warnings to students, faculty, and staff as required. These timely warnings are disseminated on the internal e-mail system and the SC Alert notification system. SC Alert is an emergency messaging system. This system allows students, faculty, and staff to receive notifications of school closure, delays, and emergency alerts as text messages on their cell phones and by e-mail to non-College e-mail accounts. It is the fastest, most reliable way to reach community members. To enroll in the SC Alert system, please log onto the College website and click on the SC Alert link.

Additional means of dissemination include flyers, direct mail, and telephone communication. Typical warnings include the time, location, and type of crime committed. Warnings also include information regarding how to report suspicious activity and how to avoid being a victim of crime.

**Sex Offender Registration:** The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education.

Sex offender inquiries should be directed to: Manchester Police Department  
(603) 668-8711

## ***Emergency Communications/Timely Warnings***

The ability to deal with any incident depends on good communication. Springfield College is committed to informing the community of an emergency, disaster, or potential disaster immediately upon determining the nature of the emergency. Use of the College's emergency notification systems will notify the campus community in a timely manner of a confirmed emergency or dangerous situation that presents an immediate threat to the health or safety of the community.

The Springfield College Crisis Communications Plan conveys an established set of procedures for the use of the College's emergency notification systems. These systems are designed to provide critical information and instructions to the campus community during an emergency.

In a crisis scenario, the Campus Director or his/her designee will confer with the Office of the Dean to gather information about the situation at hand and communicate appropriate messages to appropriate audiences. Current emergency communication systems include: posting on the College website, e-mail broadcast, e-mail and text messaging via SC Alert (emergency alert system), messaging on the Campus's hotline, radio and television announcements, flyer postings on campus facilities, and in-person alerts.

**Emergency Warnings:** In the event that a criminal or caution situation arises which, in the judgment of the Campus Director or his/her designee and the Office of the Dean, constitutes an ongoing or continuing threat to the safety and security of the Springfield College campus, campus-wide communications will be issued in a timely manner.

If the Campus Director receives and confirms information that is determined to pose a serious or continuing threat to Springfield College students and employees and the event occurred on campus, in or on non-campus buildings or property owned by Springfield College, or public property within the campus or immediately adjacent to campus, campus-wide communications will be issued. Safety and security alerts may be issued through the College's communications systems.

The Campus Director has primary responsibility for confirming a significant emergency or dangerous public safety situation on campus through victim, witness, or officer observations. Upon confirmation, the Office of the Dean has the primary responsibility to prepare and issue an emergency notification.

The decision to issue an emergency warning and initiate the notification system at Springfield College shall be made on a case-by-case basis in compliance with the Campus Safety/Clery Act, taking into consideration all available facts surrounding the incident, including the possible risk of compromising law enforcement efforts. The Campus Director or his/her designee and the Office of the Dean will determine, based on the facts and the safety of the community, the appropriate segment or segments of the campus community to receive a notification and the content of that notification.

When information warranting an Emergency Warning is received and confirmed, the Office of the Dean will issue an emergency notification to the Springfield College Manchester Campus

community. The determination of which emergency communication resources to use to issue the warning will be made on a case-by-case basis, depending on the circumstances of the reported incident, the urgency of the situation, the constituency or campus community to be notified, and other factors.

**System Testing:** Springfield College will test the above-mentioned emergency response systems and evacuation procedures at least once a year. The procedure for Springfield College’s emergency response and evacuation will be publicized in conjunction with tests at least once a year. Tests may be announced or unannounced, and will be documented by the Dean’s Office.

**Timely Warnings:** In the event that a situation arises, either on or off campus, which, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. Systems for issuing timely warnings include postings on the Manchester Campus web page, direct distribution and posting of flyers, e-mail and text messages via SC Alert, and broadcast e-mails to students, faculty, and staff.

Timely warnings are intended to communicate prevention strategies for students and employees when an incident has occurred or a pattern of risk is identified. It is not intended to be an emergency warning, and will be issued in a timely manner. In serious situations, a timely warning may serve as a follow-up to an emergency notification. The College’s Office of Marketing and Communications will work with the Office of the Dean in crafting these warnings.

Examples of issues requiring timely warnings could include:

- Investigations of a series of car thefts in a certain area
- Unsolved burglaries
- A pattern of drug dealings or activities that puts students at risk
- Prevention notices, etc.

Per the Clery Act, timely warnings must be issued for the following crimes, if (1) the crime is reported to campus security authorities, (2) the crime is determined to pose a serious or continuing threat to Springfield College students and employees, and (3) the crime occurred on campus, in or on non-campus buildings or property owned by Springfield College, or on public property that is within the campus or immediately adjacent to campus:

- Criminal homicide (includes murder, non-negligent manslaughter, and negligent manslaughter)
- Sex offenses (includes forcible sex offenses and non-forcible sex offenses)
- Robbery
- Aggravated assault
- Burglary
- Arson
- Motor vehicle theft
- Arrests or referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

- Hate crimes, if such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender, gender identity, ethnicity, or disability
- Crimes of larceny-theft, simple assault, intimidation, and destruction/ damage/ vandalism of property
- Any other crime involving bodily injury

A timely warning may be issued for any other crime or incident as deemed necessary or appropriate.

**Emergency Communications Group:** Minimally, the following individuals will be notified for timely warnings by the Dean or his designee:

- Chief of Public Safety and/or a Public Safety designee
- President and Cabinet (vice presidents)
- Office of Marketing and Communications (director and/or designee)
- Chief Information Officer (CIO and/or designee)

### ***Crime Statistics***

**The Annual Disclosure of Crime Statistics:** The Department of Public Safety, in collaboration with the Office of the Dean of the School of Human Services, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is accessible on the Campus website at:

<http://www.springfieldcollege.edu/home.nsf/AnnualCampusSecurityReport>  
<http://www.spfldcol.edu/homepage/dept.nsf/SHSCampusSecurityReport>

This report is also prepared in cooperation with the local law enforcement agencies. Each entity also provides updated information on their respective educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to the Springfield College Campus Security and/or designated campus officials including the Dean of the School of Human Services, the Campus Director or his/her designee, and faculty/staff advisors to students.

Each year, all enrolled students, faculty, and staff are notified in an e-mail regarding access to this report. Copies of the report may also be obtained at the Manchester Campus or by calling (603) 666-5700. All prospective employees may obtain a copy from the Office of Human Resources or by calling (413) 748-3118.

Information regarding the Website location and where to access printed copies is available in the *School of Human Services Student Handbook* and the School's catalogs, and at campus presentations.

The Springfield College Department of Public Safety provides a daily crime log for the last 60 days. The log includes the date and time the crime occurred and the general location and disposition of the complaint, if known. This log is available to any member of the public upon request. Any portion of the log older than 60 days will be made available within two business days of a request.

CAMPUS CRIME REPORT  
 2008 - 2010  
 MANCHESTER, NH

Offense Type	2010	2009	2008
<b>Murder &amp; Non Negligent Manslaughter</b>	0	0	0
Public Property	0	0	0
<b>Negligent Manslaughter</b>	0	0	0
Public Property	0	0	0
<b>Rape (Forcible Sex Offenses)</b>	0	0	0
Public Property	0	0	0
<b>Date Rape* Non-Forcible sex offenses)</b>	0	0	0
Public Property	0	0	0
<b>Robbery</b>	0	0	0
Public Property	0	0	0
<b>Aggravated Assault</b>	0	0	0
Public Property	0	0	0
<b>Burglary</b>	0	0	0
Public Property	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Hate Related Crimes</b>	0	0	0
Public Property	0	0	0
<b>On Campus Disciplinary Action for:</b>			
Liquor Laws	0	0	0
Drug Related Incidents	0	0	0
Weapons Possession	0	0	0
Non-Campus Building & Property	0	0	0
<b>Arrests For:</b>			
Liquor Laws	0	0	0
Public Property	0	0	0
Drug Related	0	0	0
Public Property	0	0	0
Weapons Possession	0	0	0
Public Property	0	0	0

There were no reported Hate Crimes in the years 2008, 2009, 2010.