

# *Gordon-Conwell Theological Seminary*

*130 ESSEX STREET, SOUTH HAMILTON, MASSACHUSETTS 01982*



## **2024 Hamilton Campus Safety & Security Report**

*Our Annual Security Report as required per the Clery Act*

*October 1, 2025*

# 2024 Campus Safety & Security Report

Gordon-Conwell Theological Seminary, 130 Essex Street, South Hamilton, MA 01982

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## **CAMPUS SAFETY & SECURITY AT GORDON-CONWELL THEOLOGICAL SEMINARY**

At Gordon-Conwell Theological Seminary, the safety and welfare of all Seminary community members and guests are the highest priority for the Gordon College Police Department. 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. 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 Gordon-Conwell mailroom and should be secured with a quality lock. Vehicles on campus should be locked at all times, and also registered with the Gordon-Conwell mailroom.

Everyone is strongly encouraged to report any suspicious persons or activities to the Gordon College Police Department, who can be reached at the Safety at extension 4180 from any campus extension telephone or 978-646-4180, by selection option 3. You may call 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, and the Gordon Police will be contacted by the town of Hamilton Public Safety Communications Office. 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 Student Life Department.

When the Gordon College Police receive 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 residents meeting each fall. A crime prevention tips section is published as part of the Student Handbook which is posted on the web. Safety and security information is published in the Campus Guide to Auto and Public Safety Regulations which is distributed to all faculty, staff and students via the school

website. Information is also included in the Seminary Housing Manual and in the Seminary's e-newsletter, the Friday AM.

## **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 (DOE).

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, DOE issued the final regulations which went into effect on July 1, 2000. The amendments require the DOE 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.

Gordon-Conwell will provide to a student or employee who reports that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offence occurred on or off campus, a written explanation of the student's or employee's rights and options. Gordon-Conwell will also provide steps, anticipated timelines, and decision-making process for the following disciplinary proceedings for students and employees: dating violence, domestic violence, sexual assault, stalking.

## **ANNUAL PREPARATION AND DISCLOSURE OF CRIME STATISTICS**

The Gordon College Police Department prepares the Annual Disclosure of Crime Statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act for the Hamilton, Massachusetts GCTS campus. 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 reports for the GCTS campuses in Jacksonville, Florida, Charlotte, North Carolina and Boston, Massachusetts are prepared by each campus's Security Administrator. Statistics for all campuses are provided to the US Department of Education (DOE) by the Gordon College Police with the assistance of the security administrators at each campus. The full text of the Annual Disclosure of Crime Statistics report can be located on our website at: <https://gordonconwell.edu/community/campus-safety/overview/>

You also will be able to connect to our site via the Gordon-Conwell Theological Seminary home page: <https://www.gordonconwell.edu>

Campus crime, arrest and referral statistics include those reported to Gordon College Police.

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 (DOE) every year in a manner prescribed by the DOE. 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 Student Life Office in office 318 of the Kerr Building, or by emailing Dean of Student Jana Holiday at [jholiday@gordonconwell.edu](mailto:jholiday@gordonconwell.edu).

## **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 College Police must keep records of crimes reported to campus security authorities, which are provided by the Dean of Students.
- Gordon College Police Department 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 (DOE).
- Gordon College Police Department 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 the Facilities Office, number 418, in the North Wing of the Kerr Building.*

*Paper copies of previous Campus Crime Logs are available from the Dean of Students.*

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

### **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 (DOE) through the Web-based data collection system.

## **GORDON COLLEGE POLICE DEPARTMENT**

The Gordon College Police Departments consists of full-time sworn Special State Police Officers, who are police academy graduates, trained at Massachusetts Municipal Police Training Committee (MPTC) academies, as well as Campus Safety Officers are not police officers but assist with all campus safety and security functions. All Campus Safety officers are trained at a minimum to the AHA BLS CPR AED and AHA First Aid level, while all sworn police officers are certified Emergency Medical Technicians or certified First Responders in Massachusetts. Gordon Police have arrest power on the Hamilton campus and they coordinate with Hamilton Police on these matters.

## **MEMORANDUM OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT**

For the safety and security of the Hamilton campus community contracts the Gordon College Police Department, a service agency that functions as part of the Seminary as component of services offered under Student Life Services. Gordon Police Officers have sworn police powers and also rely on non-sworn Campus Safety Officers to assist with campus security. 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.

## **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 College Police 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.

Full policy statements can be found in the Student Handbook, the Staff Handbook and the Faculty Handbook. Information on drug and alcohol abuse programs can be found in the Student Handbook.

***Massachusetts Local Alcohol and Drug Resources***

**BayCove Substance Abuse Center**

66 Canal St., Boston, MA 02114  
<https://www.baycovehumanservices.org>  
 617-371-3000

**Beth Israel Lahey Health Behavioral Services**

199 Rosewood Drive, Suite, Danvers, MA 01923  
<http://www.nebhealth.org/>  
 978-968-1700

**Bridgwell**

117 N Common St., Lynn, MA 01902  
<http://www.projectcope.com>  
 781-581-9270

**Bureau of Substance Abuse Services, Department of Public Health**

250 Washington St., Boston, MA 02108  
<https://www.mass.gov/orgs/bureau-of-substance-addiction-services>  
 617-624-5111

**CAB Health & Recovery**

111 Middleton Rd., Danvers, MA 01923  
<https://detoxrehab.com/>  
 978-777-2121

**The Community Clinic: Boston Alcohol & Substance Abuse**

1304 Commonwealth Avenue, Boston, MA 02134

<https://communityclinicma.org/>

617-482-5292

**Lahey Health Behavioral Services**

110 Green St., Lynn, MA, 01902

<https://sobernation.com/listing/lahey-health-behavioral-services-tss-lynn-ma/>

781-593-9434

**MA Substance Abuse Helpline**

<https://helplinema.org/>

800-327-5050

**McLean Hospital**

115 Mill St., Belmont, MA 02478

<https://www.mcleanhospital.org/treatment/smhp>

800-333-0338, 617-855-3141

**Rehabs.org**

<https://rehabs.org/centers/massachusetts/>

**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 hold to a biblical standard for human flourishing and thus will leave behind all behaviors and desires Scripture calls sin, such as gossip, falsehood, stealing, drunkenness, racism, violence, an unforgiving spirit, and sexual immorality of all types, such as, by example only, pornography, and any sexual activities outside of the covenant of marriage between one man and one woman, including premarital intercourse and adultery." Gordon-Conwell's ongoing prevention and awareness campaign is sent via email every fall, with an invitation to students and employees to view an online course. Gordon-Conwell full Title IX policy can be found in the Student Handbook.

## **LEAD TITLE IX COORDINATOR FOR GORDON-CONWELL THEOLOGICAL SEMINARY:**

Dr. Jana Holiday. Dean of Students  
130 Essex Street, South Hamilton, MA 01982 (Kerr 318)  
Phone: 978-646-4060, Email: [titleixcoordinator@gordonconwell.edu](mailto:titleixcoordinator@gordonconwell.edu) or  
[jholiday@gordonconwell.edu](mailto:jholiday@gordonconwell.edu)

## **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. Where applicable, “no-contact” orders, restraining orders, or similar lawful order are issued by a criminal, civil, or tribal court, or by Gordon-Conwell for dating violence, domestic violence, sexual assault, and/or stalking.

## **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 Gordon College Police 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 Gordon College Police, Student Life Services, Human Resources Department, Academic Dean’s office, and the Hamilton Police Department are available to receive and process sexual misconduct 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 misconduct 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 Gordon College Police 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 fully kept confidential.

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 Gordon College Police will assist you in notifying the Hamilton Police Department if you choose to file a criminal complaint.

## **POLICY AND PROCEDURE FOR DISCIPLINARY ACTION**

### **Statement of Standard for Disciplinary Action**

The Seminary reaffirms the biblical principles set forth in its Community Life Statement as it seeks to support students in their theological endeavors. The Seminary's commitment to its mission statement requires that all students be afforded an environment which promotes intellectual and spiritual growth. To this end, the Seminary reserves the right to discipline a student who is found in violation of any aspect of the Community Life Statement or any other institutional code of conduct that interferes with or limits the student's, as well as the community's, ability to fulfill their academic goals.

The purpose of a student disciplinary process is to determine if a student has engaged in misconduct, and, in those cases in which it is determined that the student has engaged in misconduct, to impose appropriate sanctions. The following procedures are employed in fulfilling this purpose.

### **Procedure for Conducting an Informal Hearing**

1. The Pastoral Guidance Committee will conduct an investigation of the allegations brought against a student. The investigation will include the following steps:
  - a. Confirm the name of the student in question.
  - b. Gather all material facts.
  - c. Determine alleged infraction as stated in the Community Life Statement or other published institutional code of conduct.
  - d. If necessary, take any appropriate actions including government and/or law enforcement agencies.
  - e. Seek legal counsel as deemed appropriate.
  - f. Keep thorough and complete documentation of investigative process.
  
2. The Chair of the Guidance Committee will notify the student in writing of the following:
  - a. A statement of alleged charges against him/her
  - b. The specific Seminary policy or code of conduct which allegedly has been violated
  - c. The purported facts/information supporting the allegation
  - d. The establishment of an informal hearing
  
3. The Pastoral Guidance Committee will conduct an informal hearing with the student, using the following guidelines:
  - a. The student will be informed of the date, time, and location of the hearing, in writing, either by personal delivery or certified mail, at least five business days in advance. This information will also be provided to the person(s) who brought forth the alleged charges

- in case he/she desires to be present in the hearing, be required or be invited to be present in the hearing.
- b. The entire case file and the names of any prospective witnesses will be available for inspection by the accused student during normal business hours in the Student Life Services/Dean of Students office where non-academic student files are maintained.
  - c. The accused student may choose to be assisted by a family member or other individual. Those assisting the accused student will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant information. The student may also be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the respective student. It will be done in a quiet manner that is not disruptive to the proceedings. A reasonable effort will be made to accommodate the schedule of any representative or advisor allowed to assist the student.
  - d. The accuser, if present in the hearing, may also be assisted by an advisor of his/her choosing.
  - e. The accused student will be expected to respond to questions asked by the Committee. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the Committee could draw a negative inference from his/her refusal, which might result in his/her dismissal from the Seminary, in accordance with these standards and procedures.
  - f. The informal hearing may be conducted in the absence of the accused student who fails to appear, following proper notification of the hearing date, time and location.
  - g. The hearing shall be tape-recorded by the Committee. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the Seminary. (A copy of the tape will be made and kept in the Dean of Students office.)
4. Immediately following the informal hearing, the Committee will meet for deliberations and render a written decision to the student within five business days after the completion of the informal hearing, except in the case of sexual assault, in which case the accused and the accuser will be notified within one business day.
  5. The Committee has the authority to render any one of the following decisions/sanctions:
    - a. **Further investigation** culminating in another hearing.
    - b. **Admonition.** A formal admonition that an institutional standard has been violated and which does not become part of a student's permanent record, but that may be taken into account in judging the seriousness of any future violation.
    - c. **Disciplinary Probation.** A more serious admonition assigned for a definite amount of time, with the probation to continue until certain conditions stipulated by the Committee have been fulfilled. It implies that any future violation during that time, of whatever kind, may be grounds for suspension, or in especially serious cases, for dismissal from the Seminary.
    - d. **Suspension for a Definite Period.** Removal from membership in the Seminary community, including all student privileges for a specified period of time, with the

suspension to continue until certain conditions stipulated by the Committee have been fulfilled. A suspension is noted on a student's official record only for the duration of the suspension. (Required to move out of Seminary housing.)

- e. **Indefinite Suspension.** Removal from membership in the Seminary community including all student privileges for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the Committee have been met, after which the Committee will reconvene to render a final decision. A suspension is noted on a student's official record only for the duration of the suspension. (Required to move out of Seminary housing.)
  - f. **Dismissal.** Permanent removal from membership in the Seminary community, including all student and alumni privileges without possibility of readmission. (Required to move out of Seminary housing.) A dismissal is noted on student's official record.
6. If the student is suspended or dismissed, the written decision shall be mailed or personally delivered to the student within five business days after the completion of the hearing, except in the case of sexual assault, in which case the accused and the accuser will be notified within one business day. It shall contain a statement of reason resulting in the sanction. The accused student shall be asked to sign a form, for the record, indicating his/her understanding of the disciplinary action taken by the Committee. The accused, as well as the accuser, shall also be advised of the appeal process.
  7. A confidential copy of the letter to the student(s) will be filed in the Dean of Students Office, and the Registrar's Office will be notified of the decision.
  8. The Committee shall inform the accuser, if any, that the investigation has been completed and that a sanction has been imposed, except in the case of sexual assault, in which case procedure 6, above, will be followed.

### **Procedures for Appeal**

In the event that the response, decision, or action being unacceptable to either party (the accused or the accuser), formal complaints can be appealed to the President's Office. Exceptions can apply where the Gordon Police Department advises other action to be taken, as required by law.

- If either student or accuser so desires, he/she may appeal the Guidance Committee's decision in writing within seven business days, following the notification of sanction, to the President of the Seminary.
- The President will present his/her decision within seven business days to the student (or accuser), unless he/she appoints a review committee of his choosing, in which case, he/she will have 10 business days in which to respond.
- The President's decision will be final.

## **Procedures for Student Departing the Seminary**

1. If suspension or dismissal occurs during the course of the semester, tuition may be refunded to the student according to federal policy.
2. Appropriate notation shall be entered on the student's transcript and placed in his/her permanent file. The Registration office will follow normal procedure to notify the appropriate offices of the student's leave from the Seminary.
3. If the student resides on campus, he/she may be given up to a 30-day notice to vacate the apartment and no more than seven days to move from the dormitory (date of dismissal will take into account the appeal process).
4. In the case of an international student (F-1 visa), as per SEVIS (Student Exchange and Visitor Information System) regulations, he/she must vacate immediately (i.e., no visa "grace period"), following the date of dismissal (date of dismissal will take into account the appeal process).

## **Deviations from Established Procedures**

Reasonable deviations from these procedures (not to include sanctions) will not invalidate a decision or proceeding unless significant prejudice to the student may result.

## **COUNSELING AND OTHER SERVICES FOR VICTIMS OF SEXUAL ASSAULT or INTIMATE PARTNER VIOLENCE**

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

### **Important Local Telephone Numbers:**

24-Hour Hot Line, North Shore Rape Crisis Center, Hotline: 1-800-656-4673; Office: 1-781-477-2313.

HAWC (Healing Abuse Working for Change), Domestic Violence help, assistance and services, offices in Salem and Gloucester, MA. 24 Hour Hotline: 1-800-799-7233

National Suicide Prevention Hotline – dial 988.

## **SEXUAL ASSAULT VICTIMS' OPTIONS FOR CHANGING ACADEMIC AND LIVING SITUATIONS**

The Seminary will provide assistance in changing academic, work, transportation and living arrangements following a sexual offense if requested by the victim and if these changes are reasonably available, along with protective measures.

## **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 Student Life Office 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 Student Life Office.

## **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.

## **SEXUAL MISCONDUCT, SEXUAL ASSAULT, PROHIBITED SEXUAL CONTACT, DATING AND DOMESTIC VIOLENCE**

This statement outlines Gordon-Conwell Theological Seminary's policy regarding interpersonal or intimate partner violence, which includes sexual assault, prohibited sexual contact, dating and domestic violence. (Also see Policy Statement Addressing Sex Offenses, the Student Handbook and Staff Handbook)

### **Policy Statement**

Gordon-Conwell Theological Seminary does not tolerate interpersonal or intimate partner violence, which includes sexual assault, prohibited sexual contact, dating and domestic violence in any form. Any acts that fall within the definitions of sexual assault, prohibited sexual contact, dating and domestic violence are prohibited at Gordon-Conwell Theological Seminary and are a violation of Seminary policy, and potentially Commonwealth of Massachusetts and/or Federal Law. Violations of state criminal law for bodily harm related to interpersonal violence shall constitute violations of this policy, as well. Through this policy, Gordon-Conwell Theological

Seminary is extending the traditional prohibitions of sexual assault and domestic violence under law and Seminary policy to other forms of interpersonal violence including dating and intimate partner violence. This policy applies to all members of the Gordon-Conwell Theological Seminary community, and includes, but is not limited to, faculty, staff, students, Seminary visitors, volunteers, and vendors. It also applies to alleged acts of sexual assault, prohibited sexual contact, dating and domestic violence whether those acts occur on or off campus.

Appropriate disciplinary actions following the process outlined in the student or staff handbooks may be taken against any persons or groups engaging in these acts, up to and including expulsion from the Seminary, termination of Seminary employment, and termination of contracts/agreements with that person(s) or group(s). In addition, the Seminary may terminate or suspend its relationship and associated privileges with any perpetrator of interpersonal or intimate partner violence covered by this policy, including but not limited to visitors, volunteers, vendors and other such guests of Seminary. To this end, Gordon-Conwell Theological Seminary expressly reserves its rights to revoke the privilege, right and/or permission to anyone to be physically present on-campus, participate in Seminary activities, and use Seminary facilities or resources in order to carry out the intent and purposes of this policy.

The Seminary may refer any alleged perpetrator of interpersonal or intimate partner violence to law enforcement.

The standard for determining whether a violation of this policy exists shall be based upon the preponderance of the evidence standard of the victim of an act of interpersonal or intimate partner violence.

## **DEFINITION OF TERMS**

### ***Sexual Harassment***

Sexual harassment is a broad term that encompasses the offenses of sexual harassment, sexual assault, stalking, dating violence, and domestic violence. Federal regulations provide the definitions for these offenses. 34 C.F.R. s106.30.

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of sexual harassment. Gordon-Conwell may impose sanctions ranging from reprimand to suspension or termination. Sexual harassment may be committed by any person upon any other person, regardless of the sex or the sexual orientation and/or gender identity of those involved.

Sexual harassment is conduct on the basis of sex that is sexual, and satisfies one or more of the following:

- (1) *Quid pro quo harassment*: An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) *Sexual harassment*: Unwelcome conduct that is determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies a person equal access to Gordon-Conwell's education programs or activities.

(3) *Specific offenses:*

*Sexual assault:* Any sexual act directed against the complainant, without the consent of the complainant, including instances in which the complainant is incapable of giving consent. These are classified as a forcible (for example, rape or sodomy) or nonforcible (for example, incest, statutory rape) sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

*Dating violence* meaning violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the complainant and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship;

*Domestic violence* meaning felony or misdemeanor crimes committed by a person who: is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim; is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; shares a child in common with the victim; or commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

*Stalking:* stalking, specifically under this policy, means engaging in a course of conduct, based on sex, directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. In Massachusetts and Florida such conduct are felonies. M.G.L. c. 265 § 43 Aggravated stalking is a felony in North Carolina ([G.S. 14-277.3A](#)). Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time directed at a specific person, which seriously alarms or annoys the person and which causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, internet communications, and facsimile. Conduct, which does not include a threat of death or bodily injury, also is illegal and considered harassment by the Seminary and Massachusetts, Florida, and North Carolina law. M.G.L. c. 265 § 43A (Criminal Harassment).

Consent: knowing, voluntary and clear permission by word or action to engage in sexual activity. Consent can be withdrawn once given, and consent to some sexual activities cannot be presumed to be consent for other sexual activity. Sexual activities that is forced (by use of physical violence or imposition) is non-consensual; coercion (the application of unreasonable pressure to take part in sexual activity) is nonconsensual; incapacitation (unable to understand what is happening, disoriented, helpless, asleep, unconscious, etc.) renders someone unable to give consent. The existence of consent is based on the entire circumstances evaluated by a reasonable person in the same or similar circumstance—including the alleged incident, or previous patterns or experiences that could be evidence.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious (for any reason). If someone cannot make rational or reasonable decisions because of capacity issues, they are incapacitated (including

temporary or permanent physical or mental health condition, involuntary physical restraint, and/or drug usage).

Gordon-Conwell also prohibits sexual exploitation, including but not limited to voyeurism, violation of sexual privacy, prostitution, picture or video recording of sexual acts when there is a reasonable expectation of privacy, etc.

### ***Sexual Misconduct***

Sexual misconduct is a broad term that includes those offenses listed above as part of sexual harassment (106.30 offenses), as well as all other kinds of misconduct prohibited by this policy. Federal regulations require specific kinds of responses to 106.30 offenses.

### ***Sexual Exploitation***

Sexual exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his or her own personal advantage or benefit, (and that behavior does not otherwise constitute one of the other sexual misconduct offenses). Examples include but are not limited to: invasion of sexual privacy; streaming of images, photography, video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties; voyeurism; including incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Domestic, dating, intimate partner, or family violence is the abuse of power and control. It is a pattern of behavior used by one person to control another through force or threats.

### ***Guidance on Reporting***

Gordon-Conwell prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.gordonconwell.edu/community/practices-policies/statements-of-compliance/>.

Gordon-Conwell Theological Seminary encourages those who have experienced any form of sex-based discrimination, harassment or misconduct to immediately find a safe place, report the incident promptly, seek all available assistance, and to pursue Seminary conduct violation charges and criminal prosecution of the offender. GCTS takes complaints seriously and will work with complainants to ensure that they are well cared for, physically, emotionally, and spiritually. The Seminary will cooperate fully with the police in any related investigation and reserves the right to commence its internal complaint resolution procedures prior to the completion of any police investigation.

Reports of sexual misconduct can be made by completing the [confidential incident of sexual misconduct report form](#).

Gordon-Conwell offers amnesty for any students who report an incident of sexual misconduct while violating another aspect of the Community Life Statement or housing guidelines, such as

drinking on campus or drug use. To encourage reporting and witnesses, Gordon-Conwell offers amnesty for minor policy violations related to the incident and is in the sole discretion of the seminary and is not applicable for more significant violations such as physical violence or illicit drug distribution.

Reports can be made to the Dean of Students (Institutional), who is the Title IX Coordinator, any Campus Safety Officer, and any Seminary employee identified as a mandatory reporter. Gordon-Conwell employees having the authority and responsibility to take action to remedy are considered mandated reporters and must report actual or suspected discrimination, harassment, and/or retaliation to the Title IX Coordinator or designee immediately. These employees include senior administration and employees in supervisory or management roles. In the event that any of the foregoing personnel are engaged in a therapeutic or ministerial relationship (i.e. doctor/patient, clergy/penitent) with a student outside of Gordon-Conwell's academic programs, legal counsel should be consulted before making any report. Such discussions may be protected by HIPAA (, or the clergy-penitent privilege set forth in M.G.L. c. 233, § 20A.

Students have a right to file a criminal complaint and a Title IX complaint simultaneously. If an individual wishes to seek confidential assistance in dealing with a Title IX violation, he or she can speak with Confidential Advocate, Deana Nail, Networked Education Dean of Students (dnail@gordonconwell.edu). The individual also may make a confidential report to the Title IX coordinator or campus safety officer and request that their name not be used in the investigation. Confidential resources are available on the Gordon-Conwell website as part of safety resources.

**Abusive behavior:**

Physical violence of any nature against any person, on or off campus, other than for self-defense. This includes fighting; assault; battery; the use of a knife, gun, or other weapon; physical abuse; restraining or transporting someone against his/her will; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. Persistent, severe, and/or pervasive threats of abuse, intimidation, coercion, bullying and/or other conduct that threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm.

**Force or threat of force:**

The use of force or violence, or the threat of force or violence, including but not limited to the following situations:

1. When the accused threatens to use force or violence on the victim or on any other person, and the victim under the circumstances reasonably believed that the accused has the ability to execute that threat; or
2. When the accused has overcome the victim by use of superior strength or size, physical restraint, or physical confinement.

**Coercion:**

To compel or force one to act based on pressure, harassment, threats, or intimidation.

**Process and Disciplinary Actions**

It is the policy of the Seminary to hold perpetrators of interpersonal and intimate partner violence, which includes sexual assault, prohibited sexual contact, dating and domestic violence in any form, accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate. (For detailed information regarding the disciplinary process and actions please see the Policy Statement Addressing Sex Offenses, Student Handbook and Staff Handbook). Gordon-Conwell will simultaneously notify, in writing, both the accuser and accused (students and employees) of: the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, along with appeal procedures as a result of the proceeding, changes to result, and when result is final. Gordon-Conwell is committed to proceedings and processes that are prompt, fair, and impartial from the initial investigation to the final result for students and employees related to dating violence, domestic violence, sexual assault and stalking, conducted by trained officials who receive annual training on these issues such that they can protect the safety of victims and promote accountability.

**For students:**

Appropriate disciplinary actions for substantiated violations of this policy, up to and including dismissal, will be imposed in accordance with the Community Life Statement and Student Handbook.

**For faculty and staff:**

Appropriate disciplinary actions for substantiated violations of this policy, up to and including termination, will be imposed in accordance with applicable Seminary policies and personnel procedures, listed in the staff handbook.

**For everyone:**

Seminary disciplinary procedures are independent of any and all criminal procedures and proceedings. In all cases, the Seminary reserves the right to refer cases to law enforcement for criminal prosecution or to pursue disciplinary actions regardless of criminal prosecution. Violations of this policy by a visitor, volunteer, or vendor may also result in the termination of pre-existing or future business relationships.

**Reporting Procedures**

Should there be an immediate risk of imminent harm, or disruption to the campus community, any Seminary community member is encouraged to call 9-1-1 immediately or to contact Gordon College Police at 978-867-3333.

For purposes of reporting, or for more information on victims' or alleged perpetrators' rights, the following procedures can be followed. Victims of sexual assault, prohibited sexual contact, dating and domestic violence on or at any Seminary-sponsored event or activity have the option to and are encouraged to contact the Gordon College Police. Additionally, victims have the right to access assistance and should be referred to the following resources which are available to help in crisis situations.

The option to confidentially report a crime is also available to victims or survivors. (See, *Policy Statement for Reporting of Crimes on a Voluntary and Confidential Basis*).

**If the alleged perpetrator is a faculty or staff member:**

In cases involving an employee as the alleged perpetrator, contact Human Resources at 978-646-4051 or 978-646-4052.

**If the alleged perpetrator is a student:**

In cases involving a student as the alleged perpetrator, contact the Dean of Students at 978-646-4071 or Gordon College Police at 978-867-3333.

**If the alleged perpetrator is a vendor, visitor, volunteer, or other non-faculty, staff, or student individual:**

In cases involving the above-listed individuals, contact Gordon College Police at 978-867-3333. Depending upon the relationships that this individual has with the Seminary, there may need to be additional reporting to affected Seminary departments and employees.

*NOTE: The process and reporting procedures listed here in no way prohibit the Seminary from employing other appropriate mechanisms to address sexual assault, prohibited sexual contact and dating and domestic violence.*

## **STALKING**

Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters, and can sometimes escalate to violence.

### **Policy Statement**

Gordon-Conwell Theological Seminary is determined to provide a campus environment free of violence for all members of the campus community. For this reason, Gordon-Conwell Theological Seminary does not tolerate stalking. Gordon-Conwell Theological Seminary is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies equally to all students, staff and faculty of Gordon-Conwell Theological Seminary community.

Stalking is a crime in Massachusetts and is subject to criminal prosecution. Students, staff or faculty perpetrating such acts of violence will be subject to disciplinary action policy through the Gordon-Conwell Theological Seminary student or staff handbooks. This may include disciplinary action from Gordon-Conwell Theological Seminary and/or law enforcement involvement simultaneously.

### **Definition of Stalking**

**Stalking** (from 42 USC ss 13925):

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

In Massachusetts and Florida such conduct are felonies. M.G.L. c. 265 § 43 (Stalking) Aggravated stalking is a felony in North Carolina ([G.S. 14-277.3A](#)). Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time directed at a specific person, which seriously alarms or annoys the person and which causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, internet communications, and facsimile. Conduct, which does not include a threat of death or bodily injury, also is illegal and considered harassment by the Seminary and Massachusetts, Florida, and North Carolina law. M.G.L. c. 265 § 43A (Criminal Harassment).

### **Stalking Behaviors**

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health.

Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on websites
  - Sending unwanted/unsolicited email or talk requests
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
  - Installing spyware on a victim’s computer
  - Using Global Positioning Systems (GPS) to monitor a victim
  - Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
  - Surveillance or other types of observation, including staring or “peeping”
  - Trespassing
  - Vandalism

- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victim

### **Reporting Stalking**

Gordon-Conwell Theological Seminary encourages reporting of all incidents of stalking to law enforcement authorities, and respects that whether or not to report to the police is a decision that the victim needs to make. Gordon College Police, Student Life Services, Dean of Students and Human Resources (for staff) are available to inform victims of the reporting procedures and offer appropriate referrals. Gordon-Conwell Theological Seminary offers services to victims even if they choose not to report the incidents. Student Life Services, Dean of Students and Human Resources (for staff) provides services and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to Gordon-Conwell Theological Seminary by non-students or non-employees in certain circumstances.

### **TO REPORT STALKING**

Call Hamilton Police – 9-1-1 or 978-468-1212

Call Gordon College – 978-867-3333 (emergency) or 978-836-6798, option 3.

Call Student Life Services, Dean of students – 978-646-4071 or 978-646 4060

Call Human Resources (*for staff*) – 978-646-4052 or 978-646-4052

In certain instances, Gordon-Conwell Theological Seminary may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, it is crucial in these circumstances to consult with Gordon College Police, Student Life Services, Dean of Students or Human Resources (for staff), since reporting may compromise the safety of the victim. Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

### **Safety for Victims of Stalking**

Gordon-Conwell Theological Seminary is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations, if possible. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following:

- No-contact order
- Change in an academic schedule
- Provision of alternative housing opportunities
- The imposition of an interim suspension on the accused
- The provision of resources for medical and/or psychological support.

For assistance obtaining these safety accommodations, please contact the Dean of Students at 978-646-4060.

If safety is an immediate concern, encourage the victim to contact Gordon College Police at 978-867-3333 or Hamilton Police by dialing 911.

## **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. Deana Nail is designated as confidential advocate (dnail@gordonconwell.edu)

### **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).

## **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 mail room and Chapel's during normal business hours and for most special events. All campus buildings are locked overnight 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 Gordon College Police 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 person to the Facilities Department.

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 and Facilities Department conduct regular inspections of apartment buildings and dormitories and report safety and security related problems as appropriate.

## **REPORTING CRIME**

Members of the Seminary community, visitors and guests are strongly encouraged to report any emergencies and criminal activity to the Gordon College Police or the Hamilton Police Department. Criminal activity may also be reported to the Student Life Services. Gordon College Police 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 Gordon College Police at extension 4180, option 3, from a Seminary extension phone or by calling 978-646-4180, option 3, from all other phones. Upon receipt of a call, Gordon College Police is dispatched immediately to the location of the complaint. Gordon College Police will also prepare and submit incident reports for the office of Student Life and the Hamilton Police Department as appropriate. The police are trained to confirm and respond to significant emergencies and dangerous situations involving an immediate threat to the health or safety of students or employees occurring on the campus and Gordon-Conwell has an emergency response system in place (Send Word Now). The notification occurs through email, text and call and the system allows us to send notification by campus, as authorized by several members of the administration (Chief of Staff, Dean of Students, IT Manager) and Gordon College Police. Emergency procedures are published in the Student Handbook and on the website and tested annually.

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 (Beaumont 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 or witness 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 voluntary confidential report. With your permission, the Gordon College Police 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 Gordon College Police 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 the Gordon College Police at extension 4180, option 3, or from outside the Gordon-Conwell phone system, (978) 646-4180, option 3.

In response to a call, Gordon College Police will take the required action, dispatching an officer or asking the victim to report to Gordon College Police to file an incident report.

All Gordon College Police incident reports are forwarded to the Dean of Students office for review. Gordon College Police 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, Gordon College Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Gordon College Police will offer the victim a wide variety of services and options. 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 Gordon College Police 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. Student Life Services 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 by Student Life of services offered by the Gordon College Police. 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 Gordon College Police 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 AM*".

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 GCTS Administration, 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 Student Life Services 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 Gordon Police, by phone (978-646-4180, option 3) or in person at the Student Life Services office located in the Kerr Building 318.

## **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**

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 Gordon College Police 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 Gordon-Conwell Emergency Response Resources webpage at the following link in the Seminary's website:  
<https://gordonconwell.edu/community/campus-safety/emergency-response-infomation/>

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 Gordon College Police 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 Gordon College Police, the employee receiving the report will ensure that the Gordon College Police 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.

*Note: Student emergency contact information will be registered confidentially, this information will be accessible only to authorized Seminary officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.*

## 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 Gordon College Police 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 Gordon College Police will assist outside agencies with these investigations as requested.*

2. The Gordon College Police 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 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 Gordon College Police 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 REGRADING A MISSING STUDENT ON CAMPUS.

- **Any Faculty or Staff member**, who will immediately contact the Department of Public Safety, Campus Safety.
- **Gordon College Police**  
For Emergencies: . . . . . 978-867-3333  
Business Line: . . . . . 978-646-4180, option 3
- **Student Life Services**  
Dean of Students: . . . . . 978-646-4060
- **Hamilton Police Department:** . . . . . **DIAL 911** or 978-468-1212

## **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 2024-25 ANNUAL FIRE SAFETY POLICY AND REPORT ON STUDENT HOUSING, HAMILTON CAMPUS**

Paper copies of the 2024-25 (published October 1, 2024) Annual Fire Safety Policy and Report on Student Housing, Hamilton Campus, may be obtained by contacting the office of Student Life, found in 318 of the Kerr Building.

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

<https://www.gordonconwell.edu/community/campus-safety/overview/#hamilton>

## **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 Facilities Office, 418, in the North Wing of the Kerr Building.

Paper copies of previous Campus Fire Logs are available from the Dean of Students upon request.

ALL Campus Fire reports or incidents are recorded on the Campus Fire Log for review within two 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 Gordon College Police at 978-867-3333.

## **CONTACT PERSON 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 of Facilities  
North Wing, Kerr Building  
130 Essex Street, South Hamilton, MA 01982  
Phone: (978) 646-4361

## **TO ACCESS THE 2024 CAMPUS SAFETY AND SECURITY REPORT (CLERY ACT):**

Please go to this webpage link:

<https://gordonconwell.edu/community/campus-safety/overview/>

or,

Paper copies of the 2024-25 Campus Safety and Security Report, Hamilton Campus, may be obtained by contacting the Student Life Department in office 318 of the Kerr Building, or by phone at (978) 646-4071.

## 2023 GCTS Hamilton Campus Crime Stats

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<b>Reported Crimes</b>	campus	residen.	non-cam	public
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	1	1	0	0

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### Arrests

Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

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### Judicial Referrals

Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

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**No Hate Crimes Reported in 2023**

**No Unfounded Crimes in 2023**

## 2022 GCTS Hamilton Campus Crime Stats

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<b>Reported Crimes</b>	campus	residen.	non-cam	public
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	1	1	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	1	1	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

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### **Arrests**

Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

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### **Judicial Referrals**

Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

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**No Hate Crimes Reported in 2022**

**No Unfounded Crimes in 2022**

## 2021 GCTS Hamilton Campus Crime Stats

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<b>Reported Crimes</b>	campus	residen.	non-cam	public
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

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### **Arrests**

Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

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### **Judicial Referrals**

Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Law Violations	0	0	0	0

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**No Hate Crimes Reported in 2021**

**No Unfounded Crimes in 2021**