



2016 ANNUAL SECURITY REPORT

Urban College of Boston

The Clery Act

Urban College of Boston (UCB) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.urbancollege.edu/annual-report.aspx>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus.

Campus crime, arrest and referral statistics include those reported to UCB's designated campus officials (including but not limited to Deans, LRC staff, Enrollment Services staff, and the President), and local law enforcement agencies.

Each year, an email notification is made to all enrolled students, faculty, and staff that provides the website to access this report. Copies may also be requested from the Office of Enrollment Services. All prospective employees may obtain a copy from Human Resources and the website address will be attached to UCB employment applications.

Student E-Mail Sign-up for Emergency Notification. In the event of an actual emergency, the campus community will be notified through e-mail, the UCB website, and prominently posted notices throughout buildings that have UCB classrooms. Students should take responsibility for regularly checking their e-mail. In order to receive campus wide email announcements, students must have their email address on file with Enrollment Services and update as needed.

Emergency Response and Evacuation Procedures Statement. UCB's Emergency Procedures Handbook includes information about evacuation and emergency guidelines for all buildings containing classrooms. Such buildings conduct numerous emergency response exercises each year. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Building Security, Boston Police Department (BPD), and/or Boston Fire Department (BFD) and they typically respond and work together to manage the incident. Depending on the nature of the incident, UCB staff and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for UCB are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the UCB web site. Detailed information and updates to Emergency Procedures Handbook is available on the UCB web site.

All members of the UCB Community are notified on an annual basis that they are required to notify BPD and UCB staff of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. BPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the UCB staff has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Notification to the UCB community about an Immediate Threat. The UCB President receives information from various offices/departments on campus. If the President confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the UCB community, the President will determine the content of the message and will use some or all of the systems described below to communicate the threat to the UCB community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The President will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: BPD and/or BFD), compromise the efforts to assist a

victim or to contain, respond to, or otherwise mitigate the emergency. In the event of a serious incident that poses an immediate threat to members of the UCB community, UCB has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the UCB campus community.

These methods of communication include student, faculty, and staff emails and posted notices in buildings with UCB classrooms. Updates during a critical incident on the UCB web site at <http://www.urbancollege.edu> will also be available.

Procedures for Testing Emergency Response and Evacuation Procedures. An evacuation drill is coordinated by the owners of the buildings in which classes take place each year. Thus, the emergency response and evacuation procedures are tested at least once each year. In the event of an emergency, UCB staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At UCB, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides UCB and building management an opportunity to test the operation of fire alarm system components.

Shelter-in-Place Procedures—What it Means to "Shelter-in-Place". If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance. If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place". A shelter-in-place notification may come from several sources, including the UCB staff, law enforcement, or other authorities utilizing UCB's emergency communications tools.

How to “Shelter-in-Place”. No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Building Management will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (UCB Staff, faculty, or building staff) to call the list in BPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Reporting Crimes and Other Emergencies

Timely Warnings. In the event that a situation arises, either on or off campus, that, in the judgment of the UCB President, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through student, faculty, and staff e-mail. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, UCB administration may also post a notice on the UCB website, providing the College community with more immediate notification. In such instances, a copy of the notice is also posted by the elevators, lobbies, and outside classrooms in each building containing classrooms in session. Anyone with information warranting a timely warning should report the circumstances to UCB staff, by phone (617-449-7070) or in person on the 7th floor at 178 Tremont Street.

To report a crime:

Contact UCB staff in person or at 617-449-7070 (non-emergencies) or dial 9-1-1- (emergencies only). Any suspicious activity or person seen in the parking lots or loitering inside buildings with UCB classrooms should be reported to UCB staff on the 7th floor at 178 Tremont Street. In Addition, you may report a crime to the following areas:

1. President, 617-449-7037, 178 Tremont St. – 7th floor
2. Dean of Student Services 617-449-7380, 178 Tremont St. – 7th floor
3. Dean of Academic Affairs 617-449-7068, 178 Tremont St. – 7th floor
4. Dean of Enrollment Services 617-449-7041, 178 Tremont St. – 7th floor
5. Dean of Administration & Finance 617-449-7038, 178 Tremont St. – 7th floor

6. LRC staff, 617-449-7044, 178 Tremont St. – 7th floor
7. Business Manager 617-449-7430, 178 Tremont St. – 7th floor
8. Enrollment staff, 617-449-7070, 178 Tremont St. – 7th floor
9. Security Guard, 617-348-6505, 178 Tremont Street – Lobby
10. Security Guard, 617-482-3167, 105 Chauncy Street – Lobby
11. Security Guard, 617-348-4753, 19 Temple Place – Lobby

UCB personnel attend regular meetings with local law enforcement to exchange ideas and problems which may be of concern for the UCB community.

Limited Voluntary Confidential Reporting. UCB encourages anyone who is the victim or witness to any crime to promptly report the incident to the Boston Police Department (BPD). Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to UCB staff as identified below.

Security and Access to Campus Facilities. During business hours, UCB will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via UCB staff. In the case of periods of extended closing, UCB will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Additionally, during the academic year, the President and Deans meet weekly to discuss issues of pressing concern.

UCB's Security Personnel. While UCB maintains security guards or secured facilities while classes are in session at all buildings containing classrooms, UCB does not have "security personnel," as defined by the Clery Act. UCB maintains regular contact with the Boston Police Department (BPD). There is no written memorandum of understanding between UCB and BPD.

Accurate and Prompt Crime Reporting. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to UCB staff in a timely manner. To report a crime or an emergency on the UCB campus, call 9-1-1. To report a non-emergency security or public safety-related matter, call UCB at 617-449-7070.

All UCB incident reports are forwarded to the Dean of Student Services' office for review, investigation, and potential action. UCB does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the Dean of Student Services for review. When a potentially dangerous threat to the UCB community arises, timely reports or warnings will be issued through e-mail announcements, the posting of notices at buildings containing UCB classrooms, in-class announcements, or other appropriate means.

Security Awareness for Students and Employees. UCB encourages students and employees to be aware of their responsibility for their own security and the security of others. When time is of

the essence, information is released to the College community through security notices posted prominently throughout campus and through memos sent over student, faculty, and staff e-mail.

Crime Prevention Programs for Students and Employees. UCB does not offer crime prevention programs to students and employees. To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well.

Criminal Activity Off Campus. UCB does not have any officially recognized student organizations with off-campus locations.

Use, Possession, and Sale of Alcoholic Beverages. The possession, sale, or the furnishing of alcohol on the UCB campus is governed by the UCB Drug and Alcohol Policy. UCB complies with all local, state, and federal regulations pertaining to alcohol and illicit drugs. Violation of this policy will result in actions ranging from mandated participation in drug counseling and rehabilitation programs to dismissal.

Illegal Drug Possession. The UCB campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to UCB disciplinary action, criminal prosecution, fine and imprisonment.

Substance Abuse Education. Prevention Programs

UCB has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, referrals and college disciplinary actions.

Legal Sanctions – Laws Governing Alcohol

The State of Massachusetts sets 21 as the minimum age to purchase or possess any alcoholic beverage. Effective December 4, 1984, a package of state laws was passed regarding alcohol. They include the following:

1. Persons under age 21 found possessing alcohol may be given a maximum fine of \$300.
2. Anyone convicted of fraudulently using a driver’s license to buy or attempt to buy alcohol may have his/her driver’s license suspended for up to 180 days.
3. Persons convicted of buying alcohol through fraudulent means face a possible \$300 fine.

A violation of any law regarding alcohol is also a violation of the College’s Student Code of Conduct and will be treated as a separate disciplinary matter by the College.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses. UCB will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result

of the crime or offense, UCB will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Preventing and Responding to Sex Offenses. Literature on date rape education, risk reduction, and College response is available through the Office of Student Services.

If you are a victim of a sexual assault at UCB, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. UCB strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the BPD and UCB's Dean of Student Services.

Filing a police report with BPD will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the BPD, the Sexual Assault Unit at BPD will be notified as well. The Dean of Student Services is available to refer the victim to various counseling options. Counseling and support services outside the UCB system can be obtained through the Family Justice Division of the BPD.

College disciplinary proceedings, as well as guidelines for cases involving sexual misconduct, are detailed in the Student Handbook under the Student Code of Conduct policy. The Handbook provides that students who violate this code of conduct are subject to expulsion, suspension, or other penalties. The incident or violation should be entered on an incident report form for review by the committee and is then reviewed by the Student Conduct Committee, comprising a panel of staff, faculty and student representative, appointed by the Academic Dean of the college. The Committee will be convened to investigate the violation, determine innocence or guilt, and make recommendations for penalties. The student has a right to bring witnesses and defend him/herself in the presence of the Committee. Written notification of the Committee's decision will be given to the student within four working days of the hearing. The decision of the Committee will be considered final unless appealed by the student within four working days following receipt of the decision. A written appeal to the decision must be made directly to the Academic Dean and Dean of Enrollment Services, who will examine all aspects of the case and will either uphold the decision made by the committee or issue a lesser penalty after consultation with the committee.

Sex Offender Registration. In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, UCB is providing a link to the Massachusetts Sex Offender Registry.

Pursuant to M.G.L. C. 6, §§ 178C - 178P, the individuals who appear in the online Registry have been designated Level 2 or 3 Sex Offenders by the Sex Offender Registry Board. This information shall not be used to commit a crime or to engage in illegal discrimination or harassment of an offender. Any person who uses information disclosed pursuant to M.G.L. C. 6 §§ 178C - 178P for such purposes shall be punished by not more than two and one half (2 ½) years in a house of correction or by a fine of not more than one thousand dollars (\$1000.00) or both (M.G.L. C.6, § 178N). In addition, any person who uses Registry information to threaten to commit a crime may be punished by a fine of not more than one hundred dollars (\$100.00) or by imprisonment for not more than six (6) months (M.G.L. C. 275 § 4). The Massachusetts Executive Office of Public Safety is responsible for maintaining this registry. Follow the link below to access the Massachusetts Sex Offender Registry:
<http://sorb.chs.state.ma.us/>

UCB Crime Statistics Reporting Table

<u>OFFENSE</u>	<u>YEAR</u>	<u>ON-CAMPUS PROPERTY</u>	<u>NON-CAMPUS PROPERTY</u>	<u>PUBLIC PROPERTY</u>
Murder	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Negligent Manslaughter	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Sex Offenses, Forcible	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Sex Offenses, Non-Forcible	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Robbery	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Aggravated Assault	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Burglary	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Motor Vehicle Theft	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Arson	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Arrests: Weapons - Carrying, Possessing, Etc.	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Disciplinary Referrals: Weapons - Carrying, Possessing, Etc.	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Arrests: Drug Abuse Violations	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Disciplinary Referrals: Drug Abuse	2015	0	0	0

Violations	2014	0	0	0
	2013	0	0	0
Arrests: Liquor Law Violations	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Disciplinary Referrals: Liquor Law Violations	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Hate Crimes	2015	0	0	0
	2014	0	0	0
	2013	0	0	0