

# Wellesley College 2023 Annual Security & Fire Safety Report



## **Wellesley College Public Safety**

106 Central Street  
Wellesley, MA 02581-8203

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# Introduction

## A MESSAGE FROM THE INTERIM DIRECTOR OF PUBLIC SAFETY

Dear Students, Faculty, Staff, and Guests:

Welcome to Wellesley College!

The members of the Wellesley College Public Safety & Police Department are committed to providing the highest quality of police and security services to the community. We work in partnership with the entire community to ensure a safe living and learning environment.

On behalf of the members of the Wellesley College Public Safety and Police Department, I am pleased to present the 2023 Wellesley College Annual Security and Fire Safety Report. This report offers important information about the College, including:

- Crime statistics
- Fire statistics
- Emergency and crime reporting procedures
- Missing persons policies and procedures
- Access to campus facilities
- Drug and alcohol policies
- Sexual assault policies and reporting procedures
- Crime prevention programs
- Fire safety systems and policies

Your safety and well-being are our top priorities, and the College takes pride in maintaining an effective public safety program. Together, we will provide a safe and secure campus environment.

Thank you for your support and for taking the time to read this report. As always, we welcome your comments or suggestions.

Respectfully,

Kenneth M. Walsh, Interim Director of Public Safety

# The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) mandates that colleges and universities:

- Publish an annual security and fire safety report by October 1<sup>st</sup> that includes the past three years of campus crime and fire safety statistics, campus security policies and procedures, and information regarding programs available to educate the College community on safety and crime prevention.
- Report statistics for crimes that occur on campus, in non-campus buildings or property, and on public property that is within the campus or immediately adjacent to and accessible from the campus.
- Report fire statistics for each on-campus student housing facility.
- Provide timely warning notices of Clery crimes that are considered to represent a threat to students and employees.
- Establish and implement emergency notification procedures in the event of emergencies occurring on campus that pose an immediate threat to the health or safety of students or employees.
- Maintain a public, written crime log that records crimes reported to campus police that occur on campus, in non-campus buildings or property, or on public property that is within the campus or immediately adjacent to and accessible from the campus.
- Maintain a public fire log that records any fire that occurred in an on-campus student housing facility.
- Establish policies and procedures relating to campus security and fire safety.

## Why a Campus Security Report?

The Wellesley College Public Safety Department is responsible for preparing and distributing this report. The Public Safety & Police Department works with many other departments within the College and other agencies to compile the information required for this report. The Dean of the College and the Dean of Students are key contributors to this report. Other campus offices such as the Office of Residential Life, the Counseling Services, and the Office of Environmental Health and Safety, among others, provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The Town of Wellesley Police Department also provides information concerning crime statistics for disclosure in the report. We inform current students, faculty and staff, as members of our community, via email of the publication of the report to our website. Prospective students and employees are able to view the report from our website.

Prospective students and employees and current members of our community may request a paper copy of this report by contacting the Wellesley College Police Department at 781-283-2121. Paper copies are also available for review at the Wellesley College Police Department.

# College Policies and Procedures

Many of the policies and procedures applicable to students can be found in the Student Handbook located on the Student Life/Dean of Students web page.

Some of the policies that can be found on this site are:

- [Wellesley College Alcohol and Other Drug Policy](https://www.wellesley.edu/studentlife/aboutus/handbook/campus/alcoholdrugpolicy)  
<https://www.wellesley.edu/studentlife/aboutus/handbook/campus/alcoholdrugpolicy>
- [Disability Accommodation Policies and Procedures](https://www.wellesley.edu/adr)  
<https://www.wellesley.edu/adr>
- [Hazing Policy](https://www.wellesley.edu/studentlife/aboutus/handbook/campus/hazing)  
<https://www.wellesley.edu/studentlife/aboutus/handbook/campus/hazing>
- [Sexual Misconduct Policy and Procedures](https://www.wellesley.edu/administration/offices/titleix/sexualmisconductpolicy)  
<https://www.wellesley.edu/administration/offices/titleix/sexualmisconductpolicy>
- [Policy Against Unlawful Discrimination, Harassment, and Retaliation](https://www.wellesley.edu/administration/offices/titleix/harassment)  
<https://www.wellesley.edu/administration/offices/titleix/harassment>

# The Wellesley College Public Safety Department Purpose, Values & Priorities

Wellesley College Public Safety, also referred to as the Campus Police, is located in the Davis Parking Facility and is open 24 hours per day, 365 days each year. The telephone number for Emergency calls is x5555 (off-campus - 781-283- 5555); the telephone number for routine business is x2121 (off-campus – 781-283-2121).

Wellesley College Public Safety comprises three areas: the Wellesley College Police Department (WCPD), Parking and Transportation Services and the Office of Emergency Management and is made up of professional police practitioners and other department members dedicated to providing quality public safety services to the Wellesley College community.

Officers patrol the campus in a proactive manner on foot, on bicycles, and in police cruisers. Generally, there are two officers and one patrol sergeant on duty 24 hours per day. The Wellesley College Communications Center is staffed by trained dispatchers, who receive calls for service, dispatch officers and other emergency services to incidents, and monitor intrusion detection and fire alarms. Wellesley College Public Safety provides law enforcement services, one card management, safety escorts, parking enforcement, emergency preparedness, and crime prevention/educational initiatives for all property owned by the College.

## OUR PURPOSE

We are committed to maintaining the overall safety of the Wellesley College community. We provide leadership by serving as role models, educators, and problem solvers. We believe in the value of open communication with all members of our community and welcome and encourage continuous feedback.

### IMPORTANT

## TELEPHONE NUMBERS

### ON CAMPUS

Wellesley College Police x2121

Emergency x5555

TDD/TTY x2303

Health Services x2810

Counseling Services x2839

Residential Life x2679

Dean of Students x2322

Religious and Spiritual Life x2685

Disability Services x2434

*To reach an on-campus number from an off-campus phone, you must dial 781-283-xxxx (where "xxxx" is the extension).*

### OFF-

### CAMPUS

#### TOWN OF WELLESLEY

Police Department

Emergency

781-235-1212

9-1-1

Boston Area Rape Crisis Center  
24-Hour Hotline 1-800-841-8371

Domestic Violence Hotline

Local Motion Bus

Line Veterans Taxi

The Airporter  
MBTA Commuter  
Rail TTY

781-535-6372

617-527-0300

781-899-6161

## OUR PRIORITIES

Wellesley College Public Safety has established these priorities to ensure we fulfill our purpose and support the College's mission of providing an excellent liberal arts education for students who will make a difference in the world:

- Use community and problem-oriented policing to address safety and security concerns of community members.
- Manage the campus-wide electronic security system.
- Manage traffic and parking on campus to promote a pedestrian-friendly environment.
- We strive to serve our community in a holistic fashion that welcomes their voices and encourages their participation and partnership.
- Educate the community on safety and emergency response.

# Campus Security and Policing Policies

## LAW ENFORCEMENT AUTHORITY & INTERAGENCY COOPERATION

Police officers in the Wellesley College Police Department receive their law enforcement authority from the Commonwealth of Massachusetts. Our law enforcement authority is enumerated in the Massachusetts General Laws, Chapter 22c, Section 63. All officers have full law enforcement authority, including the powers of arrest, as Special State Police Officers, on all property owned or controlled by Wellesley College. The officers are armed and receive extensive and on-going training in various topics throughout the year. In order to become a member of the department, an applicant must first undergo a full background investigation, a psychological evaluation, and successfully complete a state-certified police academy. As of July 1, 2021, Wellesley College Police Officers also are certified under the Massachusetts Peace Officer Standards and Training Commission. (POST.) The Wellesley College Police Department maintains a close working relationship with the Town of Wellesley Police Department, the Town of Natick Police Department, and the Massachusetts State Police.

## REPORTING CRIMINAL INCIDENTS & OTHER EMERGENCIES

The Wellesley College Public Safety & Police Department is designated as the College department responsible for policing, security, and emergency response at the College.

We encourage all students, employees, and guests to promptly report criminal incidents and other emergencies to the Wellesley College Public Safety Department at x5555. Individuals may also report incidents in person at the Police Headquarters, located on the second level of the Davis Parking Facility. In an emergency, dialing 911 from any Wellesley College telephone will contact the Town of Wellesley Dispatch Center.

The College has also installed emergency two-way call boxes throughout the campus for use during emergencies. By depressing the red button on the call box, users can



communicate directly with the Wellesley College Public Safety Department during an emergency.

The Office of the Dean of Students, located in Green Hall, can assist students in reporting serious incidents. The Office of Residential Life, can also assist students with reporting serious incidents. The Office of Human Resources, located in Green Hall, can assist employees.

All victims and witnesses are encouraged to report any or all information regarding suspected criminal activity, missing persons, and any other emergency to Wellesley College Police Department as soon as possible. Alternatively, community members may report crimes or other serious incidents to the Town of Wellesley Police Department or their local law enforcement agency.

## CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act of 2000, requires institutions of higher education to inform the campus community how to obtain information concerning registered sex offenders in the state. In Massachusetts, this information is maintained by the Sex Offender Registry Board, a state agency which is part of the Executive Office of Public Safety. The individuals who appear in the database have been designated as Level 3 Sex Offenders by the Sex Offender Registry Board. The Board has determined that individuals have a high risk to reoffend and that the degree of dangerousness posed to the public is such that a substantial public safety interest is served by active community notification. The database can be found through the official website of the Commonwealth of Massachusetts:

[\[www.mass.gov/eopss/agencies/sorb/\]](http://www.mass.gov/eopss/agencies/sorb/)

This Registry information shall not be used to commit a crime or engage in illegal discrimination or harassment of an offender. Any person who uses information disclosed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P, for such purposes 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. In addition, any person who uses Registry information to threaten to commit a crime may be punished by a fine of not more than \$100.00 or by imprisonment for not more than six months.

## NOTIFICATION OF MISSING STUDENTS POLICY

If a member of the Wellesley College community has reason to believe a student who resides in on-campus housing is missing, he or she should immediately notify the Wellesley College Public Safety Department at 781-283-5555 (x5555 from on-campus phone). The Wellesley College Public Safety Department will generate a missing person report and initiate an investigation. However, you may notify the Office of the Dean of Students, your class dean, the Office of Residence Life, or your Area Coordinator. The important thing to remember is, if you believe a student might be missing, to report it.

The Wellesley College Public Safety & Police Department complies with Public Law 108-21, Title II, Section 204, which is more commonly known as “Suzanne’s Law.” This law amends Section 3701(a) of the Crime Control Act of 1990 (42 U.S.C. 5779(A)), so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center (NCIC) of the Department of Justice.

The Wellesley College Public Safety Department will check various methods in determining if a student is missing. After investigating the missing person report, should the Wellesley College Police Department determine that the student is missing and has been missing for more than 24 hours. The Wellesley College Police Department will notify the Town of Wellesley Police Department (as well as any other police department of relevant jurisdiction) and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the student is under the age of 18 and is not an emancipated individual, Wellesley College will notify the student’s parent or legal guardian immediately after the Wellesley College Public Safety Department has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Wellesley College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Wellesley College will notify that individual no later than 24 hours after the student is determined to be missing. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

## Reporting Crimes and Other Serious Incidents to the Wellesley College Public Safety Department

The Wellesley College Public Safety Department is the official reporting authority at Wellesley College.

All members of the Wellesley College community, including all students, faculty and staff and their guests, are encouraged to report crimes and other public safety

concerns to the Wellesley College Public Safety Department. Accurate and prompt reporting will facilitate timely initiation of warnings and other emergency response procedures. It will also help ensure the accuracy of crime statistics compiled in compliance with the Jeanne Clery Disclosure and Security Policy and Crime Statistics Act (the “Clery Act”).

NOTE: This policy does not limit the obligation of any persons designated as responsible employees to notify the Title IX Coordinator of any incident of sexual violence involving a student or employee.

## VOLUNTARY, CONFIDENTIAL REPORTING

Wellesley College encourages those who have experienced any form of sexual misconduct to immediately seek available assistance and report the incident promptly to the Title IX Coordinator. The Title IX Coordinator can be reached at 781.283.2451

It is important to know that different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles.

Reporting to Responsible Employees – The College has adopted the policy that defines all employees as mandatory reporters. This means that once any employee receives a report of sexual misconduct, it is considered official notice to the College, which must be reported to the Title IX Coordinator.

When reporting to employees, it can be expected that reports will be taken seriously and that they will be investigated. Unreasonable delay in reporting may impede the College’s ability to conduct an investigation and/or effect appropriate remedial action.

While the Wellesley College Campus Public Safety & Police Department is required to forward reports of harassment including sexual assault to the Title IX Coordinator, the College and Campus Police operate independently from one another in regard to investigations.

The complainant may pursue any appropriate internal complaints (within the College) and/or external charges (Town of Wellesley Police Department) against the offender.

*Confidential Reporting* – Some resources can offer you confidentiality, sharing options and advice without any obligation to identify you unless you want them to.

*Counselors and Doctors* – Massachusetts law provides that communication between a patient and their mental health or medical provider or counselor is confidential. This includes confidential communication with either an on or off campus mental health counselor or health service providers or off-campus rape crisis center.

*Clergy* – Massachusetts law provides that communications between the clergy and any individual consulting with him or her for the purpose of seeking spiritual advice in the clergy’s professional capacity is considered privileged, and the person making the

communication has a privilege to refuse to disclose and prevent the clergy member from disclosing the confidential communication.

Under the law, a “clergyman” is a minister, priest, rabbi, accredited Christian Science practitioner, or other similar functionary of a religious organization or an individual reasonably believed so to be by the person consulting them. Any employee at Wellesley College who may become engaged in a personal or spiritual discussion with a student should not assume that the conversation or information falls within this legal protection.

If a reporting party does not desire action by the College and would like the details of the incident to be kept confidential, the reporting party may seek support from certain resources who are not required to tell anyone else private, personally identifiable information unless there is cause for fear of victim safety, or the safety of other members of the community. In order to provide the safest environment possible, Wellesley College provides and encourages Counseling Services and Health Services staff the ability to report crimes on a voluntary confidential basis without using personally identifiable information.

This policy is present and encouraged so that similar crimes or trends that may pose a threat to the community can be properly assessed and timely warning notifications can be made to potentially limit additional occurrences of those crimes. Although this process is encouraged, the institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

## **ANONYMOUS REPORTING**

Anonymous Reporting allows victims or witnesses to anonymously report an incident of sexual misconduct, including sexual assault. It assists the College in evaluating whether a Campus Crime Alert should be issued and in collecting valuable information about sexual assaults that are not ultimately reported to the police. It is a valuable tool that is available to any member of the community. You can obtain the form by contacting the Wellesley College Public Safety Department, any SAAFE Advocate, Area Coordinator, or the Stone Center Counseling Service.

## **Third-Party Reporting**

Wellesley College encourages third parties to report incidents of sexual misconduct to the Title IX Office, Public Safety or other police agency. Their parties can also report incidents to any mandatory reporter or through the anonymous reporting resources identified above. The College may not be able to move forward based on a third-party report if the victim does not wish to cooperate and/or proceed with an investigation.

Third parties are not entitled to information about the College’s investigation and response due to privacy concerns and applicable federal and state laws.

## **Bystander intervention**

Wellesley College encourages anyone who witnesses, experiences, or has information about possible sexual misconduct, including sexual assault, dating and domestic violence or stalking,

to take reasonable actions to prevent or stop such actions.

Bystander intervention is an effective means by which to reduce sexual misconduct in our community.

## CAMPUS SECURITY AUTHORITIES

Campus Security Authorities (CSAs) include any member of the Wellesley College Public Safety Department, any individual who has responsibility for security, but who is not a member of WC Public Safety & Police, any individual identified by the College as someone to whom a crime should be reported; and any College official who has significant responsibility for student and campus activities. Individuals who fall under this definition may vary among department and area and are included in the following but not limited to:

- All members of the Wellesley College Public Safety & Police Department.
- All Academic Deans, Associate Deans, and Assistant Deans.
- All advisors to student clubs and organizations.
- All Deans and Directors, Associate Deans and Directors, and Assistant Deans and Directors in the following units of the organizational area of Student Affairs: The Office of the Dean of Students and the Office of Residential Life.
- All Directors and Associate Directors, as well as all coaches in Athletics.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Human Resources with significant responsibility for Employment and Employee Relations.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Facilities Management with significant responsibility for employment-related matters.
- Any other official not listed above who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

All CSAs should encourage any party that reports a safety or security concern to report it directly to public safety as soon as possible. All CSAs must immediately notify the WCPD of a crime or incident surrounding security.

## LIAISON WITH THE STONE CENTER COUNSELING SERVICE

Wellesley College Public Safety has developed a strong working relationship with the staff and counselors who work in the Stone Center. This relationship has allowed the two departments to develop a protocol that encourages all counselors to avail their clients of the opportunity to voluntarily report crimes or other serious incidents to the Public Safety & Police Department.

## **Monitoring & Recording Criminal Activity at Off-Campus Student Organizations**

Although there are no off-campus officially recognized student organizations at

Wellesley College, the College still relies on its close working relationship with local law enforcement agencies to receive information about criminal incidents. The Wellesley College Police Department will investigate crime-related information it receives involving a member of the Wellesley College community. If the College is notified of a situation in which a Wellesley College community member is a victim of a crime, the Wellesley College Police Department may issue a Campus Crime Alert, detailing the incident, and providing tips so other community members may avoid similar incidents.

## **Access to Campus Facilities & Residence Halls**

Access to campus buildings and grounds is a privilege extended to students, faculty and staff, and guests. Except for residence halls, most campus facilities are open during College business hours.

### **SPECIAL PROCEDURES FOR RESIDENCE HALLS**

All residence halls are equipped with an automated card access system. Access is available to students via the card access system. Guests and other visitors may visit residence halls as long as an authorized member of the community, including residents of the particular hall, escorts them in the building. The exterior doors to student residence halls remain locked 24 hours a day.

It is the duty of the Wellesley College Public Safety Department to respond to door alarms that indicate a forced open door or held open door.

## **Security Considerations in the Maintenance of Campus Facilities**

Wellesley College maintains a strong commitment to campus safety and security. Exterior lighting and landscape control are a critical part of that commitment. Representatives from various campus departments conduct regular and periodic security surveys to identify areas throughout the campus where lighting appears inadequate or that may require additional landscape control. Police officers conduct routine checks of lighting on campus during their regular-assigned patrol duties. If they locate lights that are out, or appear dim, they will initiate an immediate work order, which is submitted to Facilities Management. We encourage community members to report any lighting or other mechanical deficiency to the Facilities Management (x2753).

We encourage community members to promptly report any locking mechanism deficiency to the Public Safety Department by calling x2121.

Maintenance staff can be contacted 24-hours per day throughout the year to respond to all calls for service concerning unsafe facility conditions or those raising concerns for personal safety and property protection.

# Timely Warning Notices (Campus Crime Alerts)

The Clery Act requires the campus community to be alerted in a timely manner of the occurrence of certain crimes to aid in the prevention of similar crimes. Timely Warnings are issued to the Wellesley College community as soon as pertinent information is available regarding the incident that pose a serious or continuing threat to students and employees. The Wellesley College Public Safety is responsible for issuing the Timely Warning. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves.

Therefore Wellesley College Public Safety will promptly make a decision regarding the need to disseminate a timely warning notification. The Office of Communications & Public Affairs may be consulted for preparing and disseminating emergency messages and updates.

Wellesley College community members are encouraged to notify campus police of any situation or incident that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. Wellesley College 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Such reports shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

The timely warning will be disseminated by:

A campus-wide Safety Alert will be sent via email to all current students and employees through the College's existing email distribution lists.

A timely warning will be posted on the Wellesley College Public Safety web page. Fliers may also be placed around campus and in campus buildings as a means of alerting visitors to any warnings issued.

A notice may be posted on the Wellesley College website, with regular updates provided as needed and/or available during critical incidents.

Examples of circumstances where a timely warning may be issued include:

- A known repeated occurrence of burglaries in a specified area;
- A pattern of motor vehicle thefts;
- Ongoing concerns for the health, safety, and security of the community that do not meet the level of imminent concern; or
- Other issues as determined by the Director of Public Safety.

Anyone with information warranting a timely warning should report the circumstances to the Wellesley College Police Department office on either campus, by phone at 781-283-5555, or in person at the dispatch center located within 3rd Floor in the Davis Parking Facility, 106 Central Street, Wellesley, MA 02481

# Notification to the Wellesley College Community About an Immediate Threat

Wellesley College community members are encouraged to notify campus police of any situation or incident that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus.

Wellesley College has an emergency notification system to communicate to community members in the event of a crisis. This system is tested campus-wide twice a year (Fall & Spring). Wellesley College will consider the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency.

While a threat is most commonly reported to the Wellesley College Public Safety Department, information regarding a threat can also come from various other departments including, but not limited to, Environmental Health and Safety, the Dean of Students, and the Wellesley College community itself. In a majority of the cases, the Wellesley College Public Safety Department will respond to reports of threats. Once the responding officer(s) confirm there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all of the Wellesley College community, various offices, depending upon the threat and those responding, will collaborate to determine the content of the message and will issue a mass notification. The departments that could issue a mass notification include, but are not limited to, the Wellesley College Public Safety, Public Information, and the Dean of Students.

Wellesley College further participates in “Table top exercises”, which involve key stakeholders from within the communities as a controlled environmental test of resources, communication, and processes. These tests are intended to determine best practices and the utmost of safety in our community. The College identifies key stakeholders as members of each department comprising the College as well as municipal and state Police, Fire, EMS, Public Works, as well as other agencies as determined by the planned exercise.

## EMERGENCY EVACUATION PROCEDURES

An evacuation drill is coordinated by Wellesley College Public Safety each semester for all residential facilities on campus. Thus the emergency response and evacuation procedures are tested at least twice a year. Students learn the locations of the emergency exits in the building and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. Wellesley College Public Safety does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location



of building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Public Safety and the Office of Residence Life will communicate information to the 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 fire or another emergency. At Wellesley College, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to the building.

Evacuation drills are monitored by the Wellesley College Public Safety Department to evaluate egress and behavioral patterns. Recommendations for improvements are then forwarded to the appropriate department for consideration.

Wellesley College Public Safety conducts announced and unannounced evacuation drills each semester, as described above, to test emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Wellesley College will publish a summary of its emergency response and evacuation in conjunction with at least one drill each year.

## Daily Crime Logs

The Wellesley College Police Department maintains a daily crime log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, on or in a non-campus building or property, on public property, or within the patrol jurisdiction of the Wellesley College Public Safety Department.

The Daily Crime Log is open for public inspection and available at the Wellesley College Police Station, located in the Davis Parking Facility (Monday through Friday from 8:30 am to 4:30 pm).

### THE DAILY CRIME LOG INCLUDES:

The nature, date, time, and general location of each crime reported, and the disposition of the complaint, if the disposition is known at the time the log is created.

The Wellesley College Public Safety Department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident. We reserve the right to exclude crime report information from the log when circumstances dictate or when the identity of an individual may be apparent given the unique circumstances of the event. Personal identifiable information regarding witnesses or victims will not be published in the crime log.

# Crime Prevention Education & Awareness

## PREVENTING CRIME THROUGH COLLABORATION AND COOPERATION

Crime Prevention is a top priority of the Wellesley College Public Safety Department. Together, with the valued members of our community, we strive to develop quality programming that welcomes the input of our diverse community and its perspectives.

The College's crime prevention strategy rests on a multi-layered foundation of proactive area patrol of the campus, crime prevention education and training, building and area security surveys, and property registration. This approach relies on minimizing criminal opportunities, whenever possible, and encouraging community members to take responsibility for their own and other's safety.

Members of the Wellesley College Public Safety are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Listed below are some of the umbrella programs offered by the Department:

### Community Engagement Program

The Wellesley College Police Department understands and respects the sense of community and safety that students enjoy in their residence halls, dining halls and common spaces. We welcome an invitation to collaborate with our community members to provide programming that addresses relevant concerns and add to a sense of safety.

### Operation Identification

This nationally organized program encourages the engraving of a personal identification number on valuable property. It has been shown that thieves tend to shy away from property with engraved numbers due to the difficulty of selling them on the open market. If an item is stolen and later recovered, the identification number will assist law enforcement agents return the item to the rightful owner.

### Crime Prevention promotions, flyers, and other advertisements

The Department publishes a general crime prevention brochure that outlines the many crime prevention programs and strategies available in the community. In addition, the department will periodically choose a special topic to highlight in flyers and on the Wellesley College Public Safety Department website.

### Campus Crime Alerts

Released by the Wellesley College Public Safety Department any time a crime or other serious incident affects the safety of the Wellesley College community. The alert may outline a specific incident or may offer advice about a series of situations that could affect members of the community. The alert will also offer safety tips.

### Emergency Blue Light Phones

These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak directly with a member of the Police Department. The officer or communications coordinator will dispatch the appropriate emergency response team to the caller.

### Campus Escort Program

The campus escort program is a safe, reliable way to travel throughout the campus during hours of darkness if you must travel alone. Wellesley College students are employed, trained and help provide escort services to assist Public Safety. The program consists of a Shuttle Van, augmented by Wellesley College police officers when the van is not running. The Shuttle Van makes pre- designated stops along a route. Both services are designed with safety in mind.

### Security Surveys

These surveys are conducted on a regular basis. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to one's safety. The Wellesley College Public Safety Department works with the applicable Physical Plant office to address any concerns noted during the surveys.

### New Student Orientation

This program gives students a basic orientation to the Public Safety Department and educates about preventing crime at Wellesley College and the greater community.



### Rape Aggression Defense (RAD) Training

This self-defense class, designed specifically for women, is a nationally recognized course that gives women the skills they need if they are ever the target of a violent attack. The Public Safety Department generally offers two RAD programs each semester.

### Fatal Vision Program

The purpose of the program is to demonstrate to students the results of alcohol impairment in a hands-on environment. Participants will wear goggles that simulate the effects of alcohol and drug impairment. It is our hope that this program will decrease the number of impaired driving incidents.

## Alcohol and Other Drug Policies

Wellesley College policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs by any member of the Wellesley College community. All community members are expected to fulfill their obligations and responsibilities pursuant to the College's policy, federal, state, and local laws. Any disciplinary action imposed by the College may be in addition to any penalty imposed by an off-campus authority. Both students and employees are subject to prosecution under applicable state or federal laws. Wellesley College reserves the right to require the withdrawal of any student or termination of any employee whose continued presence in the community constitutes a risk to the health, safety, or general well-being of the college community or themselves.

## DRUG-FREE SCHOOLS AND COMMUNITIES ACT (PUBLIC LAW 101-226)

Students at Wellesley College must be aware that their behavior with respect to alcohol and other drugs is constrained by two sets of rules: Massachusetts state law and the College's policies, which reflect the concern for the health and well-being of its students. The policies adopted by the College comply with the Drug-Free Schools and Communities Act.

We encourage all students and employees to read the entire Wellesley College Alcohol and Other Drug Policy. The Alcohol and Other Drug Policy is posted in the Student Handbook section of the Dean of Students' website at [www.wellesley.edu/student life/aboutus/handbook/campus](http://www.wellesley.edu/student%20life/aboutus/handbook/campus). All students, both incoming and returning are prompted to acknowledge receipt of, and agree to abide by, several policies before arriving on campus each year on their Student Portal webpage.

The Office of Human Resources notifies all college employees of the relevant policies annually in an email notification from the Chief Human Resource Officer. Newly hired staff and faculty are also notified of the policy upon hiring. The employee Drug and Alcohol policy is available online in the Administrative handbook, located at <https://www.wellesley.edu/hr/currentfacultystaff/handbook/adminhandbook/ahb01#1-06>

### MASSACHUSETTS STATE LAW

#### Alcohol

Massachusetts state law subjects an individual to fines ranging from \$300 to \$1,000, loss of driver's license, and/or imprisonment for the following acts:

Sale or delivery of alcohol to anyone under 21 years of age

Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age Misrepresentation or falsification of identification in order to purchase alcohol

No person shall possess or consume an alcoholic beverage as defined by M.G.L. Chapter 138, Section 1, as amended, within the limits of any park, playground, public land or public building owned or under the control of the Town of Wellesley and Needham.

The law further states anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver's license indicating that he or she is 21 years of age or older.

#### Drug Laws

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, use of narcotic and addictive drugs, and drugs with high potential for abuse, have

heavier penalties. Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

## Marijuana

### Massachusetts Marijuana Law

On January 2, 2009, the Commonwealth of Massachusetts enacted a change in the law regarding the possession of marijuana. The new law amends the possession of one (1) ounce or less of marijuana or THC from a criminal offense to a civil infraction, punishable by a \$100 civil penalty and forfeiture of the contraband. The law does not change the criminal status for those offenders who are in possession of marijuana or THC that exceeds one (1) ounce.

Offenders who are found to be in possession of one ounce or less of marijuana or THC may receive a civil citation to appear in court. The marijuana or THC will also be seized.

## INDIVIDUAL RESPONSIBILITY

Wellesley College emphasizes the responsibility of each community member to be law abiding, knowledgeable, and thoughtful about any decisions regarding alcohol or other drug use.

The College provides information about alcohol and other drug use and abuse and urges all community members to take advantage of this opportunity to become informed.

Wellesley College encourages those with concerns about their own or others possible difficulties with alcohol and/or other drugs to seek confidential and private assistance on or off campus. The College offers several resources to assist members of the community:

- Wellesley College Counseling Services. Available to provide short-term counseling and referral for long-term care, x2839.
- Health Services. Available when classes are in session, x2810.
- Office of Religious and Spiritual Life. Members of the religious life staff, serving several different denominations and faiths, are available to provide confidential counseling and guidance, x2685.
- Office of Residence Life. Area Coordinators are available to provide guidance regarding services that are available both on- and off-campus.

- In addition to the many resources outlined above and in the Wellesley College Alcohol Policy, individuals who may have a problem with alcohol or other drugs can take advantage of these resources:

Wellness Corporation  
1-800-828-6025

Boston Alcoholics  
Anonymous 617-  
426-9444  
12 Channel Street #604

Boston, MA 02210

Al-Anon/Adult  
Children of  
Alcoholics 508-366-  
0556 Al-Anon  
Family Groups of  
Mass., Inc. 57 East  
Main Street, Suite  
109  
Westborough, MA 01581

Newton/Wellesley Hospital/Chemical  
Dependency Program 617-243-6006  
2014 Washington Street  
Newton, MA 02462

MetroWest Medical Center/Leonard Morse  
Campus 508-650-7380  
67 Union Street  
Natick, MA 01760

## Sexual Misconduct Policy and Procedures

*Effective April 1, 2022*

### **I. Wellesley College's Commitment to Nondiscrimination**

Wellesley College values diversity, equity, and inclusion, and is dedicated to protecting the equal dignity of every member of the community and our sustained connection to one another, to our campus, and to our mission.

Discrimination and harassment violate the dignity of member(s) of our community, and such behavior is not tolerated at the College. It is the policy of the College not to discriminate in its programs and activities (including in College-sponsored travel or events that occur off campus), on the basis of any legally-recognized status as to which employees and/or students may be protected under applicable local, state or federal law, including, but not limited to: race, color, age (40 and over), sex, gender identity or expression, sexual orientation, religion, ethnic or national origin or ancestry, physical or mental disability, HIV testing, genetic information (including testing and characteristics), pregnancy (including lactation, childbirth or related medical conditions), veterans' status, membership in uniformed services, certain criminal records, a personal admission to a facility for the care and treatment of a mentally ill person, requesting and/or taking of parental leave.

Wellesley College's Sexual Misconduct Policy, which is designed to comply with recent federal Title IX regulations and to reflect the College's expectations for its community, defines sexual misconduct that is prohibited by the College. [Wellesley's Policy Against Unlawful Discrimination, Harassment, and Retaliation](#) (the "Nondiscrimination Policy") describes other types of prohibited discrimination and harassment, including the College's Expectations of Professional Conduct Between College Employees and Supervisees or Between Employees and Students. Each of these Policies inform individuals participating in Wellesley College's programs and activities of: their individual, organizational, and community rights and responsibilities with regard to the prohibited conduct, as well as the College's response to allegations of such conduct and resources available to individuals who have experienced such conduct. Anyone with questions about the scope, coverage, or processes in either of these Policies should contact the [Director of Nondiscrimination Initiatives/Title IX Coordinator](#).

Wellesley College prohibits retaliation against anyone who reports sexual misconduct, assists another in making a report, or participates in an investigation of a report.

## II. Prohibited Conduct

The College prohibits conduct in other policies, including the Nondiscrimination Policy. For purposes of this Sexual Misconduct Policy, the following conduct is prohibited:

**Title IX sexual harassment:** As required by the federal Title IX regulations, Title IX sexual harassment is defined as conduct on the basis of sex that is unwelcome and determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Wellesley College's programs or activities.

Title IX sexual harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Title IX sexual harassment can:

- occur between persons of equal power status (e.g., student to student, staff to staff, faculty member to faculty member) or between persons of unequal power status (e.g., faculty member to student, coach to student-athlete).
- be committed by (or against) a person or by (or against) an organization or group.
- be committed by or against an individual of any sex, or sexual orientation.
- be committed by or against a group or organization.
- be committed by an acquaintance, a stranger, or someone in a personal, intimate, or sexual relationship.

Examples of behavior that might be considered Title IX sexual harassment include, but are not limited to:

- Unwanted sexual innuendo, propositions, sexual attention or suggestive comments and gestures;
- inappropriate humor about sex-specific traits;
- sexual slurs or derogatory language directed at another person's sexuality;
- display or circulation of written materials or pictures degrading to an individual or gender group where such display is not directly related to academic freedom, or an educational/pedagogical, artistic, or work purpose; and
- physical coercion or pressure of an individual to engage in sexual activity, or punishment for an individual's refusal to respond or comply with sexual advances.

**Sexual assault:** As required by the federal Title IX regulations, sexual assault is defined as any sexual act directed against another person, without that person's consent, including when the person is incapable of giving consent. This includes the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without consent. This also includes touching the private body parts of another person for the purpose of sexual gratification, without consent. Attempting to engage in sexual assault is also a violation of this Policy.

Consent is defined by the College as affirmative, voluntary, knowing, and continuous agreement to engage in a specific form of sexual activity. Consent may be communicated verbally or physically. Any lack of clarity regarding consent should be resolved through verbal communication. Consent may not be inferred from silence or lack of resistance to sexual advances, or from prior consensual sexual contact. Consent may be withdrawn at any time, and consent to one sexual activity does not imply consent to any subsequent sexual activity. Relationship status is not relevant to the issue of whether consent is present.

Consent cannot be obtained: 1) through silence alone (absent a non-verbal action clearly demonstrating consent); 2) from minors; 3) from individuals with mental or intellectual disabilities that render them unable to understand the behavior or its consequences; 4) from persons who are asleep, unconscious, or otherwise rendered incapable of knowingly agreeing to engage in an activity; 5) from persons who are observably incapacitated by alcohol and/or drugs such that a reasonable person would know that the individual is unable to give consent; or 6) through physical force, threat of physical force (by words, gestures, or non-verbal actions), coercion, fraud, or intimidation.

If someone is determined to have intentionally induced incapacitation in an individual by providing drugs, alcohol, or other substances to a person(s) with or without their knowledge, with the intent to impair their awareness or ability to withhold consent, that will be considered an aggravating factor in determining appropriate sanctions.

**Quid pro quo:** Conditioning the provision of an aid, benefit, or service of Wellesley College (including employment, grades, recommendations, extracurricular programs or activities, or employment opportunities) on any other person's participation in unwelcome sexual conduct.

**Dating or domestic violence:** Violence committed by: a person who is or has been in a romantic or intimate relationship with the victim; a current or former spouse or intimate partner of the victim, or someone similarly situated; a person with whom the victim shares a child in common; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the location in which the crime of violence occurred. Dating or domestic violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.



**Relationship violence:** Any harmful intentionally controlling behavior of one individual by a person who is, or was, in a sexual, romantic or intimate relationship with that individual. Relationship violence includes actual or threatened physical injury to self or others, psychological abuse, economic control, displaying and/or threatening to use weapons, and/or progressive social isolation. Although not specifically prohibited by the federal Title IX regulations, engaging in this type of behavior within a relationship is inconsistent with Wellesley College's values and is therefore prohibited under this Policy.

**Stalking:** Stalking is defined as engaging in two or more direct or indirect acts of following, monitoring, observing, surveilling, threatening, or communicating to or about a person, directed at that specific person, that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress. Stalking can include electronic communication, such as on social media. Stalking can include vandalizing or interfering with a person's property, and providing unwanted gifts.

**Sexual exploitation:** Abusive utilization of another person's sexuality for illegitimate purposes, including but not limited to for personal benefit, financial gain, or sexual gratification. Examples include: observing or recording (by photograph, video, audio or other means) another individual's nudity or sexual activity, or allowing another individual to observe or record someone's nudity or sexual activity without the knowledge and consent of all parties involved; streaming or distributing images or audio recording of sexual activity or nudity, without the knowledge and consent of all parties involved; and knowingly exposing another individual to a sexually transmitted disease or infection without their knowledge. Attempting to engage in sexual exploitation is also a violation of this Policy. Although not specifically prohibited by the federal Title IX regulations, this type of behavior is inconsistent with Wellesley College's values, and will be addressed using the process described in this Policy.

Violence based on gender identity or expression, sexual orientation, or sex: Violence directed at a person because of their gender identity or expression, sexual orientation, or sex. This includes sexual or physical abuse or threat of abuse.

**Retaliation:** Any negative words or actions (such as intimidating, threatening, coercing, or in any way discriminating against a person) taken against a person because that person: complained of suspected discrimination or harassment; assisted another person in reporting sexual misconduct; or because that individual provided information or declined to participate in a proceeding under this Policy. To be retaliation, the words or actions must be sufficiently adverse to deter a reasonable person from reporting or assisting in reporting prohibited conduct, seeking protections under this Policy, or participating in a proceeding under this Policy. Words or actions that are only a minor annoyance or lack of good manners do not constitute retaliation. Retaliation alleged along with or related to sexual misconduct may be addressed under this Policy.

Retaliation is a violation of this Policy, even if the facts alleged in a formal complaint are ultimately not proven by a preponderance of the evidence.

If retaliation allegations are not connected with a matter properly addressed under this Policy, the College retains discretion to address the allegation under a different policy and procedure, such as the [Nondiscrimination Policy](#).

### III. Statement on Educational Setting

As an institution that embraces the principles of freedom and rigor in scholarly inquiry, Wellesley College recognizes that academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute sexual misconduct or other unlawful discrimination.

Nothing contained in this Policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's faculty, or the University's educational mission.

#### **IV. Definitions**

**Advisor:** A person chosen by a party, who may be (but does not have to be) an attorney, who provides support and advice to the party during the process responding to a formal complaint, and who conducts questioning, including cross-examination, if a hearing is held.

A party is not required to have an advisor during an investigation. However, each party must have an advisor in the hearing who will question parties and witnesses on the party's behalf. If a party does not select an advisor of their choice to participate in a hearing, the College will appoint an advisor, so that person can conduct questioning on the party's behalf during the hearing.

An advisor is expected to maintain privacy regarding the information they learn about alleged prohibited conduct under this Policy.

**Complainant:** A person who is currently participating in, or attempting to participate in, Wellesley College's domestic educational programs or activities and who alleges they experienced conduct prohibited by this Policy.

**Educational program or activity:** Locations, events, or circumstances in which the College, or a student organization officially recognized by the College, exercises substantial control over the context in which the conduct occurs.

**Formal complaint:** A document filed by a complainant or signed by the Title IX

Coordinator alleging a violation of this Policy and requesting that the College investigate the allegations. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a party to a matter and may still fulfill any and all roles they are assigned.

**Grievance process:** The process outlined in this Policy to respond to formal complaints.

**Parties:** Both the complainant and the respondent.

**Prohibited conduct:** Conduct defined in Section II. of this Policy.

**Relevant:** As used in this Policy, "relevant" is any evidence that tends to make it more or less likely that something happened. Information about a complainant's sexual predisposition or prior sexual behavior is generally not considered relevant, unless it is offered for the limited purpose of proving that someone other than respondent committed the conduct; or that consent was present, based on the complainant's prior sexual behavior with the respondent.

**Respondent:** A person reported to be the perpetrator of conduct prohibited by this Policy.

**Sanctions:** Punitive or educational measures put in place by the College in response to a determination that a respondent has violated this or another Wellesley College policy. Sanctions may include, but are not limited to: expulsion, termination, demotion, suspension, probation, reprimand, warning, restitution, education/counseling requirement; restrictions on participation in a program or activity; permanent No Contact Orders; permanent No Trespass Orders; loss of privileges; loss of leadership opportunities or positions; housing restriction; and/or restrictions on employment by the College. The determination of appropriate sanctions will include consideration of the nature and circumstances of the misconduct; the impact of the misconduct on the complainant, and/or on

the College community; the disciplinary history of the respondent; and any other mitigating or aggravating circumstances. As with any Honor Code case, sanctions of suspension, dismissal, and expulsion will be noted on a student's transcript. Actions that are agreed to by parties as a result of mediation or some other form of informal resolution are not considered sanctions.

**Supportive measures:** Individualized services designed to restore or preserve equal access to Wellesley College's education program or activity, offered to the complainant (or to the complainant and respondent if a formal complaint is filed), without cost, regardless of whether a formal complaint has been filed. Supportive measures may include, at the College's discretion, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual interim No Contact Orders, interim No Trespass Orders, mutual restrictions on time and use of campus locations until the end of the process defined in this Policy, changes in work or housing locations, removal of contact information listed in the College Directory, interim removal or leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures are available regardless of where conduct occurred or whether it occurred outside Wellesley programs and activities and whether a complaint is filed under this policy. Anyone seeking assistance securing supportive measures should contact the Director of Nondiscrimination Initiatives/Title IX Coordinator or a Confidential Resource Provider (below); note that a request for supportive measures made by a Confidential Resource Provider on behalf of a complainant shall not require the complainant to file a formal complaint under this Policy. Anyone seeking review of supportive measures should contact the Chair of the Dean's Advisory Committee. Supportive measures may not unreasonably burden the other party. Wellesley College will generally maintain privacy regarding supportive measures, to the extent possible. Privacy may not be possible regarding supportive measures when, for example, it is necessary to share limited information in order to provide supportive measures.

## V. Resources

### Confidential Resources

Speaking with another person, in an environment that feels safe, can be tremendously helpful to individuals who have experienced sexual misconduct or other forms of discrimination and harassment. Recognizing that some individuals may wish to share their experiences with another person without having those experiences reported to the Title IX office, Wellesley College has designated [Confidential Resource Providers \("CRPs"\)](#), that can, upon request, provide services to complainants or respondents.

The CRP's role is as follows:

- To provide information on: reporting options and the effects of each option; counseling services available on campus and through local community based rape crisis center or domestic violence programs; medical and health services available on and off campus; available supportive measures; the disciplinary process under this Policy; and the legal process carried out through local law enforcement agencies.
- To represent the interests of the party they are supporting.
- To assist in contacting or reporting to campus or local law enforcement agencies, if directed by the party they are supporting.
- To coordinate with local sexual assault and domestic violence crisis service centers.

- To coordinate with the [Director of Nondiscrimination Initiatives/Title IX Coordinator](#) to arrange supportive measures for the party they are supporting using only the party's identifying information, if requested by that party.
- To notify the party they are supporting of their rights and the College's responsibilities regarding a protection order, no contact order and any other lawful orders issued by the College or by a court.
- To attend a hearing under this Policy as the advisor or support person of the party they are supporting if requested by that party.
- To ensure confidentiality is maintained.

Unless otherwise required by state or federal law, the CRP will NOT:

- Provide services to adverse parties.
- Report an incident to the College or to law enforcement unless directed to do so by the party they are supporting.
- Disclose confidential information without prior written consent of the party they are supporting who shared the information; provided, however, that nothing shall limit a respondent's right of cross examination of the CRP in a civil or criminal proceeding if the CRP testifies after being given written consent to do so by a party. If the CRP reasonably believes that the party they are supporting experienced abuse or neglect while that person is/was a minor (under 18), the Massachusetts Department of Children and Families must be notified pursuant to the [Policy on Safety and Well-Being of Minors](#).

In addition, the following resources are available to Wellesley College students in responding to sexual misconduct, and are designated as confidential:

- Health Service (781.283.2810). Located in Simpson, 1st Floor.
- Stone Center Counseling Service (781.283.2839). Located in Simpson, 2nd Floor.
- Office of Religious & Spiritual Life "ORSL" (781.283.2685). Located in Billings, 2<sup>nd</sup> and 3<sup>rd</sup> floors.

When a member of the Health Service, Counseling Service, or ORSL learns of sexual misconduct while acting in the scope of their professional licensure, they will not share identifiable information about the student they are supporting, without that person's permission, unless:

- sharing is required to address imminent risk of harm to the safety of the campus community or the person they are supporting, or
- they reasonably believe that the person they are supporting experienced abuse or neglect while that person is/was a minor (under 18), in which case the Massachusetts Department of Children and Families must be notified pursuant to the [Policy on Safety and Well-Being of Minors](#).

Wellesley College employees may access the following confidential resource, who can assist the employee in responding to sexual misconduct, while keeping the employee's experiences confidential:

- Employee Assistance Program (800.451.1834 phone answered 24/7 year round). <https://www.mylifeexpert.com/login> company code: college

## Other Resources and Supports

Additional resources are listed below. For the most up-to-date information on available [resources](#) and [supports](#), see the College's [Title IX website](#).

- [Dean of Students Office](#): Helps address supportive measures for students; coordinates with on-campus resources; and helps liaise with other educational institutions. (781-283-2322)
- [Residential Life](#): Helps address supportive measures for students, including dining hall assignment and room changes; coordinates with on-campus resources. (781-283-2679 or 781-283-2121 after hours)
- [Academic Advising--Class Deans](#): Helps address academic supportive measures for students like extensions on assignments, withdrawal from a course, change of course status, and leaves of absence; can contact faculty on student's behalf; coordinates with on-campus resources. (781-283-2325)
- [Provost and Dean of the College](#): Can receive reports of sexual misconduct by faculty. (781-283-3583)
- [Human Resources](#): Can receive reports of sexual misconduct by staff or other people working on campus. (781-283-2216)

## VI. Reporting Sexual Misconduct

### Initial Report

Any member of the Wellesley College community may report suspected sexual misconduct, or other discrimination or harassment, in person, by phone, by mail, or electronically, to:

Director of Nondiscrimination Initiatives/Title IX Coordinator

Schneider 214

781.283.2451

[Titleix@wellesley.edu](mailto:Titleix@wellesley.edu)

<https://www.wellesley.edu/administration/offices/titleix>

Reporting to the Title IX Coordinator does not obligate any person to engage in any type of process outlined in this Policy. Instead, a report gives an individual an opportunity to access supportive measures, and to learn about options for response such as filing a formal complaint.

The Title IX Coordinator keeps private reports of sexual misconduct and other discrimination or harassment, including the identities of the parties, to the extent permitted by law. The Title IX Coordinator may share information related to reports of sexual misconduct and other discrimination or harassment, on a limited, need-to-know basis such as in order to ensure that supportive measures or sanctions are put in place.

Members of the Wellesley College community may also report sexual misconduct to the Wellesley College Police Department (Davis Parking Facility, emergency: 781.283.5555, or non-emergency: 781.283.2121), or to their Human Resources representative, or to any faculty or staff member of the College who can help community members report alleged sexual misconduct and other discrimination and harassment to the Director of Nondiscrimination Initiatives/Title IX Coordinator.

Other than the Confidential Resources identified in this policy, any Wellesley College employee who manages or supervises others, and any Wellesley College employee who works directly with students, is obligated to notify the Director of Nondiscrimination Initiatives/Title IX Coordinator promptly upon learning of any possible violation of this Policy, or of the College's Nondiscrimination Policy. Student workers and student leaders are not subject to this reporting obligation.

## **Initial Response**

Upon learning of allegations of prohibited conduct, the Title IX Coordinator will notify the complainant about the process for filing a formal complaint, and about the availability of supportive measures, with or without filing a formal complaint.

If appropriate, the Title IX Coordinator will also notify the complainant about their right to report, or decline to report, the matter to the Wellesley College Police and/or to local law enforcement.

## **VII. Procedures for Response to Formal Complaint of Sexual Misconduct**

The procedures described in this section will be used when an employee or student is alleged to have engaged in conduct prohibited under this Policy, whether the employee or student is hired, admitted, enrolled, or actively employed. The College may respond using different processes when the individual accused of engaging in prohibited conduct is not an employee or student of the College.

If a formal complaint alleges violations of this Policy and violations of other policies such as the Nondiscrimination Policy or the Honor Code, the College has discretion to adjudicate all allegations using the procedures in this Policy.

### **A. Formal Complaint**

#### **1. Notification**

The Title IX Coordinator will provide written notice to the parties, if known, upon receiving a formal complaint. This notification will include:

- A copy of this Policy, including the procedure;
- A statement specifying which policies were allegedly violated and by what actions;
- The identities of the parties involved, and, if known, the date, time and location of the alleged incident(s);
- A statement that the respondent is presumed not responsible for the alleged conduct, and that a determination regarding responsibility will be made at the conclusion of the grievance process;
- Notification to the parties that they may consult with and be accompanied to any meeting or interview by an advisor of their choice who may be, but who is not required to be, an attorney;
- Notification to the parties that they must be accompanied by an advisor to any hearing process and if they do not have an advisor, the College will assign them at no cost an advisor chosen by the College, who may or may not be an attorney;
- Notification to the parties of the prohibition on retaliation; and
- Notification to the parties of the duty of honesty (below).

#### **2. Dismissal**

If a formal complaint is filed that does not allege sexual misconduct, it will be dismissed under this Policy. Any allegation in a formal complaint that is dismissed because it does not constitute sexual misconduct under this Policy, may be addressed through another process such as the Nondiscrimination Policy or the Honor Code.

A formal complaint may also be dismissed, in whole or in part, at any time if:

- a complainant notifies the Title IX Coordinator in writing that they wish to withdraw the formal complaint or any allegations contained in that formal complaint; or
- the Title IX Coordinator determines that specific circumstances will prevent the College from gathering sufficient information to reach a determination on the formal complaint, or any allegations contained in the formal complaint.

Written notice will be provided to the parties, informing them of the reasons for the dismissal if a formal complaint or allegation(s) is dismissed.

### **3. Investigation**

An individual(s) trained in the Policy and appointed by the College, will investigate any formal complaint allegation(s) that are not dismissed. The person(s) conducting an investigation are referred to in this document as the “investigator”. If the Title IX Coordinator is the investigator, the College reserves the right to designate the Title IX Coordinator’s assigned functions under this Policy.

The investigation will include interviews with parties and witnesses, and collecting documentation and other evidence, as appropriate. The parties will be provided an equal opportunity to identify witnesses that they wish to be interviewed, and documentation they wish the investigator to review. The parties are strongly encouraged to provide this information in writing with a brief explanation of why a witness or document is relevant. The investigator will not review any information that is protected by a legal, medical, or other recognized privilege, unless that privilege is waived.

The parties can be accompanied by an advisor of their choice in all meetings with the investigator. During interviews and any other meetings as part of the investigative process, an advisor may ask clarifying questions about process, but may not otherwise speak on behalf of the party. An advisor may ask to suspend any meeting or interview to briefly consult privately with the party they are supporting.

### **4. Review of Evidence by the Parties**

Before an investigative report is created, the parties and their advisors will be provided electronic or hard copy access to all evidence obtained as part of an investigation that is directly related to allegations raised, including inculpatory or exculpatory evidence, regardless of whether the College intends to rely on it in reaching a determination of responsibility. The parties will be given ten business days after being provided the evidence, to submit a written response to the evidence gathered. That response will be considered by the investigator before an investigation report is completed.

### **5. Investigative Report**

The investigator will create an investigative report that consists of a record of statements by the parties, relevant information gathered during the investigation, and any written responses submitted by the parties after reviewing the evidence gathered. The investigative report will include the dates of all interviews, and identification of the source of all evidence.

## **C. Informal Resolution**

Before a final investigative report is created, either party may ask the Title IX Coordinator to attempt informal resolution to reach an agreement with the other party. Informal resolution may include mediation or facilitated conversations between the parties. The option of informal resolution, its format, and the length of the informal resolution process is determined by the Title IX Coordinator in their sole discretion.

Upon request for informal resolution, the Title IX Coordinator will notify the other party of the request and ask whether the other party wishes to attempt an informal resolution. If both parties are interested in informal resolution, and the Title IX Coordinator agrees it is appropriate, the Title IX Coordinator will issue written notification to each of the parties regarding:

- The allegations;
- The initiation of an informal resolution process;
- The right of either party to withdraw from the informal resolution and resume the formal complaint grievance process at any time;
- The inability to resume a formal complaint grievance process based on the exact same allegations, if a successful resolution is reached through the informal resolution process; and
- That the parties have five business days after issuance of the notification to provide written consent to engage in the informal resolution if they so choose.

If each of the parties agrees voluntarily in writing to attempt an informal resolution process using mediation, the Title IX Coordinator will designate a trained, impartial individual to perform the mediation. The parties must work diligently together during the mediation to attempt to reach an agreed-upon resolution addressing the concerns raised in the formal complaint. Any agreement reached must be made in writing, signed by the parties. The parties may consult with their advisors during the informal resolution process.

Unless the mediator or other facilitator notifies the Title IX Coordinator that an extension is warranted for logistical or other reasons, the informal resolution process will be ended and the grievance process will resume if an informal resolution process has not successfully completed within two weeks of the initiation of the process. The mediator or other facilitator, in consultation with the Title IX Coordinator, retains discretion to determine the appropriateness and length of any extensions provided.

Informal resolution will not be possible when the formal complaint concerns allegations that an employee engaged in sexual harassment of a student.

## **D. Hearing**

In compliance with federal Title IX regulations, after the parties have reviewed and responded to the evidence gathered, the Title IX Coordinator will schedule a hearing to address the formal complaint. Parties and their advisors will be given notice of the hearing and a copy of the final investigative report, at least five business days before the hearing is scheduled to take place.

### **1. Participants**

The hearing will be conducted by a hearing panel (the "Panel") comprised of up to three members, at least one of whom is a Wellesley College employee. Students may not be members of the Panel. One Panel member will be appointed Chair, and will be responsible for running the hearing including ensuring



decorum is maintained during the hearing. The Panel will have been provided the investigative report no fewer than five business days in advance of the hearing.

If one or both parties do not have an advisor for the hearing, for any reason, the College will assign an advisor to ask questions on behalf of each party.

The parties in the hearing will each be located in separate rooms with their advisors, and will be connected to one another and to the Panel by means of video conference technology. Witnesses will join the video conference only while their presence is required to answer questions. The parties and their advisors will be allowed to observe the statements and questioning of witnesses.

A hearing may be conducted in the absence of the complainant or respondent or any witness(es), at the discretion of the Title IX Coordinator and/or the Chair of the Panel.

## **2. Process**

The hearing will begin with a statement by the Chair of the Panel reviewing: the allegations to be addressed in the hearing; procedures that will be followed in the hearing; privacy requirements related to the hearing; and expectations for decorum.

After the Chair has made the opening statement, each of the parties will be permitted (but not required) to make opening comments. Advisors may not make opening comments on behalf of the parties. Opening statements that include abusive or otherwise inappropriate and irrelevant language may be halted by the Chair.

The Panel will prevent parties and witnesses from answering any questions that are deemed irrelevant by the Panel. If the Panel determines that the proposed question(s) are relevant, the advisor may ask those questions directly of the party and/or witness(es). Parties and their advisors who wish to expedite the determinations of relevance may submit proposed questions to the Panel in advance, for relevance determinations. Submitting questions in advance will not prevent any party's advisor from asking additional questions during the hearing, if those questions are deemed relevant by the Panel.

Prior to the conclusion of the hearing, each of the parties will be permitted (but not required) to make a closing comment. Advisors may not make closing comments on behalf of the parties.

At any point during these proceedings, the Panel may go into a closed session, including to discuss evidentiary issues, discuss potential questions, and ultimately to determine responsibility. During closed session, every party, advisor, or witness will be dismissed with instructions as to whether or when to return.

The parties and their advisors are expected to act in a civil and respectful manner during the hearing. The Panel has the right to remove any individual who impedes the hearing.

The College will create an audio and/or video record of the proceedings, with the exception of any closed session(s) by the Panel. The recording will be made available to the parties for review prior to the deadline for appeals, if they make a request to the Title IX Coordinator.

## **3. Determination**

After a hearing, the Panel will confer in private and reach a determination regarding responsibility. If a Panel is considering allegations of more than one type of prohibited conduct, and/or allegations of violations of other College Policies, the Panel may determine that there is not a preponderance of the evidence to find that one type of prohibited conduct occurred, but that a different type of prohibited conduct has occurred or a different College Policy or community standard has been violated (for example, the Panel may determine that actions occurred in violation of the Nondiscrimination Policy).

If a party or witness does not participate in the hearing, or does not answer questions during the hearing, the Panel may rely on any statement of that party or witness in making its determination of responsibility, or make any inference based on the party's or witness's non-participation. Any party or witness who appears before the Panel and is ready to answer questions, will be deemed to have participated in the hearing regardless of whether they are in fact asked questions during the hearing.

Within a reasonable period following the hearing, the Chair will issue a written determination regarding responsibility, that includes:

- a description of the allegations;
- findings of fact that support the determination;
- conclusions regarding whether this or other Wellesley College policies were violated;
- a statement of the rationale for any determination of responsibility; and
- appeal procedures including to whom an appeal should be directed.

The determination notification to the parties will also inform each of sanctions, if any, that are imposed by the Panel (see Section VII.E. below). The notification to the complainant will also inform the complainant of any steps taken by Wellesley College to restore or preserve the complainant's access to the College's educational program or activity(ies).

The determination notification will be provided simultaneously to the parties. This notification will occur within seven business days after the determination is made, unless good cause for additional time exists.

## **E. Sanctions**

If the Panel determines that the respondent is responsible for violating this, and/or any other Wellesley College policy, the Panel will determine what sanction(s) will be imposed. After the determination of responsibility, but before any sanctions determination, the Title IX Coordinator will provide the Panel with information on any prior disciplinary history of the respondent. The Panel may, but is not required to, consider this prior disciplinary history in determining sanctions for the respondent. The Panel may also ask the Title IX Coordinator to provide information regarding how the College has adjudicated similar matters in the past.

The Panel should also consider whether any remedies should be offered to restore or preserve the complainant's access to the College's educational program or activity(ies). Remedies may include extending or making permanent any supportive measures.

## **F. Extensions or Delays**

The College will make a good faith effort to complete its review and resolution of all formal complaints in a timely manner. Temporary delays of this process are permitted for good cause, such as: law enforcement activity; the absence of a party, a party's advisor, or a witness; or the need for language assistance or accommodation of

disabilities. When delays occur, the Title IX Coordinator or a designee will provide written notice to the parties of the delay, and the reasons for the action.

The College will work to accommodate an advisor's schedule in the investigative and hearing processes. However, if an advisor's schedule causes unreasonable delays in these processes, the College reserves the right to continue the process without accommodating the advisor's schedule. The College will allow the party whose advisor is causing the unreasonable delay to choose a different advisor. If the party does not choose a different advisor, the College will appoint an alternate advisor for the hearing.

For all timeframes listed in this Policy, business days are defined as days that normal business operations are being conducted by Wellesley College (i.e. weekdays that are not otherwise designated a holiday recognized by the College).

## **G. Appeal**

Any party may appeal an emergency removal decision, a determination of responsibility, or the dismissal of a formal complaint or any allegations therein, within ten business days of notification of the determination. Appeals are permitted only on the following bases:

- A failure to follow the procedures in this Policy, that affected the outcome of the matter;
- New evidence has become available, that was not reasonably available before the outcome, that could change the outcome of the matter; and/or
- The Title IX Coordinator, investigator, or a Panel member had a conflict of interest or bias for or against complainants or respondents generally, or for or against any individual complainant or respondent, that affected the outcome of the matter.

Appeals must be provided in writing to the individual designated in the outcome letter to the parties (the "Appeals Officer"), as described in Section VII.D.3. above. Appeals must have all materials attached that the individual wishes to have considered in the appeal process. After an appeal is submitted, if it is determined to make a claim for which appeal is permitted, the other party will be notified of the appeal. The other party will be given the opportunity to submit a written statement challenging the appeal, within five business days of notification of the appeal. Appeals are intended to determine whether sufficient information is present to warrant a reconsideration of the decision being appealed. Sanctions of all types (including, but not limited to, suspension, dismissal or separation) may continue to be imposed while an appeal is pending, at the College's discretion.

After the time has elapsed to submit written statements, the Appeal Officer will consider the Panel's determination and supporting documentation, in addition to the information presented by the parties in the appeal.

The Appeal Officer will issue simultaneous notification to the parties of the outcome of the appeal. The Appeal Officer may affirm all or part of the decision, or refer the matter to the Panel for reconsideration, as specified by the Appeal Officer. In rare instances, the Appeal Officer does have the authority to require a new investigation and hearing of the matter.

## **VIII. Additional Considerations**

### **Alcohol and Drug Policy Amnesty**

In order to encourage students to refer incidents of sexual misconduct to the College, the College has determined that it will generally waive an Alcohol and Other Drug Policy violation in instances of alleged sexual misconduct for parties, witnesses, and for individuals who are helping someone to obtain support related to alcohol or drug consumption or related to discrimination or harassment, including sexual misconduct. A student for whom an Alcohol or Other Drug Policy violation is waived may be referred for a meeting with the Associate Director of Residential Life & Coordinator for Community Standards and Integrity. The College may also waive violations for other College policies or rules, unless in the College's discretion it is determined that the behavior placed the health and safety of any person at risk, or if it created a continuing danger to the College community.

The use of alcohol or other drugs by a respondent shall not be considered as a mitigating factor in determining whether a respondent has violated this Policy, and may be considered an aggravating factor in setting sanctions.

### **Burden of Gathering Evidence**

The College, not the parties, maintains the obligation to collect relevant evidence in a process under this Policy. Notwithstanding this burden, the parties are expected to provide the investigator with the identities of potential witnesses and with documentation or other evidence that are known at the time of investigation, and that they wish to be considered in the investigation and in any subsequent hearing.

### **Modification of Process and Designation Authority**

At times, aspects of these procedures may need to be altered. For example, steps required to be taken by a designated individual in these procedures (such as the Title IX Coordinator) may instead be taken by a designee. Similarly, timeframes established in these procedures may be delayed in unusual circumstances for good cause. Such alterations will only be made if absolutely necessary, and will be done in a manner that is equitable for the parties. If such alterations are made, the parties will be notified of said alterations and the rationale for the change.

### **Disability Accommodations**

Wellesley College is committed to ensuring that all community members have an equal opportunity to participate in all of its programs and activities. If any person requires an accommodation, because of disability, to access any part of this process, they may make that request to Wellesley's Office of Accessibility and Disability Resources at [accessibility@wellesley.edu](mailto:accessibility@wellesley.edu), or 781.283.1300, or in person in Clapp Library, third floor, PLTC area.

### **External References**

As appropriate, in making determinations related to this policy and procedures, the College may reference: statutes and regulations; case law; guidance from the U.S. Department of Education, Office for Civil Rights; guidance from the U.S. Equal Educational Opportunities Commission; and the Federal Rules of Civil Procedure.

### **Freedom from Bias**

The Title IX Coordinator, investigator, Panel members, and anyone designated to facilitate an informal resolution process under these procedures must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against any individual complainant or respondent.

If any party believes that the Title IX Coordinator, an appointed investigator, a Panel member, or anyone designated to facilitate an informal resolution process under this Procedure is biased or conflicted from fairly addressing a proceeding under these Procedures, they must notify the Title IX Coordinator with specificity and in

writing within three business days after being informed by the College of the individual's identity. The Title IX Coordinator will consider the raised conflict and, if necessary, appoint a different person to carry out the individual's responsibilities. The Title IX Coordinator may, in their discretion, consult with other College staff in making this determination, but the Title IX Coordinator's ultimate decision is final. If one or more individuals is replaced after concerns of bias or conflict are raised, the parties will have a similar opportunity to raise conflicts regarding the newly designated individual.

### **Honesty**

All parties and witnesses are obligated to be completely honest during the course of the entire process set forth in the Policy. Any person who voluntarily participates in any part of this process and knowingly makes a false statement – either explicitly or by omission – in connection with any part of the process may be subject to separate College disciplinary action. No negative inference will be drawn from either party's election not to participate in any stage of this grievance process.

The initiation of a good faith complaint of sexual misconduct or retaliation will not be grounds for disciplinary action, even if the allegations are not substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline.

### **Preponderance of the Evidence**

The standard used by Wellesley College to determine responsibility for this and other discrimination and harassment matters is the preponderance of the evidence.

### **Privacy**

The College values the privacy of individuals involved in the reporting, investigation, and/or resolution of matters subject to this Policy. The College will maintain privacy regarding proceedings under this Policy, to the extent possible while meeting its legal and other obligations, including maintaining a safe environment for all members of the Wellesley College community.

Participants in an investigation are asked to maintain privacy regarding any new information learned through the investigation, including through questions asked or statements made by the investigator.

### **Recording**

It is prohibited for parties, their advisors, or witnesses to make video, audio, or other electronic, photographic, or digital recordings of documentation or other evidence shared as part of the process, or any meeting, interview or hearing held in accordance with these procedures. As is described in Section VII.D.2. above, the College is required by federal Title IX regulations to audio or video record a hearing under this process. The Title IX Coordinator will maintain the record of the hearing, and parties may ask the Title IX Coordinator for an opportunity to review a copy of that recording after the conclusion of the hearing.

### **Training**

The investigator(s) and the Panel member(s) will be trained in the Policy and will receive training not less than annually on issues related to sexual misconduct, investigatory procedures and hearing procedures to protect safety and rights of students/employees and promote accountability. The CRP shall receive training in the awareness and prevention of sexual misconduct and in trauma informed response.

## **IX. Reporting to Law Enforcement or other Agencies**

### **A. Law Enforcement and Judicial Processes**

Complainants may pursue criminal action for incidents of sexual misconduct identified in this Policy, when those actions are also crimes under Massachusetts law. The Title IX Coordinator can assist complainants in making criminal reports, either to the Wellesley College Police Department or to the Town of Wellesley Police Department. Anyone experiencing an immediate emergency should contact campus police directly by calling 781-283-5555 from any phone or extension 5555 from any campus phone. For more detailed information about reporting to outside law enforcement, please see the [Title IX site](#).

The College will, to the extent permitted by law, cooperate with law enforcement agencies if a criminal process is initiated. Any external civil or criminal process may occur concurrently with the College's response to a report.

Complainants may seek court-issued protective orders against respondents. If such protective order is issued, the individual obtaining the order should promptly notify either the Wellesley College Police Department or the Title IX Coordinator so that the College can determine ways to support implementation of the order.

### **B. State and Federal Agencies**

Individuals who believe that they have been subjected to sexual misconduct or other unlawful discrimination, harassment or retaliation, may file formal complaints with:

- **U.S. Department of Education, Office for Civil Rights (“OCR”)**  
5 Post Office Square, 8th Floor  
Boston, MA 02109-3921  
telephone number (617.289.0111)  
TTY (800.877.8339)

Complaints filed with OCR generally must be filed within 180 days of the incident giving rise to the claim.

- **U.S. Equal Employment Opportunity Commission (“EEOC”)**  
John F. Kennedy Federal Building  
15 New Sudbury Street, Room 475  
Boston, MA 02203-0506  
telephone number (800.669.4000)  
TTY (800.669.6820)

Complaints filed with the EEOC generally must be filed within 300 days of the incident giving rise to the claim.

- **Massachusetts Commission Against Discrimination (“MCAD”)**  
One Ashburton Place, Suite 601  
Boston, MA 02108  
telephone number (617.994.6000)  
TTY (617.994.6196)  
Language assistance (617.994.6071)

Complaints filed with the MCAD generally must be filed within 300 days of the incident giving rise to the claim.

### **C. Other Colleges and Universities**

A Wellesley College community member who has experienced sexual misconduct at another educational institution may choose to report or not report the misconduct to the other educational institution. The Title IX Coordinator is available to assist an individual who wishes to explore options to report sexual misconduct to another educational institution.

### **X. Emergency Medical Treatment**

[Newton-Wellesley Hospital](#) provides immediate emergency assistance for those who have experienced a sexual assault, including Sexual Assault Nurse Examiner (SANE) Services. Through its participation in the SANE program, the Newton Wellesley Hospital provides compassionate, survivor-focused medical care and evidence collection services, which are available for adults, adolescents and children. Newton Wellesley Hospital's main campus is located at 2014 Washington Street, Newton, MA 02462 and can be reached by telephone at 617.243.6000. For assistance in accessing these services, students can contact [Health Services](#), provided by Newton Wellesley Collegiate Health.

### **XI. Resources**

#### **Safety**

#### [Wellesley College Police Department](#)

781-283-5555 (Emergency)

781-283-2121 (Non-emergency)

#### [Town of Wellesley Police Department](#)

781-235-1212

#### [Massachusetts State Police](#)

508-820-2300

#### **Medical**

#### [Health Services](#)

781-283-2810

#### [Beth Israel Deaconess Hospital](#)

617-754-2323 (Emergency)

617-667-8141 (Rape Crisis Intervention Program)

#### [Newton-Wellesley Hospital](#)

617-243-6193 (Emergency)

617-243-6521 (Domestic and Sexual Violence Services)

#### **On Campus**

#### [Stone Center Counseling Service](#)

781-283-2839

[Office of Religious and Spiritual Life](#)

781-283-2685

Confidential Resource Providers (CRPs):

[Kathryn Bender](#) – [kbender@wellesley.edu](mailto:kbender@wellesley.edu)

[Adele Wolfson](#) – [awolfson@wellesley.edu](mailto:awolfson@wellesley.edu)

**Off Campus**

[Boston Area Rape Crisis Center \(BARCC\)](#)

800-841-8371 (24 Hour Hotline)

617-492-8306 (General Information)

617-492-6434 (TTY)

[Rape Abuse Incest National Network \(RAINN\)](#)

800-656-7273

[REACH Against Violence](#)

800-899-4000 (24 Hour Hotline)

781-891-0724 (General Information)

[Journey to Safety at Jewish Family & Children Services](#)

781-647-5327

[Jane Doe Inc.](#)

877-785-2020

877-521-2601 (TTY)

[National Domestic Violence Hotline](#)

800-799-7233

LGBTQ

[Fenway Health Violence Recovery Program](#)

617-927-6250

[The Network La Red](#)

617-742-4911 (Hotline)

671-227-4911 (TTY)

[GLBTQ Domestic Violence Project](#)

800-832-1901

Disability

[Asperger/Autism Network \(AANE\)](#)

(617) 393-3824

[National Alliance on Mental Illness-Massachusetts \(NAMI-MASS\)](#)

800-370-9085

Employee



# Policy Against Unlawful Discrimination, Harassment, and Retaliation

*Updated August 14, 2020*

## **Introduction**

Wellesley College values diversity, equity, and inclusion, and is dedicated to protecting the equal dignity of every member of the community and our sustained connection to one another, to our campus, and to our mission. Discrimination and harassment violate the dignity of member(s) of our community, and such behavior is not tolerated at the College. It is the policy of the College not to discriminate in its programs and activities (including in College-sponsored travel or events that occur off campus), on the basis of any legally-recognized status, including, but not limited to: race, color, age (40 and over), sex, gender identity or expression, sexual orientation, religion, ethnic or national origin or ancestry, physical or mental disability, HIV testing, genetic information (including testing and characteristics), pregnancy (including lactation, childbirth or related medical conditions), veterans' status, membership in uniformed services, certain criminal records, a personal admission to a facility for the care and treatment of a mentally ill person, requesting and/or taking of parental leave or any other protected status under applicable local, state or federal law.

Wellesley College's [Sexual Misconduct Policy](#), which is designed to comply with recent federal Title IX regulations and to reflect the College's expectations for its community, defines sexual misconduct that is prohibited by the College. This Policy, (the "Policy Against Unlawful Discrimination, Harassment, and Retaliation" or the "Nondiscrimination Policy") describes other types of prohibited discrimination and harassment. Each of these Policies inform individuals participating in Wellesley College's programs and activities of: their individual, organizational, and community rights and responsibilities with regard to the prohibited conduct, as well as the College's response to allegations of such conduct and resources available to individuals who have experienced such conduct. Anyone with questions about the scope, coverage, or processes in either of these Policies, should contact the [Director of Nondiscrimination Initiatives/Title IX Coordinator](#).

Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, suspension, and/or expulsion.

## **Unlawful Discrimination**

Unlawful discrimination against an employee, applicant or student is strictly prohibited by the College and will not be tolerated. Treating an employee/applicant/student differently in the terms or conditions of his or her employment/education on the basis of the following legally protected characteristics: race, color, age (40 and over), sex, gender identity or expression, sexual orientation, religion, ethnic or national origin or ancestry, physical or mental disability, HIV testing, genetic information (including testing and characteristics), pregnancy (including lactation, childbirth or related medical conditions), veterans' status, membership in uniformed services, certain criminal records, a personal admission to a facility for the care and treatment of a mentally ill person, taking of parental leave or any other protected status under applicable local, state or federal law.

## **Harassment**

The College is committed to providing a work environment that is free of harassment. As a result, the College maintains a strict policy prohibiting harassment against applicants, employees and students based on any legally-recognized status, including, but not limited to: race, color, age (40 and over), sex, gender identity or expression, sexual orientation, religion, ethnic or national origin or ancestry, physical or mental disability, HIV testing, genetic information (including testing and characteristics), pregnancy (including lactation, childbirth or related medical conditions), veterans' status, membership in uniformed services, certain criminal records, a personal admission to a facility for the care and treatment of a mentally ill person, taking of parental leave or any other protected status under applicable local, state or federal law.

The College's anti-harassment policy applies to all persons involved in its operations, regardless of their position, and prohibits harassing conduct by any employee of the College, including supervisors, managers and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers. If such harassment occurs in the workplace by someone not employed by the College, the procedures in this policy should be followed. The workplace includes: actual worksites, any setting in which work-related business is being conducted (whether during or after normal business hours), College-sponsored events, or College owned/controlled property.

Harassment on the basis of any legally protected status is prohibited, including harassment based on: race, color, age (40 and over), sex, gender identity or expression, sexual orientation, religion, ethnic or national origin or ancestry, physical or mental disability, HIV testing, genetic information (including testing and characteristics), pregnancy (including lactation, childbirth or related medical conditions), veterans' status, membership in uniformed services, certain criminal records, a personal admission to a facility for the care and treatment of a mentally ill person, taking of parental leave or any other protected status under applicable local, state or federal law.

Harassment prohibited by this policy may include, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments or slurs based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

## **Manager's Responsibility**

All supervisors and managers are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation;
- Ensuring that all employees under their supervision have knowledge of and understand this policy;
- Promptly reporting any complaints to the Director of Nondiscrimination Initiatives and Title IX Coordinator/ADA 504 Coordinator or to Human Resources so they may be investigated and resolved in timely manner;

- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

Failure to meet these responsibilities may lead to disciplinary action, up to and including termination.

## **No Retaliation for Filing a Complaint of Harassment or Unlawful Discrimination**

### **Good Faith**

The initiation of a good faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

### **Support for Individuals Impacted by Harassment or Retaliation**

The College will strive to assist anyone who has been subjected to unwelcome harassment or retaliation to feel more comfortable in the work environment. Such assistance may, but does not necessarily include, transfer or reassignment. Any such assistance is at the College's sole discretion.

### **No Retaliation**

Retaliation against any individual for making a complaint of harassment or of any unlawful discrimination or for cooperating in the investigation of such a complaint is unlawful and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination.

The College also will not discriminate or retaliate against an employee because the employee provided evidence in connection with a claim for unemployment benefits or testified at any unemployment hearing.

### **Disability and Accommodation**

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the College will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Any employee who requires an accommodation in order to perform the essential functions of his or her job, be entitled to equal employment opportunity, and/or obtain equal job benefits should contact the [Office of Accessibility and Disability Resources](#) at [accessibility@wellesley.edu](mailto:accessibility@wellesley.edu) to request such an accommodation. Accessibility and Disability Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the College receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform his or her essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The College will evaluate information obtained from the employee, and possibly his or her health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if

any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the College and/or a direct threat to the health and/or safety of the individual or others, the College will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation, and being willing to consider alternative accommodations when applicable.

Employees who wish to request unpaid time away from work because of a qualifying disability should speak to Human Resources regarding a proposed accommodation. For more information regarding leaves of absence, see the [leave section](#) of the employee handbook.

For more information, see the [Accessibility and Disability Resources](#) and the [ADA/504 Grievance Process](#).

### **Pregnancy and Lactation Accommodation**

Employees and applicants with needs related to pregnancy, childbirth or related conditions (including lactation), may request a reasonable accommodation to enable them to perform their job. A reasonable accommodation may include, but is not limited to, the following: more frequent or longer breaks; acquisition or modification of equipment or seating; assistance with manual labor; job restructuring; light duty; private non-bathroom space for expressing breast milk; modified work schedules; temporary transfers to a less strenuous or hazardous position; or time off to attend to a pregnancy complication or recover from childbirth. The College will provide a reasonable accommodation for needs related to pregnancy, childbirth or a related medical condition so long as the requested accommodation does not impose an undue hardship on the College's program, enterprise or business.

The College will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations. Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the College of their intent to return to work or when the employee's need for a reasonable accommodation ends.

The College may require that employees provide documentation about the need for a reasonable accommodation, or the need to extend an accommodation, from an appropriate health care or rehabilitation professional. The College will not require such documentation when the requested accommodation is more frequent restroom, food and water breaks; seating; private non-bathroom space for expressing breast milk or limits on lifting over 20 pounds.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodations under this policy should contact their Human Resources representative. When an employee makes a request for a reasonable accommodation, the College and employee will engage in a timely, good faith and interactive process to determine an effective reasonable accommodation.

### **Religious Accommodation**

The College will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the College.

The College has a system of open communication between employees and the College to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and his or her request for accommodation to the attention of Human Resources to initiate the accommodation process. The College requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

### **Political Opinions**

The College will not terminate or threaten to terminate an employee or take other adverse action for the purpose of influencing the employee to give or withhold a vote or a political contribution and will not take any employment action because of a vote or political contribution or lack thereof. The College also will not attempt to influence employee votes by promising higher wages or other incentives in the terms and conditions of employment.

### **Educational Setting**

In the educational setting within the College, there exists latitude for a faculty member's professional judgment in determining the appropriate content and presentation of academic material. Academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute harassment or other unlawful discrimination. Those participating in the educational setting bear a responsibility to balance their professional academic responsibilities and academic freedoms with a consideration of the reasonable sensitivities of other participants.

Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's professional educators.

### **Employee, Faculty and Student Responsibilities**

Each employee, faculty member, administrator and student of the College is personally responsible for ensuring that his or her conduct does not harass, unlawfully discriminate or retaliate against anyone in the College community. Each employee, faculty member, administrator and student is responsible for cooperating in any investigation of alleged harassment or unlawful discrimination if requested to do so by the person conducting the investigation unless cooperation is voluntary.

Any person who observes an incident that may constitute harassment, unlawful discrimination or retaliation or who otherwise becomes aware of such an incident should immediately notify the Director of Nondiscrimination Initiatives and Title IX Coordinator/ADA 504 Coordinator 781-283-2451 or Human Resources, 781-283-3202. Additional responsibilities are set forth in the [Sexual Misconduct Policy](#).

### **Procedures for Addressing Complaints Regarding Violations of This Policy**

When Wellesley College receives any complaint of harassment it will be investigated in a timely, objective and expeditious manner. Wellesley College will make every effort to proceed in such a way as to maintain confidentiality to the extent practicable under the circumstances in accordance with applicable law. If it is determined that conduct prohibited by this policy has occurred the College will act promptly to eliminate the offending conduct, and where appropriate we will also impose disciplinary action up to and including termination.

## **Procedure**

If an individual believes that s/he has been subjected to discrimination or harassment or retaliation prohibited by this policy, whether by a supervisor, a co-worker, faculty member, student, vendor, contractor or any other person with whom s/he comes in contact at the College, the individual should report the incident promptly to the Director of Nondiscrimination Initiatives and Title IX Coordinator/ADA 504 Coordinator, 781-283-2451, to his or her supervisor or to Human Resources, 781-283-3202. Employees are not required to make a report to their own supervisor. Employees are also welcome to bring the matter to the Director of Nondiscrimination Initiatives and Title IX Coordinator/ADA 504 Coordinator or Human Resources. Any person who receives a complaint of harassment or discrimination from an employee or student, or who otherwise knows or has reason to believe that an employee or student has been subjected to harassment or discrimination, is expected to report the incident promptly to the Director of Nondiscrimination Initiatives and Title IX Coordinator/ADA 504 Coordinator.

The following is an outline of the procedure generally followed once a complaint has been brought to the attention of the College: Complaints falling under the [Sexual Misconduct Policy](#) are subject to the procedures set forth in that policy.

- A timely, impartial and efficient investigation of the complaint is conducted by the Director of Nondiscrimination Initiatives and Title IX Coordinator/ADA 504 Coordinator or other investigator designated by the College. The investigation will consist of (but will not necessarily be limited to) interviews of the individual who made the complaint, of the person or persons against whom the complaint was made and of other individuals who may have witnessed the reported incident or incidents.
- The investigator(s) will submit findings to a trained individual designated by the Title IX Coordinator and Director of Title IX/Nondiscrimination Initiatives for determination of responsibility, based on a preponderance of the evidence standard, and for determination of any sanctions/remedies. Where possible, the designee will not be the same person who served as the investigator, and will typically be the Provost for cases where the responding party is a faculty member, and the AVP for Human Resources where the responding party is a staff member. The responding party and reporting party will receive simultaneous written notice of the outcome.

## **Disciplinary Action**

In the event that the investigation reveals that harassment, discrimination, retaliation or other prohibited or otherwise unprofessional conduct has occurred, further action will be taken, including disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination. Even where conduct does not actually rise to the level to be considered unlawful or to violate rules, the College may nevertheless take action if the College would like the individual to refrain from future such conduct.

## **Confidentiality**

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and of an impartial investigation. All persons involved are to maintain the privacy of those involved to the extent possible in accordance with the law. To conduct a thorough investigation, the Investigator(s) may discuss the complaint with witnesses and those

persons involved in or affected by the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions.

### **State and Federal Agencies**

In addition to the above, employees who believe that they may have been subjected to harassment or unlawful discrimination, may file a formal complaint with either or both of the government agencies set forth below. Using the College's complaint process does not prohibit an employee from filing a complaint with these agencies. Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident giving rise to the claim.

1. The United States Equal Employment Opportunity Commission ("EEOC"), John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203, telephone number (617) 565-3200 or (800) 669-4000. TTY (800) 669-6820.
2. Massachusetts Commission Against Discrimination ("MCAD")
  - Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, telephone number (617) 994-6000. TTY (617) 994-6196.
  - Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103, telephone number (413) 739-2145
  - Worcester Office: 488 Main Street, Room 320, Worcester, MA 01608, telephone number (508) 453-9630
  - New Bedford Office: 800 Purchase Street, Room 501, New Bedford, MA 02740, telephone number (508) 990-2390.
3. U.S. Department of Education, Office for Civil Rights, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, telephone number (617) 289-0111, TTY: (800) 877-8339.

## **EXPECTATIONS OF PROFESSIONAL CONDUCT BETWEEN COLLEGE EMPLOYEES AND SUPERVISEES OR BETWEEN EMPLOYEES AND STUDENTS**

### **Prohibited Conduct and Romantic Relationships between Students and Faculty**

One of the foundations upon which the College's educational mission rests is the maintenance of a campus environment where students can learn, think, work, and live without undue negative influences, concerns of favoritism, intimidation, and/or a hostile working or learning environment.

A sexual and/or romantic relationship between a student and a faculty member of the College, even where consensual, can be, or subsequently can become, detrimental to the professional campus learning environment described above. Consequently, the College prohibits its faculty from engaging in any consensual sexual and/or romantic or intimate relationships with any of its students. The College also prohibits faculty members from making any sexual and/or romantic overtures to any of its students. A non-consensual sexual and/or romantic relationship between a College faculty member and student also is prohibited by the College and is subject to rigorous legal prohibitions. These prohibitions also apply to visiting faculty and faculty of other schools who are working on Wellesley's campus and/or with its students (referred to here as "third parties"). For the purposes of this policy, the word "students" refers to all persons enrolled in academic courses at the College on a full-time or

part-time basis, whether they are Wellesley students or students of other institutions. Any faculty member or third party who engages in conduct contrary to these prohibitions will be subject to disciplinary action, including but not limited to restricted access to campus activities, change of job duties or responsibilities, suspension, and/or termination of employment.

Any faculty member who requests that the policy should not apply to his or her particular situation involving a consensual relationship should submit a written appeal to the Provost explaining the reasons for the request. The Provost shall provide a written response.

**Prohibited Conduct and Romantic Relationships between Students and Staff**

One of the foundations upon which the College’s educational mission rests is the maintenance of a campus environment where students can learn, think, work, and live without undue negative influences, concerns of favoritism, intimidation, and/or a hostile working or learning environment.

A sexual and/or romantic relationship between a student and a College staff member, even where consensual, can be, or subsequently can become, detrimental to the professional campus learning environment described above. Consequently, the College prohibits its staff members from engaging in any consensual sexual and/or romantic or intimate relationships with any of its students. The College also prohibits staff members from making any sexual or romantic overtures to any of its students. A non-consensual sexual and/or romantic relationship between a College staff member and student also is prohibited by the College and is subject to rigorous legal prohibitions. These prohibitions also apply to employees of independent contractors, vendors, and interns, working on Wellesley’s campus and/or with its students (referred to here as “third parties”). For the purposes of this policy, the word “students” refers to all persons enrolled in academic courses at the College on a full-time or part-time basis, whether they are Wellesley students or students of other institutions. Any staff member or third party who engages in conduct contrary to these prohibitions will be subject to disciplinary action, including but not limited to restricted access to campus activities, change of job duties or responsibilities, suspension, and/or termination of employment.

If a newly hired staff member has a pre-existing consensual relationship with a Wellesley student and the staff member and the student both wish to continue the relationship, the new staff member should inform the Assistant Vice-President of Human Resources and EO of the relationship. The College will address the situation on a case-by-case basis to determine if the continuation of that pre-existing consensual relationship is prohibited by this policy.

In 2022, Wellesley College offered primary prevention programming which addressed the prohibited behaviors listed below.

<b>Date of Program</b>	<b>Prohibited Behavior Covered</b>	<b>Who Conducted Training</b>	<b>Group Trained</b>
JAN 12, 2022	Sexual Misconduct	Title IX Office and Student Wellness Office	Student Athletes
JAN 13, 2022	Sexual Misconduct	Title IX Office	Student Athletes
JAN 20, 2022	Sexual Misconduct	Class Deans and First Year Students Office	Incoming Students
JAN 25, 2022	Sexual Misconduct	Title IX Office	Student Athletes
JAN 26, 2022	Sexual Misconduct	Title IX Office	Student Athletes



JAN 27, 2022	Sexual Misconduct	Title IX Office and Student Wellness Office	Student Athletes
JAN 28, 2022	Sexual Misconduct	Title IX Office and Student Wellness Office	Student Athletes
JAN 31, 2022	Sexual Misconduct	Title IX Office and Student Wellness Office	Student Athletes
FEB 4, 2022	Sexual Misconduct	Title IX Office and Student Wellness Office	Student Athletes
FEB 28, 2022	Sexual Misconduct	Title IX Office	Student Government
APR 25, 2022	Sexual Misconduct & Discrimination	Title IX Office	Board of Trustees, Audit Committee
MAY 19, 2022	Sexual Misconduct & Discrimination	Title IX Office	Administrators – Senior Leadership Team
JUN 6, 2022	Implicit Bias	Title IX Office	Staff – Development
JUN 21, 2022	Implicit Bias	Title IX Office	Staff – Human Resources
SEP 7, 2022	Disability and Accommodations	Title IX Office	PERA Department
Sep 20, 2022	Title IX	Title IX Office	Title IX Advisors and Hearing Panel Members
SEP 21, 2022	Title IX	Title IX Office	Title IX Advisors and Hearing Panel Members
Sep 22, 2022	Title IX	Title IX Office	Title IX Advisors and Hearing Panel Members

# Wellesley College Notice of Victim's Rights

## Complainants Rights

Wellesley College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Wellesley College as well as federal law whether sexually based or not. These acts include sexual violence, dating violence, domestic violence, harassment, and stalking. Because you are reporting a possible form of sex-based discrimination, Wellesley College wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, harassment, and stalking, whether the incident

occurs on or off campus as well as your rights and Wellesley College's responsibilities.

As a complainant of sexual violence, dating violence, domestic violence, harassment, or stalking, you will receive a full copy of Wellesley College's Notice of Victim's Rights. The Notice of Victim's Rights has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, harassment, and stalking.

- These procedures include our right to inform you of your right to file criminal charges as well as the availability of medical, counseling, and support services.
- We also offer additional remedies to prevent contact between a complainant and an accused party, such as a temporary or permanent changes in housing, academic, transportation and working conditions, if reasonably available.
- The policy also addresses possible sanctions and interim and/or long-term protective measures that Wellesley College may impose following a report through the final determination of our discipline process.

If you would like more information, make a report, ask questions about the Notice of Victim's Rights, or need to request an accommodation to your living or working arrangements regardless of whether or not you chose to report the crime to law enforcement or campus police, contact Wellesley College's Title IX Coordinator (Justin Bell, Schneider - Room 214 Tel: 781-283-2451 Email: [JB127@wellesley.edu](mailto:JB127@wellesley.edu), Allison Luke, Green hall - Room 353 Tel:781-283-2220 Email: [al144@wellesley.edu](mailto:al144@wellesley.edu).)

Further, Wellesley College complies with Massachusetts law in recognizing Abuse Prevention Orders (209A) and Harassment Prevention Orders (258E). Any person who obtains an Abuse Prevention Orders (209A) or a Harassment Prevention Orders (258E) from Massachusetts or any reciprocal state should provide a copy to Campus Police and the Office of the Title IX Coordinator. In the event a person is seeking to obtain either an Abuse Prevention Order (209A) or a Harassment Prevention Order (258E), the Wellesley College Police Department will make all reasonable attempts to help facilitate the required process. The complainant may also meet with Campus Police to develop a Campus Safety Plan, which is a plan for Campus Police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.)

# Abuse & Harassment Prevention Orders

There is no charge to get an abuse prevention order.

If you need help with getting an order, the Massachusetts Office for Victim Assistance (<http://www.mass.gov/mova/>) offers a program called SAFEPLAN that provides specially trained and certified advocates to help you in many courts across the state.

There are other programs in some courts that provide people who can help you fill out the forms and go with you to the courtroom. In some cases the advocate is from the local domestic violence service provider. In other cases, District Attorney Office victim-witness advocates assist people in filing for a 209A order.

A list of domestic violence service providers can be found at Jane Doe, Inc. (<http://www.janedoe.org/>). People at these organizations can tell you if they have court advocates or, if not, how to reach a court advocate.

If you need help immediately such as safety planning or shelter, call the SAFEPLAN hotline at 1-877-785- 2020, which can find you a domestic violence program or shelter near you.

## HOW TO OBTAIN AN ABUSE PREVENTION ORDER (209A)

During regular business hours on weekdays, you can go to the Dedham District Court located on 631 High Street, Dedham, MA 02026 (Main Phone: 781-329-4777).

Proceed to the Civil Clerk's office and tell them you want to ask for a 209A order. They will give you the forms you need.

If you are in crisis and courts are closed, you can call or go to Campus Police or the Town of Wellesley Police Department. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to go to and when you need to be at the court.

## HOW TO OBTAIN A HARASSMENT PREVENTION ORDER (258E)

There is no charge to get a harassment prevention order

You can go to the Dedham District Court located on 631 High Street, Dedham, MA 02026 during regular business hours on weekdays (Main Phone: 781-329-4777).

If you are in crisis and courts are closed, you can call or go to Campus Police or the Town of Wellesley Police Department. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to go to and when you need to be at the court.

To the extent of the victim's cooperation and consent, Wellesley College offices, including Campus Police, The Dean of Students, Residence Life, Office of the Title IX Coordinator, Health Services, Counseling Services, and the Office of Human Resources will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Below is a list of offices that may assist with an on-campus safety plan:

- Campus Police – notifying other law enforcement agencies, collecting evidence, facilitating transportation to the hospital, facilitating restraining orders and/or harassment prevention orders, placing a student on a rides list, facilitating transport to other institutions, will provide you with a full copy of the Wellesley College Notice of Victim's Rights, and other security and/or case-related services.
- Dean of Students – will assist with change in classroom and curriculum circumstances.
- Residential Life – will work to make changes to student living conditions.
- Office of the Title IX Coordinator – will manage the Wellesley College response and supervise the College's investigation. May meet with the parties involved and provide guidance or answer any questions asked by the parties involved.
- Office of the Registrar – will work with the party involved to change OR remove any contact information such as: email address, web page directory information, telephone contact numbers, and picture from the web.

Additionally, Personally Identifiable Information (PII) about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Wellesley College does not publish the name of crime victims nor house PII regarding victims in the campus police departments Daily Crime Log or online.

Victims may request that directory information on file be removed from public sources by request. Contact Wellesley College's Title IX Coordinator ((Justin Bell, Schneider - Room 214 Email: JB127@wellesley.edu). She will direct your request to the Department of Library and Technology Services.

## Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Massachusetts, convicted sex offenders must register with the Commonwealth of Massachusetts Sex Offender Registry Board (SORB). You can link to the SORB website by accessing <http://www.mass.gov/eopss/agencies/sorb/>

# Crime Statistics

## HOW DO WE COMPILE THESE STATISTICS?

Convinced that an informed public is a safety-conscious public, Wellesley College gladly provides all information related to the safety and security of the campus community. The College willingly complies with all laws pertaining to the reporting of crime and the public's right to information. Wellesley College also maintains strict compliance with the privacy act, Buckley Amendment, and all other laws governing the release of personal information. Personally identifying information of victims is not included in public logs. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following definitions and statistics are provided for your information. These statistics are collected and reported in accordance with the Clery Reporting Procedure. All crimes are listed in the Clery Crime Log, however, only the following crimes are reported annually in this report.

Wellesley College Police officers enter all reports of all crime incidents reported directly to the department in an automated case management software program called ARMS (Automated Records Management System). Once an officer enters the report in the ARMS program, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook and the FBI National Incident Based Reporting System (NIBRS) Handbook (sex offenses only).

The department sends an email to the Deans office, Residential Life, and Title IX, requesting them to disclose any reports of crimes that may have been reported directly to them and not to the Public Safety Department. The department examines these reports to ensure that none of the incidents reported by the campus security authority was also reported to the public safety department to avoid possible double counting. Any reports of incidents from campus security authorities are filed and maintained with the crime statistics for the applicable reporting period.

Wellesley College Public Safety maintains a close relationship with the Wellesley Police Department. The Wellesley College Police will disclose any crime report made directly to the Town of Wellesley by a member of the Wellesley College community.

Wellesley College also makes a good faith attempt to obtain crime statistics from the law enforcement entity of appropriate jurisdiction associated with study-abroad programs. In each case, correspondence is on file for each attempt to obtain statistics whether or not law enforcement abroad replied and chose to provide statistics.

## DEFINITIONS USED FOR REPORTABLE CRIMES

**Murder and Nonnegligent Manslaughter.** The willful (Nonnegligent) killing of one human being by another.

**Negligent Manslaughter.** The killing of another person through gross negligence.

**Sexual Assault.** Under the Violence Against Women Act (VAWA), the definition of sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent."

**Fondling.** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Massachusetts defines Indecent Assault and Battery on a person age 14 or over as indecent assault and battery against a person's will. An indecent act is one that is fundamentally offensive to contemporary standards of decency. An assault and battery may be "indecent" if it involves touching portions of the anatomy commonly thought private, such as a person's genital area or buttocks, or the breasts of a female.

**Incest.** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Massachusetts defines Incest as persons within degrees of consanguinity within which marriages are prohibited or declared by law to be incestuous and void, who intermarry or have sexual intercourse with each other, or who engage in sexual activities with each other, including but not limited to, oral or anal intercourse, fellatio, cunnilingus, or other penetration of a part of a person's body or insertion of an object into the genital or anal opening of another person's body, or the manual manipulation of the genitalia of another person's body.

**Statutory Rape.** Nonforcible sexual intercourse with a person who is under the statutory age of consent. Massachusetts defines statutory rape as unlawful natural or unnatural sexual intercourse with a person under 16 years of age.

**Robbery.** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault.** An unlawful attack by one person upon another for the purpose of inflicting

severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary. The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Arson. Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Liquor Law Violations. The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations. Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (Barbiturates, Benzedrine).

Weapons: Carrying, Possessing, etc. The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Massachusetts, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction. Massachusetts law defines domestic violence as an assault or assault and battery on a household or family member. Household or family member is defined as persons who (i) are or were married to one another, (ii) have a child in common regardless of whether they have ever married or lived together or (iii) are or have been in a substantive dating or engagement relationship; provided, that the trier of fact shall determine whether a relationship is substantive by considering the following factors: the length of time of the relationship; the type of relationship; the frequency of interaction between the parties; whether the relationship was terminated by either person; and the length of time elapsed since the termination of the relationship.

Dating Violence. The VAWA definition of dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Per Massachusetts statute above, dating violence is included in the definition of domestic violence.

Stalking. The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.

For purposes of this definition- (a) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by an action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with the person's property. (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Massachusetts defines stalking as willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and making a threat with the intent to place the person in imminent fear of death or bodily injury.



# Hate Crimes

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias.

# Personal Safety Tips

Although the Wellesley campus is reasonably safe, crime can happen anywhere and safety can be compromised at any time. No one set of guidelines can completely protect you, but following the tips below can minimize your chances of being victimized.

- You should always trust your own instincts and follow the rules of common sense.
- Do not prop open residence halls or apartment complex doors.
- Be mindful of tailgating. Tailgating is following or walking closely behind a resident/person into a secured or locked facility without permission and without being identified. Attempts to do this should be reported to Campus Police.
- Do not allow door-to-door salespeople to enter your room. Wellesley College prohibits soliciting. Lock your door when sleeping or showering.
- Lock your door when you leave, regardless of the length of time you plan to be gone. Keep small items of value, such as wallets, money and jewelry, out of plain view or in a security box. Keep a record and photograph of all valuables noting descriptions and serial numbers. You can also engrave all personal belongings, contact Campus Police for additional information.
- Report all thefts immediately to Campus Police at 781-283-2121.
- Do not leave notes where anyone can read them stating where, when or how long you will be gone on any electronic media messages, and do not leave notes containing room combination numbers, ATM pin codes, or computer passwords where others can see them.
- Do not take in overnight guests whom you do not know.
- Close your drapes and blinds at night. Report all doors, locks and windows that need repair to your Resident Assistant (RA) as soon as possible. Always ask who is at the door before you open it.
- Notify professional staff if there are maintenance or lighting deficiencies that may compromise building security or make you feel less safe.

- If you receive harassing or annoying phone calls, hang up right away with no conversation, reaction or emotion. Then call Campus Police at 781-283-2121 to report it.
- Do not invite people you “meet” on the Internet to your room or to stay overnight in your room.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or needs help, ask if they are ok and contact Campus Police if necessary.
- Speak up when someone discusses plans to take sexual advantage of another person. If you have concern for another member of the Wellesley College community, you can contact Campus Police anonymous at 781-283-2121.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking and encourage them to consult resources on campus.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.
- Cross streets using crosswalks and electronic walk signals. Stay in well-lit, busy areas.
- When using public transportation, follow these rules: use a busy, well-lit bus stop, sit near the driver, and don’t sleep. Trust your instincts — if something or someone makes you uneasy, get out or away.
- Walk or jog with a companion.
- Keep your car locked at all times.
- Avoid flashing cash or valuables.
- Have your key in hand as you approach your car or residence hall.
- Call Campus Police for a personal safety escort if you feel concerned for your safety while on campus.

## Commending Public Safety Members or Filing Misconduct Complaints

For many decades, the employees of Wellesley College Public Safety have rendered loyal and dedicated service to the Wellesley College community.

We strive to continually improve the service we provide the community and would like to hear from you. If you would like to make a suggestion for improving any police department process or procedure, please contact a member of the department, either in person, by telephone or the

Wellesley Public Safety website, <https://www.wellesley.edu/police/reportit>.

## COMMENDATIONS

If you would like to commend a member of the department for outstanding performance of duty, you can contact the on-duty sergeant at x2121. Give the sergeant the name of the department member, the action you would like to commend, and the approximate time the action occurred. The sergeant will give this information to a member of the administrative staff who will forward the commendation to the appropriate member.

## COMPLAINTS

If we have somehow failed to meet your expectations, or you feel that a department member has performed poorly, or broken a department or College policy, we want to hear from you.

You can contact the Public Safety Director directly, or file a complaint with the on-duty sergeant. The on-duty sergeant will ask you to complete a statement outlining the allegation. The formal complaint will then be forwarded to the Office of the Chief. You will be contacted regarding your complaint.

Following an informal or formal investigation into the allegation, you will be contacted to discuss the final disposition of your complaint.

If for some reason, you feel uncomfortable filing a complaint directly with the Police Department, you may contact the Dean of Students (students) or the Office of Human Resources (employees). Whatever avenue you elect to take, your complaint will be thoroughly investigated and someone will notify you concerning the final disposition of the complaint.

# Residential Hall Fire Prevention Information

Throughout the years Wellesley College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff. All of the residence halls have sprinkler systems (with the exception of 5 of the smaller houses) and smoke detectors. There are electrical smoke detectors in each student room, which alarm locally. The smoke detectors in the common areas are connected to the central alarm system which, in turn, is directly connected to the Town of Wellesley Fire Department and to the Wellesley College Police Department. The Wellesley Fire Department requires four fire drills (evacuations) throughout the academic year.

Every dorm has a student acting as a "Fire Chief." These individuals receive training during the year and are required to conduct biweekly inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and participate in scheduled fire drills. In addition, the Area Coordinators and Resident Assistants receive training every year.

The Town of Wellesley Fire Department supports various campus activities and works closely with the College for continued improvements in the area of fire prevention. The College does require complete evacuation of buildings during any alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the College will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain student's diligence when it comes to their response to all alarms.

# Fire Alarm Procedures

## IF YOU DISCOVER A FIRE:

- Pull the nearest alarm. (The alarms or 'pull stations' are linked to Wellesley College Public Safety and, in most buildings, to the Wellesley Fire Department. By pulling the alarm you are initiating immediate action/response). Know the location of at least 2 pull stations.
- Yell out "FIRE" as you are going to the pull station to alert others in the area.
- Call the Wellesley College Police Department, x5555, from a safe location.
- Follow the evacuation procedures below.

## IF YOU HEAR THE ALARM SOUNDING IN YOUR BUILDING:

- Start evacuation procedures at once.
- If you can do so without putting yourself at risk, rescue any injured individuals who may need assistance. (Certain individuals in your building will need assistance with evacuation or getting to a safe location).
- Close all doors behind you. (This action helps to contain the fire to as small of an area as possible). Never prop open fire doors. This action will prevent safe evacuation of all building occupants.
- Use exit stairwells for evacuation. Never use the elevators (the elevators in most buildings will be automatically called to the primary floor and will not respond to other floors).
- Assemble outside of the building in the predetermined locations for your floor/building. Never go to another location during an evacuation.
- NEVER block roadways or entrances into buildings. The Wellesley Fire Department must have free and clear access to the building and all entrances.
- Move away and remain a safe distance from the building. Do not re-enter the building until permitted by Fire Department officials.

## WHAT TO KNOW AHEAD OF TIME:

- Several exit routes from your floor/area.
- The locations of at least 2 pull stations.
- Individuals in your area that may need assistance in getting to a safe area during an emergency.

# Wellesley College Annual Fire Safety Report

Wellesley College, in accordance with the Higher Education Opportunity Act of 2008, prepares an annual fire safety report that contains, at a minimum, the following information:

- Fire statistics for each on-campus student housing facility for the three most recent years for which data are available;
- A description of each on-campus student housing facility fire safety system;

- The number of fire drills held during the previous calendar year;
- Wellesley College’s policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility;
- Wellesley College’s procedures for student housing evacuation in the case of fire;
- The policies regarding fire safety education and training programs provided to students and employees (these policies must describe the procedures that students and employees should follow in the case of fire);
- A list of the titles of each person or organization to which students and employees should report that a fire occurred;
- Plans for future improvements in fire safety, if determined to be necessary by Wellesley College.

Wellesley College must also report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available concerning:

- The number of fires and the causes of each fire;
- The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
- The number of deaths related to a fire; and
- The value of property damage caused by a fire.

These statistics must be submitted to the Secretary of the Department of Education on an annual basis.

## Definitions

### **FIRE:**

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

### **FIRE DRILL:**

A supervised practice of a mandatory evacuation of a building for a fire.

### **CAUSE OF FIRE:**

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

### **FIRE-RELATED INJURY:**

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.

### **FIRE-RELATED DEATH:**

Any instance in which a person is killed as a result of fire, including death resulting from natural

or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

### FIRE-SAFETY SYSTEM:

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of fire.

### VALUE OF PROPERTY DAMAGED:

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate includes contents damaged by fire, and damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

## What is the Fire Log?

Since Wellesley College is an institution that maintains on-campus student housing, it must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. The fire log must include the nature, date, time, and general location of each fire. Any entry or addition to an entry to the fire log must be made within two (2) business days of receipt of the information.

Wellesley College is expected to collect information about, and report on, all fires regardless of whether they were reported to a campus fire authority.

The following chart is an example of what information the fire log will make available

## Is the Log Available?

Wellesley College must make the fire log for the most recent 60-day period open to public inspection during normal business hours. Any portions of the log older than 60 days must be made available within two (2) business days of a request for public inspection.

While the Wellesley College Police Department is open 24 hours a day every day of the year, the Department's normal business operating hours are as follows:

MONDAY	8:30 a.m. - 4:30 p.m.
TUESDAY	8:30 a.m. - 4:30 p.m.
WEDNESDAY	8:30 a.m. - 4:30 p.m.
THURSDAY	8:30 a.m. - 4:30 p.m.
FRIDAY	8:30 a.m. - 4:30 p.m.

## To whom do I report?

You should always report any fire-related concerns or information to the Wellesley College Police Department and/or the Wellesley College Department of Environmental Health and Safety. The Wellesley College Police Department is located in the Davis Parking Facility and is staffed 24 hours a day every day of the year. You can contact the Wellesley College Police Department on campus by dialing x2121 or, in case of an Emergency, x5555.

The Department of Environmental Health and Safety is located in the Physical Plant building and can be contacted on campus by dialing x3882.

## On-Campus Student Housing Fire Safety Systems

A fire safety system is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, listing elements including, among others, sprinkler systems, fire detection devices, stand-alone smoke alarms, and fire doors and walls. This section will describe the fire safety system in each residence hall, as well as information about how often these systems are inspected and maintained.

Wellesley College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff. We appreciate your concern when it comes to fire safety and hopefully this posting can answer your questions.

All of the residence halls have sprinkler systems (with the exception of 2 of the smaller houses) and smoke detectors. There are smoke detectors in each student room which alarm locally. The smoke detectors in the common areas are connected to the central alarm system which, in turn, is directly connected to the Town of Wellesley Fire Department and to the Wellesley College Police Department. Four fire drills (evacuations) are required by the Wellesley Fire Department throughout the academic year.

Every dorm has a student acting as a “Fire Chief.” These individuals receive training during the year and are required to conduct biweekly inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and participate in scheduled fire drills. In addition, the Area Coordinators and Resident Assistants receive training every year.

The Town of Wellesley Fire Department supports various campus activities and works closely with the College for continued improvements in the area of fire prevention. The Wellesley Fire Department, being stationed on the edge of the campus, responds within minutes of all alarms.

The College requires complete evacuation of buildings during ANY alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the College will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain students’ diligence when it comes to their response to all alarms.

## Training

During orientation, students receive presentations on fire safety and prevention. These

presentations cover a variety of topics, including:

- Personal safety;
- Residence hall fire prevention and quick reporting: and,



- Emergency response

New employees receive training and information similar to that provided at student orientation. Additional training for employees is provided as requested or needed. Throughout the year, the Wellesley College Police Department in conjunction with the Department of Environmental Health and Safety sponsor additional fire safety training sessions. Often these training sessions are hosted along with various student organizations or College departments.

Individual departments, and/or student organizations may request special training sessions by contacting the Department of Environmental Health and Safety or the Wellesley College Police Department. Both departments welcome your input and suggestions to make training educational, interactive, and fun.

## Fire Safety Policies

The safety of College employees, faculty, students and visitors is paramount. It is crucial that the college facilities are maintained in a condition that will allow for quick and safe evacuation in the event of an emergency. This policy will outline the state and local regulatory requirements designed to provide good fire prevention practices as well as maintaining safe exit routes.

## DEFINITIONS

### Decorations

As defined by state code, include all materials such as curtains, draperies, scenery, plastic shields, upholstery materials, streamers, surface coverings applied over the building interior finish for decorative effect, and also cloth, cotton batting, straw vines, leaves, trees and moss used for decorative effect, bamboo and other wood fibers. (Excluded from this definition are ordinary window shades).

### Combustibles

Include any material that will readily ignite when heat sources are present. Some examples are cardboard, paper products, some plastics, wood products, etc.

## General Guidelines for Decorations in Residence Halls and at Functions/Events

The quickest and easiest way to ensure that appropriate guidelines and approvals are obtained for decorations or events is to plan ahead. Please contact the Department of Environmental Health & Safety, x3882, for further information.

### Candles and other Open Flames

- Candles and other open flames are prohibited.
- Candles may be used for normally recognized religious services only if pre-approved by the Department of Environmental Health and Safety and Housing (for Residence Halls) and a fire

extinguisher is close by.

- The use of flash pots, smudge pots, incense, pyrophoric materials, or fireworks of any kind for

recreations, art, or entertainment is strictly prohibited.

- Fog type devices are prohibited by the Wellesley Fire Department. Any items using or creating mist or smoke for theatrical effects must be approved by the Wellesley Fire Department through the Department of Environmental Health and Safety.
- By state law no gasoline, propane, or other internal combustion engines are permitted inside the buildings.
- Fireplaces should only be used according to the College guidelines available from the Department of Environmental Health and Safety or the Housing Office.

#### Exits and Corridors

- Never block, hide, or disguise an exit.
- Keep exits free and clear from combustibles and obstructions.
- Decorations or furnishings must not constrict or obstruct corridors.
- Never place combustibles in corridors, lobbies, stairwells or on corridor walls.

#### Materials used for Decorating

- Plastics, Styrofoam, and polyurethane foams cannot be used for decorations or furnishings.
- Fabrics and other combustibles should not be hung from the ceiling.
- Massachusetts Fire Prevention Regulations prohibit flammable decorations such as natural greens, straw, crepe paper, streamers, and surface coverings on building interior finishes in school buildings and places of public assembly.
- Fabrics such as curtains, drapes, furniture coverings, floor coverings, and other fabric hangings must be fire retardant. A certificate of flame proofing is required.
- Exotic lighting or unusual visual effects utilizing lasers or other unusual optical devices must be approved by the Department of Environmental Health and Safety.
- Avoid the use of decorations with sharp edges or corners.
- The use of existing conduit, cables, or piping to hang items or equipment is prohibited unless permission is granted. Contact the Department of Environmental Health and Safety for further information.
- Wood frame or other combustible construction on Campus is not permitted without Department of Environmental Health and Safety and Physical Plant approval.
- Combustible materials should be kept at a safe distance or be shielded from sources of heat such as radiators and light bulbs.

#### Electrical-related concerns

- Temporary wiring such as extension cords and multiple outlet strips must be approved by the Department of Environmental Health and Safety for use with lighting or sound equipment and lighted decorations.

- Extension cords are for temporary use only. During the holiday season they should not be used in a way that will create a fire, tripping, or electrical hazard.
- The cords must be UL listed, be a minimum of 16 gauge wire (this excludes #18 lamp wire also known as “zip” cord), and be properly plugged into a wall outlet. Extension cords cannot be connected to each other.
- ALL activities requiring pre-approval must be made at least 2 weeks in advance. Inquiries made after that time are not guaranteed a review for approval.

## WINTER HOLIDAY SEASON

In addition to the College’s Decoration Policy, the following guidelines are issued by the Department of Environmental Health and Safety for seasonal decorations.

### Trees and Decorations

- Artificial flame-proofed trees and related decorations are permitted in offices, enclosed lounges (but not those connected to lobbies, corridors, or open public areas), and other non-public areas.
- Trees are not permitted in corridors, aisles, passageways, or stairways. They must not obstruct an exit or narrow a pathway to the exit. Trees and related decorations are not allowed to obstruct the usual view of exit signs or emergency lighting.
- Only labeled flame retardant, UL listed, or classified artificial trees, wreaths, boughs, greenery, and other decorations are permitted. All trees and decorative boughs must be artificial with an approved flame-retardant label. Noncombustible decorations are permitted.
- Natural trees (cut or alive), natural wreaths, boughs, or greenery are not permitted.
- The use of Holiday cards, wrapping paper, and streamers to decorate exit corridor walls is prohibited.
- Flammable decorations are prohibited.

### Tree Lights

Only UL approved lights rated for use on artificial trees are to be used. They are often called “mini-lights” or “twinkle lights”. Larger tree lights normally used on natural trees generate enough heat to melt plastic and ignite decorations. Remote spotlights are recommended for use with metal trees to avoid an electrical shock hazard from electrical lighting. The use of tree lights, electric ornaments, and extension cords in corridors and over exit doors are prohibited. Lights cannot remain in place for more than 60 days while school is in session.

### General Requirements

- All exit doors shall not be blocked/obstructed and be readily opened.
- Obstructions of any kind, including tables and chairs, shall not be permitted in aisles, corridors or passageways.
- Candles and other open flames are prohibited. Open flame devices, such as lanterns, etc., intended to be used for decorative purposes, are prohibited.
- Dispose of wrappings immediately.
- In case of fire, immediately pull the alarm and call the Wellesley College Police Department, x5555 or dial 911 to contact the Wellesley Fire Department.

### Office Evacuation in the Event of a Fire

At Wellesley College we all have responsibility for fire and life safety. In the event you see or suspect a fire, contact the Wellesley College Police Department immediately at x5555 or dial 911 to contact the Town of Wellesley Fire Department. An important part of each person's responsibility is being familiar with your surroundings and following these guidelines to ensure the safe and timely evacuation of all building occupants during a man-made or natural emergency:

- Locate the two exits from your office. Count the number of doors between your office and the exits. This can assist you during an emergency evacuation.
- Know where the fire alarm pull stations on your floor are so they may be activated in the event of a potential life-threatening emergency.
- Do not block fire extinguishers and other fire safety equipment — maintain these areas for quick and easy access at all times.
- Keep egress paths clear — this includes hallways and stairwells. Do not store furniture, file cabinets, etc. in these areas.
- Ensure that fire doors are kept closed at all times. If you find them open, remove wedges or other items keeping them open.

## Residence Hall Evacuation Procedures

### FIRE/EVACUATION PROCEDURES

Emergency response procedures have been established to ensure the safety of all concerned in the event of an emergency evacuation. Experience has proven that strict and consistent observance of fire prevention rules saves lives and property. It is incumbent upon all individuals at Wellesley College to comply with the following procedures for a safe evacuation. Evacuation of all occupants of the building is expected during fire alarms.

If you discover a fire:

- Pull the nearest alarm. The alarms or 'pull stations' are linked to the Wellesley College Police Department and, in most buildings, to the Wellesley Fire Department. By pulling the alarm you are initiating immediate action/response. Know the location of at least 2 pull stations.
- Yell out "FIRE" as you are going to the pull station to alert others in the area.
- Call the Wellesley College Police Department, 781-283- 5555, from a safe location. Although the alarm has already been activated, this back-up call will ensure that the Wellesley College Police Department has been notified of the emergency.
- Follow the evacuation procedures outlined below. Be available to the responders (i.e., the Wellesley College Police Department and Wellesley Fire Department) in order to answer any questions they may have about the fire.

If you hear the alarm sounding in your building:

- Start evacuation procedures at once.
- If you can do so without putting yourself at risk, assist individuals who may need help evacuating the building. If you cannot, notify emergency response personnel of the person's location.
- Close all doors behind you. This action helps to contain the fire to as small of an area as possible. Never prop open fire doors.
- Use exit stairwells for evacuation. Never use the elevators (the elevators in most buildings will be automatically called to the primary floor and will not respond to other floors).
- Assemble outside of the building in the predetermined locations for your floor/building. Never go

to another location during an evacuation. (By not going to your assigned meeting place you will jeopardize an accurate headcount which may result in time-consuming and dangerous search/rescue activities.)

- NEVER block roadways or entrances into buildings. The Wellesley Fire Department must have free and clear access to the building and all entrances.
- Move and remain a safe distance from the building. Do not reenter the building until permitted by Fire Department officials.

What to know ahead of time:

- Several exit routes from your floor/area.
- The location of at least two pull stations. (Hint: In most buildings the pull stations are located near an exit stairwell or door).
- Individuals in your area that may need assistance in getting to a safe area during an emergency.

In Summary:

- Alarm (pull the alarm)
- Rescue (only if you are not putting yourself at risk)
- Contain (close doors behind you)
- Evacuate (get out safely and quickly)

#### Fire Evacuation Procedures for Individuals with Disabilities and Others Needing Assistance

The following procedures, suggestions, and resources are a supplement to the College's plans in the event of an emergency evacuation. Evacuation of all occupants of the building is expected during fire alarms. It is also recognized that some individuals with temporary or permanent disabilities and others may have difficulty evacuating and may need assistance.

As in all cases, but especially with individuals likely to need assistance in evacuating, it is important to develop a personal plan. Below, after a listing of "factors to consider", are procedures the College has in place and resources available to customize an evacuation plan to meet individual needs.

#### FACTORS TO CONSIDER:

There are many questions to ask when considering evacuation strategies for individuals with disabilities and others who need assistance. Below are a few to consider:

- Are you able to safely evacuate using stairs? If you are not confident on the stairs and others are evacuating, are you likely to fall, injure yourself, or cause others to be injured?
- If you are blind or visually impaired, will you need assistance finding or using the stairs to evacuate?
- If you are hearing impaired and you are in a building without a visual alarm, will you need someone to notify you in case of evacuation?
- If you use a wheelchair and decide to be assisted on the stairs, do you know how to instruct someone (ideally the Wellesley College Police Department or Wellesley Fire Department staff) on how to safely move you?

Evacuation plan for individuals who require assistance or are concerned with their safety evacuating by stairs:

The College has identified safety areas in buildings that are known to the Wellesley College Police Department and Wellesley Fire Department staff. The spaces are generally staircase landings that are marked as safety areas. These can be used while you follow the procedures below:

- If there is time, notify the Wellesley College Public Safety Department by phone that you are evacuating to a designated safe area providing them with a location.
- If others are with you, have them notify evacuation staff outside the building that you are in a designated safe area providing them with a location.
- Evacuate to the designated safe area if you are unable to evacuate the building. Keep the doors shut to prevent smoke or fire from entering.

Evacuation staff will be looking in designated safe areas regardless of whether or not you were able to contact them. Wait for assistance. Evacuation plan for individuals who are blind or visually impaired and are not concerned with safety on stairs but may still need assistance:

Evacuation procedures will generally be the same as for others using the stairs. Note that power/lighting may be lost in a fire as well as visibility may decrease due to smoke.

- If there is time, notify the Wellesley College Public Safety Department by phone (x5555) that you are evacuating by stairs and may need assistance.
- If others are with you, have them guide you to and down the stairs, if needed, or have them notify evacuation staff outside the building that you are evacuating.

Evacuation plan for individuals who are deaf or hearing impaired and need assistance: Evacuation procedures will generally be the same as for others using the stairs. In planning for an evacuation, you should let others know to inform you if there is an audible fire alarm. Contact the Environmental Health and Safety Office, x3882, for more information on which buildings have visual alarms and to request one for your work area.

Some individuals with disabilities will find it beneficial to meet with a professional to create an individualized evacuation plan. Specific plans must be determined in advance in order to properly and safely evacuate the building during emergencies. Contact the Environmental Health and Safety Office, x3882, for assistance creating an individualized plan. The Department of Environmental Health and Safety may also include College Disability Services' staff in the planning process.

# Crime Statistics

Offense	Year	Crimes by Geographical Location					
		On Campus	Residential Facility	Non-campus Building or Property	Public Property	Anonymous Report	Total
Murder and Non-Negligent Manslaughter	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Rape	2020	3	3	0	0	0	3
	2021	0	0	0	0	1	1
	2022	1	1	0	0	0	1
Fondling	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	2	2	0	0	0	2
Incest	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Statutory Rape	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Robbery	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Burglary	2020	1	1	0	0	0	1
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Arson	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0



## VAWA Reported Offenses

Offense	Year	Crimes by Geographical Location					
		On Campus	Residential Facility	Non-campus Building or Property	Public Property	Anonymous Report	Total
Domestic Violence	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
Dating Violence	2020	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2022	1	1	0	0	0	1
Stalking	2020	2	2	0	0	0	2
	2021	0	0	0	0	0	0
	2022	3	2	0	1	0	3

## Hate Crime Statistics

NOTE: There were no reported cases involving hate crimes during the years 2020-2022.

### Arrests and Referral for Selected Offenses

NOTE: The Commonwealth of Massachusetts decriminalized marijuana (possession of less than 1 ounce). Less than one ounce of marijuana is a civil offense and is not counted for purposes of drug law violations and are, therefore, not counted in this report.

Number of Arrests/Referrals for Selected Offenses											
Offense	Year	Arrest					Judicial Referral				
		On Campus	Residential Facility	Non-Campus Property	Public Property	Total	On Campus	Residential Facility	Non-Campus Property	Public Property	Total
Liquor Law Violations	2020	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	20	20	0	0	20
	2022	0	0	0	0	0	1	1	0	0	1
Drug Abuse Violations	2020	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	3	3	0	0	3
	2022	0	0	0	0	0	1	1	0	0	1
Weapons Violations	2020	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0

## Sample Fire Log

Date	Location	Type/Cause	Number of related injuries treated at medical facility	Related Deaths	Property Damage	Value of damaged property

The following chart details the current fire safety systems in student housing facilities\*:

Residence Halls**	Fire Extinguishers	Sprinklers	Alarm to Town	Alarm to Campus Police	CO Detector (Battery or Hardwired)	Number of CO Locations	Evacuation Placards	Annual Fire Drills
Bates	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Beebe	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Cazenove	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Cedar Lodge	Yes	Yes	No	Yes	Hardwire	3	Yes	2
Cervantes	Yes	Yes	No	Yes	Hardwire	1	Yes	2
Clafin	Yes	Yes	Yes	Yes	Hardwire	4	Yes	2
Dower (Orchard)	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Freeman	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
French House (Main)	Yes	Yes	No	Yes	Hardwire	3	Yes	2
French House (Carriage)	Yes	Yes	No	Yes	Hardwire	1	Yes	2
Homestead/Instead	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Lake House	Yes	Yes	Yes	Yes	Hardwire	1	Yes	2
McAfee-Hemlock	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Munger	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Pomeroy	Yes	Yes	Yes	Yes	Hardwire	3	Yes	2
Severance	Yes	Yes	Yes	Yes	Hardwire	3	Yes	2
Shafer	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Simpson West	Yes	No	Yes	Yes	None	0	Yes	2
Stone-Davis	Yes	Yes	Yes	Yes	Hardwire	4	Yes	2
Tower Court	Yes	Yes	Yes	Yes	Hardwire	6	Yes	2

\*Each room is equipped with an audible smoke detector alarm.

\*\*Fire drills are conducted at each Residence Hall twice yearly.

## 2020 Statistics Regarding Fires at Wellesley College Residential Facilities

Residence Hall	Total Fires	Fire Number	Date	Time	Case of Fire	Injuries Treated at Medical Facility	Deaths Related to Fire	Value of Property Damage	Case Number
Bates	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Beebe	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cazenove	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cedar Lodge	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cervantes	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Clafin	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Dower (Orchid)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Freeman	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Main)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Carriage)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Homestead/ Instead	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Lake House	0	N/A	N/A	N/A	N/A	0	0	0	N/A
McAfee-Hemlock	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Munger	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Pomeroy	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Severance	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Shafer	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Simpson West	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Stone-Davis	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Tower Court	0	N/A	N/A	N/A	N/A	0	0	0	N/A

## 2021 Statistics Regarding Fires at Wellesley College Residential Facilities

Residence Hall	Total Fires	Fire Number	Date	Time	Case of Fire	Injuries Treated at Medical Facility	Deaths Related to Fire	Value of Property Damage	Case Number
Bates	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Beebe	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cazenove	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cedar Lodge	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cervantes	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Clafin	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Dower (Orchid)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Freeman	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Main)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Carriage)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Homestead/ Instead	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Lake House	0	N/A	N/A	N/A	N/A	0	0	0	N/A
McAfee-Hemlock	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Munger	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Pomeroy	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Severance	0	02	9/15/21	1339	Lighter/match	0	0	yes	210 105

Shafer	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Simpson West	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Stone-Davis	1	01	9/9/21	1937	Electrical cord	0	0	yes	210 097
Tower Court	0	N/A	N/A	N/A	N/A	0	0	0	N/A

## 2022 Statistics Regarding Fires at Wellesley College Residential Facilities

Residence Hall	Total Fires	Fire Number	Date	Time	Case of Fire	Injuries Treated at Medical Facility	Deaths Related to Fire	Value of Property Damage	Case Number
Bates	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Beebe	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cazenove	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cedar Lodge	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cervantes	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Clafin	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Dower (Orchid)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Freeman	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Main)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Carriage)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Homestead/ Instead	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Lake House	0	N/A	N/A	N/A	N/A	0	0	0	N/A
McAfee-Hemlock	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Munger	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Pomeroy	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Severance	0	02	N/A	N/A	N/A	0	0	0	N/A
Shafer	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Simpson West	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Stone-Davis	0	N/A				0	0	0	N/A
Tower Court	0	N/A	N/A	N/A	N/A	0	0	0	N/A

# IMPORTANT TELEPHONE NUMBERS

## ON CAMPUS

Wellesley College Police	x2121
Emergency	x5555
TDD/TTY	x2303
Health Services (Infirmary)	x2810
Counseling Services	x2839
Residential Life	x2679
Dean of Students	x2322
Religious and Spiritual Life	x2685
Disability Services	x2434

*To reach an on-campus number from an off-campus phone, you must dial 781-283-xxxx (where “xxxx” is the extension).*

## OFF-CAMPUS

### TOWN OF WELLESLEY EMERGENCY NUMBERS

Police Department	781-235-1212
Emergency (Police, Fire, Ambulance)	911
Fire Department	781-235-1300
Boston Area Rape Crisis Center	1-800-841-8371
Domestic Violence Hotline	1-800-799-7233
Local Motion Bus Line	781-535-6372
Veterans Taxi	617-527-0300
The Airporter	877-899-6161
MBTA Commuter Rail	617-222-3200 TTY      617-222-5146

# Campus Resources for Student Support

Department	Phone
<b>Campus Public Safety</b>	781.283.2121 non. emergency 781.283.5555 emergency
<b>Center for Work and Service</b>	781.283.2352
<b>Class Deans Office</b>	781.283.2325
<b>Counseling Service (Stone Center)</b>	781.283.2839
<b>Davis Degree Program</b>	781.283.2325
<b>Dean of Students Office</b>	781.283.2322
<b>Disability Services</b>	781.283.2434
<b>Health Services</b>	781.283.2810
<b>Intercultural Education</b>	781.283.2685
<b>Office of Religious and Spiritual Life</b>	781.283.2685
<b>Office of Student Involvement</b>	781.283.2672
<b>Residential Life</b>	781.283.2679
<b>Slater International Center</b>	781.283.2082
<b>Student Financial Services</b>	781.283.2360