



2022 Annual Security Report

Statistics for 2019, 2020, and 2021

Published October 2022

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To the Campus Community:

Benjamin Franklin Cummings Institute of Technology firmly believes in providing a safe, secure, and supportive academic environment for each of our students, employees, and guests. We believe that in order to provide a life-changing educational experience, all of those associated with the college play a role in helping to foster this type of environment and that this environment is needed in order to produce top-notch graduates to help support our innovation and technologically driven economy.

This report contains information related to campus safety efforts and prevention measures, as well as crime statistics. Please take the time to read this report and join me in committing to continue to provide a caring and safe environment for everyone associated with the college.

Should you have any questions about the content of this report, do not hesitate to contact me by e-mail at jcornog@bfit.edu

Best regards,

Jackie Cornog
Dean of Students

Annual Security Report

College Emergency Operations Plan

A summary of Campus Safety and Emergency Management is located online at www.BFIT.edu/safety.

Daily Crime Log

BFCIT Security maintains a Daily Crime Log of all on- and near-campus incidents. This includes all crimes, not just crimes required for reporting through the Clery Act. The log also contains recording of other serious incidents that occur on-campus, including non-campus buildings or properties, or public property adjacent to the college as reported to BFCIT Security by Boston Police or other law enforcement authorities with appropriate jurisdiction.

Fire and Emergency Reporting Procedures

In the case of fire and emergency situations that would impact the health and safety of the campus community, please first call 911 before further notifications are made to BFCIT Security as stipulated:

The City of Boston Fire Prevention Code sec 28.01(a-d), specifies reporting requirements. Section 29.02 clearly states, “no person shall require, make, post or maintain any order direction, or regulation written or verbal that would require or direct anyone to delay reporting a fire to the fire department.”

Campus Security Authorities

While the college prefers that community members promptly report all crimes and other emergencies directly to BFCIT Security or to the Boston Police Department, we also recognize that some may prefer to report incidents to other individuals or college offices.

Under this law, Campus Security Authorities (CSAs) are mandated to report crimes brought to their attention for immediate action by BFCIT and for inclusion in the Annual Security Report.

A CSA is an “official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

The following are CSAs for Benjamin Franklin Institute of Technology:

Title	Name	Phone	E-mail
Dean of Students / Title IX Coordinator	Jackie Cornog	617-588-1343	jcornog@bfit.edu
Human Resources	Kevin Hepner	617-588-1376	hr@bfit.edu
Director of Student Wellness & Support	Emma Michalowski	617-588-1302	emichalowski@bfit.edu
Manager of Campus Security	Kevin Hepner	617-588-1376	khepner@bfit.edu

Reporting Crimes and Other Emergencies

Policy for Timely Warnings

It is the college's policy to be open with students and employees about security matters. When BFCIT Security becomes aware of a Clery Act crime that may pose a serious or ongoing threat to members of the community, a "timely warning" will be issued. BFCIT Security will issue these warnings upon conferring with the Dean of Students, the Dean of Academics, or the Manager of Campus Security.

Timely warnings will generally be posted for Clery Act crimes including, but not limited to, homicide, robbery, aggravated assault, burglary, sexual assaults, and hate crimes. BFCIT Security will post these warnings in a variety of ways, including, but not limited to, community email messages, flyers, social media, and other media if necessary.

The purpose of these timely warnings is to notify the campus of the incident and to provide information that may enable individuals to protect themselves from similar incidents. The college will issue timely warnings whenever the following criteria are met: (i) a Clery Act crime is committed; (ii) the perpetrator has not been apprehended; and (iii) there is substantial risk to the physical safety of other members of the campus community because of this crime. Timely warnings will often ask members of the community for help in gathering information about an incident or in identifying those responsible by contacting BFCIT Security at 617-588-1355.

Policies for Preparing the Annual Security Report: Disclosure of Crime Statistics

Benjamin Franklin Cummings Institute of Technology (BFCIT) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery Act) using information maintained by BFCIT Security, information provided by other College departments and Campus Security Authorities (CSA's), and information provided by the Boston Police Department Office of Research and Development.

This report provides statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property that is owned, leased, or controlled by BFCIT. This report also includes institutional policies concerning campus safety and security.

Reporting of Criminal Offenses

We encourage all members and guests of the college community to report all crimes and other emergencies to BFCIT Security in a timely manner. The college has a number of ways to report crimes, serious incidents, and other emergencies to appropriate college officials listed throughout this document.

Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire college that you immediately report incidents so that BFCIT Security can investigate the situation and determine the necessity to notify the appropriate law enforcement agency, issue a timely warning, or an emergency notification.

Voluntary Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from being victims. BFCIT does not maintain specific policies or procedures for confidential and voluntary reporting, but we encourage the college community to report crimes promptly and to participate in and support crime prevention efforts. Anyone may call BFCIT Security at (617) 588-1355 to report concerning information.

Individuals may also report crimes through the Boston Police Department's Crime Stoppers Hotline at (800) 494-TIPS or on your mobile phone by texting the word TIP to 27463. Further information about the Boston Police Crime Stoppers program can be found online at <http://bpdnews.com/crime-stoppers-text-a-tip-program/>.

Emergency Notification and Evacuation

Emergency Notification Policy

BFCIT uses Campus Alerts as the BFCIT Emergency Notification System. The system is setup to alert students, faculty, and staff in case of an emergency affecting the College as a whole, and requiring that information be conveyed rapidly. Students are responsible to update their contact information each semester in order to receive emergency notification alerts.

Emergency Drills, Testing, and Evacuation Procedures

BFCIT conduct emergency management exercise to test procedures and preparedness. The scenarios for these exercises change from year-to-year, and include departments from across campus.

To ensure the college's emergency management plans remain current and actionable, the college will conduct an emergency management exercise once yearly. These exercises may include tabletop drills, emergency operation center exercises, or full-scale

emergency response exercises. The college also conducts after-action reviews of all emergency management exercises to ensure continual refining and improvement in response.

In conjunction with at least one emergency management exercise each year, the college will notify the BFCIT community of the exercise and remind the community of the information included in the college's publicly available information regarding emergency response procedures.

Missing Student Notification

Missing Student Notification Policy

The Benjamin Franklin Cummings Institute of Technology takes student health and safety seriously and considers it with upmost importance. The staff of BFCIT will make all efforts to communicate with appropriate persons in a timely manner regarding a student's health and safety.

Reporting a suspected missing student

Anyone who suspects a student to be missing should report their concern to the designated Student Affairs professionals (as noted below). All reports made to the College will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students or designee will place the call.

A suspected missing person should be reported to any of the following staff members:

- Dean of Students, 617-588-1343 (daytime)
- Director of Student Wellness and Support, 617-588-1302 (daytime)
- Dean of Academics, 617-588-1337 (daytime)
- BFCIT Security Officers, 617-588-1355 (daytime, evenings)

The following information will be collected and documented when it is reported to a staff member:

- Name and directory information of suspected missing person
- Name and relationship of person reporting the suspected missing person
- Contact information (cell phone, email, address) of the person reporting
- Date, time, location the suspected missing person was last seen
- Any known extracurricular, off-campus visits (friends, family) or work commitments of the suspected missing person
- Cell phone number of the suspected missing person

Determining a missing student

Once a student has been reported as missing, staff members may participate in any or all of the following procedures to make contact with the suspected missing student:

- Call and text the student's cell phone (or other numbers posted in CAMS)
- Contact student's faculty members
- Contact student's emergency contact
- Contact any friends
- Check any social media websites (Facebook, Instagram, Twitter, etc)

Involving local law enforcement agencies

Once all information has been collected regarding the suspected missing student and a timely and appropriate investigation has taken place by college officials, the Dean of Students and/or designee will make contact with the Boston Police Department. Once the information is reported to the Boston Police Department, the Dean of Students will continue to act as the spokesperson to the family and concerned reporter regarding the missing student.

Student Services and Security will assist any local law enforcement agencies with the investigation upon request by providing all necessary and appropriate information on the student and by using any of the procedures and the resources listed above to assist in the investigation that are legally permissible.

This policy is also available to the community through the college's website at <http://www.BFIT.edu/Student-Life/Student-Conduct/Campus-Policies/Missing-Student-Policy> and is referenced in the Student Handbook and the College Catalog. The policy is reviewed and published annually.

Security and Access to Campus Facilities

Authority to Arrest and Relationships

Benjamin Franklin Cummings Institute of Technology contracts with Windwalker Security Services to provide safety and security services to the BFCIT community during operating hours when students are present. The service is comprised solely of unarmed, non-sworn security officers that do not have powers of arrest. All officers receive their security-based training from Windwalker and should a situation arise where law enforcement is needed, campus security officers will notify the Boston Police Department, who will respond to campus. All crimes and criminal activity are reported to and investigated by the Boston Police or other law enforcement authorities with appropriate jurisdiction.

BFCIT Security maintains a cooperative relationship with the Boston Police Department and other law enforcement agencies. There are currently no mutual aid agreements or radio communication interoperability with any outside agencies. BFCIT Security does not participate in local or regional law enforcement meetings or joint department trainings.

Accurate and Prompt Reporting Policy

We encourage all members and guests of the college community to report all crimes and other emergencies to BFCIT Security in a timely manner. The college has a number of ways to report crimes, serious incidents, and other emergencies to appropriate college officials listed throughout this document.

Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire college that you immediately report incidents so that BFCIT Security can investigate the situation and determine the necessity to notify the appropriate law enforcement agency, issue a timely warning, or an emergency notification.

Confidential Reporting Policy

If crimes are never reported, little can be done to help other members of the community from being victims. BFCIT does not maintain specific policies or procedures for confidential and voluntary reporting, but we encourage the college community to report crimes promptly and to participate in and support crime prevention efforts..

Individuals may also report crimes through the Boston Police Department's Crime Stoppers Hotline at (800) 494-TIPS or on your mobile phone by texting the word TIP to 27463. Further information about the Boston Police Crime Stoppers program can be found online at <http://bpdnews.com/crime-stoppers-text-a-tip-program/>.

Monitoring and Reporting of Criminal Activity Off-Campus

BFCIT relies on local law enforcement to provide information about incidents that occur off-campus involving BFCIT students and recognized student organizations. If BFCIT Security learns of criminal activity involving a student or student organizations, it will make notification to the appropriate external law enforcement and forward information about the situation to the Dean of Students as appropriate.

The college requires all recognized student organizations to abide by local, state, and federal laws, and college policies, rules, and regulations. The college may become involved in the off-campus conduct of a student or recognized student organization when such conduct is determined to affect a substantial college interest, as defined in the Student Handbook.

Security Awareness Programs Policy Statement

The college annually produces a marketing campaign to inform students to contact BFCIT Security if there are incidents. The “If You See Something, Say Something” campaign, similar to the campaign used by the MBTA, consists of flyers throughout the building and Security Guard visibility at on-campus functions. The College also posts emergency and safety procedures in each classroom, lab, and office/suite.

Crime Prevention Programs Policy Statement

The college educates students about crime prevention and college policies through educational programming at New Student Orientation each semester. The programming has historically focused primarily on the effects of and crimes associated with the possession or use of marijuana as that has been the primary conduct related issue that we have on a regular basis.

The college also utilizes educational programming through the student conduct judicial adjudication process where students will learn about conduct issues as a means to avoid escalation to criminal activity.

Drug, Alcohol, and Substance Abuse Policy Statements

The college supports a zero tolerance policy for the use, possession or intent to distribute alcohol or drugs on the BFCIT campus. These offenses are serious in nature and will result in sanctions that may include suspension from the campus housing and/or expulsion from the college.

Regardless of age, there will be no use, possession or distribution of alcoholic beverages on campus. Persons 21 years or older will have the responsibility of conducting themselves in a professional manner at all times. While the college does not have jurisdiction outside of college property, any student that appears intoxicated upon entering these buildings will be in violation and subject to sanctions.

Knowingly being in the presence of someone using, possessing or has the intent to distribute alcohol or drugs is prohibited. Although Massachusetts state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; Universities are still subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 which prohibits marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds.

This policy is reviewed and published annually and can be accessed online at <http://www.BFIT.edu/Student-Life/Student-Conduct/Campus-Policies/Alcohol-and-Drug-Policy>, in the Student Handbook, and in the College Catalog.

Sex Offense Policy Statements

Introduction

Benjamin Franklin Cummings Institute of Technology is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the **Equal Opportunity, Harassment, and Nondiscrimination Policy**, Benjamin Franklin Cummings Institute of Technology has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the BFCIT community (students, faculty, and staff) as well as contractors and visitors.

Benjamin Franklin Cummings Institute of Technology will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by BFCIT policy, as well as state and federal laws. Individuals who the College determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from BFCIT, regardless of whether they are also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting an Incident

Benjamin Franklin Cummings Institute of Technology encourages any member of the BFCIT community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If a BFCIT student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to BFCIT Security at x1355 from an on-campus telephone, or 617-588-1355 from an off-campus telephone.

Individuals who are on campus can also make an in-person report to the Security staff. Security will assist all members of the BFCIT community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, BFCIT Security can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the the Dean of Students/Title IX Coordinator (U112 or by calling 617-588-1343).

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Human Resources hr@bfit.edu.

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Benjamin Franklin Cummings Institute of Technology.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including Benjamin Franklin Cummings Institute of Technology Security) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

Written Notification of Right and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- A. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- B. Seek a criminal complaint for threats, assault and battery, or other related offenses;
- C. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- D. Request the police remain at the scene until your safety is otherwise ensured;
- E. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- F. Obtain a copy of the police incident report at no cost from the police department.

Procedures Survivors Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

On Campus and Off Campus Resources

Benjamin Franklin Cummings Institute of Technology and the City of Boston offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

The following BFCIT employees and on campus offices can assist members of the BFCIT community in considering their options and navigating through any resources or recourse they may elect to pursue.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or Benjamin Franklin Institute of Technology in order to access the following resources:

Sexual Misconduct Response Team Members:

Name	Title	Phone
Jackie Cornog	Dean of Student Affairs / Title IX Coordinator	617-588-1364
Kevin Hepner	Human Resources	617-588-1676
Mia Hazlett	Senior Executive Assistant/Title IX Investigator	617-588-1369

Off Campus Resources

Resource	Phone
BFCIT Employee Assistance Program	888-628-4824
Boston Area Rape Crisis Center	617-492-7273
Gay & Lesbian Helpline	617-267-9001
Safe Link (24-hour Domestic Violence multilingual hotline)	877-785-2020
MA Office for Victim Assistance (www.mass.gov/mova)	617-586-1340
MA Coalition Against Sexual Assault and Domestic Violence (www.janedoe.org)	617-248-0922
National Sexual Assault Hotline	800-656-4673

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, Benjamin Franklin Cummings Institute of Technology is committed to providing them as a safe learning or working environment as possible. Upon request, Benjamin Franklin Cummings Institute of Technology will make any reasonably available change to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the BFCIT community, the College's Title IX Coordinator or Benjamin Franklin Cummings Institute of Technology Security Department may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the Dean of Student's (Union Building, U112, 617-588-1343) for assistance, and employees may contact the Office of Human Resources hr@bfit.edu

Security officers will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor's household, building, school, college, or workplace.

Benjamin Franklin Cummings Institute of Technology is committed to ensuring that orders of protection issued by courts are fully upheld on all College-owned, used, and controlled property as well as properties immediately adjacent to Benjamin Franklin Cummings Institute of Technology. Therefore, if any member of the BFCIT community obtains an order of protection or restraining order, he or she should promptly inform BFCIT Security and the Dean of Student's Office and provide the Dean of Students with a copy of that order, so that the College can enforce it. Benjamin Franklin Cummings Institute of Technology is also committed to protecting survivors from any further harm, and if the Benjamin Franklin Cummings Institute of Technology Dean of Students determines that an individual's presence on campus poses a danger to one or more members of the College community, the Dean can issue an institutional No Contact or No Trespass Order barring that individual from BFCIT property.

Survivor Confidentiality

Benjamin Franklin Cummings Institute of Technology recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community. Different BFCIT officials and personnel are able to offer varying levels of privacy protections to survivors.

BFCIT requires all College employees to share with the College's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however the College may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to the BFCIT Security will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the accused in cases where criminal prosecution is pursued. Reports received by the College concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the BFCIT community are required by College policy to report any instances of known child abuse or neglect to BFCIT Security, and BFCIT Security will in turn report such information to the appropriate state authorities.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with BFCIT's members of the Sexual Assault Response Team, the Title IX Coordinator, or other College officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling BFCIT's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor's choice whether to participate in the investigation; however, the College may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. Benjamin Franklin Cummings Institute of Technology thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to College policy. Failure by a Benjamin Franklin Cummings Institute of Technology employee to maintain privacy in accordance with Benjamin Franklin Cummings Institute of Technology policy will be grounds for discipline. While federal law requires Benjamin Franklin Cummings Institute of Technology to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

Benjamin Franklin Cummings Institute of Technology Educational Programs

Benjamin Franklin Cummings Institute of Technology is committed to increasing the awareness of and prevention of violence. Benjamin Franklin Cummings Institute of Technology makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, Benjamin Franklin Cummings Institute of Technology offers practical guidance for risk reduction, violence prevention, and bystander intervention.

- New Student Orientation – New student orientation programs address active bystander awareness, support services, and student wellness.
- Crime Bulletins and Alerts – The Benjamin Franklin Cummings Institute of Technology Dean of Students Office periodically distributes crime bulletins or alerts to inform members of the BFCIT community about incidents of crime in the areas surrounding the College that may pose an imminent threat of harm to members of the community
- New Employee Orientation – All new employees receive training on Sexual Harassment and Title IX through the Office of Human Resources.

Conduct Proceedings

Benjamin Franklin Cummings Institute of Technology strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by Benjamin Franklin Cummings Institute of Technology. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule or a student's housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

BFCIT's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from the college, or dismissal from the college. In addition, Benjamin Franklin Cummings Institute of Technology may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Dean of Students office for adjudication pursuant to the Student Code of Conduct. The Office of Human Resources will handle any incidents involving employees and College affiliates who are found by the College to have engaged in behavior that violates College policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution.

Benjamin Franklin Cummings Institute of Technology seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the College within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, College breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Title IX Coordinator (or designee) have discretion to decide whether sufficient evidence warrants referring charges of misconduct against a student to a Student Conduct Board (a “Board”). Full information about the Student Conduct Board process can be found in the Student Handbook.

When the Title IX Coordinator completes an investigation and/or when a Board issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within 2 business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties. Full information about the appeals process can be found in the Student Handbook.

For additional information about employee conduct please consult the Employee Handbook.

This policy is reviewed and published annually in the Student Handbook, College Catalog, and Employee Handbook.

Registered Sex Offender Policy Statement

BFCIT supports the laws of the Commonwealth of Massachusetts and any members of our community that are registered sex offenders must comply with the mandates of the Commonwealth of Massachusetts. To search for registered sex offenders online visit <http://www.mass.gov/eopss/agencies/sorb/>.

Disclosure of Results of Disciplinary Proceedings Policy Statement

In an instance when any crime or non-forcible sexual assault occurs, both the complainant and the respondent shall simultaneously be informed in writing within 2 business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure

of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

Notice of the Availability of the Annual Security Report

The availability of the Annual Security Report is widely distributed to all current and prospective students as well as current and prospective employees of Benjamin Franklin Cummings Institute of Technology. The report is published annually by October 1st and can be found in the Dean of Student Affairs Office, with the Security Office, with the Director of Human Resources.. The report can also be made available to the public upon request at any of the following locations:

Mail:	Benjamin Franklin Cummings Institute of Technology 41 Berkeley Street, Boston, MA 02116
Phone:	CFO/Human Resources – 617-588-1376 Dean of Students– 617-588-1343
Email:	BFCIT Security - security@BFIT.edu
Direct Inquiry:	Jackie Cornog – jcornog@bfit.edu
Online:	www.BFIT.edu/safety
U.S. Dept. of Ed.:	Office of Postsecondary Education Campus Safety and Security www.ope.ed.gov/security

Records Keeping Requirement

Benjamin Franklin Cummings Institute of Technology has an approved records retention policy, which can be obtained by contacting the Director of Human Resources at hr@bfit.edu .

Crime Statistics Information

Below you will find the crime statistics for the past year as well as for the two previous years in and around the BFCIT campus. The statistics are valid at publication, but may not reflect current trends. In addition to the crime data that BFCIT Security collects, the statistics below include crimes that are reported to various CSAs. The Boston Police Department's Office of Research and Development in August 2022 provided additional statistics for this report.

Definitions of Reportable Crimes

Below are the definitions of reportable crimes through the Clery Act. The definitions as identified below were obtained from the

Clery Act Training Reference Guide: Collecting, Classifying, and Counting Clery Act Crime Data as developed by Jennifer Panagopoulos, Ph.D. and published by the Clery Center for Security on Campus (2009). This publication was developed with the support of Siemens Industry, Inc. Department of Fire Safety and Security.

Criminal Homicide:

- a) Murder and non-negligent manslaughter: willful (non-negligent) killing of one human being by another.
- b) Negligent manslaughter: killing of another person through gross negligence.

Sex Offenses:

Forcible sex offenses: 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.

- a) Forcible rape: carnal knowledge of a person forcibly and/or against the person's will; or not forcibly 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).
- b) Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against that 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.
- c) Sexual assault with an object: 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 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.
- d) Forcible fondling: touching of the private body parts of another person for the purpose of sexual gratification, 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 mental incapacity.

Non-forcible sex offenses: unlawful, non-forcible sexual intercourse.

- a) Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b) Non-forcible statutory rape: non-forcible sexual intercourse with a person who is under the age of consent.

Robbery

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

- a) Robbery with a firearm: use of any firearm as a weapon or employed as a means of force to threaten the victim or put the victim in fear during a robbery.
- b) Robbery with a knife or cutting instrument: use of a knife, broken bottle, razor, ice pick or other cutting or stabbing instrument as weapon or as a means of force to threaten the victim or put the victim in fear during a robbery.
- c) Robbery with other dangerous weapon: use of a club, acid, explosive, brass knuckles, mace, pepper spray or other dangerous weapon used or use is threatened during a robbery.
- d) Robbery strong arm: muggings and similar offenses where personal weapons such as hands, arms, feet, fists and teeth are used or use is threatened to deprive victim of possessions.

Aggravated Assault

Aggravated assault: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- a) Aggravated assault with a firearm: firearm of any type is used or is threatened to be used, includes revolvers, semi-automatic pistols, shotguns, zip guns, rifles, etc.
- b) Aggravated assault with a knife or cutting instrument: assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles and ice picks are used as cutting or stabbing objects or when threatened to be used.
- c) Aggravated assault with other dangerous weapon: use or threatened use of any object in which serious injury does or could result. Weapons include mace, pepper spray, clubs, bricks, jack handles, tire irons, bottles or other blunt objects to club or beat victims. Includes explosives, acid, lye, poisoning, scalding, and burnings.
- d) Aggravated assault with hands, fists, feet and teeth: attacks using personal weapons (hands, fists, feet, etc.) that result in serious or aggravated injury.

Burglary

Burglary: unlawful entry of a structure to commit a felony or a theft.

- a) Burglary forcible entry: all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. Entry through the use of tools; breaking or forcing windows, doors, transom or ventilators; cutting screens, walls or roofs; and if known use of master keys, picks unauthorized keys, celluloid, a mechanical contrivance such as a pass or skeleton key or any device that leaves no outward mark, but forces a lock. Include concealment inside a building followed by exiting the structure.
- b) Burglary unlawful entry—no force: Entry by use of an unlocked door or window, include thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas where entry is someone other than the lawful tenant.
- c) Burglary attempted forcible entry: forcible entry is attempted but not completed.

Motor Vehicle Theft

Motor vehicle theft: the theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks and buses, (3) and other vehicles.

- a) Motor vehicle theft – autos: station wagons, coupes, convertibles, sport utility vehicles, minivans, and other similar motor vehicles that serve the primary purpose of transporting people from one place to another. Autos used as taxis and station wagons licensed as trucks must be classified as autos.
- b) Motor vehicle theft – trucks and buses: includes the theft of those vehicles specifically designated (but not necessarily used) to transport people and cargo.
- c) Motor vehicle theft – other vehicles: vehicles that meet the UCR definitions such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles and motorized wheelchairs.

Arson

Arson: 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.

- a) Arson – structural: houses, townhouse, duplexes, apartments, hotels, inns, dormitories, boarding houses, barns, garages, warehouse stores, restaurants, offices, churches, jails, schools, colleges, hospitals, monuments, and buildings under construction.
- b) Arson – mobile: cars, buses, motorcycles, trailers, planes, boats.
- c) Arson – other: crops, timber, fences, signs, merchandise stored outside a structure.

Arrests and Referrals for Disciplinary Action

Arrests and Referrals for Disciplinary Action: under the Clery Act institutions must also report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

- a) Arrest: persons processed by arrest, citation, or summons.
- b) Referred for campus disciplinary action: the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.
- c) Illegal weapon possession: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regular in nature. Include in this classification: manufacture, sale, or possession of deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors, aliens possessing deadly weapons; and attempts to commit any of the above.

d) Drug law violations: the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those 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—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous narcotic drugs (barbiturates, Benzedrine).

e) Liquor law violations: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Hate Crimes

Hate crimes: the Clery Act requires institutions to separately report all Hate Crime statistics on any of the previously mentioned offenses or any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the protected group categories.

There are six types of bias categories: Race, Gender, Religion, Sexual Orientation, Ethnicity and Disability. FBI UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection must be used in crafting the reporting of these related statistics.

a) Race: negative attitude toward a group of persons who possess common physical characteristics such as color of skin, eyes, and/or hair, facial features genetically transmitted which distinguish them as a distinct division of humankind, e.g. Asians, blacks, whites.

b) Gender: negative opinion or attitude toward a group of persons because those persons are either male or female. Gender bias is a Clery Act specific term that is not found in the FBI Hate Crime Data Collection Guidelines.

c) Religion: negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin of the universe and existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, Muslims, atheists, etc.

d) Sexual orientation: negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsive to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals.

e) Ethnicity/national origin: negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions, e.g., Arabs, Hispanics.

f) Disability: negative opinion or attitude toward a group of persons based on their physical or mental impairment/challenges whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Geographic Definitions

Colleges and universities are required by law to report the above mentioned crimes and referrals in four different geographic designations (i) on-campus; (ii) student housing facilities; (iii) non-campus property; and (iv) public property.

a) On-campus: Any building or property owned or controlled by the 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 any building or property that is within or reasonably contiguous to paragraph (1) of this definition that is owned by the institution but controlled by another person, if frequently used by students, and supports institutional purposes (such as food or other retail vendor). BFCIT's campus is located at 41 Berkeley Street, Boston, Massachusetts and is on a parcel of land that in which Tremont Street, Berkeley Street, and Appleton Street, all of which are in Boston's South End neighborhood, serve as the campus boundaries.

b) Student housing facility: BFCIT does not own student housing on-campus or lease within the main-campus geographic proximity.

c) Non-campus property: any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institutions educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- In 2019, students were housed from January 1, 2019 to May 10, 2019 at 19 Stuart Street, a hostel which is leased through a partnership with Fisher College located in Boston, Massachusetts, which is less than a mile from campus. Effective May 10, 2019, BFCIT discontinued campus housing and did not provide campus housing to students.
- In 2020, BFCIT no longer offered campus housing.

d) Public property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Crime Statistics

The following crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S.C.1092(f).

Criminal Offenses

Criminal Offense	2019				2020				2021			
	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property
Murder; Non-negligent homicide	0	0	0	N/A	0	0	0	N/A	0	0	0	0
Negligent manslaughter	0	0	0	N/A	0	0	0	N/A	0	0	0	0
Sex offenses: forcible	0	1	0	N/A	0	0	0	N/A	0	0	0	0
Sex offenses: non-forcible	0	0	0	N/A	0	0	0	N/A	0	0	0	0
Robbery	0	0	0	N/A	0	0	0	N/A	0	0	0	0
Aggravated Assault	1	0	0	N/A	0	0	0	N/A	0	0	0	0
Burglary	0	0	0	N/A	0	0	0	N/A	0	0	0	0
Motor Vehicle Theft	0	0	0	N/A	0	0	0	N/A	0	0	0	1
Arson	0	0	0	N/A	0	0	0	N/A	0	0	0	0
TOTAL	1	1	0	N/A	0	0	0	N/A	0	0	0	0

VAWA Offenses

VAWA offenses	2019				2020				2021			
	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes

	2019				2020				2021			
Hate Crimes	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Threats/Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

Arrests

	2019				2020				2021			
Arrests	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

Judicial Referrals

	2019				2020				2021			
Judicial Referrals	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property	On-Campus	Student Housing Facility	Non-Campus Property	Public Property
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

IMPORTANT CONTACT NUMBERS

EMERGENCY PERSONNEL	
Emergency	911
Boston Police (Non-Emergency)	617-343-4200
BFCIT Security	617-588-1355
BFCIT Primary Security Officer	617-588-1355
BFCIT Director of Emergency Management??	617-588-1336
BFCIT Dean of Students	617-588-1343
BFCIT General Information	617-423-4630
AREA MEDICAL CENTERS	
Beth Israel Deaconess Hospital	617-667-7000
Boston Medical Center	617-638-8000
Brigham & Women Hospital	617-723-5500
Children's Hospital	617-355-6000
New England Baptist Hospital	617-754-5800
Tufts Medical Center	617-636-5000
Massachusetts General Hospital	617-726-2000
CRISIS SUPPORT HOTLINES	
MA Emergency Crisis Hotline (24-Hour Crisis Hotline)	800-841-8371
Boston Area Rape Crisis Center	617-492-7273
Gay & Lesbian Helpline	617-267-9001
Safe Link (24-hour Domestic Violence multilingual hotline)	877-785-2020
MA Office for Victim Assistance (www.mass.gov/mova)	617-586-1340
MA Coalition Against Sexual Assault and Domestic Violence (www.janedoe.org)	617-248-0922
National Sexual Assault Hotline	800-656-4673
BFCIT Employee Assistance Program	888-628-4824