



**2025 Annual Security Report for Northern Essex Community College  
Haverhill and Lawrence  
(Reporting Statistics for 2022, 2023, and 2024)**



**This information is provided in compliance with State and Federal Law and the Clery Act specifically. This report, covering the calendar year 2024, published in October 2025, is available on the Northern Essex Community College website at [www.necc.mass.edu/clery](http://www.necc.mass.edu/clery).**

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## A Message from the Chief

The safety of the students, faculty, staff, and visitors who come to our campus is the highest priority of the Northern Essex Community College (NECC) Public Safety Department. Our main mission is to protect the community, which we accomplish through conducting proactive patrols, providing basic medical assistance, and offering general assistance to any in need.

We are also concerned with protecting the property and assets of the College that enable Northern Essex Community College to offer rich and productive learning experiences. With this in mind, we have built strong partnerships with local emergency responders to assist during any major incidents on campus.

As with any community, we depend on members of the campus community to remain vigilant, report any concerns, and make personal safety and the safety of those around you a priority. This requires cooperation and a willingness to communicate with each other. Please, when you see something of concern, say something. With your help, and your prompt reporting of any suspicious activity, we can make a difference in reducing the opportunity for crime on campus.

I encourage you to read the information contained here, in the NECC Annual Security Report. Become familiar with our policies and procedures for reporting crimes and other emergencies on campus. Together, we can continue to ensure the well-being of our entire campus.

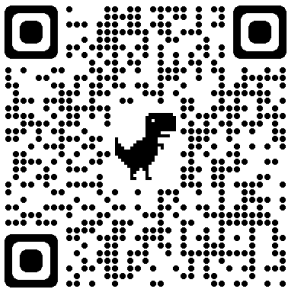
Enjoy your time here at Northern Essex Community College and stay safe.

Sincerely,

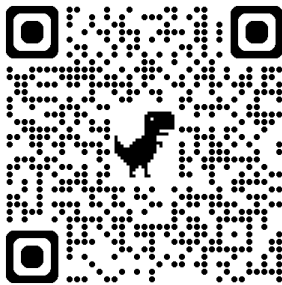
*David K. Hobbs, Jr.*

Chief of Police

Please scan the QR codes below to visit our Public Safety and Clery webpages.



NECC Public Safety



NECC Clery

## The Campus Security Act / Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), originally known as the Campus Security Act, is a federal law requiring colleges and universities in the U.S. to disclose campus crime and security information. The law applies to nearly all public and private institutions of higher education that participate in federal student financial aid programs and is enforced by the U.S. Department of Education.

The Act has been amended several times to expand reporting requirements, strengthen protections for victims of sexual assault, add provisions for sex offender notification and campus emergency response, and prohibit retaliation against victims and whistleblowers. (For more details, visit [Clery Center](#).)

### Requirements Under the Act:

Colleges and universities must:

- Publish an Annual Security Report (ASR) by October 1 each year, including three years of campus crime statistics and security policies.
- Disclose crime statistics for campus property, public areas adjacent to campus, and certain non-campus facilities.
- Gather statistics from campus security, local law enforcement, and Campus Security Authorities (CSAs).
- Provide Timely Warnings of crimes posing an ongoing threat.
- Maintain a daily crime log for incidents reported to campus police/security.
- Disclose agreements with local and/or state law enforcement agencies.

### Preparation of the Annual Disclosure of Crime Statistics

The NECC Public Safety Department prepares the Annual Security Report each year in cooperation with Student Life, Athletics, the Title IX Coordinator, and other Campus Security Authorities. Crime statistics are collected from Public Safety reports, designated campus officials (such as Student Conduct staff, advisors to student organizations, and athletic coaches), and local law enforcement agencies for all buildings owned or controlled by NECC, as well as adjacent public property. Counseling staff may also advise clients on voluntary or confidential reporting options.

Each year, all enrolled students, faculty, and staff receive an email notification with a link to the ASR. Printed copies are available from the *Public Safety Department* (100 Elliott Street, C110, Haverhill, MA 01830) or by calling 978-556-3333.

### Separate Campuses

Unless otherwise noted, all policies and procedures in this report apply to all NECC campuses.

### NECC Public Safety Department Law Enforcement Authority and Working Relationships with Local Law Enforcement

The NECC Public Safety Department provides police and security services at the Haverhill and Lawrence campuses.

**Police Authority:** NECC police officers are sworn officers of the Commonwealth of Massachusetts under MGL c.22 §63 with full arrest powers on all NECC-owned or -used properties. They complete the same training as municipal police officers through the Municipal Police Training Committee and maintain certification through annual in-service training.

**Security Services:** In addition to sworn officers, the Department employs contract security personnel. While security officers do not have authority to enforce state or local laws, they are licensed through

United Security's business license to perform work in the state of Massachusetts. They are trained to enforce NECC policies.

**Law Enforcement Partnerships:** NECC Public Safety maintains close working relationships with the Haverhill and Lawrence Police and Fire Departments and the Massachusetts State Police. These agencies provide support in major crime investigations and critical incidents. NECC police officers communicate regularly with local departments, share incident information, and coordinate responses. The College maintains Memoranda of Understanding with both the Haverhill and Lawrence Police Departments.

### **Criminal Activity Off Campus**

NECC does not operate off-campus housing or off-campus student organization facilities. As such, the NECC Public Safety Department does not monitor or record criminal activity at non-campus locations of recognized student organizations through local police agencies.

If an NECC student is involved in an off-campus incident, NECC police may assist with the investigation in cooperation with local, state, or federal law enforcement. Local and state police routinely share information with NECC Public Safety regarding serious incidents that occur both on campus and in the neighborhoods surrounding NECC.

### **Missing Student Notifications**

Northern Essex Community College does not operate on-campus student housing facilities. Therefore, the missing student notification requirements under the Clery Act do not apply to NECC.

If a member of the community believes an NECC student is missing, the concern should be reported directly to the NECC Police, which will initiate an investigation.

If a missing student is under 18 and not emancipated, NECC will notify the student's parent or guardian. In all cases where a student is determined to be missing, NECC Police will also notify local law enforcement within 24 hours.

### **Reporting Procedures**

Students, staff, faculty, and visitors at either the Haverhill or Lawrence campus are encouraged to report suspicious or criminal activity to the NECC Public Safety Department at 978-556-3333 (or extension **3333** from any campus phone). In an emergency, call 9-1-1 first, then notify Public Safety.

### **Response to Calls**

The Public Safety Department responds to all calls for assistance, giving priority to crimes against persons and personal injury incidents. Public Safety works closely with local emergency responders when needed to ensure a complete and timely response.

For non-emergencies, a public safety officer may be dispatched, or the caller may be asked to file an incident report at a campus security desk:

- Haverhill: Spurk Building, Room C112
- Lawrence: 414 Common St., Main Lobby

Both desks are staffed 24/7. Public Safety officers may also request support from local, state, or federal law enforcement when appropriate.

The College encourages accurate and prompt reporting of all crimes to Public Safety and/or appropriate police agencies. Reports help determine whether a Timely Warning Notice is needed and ensure accurate annual crime statistics.

### **Voluntary Confidential Reporting**

The Public Safety Department does not maintain a voluntary confidential reporting program. Only pastoral and professional counselors may receive confidential reports, as allowed by the Clery Act.

- **Pastoral Counselor:** A recognized member of a religious order/denomination providing confidential counseling within that role.
- **Professional Counselor:** A licensed mental health professional providing counseling to NECC community members. Contact 978-556-3730 or [counseling@necc.mass.edu](mailto:counseling@necc.mass.edu).

If a counselor also serves in another role (e.g., advisor to a student organization), they must report crimes for Clery Act purposes.

### **Anonymous Reporting**

Community members who are aware of a crime that has been, or will be committed, but do not want to be identified, may submit crime information anonymously through the online form: [NECC Anonymous Reporting](#).

An officer will review the information and determine if it is actionable. While anonymity may limit investigations, such reports help track crime patterns, inform statistics, and alert the campus community to potential threats.

### **Incident Information**

NECC may issue notifications for significant incidents that do not pose an immediate threat but are important for community awareness. Examples include emergency follow-ups, severe weather warnings, or major infrastructure failures.

### **Daily Crime Log**

The Public Safety Department maintains a Daily Crime Log for both the Haverhill and Lawrence campuses. The log is available for public review 24/7 at:

- Haverhill: Spurk Building, Room C112
- Lawrence: Dr. Ibrahim El-Hefni Allied Health & Technology Center, 414 Common St., Main Lobby

### **Campus Security Authorities**

Federal law requires Northern Essex Community College (NECC) to collect and disclose statistics concerning certain crimes reported to Campus Security Authorities (CSAs). CSAs include:

- Any member of the Public Safety Department, including contract security officers
- College officials with significant responsibility for student and campus activities
- Other designated individuals or offices to whom students and employees may report criminal offenses

At NECC, CSAs include, but are not limited to:

- Dean of Students
- Director of Community Standards
- Title IX Coordinator



- Director of Athletics, all Coaches (paid or volunteer), and Trainers
- Public Safety Department staff, including Contract Security Officer
- Advisors of student clubs and organizations
- Student Activities Coordinator

### **Responsibilities:**

- Any CSA receiving a report of a crime or security-related incident must immediately notify the Public Safety Department.
- CSAs should encourage reporting parties to make a direct report to Public Safety.
- CSAs are not required to disclose confidential information (e.g., the identity of a victim who requests confidentiality).
- CSAs must, however, report the **existence** of all known incidents—including those reported confidentially—so they can be included in the College's crime statistics.

### **Confidentiality:**

- If a reporting party requests confidentiality, the CSA must still notify Public Safety of the incident for statistical purposes only.

## **Warnings and Emergency Notifications Processes**

### **Timely Warning Notification\***

If a Clery Act crime occurs within NECC's Clery geography and is determined to present a serious or continuing threat to the campus community, the Crisis Management Team will evaluate the circumstances and determine whether a Timely Warning is warranted. When required, a Timely Warning will be issued in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Warnings are disseminated through the College's emergency notification system, Regroup, to reach the campus community. Timely Warnings are considered for incidents such as aggravated assault, arson, burglary, murder or non-negligent manslaughter, motor vehicle theft, robbery, sex offenses, or patterns of violent or property crimes. Information that could compromise an investigation or reveal the identity of a victim will be withheld.

*\*NECC is not required to issue a Timely Warning for crimes reported solely to a pastoral or professional counselor.*

### **Notification Process**

The Crisis Management Team is responsible for determining whether a Timely Warning is warranted. Once that determination is made, the Director of Public Safety/Chief of Police, or designee, will draft and disseminate the notice.

### **Method of Distribution**

Timely Warnings are issued to students, faculty, and staff by text message and email through the NECC Emergency Notification System. All NECC employees and students are automatically enrolled upon hire or enrollment. Individuals not directly affiliated with NECC, including contractors and partners, may self-enroll through the Community and Partners tab on the [Public Safety webpage](#). Responsibility for maintaining current contact information rests with the individual, with employees updating their information through HRCMS and students through Self-Service Banner.

### **Content of Notice**

Each Timely Warning will include the nature of the crime, the date, time, and general location of the



incident, and any available precautions for the campus community. The College may withhold information if it would compromise law enforcement efforts or identify a victim.

### Timing of Issuance

Timely Warnings will be distributed as soon as relevant information is available, with the intent of enabling community members to protect themselves and prevent similar crimes. The Crisis Management Team will determine if a Timely Warning is necessary, and the alerts are generally written and distributed to the NECC community by the Director of Public Safety/Chief of Police or designee.

### Northern Essex Community College Timely Warning Methods Chart

System	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending Messages	Primary Message Sender	Backup Message Sender
NECC messaging system (Text/Email)	Public Safety Director or Designee	Clery Compliance Officer	Crisis Management Team	Clery Compliance Officer	Public Safety Director or Designee
Blast Email	Public Safety Director or Designee	Clery Compliance Officer	Crisis Management Team	Clery Compliance Officer	Public Safety Director or Designee

### Emergency Notification\*

The College has implemented an Emergency Notification System to enhance its ability to communicate time-sensitive information during emergencies or unforeseen events. The system delivers alerts via email and text messaging, providing pertinent details and guidance on appropriate response actions during critical situations. All NECC students, faculty, and staff are automatically enrolled in the system during onboarding or enrollment. Individuals not directly affiliated with NECC, such as vendors or outside partners, must self-enroll through the Community and Partners tab on the [NECC Public Safety webpage](#).

Responsibility for maintaining accurate contact information rests with the individual, with employees updating their information through HRCMS and students through Self-Service Banner.

*\*NECC will, without delay and considering the safety of the community, determine the content of the notification and initiate the emergency notification system, unless issuing a notification would, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.*

### Notification Process

NECC Public Safety supervisory personnel, in consultation with college administrators as appropriate, will determine whether an incident constitutes a significant emergency requiring notification. The Director of Public Safety/Chief of Police, or designee, will determine the content of the message and the community segment or segments to be notified, in coordination with the Chief Financial and Operating Officer. If the Director/Chief or designee is unavailable, the Clery Compliance Officer assumes this role. NECC Public Safety is responsible for initiating the Emergency Notification System and sending the message. Notifications may be directed to the entire campus or to specific at-risk segments.

### Method of Distribution

Emergency Notifications are disseminated primarily via email and text message through the NECC Emergency Notification System. Additional methods of communication may include updates posted to the [College website](#), messages shared through social media platforms, and other available channels, as appropriate to the situation. The Marketing and Communications Office coordinates follow-up messaging and dissemination of information to the broader community.

## Content of Notice

Each Emergency Notification will include the nature of the emergency, the location when known, and instructions on immediate protective actions. Information may be withheld if releasing it would compromise response efforts or endanger individuals.

## Timing of Issuance

Emergency Notifications will be issued without delay, upon confirmation of a significant emergency or dangerous situation. The content and distribution will be determined with consideration for the safety of the community, unless responsible authorities determine that doing so would compromise efforts to assist victims or to contain, respond to, or mitigate the emergency.

### Northern Essex Community College Emergency Notification Methods Chart

<b>System</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for Approving and Sending Messages</b>	<b>Primary Message Sender</b>	<b>Backup Message Sender</b>
<b>Text Messages</b>	Public Safety Director or Designee	Clery Compliance Officer	Public Safety	Clery Compliance Officer	Public Safety Director or Designee
<b>Blast Email</b>	Public Safety Director or Designee	Clery Compliance Officer	Public Safety	Clery Compliance Officer	Public Safety Director or Designee
<b>Local Media</b>	Chief Marketing Officer	Director of Public Relations	Crisis Management Team	Chief Marketing Officer	Director of Public Relations
<b>Social Media</b>	Chief Marketing Officer	Director of Public Relations	Crisis Management Team	Chief Marketing Officer	Director of Public Relations

## Emergency Response and Evacuation Procedures

If a serious incident occurs that poses an immediate threat to the campus, the initial response will typically be led by the NECC Public Safety Department, followed by local police and fire departments. These agencies coordinate response efforts and work jointly to manage the situation.

Depending on the nature and scope of the incident, additional NECC departments, as well as local, state, or federal agencies, may be involved in the response.

If an immediate threat to the health or safety of students or employees occurs on campus, the College will follow its emergency notification procedures. In such cases, the College is not required to issue a separate Timely Warning for the same circumstances; however, follow-up information will be provided to the campus community as appropriate.

## Community Actions

Upon receipt of an emergency alert, community members should seek additional information, take protective actions, and assist in alerting others. Members of the broader NECC community may access information about campus emergencies through the local media and the [NECC website](#).

NECC will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees. Follow-up information will be provided using one or more of the established communication methods.

Since emergencies vary, specific actions will depend on the nature of the threat and an individual's proximity to the incident. Whenever feasible, NECC will employ a standardized approach to emergency messaging. In such events, community members may receive one of the following types of messages:

**HOLD:** remain in your area or room, clear the hallways

- Students
  - Close and lock the door
  - Do business as usual
- Professors/Staff
  - Close and lock the door(s)
  - Account for students, visitors and others
  - Do business as usual.

**SECURE:** Get inside. Lock outside doors.

- Students
  - Return to inside of the building
  - Do business as usual
- Professors/Staff
  - Lock outside doors
  - Increase situational awareness
  - Account for students, visitors and others
  - Do business as usual.

**LOCKDOWN:** Locks, lights, out of sight

- Students
  - Move away from sight
  - Maintain silence
  - Do not open the door
  - Prepare to evade or defend
- Professors/Staff
  - Recover people from the hallway if possible
  - Close and lock the door
  - Turn out the lights
  - Move away from sight
  - Maintain silence
  - Do not open the door
  - Prepare to evade or defend

**EVACUATE:**

- Students
  - Leave stuff behind if required to
  - If possible, bring your phone
  - Follow instructions
- Professors/Staff
  - Lead evacuation out of the building (to specified location if provided)
  - Account for students, visitors and others
  - Notify if missing, extra or injured people

**SHELTER-in-Place:** hazard and safety strategy

- Students
  - Use appropriate safety strategy for the hazard

- Professors/Staff
  - Lead safety strategy
  - Account for students, visitors and others
  - Notify if missing, extra or injured people
- ❖ **HAZARD**
  - Tornado
  - Hazmat
  - Earthquake
- SAFETY STRATEGY**
  - Evacuate to shelter area
  - Seal the room
  - Drop, cover, and hold

## Emergency Response Drills

The College conducts an emergency response drill/exercise each year and tests the emergency notification system(s) on campus.

Each test, drill, or exercise is documented, including the date, time, description, and whether it was announced or unannounced. Documentation is maintained by the Public Safety Department and used to evaluate and improve emergency plans and capabilities.

## Security of and Access to Campus Facilities

### Campus Alarms

Campus facilities are alarmed to detect fire and smoke. All fire and smoke alarms register with a central operator. The Haverhill and Lawrence Fire Department, depending on the campus, receives notice of all fire and smoke alarms. When notified by alarm or other method, NECC Public Safety Department officers will respond and assist local first responders.

### Access to Academic and Administrative Buildings

**General Access:** NECC's Lawrence and Haverhill campuses are open to the public. Academic and administrative buildings are generally accessible during business hours, though hours may vary by facility and time of year.

**Controlled Access:** Most buildings, classrooms, and offices are secured by card access systems with varying levels of authorization.

**After-Hours Use:** Unauthorized individuals are not permitted in buildings outside business hours. Students and employees requiring access must contact the Public Safety Department at 978-556-3333 for authorization.

**Patrols and Monitoring:** The NECC Public Safety Department conducts routine patrols of academic and administrative buildings in Haverhill and Lawrence to evaluate and monitor security conditions. The Haverhill Police Department monitors and patrols the Haverhill Heights campus.

**Policies:** Building access policies are established by the College and enforced by the NECC Public Safety Department.

### Access to Buildings for Maintenance and Repair

**Facilities Oversight:** The NECC Facilities Department, along with contracted service providers, is responsible for the structural, mechanical, and electrical maintenance of all College buildings.

**Services Provided:** Typical services include:

- Electricity and lighting
- Elevators

- Custodial services
- Doors and locks
- Heating systems
- Window and door glass

**Coordination with Public Safety:** The Facilities Department works with the Public Safety Department to support safety and security during maintenance and repair activities.

**Reporting Issues:** The campus is maintained to minimize hazardous conditions. Community members may report maintenance issues or failures to the Public Safety Department Desk at extension 3333 (campus phones) or 978-556-3333 (non-campus or cell phones). The system operates 24 hours a day, year-round, ensuring all requests are logged and addressed promptly.

## **Substance Abuse: Alcohol and Drug Policy**

NECC complies with all federal and state laws regarding the possession, use, and distribution of alcohol, drugs, and other controlled substances on campus and at college-sponsored activities. In accordance with the Drug-Free Schools and Communities Act of 1989, the College annually distributes information to all students and employees regarding standards of conduct, legal sanctions, health risks, and available resources supporting a drug-free campus. Copies are available through Human Resources and Student Life.

**Alcohol:** The use, possession, manufacture, or distribution of alcoholic beverages is prohibited, on campus or as part of any college-sponsored program, except as expressly permitted by law and outlined in the [Student Code of Conduct](#). Public intoxication on any NECC campus is prohibited. Violations may result in disciplinary sanctions, up to and including expulsion.

**Controlled Substances:** The use, possession, manufacture, or distribution of controlled substances as defined by state and federal law is prohibited, on campus or as part of any college-sponsored program. Violations may result in disciplinary sanctions, up to and including expulsion.

**Marijuana:** Although Massachusetts law permits certain uses of marijuana, federal law prohibits possession, use, distribution, and cultivation of marijuana at institutions of higher education. NECC, as a federally funded institution, enforces this prohibition. Accordingly, marijuana in any form—including medical marijuana, marijuana products (e.g., edibles), and marijuana accessories (e.g., devices used for ingestion)—is prohibited on all College property and at all College-sponsored events. Operating a motor vehicle under the influence of marijuana on College property or at College-sponsored activities is also prohibited.

**Sanctions:** Violations of this policy by students or employees may result in disciplinary action, up to and including expulsion or termination, consistent with college policies and collective bargaining agreements.

**Standards of Conduct:** The unlawful possession, use, or distribution of alcohol or illegal drugs by students or employees on college property or at college-sponsored activities is strictly prohibited.

**Disciplinary Sanctions:** Students and employees who violate these standards are subject to college discipline and criminal prosecution. Sanctions may include:

- Expulsion (students) or termination (employees)
- Referral for criminal prosecution
- Required participation in treatment, counseling, or rehabilitation programs

Convictions may also result in fines, imprisonment, and the loss of federal financial aid eligibility.

## Drug Free Schools and Communities Act (DFSCA) Compliance

NECC's Drug and Alcohol Abuse Prevention Program (DAAPP) is developed in accordance with the Drug Free Schools and Communities Act of 1989, may be obtained by contacting the Offices of Community Standards, Maxie Holman Stocks 978-556-3746, located in the Student Center on the Haverhill Campus, room 103E.

- The Dean of Students emails all students at the beginning of each academic year a copy of the most up to date Student Code of Conduct. The code outlines our policies around Drugs and Alcohol.
- A copy of the most current Student Code of Conduct can also be reviewed and obtained on the website's Academic Catalog.
- Additionally, NECC has trained a group of staff to serve as Drug/Alcohol Reduction Coaches under a program called BASICS (Brief Alcohol Screening and Intervention for College Students)
  - BASICS is a Brief Motivational Intervention (BMI) that combines Motivational Interviewing delivery and Prevention Education with Cognitive-Behavioral Coping Skills Training. BASICS will be facilitated after a student has been identified as a BASICS participant, usually because of an alcohol-related student code violation, referral, or self-nomination
  - The student participates in a structured motivational interview meeting with a facilitator.
  - Next the student completes an alcohol assessment survey.
  - Then the student returns 7-14 days later for session two with the facilitator which consists of personalized feedback using the Feedback Report generated by their assessment and change planning focused on reducing harm.

**Health Risks:** The use of illegal drugs and abuse of alcohol carry serious health and personal risks, including but not limited to:

- Temporary or permanent physical or mental impairment
- Injury or death to self or others
- Criminal or civil liability for harm to persons or property
- Unsafe or nonconsensual sexual activity, unwanted pregnancy, and risks to unborn children
- Loss of educational or employment opportunities

**Counseling, Treatment, and Rehabilitation Programs:** NECC offers ongoing health education programs addressing the risks of alcohol and substance abuse. Students are encouraged to seek help voluntarily for substance use disorders.

**Counseling Services** provides confidential support, education, and referrals to outside treatment programs:

- **Haverhill Campus:** Behrakis Student Center, SC-109C
- **Lawrence Campus:** Dimitry (L) Building, L-115
- Phone: 978-556-3730
- Email: [counseling@necc.mass.edu](mailto:counseling@necc.mass.edu)

Counseling records are confidential and released only with the student's written consent or when necessary to protect the life of the student or another person.

The unlawful possession, use, or distribution of illegal drugs or alcohol by any student or employee on college property or in conjunction with any College activity is prohibited.

## Drug and Alcohol Treatment Centers

The following is a list of a few of the treatment centers nearest to our campuses.

## Haverhill

- **Haverhill Pavilion Behavioral Health**  
76 Summer Street  
Haverhill, MA. 01830  
844-892-4323
- **Veterans Northeast Outreach Center**  
10 Reed Street  
Haverhill, MA. 01832  
978-372-3626

## Lawrence

- **CleanSlate Outpatient Addiction Medicine**  
360 Merrimack St #9  
Lawrence, MA  
978-802-7331
- **Lawrence Comprehensive Treatment Center**  
10 Embankment St  
Lawrence, MA 01841  
978-620-9745
- **Women's View-Psychological Center**  
582 Haverhill St  
Lawrence, MA 01841  
508-213-9259

## Firearms and Other Weapons

In compliance with Massachusetts General Laws, Chapter 269, Section 10(j), firearms and other dangerous weapons are prohibited on all NECC property, regardless of licensure, unless written authorization has been granted by the College.

- **Definition:** For the purposes of this law, "firearm" includes any pistol, revolver, rifle, or smoothbore arm capable of discharging a shot, bullet, or pellet by any means.
- **Reporting:** Employees must report suspected violations to the Public Safety Department at Haverhill or Lawrence, or to the Executive Vice President.
- **Exceptions:** Law enforcement officers enrolled as students who wish to carry a firearm must obtain written authorization from the Office of the Executive Vice President.
- The possession of any weapon, including replicas, is prohibited. This includes firearms, knives, chemical sprays, explosives, dangerous chemicals, and related devices.

Violators are subject to college disciplinary action, up to and including dismissal or termination, and may also be referred for criminal prosecution under state and federal law. Under Massachusetts law, carrying an illegal firearm is a felony punishable by up to five years in state prison, and a conviction for carrying without a license carries a mandatory minimum one-year jail sentence.

## Crime Statistics

The Annual Security Report includes statistics for the crimes defined below.

### Clery Reportable Crimes

- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which



could or probably would result in a serious potential injury if the crime were successfully completed.

- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding).
- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.
- **Weapons Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug 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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to 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 acts. (Driving under the influence is NOT included in the statistics.)
- **Hate Crimes:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin and Disability. For *Clery Act* purposes, Hate Crimes include any of the following offenses that are motivated by bias.
  - Murder and Non-negligent Manslaughter
  - Sexual Assault
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson
  - Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - Simple Assault: is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
  - Intimidation: is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
  - Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

- **Violence Against Women Act Offenses (VAWA):** The Clery Act has four defined VAWA offenses for which crime statistics must be collected: dating violence, domestic violence, sexual assault, and stalking.
- **Sex Offenses:** The Clery Act has four defined sex offenses for which crime statistics must be collected: rape, fondling, incest, and statutory rape. *Extensive information regarding these crimes can be found beginning on the following page.*
  - **Rape:** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  - **Fondling:** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - **Incest:** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape:** is sexual intercourse with a person who is under the statutory age of consent.

### Statistics for Referred Violations

The Clery Act includes statistics for weapons, drug, and liquor law violations as described above that are referred for disciplinary action. Clery defines "referred for disciplinary action" as the referral of any person to any official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction. All referrals for students are managed by the Office of Community Standards. All referrals for employees are managed by Human Resources.

Location definitions from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:

- **On-Campus:** (1) Any building or property which is owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (examples include food or retail vendor).
- **Non-Campus Building or Property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to NECC.

### Violence Against Women Act

NECC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, NECC issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking,

which will be followed regardless of whether the incident occurs on or off campus when it is reported to an NECC official.

## **Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
  - A Felony or misdemeanor crime of violence committed—
    - ❖ By a current or former spouse or intimate partner of the victim;
    - ❖ By a person with whom the victim shares a child in common;
    - ❖ By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - ❖ By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    - ❖ By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - For the purposes of complying with the requirements of this section and §668.41 of the Clery Act, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
  - For the purposes of complying with the requirements of this section and §668.41 of the Clery Act, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
  - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
  - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress.
  - For the purposes of this definition—

- ❖ *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- ❖ *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- ❖ *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- For the purposes of complying with the requirements of this section and §668.41 of the Clery Act, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## **Jurisdictional Definitions: Domestic Violence, Sexual Assault, and Stalking (Massachusetts)**

**Domestic Violence / Abuse** - Massachusetts law does not define "domestic violence" or "dating violence." Instead, under **M.G.L. c. 209A, §1**, the crime of **abuse** is prohibited.

- **Abuse:** (a) attempting or causing physical harm; (b) placing another in fear of imminent serious physical harm; or (c) causing involuntary sexual relations by force, threat, or duress.
- **Family or household members** include individuals who:
  - are or were married;
  - live or lived together;
  - are related by blood or marriage;
  - share a child; or
  - are or were in a substantive dating/engagement relationship (based on length, type, frequency, and recency).

All forms of domestic violence are covered by c. 209A. However, the charge of **Domestic Assault and Battery (c. 265, §13M)** applies only to intimate partners. Other cases may be charged as assault and battery (A&B), A&B with a dangerous weapon, or other applicable offenses.

**Sexual Assault** - Massachusetts does not use the term "sexual assault" but prosecutes related crimes under **M.G.L. c. 265**:

- **Indecent Assault and Battery:**
  - §13B – child under 14
  - §13B½ – child under 14 during certain offenses/by mandated reporters
  - §13B¾ – child under 14 by certain prior offenders
  - §13F – person with an intellectual disability
  - §13H – person 14 or older

*Note: "Indecent assault and battery" is not defined by statute.*
- **Rape:**
  - §22 – rape, generally (sexual intercourse compelled by force or threat)
  - §22A – rape of a child under 16
  - §22B – rape of a child under 16 during certain offenses/by force
  - §22C – rape of a child under 16 by certain prior offenders
  - §23 – rape and abuse of a child under 16
  - §23A – rape and abuse of a child, aggravated by age difference or by mandated reporters
  - §23B – rape and abuse of a child by certain prior offenders
- **Assault with intent to commit rape:** c. 265, §24 (not separately defined by statute).

**Stalking** - Under **M.G.L. c. 265, §43**, stalking is:

- A willful, malicious pattern of conduct directed at a specific person that would cause a reasonable person substantial emotional distress, and
- A threat intended to place the person in imminent fear of death or bodily injury.

Stalking may include in-person conduct or electronic communications (e.g., phone, email, internet, instant messaging). Penalties include up to 5 years in state prison, 2½ years in a house of correction, fines up to \$1,000, or a combination.

- **Harassment (M.G.L. c. 258E)** for prevention orders: defined as (i) three or more willful, malicious acts intended to cause fear, intimidation, abuse, or property damage, or (ii) acts involving forced sexual relations, or violations of c. 265 §§13B, 13F, 13H, 22, 22A, 23, 24, 24B, 26C, 43, 43A, or c. 272 §3.

**Consent** - Massachusetts does not legally define “consent.” For educational purposes, consent is:

- A voluntary, affirmative agreement to engage in sexual activity, expressed through clear words or actions.
- It must be informed and free of force, threats, coercion, or intimidation.
- Silence, prior relationships, or lack of resistance do not imply consent.
- Consent applies to each specific act and can be withdrawn at any time.
- Intoxicated persons cannot legally give consent.

### **Campus Sex Crimes Prevention Act**

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education at which the offender is employed, carries on a vocation, or is a student. The NECC community may access information regarding sexual offenders by contacting the Haverhill (978) 373-1212 or Lawrence (978) 794-5900 Police Departments or by contacting the Massachusetts Executive Office of Public Safety (617) 727-7775. Access the sexual offender webpage through the following link:  
[www.mass.gov/eopss/agencies/sorb](http://www.mass.gov/eopss/agencies/sorb).

### **Improper Use of Sex Offender Registry Information**

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

### **Sexual Assault**

Sexual assault is a crime punishable by both civil and criminal legal action. The student conduct process is administered through the Title IX office. NECC also encourages victims to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the victim of a sex offense which are described below.

Victims of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness and exhaustion, to name just a few. Two vital points to remember are that the assault was not your fault and there is help available.

Northern Essex Community College’s Public Safety Department trains every police officer on protecting the rights of victims and witnesses of crimes. Referral information is accessible at all times regarding area services available for general counseling, medical attention, emergency housing or financial assistance. Responsiveness to the needs of crime victims is a priority for the Public Safety Department.

### **Sexual Assault Education and Prevention**

NECC students receive information about the prevention of sexual assaults, date rape and acquaintance rape through various programs including information about prevention at Student Orientation.

Information is also available through the Public Safety Department and NECC Counseling Services. The College also brings in outside organizations such as the Lawrence YWCA, which provide interactive educational programs.

#### IF A SEXUAL ASSAULT HAPPENS TO YOU:

- Go to a safe location. Contact the local police for immediate assistance and information. 978-556-3333 for NECC Public Safety Department or 9-1-1.
- Go the closest hospital Emergency Room. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in criminal proceedings if you decide to prosecute. Hospital nurses have been trained and are certified to aid victims of sexual assaults.
- The preservation of evidence is important for the proof of a criminal offense. If possible, do not change your clothes, shower, or eat or drink between the rape and the trip to the emergency room. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- The physical exam is provided at no cost to you.
- Having a physical exam does not mean that law enforcement must be notified, or the offender prosecuted.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment.
- You may seek counseling from NECC Counseling office. The NECC Mental Health Clinician can be reached at 978-556-3732.

#### **Title IX**

Individuals may also report a sex offense to NECC's Title IX coordinator. State and Federal Law, including Title IX of the Education Amendments of 1972 prohibits all sex discrimination and Title IX Sexual Harassment in all College operations, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The College takes all allegations of Sexual Misconduct seriously and is committed to providing an environment that is free of sexual misconduct. The Title IX Coordinator's functions and responsibilities include:

- Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX;
- Develop, implement and coordinate campus and/or school-based strategic efforts aimed at the prevention of sexual violence and other forms of sex discrimination;
- Develop and disseminate educational materials, including brochures, posters, and web-based materials that inform members of the College community of Title IX rights, responsibilities and resources both within and external to the College;
- Oversee prompt, effective, and equitable intake, investigation, processing, issuing of findings of fact or management of hearing process, and timely resolution of all Title IX Sexual Harassment matters, or cases otherwise involving sex discrimination made known to responsible employees and/or reported or filed by students, faculty, employees, third parties, or by members of the broader community;
- Provide appropriate notice of an investigation; determine the extent of an investigation; oversee investigation efforts; ensure provision of initial remedial actions; assure compliance with timelines; deliver appropriate notice of charge, notice of investigation, notice of outcome, duty to warn, and remedies, and provide a repository for and source of institutional record-keeping;
- Provide guidance and assistance to alleged victims of Prohibited Conduct, including referral to support resources, notice of right to file internal grievances, notice of the right to grieve to the US Department of Education Office for Civil Rights, and notice of the right to report incidents to law enforcement.

In accordance with the requirements of Title IX, NECC has appointed Liz Trelegan as the Title IX Coordinator. She can be reached at 978-556-3928, or by email at [etrelegan@necc.mass.edu](mailto:etrelegan@necc.mass.edu). Her office is located on the Haverhill Campus in the A building (Library), 3<sup>rd</sup> floor, Human Resources. The institution's sexual harassment policy can be found in the Policy on Affirmative Action, Equal Opportunity, & Diversity, which can be found here: [Know Your Title IX](#)

## **Reporting Sexual Misconduct, Domestic/Dating Violence, and Stalking**

NECC understands that incidents of sexual harassment, domestic/dating violence, and stalking are sensitive in nature and can be emotional for all parties involved and will be handled with the utmost care and sensitivity. While we encourage students, who are victims of sexual harassment, domestic/dating violence, and stalking to file a complaint and seek immediate medical treatment, it is at the sole decision of the victim if and when they choose to seek medical treatment. The preservation of evidence is important for the proof of a criminal offense and/or may be helpful in obtaining a protection order. Public Safety staff members are available 24/7 for victims who wish to have immediate support.

## **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**

### **The Importance of Preserving Evidence**

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at a local area hospital offering physical evidence recovery kit collection/access to forensic nurse examiners/sexual assault nurse practitioners. In Massachusetts, evidence may be collected even if you chose not to make a report to law enforcement.<sup>1</sup>

**Anonymous Reporting** is the decision by a victim not to report a sexual assault, or to file an anonymous report with law enforcement, which may occur for a variety of reasons. Pursuant to MGL c112, § 12A½, regardless of the victim's decision to report the assault to law enforcement, when a victim seeks medical treatment, the hospital is required to report the assault to the law enforcement entity of the jurisdiction using a Provider Sexual Crime Report (PSCR) **without reference to the patient's name or address**. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.

In cases of sexual assault, dating violence or domestic violence, victims should elect to have a forensic examination done at a local hospital from a specially trained Sexual Assault Nurse Examiner (SANE) nurse. There are SANE nurses on call at the Lawrence General Hospital (978-683-4000 ext. 2500) 1 General St Lawrence, MA 01841, Lowell General Hospital (978-937-6000) 295 Varnum Ave Lowell, MA 01854, and in the Boston area, Boston Medical Center (617.638.8000) One Medical Center Place Boston, MA 02118. Choosing to obtain a forensic examination does not require the victim to file a police report. Having a forensic examination conducted does help to preserve evidence should the victim choose to file a police report later. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of sexually transmitted diseases, and/or pregnancy if the victim is a female.

Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of document, if they have any, that would be useful NECC adjudicators/investigators or police.

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<sup>1</sup> Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."



As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with NECC Public Safety Department or other law enforcement to preserve evidence in the event the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

## **How and to Whom the Alleged Offense Should be Reported**

Please be advised all Responsible Employees of NECC who are made aware of an incident of sexual misconduct are required by Federal Law to file a report regarding the incident and individuals involved with the Title IX Coordinator, unless they are exempt from the reporting obligation as defined under Title IX and Clery because they are professional or pastoral counselors. These reports will include the names of the victim and the accused, along with all relevant facts regarding the incident. A Responsible Employee includes any College employee: who has the authority to take action to redress these offenses; who has been given the duty of reporting to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty.

The Title IX Coordinator is required by federal law to provide an **unidentifiable** statistical report regarding sexual misconduct to the Public Safety Department. This is in accordance with the Clery Act. The **only information** that is shared is that an incident of sexual misconduct has taken place, the type of sexual misconduct, and the general location of the incident (e.g., on or off campus). To file a report of sexual misconduct, domestic/dating violence, and stalking students may contact any of the following departments:

- Title IX Coordinator  
Elizabeth Trelegan  
978-556-3928 / [etrelegan@necc.mass.edu](mailto:etrelegan@necc.mass.edu)  
Haverhill Campus, B-219
- Deputy Title IX Coordinator  
Maxine Rice  
978-556-3917 / [mrice@necc.mass.edu](mailto:mrice@necc.mass.edu)  
Haverhill Campus, B-219
- Deputy Title IX Coordinator  
Maxanne Stocks  
978-556-3746 / [mstocks@necc.mass.edu](mailto:mstocks@necc.mass.edu)  
Haverhill Campus, SC, 1<sup>st</sup> floor
- NECC Public Safety  
978-556-3333 or 3333 from any campus phone / [publicsafety@necc.mass.edu](mailto:publicsafety@necc.mass.edu)  
Haverhill Campus, C-112  
Lawrence Campus, 414 Common St lobby

Students and staff may also report to the local police departments of their campus: Haverhill (978) 373-1212, Lawrence (978) 794-5900. If there is an emergency on any campus dial 9-1-1. If a student wishes to be assisted in this process, he or she may contact any of the NECC department numbers listed above for assistance.

## **Additional Campus Resources**

### **Licensed Mental Health Counselors**

NECC has a licensed mental health counselor, whose official responsibilities include providing confidential psychological counseling and crisis counseling to members of the NECC's community, and who function within the scope of their license or certification.

- Gabriel Garcia - (978) 738-7381 [ggarcia@necc.mass.edu](mailto:ggarcia@necc.mass.edu)

## Local Crisis Centers

- Women and Families' Resource Center - YWCA Haverhill: 978-373-4041
- Women and Families' Resource Center – YWCA Lawrence: 978-685-2480
- YWCA Sexual Assault Hotline: 1-877-509-9922
- YWCA Domestic Violence Hotline: 1-844-372-9922
- Jeanne Geiger Crisis Center: 978-388-1888 (Serving Amesbury, Newburyport, Salisbury, Groveland, Georgetown and Rowley, MA)

## Domestic Violence Hotline

- Greater Lawrence YWCA: 1-844-372-9922

## 24-Hour Hotlines

- Get Help Now: Crisis Text Line – Text "START" to 741-741
- MA Substance Use Help Line: 1-800-327-5050
- National Suicide Prevention Lifeline: 988
- The Trevor Project support for LGBTQ Youth: 1-866-488-7386 or text "START" to 678-678
- Psychiatric Crisis Team, Beth Israel Lahey Behavioral Health: 1-978-620-1250
- Massachusetts SafeLink Crisis Hotline: 1-877-785-2020/ 877-521-2601 (TTY)
- National Domestic Violence Hotline: 1-800-799-7233/1-800-787-3224 (TTY) or text "START" to 88788
- National Sexual Assault Hotline: 1-800-656-4673

## Campus Resources

- Public Safety: 978-556-3333
- Counseling and Psychological Center: 978-556-3730
  - After Hours: 833-434-1217
- Dean of Students: 978-556-3818
- Center for Accessibility Resources and Services: 978-556-3654
- Deaf and Hard of Hearing Services: 978-241-7045 (VP/VRS)
- Title IX Coordinator 978-556-3928

Incident Being Reported	Procedure Institution Will Follow
<b>Sexual Assault</b>	<ol style="list-style-type: none"><li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care</li><li>2. Institution will assess immediate safety needs of complainant</li><li>3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li><li>4. Institution will provide complainant with referrals to on and off campus mental health providers</li><li>5. Institution will assess need to implement interim or long-term protective measures, if appropriate.</li><li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li><li>7. Institution will provide a "No trespass" directive to accused party if deemed appropriate</li><li>8. Institution will provide written instructions on how to apply for Protective Order</li></ol>

	<ol style="list-style-type: none"> <li>9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution</li> <li>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li> <li>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" directive to accused party if deemed appropriate</li> </ol>
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" directive to accused party if deemed appropriate</li> </ol>
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" directive to accused party if deemed appropriate</li> </ol>

As the students at the College are viewed as adults, guardians and/or parents will not be notified when a student is involved in a claim of sexual misconduct. Students are encouraged to speak with their guardian and/or parent when they are involved in a matter of sexual misconduct. Should a guardian or parent wish to speak with the Title IX Coordinator or any other employee regarding a matter of sexual

misconduct, a FERPA waiver will need to be fully executed prior to any conversation. Students have the right to execute or withdraw a FERPA waiver at any time. Click [here](#) for a FERPA waiver form. Should a student be found responsible for violation of this policy and is separated from the college, suspended, or expelled guardians and/or parents are generally notified at that time.

In addition, the NECC Public Safety Department will make every effort to protect the confidentiality of the victims. While police reports are not publicly available, daily crime logs are available 24/7. However, they will be redacted to ensure the victim remains confidential. The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of a domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

### **Accommodations and Protective Measures Available for Victims of Sexual Violence, Dating Violence, Domestic Violence and Stalking**

A person who is subjected to all listed above shall:

- Be provided with a copy of the College's *Sexual Violence – Complainant's Rights and Information Advisory*, which shall include information concerning counseling, health, and mental health services, victim advocacy and support, law enforcement assistance, and other services available on and off campus;
- Have the right to pursue, or not pursue, assistance from campus administration officials or campus law enforcement;
- Not be discouraged by college officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before college officials as is permitted to the accused party, including the presence of an advisor during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from college personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work, and participate in college activities free from unwanted contact or proximity to the respondent insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the respondent by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

### **No Contact Orders**

No Contact Orders may be issued immediately once the crime has been reported.

### **Orders of Protection**

Students and staff may work with the **NECC Public Safety Department** on how to obtain a

restraining order, or an order can be obtained through the local court where the crime is, or was, being committed.

## Restraining Orders

The Abuse Prevention Law, Massachusetts General Laws 209A, was enacted to help keep domestic partners and people involved in dating relationships from being abused. The law permits a court to issue a protection order requiring that an abuser cease abusive conduct on the threat of incarceration. The police are responsible for enforcing the violation of the restraining order. Protection offered under the Abuse Prevention Law only applies to "family or household members" which are defined by M.G.L. c209A s.1 as people who are or were:

- Married;
- Living together;
- Related by blood or marriage;
- Parents of a common child regardless of whether they have ever been married or lived together; or
- Involved in a substantial dating or engagement relationship

If an individual decides to file a complaint for a restraining order or has questions regarding a restraining order, **contact the NECC Public Safety Department at 978-556-3333** for assistance during the following process.

To obtain a restraining order, a victim is required to file an Application for a Complaint for Protection from Abuse at the local court (this is a civil complaint, not criminal). Afterwards, the victim will speak to a judge or clerk to explain what happened and why a protective order is necessary. The judge will then decide whether to grant a Temporary Order, which is valid for ten (10) business days. If the Temporary Order is granted, the party will be given a copy of the order and a summons to return to court within ten (10) business days for a hearing on whether to extend the order. The accused will also be sent a summons to appear and the police will attempt to serve the order upon that person. The hearing will allow both the victim and the accused an opportunity to tell what happened.

A person applying for a restraining order is allowed to bring any witnesses or evidence that might tend to support the request. If the accused does not appear, the hearing will proceed and may result in the order being extended. The victim must appear at this hearing or the order will automatically be vacated.

If you need immediate protection from your abuser, contact the NECC Public Safety Department at 978-556-3333, or if off-campus, call 9-1-1. If you believe you are in danger in your relationship, or in a situation involving a domestic/dating partner, consider ways to leave your present situation safely. The police will assist you in obtaining an emergency restraining order valid until the next court business day. Once the order has been issued you will be given a copy and the police will attempt to serve a copy to the accused.

Violation of an Abuse Prevention Order is a crime. If a person subject to an order violates it, call the police immediately. If you are on campus or are in the immediate area, call 978-556-3333. If you are off campus, call 9-1-1. Explain to the police that the subject of the order has violated it and that you need help right away. If the subject has left the scene, try to provide the direction of flight and a physical clothing description. If the police are unable to locate the subject, the NECC Public Safety Department will assist you in going to court where you may file an application for a criminal complaint.

Remember to keep the order on you at all times. Inform family, friends, neighbors, and roommates that you have a restraining order. Do not hesitate to call the police immediately if the accused violates the order.

If you are leaving an abusive relationship, remember that doing so can be very difficult and dangerous. Make sure you have a safety plan in place, including identifying ahead of time a safe place to go during an emergency. Bring along your important documents (driver's license, checkbooks, custody documents, etc.), and tell a friend. Let someone you trust help you take the first step.

## **Harassment Orders**

All members of the NECC community have the right to be free from being harassed and or placed in fear. The law provides victims of harassment the ability to obtain relief from the courts even in the absence of a personal relationship to the harassing party. Massachusetts General Laws Chapter 258E, fills a critical gap in the law to protect victims of criminal harassment, stalking, or sexual assault from being harassed repeatedly regardless of their relationship with the perpetrator by allowing the court to issue orders of protection from harassment. If you are a victim of harassment, contact the NECC Public Safety Department immediately at 978-556-3333 for assistance if the harassment is occurring when you are on-campus. Alternatively, you should call the police agency having jurisdiction over your location if the harassment occurs while you are off campus. The procedure for filing for a Harassment Prevention Order is the same as filing for a restraining order described above.

## **Complaint Procedure**

### **Application of Policy**

The complaint procedure is intended to provide a mechanism to investigate, and where possible resolve, complaints of alleged violations of this policy against employees and students. The procedures outlined below are intended to ensure that the college will conduct an impartial, fair, effective, and efficient investigation of all allegations of discrimination without fear of retaliation. The complaint procedure is available to any employee or student who believes he/she has been discriminated against based on a protected classification or retaliation. A complaint filed in another forum does not preclude a student or employee from filing a complaint under this policy. Further, a complaint filed in another forum, including a criminal or civil complaint, shall not delay an investigation of a complaint filed under this policy.

### **Confidentiality of Process**

The complaint procedure will be conducted as confidentially as reasonably possible to protect the privacy rights of all individuals involved. The college may share information concerning the complaint with parties, witnesses and/or others during any phase of the procedure on a need-to-know basis and shall share information with union representatives as provided for in G.L.C.150E. All individuals with whom information is shared shall be advised of the confidential nature of the information and directed not to discuss the matter with anyone other than a personal advisor, if applicable.

### **Complainant Requests Confidentiality**

Where a complainant requests that no action be taken by the college or requests that her/his identity not be revealed, the college shall take reasonable steps to investigate and respond to the complaint but shall inform the complainant that such a request may hamper its ability to fully investigate an alleged violation of this policy and/or to take appropriate remedial steps, including disciplinary action. Where an allegation of Prohibited Conduct involves the potential of an ongoing threat to the health, safety or security of the College or a potential adverse employment action, the Affirmative Action Officer, or in the case of an allegation of Title IX Sexual Harassment, the Title IX Coordinator, shall inform the Complainant that it cannot ensure confidentiality and disclosure of their name may likely be required.

### **Anonymous Report**

Any individual may file an anonymous report concerning any Prohibited Conduct or Title IX Sexual Harassment referenced under this Policy. An individual may report the incident without disclosing

his/her name, identifying the respondent, or requesting any action. An anonymous report may be filed with the Affirmative Action Officer or, in the case of an allegation of Title IX Sexual Harassment, the Title IX Coordinator. Depending on the level of information available about the incident or the individuals involved, however, the College's ability to respond to an anonymous report may be limited (e.g., offering supportive measures to a Complainant of Title IX Sexual Harassment).

### **Off Campus Behavior**

The College reserves the right to investigate alleged Prohibited Conduct under this Policy occurring off-campus when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College's pursuit of its educational objectives and mission, and/or if a student or employee is charged with a serious violation of state or federal law. This includes, education programs or activities, locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the conduct occurs. In addition, it includes any building owned or controlled by a student organization that is officially recognized by the College.

### **Interim Action and Emergency Removal**

The College reserves the right to suspend a student on an interim basis or place an employee on paid administrative leave prior to completing an investigation under this Policy when it reasonably concludes that a student or employee: (a) poses a threat to health or safety; (b) poses a threat to college property or equipment; (c) is disruptive or interferes with the normal operations of the College; or (d) is charged with a serious violation of state or federal law. In such cases, the College shall provide the student or employee of the specific reason(s) for the interim action. During a student's interim suspension or an employee's leave, the College reserves the right to prohibit the individual from entering upon the College's property or participating in any College activities absent written authorization from an appropriate official of the College.

In the case of a Title IX Sexual Harassment claim, the College must base its decision to institute interim action (e.g., emergency removal) on the following factors: (1) It undertakes an individualized safety and risk analysis, (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Title IX Sexual Harassment justifies removal, and (3) provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. A respondent subject to emergency removal from the Title IX Coordinator may appeal the decision per the Appeal procedure below in Step 4 of the Title IX Sexual Harassment Complaint Process. The College shall make reasonable efforts to minimize disruption in the professional or educational experience of all affected parties. The College, Complainant, and Respondent will take reasonable efforts to preserve all relevant materials to a complaint, including communications (e.g., email and voice) and documents.

### **Joint Investigation**

In some circumstances a Responding Party's conduct may constitute a potential violation of this Policy and/or other conduct policies applicable to employees or students. In such cases, in order to avoid duplicative investigatory efforts, a joint investigation under this Policy may be conducted by the Affirmative Action Officer or, in the case of an alleged Title IX Sexual Harassment, the Title IX Coordinator, and the administrator charged with enforcing conduct policies. For example, if the Responding Party is a student, the Affirmative Action Officer (or Title IX Coordinator if a Title IX Sexual Harassment is alleged) and Student Code of Conduct Officer may jointly investigate the complaint. Based on the findings of their joint investigation, the student may be subject to disciplinary action for violations of this Policy and/or the Student Code of Conduct. Where the Responding Party is an employee, a joint investigation may be conducted by the Affirmative Action Officer (or Title IX Coordinator if a Title IX Sexual Harassment is alleged) and the employee's supervisor. Based on the findings of their joint investigation, the employee may be subject to disciplinary action for violations of this Policy and/or for inappropriate and unprofessional conduct.



## **Collateral Rights of Employees**

Any disciplinary action taken against an employee shall be regarded as an administrative action subject to all terms and conditions of applicable collective bargaining agreements or personnel policies.

## **Complaints of Sex Discrimination, Sexual Harassment or Sexual Violence**

The Title IX Coordinator shall have the responsibility for administering this policy relative to complaints of sex discrimination, sexual harassment, and sexual violence.

## **Title IX Sexual Harassment Complaint Process**

### **Formal Complaint Requirement**

This Title IX Sexual Harassment Complaint Process shall be available for allegations involving a Formal Complaint of Title IX Sexual Harassment. The College may consolidate Formal Complaints as to allegations of Title IX Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances. A party may raise concerns to the Title IX Coordinator (or designee) as to any consolidation; however, the College retains the right to proceed with any consolidation in its sole discretion.

### **Jurisdiction of the College**

By simultaneous written notice to the parties, the College *must* dismiss any Formal Complaint with regard to that conduct for purposes of Title IX Sexual Harassment, if the conduct alleged:

- Would not constitute Title IX Sexual Harassment as defined, even if proven;
- Did not occur in the College's education program or activity; or
- Did not occur against a person in the United States.

The College *may* dismiss any Formal Complaint for the purposes of Title IX Sexual Harassment if:

- A Complainant withdraws the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled or employed by the College; or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

In the case that a Formal Complaint is precluded from review under the Title IX Sexual Harassment Complaint Procedure for jurisdiction purposes, the College reserves the right to address such other complaints under the Complaint Process

### **Step 1 – Investigation**

Upon receipt of a Formal Complaint (preferably in the format of Appendix C of the [\*Policy on Affirmative Action, Equal Opportunity, and Diversity\*](#)), the Title IX Coordinator (or designee) must promptly contact the Complainant confidentially to discuss the availability of supportive measures and resources, consider the Complainant's wishes with respect to these supportive measures, and explain to the Complainant the Title IX Sexual Harassment Complaint Process. If a student is involved, the Title IX Coordinator shall notify the Provost or Dean of Students.

Within five (5) days of receiving a Formal Complaint, the Title IX Coordinator will notify the Respondent in writing of the Formal Complaint (see Appendix D of the *Policy on Affirmative Action, Equal Opportunity, and Diversity*), provide the Respondent with a copy thereof and discuss supportive measures. The timeliness of such notification shall be in accordance with the appropriate collective

bargaining agreement, if applicable. The Respondent shall have five (5) days from receipt of notice to submit to the Title IX Coordinator a written response to the Formal Complaint.

Where practicable, within fifteen (15) days from the date the Respondent's written response is received, or the date it was due if none was submitted, the Title IX Coordinator shall conduct an investigation and issue all evidence gathered to the parties (and Advisors) for review and written response within ten (10) days upon their receipt. Upon receipt of said parties' written response(s), or the date they were due if none were submitted, the Title IX Coordinator will have ten (10) days to complete and send an investigative report that fairly summarizes the relevant evidence to each party (and Advisor) for their review and written response within ten (10) days upon their receipt. Within ten (10) days of receipt, the Title IX Coordinator shall review the responses (if any) and prepare and submit the final investigative report including all relevant evidence (and including a section denoting all evidence submitted that was found by the Title IX Coordinator not to be relevant) to the Decision Maker; simultaneously, the Title IX Coordinator shall notice all parties of a hearing date that shall take place no later than ten (10) days later. Any request by a party to extend a deadline established under this Procedure shall be presented in writing to the Title IX Coordinator.

## **Step 2 – Hearing**

The Title IX Coordinator (or designee) will be responsible for coordinating the hearing process. The Decision Maker shall be responsible for conducting the hearing. The duties of the Title IX Coordinator will include: scheduling the hearing; notifying the parties, advisors, and witnesses of the hearing; ensuring that the trained Decision Maker is provided with appropriate materials including a copy of the final investigative report and any exhibits; coordinating videoconferencing (if necessary); and securing a location for the hearing. The Title IX Coordinator will also act as liaison between the parties and the Decision Maker on procedural matters. A hearing is conducted in private. If a Respondent or Complainant has a good faith belief that the individual selected as the Decision Maker has a specific bias or conflict of interest, they may file a request with the Title IX Coordinator (or in instances where the Title IX Coordinator is serving as the Decision Maker, the request shall be directed to the individual selected as the designee in Step 1 - Investigation) for a replacement within two (2) calendar days of being notified of the Decision Maker's identity. The Title IX Coordinator (or designee) shall review the request and make a decision in no more than three (3) calendar days either granting the request or providing reasons for denying the request. All procedural questions are subject to the final decision of the Decision Maker.

In general, hearings will proceed as follows:

- The Decision Maker shall summarize the Hearing Policy and allow the Title IX Coordinator the opportunity to briefly state the allegations and summarize the investigative report.
- Each party's advisor will be given the opportunity to question the other party and any witnesses by presenting questions to the Decision Maker (including questions on credibility). If the Decision Maker determines a question is relevant, the other party will be asked to respond.
- The Decision Maker shall have a final opportunity to question the parties.
- The Decisions Maker will conclude the hearing by informing the parties that they will issue a decision to the parties and their advisors within ten (10) days, and that it will be based upon a Preponderance of the Evidence standard (i.e., more likely than not).

## **Hearing Policy**

Questions and evidence about a Complainant's prior sexual behavior will be deemed irrelevant unless offered to prove that someone other than the Respondent committed the alleged misconduct or offered to prove consent.

If a party does not have an advisor present at the live hearing, the College will choose a trained member of the community, to conduct cross examination on behalf of that party. All advisors are limited to active participation in the question and follow-up cross-examination part of the live hearing.

Further, Advisors are the only parties allowed to present questions (cross-examination or otherwise) to the Decision Maker.

Generally, live hearings may be conducted with all parties physically present in the same geographic location. At the request of either party, the College must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Decision Maker and parties to simultaneously see and hear the party or the witness answering questions.

Only relevant questions or cross-examination questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's Advisor asking cross-examination questions any decision to exclude a question as not relevant. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Formal rules of evidence applied in courtroom proceedings (e.g., Massachusetts Evidence Code) do not apply in the hearing. The Decision Maker will make an official audio recording of the hearing. The recording is College property. No other recording of the hearing is permitted. The audio recording will be retained by the Title IX Coordinator in accordance with the College's records/information retention and disposition schedule. Access to the recording will be made available to the parties for inspection and review, however, parties are prohibited from making any copies of such recording. The recording shall only be released in compliance with applicable discovery proceedings in any future legal/administrative proceedings. The Decision Maker controls the hearing, is responsible for maintaining order during the hearing, and makes whatever rulings are necessary to ensure a fair hearing. The Decision Maker's decisions in this regard are final.

### **Step 3 – Review and Decision by the Decision Maker**

The Decision-Maker must issue a written determination regarding responsibility to all parties (and their Advisors) simultaneously, within ten (10) days of the hearing. The written determination must include — Identification of the allegations potentially constituting sexual harassment; A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; Findings of fact supporting the determination; Conclusions regarding the application of the College's code of conduct to the facts; A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and The College's procedures and permissible bases for the Complainant and Respondent to appeal. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effectuating any remedies including referral to appropriate College administrators as may be applicable.

### **Step 4 – Appeal to the President**

A party who is not satisfied with the Title IX Coordinator's decision to implement an emergency removal or dismiss a Formal Complaint; or, the Decision Maker's written decision may file an appeal with the President within five (5) days of receiving said decision, respectively on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or that any Title IX personnel (including the Decision Maker) had a conflict of interest or bias, that affected the outcome of the matter. Where practicable, within five (5) days of

receiving the appeal, the President shall issue a written decision simultaneously to all parties, accepting, rejecting, or modifying the decision, describing the result of the appeal and the rationale for the result. The President's decision is final provided that any corrective action and/or discipline imposed are subject to applicable collective bargaining agreements. If the President is the Respondent, then the Chair of the College's Board of Trustees shall consider the appeal and issue the written decision.

## On Campus Services

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, NECC will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	Service Provider	Contact Information
Counseling	Gabriel Garcia	978-738-7381
Health	Not Available on Campus	
Mental Health	Gabriel Garcia	978-738-7381
Victim Advocacy	Title IX	978-556-3928
Legal Assistance	Not Available on Campus	
Visa & Immigration Assistance	Maria Hernandez	978-556-3726
Student Financial Aid	Despina Lambropoulos	978-556-3614
Other	Human Resources/Title IX	978-556-3928

Suicide Prevention – Samaritans – 617-536-2460

National Sexual Assault Hotline – 800-656-4673

<http://www.rainn.org> – Rape, Abuse, and Incest National Network

<https://www.justice.gov/ovw> - Department of Justice – Violence Against Women Office

<https://www.ed.gov/about/ed-offices/ocr> Department of Education, Office of Civil Rights

## How to Be an Active Bystander

Bystander Intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who witness violence or the conditions that perpetuate violence. They are not directly involved but have the ability to say something or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt, whether it is domestic or dating violence, sexual assault, or stalking.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

NECC is concerned about your safety with regards to all the crimes covered by the Violence Against Women Act. In the next few pages, we have provided some information on risk reduction, and how to recognize warning signs of abusive behavior or potential attacks. If you are the victim of one of these crimes, please get help through one of the many resources listed in this publication.

NECC encourages bystander intervention only when it is safe to do so. If you or someone else is in immediate danger, call The Public Safety Department at 978-556-3333 or dial 9-1-1.

## **Risk Reduction**

Risk Reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you do not know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- Do not accept drinks from people you do not know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place and seek medical help immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.

- Be true to yourself. Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you do not want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

If you are experiencing any of the following signs of abuse, you may be in an abusive relationship. Whether or not you are ready to leave your abuser, there are things you can do to protect yourself. The safety tips below can make the difference between being severely injured or killed and escaping with your life. If you would like help in safety planning, call the Public Safety Department at 978-556-3333 or the National Domestic Violence Hotline at 800-799-7233.

Are you with someone who:

- Is jealous and possessive toward you, will not let you have friends or family contact, checks up on you constantly via phone, email, or in person, will not accept breaking up?
- Tries to control you by being very bossy, giving orders, making all the decisions, without taking your opinion seriously?
- Puts you down, critical of whatever you do, and undermines everything you say?
- Is scary to the extent that you worry about how they will react to things you say or do?
- Threatens you, uses or owns weapons?
- Is violent and has a history of fighting, loses temper quickly, and brags about mistreating others?
- Pressures you for sex, is forceful or scary with regard to sex?
- Thinks of you as a sex object?
- Attempts to manipulate or guilt-trip you by saying "If you really loved me, you would..."
- Gets too serious about the relationship too fast?
- Abuses drugs or alcohol and pressures you to take them?
- Blames you when they mistreat you by saying you provoked them, pressed their buttons, made them do it, or led them on?
- Has a history of bad relationships and blames the other person for all the problems?
- Believes that men should be in control and powerful and that women should be passive and submissive?
- Has hit, pushed, choked, restrained, kicked, or physically abused you?
- Your family and friends have warned you about and told you they were worried for your safety?
- If you are gay, lesbian, bisexual, or transgender, has threatened to 'out' you to family, friends, or your work if you do not comply with certain demands?
- If you are an immigrant, has threatened or tried to turn you in to authorities and get you deported? Or has told you that you are endangering the community?
- If you have health problems, has prevented you from getting treatment, interfered with medication, or made it difficult for you to get to medical appointments?
- If you are older, has threatened to put you in a nursing home or interfered with your ability to get out of the house when you want?

## **Prepare for Emergencies**

- Know your abuser's red flags. Be on alert for signs and clues that your abuser is getting upset and may explode in anger or violence. Come up with several believable reasons you can use to leave the house or your room (both during the day and at night) if you sense trouble brewing.
- If you live off campus identify safe areas of the house. Know where to go if your abuser attacks or an argument starts. Avoid small, enclosed spaces without exits (such as closets or bathrooms) or rooms with weapons (such as the kitchen). If possible, head for a room with a phone and an outside door or window. If you are on campus, you can always come to the Public Safety Department in C110/112 on the Haverhill campus or 414 Common St on the Lawrence campus.
- Come up with a code word. Establish a word, phrase, or signal you can use to let your children, friends, neighbors, or co-workers know that you are in danger and the police should be called.

## **Make an Escape Plan**

- Be ready to leave at a moment's notice. Keep the car fueled up and facing the driveway exit, with the driver's door unlocked. Hide a spare car key where you can get it quickly. Have emergency cash, clothing, and important phone numbers and documents stashed in a safe place (at a friend's house, for example).
- Practice escaping quickly and safely. Rehearse your escape plan so you know exactly what to do if under attack from your abuser. If you have children, have them practice the escape plan also.
- Make and memorize a list of emergency contacts. Ask several trusted individuals if you can contact them if you need a ride, a place to stay, or help contacting the police. Memorize the numbers of your emergency contacts, local shelter, and domestic violence hotline.

## **Stalking Behavior**

Stalking behavior and conduct can range from very subtle behavior to extreme and outrageous acts that might sound unbelievable to those less familiar with stalking. A stalker might engage in only one form of stalking behavior while another might engage in a wide variety of different and unpredictable stalking activities.

Most stalking cases are in the context of domestic violence – the victim is living in fear of someone they once loved and trusted in an intimate partner relationship.

A stalker's behavior might include:

- Following
- Waiting outside of a home or workplace
- Making harassing or persistent phone calls
- Sending letters or emails
- Sending unwanted gifts or flowers
- Contacting, threatening, or harassing friends and family
- Hurting or killing pets
- Vandalizing property
- Manipulative behavior, for example, threatening suicide in order to force contact
- Spreading lies about a victim, for example, filing false reports, posting, or distributing personal or false information
- Collecting information about the victim's personal life and habits
- Subscribing to services in the victim's name
- Interfering with utilities or services, for example, having phone service disconnected
- Impersonating the victim or family member
- Accessing personal information through computer files or email accounts



## Stalking with Technology

Access to the Internet and familiarity with new electronic technologies is increasingly common for most households, campuses, and workplaces. This technology provides stalkers another means for finding, contacting, and harassing their victims. While using technology to stalk does not involve physical contact, it is no less threatening than physical stalking. Some stalking tactics may include:

- Accessing or interfering with computer files and/or emails
- Sending threatening correspondence via email
- Tracking activities and movement through GPS (global positioning satellite) technology
- Taking photo/video images without consent and/or transmitting those images through the Internet

More information is available at the Stalking Prevention, Awareness & Resource Center (SPARC): <https://www.stalkingawareness.org/what-to-do-if-you-are-being-stalked/>.

## Additional Community Resources

Various organizations can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. All individuals are encouraged to utilize the resources that are the best suited to their needs, whether on or off campus.

**The Following Rape Crisis Centers offer FREE services to survivors of sexual violence, including:**

- **24/7 hotline counseling, information, and referral;**
- **Will go with survivors to hospitals and/or police stations 24/7;**
- **Will go with a survivor to court;**
- **Provide one-to-one counseling and support group counseling; and**
- **Provide primary prevention education; professional training; outreach.**

### Greater Boston Area

Boston Area Rape Crisis Center (BARCC):  
1-800-841-8371 (hotline); 1-800-439-2370 TTY Mass Relay dial 711 (MA only)  
<http://www.barcc.org/>

### Northeastern Massachusetts

YWCA Northeastern Massachusetts (formerly YWCA North Shore Rape Crisis Center):  
Rape Crisis 24-Hour Hotline: 1-800-922-8772, Spanish: 800-223-5001, 978-686-8840 TTY  
<http://ywcansrcc.org/>

Center for Hope and Healing (formerly Rape Crisis Services of Greater Lowell):  
800-542-5212 (Hotline), 978-452-8723 TTY  
<https://chhinc.org/>

### Central Massachusetts

Rape Crisis Center of Central Massachusetts -Worcester:  
800-870-5905 (hotline); 508-852-7600 TTY  
<https://pathwaysforchange.help/>

Voices Against Violence), Framingham:  
800-593-1125 (Hotline, 508-626-8686 TTY  
<http://www.smoc.org/voices-against-violence.php>

## **Southeastern Massachusetts**

Independence House, Hyannis:  
800-439-6507 (Hotline), 508-778-6782 TTY  
<https://independencehouse.org/>

Greater New Bedford Women Center, New Bedford:  
508-999-6636 (Hotline), 508-996-1177 TTY  
<http://www.thewomenscentersc.com/>

New Hope, Attleboro:  
800-323-4673 (Hotline), 508-323-4673 TTY  
<https://www.new-hope.org/>

## **Western Massachusetts**

Elizabeth Freeman Center, Pittsfield:  
866-401-2425 (Hotline), 413-499-2425 TTY  
<https://www.elizabethfreemancenter.org/>

NELCWIT, Greenfield:  
413-772-0806 (Hotline), 413-772-0815 TTY  
<http://www.nelcwit.org/>

YWCA of Western Mass, Springfield (formerly YWCA, Springfield):  
800-796-8711 (Hotline), 413-733-7100 TTY  
<https://www.yvworks.org/>

## **Statewide Resources**

Llámanos: Statewide Spanish Rape Crisis Hotline  
Hotline: 800-223-5001 (Operated by the YWCA of Western Massachusetts)

Jane Doe Inc. – Massachusetts Coalition Against Sexual Assault and Domestic Violence:  
617-248-0992;  
[www.janedoe.org/](http://www.janedoe.org/)

Victim Rights Law Center:  
617-399-6720;  
[www.victimrights.org](http://www.victimrights.org)

Equal Employment Opportunity Commission (EEOC)  
JFK Federal building  
475 Government Center  
Boston, MA 02203  
800-669-4000, 800-669-6820 TTY  
<https://www.eeoc.gov/field-office/boston/location>

The EEOC prohibits sexual harassment in the workplace. The statute of limitations for filing a complaint is 300 days for the last date of discrimination.

Massachusetts Commission against Discrimination (MCAD)  
John McCormack building  
One Ashburton Place  
Sixth floor, Room 601  
Boston, MA 02108

The MCAD prohibits sexual harassment in the workplace. The statute of limitations for filing a complaint is 300 days for the last date of discrimination.

### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.
- Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees as well as ongoing awareness and prevention campaigns for students and employees that includes:

- A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
- The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- What behavior and actions constitute consent, in reference to sexual activity, in the State of Massachusetts; (the state of Massachusetts does not define consent)
- The institution's definition of consent AND the purposes for which that definition is used.
- A description of safe and positive options for bystander intervention.
- Information on risk reduction.
- Information regarding:
  - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document)
  - how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
  - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document); and
  - options for, available assistance in, and how to request changes to academic, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
  - procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this document);

## **Primary Prevention and Awareness Programs**

### **Policy Statement Addressing Security Awareness Programs for Students and Employees**

During summer registration days and at the beginning of the fall and spring semesters students and their parents are informed of services offered by the NECC Public Safety Department. Students are told about safety and theft prevention; similar information is shared with staff during their onboarding process. The College staff, including Student Activities, Counselors etc., offer programs on crime prevention, sexual assault prevention, domestic and dating violence, as well as stalking.

### **Sexual Assault Awareness and Prevention**

The potential for occurrences of sexual assault is a reality for all colleges and universities, regardless of their location. As discussed more fully below in the College's statement of policy on sexual assault, NECC will not tolerate sexually hostile conduct of any type, whether in the nature of sexual assault or sexual harassment.

The College actively endeavors to educate students and staff concerning sexual assault awareness through, among other things, distribution of educational literature. The College brings in outside organizations such as the YWCA, which also provides interactive educational programming for students.

### **Ongoing Prevention and Awareness Campaigns**

During the 2022-2023 academic year NECC offered crime prevention and security awareness programs, several are outlined below. All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others.

### **Policy Statement Addressing Crime Prevention Programs for Students and Employees**

Crime prevention programs on personal safety and theft prevention are sponsored by various campus departments throughout the year. The Public Safety Department personnel facilitate programs for students and staff throughout the school year. Some of the crime prevention programs offered are safety awareness, safety in the city, alcohol and drug awareness, and sexual assault prevention.

### **Personal Safety Workshops**

To educate the NECC community about the safety and security realities of life on a college campus, the Public Safety Department provides opportunities for all members of the community to learn about precautions for avoiding victimization. Officers conduct crime awareness workshops for NECC community members, which are designed to enhance awareness and improve personal safety.

### **Crime Bulletins and Alerts**

The Public Safety Department periodically distributes crime bulletins or alerts to inform members of the NECC community about incidents of crime in the areas surrounding the College. These bulletins and alerts are also circulated at times, not in response to a specific incident, but as general reminders to community members about measures to be taken to enhance personal and property security.

### **Programs and Campaigns at the Haverhill and Lawrence Campuses**

The college offered the following **awareness and prevention programs** for **students** in 2024:

\*Domestic Violence, Dating Violence, Sexual Assault, and Stalking.

Name of Program	Date Program was Held	Location Program was Held	Which Prohibited Behavior was Covered?
Stalking Awareness Workshop	1/30/2024	Virtual	Stalking

Name of Program	Date Program was Held	Location Program was Held	Which Prohibited Behavior was Covered?
Healthy Relationships Awareness Workshop	2/6/2024	Virtual	Relationships
Anxiety/Relationships	2/8/2024	C Building Lobby	Relationships
Dating Violence	2/20/2024	Virtual	Dating Violence
Active Bystander	3/5/2024	Virtual	Bystander Intervention
Depression/Suicide Prevention	3/19/2024	Dimitry Lobby	
Anxiety Management	4/17/2024	Dimitry Lobby	
Domestic Violence Awareness	10/8/2024	Virtual	Domestic Violence
LGBTQIA+ Informational Workshop	11/5/2024	Virtual	

The College offered the following **awareness and prevention programs** for **employees** in 2024:

Name of Program	Date Program was Held	Location Program was Held	Which Prohibited Behavior was Covered?
Stalking Awareness Workshop	1/30/2024	Virtual	Stalking
Healthy Relationships Awareness Workshop	2/6/2024	Virtual	Relationships
Dating Violence	2/20/2024	Virtual	Dating Violence
Active Bystander	3/5/2024	Virtual	Bystander Intervention
Domestic Violence Awareness	10/8/2024	Virtual	Domestic Violence
LGBTQIA+ Informational Workshop	11/5/2024	Virtual	

## Stop Campus Hazing Act

The Stop Campus Hazing Act (SCHA), enacted on December 23, 2024, amends the Clery Act to prioritize the prevention of and transparency about hazing incidents at colleges and universities.

The Stop Campus Hazing Act has three primary components:

- Inclusion of hazing statistics in annual security reports: Colleges and universities will need to include statistics for hazing incidents that were reported to campus security authorities or local law enforcement, as defined by SCHA, in their annual security reports.
- Implementation of hazing policies, including those specific to hazing prevention: Colleges and universities will be required to have a hazing policy with information on how to make a report of hazing and the process used to investigate hazing incidents. They must also have a policy that addresses hazing prevention and awareness programs, which includes a description of research-informed campus-wide prevention programs and primary prevention strategies.
- Compilation of a Campus Hazing Transparency Report: Each institution must compile and publish on a prominent location of their public website a hazing transparency report that summarizes findings concerning any student organization found to be in violation of the institution's standards of conduct related to hazing. The report will include:
  - The name of the student organization;
  - A general description of the violation that resulted in a finding of responsibility; and

- Related dates (the date of the alleged incident, the date of the initiation of the investigation, the date the investigation ended with a finding, and the date the institution provided notice to the organization of the finding).

### **Hazing Policy Statement:**

Hazing, defined below, is prohibited by Massachusetts law M.G.L. Ch. 269, §§17 to 19. Institutions of higher education must provide a copy of the Massachusetts hazing law on an annual basis to every student, student group, student team, and student organization.

Hazing is a violation of the Northern Essex Community College Student Code of Conduct.

Northern Essex Community College investigates allegations of hazing according to the processes described in the [Student Code of Conduct](#). "Hazing" means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. M.G.L. Ch. 269, §17

### **How to report a Hazing Incident:**

Any person may report alleged hazing by completing the [Student Conduct Referral Form](#) or as otherwise indicated in the Student Code of Conduct. All reported incidents of alleged hazing will be investigated and adjudicated through the Student Code of Conduct process.

### **Hazing Prevention Programs & Strategies Statement**

NECC employs research-informed prevention and awareness programs, strategies and resources related to hazing. The NECC Hazing Prevention Programs and Strategies Statement builds upon the NECC Hazing Policy Statement to include prevention and awareness programs relating to hazing, including a description of prevention programs, which is detailed below.

### **Student Training**

NECC partners with Vector Solutions to provide a Hazing Awareness & Prevention online training courses which is available to all registered students.

### **Hazing Awareness and Prevention Course**

The Hazing Awareness & Prevention course provides students with a better understanding about hazing so that they can identify when it's happening and possibly prevent incidents in the future. The course also connects students to resources and information as follows:

- Information on how to report an alleged incident of hazing with a link to a reporting form
- Information and links to Hazing Policy Statements, Massachusetts Hazing Law, Campus Hazing Transparency Report and Annual Security Report for the Jeanne Clery Campus Safety Act.

### **Student Organizations**

On an annual basis, student organizations, as defined by the Stop Campus Hazing Act, are provided information about the Stop Campus Hazing Act, "Hazing" statistics as documented in the Annual Security Report and links to Hazing Policy Statements, Massachusetts Hazing Law, the Campus Hazing Transparency Report and the Annual Security Report for the Jeanne Clery Campus Safety Act. Members

provide a signature of receipt, review and understanding of the information provided. Student organizations at NECC include the Student Government Association, all student clubs, and athletic teams.

### **Employees**

Campus Security Authorities ("CSA") are regularly trained on the Act's definitions of "Hazing" and "Student Organizations", the need to report "Hazing" and the mechanism available for reporting hazing incidents. CSAs or Campus Police determine if alleged incidents meet the requirements of "Hazing" for inclusion in the Annual Security Report.

### **Notification to Victims of Crimes of Violence**

Upon written request, the College will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## References

- Student Right-to-Know Act (Public Law 101-542)
- Higher Education Technical Amendments of 1991 (Public Law 102-26)
- Higher Education Technical Amendments of 1993 (Public Law 103-208)
- Higher Education Opportunity Act (HEOA) of 2008 (Public Law 110-315)
- 20 U.S.C. 1092(f)
- 20 U.S.C. 1094
- 34 CFR 668
- Northern Essex Community College Student Code of Conduct



## Annual Crime Statistics Charts for Northern Essex Community College

### Haverhill Campus Crime Statistics Reported for 2022, 2023, and 2024

Criminal Offenses	Year	On Campus	Non-Campus	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex offenses, Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Fondling	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Incest	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Statutory Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Robbery	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Burglary	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Arson	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Arrests	Year	On Campus	Non Campus	Public Property	Unfounded
Liquor Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Illegal Weapons Possessions	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Referrals- Campus Disciplinary Actions	Year	On Campus	Non Campus	Public Property	Unfounded
Liquor Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Illegal Weapons Possessions	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

VAWA Offenses	Year	On Campus	Non Campus	Public Property	Unfounded
Domestic Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Dating Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Stalking	2022	1	0	0	0
	2023	0	0	0	0
	2024	1	0	0	0

#### Hate Crimes

2022 – There were no incidents of hate crimes during the 2022 calendar year.

2023 – There were no incidents of hate crimes during the 2023 calendar year.

2024 – There were no incidents of hate crimes during the 2024 calendar year.

\*NECC does not have residential facilities on the Haverhill campus

## Lawrence Campus Crime Statistics Reported for 2022, 2023, and 2024

Criminal Offenses	Year	On Campus	Non-Campus	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex offenses, Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Fondling	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Incest	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Statutory Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Robbery	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Aggravated Assault	2022	0	1	0	0
	2023	0	0	0	0
	2024	0	1	0	0
Burglary	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Arson	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Arrests	Year	On Campus	Non Campus	Public Property	Unfounded
Liquor Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Illegal Weapons Possessions	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Referrals – Campus Disciplinary Action	Year	On Campus	Non Campus	Public Property	Unfounded
Liquor Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Illegal Weapons Possessions	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

VAWA Offenses	Year	On Campus	Non Campus	Public Property	Unfounded
Domestic Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Dating Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Stalking	2022	0	0	0	0
	2023	0	0	0	0
	2024	1	0	0	0

#### Hate Crimes

2022 – There were no incidents of hate crimes during the 2022 calendar year.

2023 – There were no incidents of hate crimes during the 2023 calendar year.

2024 – There were no incidents of hate crimes during the 2024 calendar year.

\*NECC does not have residential facilities on the Lawrence campus

### Haverhill Heights Campus Crime Statistics Reported for 2022, 2023, and 2024

Criminal Offenses	Year	On Campus	Non-Campus	Public Property	Unfounded
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex offenses, Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Fondling	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Incest	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses, Statutory Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Robbery	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Burglary	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Arson	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Arrests	Year	On Campus	Non Campus	Public Property	Unfounded
Liquor Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Illegal Weapons Possessions	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Referrals – Campus Disciplinary Action	Year	On Campus	Non Campus	Public Property	Unfounded
Liquor Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Illegal Weapons Possessions	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

VAWA Offenses	Year	On Campus	Non Campus	Public Property	Unfounded
Domestic Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Dating Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Stalking	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

#### Hate Crimes

2022 – There were no incidents of hate crimes during the 2022 calendar year.

2023 – There were no incidents of hate crimes during the 2023 calendar year.

2024 – There were no incidents of hate crimes during the 2024 calendar year.

\*NECC does not have residential facilities on the Heights at Haverhill campus




## Haverhill Campus

100 Elliott Street

- A** Bentley Library
- B** General Services Center
- C** Spurk Building
- D** Sport & Fitness Center
- E** Science Building
- G** Maintenance Building
- SC** Behrakis Student Center
  - ★ Student Success Hub
  - Bookstore
  - ◆ Student Photo IDs
- TC** Hartleb Technology Center
- HH** Haverhill Heights
  - 160 Merrimack Street
  - Haverhill, MA
  - Parking is available on the street or in a nearby city lot.

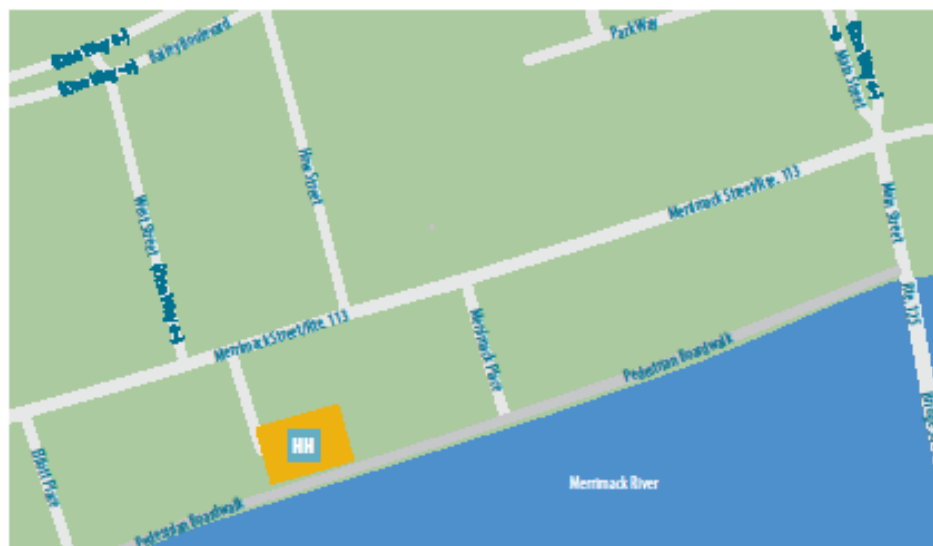


### Parking

- VP** **Visitor Parking**  
Parking for visitors, students, and employees without permits.
- PP** **Permit Parking**
-  **Intercampus Shuttle Bus**
-  **MVRTA Bus**  
Students will need to show their NECC student ID to ride both the shuttle and MVRTA busses.
-  **Accessible Parking**

For additional information and directions, visit [www.necc.mass.edu/directions](http://www.necc.mass.edu/directions)

For the NECC Parking Policy, visit [www.necc.mass.edu/parking](http://www.necc.mass.edu/parking)



202103-009

Figure 1 Map of the Haverhill Campus

## Lawrence Campus

**L** John R. Dimitry Building  
45 Franklin Street  
■ Textbook Pickup Location  
● Library

**LA** Louise Haffner Fournier  
Education Center  
78 Amesbury Street

**LC** Dr. Ibrahim El-Hefni  
Allied Health &  
Technology Center  
414 Common Street  
◆ Student Photo IDs  
★ Student Success Hub


**LH** 420 Common Street

**A&C** **Parking**  
Permit/Visitor Parking

**B&E** **Permit/Validated Parking**  
Validation with a current NECC  
parking permit is available  
M-F at buildings L, LA, LC, and LH  
when all other permit lots are full.

**D** **Permit Parking**

 **Inter-campus  
Shuttle Bus**

 **MVRTA Bus**  
Students will need to show their  
NECC student ID to ride both  
the shuttle and MVRTA busses.

 **Accessible Parking**

 **Accessible Access to  
Lots and Sidewalks**

For additional information and directions,  
visit [www.necc.mass.edu/directions](http://www.necc.mass.edu/directions)

For the NECC Parking Policy, visit  
[www.necc.mass.edu/parking](http://www.necc.mass.edu/parking)



202103-009

Figure 2 Map of the Lawrence Campus