2011 Campus Safety & Security Report
Gordon-Conwell Theological Seminary 130 Essex Street South Hamilton MA 01982

CAMPUS SAFETY & SECURITY

At Gordon-Conwell Theological Seminary, the safety and welfare of all Seminary community members and guests are the highest priority for the Department of Public Safety, Campus Safety. With the support of many other departments we constantly strive to maintain a safe and secure environment for the Seminary to accomplish its educational mission.

Because no campus is immune from crime, Gordon-Conwell has developed a series of policies and procedures to enhance the safety and security of the Seminary community. However, we must also enlist support of the Gordon-Conwell community if our efforts are to succeed.

The cooperation and active involvement of all students, faculty and staff members is an absolute necessity if any campus safety and security program is to succeed. All members of the Seminary community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, people walking on campus at night are encouraged to walk with at least one other person. If you need to return to your dorm or apartment alone at night, you may want to plan ahead and call the Department of Public Safety, Campus Safety for transportation. Room and apartment doors should be locked at night and when unoccupied. Refrain from propping open any housing, personal or public entrance doors, for your safety and security and that of your neighbors. Every building exit, exit approach and exit discharge area must be kept free of all items to ensure full and instant use in an emergency. All bicycles on campus must be registered with the Department of Public Safety, Campus Safety and should be secured with a quality lock. Vehicles on campus should be locked at all times.

Everyone is strongly encouraged to report any suspicious persons or activities to the Department of Public Safety, Campus Safety. Contact the Department of Public Safety, Campus Safety at extension 4180 or by calling campus extension telephone or 978-646-4180 from a cell phone or any outside telephone immediately upon suspicion of any criminal activity, vandalism, theft or public disturbance. To report a crime in progress, a fire, or a medical emergency, dial 911. Fast action can make a difference. Also, your recommendations regarding any situation, which may cause unsafe or harmful conditions, will be gratefully accepted by any member of the Department of Public Safety, Campus Safety.

When the Department of Public Safety, Campus Safety receives a report of a serious crime or other emergency involving a student, the Seminary’s 24-hour Student Life Services support network is activated.

Safety and security related information is given to all new students at orientation and to residence groups through the Residence Life Coordinators at their first meeting. All newly admitted students are encouraged to report any suspicious persons or activities to the Department of Public Safety, Campus Safety. Effective safety and security policies and procedures are distributed to all faculty, staff and students via the school web site. Information is also included in the Seminary Housing Manual and in the Seminary’s official announcement sheet, the Friday AM Campus Guide to Auto and Public Safety Regulations which is distributed to all faculty, staff and students via the school web site. Information is also included in the Seminary Housing Manual and in the Seminary’s official announcement sheet, the Friday AM Campus Guide to Auto and Public Safety Regulations which is distributed to all faculty, staff and students via the school web site.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY and CAMPUS CRIME STATISTICS ACT, ALSO KNOWN AS THE CLERY ACT

The Student Right to Know and Campus Security Act (Public Law 101-542) was signed into law by President Bush in 1990 and went into effect on Sept. 1, 1991. Title II of this act is known as the Crime Awareness and Campus Security Act of 1990. This act amends the Higher Education Act of 1965 (HEA) by adding campus crime statistics and reporting provisions for postsecondary institutions. It requires the disclosure of crime statistics for the most recent three years, as well as disclosure of the institution’s current security policies. Institutions are also required to issue timely warnings when necessary. All public and private Title IV eligible institutions must comply with the requirements of this act, which is enforced by the U. S. Department of Education (ED).

This law was amended when Congress enacted the Campus Sexual Assault Victim’s Bill of Rights as part of the Higher Education Amendments of 1992 (Public Law 102-325, Section 486(C)), giving victims of sexual assault on campus certain basic rights. In addition, institutions are required to develop and distribute a policy statement concerning their campus sexual assault programs targeting the prevention of sex offenses. This statement must also address the procedures to be followed if a sex offense occurs.

The most recent version of this law as amended through 2008 was passed as part of the Higher Education Amendments Act of 1998 (Section 486(e) of Public Law 105-244). The official title under this act is the Jeanne Clery Disclosure of
Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(f)). On Nov. 1, 1999, ED issued the final regulations which went into effect on July 1, 2000. The amendments require ED to collect, analyze, and report to Congress on the incidences of crime on college campuses. The amendments also expand the requirement of the Student Right to Know and Campus Security Act of 1990 that all institutions of higher education participating in the federal student aid programs must disclose to students, faculty, staff, and, upon request, prospective students, and information regarding the incidence of crimes on campus as part of their campus security report. The 1998 amendments made several changes to the disclosure requirements. Among these changes were the addition of two crimes (Arson and Negligent Manslaughter) and three locations (residence halls, non-campus buildings or property not geographically contiguous to the campus, and public property immediately adjacent to a facility that is owned or operated by the institution for education purposes) that schools must include in the reported statistics. Institutions that have a campus police or security department are required to maintain a daily crime log that is available to the public.

The Clery Act was further amended in October 2000 by the Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386). The changes went into effect on Oct. 28, 2002. Beginning in 2003, institutions are required to notify the campus community where law enforcement agency information provided by a state concerning registered sex offenders who are on campus may be obtained.

Subsequent amendments in 2008 added provisions dealing with campus emergency response, missing students expanded hate crime reporting and campus emergency notification procedures.

ANNUAL PREPARATION AND DISCLOSURE OF CRIME STATISTICS

Gordon-Conwell Theological Seminary, Department of Public Safety, Campus Safety prepares the Annual Disclosure of Crime Statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Annual Disclosure of Crime Statistics report is prepared in cooperation with the local law enforcement agencies surrounding our campus and other departments under the direction of the Dean of Students, Director of Student Life Services. The full text of the Annual Disclosure of Crime Statistics report can be located on our web site at:


You will also be able to connect to our site via the Gordon-Conwell Theological Seminary home page http://www.gordonconwell.edu Campus crime, arrest and referral statistics include those reported to Gordon-Conwell Theological Seminary, Department of Public Safety, Campus Safety.

The Annual Disclosure of Crime Statistics report is distributed by October 1 of each year and includes the disclosure of crime statistics for the most recent three calendar years. The crime statistics must also be submitted to the US Department of Education (USDOE) every year in a manner prescribed by the USDOE. The Annual Disclosure of Crime Statistics report is posted on the Gordon-Conwell Theological Seminary website.

Access to a paper copy of the report is available upon request from the Department of Public Safety, Campus Safety Office, Kerr Building, North Wing, Room 416.

COMPLIANCE WITH CLERY ACT

To be in compliance with Clery Act regulations, Gordon-Conwell Theological Seminary has several obligations. These fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

Gordon-Conwell Theological Seminary must provide the Seminary campus community and the public with accurate statements of its current policies and practices regarding:

- Procedures for students and others to report criminal actions or other emergencies occurring on the Gordon-Conwell Theological Seminary campus;
- Security of and access to campus facilities; and
- Campus law enforcement.

Records collection and retention

Gordon-Conwell Theological Seminary is required to keep some campus records and to request records from law enforcement agencies.

- Gordon-Conwell Theological Seminary, Department of Public Safety, Campus Safety must keep records of crimes reported to campus security authorities.
- Gordon-Conwell Theological Seminary, Department of Public Safety, Campus Safety must also make a reasonable good-faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in an annual security report and the Web-based report to the United States Department of Education (ED).
- Gordon-Conwell Theological Seminary, Department of Public Safety, Campus Safety is required to keep a daily crime log that must be open to public inspection *.

* A Campus Crime Log of at least the previous one hundred and twenty (120) days is maintained and posted for public review on the information board outside of
DEPARTMENT OF PUBLIC SAFETY, CAMPUS SAFETY

The Department of Public Safety, Campus Safety consists of three full-time officers and several part-time officers drawn from the student and non-student population. Although some Campus Safety officers are police academy graduates, trained at Massachusetts Municipal Police Training Committee (MPTC) academies, Campus Safety Officers are not police officers and do not have the power of arrest. All Campus Safety officers are certified in first aid to the First Responder level and professional C.P.R. Additionally, some Campus Safety officers are certified Emergency Medical Technicians in Massachusetts.

ALCOHOL & ILLEGAL DRUGS

Gordon-Conwell Theological Seminary seeks to provide a safe setting and to protect the public health for all members of the Seminary community by securing a drug-free environment in compliance with the Drug-Free Schools and Communities Act of 1989 (Federal law). The law declares that students and employees have the right to study and work in a setting free from the effects of drug or alcohol abuse. In keeping with the principles outlined in the Seminary Community Life Statement (cf. Student Handbook). Policies are adopted in compliance with the law.

Gordon-Conwell Theological Seminary is in compliance with the Drug-Free School and Communities Act Amendment of 1989 relating to the illegal use of alcohol and drugs.

Gordon-Conwell Department of Public Safety, Campus Safety officers work with the Hamilton Police Department to see that laws regulating underage drinking and the use of controlled substances and weapons are enforced. From the Student Handbook, Seminary policy prohibits the following:

- The use, possession, manufacture, distribution or sale of illegal drugs, controlled substances, or drug paraphernalia on seminary premises, in Seminary-supplied vehicles, or at any official function or Seminary activity.
- The use, possession, manufacture, distribution or sale of alcoholic beverages on Seminary premises, in Seminary-supplied vehicles, or at any official function or Seminary activity.
- Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on Seminary premises, in Seminary supplied vehicles, or at any official function or Seminary activity.
- The use of alcoholic beverages or drugs that adversely affects a student’s academic performance, preparation for ministry, or practice of ministry, or that adversely affects an employee’s work performance, or that is a threat to individual safety on the part of the students or employees, or that adversely affects the Seminary’s reputation in the public arena on the part of students or employees.

MEMORANDUM OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT

For the safety and security of the Hamilton campus community Gordon-Conwell Theological Seminary operates a Department of Public Safety, Campus Safety and Security Department or operation: a service agency that functions as part of the Seminary as component of services offered under Student Life Services. Security personnel do not have police powers and rely on municipal, county or state police for support in criminal matters. There is no Memorandum of Understanding (MOU) between Gordon-Conwell Theological Seminary and the Hamilton Police Department because the seminary has always enjoyed a favorable and cooperative relationship with the Hamilton Police Department.

Information dissemination

To provide Seminary community members with information necessary to make informed decisions about their safety, Gordon-Conwell Theological Seminary must disseminate information in several ways. Gordon-Conwell Theological Seminary must:

- Provide a “timely warning” of any Clery Act crime that might represent an ongoing threat to the safety of students or employees;
- Provide access to Gordon-Conwell Theological Seminary crime log during normal business hours;
- Publish an annual security report and distribute it to all current students and employees, and inform prospective students and employees about the content and availability of the report;
- Inform the Seminary community where to obtain information about registered sex offenders; and
- Submit Gordon-Conwell Theological Seminary’s crime statistics to the United States Department of Education (ED) through the Web-based data collection system.

2011 CAMPUS SAFETY & SECURITY REPORT
Full policy statements can be found in the Student Handbook, the Staff Handbook and the Faculty Handbook.

**SEXUAL ASSAULT—Higher Education Amendments of 1992**

Sexual assault is one of the most under-reported crimes in the country due to the embarrassment, guilt and stigma often associated with it. It is a violent crime that results in devastating, long-term consequences for its victims and their families.

The Congress of the United States passed the Higher Education Amendments of 1992 in response to the growing number of sexual assaults being committed. The intent of the bill is to combat this crime by focusing on heightened awareness and education on school campuses.

Gordon-Conwell’s Community Life Statement maintains that “we renounce behaviors such as distortion of God’s Word, deception, falsehood, stealing and sexual immorality such as premarital intercourse, adultery and homosexual behavior.”

### POSSIBLE DISCIPLINARY SANCTIONS FOR SEXUAL ASSAULT

Rape and sexual assault are very serious crimes. Any person found guilty of committing a rape or sexual assault is subject to arrest and prosecution under applicable criminal laws. Conviction can result in sanctions up to and including imprisonment as well as dismissal from the Seminary. Any member of the Seminary community found in violation through the Seminary disciplinary process of attempting to commit or committing a sexual assault will be subject to disciplinary action up to and including possible dismissal from Gordon-Conwell.

### PROCEDURES TO FOLLOW IF A SEXUAL ASSAULT OCCURS

Sexual assaults are very serious crimes that may be adjudicated through the Massachusetts trial court system. Sexual assaults that occur on campus and are reported to the Department of Public Safety, Campus Safety will be turned over to the Hamilton Police Department for investigation. The Hamilton Police Department has jurisdiction in such cases and will lead the investigation. This procedure will be followed for all campus felony investigations. The Department of Public Safety, Campus Safety, Student Life Services, Human Resources Department, Academic Dean’s office, and the Hamilton Police Department are available to receive and process sexual assault complaints. A complaint may also be initiated by contacting other seminary administrative personnel or the appropriate dorm or housing Residence Life Coordinator. Student Life Services, Human Resources and Academic Dean’s office have all necessary materials for filing a sexual assault complaint if the Seminary’s disciplinary process is utilized. (Also see the Student Handbook regarding sexual harassment).

### WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- Contact a friend or someone for support.
- Seek medical attention at once. Some injuries may not be readily apparent.
- Do not bathe, douche, change your clothes, or rinse your mouth. You don’t want to destroy any physical evidence. Take a clean change of clothing with you to the hospital.
- Do not touch any physical evidence of a struggle, or disturb the scene of the assault.
- You have the option of reporting the crime to the police. While rape is a crime, the decision to report a sexual assault to the police is a personal one. Should you decide to contact the police, officers trained in rape investigation will interview you. A rape counselor, family member, or friend may also be with you during the interview. You always have the option of reporting the crime anonymously and also the option of whether or not to press charges.
- Rape is a crime of violence and is illegal. Since rape is a fact-specific crime, write down what happened, in your own words, to help you better remember if you decide to press charges.
- Get help and support. The Student Life Services staff and others can be of assistance.

Victims have the option of reporting the assault to the police. Even though rape and sexual assaults are crimes, the decision to report them to the police is a personal one. Should you decide to contact the police, trained rape investigators are available to help you. Under Massachusetts General Laws, Chapter 41, Section 97D, all departmental reports of rape and sexual assault or attempts to commit such offenses shall not be public reports and shall be maintained by police departments in a manner which will ensure their confidentiality. The Department of Public Safety, Campus Safety will assist you in notifying the Hamilton Police Department if you choose to file a criminal complaint.

### PROCEDURES FOR SEMINARY DISCIPLINARY PROCEEDINGS

Seminary disciplinary proceedings in cases of sexual harassment will be processed by the Student Life Services Department for students, the Academic Dean’s office for faculty and the Human Resources office for staff. Established
Sexual harassment and sexual assault procedures will be followed. This procedure is published in the employee and student handbooks and is contained in the Cleary Act Compliance Policy handbook. All complaints and proceedings will be kept confidential to the fullest possible extent.

In cases of alleged sexual assault that are to be handled by seminary disciplinary action, the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding and the accuser and the accused shall be informed of the outcome of any disciplinary proceeding brought alleging sexual assault.

Victims of sexual assaults must be informed of their options to notify the proper law enforcement authorities and to be assisted in doing so. Victims have the option of reporting the assault to the police. Even though rape and sexual assaults are crimes, the decision to report them to the police is a personal one. Should you decide to contact the police, trained rape investigators are available to help you. Under Massachusetts General Laws, Chapter 41, Section 97D, all departmental reports of rape and sexual assault or attempts to commit such offenses shall not be public reports and shall be maintained by police departments in a manner which will ensure their confidentiality. The Campus Safety Department will assist you in notifying the Hamilton Police Department if you choose to file a criminal complaint.

Counseling and Other Services for Victims of Sexual Assault

The Student Life Services office will assist rape and sexual assault victims in notification or referral to counseling and mental health services in the community.

Important Telephone Numbers:

1. Personal Crisis Hot Line, Project RAP, Beverly, MA (978) 922-0000
2. 24 Hour Hot Line, North Shore Rape Crisis Center, 1-800-922-8772
3. HAWC (Healing Abuse Working for Change), Domestic Violence help, assistance and services, offices in Salem and Gloucester, MA. 24 Hour Hotline: 1-800-547-1649

Sexual Assault Victims' Options for Changing Academic and Living Situations

The Seminary will provide assistance in changing academic and living arrangements following a sexual offense if requested by the victim and if these changes are reasonably available.

Sexual Assault Prevention

Gordon-Conwell Theological Seminary educates the student community about sexual assaults and date rape through making them aware of local programs, such as Rape Aggression Defense (RAD) offered at educational institutions nearby and that are made available to our students. The Department of Public Safety, Campus Safety offers sexual assault education and information programs to Seminary students and employees upon request. Literature on date rape education, risk reduction, and response is available through the Department of Public Safety, Campus Safety.

Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education 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 in that state at which the offender is employed, carries on a vocation, or is a student.

Members of the seminary community may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry board, at (978) 740-6400 or http://www.state.ma.us/sorb or the Hamilton Police Department (978) 468-1212.

Information contained in the Sex Offender Registry shall not be used to commit a crime against the offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than $1,000.00 or both.

Policy Addressing Counselors

Reporting Procedure:

Student Life Services serves as a supporting resource to students who may need assistance in locating counseling services for themselves and their families on such issues as personal development, spiritual concerns, relational adjustments, and marital concerns. Students Life Students acts as a crisis intervention and referral source. Since mental health coverage is often provided with health insurance, students are encouraged to obtain adequate protection in selecting an insurance policy. Individuals who demonstrate financial need beyond insurance coverage may be eligible to receive a subsidy from the Seminary for necessary counseling through the Student Life Services office. Students who desire help in issues not requiring the credentials of a trained counselor are
encouraged to talk to the Pastoral Counselor, their faculty advisor, the Dean of Students, or their pastor.

CLERY ACT note regarding campus counselors:

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors” *, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

WEAPONS

The possession, use or sale of firearms, ammunition, and any other weapons prohibited by Mass. General Law, Chapter 269, Section 10 are forbidden on campus and subject to Seminary disciplinary action and possible criminal prosecution.

• You must be licensed in Massachusetts to carry firearms prior to bringing them into Massachusetts.

• The Bartley-Fox Law mandates a one year jail sentence for a person convicted of possession or carrying a handgun, rifle or shotgun without the proper license or Firearms ID card, as applicable.

• The use of any type of hunting or target bow is prohibited on campus.

• It is strictly prohibited to bring firearms or any proscribed weapons onto the campus or into any building (with the exception of authorized law enforcement personnel).

• Any firearms brought onto campus must be immediately surrendered to the Campus Safety Department.

FIREWORKS

Fireworks, firecrackers and similar explosives are prohibited by state law and therefore are prohibited on campus.

SECURITY FOR CAMPUS FACILITIES

Most campus buildings and facilities are accessible to members of the Seminary community, guests and visitors during normal business hours. The general public has access to the campus grounds, the library, academic and administrative facilities, the Book Centre and Chapel during normal business hours and for most special events. All campus buildings are locked over night for safety and security.

SECURITY IN THE RESIDENCE HALLS & APARTMENT BUILDINGS

The Seminary provides on-campus dormitory housing for men and women and apartments for married and a small number of single students. There is a public entrance at the front of each apartment building. The exterior public entrance doors are unlocked while the interior doors used to access the living areas remain locked at all times and are accessed by key or electric latch which can be operated from each apartment. A 2-way intercom system in each apartment building public entrance allows the residents to speak with people at the door prior to allowing them into the building. Each apartment building and dormitory has a Residence Life Coordinator living in the building. The Kerr Building, which houses four dormitories, is locked nightly from 12 midnight - 6 AM. Dormitory entrances are locked at all times and dorm residents are issued keys to allow them access.

SECURITY & THE FACILITIES DEPARTMENT

The Facilities Department maintains the Seminary buildings and grounds. It inspects campus facilities and promptly addresses any issues affecting safety and security. The Department of Public Safety, Campus Safety assists the Facilities Department by reporting potential safety and security issues found while on patrol. Safety and security hazards may also be reported by telephone or in writing to the Facilities Department or Department of Public Safety, Campus Safety.

All dormitories and apartment buildings have Residence Life Coordinators. The Facilities Department handles routine maintenance problems of the buildings as part of their ongoing maintenance program. Residence Life Coordinators, Facilities Staff and Department of Public Safety, Campus Safety officers conduct regular inspections of apartment buildings and dormitories and report safety and security related problems to the Department of Public Safety, Campus Safety or the Facilities Department as appropriate.

REPORTING CRIME

Members of the Seminary community, visitors and guests are strongly encouraged to report any emergencies and criminal activity to the Department of Public Safety, Campus Safety or the Hamilton Police Department. Criminal activity may also be reported to the Student Life Services. Gordon-Conwell Department of Public Safety, Campus Safety operates twenty-four hours a day, seven days a week.
To report an emergency from any Seminary extension phone or outside phone, dial 911. You will be connected with the Hamilton Emergency Center Dispatcher.

Information regarding criminal activity that poses no immediate threat or danger may be reported by calling the Campus Safety Department at extension 4180 from a Seminary extension phone or by calling 978-646-4180 from all other phones. Upon receipt of a call, Campus Safety is dispatched immediately to the location of the complaint. Campus Safety will also prepare and submit incident reports for the Public Safety Department and the Hamilton Police Department.

Seminary extension phones are located in most dormitory hallways and in the lobbies of the academic and administrative buildings. These easily accessible phones may be used to report medical emergencies, fires, suspicious or criminal activity and other emergencies by dialing 911. These phones also provide 24-hour direct dial access to Emergency Medical Services (Lyons Ambulance Service), and the Hamilton Police and Fire Departments.

The Hamilton Police Department also operates a 24-hour confidential drug hotline. The number for the hotline is 978-468-1313.

REPORTING CRIMES ON A VOLUNTARY AND CONFIDENTIAL BASIS

If you are the victim of a crime and do not want to pursue action within Gordon-Conwell Theological Seminary System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director, Department of Public Safety, Campus Safety can file a report of the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the Seminary can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics (Clery Act) for the institution.

ACCURATE AND PROMPT CRIME REPORTING

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Department of Public Safety, Campus Safety in a timely manner.

1. To report a crime in progress or an emergency on the Hamilton campus, call 911 IMMEDIATELY. Persons will be connected to the Hamilton Emergency Communications Center (Hamilton Police, Fire and Ambulance).

2. To report a non-emergency security or public safety related matter, call Department of Public Safety, Campus Safety at extension 4180 or from outside the Gordon-Conwell phone system, (978) 646-4180.

In response to a call, Department of Public Safety, Campus Safety will take the required action, dispatching an officer or asking the victim to report to Department of Public Safety, Campus Safety to file an incident report.

All Department of Public Safety, Campus Safety incident reports are forwarded to the Dean of Students office for review. Department of Public Safety, Campus Safety or Hamilton Police will investigate an incident when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students, in Student Life Services. If assistance is required from the Hamilton Police or Fire Department, Department of Public Safety, Campus Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Department of Public Safety, Campus Safety, will offer the victim a wide variety of services. Gordon-Conwell Theological Seminary has personnel that have been trained as members who are available to assist a victim 24 hours a day through Student Life Services.

This publication contains information about on-campus and off-campus resources. The information is made available to the Gordon-Conwell community members in the event that they become the victim of a crime.

Crimes should be reported to the Department of Public Safety, Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely notices to the Seminary community, when appropriate.

MONITORING AND RECORDING OFF-CAMPUS CRIMINAL ACTIVITY THROUGH LOCAL POLICE, INCLUDING STUDENT ORGANIZATIONS WITH OFF-CAMPUS HOUSING.

Gordon-Conwell Theological Seminary, South Hamilton Campus does not monitor and record student off-campus criminal activity through the local police unless informed by the Hamilton Police Department of a serious incident with a student. Gordon-Conwell Theological Seminary, South Hamilton Campus does not have off campus housing or student organizations. Therefore, Gordon-Conwell Theological Seminary, South Hamilton Campus has no policy
concerning monitoring and recording student off-campus criminal activity through local police.

**CRIME PREVENTION PROGRAMS**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Department of Public Safety, Campus Safety personnel facilitate programs for student, faculty, new student orientations, student and Seminary community organizations. Programs are also offered to Residence Life Coordinators and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

**SECURITY AWARENESS PROGRAMS**

During fall and spring orientation students are informed of services offered by the Department of Public Safety, Campus safety. These include ways to maintain vehicle safety, personal safety and residence hall security. Students are informed about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Seminars are offered on a continual basis.

Periodically during the academic year the Department of Public Safety, Campus Safety in cooperation with other departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), on campus auto rules and regulations, theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, articles and notification via email and the Seminary’s weekly communication, “Friday a.m.”

When time is of the essence, information is released to the Seminary community through security alerts posted prominently throughout campus, via email as well as a voice mail broadcasting system.

**TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that, in the judgment of the Director, Department of Public Safety, Campus Safety, in conjunction with the appropriate administrative personnel, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

The warning will be issued through the Seminary e-mail system to students, faculty, staff and the campus’ weekly communication, Friday a.m. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety, Campus Safety may also post a notice or notices campus-wide providing the Seminary community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and apartment residence, at the front door of academic building on campus, and on the Student Life Services bulletin board. Anyone with information warranting a timely warning should report the circumstances to the Campus Safety office, by phone (978-646-4180) or in person at the Campus safety office located in the North Wing of the Kerr Building.

**CAMPUS EMERGENCY NOTIFICATION**

Gordon-Conwell Theological Seminary has implemented the Send-Word-Now (SWN) Emergency Alert System to expand and enhance its emergency notification methods. In the event of an emergency, the Send-Word-Now Emergency Alert Notification may be used to provide pertinent information and instructions to Gordon-Conwell Theological Seminary students, faculty, staff and residents through voice, text messaging and/or E-mail. Gordon-Conwell Theological Seminary uses the Send-Word-Now Emergency Alert Notification Service that is a web-based mass notification system that sends emergency messages instantly and simultaneously to registered mobile phones, wireless devices and E-mail addresses.

Gordon-Conwell Theological Seminary will without delay and accounting for the safety of the community determine the content of the notification and initiate the Send-Word-Now Emergency Alert Notification System.

**USE OF ELECTRONIC AND/OR CELLULAR COMMUNICATIONS (AS APPROPRIATE); CAMPUS EMERGENCY NOTIFICATION SYSTEM (SEND WORD NOW)**

Any major emergency announcements or notifications will be communicated through the Send-Word-Now Emergency Alert Notification System in addition to any other means available.

The Send-Word-Now Emergency Alert Notification shall be used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.
OTHER MEANS OF NOTIFICATION

- Telephones

The campus telephone system will be used to the extent possible. If there is a need to call for emergency services from an outside agency (police, fire department etc.), this can be accomplished by dialing 911 on any campus telephone.

- Monitored Systems

All fire alarms result in an automatic response by the Hamilton Fire Department. The Department of Public Safety, Campus Safety and other emergency services respond as well.

EMERGENCY RESPONSE AND EVACUATION PLANS

Gordon-Conwell Theological Seminary’s Hamilton Campus Emergency Evacuation Plan has been created in an effort to assist students, faculty and staff that occupy campus buildings in preparing for building emergencies.

Gordon-Conwell Theological Seminary has the following Emergency Response and Evacuation plans in place for the Hamilton campus:

- Campus Emergency Information Areas are located throughout campus containing Emergency Response Guidebooks, Emergency Response Quick Guides and Evacuation Assembly Area Maps.

- Campus Emergency Evacuation Plan

- Classrooms are posted with Emergency Response Quick Guides.

- Campus Short and Long-Term Evacuation Contingency Plan

- Campus Pandemic Flu/Illness Plan

- Campus Fire Safety Right-To-Know

- Safety Coordinators are assigned to office, dorm and apartment buildings

- Campus Safety Committee

All Emergency Response and Evacuation plans may be found on the Department of Public Safety, Campus Safety webpage at the following link in the seminary’s web site: http://www.gordonconwell.edu/current_students/hamilton_emergency

An email notification is sent annually to the Hamilton campus community informing students, faculty and staff to review the Hamilton campus Emergency Evacuation Plans. Testing of the Emergency Response and Evacuation Plan is conducted annually by the Department of Public Safety, Campus Safety with the assistance of the Hamilton Fire Department.

MISSING STUDENT POLICY

This policy applies to students who reside in on-campus housing.

The purpose of this policy is to establish procedures for the Seminary’s response to reports of missing students, as required by the Higher Education Opportunity Act and in compliance with “Suzanne’s Law”, the Suzanne Lyall Campus Safety Act.

For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty member, family member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability etc.

Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety or for any residents under the age of 18.

If the initial report that a person is missing is made to a department other than the Department of Public Safety, Campus Safety, the employee receiving the report will ensure that the Department of Public Safety, Campus Safety is contacted immediately.

PROCEDURES FOR DESIGNATION OF EMERGENCY CONTACT INFORMATION

1. Students will be given the opportunity during the registration process to designate an individual or individuals to be contacted by the Seminary “Missing Person Contact”.

In the event a student is reported missing appropriate Seminary officials will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student.

2. Residents under the age of 18. In the event a resident who is not an emancipated minor (a person under the age of 18 years of age who is totally self-supporting) is determined to be missing pursuant to the procedures set forth below, the Seminary will notify a custodial parent or guardian immediately after the student is reported to be missing in accordance with the procedures set forth below.

3. Regardless of whether students name a contact person, unless the local law enforcement agency was the entity that made the determination that a student is missing, the Seminary will notify the Hamilton Police Department within 24 hours that the student is missing.
NOTIFICATION PROCEDURES FOR MISSING PERSONS

1. Any individual on campus who has information that a residential student may be a missing person must notify the Department of Public Safety, Campus Safety as soon as possible.

Note: In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify their respective local law enforcement authorities. The Department of Public Safety, Campus Safety will assist outside agencies with these investigations as requested.

2. The Department of Public Safety, Campus Safety will gather information about the on-campus residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

3. If the above actions are unsuccessful in locating the student within a reasonable amount of time of the missing person report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Department of Public Safety, Campus Safety will contact the Hamilton Police Department to report the student as a missing person and the local law enforcement agency will assume the investigation.

4. No later than 24 hours after determining that a residential student is missing, the Dean of Students or his/her designee will notify the emergency contact* (for students 18 and over) or the parent/guardian (for on-campus residents under the age of 18) that the student/resident is believed to be missing.

*Contact is contingent upon the correct emergency contact information being made available by the student.

WHERE TO REPORT YOUR CONCERNS REGARDING A MISSING STUDENT ON-CAMPUS.

- Any Faculty or Staff member, who will immediately contact the Department of Public Safety, Campus Safety.
- Department of Public Safety, Campus Safety
  Campus Safety Officer, Mobile Phone: . . . .
  978-836-6798

CAMPUS FIRE SAFETY and RIGHT-TO-KNOW

Gordon-Conwell Theological Seminary is concerned about the safety of every individual on campus and, therefore, has very strict fire safety regulations.

Gordon-Conwell Theological Seminary provides this Annual Fire Safety Report on Student Housing to inform the campus community of important fire and life safety information pertaining to their residences on campus.

Fire and life safety programs must receive community-wide support to be effective. Cooperation from students and residents at fire drills, announced and unannounced, is expected.

Students and residents who do not observe these regulations jeopardize the safety of others on this campus and, therefore, will be subject to disciplinary action.

Gordon-Conwell Theological Seminary is in compliance with the Campus Fire Safety Right-to-Know Regulations from the Higher Education Act (HR 4137), which recently passed Congress and was signed into law.

COPIES OF THE 2010 ANNUAL FIRE SAFETY POLICY AND REPORT ON STUDENT HOUSING, HAMILTON CAMPUS

Paper copies of the 2010 Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus, may be obtained by contacting the Department of Public Safety, Campus Safety at the Campus Safety Office in the North Wing of the Kerr Building.

The 2010 ANNUAL FIRE SAFETY POLICY AND REPORT ON STUDENT HOUSING, HAMILTON CAMPUS is also available at the following web page link:


CAMPUS FIRE LOG

A Campus Fire Log of at least the previous one hundred and twenty (120) days is maintained and posted for public review
on the information board outside of the Department of Public Safety, Campus Safety Office in the North Wing of the Kerr Building.

Paper copies of previous Campus Fire Logs are available from the Director, Department of Public Safety, Campus Safety upon request.

ALL Campus Fire reports or incidents are recorded on the Campus Fire Log for review within 2 business days of the report or incident.

TO REPORT A FIRE ON-CAMPUS

Fire in Progress:

CALL 911 or PULL the nearest Fire Alarm Pull-Station

To Report a Past Fire (extinguished) that is discovered:

CALL 911 or PULL the nearest Fire Alarm Pull-Station or

CALL the on-duty Campus Safety Officer at 978-836-6798

CONTACT PERSON ON-CAMPUS RESPONSIBLE FOR COMPLIANCE WITH CAMPUS FIRE SAFETY RIGHT-TO-KNOW REGULATIONS:

For purposes of including a fire in the statistics in the annual fire safety report, faculty, staff and students should report that a fire occurred to:

Director, Department of Public Safety, Campus Safety
North Wing, Kerr Building
130 Essex Street
South Hamilton, MA 01982
(978) 646-4181

TO ACCESS THE 2011 CAMPUS SAFETY AND SECURITY REPORT (CLERY ACT):

Please go to this web page link:

http://www.gcts.edu/hamilton/current/Campus-Safety-Report.cfm

or,

Paper copies of the 2011 Campus Safety and Security Report, Hamilton Campus, may be obtained by contacting the Department of Public Safety, Campus Safety at the Campus Safety Office in the North Wing of the Kerr Building.