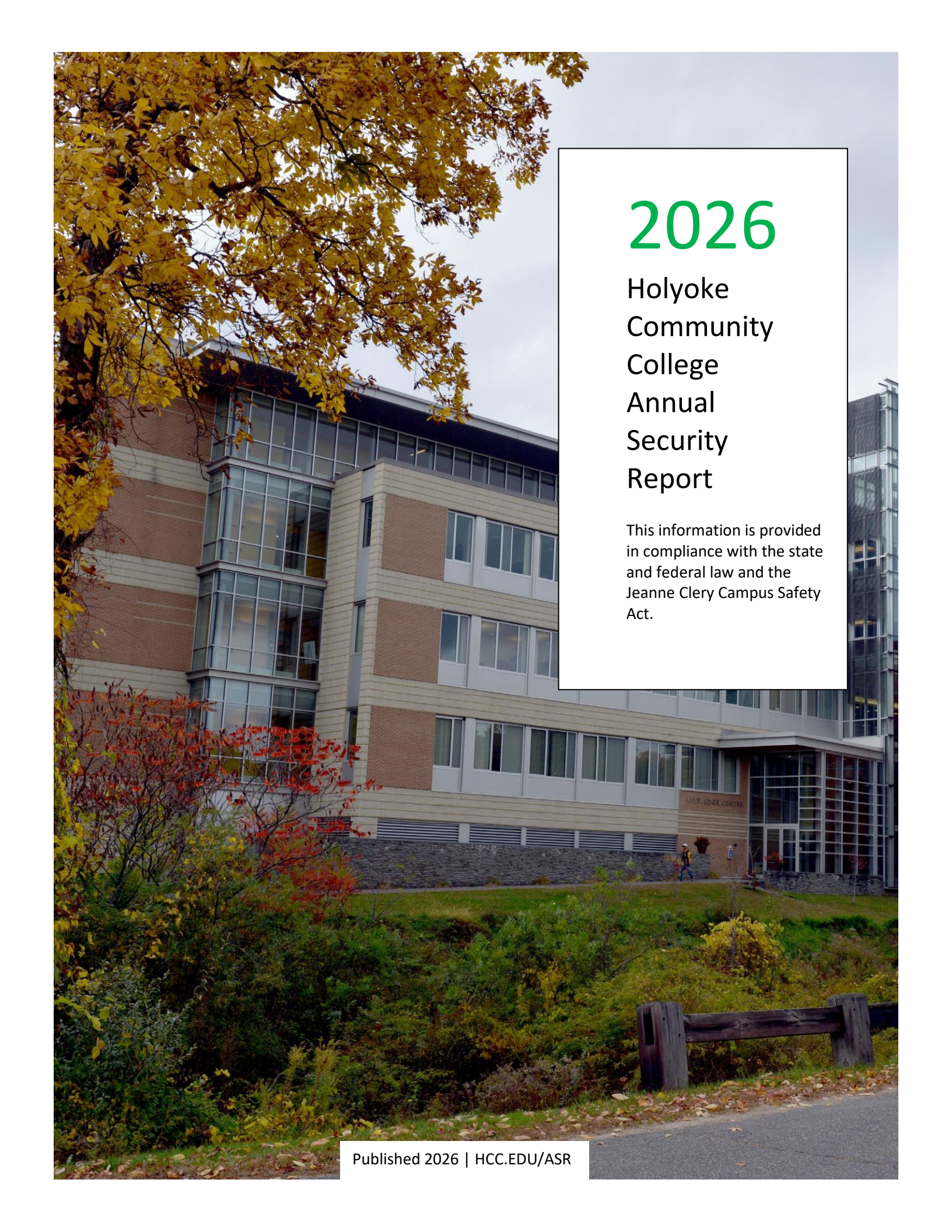


The background of the entire page is a photograph of the Holyoke Community College building. The building is a multi-story structure with a mix of brick and large glass windows. In the foreground, there are trees with yellow and orange autumn leaves, and a wooden post-and-rail fence runs along a path. The sky is overcast.

2026

Holyoke Community College Annual Security Report

This information is provided
in compliance with the state
and federal law and the
Jeanne Clery Campus Safety
Act.

The 2026 Annual Security Report reports findings for 2025, the most recent year for which data is available.

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A Message from Public Safety

Thank you for taking the time to read the Holyoke Community College Annual Security Report. All campus crime statistics required under the Clery Act are provided here, including the number of persons referred for campus disciplinary action and information regarding campus crime prevention and safety awareness programs.

Additional information that can be found on our Campus Safety web page at hcc.edu/safety.

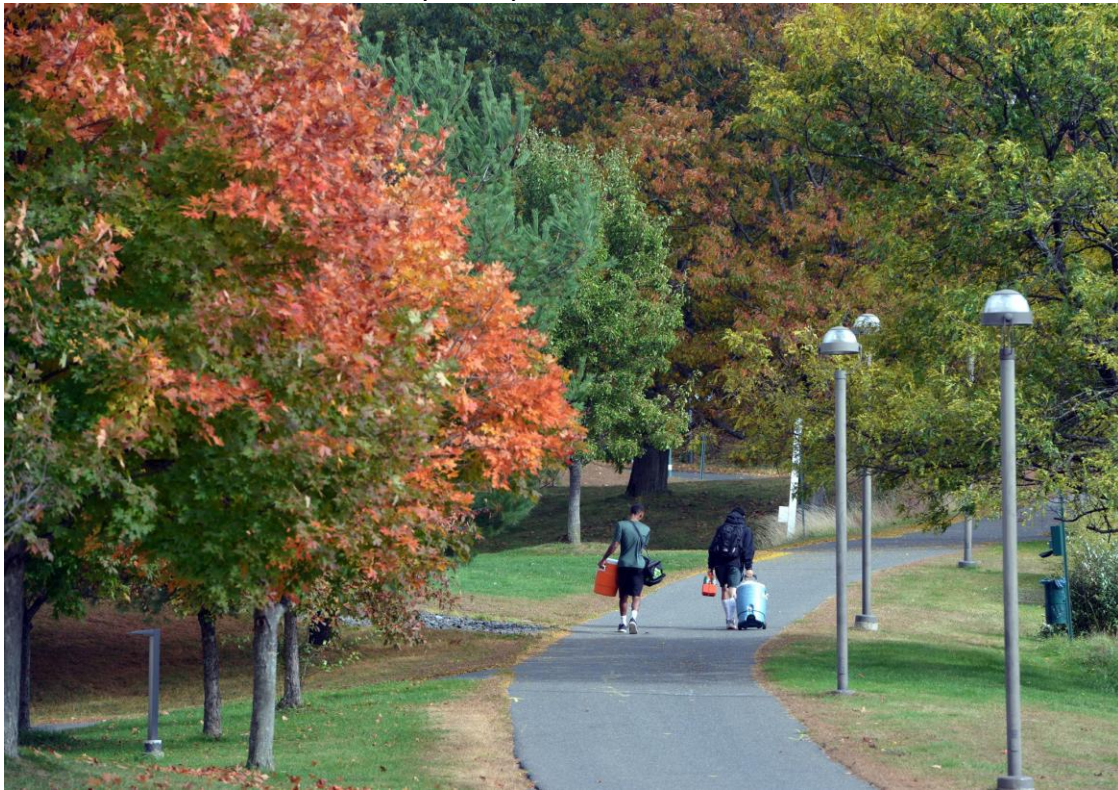
HCC police and administrators are committed to ensuring the safety of students, faculty, staff and visitors to the HCC campus. We care about your concerns and encourage you to contact us if you have any questions.

We are committed to providing a safe environment for our community.

Jacqueline Robles

Chief of Police

Executive Director of Community Safety



Introduction

Holyoke Community College has prepared this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act which requires colleges and universities that participate in federal financial aid programs to maintain and disclose campus crime statistics and security information. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Holyoke Community College; and on public property within, or immediately adjacent to, and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

This report is prepared in cooperation with local law enforcement agencies and the offices of Student Affairs, Athletics, and Student Activities. Each entity provides updated information on its educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to the Holyoke Community College Public Safety Department (HCCPD), designated campus officials and local law enforcement agencies.

The full text of this report is available online at hcc.edu/asr. Each year, an email notification will be made to all enrolled students, faculty and staff. This notification provides information on how to access the Annual Security report online. Employees who do not have a campus email address will receive a postcard through campus mail which provides similar information. Students should familiarize themselves with the HCC Student Handbook, which states that student email accounts will be used to communicate with the student body.

Copies of this annual security report may also be obtained at the Campus Police Department located in Frost, Room 273, or by calling HCCPD at 413.552.2400. All prospective employees may obtain a copy from the Human Resources Office in Frost Building, or by calling 413.552.2554. Prospective students may obtain a copy from the Admissions Office in Campus Center or by calling 413.552.2296.

Statement of Policy Addressing General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents in a timely manner.

In case of fire or to request an ambulance, dial 911 from a campus phone or cell phone. For all other emergencies, dial campus police at 2211 (from campus phones) or 413.552.2211 (from cell phones or off-campus land lines).

Please note that 911 calls are answered at the Massachusetts State Police regional dispatch center. When calls to 911 are made via campus phone (in an office, classroom or hallway), the caller's location, including building and floor, are displayed to the State Police dispatcher.

When 911 calls are made using a cell phone, the police rely on the caller to provide location

information, including the full name of the building, floor and room number.

Additional phones are located in hallways in the buildings and can be used by anyone to report an emergency.

When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself;
- State where you are calling from;
- State briefly the nature of your call.

If possible, stay on the line unless otherwise advised by the officer. If assistance is required from off campus, the officer will summon the appropriate police, fire and/or medical service.

Crimes may also be reported anonymously via phone at 413.552.2808 or online at hcc.edu/report-crime.

To report a crime that occurs at an off-campus location, contact the appropriate local police department. In the case of an emergency, it is always best to dial 911 and follow the procedures outlined above.

EMERGENCY.....	911
Director/Chief of Police.....	413.552.2400
Non-Emergency.....	413.552.2400
Holyoke Police Department.....	413.536.6431
State Police, Northampton.....	413.584.3000

In addition to the numbers listed above, students and employees may report criminal offenses to the following individuals:

- Jacqueline Robles, Director of Public Safety, Frost 273, 413.552.2400
- Renee Tasted, Assistant Vice President of Student Affairs and Dean of Enrollment Management Frost 224, 413.552.2703
- Olivia Kynard, Campus Climate Officer, Kittredge Center 401, 413.552.2173
- Lindsey Pare, Coordinator of Student Activities, Campus Center 227B, 413.552.2418
- Thomas Stewart, Director of Athletics, Bartley Center 203, 413.552.2161

Statement of Policy Addressing Timely Warnings

The Holyoke Community College Public Safety Department is responsible for issuing Public Safety Advisories in compliance with the Clery Act to provide transparency around campus crime policy and statistics. In the event a situation arises, these advisories are issued to keep the campus community informed about safety and security matters. The decision to issue a Public Safety Advisory is decided on a case-by-case basis in light of all the facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts. Public Safety Advisories are issued for crimes defined by the Clery Act, specifically: Criminal Offenses, Hate Crimes, Hazing, VAWA Offenses and Arrests and Referrals for Disciplinary Action. Public Safety Advisories may also be posted for other crime classifications as deemed necessary. To issue a Public Safety Advisory the Holyoke Community College Police Department informs the campus community via a campus-wide targeted announcement which is addressed to students, faculty, and staff.

In addition to these Public Safety Advisories, Campus Alerts are issued to the campus community in the event of an imminent or ongoing threat to the community. Campus Alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible. (i.e., active threats, bomb threats, a dangerous chemical spill, etc.) These alerts are sent via text messages, phone and email to individuals through the campus emergency notification system. These alerts may be sent by the President's Office, members of the senior staff or the Campus Police.

All students, faculty, and staff are encouraged to go to <https://www.getrave.com/login/hcc> to ensure that alerts are sent through their preferred communication channel. Individuals with disabilities are encouraged to contact either the Office for Student with Disabilities and Deaf Services at 413.552.2582 or the ITD Help Desk at 413.552.6094 for assistance in subscribing to Campus Alerts.

Policy Addressing Limited Voluntary Confidential Reporting

It is the policy of the Holyoke Community College Police Department (HCCPD) that all crimes should be reported to the Campus Police Department. Anyone who is the victim or witness of a crime on campus is encouraged to promptly report the incident to the HCCPD. However, due to the sensitive nature of certain types of crime, victims of sexual assault may choose to confidentially report crimes to Olivia Kynard, Campus Climate Officer, Kittridge Center 401, 413.552.2173, and not to campus police. While crimes that have occurred are counted in the annual crime statistics, specifics are confidential and do not appear in the Annual Security Report.

Although most police reports are public records under state law, certain reports involving domestic violence and/or sexual violence will remain confidential.

Regardless of whether a report is made anonymously or not, all reports will be investigated. When appropriate, crime reports will be referred to the Dean of Students and/or the Title IX Office for reporting purposes.

When a potentially dangerous threat to the college community arises, Public Safety Advisories or Campus Alerts will be issued to notify individuals of the threat in a timely manner. These

advisories and alerts will also inform the community of any recommended action to be taken. (See Timely Warning Policy.)

A link for confidential reporting of a sexual assault has been placed on the HCC website at hcc.edu/reportcrime.

Policy Regarding Confidential Reporting to Counselors

Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, professional counselors at Holyoke Community College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. Holyoke Community College does not have pastoral counselors.

Professional Counselor

An employee of an institution, whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

Statement of Policy for Addressing Security and Access

Most campus buildings and facilities are accessible to campus community members, guests, and visitors during normal hours of business, Monday through Friday, and for limited designated hours on Saturday, Sunday, and holidays. The college has no on-campus residence housing. Facilities are maintained, and their security is monitored, in the interest of students, staff, and faculty. Campus Police and Security officers routinely monitor college facilities and security cameras in multiple locations are utilized to investigate alleged criminal activity. Many cultural and athletic events held in college facilities, such as the Bartley Center for Athletics and Recreation, and the Leslie Phillips Theater are open to the public. Other facilities such as the bookstore, library, and cafeteria also are open to the public. Access to academic and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, work, teaching, and conducting other college business. Areas such as the Kittredge Center conference and computer rooms are rented to other government and private entities at times. All groups using the Kittredge Center are registered through the office of the Vice President for Business and Community Services. Campus buildings are secured either by key

or a key card system.

Statement of Policy for Addressing Campus Law Enforcement Authority and Jurisdiction

Campus police officers possess the power and authority to apprehend and arrest anyone involved in illegal acts on campus. If needed, the Holyoke Community College Police Department receives assistance from the Holyoke Police Department, Hampden County Sheriff's Department, and the Massachusetts State Police.

The Holyoke Community College Police Department operates 24 hours per day, seven days a week, providing all patrol and emergency response services at the HCC campus.

By mutual agreement with state and federal agencies, HCCPD maintains a Criminal Justice Information Services terminal which provides department personnel with access to the National Crime Information Computer System as well as the Criminal History Systems Board for the Commonwealth of Massachusetts. These computer databases are used to enhance public safety by accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

The sworn personnel and support staff of the Holyoke Community College Police Department are dedicated to ensuring that the campus is a safe environment for studying, teaching, researching, and recreating. The department strives toward this goal through problem-solving partnerships with the faculty, staff, and students, as well as state and local governmental bodies, and community neighbors.

The Holyoke Community College Police Department works in collaboration with state and federal law enforcement agencies on an ongoing basis.

Feel free to contact us for routine business or if you have any questions, concerns, or suggestions regarding the Holyoke Community College Police Department.

You may call the HCCPD at 413.552.2400.

Statement of Policy for Addressing Security Awareness and Crime Prevention Programs

The Holyoke Community College Public Safety Department believes that, through crime prevention and safety awareness education, community members are better prepared to prevent crime and to respond if crime does occur.

The Executive Director of Community Safety, together with the HCC Police Department, conducts campus-wide Emergency Preparedness training and works with college departments to develop individualized response plans and provide additional training as needed. To set up training contact the HCCPD at Ext. 2400.

The campus police officers also actively seek response partners within our community. These partners, such as the HCC veterans' group and HCC faculty and staff, receive additional training

and assume communication and coordination duties in the event of an emergency.

The Executive Director of Community Safety or a designee sits on the college's Care Team, and partners with the Dean of Students and the Campus Climate Officer to address mental health issues in a supportive and timely manner, and offer support to students who are victims of violence either on or off campus. In addition to first responder training, public safety officers receive ongoing mental health first aid training, in order to better serve our community.

Along with working one-on-one with members of the college community, HCCPD provides extensive information on safety and emergency preparedness which is available on the college website at hcc.edu/safety. Emergency information posters have been placed in every classroom and office on campus, and telephones are available in campus hallways that can be used to obtain emergency assistance.

Public Safety, in conjunction with HCC Facilities and IT staff, are continually reviewing and assessing safety features, such as lighting and infrastructure, to address any defects or improvements in a timely manner.

Statement of Policy for Addressing Criminal Activity Off Campus

If a student is charged with an off-campus violation of federal, state, or local laws, the college reserves the right to take disciplinary action and impose sanctions against the student. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Campus police officers may assist local, state, and federal law enforcement agencies with investigations of off-campus offenses by HCC students. The college operates no off-campus housing or off-campus student organization facilities.

Statement of Policy Addressing Alcohol, Illegal Drugs, and Substance Abuse Education

Substance abuse and its related consequences undermine the goals of academic success and civility at Holyoke Community College. For this reason, the college has established policies and regulations pertaining to the possession and consumption of alcoholic beverages and the possession, use, distribution, and sale of illicit drugs and paraphernalia. These standards conform to state and federal laws and enhance the health, safety, property, and educational interests of all college community members.

Health risks associated with alcohol and other drug consumption include impaired judgment, vision, speech, coordination, memory, sensation and perception. Long-term use of alcohol and other drugs can negatively impact many of the body's systems, and cause physical and psychological dependence.

In accordance with the Drug-Free Schools and Communities Act, Amendments of 1989 (Pub. L 101-226), college regulations and laws pertaining to alcoholic beverages and the possession, use, distribution, and sale of illicit drugs shall be strictly and consistently enforced. Any violation of the college's Code of Student Conduct or violation of federal, state, or local laws shall subject the

offender to the college disciplinary process and/or criminal prosecution.

The college presents campus-wide drug and alcohol education programs on an annual basis, as well as educational opportunities available in current or future academic offerings. In addition, mental health and alcohol use screenings are available for free for students through the Center for Human Development (CHD). For more information about CHD and the services provided at HCC visit <https://www.hcc.edu/student-life/caring-for-yourself/mental-health-counseling-and-stress-mgmt>

Services for employees are provided through the Employee Assistance Program (EAP). Information about EAP can be found by visiting <https://www.hcc.edu/about/offices-and-administration/college-offices/people-and-talent#EAP>

Substance Abuse Prevention Policy

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the “Drug-Free Schools and Communities Act of 1989,” requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to the college regulated only criminal drug activity of federally grant funded employees and recipients of federal aid.

In accordance with Massachusetts Department of Higher Education policy, the college will notify the parents or legal guardians of students under age 21 each time they have been determined to be in violation of the campus alcohol policy.

Holyoke Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the college, will enforce the following policies:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or of a controlled substance is prohibited on the campus of Holyoke Community College or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, 56 Holyoke Community College · Student Handbook 2025-26 expulsion or discharge, and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the college shall ordinarily expel or discharge the offender, absent of mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, considerations of handicap under federal and state law.
2. Holyoke Community College shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include:
 - Massachusetts General Laws, Section 32L of Chapter 94C (Controlled Substances Act).
 - Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)

- Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)

Prescribed penalties under Chapter 94 range from mandatory probation for a first conviction for possession of a class E substance, to a period of imprisonment of up to two years and a fine of two thousand dollars for each subsequent conviction related to sale or distribution. Prescribed penalties under Chapter 90, Section 24, range from a fine of one hundred dollars to one thousand dollars. Federal judicial guidelines also exist which suggest penalties for violation of federal criminal statutes related to drugs and alcohol.

3. Alcohol is prohibited at Holyoke Community College functions and on any part of the campus.
4. Prescription drugs are highly regulated and are only legal and safe for the person for whom they are prescribed. Sharing of drugs is illegal and also dangerous. Legal possession of a prescription drug exists only when in a prescription bottle labeled with appropriate information.
5. Employees working under federally funded grants are additionally subject to the Drug-Free Workplace Act of 1988. The Act creates the following obligations:
 - a. Employees convicted of any criminal drug statute violation occurring in the workplace must notify the Assistant Vice President of People and Talent of Holyoke Community College, no later than five (5) days after such conviction. Such notification must be in writing.
 - b. The college shall notify the appropriate federal agency, within ten (10) days after receiving notice from the employee, regarding such conviction. Such notification will be in writing.
 - c. The college, within thirty (30) days of receiving notice, with respect to any employee who is convicted, will:
 - i. Take appropriate disciplinary action against the employee, up to and including termination of employment; or
 - ii. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.
6. The college will present campus-wide drug and alcohol education programs on an annual basis. This is in addition to other educational opportunities available in current or future academic offerings.
7. The following medical risks are associated with drug and alcohol use:

Overdose

An overdose can happen due to uncertain purity, strength or even the type of drug one gets illegally. It can also happen due to increased tolerance, because one needs increased

dosages to achieve the same effect. An overdose can cause psychosis, convulsions, coma or death. While the risks of drug overdose are more common, frequently more severe, extreme quantities of alcohol can similarly result in psychosis, convulsions, coma or death.

Dependence

Continued use of drugs or alcohol can lead to a psychological and/or physical need for them.

Health

Long-term drug or alcohol use can destroy a healthy body and mind. Generally, drug or alcohol abuse can lead to organic damage, mental illness, malnutrition, failure to get treatment for existing diseases or injuries, and even to death. Chronic drinking also has been associated with increased rates for heart disease, liver damage, ulcers and gastritis, and adrenal and pituitary gland damage. Injection of drugs presents special risks of getting AIDS, hepatitis and other infectious diseases.

Drugs and alcohol use can also affect the health of a child in the womb and result in birth defects, fetal alcohol syndrome, drug dependency or death.

Because the quantity of alcohol likely to injure a developing fetus is unknown, the United States Surgeon General has specifically counseled women not to drink any alcohol during pregnancy.

Accidents

When drugs or alcohol affect an individual's perception and/or reaction time, accidents become more likely.

8. For students who may be experiencing substance abuse problems, Holyoke Community College's CHD Program offers immediate in-the-moment support, as well as free short-term counseling. Students can access CHD at any time by calling 413-420-2302, email hccreferral@chd.org. For more information about services, students should come to the Student Affairs office (FR 224) or contact us at 413.552.2349. Assistance and information related to substance abuse issues for employees can be obtained through the Employee Assistance Program, accessible through the Office of People and Talent.
9. Treatment Covered by Required Student Medical Insurance:

Massachusetts General Laws, Chapter 15A, Section 18 and Code of Massachusetts Regulations Section 8.03 require that students certify their participation in a qualifying student health insurance program, or in a health benefits Access the Student Handbook online at hcc.edu/handbook 57 program with comparable coverage. Students carrying at least 75% of the full-time curriculum who do not possess adequate medical insurance must purchase the Massachusetts Community Colleges' Student Accident and Sickness Insurance plan. This plan provides benefits related to drug and alcohol abuse, including hospital confinement and nonhospital (outpatient) confinement benefits. A full list of the benefits is available in the student insurance brochure.

10. The college shall conduct a biennial review of these policies and programs and implement changes as necessary.

Marijuana Use Policy

Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, continues to prohibit the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, under this policy, as well as the system-wide Student Code of Conduct, the possession, use, distribution and cultivation of marijuana, even in limited amounts, remains prohibited on Community College property or at Community College events. Further, this policy prohibits the possession, use, or distribution of all marijuana accessories and marijuana products. Marijuana accessories shall include, but not limited to, products that are comprised of marijuana and other ingredients, and are intended for use or consumption, such as, but not limited to, edible products. Violations of this policy will subject students and employees to disciplinary action, up to and including expulsion or termination in accordance with applicable College policies or collective bargaining agreements.

Policy Against Sexual Violence

Holyoke Community College is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive or disorderly. In order to assure that the college meets its obligations to all members of the community, the procedures and programs have been established and are available in the offices of: the director of facilities, Vice President of Academic and Student Affairs, Director of Community Standards and Wellbeing, Chief Impact Officer, and Assistant Vice President of People and Talent.

Sexual violence is prohibited under state law and the College's Affirmative Action Policy. Sexual violence is prohibited pursuant to Title IX of the Educational Amendment Act of 1972, which states: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.

All reported or suspected cases of sexual violence shall be reported to the College's Chief Impact Officer and Title IX Coordinator.

The College is obligated to investigate allegations of sexual violence, even if the alleged victim chooses not to participate in the investigation. An employee or student who commits an act of sexual violence shall be subject to disciplinary action, up to and including expulsion or termination from the College, as well as criminal prosecution.

The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual violence is confirmed.

Reporting Complaints of Sexual Violence

If any student or employee believes that he or she has been the victim of sexual violence, the student or employee has the right to file an Affirmative Action Discrimination Complaint Form with the College. For more information or assistance with filing a complaint, please contact the College's Chief Impact Officer and Title IX Coordinator. If the Chief Impact Officer and Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures.

Additionally, if desired, the Chief Impact Officer and Title IX Coordinator and/or Campus Police can provide assistance in contacting local police. Reporting the incident to the Chief Impact Officer or law enforcement does not commit the victim to filing charges, however, the College is required to investigate such reports. Although every reasonable effort will be made to protect a victim's privacy, individuals with a need to know may be contacted and information may be shared as necessary to investigate and adjudicate the matter or as public safety requires. A report of the incident will be filed with local police in the event public safety is at risk even if the victim does not intend to report the incident to police or cooperate in an investigation.

Sexual Violence Defined

Sexual violence is defined under the Board of Higher Education/Massachusetts Community Colleges' Policy on Affirmative Action, Equal Opportunity and Diversity ("Policy on Affirmative Action") as any sexual activity where consent is not obtained or able to be freely given, and shall include rape (as defined in Massachusetts), acquaintance rape, or any unwanted sexual activity that is forced or coerced by one person on another.

Protections for Victims of Sexual Violence

A victim of sexual violence shall:

- Be provided with a copy of the College's Sexual Violence – Victim's Rights and Information form;
- Have the right to, or not to, seek assistance from campus administration or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;

- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a representative during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity with the accused individual(s) insofar as the College is permitted and able; • Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and
- Be informed of any no-contact or no-trespass orders issued to the accused by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

Procedures for a Victim of Sexual Violence

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence should be advised as follows:

Protect Themselves and Get Medical Attention – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.

Preserve Evidence - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or a clean paper bag.

Seek Health and Support Services - Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such services, including counseling, please contact the Chief Impact Officer and Title IX

Coordinator. Contact Information In the event that you are the victim of sexual violence on the campus, first and most importantly get yourself into a place of safety, if at all possible, where you are able to call one or more of the following:

1. Chief Impact Officer and Title IX Coordinator Olivia Kynard at 413.552.2173 to report the incident and receive prompt assistance.
2. The Campus Police at 413.552.2211 (ext. 2211 on campus phones) to report the incident and receive prompt assistance.
3. The local police at 413.536.0111.
4. A friend or family member.
5. A Rape Crisis Center (see below)
6. CHD 413.420.2302

CHD CLINICAL SERVICES ON CAMPUS

Where: Frost 232

When: Monday - Friday, 9 a.m. - 4 p.m.

Contact: 413.552.2626 ext. 2626 (during normal office hours)

Telehealth off campus: CHD has staff on-site at the CHD clinic to provide telehealth clinical services during the normal business day, after 4 p.m., and some weekend availability. Please stop by Frost 232 to sign up.

After hours: If you or anyone you know is experiencing an emergency mental health crisis, please contact the CHD Gateway Community Behavioral Health Center at 1.833.CHD.TALK.

Rape Crisis Center Contact Information

The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information may be subject to change, the current contact information on rape crisis centers in Massachusetts can be found at <https://www.mass.gov/info-details/rape-crisis-centers>.

Greater Boston Area**Boston Area Rape Crisis Center**

99 Bishop Allen Drive
Cambridge, MA 02139
Additional sites in Boston, Chelsea
Hotline: (800) 841-8371
Office: (617) 492-8306
TTY: (617) 492-6434

Greater Framingham Area

Voices Against Violence: A program of South Middlesex Opportunity Council
7 Bishop Street (SMOC)
Framingham, MA 01702
Hotline: (800) 593-1125
Office: (508) 820-0834
TTY: (508) 626-8686

Lawrence and North Shore Area**YWCA Northeastern Massachusetts**

38 Lawrence Street
Lawrence, MA 01840
Hotline: (877) 509-9922
Office: (978) 682-3039 x 1023
TTY: (978) 686-8840

additional site in Lynn –
YWCA North Shore Rape Crisis Center
20 Central Avenue, Suite 510
Lynn, MA 01901
Hotline: (800) 922-8772
Office: (781) 477-2313

Lowell Area**The Center for Hope and Healing**

15 Hurd St
Lowell, MA 01852
Hotline: (800) 542-5212
Office: (978) 452-7721
TTY: (978) 452-8723

Norfolk/Bristol Counties**New Hope**

140 Park Street

Attleboro, MA 02703

Additional sites in Taunton, Webster
Hotline: (800) 323-4673
Office: (508) 226-4015
TTY: (508) 323-4673

Plymouth County/South Shore

A New Day: A program of Health Imperatives
950 West Chestnut Street
Brockton, MA 02301
Additional sites in Quincy, Weymouth, Plymouth
Hotline: (508) 588-8255
Office: (508) 580-3964
TTY: (508) 894-2869

Cape Cod**Independence House**

160 Bassett Lane
Hyannis, MA 02601
Additional sites in Falmouth, Orleans, Provincetown
Hotline: (800) 439-6507
Office: (508) 771-6507
TTY: (508) 771-6782

Nantucket**A Safe Place**

5B Windy Way
Nantucket, MA 02554
Hotline: (508) 228-2111
Office: (508) 228-0561
TTY: (508) 228-7095

Greater New Bedford Area**New Bedford Women's Center/The Women's Center**

405 County Street
New Bedford, MA 02740
Additional site in Fall River
Hotline: (508) 996-6636
Office: (508) 996-3343
TTY: (508) 996-1177

Martha's Vineyard

Martha's Vineyard Community
Services [CONNECT to End Violence](#)

111 Edgartown Road
Vineyard Haven, MA 02568
Additional site in Edgartown
Hotline: (508) 696-7233
Office: (774)-549-9667
TTY: (774)-549-9659

Assabet/Blackstone Valleys

[Wayside Trauma Intervention Services/Valley
Rape Crisis Program](#)

10 Asylum Street
Milford, MA 01757
Hotline: (800) 511-5070
Office: (508) 478-6888
TTY: (508) 478-4205

Worcester County

[Pathways for Change](#)

588 Main Street
Worcester, MA 01608-2014
Additional site in Fitchburg, Southbridge,
North Brookfield
Hotline: (800) 870-5905
Office: (508) 852-7600
TTY: (888) 887-7130

Hampshire County

[Center for Women and Community](#)

at UMass Amherst
180 Infirmary Way
Amherst, MA 01003
Hotline: (413) 545-0800
Office: (413) 545-0883
TTY: (413) 577-0940

Franklin County/North Quabbin

[NELCWIT](#)

479 Main Street
Greenfield, MA 01301
Additional site in Orange
Hotline: (413) 772-0806

Office: (413) 772-0871

TTY: (413) 772-0815

Berkshire County

[Elizabeth Freeman Center](#)

43 Francis Avenue
Pittsfield, MA 01201
Additional sites in Adams, North Adams,
Great Barrington
Hotline: (866) 401-2425
Office: (413) 499-2425
TTY: (413) 499-2425

Hampden County

[YWCA of Western Mass.](#)

1 Clough Street
Springfield, MA 01118
Additional sites in Westfield, Huntington
Hotline: (800) 796-8711
Office: (413) 732-3121
TTY: (413) 733-7100

Llámanos Spanish Language Helpline

24-hour Helpline: (800) 223-5001
c/o YWCA of Western Mass.
1 Clough Street
Springfield, MA 01118

These Rape Crisis Centers offer FREE services to survivors of sexual violence, including:

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

Mandatory Reporting Under State Law

Children (a person under the age of 18) may be students at the College or may be engaged in activities sponsored by the College or by third parties utilizing College facilities. In such instances, where an employee has reasonable cause to believe that a child is suffering a physical or emotional injury resulting from, among other causes, sexual abuse, the employee and the College may be obligated to comply with the mandatory reporting requirements established at M.G.L. Chapter 119, Section 51A-E. In such cases, the employee is directed to immediately report the matter to Olivia Kynard, Campus Climate Officer, Kittridge Center 401, 413.552.2173, who, in consultation with other officials, shall contact the Commonwealth's Department of Children and Families and/or law enforcement. An employee may also contact Olivia Kynard, Campus Climate Officer, Kittridge Center 401, 413.552.2173, local law enforcement authorities, or the Department of Children and Families directly in cases of suspected abuse or neglect.

State law also maintains mandatory reporting requirements for certain occupations where elderly and disabled abuse or neglect is suspected. For more information on these reporting requirements please contact the College's Campus Climate Officer.

Disciplinary Proceedings

College disciplinary proceedings are detailed in the Holyoke Community College Code of Student Conduct. The Dean of Students Office is in charge of college discipline and allows the accused and the victim to select a person who has no formal legal training to accompany them throughout the hearing. In cases involving the allegation of violent crime, both the victim and the accused will be informed of the outcome of the judicial hearing. A student found guilty of violating the college Policy Against Sexual Violence could face criminal proceedings as well as suspension or expulsion from the college.

Statement of Policy Addressing Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

Members of the Holyoke Community College community may request information about sex

offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone 978.740.6400 or <https://www.mass.gov/orgs/sex-offender-registry-board>.

Penalties for Improper Use of Sex Offender Registry Information

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

Statement of Policy for Reporting the Annual Disclosure of Crime Statistics

As required by federal law, Holyoke Community College Police Department's yearly crime statistics for this report are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus reported to HCC Police, and designated campus officials, including but not limited to directors, deans, department heads, dean of students' staff, advisors to students, and athletic coaches. In addition, these statistics also include persons referred for campus disciplinary action for categories required under the Clery Act, including liquor and drug law violations, and illegal weapons possession. Statistical information for certain off-campus locations or property owned or controlled by the college as well as public property within or immediately adjacent to and accessible from the campus are collected or requested from the Holyoke Police Department and the Ludlow Police Department for the Adult Learning Center in Ludlow. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

The crime statistics tables located at the end of this report are reflective of the requirements mandated by Federal law for compiling this report which became effective July 1, 2000.

Specific Information about Classifying Crime Statistics

The following statistics are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the federal law (the Clery Act).

The number of victims involved in a particular incident is indicated for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): Robbery, Burglary, Larceny, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of motor vehicle theft, each vehicle stolen is counted.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics. If an arrest includes offenses for multiple liquor or drug law violations, it is only counted as a Drug Law Violation as that is the more egregious offense.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicate the number of people who are referred to the Dean of Students Office.

Hate Crime statistics are separated by their category of prejudice. Statistics for Hate Crimes are counted in each specific Clery reportable crime category and therefore, are part of the overall statistics reported for each year. The only exception to this is the addition of a bias-motivated simple assault resulting in bodily injury; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.

Specific Information about the Crime Statistics Reported by Holyoke Community College Police Department

Unless otherwise indicated, all statistics are from incidents that were reported to Holyoke Community College Police Department. “Reported to Other Campus Agencies” includes crime statistics from incidents reported by other Campus Security Authorities (e.g. athletic coach).

Definition of Sexual Violence

Sexual Violence: Any sexual activity where consent is not obtained or able to be freely given, and shall include the following categories:

- 1) Rape – Defined in Massachusetts as the oral, anal, or vaginal penetration by an inanimate object, penis, or other bodily part without consent. In Massachusetts, it is illegal to have sex with someone who is incapable of giving consent because they are: (a) intoxicated; (b) unconscious; (c) mentally incompetent; or (d) under 16 years of age.
- 2) Acquaintance Rape – Rape upon someone by a person he or she knows.
- 3) Sexual Assault – Any unwanted sexual activity that is forced or coerced by one person on another.
- 4) Intimate Partner Violence
- 5) Stalking – Defined in Massachusetts as whoever willfully and maliciously engages 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 makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking.
- 6) Dating Violence – Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual

or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence (as defined by the 2013 VAWA Amendments to Clery for Clery reporting purposes however, for criminal prosecution the two areas may intersect; see “Domestic Violence, MGL’s below).

- 7) Domestic Violence - A felony or misdemeanor crime of violence including, but not limited to, attempting to cause or causing physical harm; placing another in fear of imminent serious physical harm; or causing another to engage involuntarily in sexual relations by force, threat or duress, which is committed by (a) a current or former spouse or intimate partner of the victim; (b) a person with whom the victim shares a child in common; (c) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (as defined by the 2013 VAWA Amendments to Clery for Clery reporting purposes).

- (1) Massachusetts General Laws, Chapter 209A, Section 1 definition relative to domestic violence and dating violence: Occurrence of one or more of the following abusive acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress. “Family or household members” include persons who; (a) are or were married to one another; (b) are or were residing together in the same household; (c) are or were related by blood or marriage; (d) having a child in common regardless of whether they have ever married or lived together; or (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by a court upon considering the following factors: (1) the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship. NOTE: Crimes of domestic violence and dating violence under MGL’s may be charged under various chapters and sections dependent upon the elements of the case. The definition provided under Chapter 209A, Section 1, above, provides the elements considered in determining if the crime is one of domestic violence or dating violence under state law.

Sex Offenses Defined as per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

- 1) Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

- 2) Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/ her youth or because of his/her temporary or permanent mental or physical incapacity.

- 3) Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/ her youth or because of his/her temporary or permanent mental or physical incapacity.

4) Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity

Sex Offenses-Non-Forcible: Unlawful, non-forcible sexual intercourse.

1) Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

2) Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Clery Reportable Offense Crime Definitions from the Uniform Crime Reporting Handbook

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

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

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina, or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

Offense Definitions Relating to the Hate/Bias-Related Crime Statistics Per the UCR Hate Crimes Reporting Guidelines A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

Holyoke Community College is required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex assault (rape, fondling, statutory rape and incest), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the

use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Note: 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. For example, a subject assault a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc. the assault is then also classified as a hate/bias crime.

On-Campus-defined as: 1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and 2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property-defined as: 1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property-defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Emergency Response and Evacuation Procedures

It is the policy of HCC to notify, without delay, the campus community of any confirmed significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees. The content of the notification will be determined and the notification system will be initiated unless, in the professional judgment of responsible authorities, the release of such notification at that time would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The notification system's purpose is to provide brief and immediate instructions to the campus community and identify other resources where additional information can be obtained. During an emergency, detailed information about an incident would be provided in other forms of communication, such as email, website, voice mail, and emergency bulletins issued through the media. All students, faculty, and staff are strongly encouraged to update their contact information with the college's

emergency notification service at <https://www.getrave.com/login/hcc>.

Affirmative Action Complaint Procedure

General Information

A. Application of Policy

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

B. Confidentiality of Process

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

C. Complainant Requests Confidentiality

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

D. Anonymous Complaints

To the extent possible, the College is obliged to investigate and respond to anonymous complaints.

E. Off-Campus Behavior

The College reserves the right to investigate alleged prohibited conduct under this Policy occurring off-campus when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College's pursuit of its educational objectives and mission, and/or if a student or employee is charged with a serious violation of

state or federal law.

F. Interim Action

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

G. Joint Investigation

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

H. Collateral Rights of Employees

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

I. Complaints of Sex Discrimination, Sexual Harassment or Sexual Violence

The Title IX Coordinator Olivia Kynard, Kittridge Center 401, 413.552.2173 shall have the responsibility for administering this Policy relative to complaints of sex discrimination, sexual harassment and sexual violence.

Formal and Informal Procedures

The complaint process is comprised of two procedures - the informal procedure and the formal procedure.

A. Informal Procedure

Where appropriate, the parties to a dispute and/ or the *Affirmative Action Officer* may attempt to reach an informal and prompt resolution of the potential complaint. Informal resolution is

encouraged and any of the parties involved may request the intervention of the *Affirmative Action Officer* to assist in resolving the matter informally. An informal resolution is achieved through open dialogue between the parties that allows for the airing of any misunderstandings or disputed issues. The informal procedure shall not be used in an effort to resolve allegations of sexual harassment or sexual violence. Further, at no time shall a Responding Party question or confront a Complainant, or engage a third party to do so, as such conduct may constitute intimidation and/or retaliation, which are strictly prohibited under this Policy.

B. Formal Procedure

The following rules apply throughout all phases of the formal complaint process: (1) all parties to a complaint may have a personal advisor (for union employees this may be a union representative); (2) the role of a personal advisor is limited to providing discrete advice and counsel to the party; (3) the filing of a complaint under this Policy shall not preclude a Complainant from pursuing a complaint in a separate legal forum; (4) a complaint involving a grade dispute shall proceed under this Policy when a student alleges that a grade was improper because of discrimination, discriminatory harassment, sexual violence or retaliation; and (5) all findings reached under this procedure must be based on a “preponderance of evidence” (i.e.; more likely than not) standard.

At any point during the formal complaint procedure, either party may request mediation by contacting the *Affirmative Action Officer*. The purpose of mediation is to resolve the dispute to the satisfaction of both parties. Mediation shall be mutually agreed upon by the parties. The *Affirmative Action Officer*, or designee, shall select an impartial mediator, who shall be mutually agreed upon and not unreasonably refused by either party and inform the parties in writing of the mediation process and schedule. The mediator must have training or experience in mediating matters subject to this complaint process. Where practicable, a mediation session shall be conducted no later than thirty (30) days after agreed to by the parties. The timelines presented under the Complaint Procedure shall be tolled pending the outcome of mediation. If mediation is successful in resolving the complaint, the *Affirmative Action Officer* shall reduce to writing the terms of the mediated resolution, which shall be signed by the parties. The mediation process shall not be used in an effort to resolve allegations of sexual harassment or sexual violence. If mediation does not result in a resolution, all mediation discussions shall remain confidential and may not be used or introduced in this process or any other forum.

Step 1 – *Affirmative Action Officer* Investigation

When a Complainant believes that he/she has been discriminated against because of his/her race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information, veteran status, maternity leave, and/or subjected to sexual harassment, sexual violence, or retaliation, the Complainant may file a formal written complaint in writing with the *Affirmative Action Officer*. For student Complainants, a formal complaint may be filed within thirty (30) days following the end of the instructional period when the Complainant knew or should have known of the grievable act. For employee Complainants, a formal complaint may be filed within thirty (30) days from when the Complainant knew or should have known of the grievable act. The complaint shall contain a statement of all known facts pertaining to the alleged violation and shall be filed preferably on the Affirmative Action Discrimination Complaint Form

(see Appendix A), which shall be available from the *Affirmative Action Officer*. If a student is involved, the *Affirmative Action Officer* shall notify the Vice President or Dean of Student Services.

During Step 1, the *Affirmative Action Officer* has the authority to seek to resolve the complaint through an administrative remedy. If the parties accept the administrative remedy proposed, its terms shall be reduced to writing, signed by both parties and the *Affirmative Action Officer* shall retain the document, with copies to the parties. Thereafter, the matter shall be considered resolved between the parties.

Upon receiving a written complaint, the *Affirmative Action Officer* will notify the Responding Party in writing, of the complaint (see Appendix B), and provide the Responding Party with a copy thereof. The timeliness of such notification shall be in accordance with the appropriate collective bargaining agreement, if applicable. The Responding Party shall have ten (10) days from receipt of notice to submit to the *Affirmative Action Officer* a written response to the complaint.

Where practicable, within thirty (30) days from the date the Respondent's written response is received, or the date it was due if none was submitted, the *Affirmative Action Officer* shall conduct an investigation and prepare and issue a Report of Preliminary Findings to the parties. The investigation shall include, but is not limited to, an analysis of the allegations and defenses presented, consideration of all relevant documents, including materials presented by the parties, interviews of the parties and other individuals and/or witnesses, and/or reviewing certain documents or materials in the possession of either party that the *Affirmative Action Officer* has deemed relevant to the complaint. The *Affirmative Action Officer's* report shall specify the investigation undertaken and summarize his/her preliminary findings. The report shall be delivered to the parties in hand or by certified mail. If the investigation is not completed within thirty (30) days, status updates shall be provided to the parties every thirty (30) days until its completion.

Thereafter, the parties will have ten (10) days from the date of their receipt of the Report of Preliminary Findings to submit Rebuttal Statements to the *Affirmative Action Officer*. The parties may present no new allegations at that time. Where practicable, within seven (7) days of receiving the parties' Rebuttal Statements, the *Affirmative Action Officer* shall review the rebuttal Statements and prepare and submit a Report of Final Findings and Recommendations to the President's Designee for consideration.

Step 2 – Review and Decision by the President's Designee

Where practicable, within ten (10) days of receipt of the *Affirmative Action Officer's* Report of Final Findings and Recommendations, the President's Designee shall issue a written decision to the parties. The written decision shall accept, reject or modify the *Affirmative Action Officer's* Final Findings and Recommendations. The Designee's written decision shall be delivered in hand or by certified mail and shall include the Report of Final Findings and Recommendations. If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College's Board of Trustees shall designate a Board member(s) as Designee to administer Step 2 of the Complaint Process.

Step 3 – Appeal to the President

A party who is not satisfied with the Designee's written decision may file an appeal with the President within five (5) days of receiving the Designee's decision. Where practicable, within five (5) days of receiving the appeal, the President shall issue a written decision accepting, rejecting or modifying the Designee's decision. The President's decision is final provided that any corrective action and/or discipline imposed is subject to applicable collective bargaining agreements.

If the President is the Responding Party in an Affirmative Action Complaint, then the Chair of the College's Board of Trustees shall consider the appeal and issue the written decision.

AFFIRMATIVE ACTION DISCRIMINATION COMPLAINT FORM

The purpose of this form is to record information required to initiate an investigation into an alleged violation of the College's Affirmative Action Policy. All reasonable efforts will be made to maintain the confidentiality of the parties involved during the complaint procedure in accordance with the Affirmative Action Policy.

It is unlawful to retaliate against a student, employee or any other person in the College for filing a complaint or for cooperating in an investigation of a complaint. All parties to a complaint may have a personal advisor (for union employees this may be a union representative) assist them throughout the process.

Date Filed: _____ Date(s) of Alleged Discrimination: _____

A. Name (Print): _____

B. Check One: Student: _____ Employee: _____

Department/Division: _____

C. Type of alleged discrimination or act (please check applicable category):

☐ Race/Color	☐ Religion/Creed	☐ Age
☐ National Origin	☐ Gender	☐ Disability
☐ Sexual Harassment	☐ Sexual Orientation	☐ Genetic Information
☐ Maternity Leave	☐ Gender Identity	☐ Military Service
☐ Retaliation	☐ Sexual Violence*	Other: _____

*If sexual violence is alleged, specify type as defined under this Policy: _____

D. Name of individual(s) you believe discriminated against you: _____

E. List any witnesses: _____

F. Description of Complaint - please list the sequence of events, including dates, if possible, and any relevant facts and statements:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

To the best of my knowledge and belief, the above information is complete, true and accurate and not a “false charge” as defined under this Policy. I hereby submit this complaint under the College’s Affirmative Action Complaint Procedure.

Received by (College Official's name/title): _____

Date Received: _____

Holyoke Community College Crime Statistics 2023-2025

The 2026 Annual Security Report, reports findings for 2025, the most recent year for which data is available. The college is a non-residential institution.

	2023			2024			2025		
OFFENSES	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Homicide	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1	0	0	0	0
Arson	0	0	0	1	1	0	0	0	0
VAWA OFFENSES	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	8	1	0
ARRESTS	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Weapon Law Violation	1	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	1	0	0	0	0	0
Alcohol Law Violation	0	0	0	0	0	0	0	0	0
REFERRALS	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus
Weapon Law Violation	0	0	0	0	0	0	0	0	0

Drug Law Violation	1	0	0	0	0	0	0	0	0	0
Alcohol Law Violation	1	0	0	0	0	0	0	0	0	0
HATE CRIMES	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	On-Campus	Public Property	Non-Campus	
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	2	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0

Hate Crimes Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (Gi) Gender Identity

Hate Crime Statistics

The HCC Police classified the number of crimes as follows:

2023, 0 Hate Crimes

2024, 0 Hate Crimes

2025, 2 Hate Crimes

Unfounded Reports

There were 0 unfounded reports for 2023, 2024, and 2025.