



**Jeanne Clery Disclosure of Campus Security Policy
and
Campus Crimes Statistics Act**

**2025 ANNUAL SECURITY REPORT
and
Fire Safety Report**

Covering Calendar Year 2024



FROM THE CHIEF OF POLICE

Trish Murphy

To the University Community,

As Chief of Police, I am pleased to present our Annual Security Report. This report reflects our ongoing commitment to maintaining a safe and secure environment for all members of our community. Safety is a shared responsibility, and we remain dedicated to fostering strong partnerships with students, faculty, staff, residents, and visitors.

This report includes important information about crime statistics, safety policies, and resources available to support you. It also reflects our compliance with the Clery Act and other applicable laws and standards. Our goal is not only to report facts but to empower our community with knowledge and tools that promote a culture of awareness and prevention.

I encourage everyone to read this report carefully and to engage with us in building a safe, inclusive, and respectful environment. We are here to serve, and we welcome your input, partnership, and trust.

Trish Murphy

Executive Director of Public Safety

Chief of Police

September 2025



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Clery Annual Security Report 2025

OVERVIEW

THE JEANNE CLERY CAMPUS SAFETY ACT

The Jeanne Clery Campus Safety Act (Clery Act) is a federal consumer protection law that requires colleges and universities to provide transparent information about campus safety and security.

All postsecondary institutions that receive federal Title IV funding are obligated to comply with the Clery Act, which includes the following requirements:

- Offer prevention and awareness programs.
- Establish and maintain policies for emergency response, notification, and regular testing.
- Implement procedures for handling reports of missing students.
- Outline protocols for student disciplinary actions.
- Issue timely warnings and campus-wide alerts about potential threats.
- Maintain a publicly accessible Daily Crime Log.
- Publish an Annual Security Report (ASR).
- Report fire safety data to the federal government and publish an Annual Fire Safety Report for campuses with on-campus student housing.
- Disclose crime statistics for incidents occurring on campus, in public areas adjacent to campus, and at designated non-campus properties.

Everyone in the university community has a role in fostering a safe and inclusive environment. By providing students, staff, and the public with access to safety information and campus policies, individuals are better equipped to make informed decisions and take proactive steps to protect themselves and others.

PREPARATION OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT

Salem State University publishes this report in accordance with the Clery Act and the Higher Education Opportunity Act to inform students, employees, and the broader community about the university's safety resources, policies, and procedures. Please note that these policies and procedures may be updated at any time.

The 2025 annual security report and fire safety report has been prepared by the Salem State University Police department (UP) in collaboration with Student Life, Human Resources and Risk Management. This report includes essential safety information in accordance with Clery Act standards and presents crime statistics from the past three (3) years for incidents reported on the university. The statistics presented in this report are compiled from data provided by University Police, including anonymous reports, service calls, Campus Security Authority reporting, and records obtained from local law enforcement agencies. University policies that address safety, security, fire, sexual assault, domestic violence, dating violence, stalking, and alcohol/drug use are also included.

In accordance with the Clery Act, the university is also required to produce a Fire Safety Report for campuses with on-campus student housing. This information is included as part of this combined Annual Security and Fire Safety Report.

HOW TO OBTAIN A COPY OF THIS REPORT?

The university distributes a notice of availability of the Annual Security Report (ASR) no later than October 1 of each year to members of the university community, including all students and employees via their official university email account. A request for a paper copy can be obtained by contacting clery@salemstate.edu.

POLICE AUTHORITY AND JURISDICTION

University Police (UP) officers are sworn law enforcement officers under MGL: Ch. 15A, sec. 22 and Ch. 73 sec. 18. Additionally, all UP officers are required to maintain certification with the Massachusetts Peace Officers Standards and Training (POST) Commission. They have full authority to carry firearms, enforce state laws, issue citations, and make arrests.

UP provides comprehensive law enforcement services 24 hours a day, 365 days a year. Officers routinely patrol campus on foot and by vehicle. While their primary area of responsibility is Salem State University property, UP officers also operate within a concurrent patrol boundary through a working agreement with the Salem Police Department (SPD), which also holds arrest authority on campus.

When appropriate, UP officers are encouraged to seek alternatives to physical arrest for misdemeanor offenses. These alternatives may include verbal or written warnings, referrals to the Salem State student conduct process. Non-students are not eligible for student-conduct referrals and may instead be warned, cited, or arrested depending on the nature of the offense.

UP's primary patrol jurisdiction includes all university-owned or controlled property. This coverage is supported by a mutual aid agreement with SPD to ensure a coordinated response to incidents extending beyond university grounds.

In addition to sworn officers, UP employs unarmed Institutional Security Officers (ISOs) and contracts third-party security personnel for event support. ISOs and third-party security personnel do not possess arrest authority.

AGREEMENTS WITH OTHER LAW ENFORCEMENT AGENCIES

UP works closely with the Salem Police Department, Massachusetts State Police, and Essex County Sheriff Department.

UP and SPD have entered into a Memorandum of Understanding (MOU) with respect to requests for supplemental law enforcement services as well as the use of detainee holding, breathalyzer machine and fingerprinting.

A MOU is in place with the Essex County Sheriff's Department, authorizing work details to operate on campus with arrest authority as applicable.

UP has also developed relationships with a wide network of community agencies, including HAWC and other trained professionals, to provide support and assistance to individuals affected by crime.

Salem State University does not have any non-campus student organizations officially recognized by the institution.

DAILY ACTIVITY (CRIME) LOG

UP maintains a daily log documenting all crimes reported, including reports made to University Campus Security Authorities. The log is maintained in the UP station lobby located at 71 Loring Ave, Salem, MA. Information in the log includes:

- Case number
- Report date and time
- Offense Date and time
- Nature of crime
- Street address
- General location
- Disposition

REPORTING EMERGENCIES ACTIVE CRIMES AND EMERGENCIES

For emergencies and crimes in progress on Salem State Property, call UP at 978.542.6111. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety incidents to the University Police in an accurate and timely manner.

Crimes should be reported to the University Police Department to ensure they are included in the annual crime statistics and to help provide timely warning notices to the community when necessary.

REPORTING EMERGENCIES TO 911

If you have a hearing impairment and need to report an emergency or need information or other police services, Text-to-9-1-1 and TTY devices are available.

Provide the dispatcher with accurate, detailed information about the incident. Stay on the phone until the dispatcher tells you it is okay to hang up. The information you provide will be immediately relayed to University Police.

Once on the scene, a police officer will take a police report, provide assistance, and summon additional personnel/resources, if necessary. While officers prefer to meet with individuals in person, a telephone report may be necessary if the victim/reporting party is not able to meet with the officer. Response priority is given to reports that appear to threaten the life or safety of people, the security of property, and the peace of the community.

THIRD PARTY REPORTING

If a victim is unable or chooses not to report an incident, a third party may make the report on their behalf. If you are reporting a medical emergency, ask someone to stay with the victim and monitor their condition so you can provide accurate updates to the dispatcher.

If you witness a crime, report it as soon as possible—don't assume someone else has already done so. Give the dispatcher clear and detailed information about what you saw. Stay on the line until the dispatcher or responding officer tells you it's okay to hang up. The information you provide will be quickly shared with emergency responders and police officers.

EMERGENCY AND ELEVATOR PHONES

UP supports a network of telephones dedicated to emergency communications which directly link the caller to the UP dispatch center.

Emergency blue light phones are identifiable by a bright orange color and the word "EMERGENCY" printed on the sides of each unit. A blue light is mounted above each phone to make it easily seen at night. These are exterior phones and can be found throughout the campus.

OTHER CRIME REPORTING OPTIONS

RAVE GUARDIAN SAFETY APP

RAVE gives users two-way communication direct to University Police. Users are able to share information anonymously (if desired) through text, photo or video directly from their smart phones. RAVE Guardian Safety app also has a built-in safety timer feature which allows users the ability to invite others to "virtually escort" them by monitoring their location on the map. Users are also able to share their location with University Police in the event of an emergency. All members of the university community are encouraged to use this app to assist in maintaining campus security and safety.

REPORTING CRIMES AT SALEM STATE

If an individual needs information, assistance, or wishes to report that a Clery Act crime has occurred, they should contact the University Police Department. The University Police are the designated office for receiving Clery Act crime reports for the purposes of issuing timely warning notifications and compiling the annual statistical disclosure.

CARE AND CONCERN REPORTS

The Salem State Student Wellness CARE team reviews and responds to care and concern reports. This can include students who exhibit agitated behavior, references to violence or self-harm, or significant emotional distress. It can also include students who need referrals to resources and are facing challenges that impact their wellbeing and student success.

If you have an encounter with someone that leaves you frightened or in fear for your personal safety, it should be taken very seriously. If you feel you are in imminent danger, never hesitate to call University Police **978.542.6111** or **9-1-1**.

[Make a referral to the Student Wellness CARE team.](#)

Once the form is received, the team will review the information and take appropriate action, which can include outreach to the student, referrals to resources, and following up with the reporter if more information is necessary.

Please note: this is not an emergency response team, and action may not be taken on the same day it is submitted. If you have any questions related to completing this form, please email the CARE team.

Additional resources:

- **Counseling and Health Services – 978.542.6413**
- **24/7 Mental Health Support Line 978.542.8327**
- **Dean of Students Office – 978.542.6401**
- **University Police – 978.542.6111**
- **Human Resources – 978.542.6123**
- **PEAR – 978.594.7089**

CAMPUS SECURITY AUTHORITIES (CSAS)

While the university has identified the above department as the preferred places where campus community members should report crimes, victims and witnesses sometimes tell someone else. The Clery Act designates those individuals with significant responsibility for student and campus activities as Campus Security Authorities (CSAs). CSAs have a unique reporting responsibility that includes the timely completion and submission of a Campus Security Authority Reporting Form when they become aware of an incident.

Individuals identified as CSAs can include, but are not limited to, personnel in: UP, Human Resources, Dean of Students Office, Residence Life, athletics, and any other university official who has the authority and duty to take action or respond to particular issues on behalf of the university. CSAs are also responsible for providing resource information to individuals for help and support. When reporting through the CSA Reporting Form, incidents are reported as a statistic, and victims are not publicly identified in the report.

Reports filed using any of these methods are collected to be included on the daily activity (crime) log, considered for issuing of a timely warning to the campus community, and for possible inclusion in the Annual Security Report.

Professional counselors functioning within the scope of their license or certification are exempt from CSA reporting even though they may have significant responsibility for student and campus activities. Counselors

are encouraged, when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. Additionally, counselors are also obliged to provide the Victims' Rights AND Options brochure to individuals reporting sexual assault, dating violence, domestic violence, and stalking which contains information on how to submit voluntary and confidential reports.

VOLUNTARY CONFIDENTIAL REPORTING

Victims of crimes that occur within the university's jurisdiction who choose not to pursue action through the criminal justice system or the university's disciplinary process are still encouraged to report the incident confidentially. These reports help ensure accurate inclusion in the Annual Security Report, the daily crime log, and may support the issuance of timely warnings to protect the campus community.

CONFIDENTIAL RESOURCES:

- PEAR Confidential Advocate: text or call 978.594.7089 and saalemstate.edu/pear
- Counseling and Health Services: 978.542.6413 or chsportal.salemstate.edu

Staff in these offices are required to report only the type of incident, its general location, and the approximate date it occurred. They will not disclose any personally identifiable information without the victim's explicit consent. All personal details and identities will remain confidential unless the victim requests otherwise.

A "professional counselor" is defined as a person whose official responsibilities include providing mental health counseling to members of the institutional's community and who is functioning within the scope of the counselor's license or certification.

PERSONAL SAFETY AND THE SAFETY OF OTHERS

RISK REDUCTION

Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety, and to help individuals and communities address conditions that facilitate violence. Risk reduction information is taught in sexual assault, dating violence, domestic violence, and stalking prevention programs for incoming students and new employees.

Risk reduction is always a good practice; students, employees, and visitors should take precautions to ensure the protection of their person and property.

Being alert and conscious of your surroundings contributes immensely to an individual's safety, as well as the safety of others. Risk reduction methods, even when effective, cannot prevent the risk altogether. Sexual assault, in addition to other forms of violence, is never the fault of the person assaulted.

The following personal safety tips may reduce the risk of certain crimes:

- **Be Alert:** First and foremost, pay attention to your surroundings and the actions occurring around you.
- **Be Knowledgeable:** Be familiar with your surroundings, identify blue light emergency phone locations, the nearest occupied building or business, and how and who to contact for immediate help.
- **Be Purposeful:** Walk with a purpose and exude confidence—have your keys and/or Clipper Card in hand when approaching buildings or your vehicle.
- **Be Careful:** Avoid dark or isolated areas during hours of darkness. If you sense that you are being followed, travel to a well-lit, populated area.
- **Be Secure:** Avoid walking alone; Lock your dorm room door and windows when you are asleep and when you leave the room. Utilize the Rave Guardian App for added personal safety.

- **Be a Reporter:** If you notice someone in your residential housing that does not belong, is behaving suspiciously, or both, please contact a ResLife staff member. If the person is displaying dangerous or threatening behavior, call University Police. Do not confront the person yourself.

Make it a point to know where emergency telephones are located throughout the campus and do not hesitate to use them should you feel at risk or witness a crime. Notify police immediately if anyone on campus has bothered you, followed you, harmed, or attempted to harm you.

Property crime is a concern on campus and your actions can help prevent theft and burglary. Some precautions that you can take to avoid being a victim are:

- Always keep your room/apartment door closed and locked, even when you are inside.
- Record serial numbers of all electronics and store this list in a safe place.
- Do not bring valuables to campus unless it is necessary to do so.
- Never leave valuables in plain sight, whether in your vehicle or residence hall.

BYSTANDER INTERVENTION

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or to intervene when there is a risk of sexual assault, dating violence, domestic violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystander intervention information and strategies are taught in sexual assault, dating violence, domestic violence, and stalking programs for incoming students and new employees.

Bystanders play a critical role in the prevention of sexual and relationship violence. The university seeks to promote a culture of community accountability where bystanders actively engage in the prevention of violence without causing further harm. Below is a list of some options supportive of being an active bystander. If you or someone else is in immediate danger, call University Police right away or 911 off-campus.

- Participate in a bystander intervention training.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or use assistance, ask if they are ok.
- Intervene by confronting people who seclude, hit on, or try to have sexual contact with an incapacitated individual.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Refer individuals to on or off-campus resources listed in the Reporting Process for Interpersonal Violence: What to Expect brochure for support in health, or counseling assistance.

OBTAINING REGISTERED SEX OFFENDER INFORMATION

Members of the SSU community may request information about registered sex offenders in Massachusetts at the Massachusetts Sex Offenders Registry board mass.gov/orgs/sex-offender-registry-board or telephone 978.740.6400, or the Salem Police Department 978.744.1212.

Information contained in the Sex Offenders Registry may 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 will be punished by not more than two-and one-half years in the house of corrections or by a fine of not more than \$1000 or by both such fine and imprisonment.

CRIME PREVENTION

As a public space, the university campus may host hundreds of visitors each day. All individuals on campus are expected to follow the laws of the Commonwealth of Massachusetts, as well as the university's rules and regulations, to help ensure the highest level of safety for everyone.

CAMPUS SAFETY AND CRIME PREVENTION PROGRAMS

At Salem State, fostering a safe and supportive campus environment is a shared responsibility. We are committed to providing meaningful safety education through community-based efforts and outreach.

Our University Police offers educational presentations on crime prevention, campus safety, and personal responsibility. These sessions are designed to empower students, faculty, and staff with practical knowledge and strategies to enhance their own safety and contribute to the well-being of others.

Training	Intended Audience	Frequency
Active Threat Preparedness Training Program – This training shares safety information on how to respond to an active threat	Employees and Students	On-Demand
Campus Safety – This presentation provides the campus community with day-to-day personal safety tips.	Students	Upon Request
Resource Fairs – The UP attends career fairs or resource fairs on campus as a way to let the community know who UP is as a department as well as some of the resources and potential career opportunities within UP.	Students	Upon Request
First Year students Presentation	Students	Annually

Members of the university community who would like a personalized presentation can contact the University Police at policechief@salemstate.edu.

SECURITY OF AND ACCESS TO BUILDINGS AND GROUNDS

ACCESS CONTROL ON CAMPUS

While certain situations may necessitate restricting access to a building, most campus buildings and facilities are open to students, faculty, staff, guests, and visitors during regular business hours, Monday through Friday, excluding holidays. Certain facilities may also be accessible during designated hours on weekends and holidays. Outside of normal business hours, the majority of exterior doors are automatically locked and secured according to a campus-wide electronic door lock schedule.

Some interior spaces such as computer labs, the Berry Library, and situations where a department head has requested that specific doors remain open for special events. In such instances, access may be extended beyond standard hours and on weekends. Additionally, per request of a department head, users may be granted off-hour access to spaces using their Clipper Card.

There are some exterior doors that are locked by physical key. Institutional security officers (ISOs) regularly patrol academic and administrative buildings to ensure adherence to security protocols and maintain a safe environment.

EMERGENCY PROCEDURES

The university's emergency procedures have been updated to reflect current practices, replacing the previous version as well as the Important Emergency Information flipbook. This update included a revision of the Emergency Procedures one page flyer. Additionally, new resources have been developed for faculty, including Faculty Preparedness in the Classroom and Getting to Know Your Classroom Checklist. Updated emergency procedures and resources can be found in Polaris.

SECURITY OF AND ACCESS TO RESIDENTIAL HOUSING FACILITIES

All resident housing facilities are equipped with a card access system. This system utilizes each resident's Clipper Card. Only residents of the building can gain access by presenting their cards through the car reader. The system is operational 24 hours a day, seven days a week.

During holidays and other periods when classes are not in session, some residence halls are closed. Students authorized to live on campus during those times may be asked to register with Residence Life. Safety and security policies and procedures that apply during the academic school year are in effect during these periods as well.

Giving your Clipper Card or physical key to someone else (including friends, family, significant others, etc.) is a violation of Student Code of Conduct and residents will be subject to the Conduct Hearing Process.

Residence Life staff conduct several nightly duty rounds in each residential housing facility to monitor facilities and maintain the standards of the community.

CAMPUS MAINTENANCE

Any lighting or safety hazards identified during the routine patrol of the campus by UP are also forwarded to SSU Facilities for correction. Community members are encouraged to promptly report any security concerns to UP.

Salem State University facilities assists the campus community in creating a safe environment for faculty, staff, students, and visitors based on national, state, and local regulations related to occupational and environmental health and safety. Please complete a facilities work order through [Operations Hero](#). Examples include broken or missing handrails, tripping hazards, fire hazards such as improper storage, or other conditions that might result in injury or property damage. Facilities will evaluate the condition reported and coordinate any action needed with the appropriate university department.

CAMPUS SAFETY ALERTS

TIMELY WARNING NOTIFICATIONS

Timely warning notifications may be issued to alert members of the university community of reports of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The warnings alert the campus community to a serious or ongoing threat to the safety of students or employees.

Timely warnings are generally issued when a Clery reportable offense is reported to a CSA that occurs within Clery geography. In some cases, timely warnings may be issued for non-Clery crimes, if these incidents also represent serious or ongoing threats to campus safety.

Content of the Warning

A timely warning may provide details of the crime, a description of the suspect (if known), information on whom to contact about the investigation, and timely crime prevention tips to prevent similar occurrences. Personally identifiable information about victims, such as names, is not included.

Decision to Issue

The decision to issue a timely warning is made on a case-by-case basis and includes consideration of factors such as the nature of the crime, whether a continuing danger to the campus community exists, whether the incident occurred on or within the institution's Clery geography, and the possible risk of a warning compromising law enforcement efforts.

Before issuing a warning, university officials will confer to determine whether it is appropriate to issue a timely warning. Although UP is primarily responsible for issuing timely warnings, any of the following individuals may compose and disseminate a timely warning on behalf of the university and UP:

- Chief of Police
- UP Lieutenants
- Assistant Vice President, University Marketing and Communications

Dissemination Process

A timely warning is disseminated as soon as pertinent information about a reportable crime is confirmed, even if not all facts surrounding that crime are known. Follow-up information will be issued as it becomes available. A timely warning may not be distributed in situations when an emergency notification has been issued.

The primary method for dissemination of a timely warning will be through a RAVE Alert campus-wide email system, specifically designated for this purpose. The email is sent from an external email notification through RAVE. Timely warning emails will be sent to all: 1) currently enrolled students and 2) faculty and staff who have been issued a salemstate.edu account.

Other methods may be used to supplement email dissemination in order to promote community-wide knowledge. Such methods may include, but are not limited to:

- University and UP social media sites
- University website
- Other methods and/or combinations of methods

EMERGENCY NOTIFICATIONS

The university provides students, employees, and other campus users with information about campus emergencies in the most timely, effective, and accurate manner as is reasonably possible. The university has instituted multiple methods of providing notifications to the university community, including all-campus email notification and Alertus. The *Alertus Desktop Notification* software provides a way for public safety personnel to relay important emergency alert information to SSU faculty, staff, and students. The alert information appears on university owned desktop or laptop. This software is automatically installed on all classroom and university display screens.

The purpose of these communications is to: provide accurate and effective information to students, employees, and the community; ensure that official communications from the university are uninterrupted, regardless of circumstances; and to guide university during emergencies or critical incidents.

RAVE emergency notification is a free communication service that informs the campus community, via text, call and email messaging, after confirmation of a significant emergency or dangerous situation occurring on the university campus that creates an immediate threat to the health or safety of students and/or employees.

Rave emergency notification will address safety in emergency situations while communication of timely warnings will address danger to members of the campus community resulting from the commission of one or more crimes specifically identified under the federal Clery Act (or similar circumstances). Emergency notifications may also be occasionally issued as a precaution even though a threat to safety is not imminent.

To ensure the integrity of the Rave Emergency notification system, a limited number of individuals are authorized to send emergency notification messages. These individuals may send emergency messages to all community members registered: Chief of Police, UP Command Staff, AVP Marketing and Communications.

Determining the Need for an Emergency Notification

A member of the UP Command Staff will authorize an emergency notification to be issued without delay and taking into account the safety of the community determine the context of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification will be issued once SSUPD has confirmed, based on reliable information, the existence of an immediate threat to students, employees, and/or affiliates. Confirmation or confirmed means that an authorized official(s) has verified significant evidence of an emergency or dangerous situation that could jeopardize the health or safety of students and/or employees; it does not mean near certainty that an emergency exists.

Factors considered by UP when deciding if an emergency notification is warranted include: whether a significant continuing danger to members of the campus community exists; whether meaningful information and direction can be provided to the campus community which will help preserve the health and safety of the campus community; whether a risk of compromising safety, rescue, or law enforcement efforts exists if an emergency notification is issued; and any unique additional factors due to the circumstances of the specific emergency.

The following types of emergencies on or near campus are examples of situations that will usually be appropriate for an emergency notification: in-progress serious or violent crime; active shooter on campus; hostage/barricade situation; riot/civil unrest; suspicious package with evidence of an explosive or harmful device; fire/explosion with serious impact to life/safety; homicide or suspicious death; significant damage to a structure; biological threat; significant flooding or extraordinary weather; gas leak; hazardous material spill (e.g., chemical, biological, radiological, nuclear); illness outbreak; or other events presenting an immediate threat to health or safety. If time permits, SSUPD will collaborate with the University's President and any other administrator as deemed necessary to determine the content of the message.

Precautionary emergency notifications may be sent if SSUPD command staff determine there is a potential threat to the campus community and a need to share important precautionary information.

Examples of precautionary Crime Alerts include sexual or other violent assaults in other jurisdictions; civil disturbances/riots in the surrounding area; robberies in the surrounding area; shootings in the surrounding area; power outages affecting the surrounding area; and road closures or catastrophic accidents nearby.

Determining the Content of an Emergency Message

The content of an emergency text message must be short, concise, and understandable in no more than 160 characters. If necessary, multiple messages may be sent to explain a situation.

An emergency message will include information that would enable members of the university community to take action to protect themselves.

The following information will be included in an emergency notification message, if available:

- Type and brief description of emergency;
- Location;
- Action to take (e.g., stay away from a dangerous area, stay sheltered in place, follow evacuation plan); and

Follow-up messages will be used to provide updates and additional instructions. Each subsequent message for an incident will be identified in the reference line with the incident type followed by a sequence number (e.g. "Robbery #3").

When the emergency has been resolved based on the judgment of the issuer, and community members may resume routine activity, an "All Clear" message will be sent.

Disseminating Information to the Community

The university has contracted with Rave to provide the notification. The Rave message will be sent to all currently enrolled students, employees, and affiliates with an "salemstate.edu" email address.

TESTING OF ALERT SYSTEM

The Rave system may be tested each semester on a small population to affirm functionality.

Building Evacuation

Circumstances that may require building evacuation include power failure, criminal activity, the discovery of a suspicious object, fire, or an unexpected release of hazardous material. Always remain calm and follow the directions given by emergency responders (police or fire department personnel), or other people of authority.

In most cases, the use of the building fire alarm system notifies building occupants to begin an evacuation. At other times, occupants may be notified to evacuate by direct orders. These orders may be given by police or fire personnel, supervisors, or other university officials.

CAMPUS SECURITY POLICIES

WEAPONS ON CAMPUS

Weapons of any type, unless otherwise indicated as an exception below, are prohibited on campus. A weapon is generally anything somebody could use to hurt or harm somebody else. Weapons could be any of the following including but not limited to:

- a knife
- a gun/firearm
- a BB gun, pellet gun or air soft gun
- any available object that could be used to hurt somebody else

Massachusetts General Laws, MGL Chapter 140 Section 121 defines a weapon as any rifle, shotgun or firearm.

A firearm is defined as a pistol, revolver or other weapon of any description, loaded or unloaded, from which a shot or bullet can be discharged and of which the length of the barrel or barrels is less than 16 inches or 18 inches in the case of a shotgun as originally manufactured; provided, however, that the term firearm shall not include any weapon that is: (i) constructed in a shape that does not resemble a handgun, short-barreled rifle or short-barreled shotgun including, but not limited to, covert weapons that resemble key-chains, pens, cigarette-lighters or cigarette-packages; or (ii) not detectable as a weapon or potential weapon by x-ray machines commonly used at airports or walk-through metal detectors.

- All firearms are prohibited on campus.
 - Under Massachusetts General Law Chapter 269 Section 10 possessing a firearm on school grounds is prohibited.
 - "Whoever, not being a law enforcement officer...carries on his person a firearm...loaded or unloaded or other dangerous weapon in any building or on any grounds of any elementary or secondary school, college or university...shall be punished by a fine or not more than one thousand dollars or by imprisonment for not more than one year, or both".
- All imitation firearms or facsimile firearms are prohibited.
- All ammunition is prohibited on campus regardless of the presence of a firearm.
- Electronic defense weapons are prohibited on campus.

- The carrying or storage of knives or other edged weapons on campus is prohibited except a pocket knife with a single edge blade measuring less than 2 ½ inches¹. No person shall carry on his/her person or under his/her control in a vehicle or within a campus building any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade or over one and one half inches, or a slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to same use of with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed star-like object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends.

PERSONAL SAFETY DEVICES PERMITTED ON SALEM STATE PROPERTY

- All chemical sprays with the exception of certain pepper sprays as specified below are prohibited on campus.
- Certain pepper spray canisters are allowed by persons 18 years of age or older for personal defense purposes. Pepper spray canisters must be standard form personal use size (2.5 oz. or less). Pepper spray canisters must not be in the form of a firearm or anything resembling a firearm. Only oleoresin capsicum form pepper spray is allowable in aerosol form (no gels allowed). Anyone wishing to carry pepper spray on campus must register it, in person, with the university police prior to carrying it on their person or storing it on campus.

MISSING STUDENT NOTIFICATION POLICY

Salem State University has developed the following policy to provide information to students and parents and to guide the efforts of university staff members when they suspect and/or have determined a resident student is missing.

Definitions

Resident student: a student who is enrolled in Salem State University and is a current resident of university housing.

Missing resident student: a resident student whose location and/or status the Salem State Police (UP) is unable to ascertain 24 hours after having received notification that the resident student may be missing.

Designated university staff person or organization: University employees or organizations to which students, employees or other individuals should report that a resident student is believed to be missing for 24 hours is UP: 978.542.6111.

Registering a Confidential Contact for Notification

All Salem State University students have the ability to provide emergency contact information to the university to be used as needed in an emergency or similar circumstance.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by SSU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, SSU will notify that individual no later than 24 hours after the student is determined to be missing.

¹ Knives utilized strictly for cooking purposes or cutting food (such as steak knives) are permissible in apartment style housing however these instruments must be properly stored within residential facilities and must not be carried on one's person outside of residential units.

A student who wishes to identify a confidential contact is able to do so during the housing application process. Additionally, should a student wish to identify a confidential contact a later date or wishes to change the confidential contact then they can do so by contacting the Office of Residence Life

1. The resident student's confidential contact information shall be accessible only to authorized University and law enforcement officials, as necessary.

1. The resident student's confidential contact for notification if the student is determined to be missing may be different from their emergency contact(s).

DESIGNATED UNIVERSITY STAFF OR ORGANIZATION RESPONSIBILITIES

Initial Inquiry

If designated Residential Life or Dean of Students' Office staff have reason to believe that a resident student may be missing, they will undertake an initial inquiry. Initial inquiry may include reasonable efforts to gather information such as checking the student's room, inquiring from known roommates or friends, and calling the student's cell phone number. They will report the matter to UP as soon as possible based on the facts and circumstances.

If a non-law enforcement designated university staff person or organization receives notification, or has other good reason to believe, that a resident student may be missing, they:

1. Contact UP immediately to initiate their investigation procedures.
2. Initiate an initial inquiry and/or attempts to contact the resident student who is believed to be missing.
3. File a care and concern report.

If the non-law enforcement designated university staff person is able to contact the resident student, they:

1. Attempt to confirm the location and well-being of the resident student.
2. Inform the resident student UP will contact the resident student to confirm their well-being.
3. Contact UP immediately to provide a status update on the resident student.

University Police actions:

1. Police officers will check student's login records, class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person.
2. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure they are safe.
3. The SSU Police will enter a missing person's record into the National Crime Information Computer database immediately upon determination that the person is missing.

University Responsibilities

Upon receipt of notification that a resident student may be missing, UP initiates their investigative procedures, as appropriate.

If UP is unable to locate the resident student within 24 hours of receipt of the initial notification, the following will occur within the following 24 hours:

- a. A designated university staff person notifies the resident student's confidential contact. If no confidential contact has been designated the emergency contact(s) will be notified.
- b. If the resident student is under 18 years of age and not emancipated, the designated university representative notifies the resident student's custodial parent or guardian, if different from the confidential or emergency contact(s).
- c. If the resident student is under 18 years of age and not emancipated and the resident student's custodial parent or guardian is different from the confidential contact, the custodial parent or guardian as well as the confidential contact will be notified; the emergency contact may not be contacted.

Other University Responsibilities

The university will:

1. Advise all resident students of the required notification procedures.
2. Retain all non-law enforcement and law enforcement records pertaining to a missing resident student report or investigation.

**While this policy applies only to students living in residence halls, we encourage that any missing student be reported to the applicable law enforcement agency. In addition, please make a care and concern report is filed.*

EMPLOYEE ASSISTANCE PROGRAM

The purpose of an Employee Assistance Program (EAP) is to offer help for employees, their dependents and household members who might be experiencing problems related to life changes and personal stress, which include marital and family concerns, emotional upsets, work life balance, aging, alcohol or drug abuse, or other kinds of matters.

Confidentiality is one of the most important aspects of the program. If you contact the Employee Assistance Program directly, no one at the university will know about it unless you tell them. No information concerning the nature of your problem will be released without your written consent. The Commonwealth of Massachusetts provides access for all employees to this service called Mass4You.

Employees may use the university's EAP program for three visits at no cost. The provider makes every effort to refer employees to a health care professional who can be compensated through the employee's health insurance if additional visits are necessary. For the initial consultation, the employee may be given release time during working hours if requested. The university's EAP provider is: Mass4You 844.263.1982 Liveandworkwell.com Select "register" if you have never logged in before and follow the prompts.

VIOLENCE AGAINST WOMEN ACT (VAWA)

PROCEDURES VICTIMS SHOULD FOLLOW IN CASES OF ALLEGED SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE OR STALKING

It is important that all members of our community know where to turn if they have been a victim of sexual assault, dating violence, domestic violence, or stalking, need assistance or support, or would like to bring a complaint. Anyone who has witnessed, knows about, or has experienced sexual assault, dating violence, domestic violence, or stalking is strongly encouraged by the university to seek help and report the concern. Campus offices including the Office of the Title IX Coordinator, Dean of Students Office (DOS), Campus Health Services, University Police, Residential Life, and Human Resources (HR) are available to assist and support a victim in notifying law enforcement.

After safety is addressed, victims of these crimes are encouraged to:

- Report the crime by dialing 9-1-1 if a report has not already been made. Tell the dispatcher as soon as possible if immediate medical attention is needed.
- Preserve evidence to aid the law enforcement investigation and prosecution.
 - o Note: Preserving forensic evidence is important and can aid in criminal investigations and prosecutions, administrative/disciplinary investigations, and in obtaining protective orders.
- Some ways to preserve evidence include:
 - o Refraining from washing, bathing, showering, or douching.
 - o Refraining from washing clothes or other items worn/used during the incident.
 - o Retaining text messages, recordings, or emails.

- Inform a law enforcement officer where items of evidence are located upon their response.
- Provide as detailed an account of the incident as possible to assist officers with their investigation.

A victim has the right to receive medical care at any emergency room facility regardless of whether a victim chooses to involve law enforcement. If a victim decides to have a medical forensic exam Salem Hospital provides exams: **Salem Hospital: 81 Highland Ave, Salem, MA**. If a victim is Victims are encouraged to undergo an exam to preserve evidence should they decide to seek prosecution. Collected evidence may also assist in seeking a protective order. A victim does not need to aid in prosecution in order to seek medical treatment for the collection of sexual assault evidence. A victim will decide if they wish to pursue making a report to law enforcement and/or aiding in prosecution.

The university is committed to assisting and supporting individual community members affected by sexual assault, dating violence, domestic violence, or stalking. The university provides students and employees with written information about existing counseling, mental health, victim advocacy, student financial aid, and other services available to victims, both on and off-campus. The university provides written information to victims regarding the preservation of evidence, reporting options, no-contact orders, victim rights, and resources as well as how to request interim actions. This written information is provided upon report regardless of where the incident occurred (on or off-campus) or whether the victim chooses to report the unlawful activity to law enforcement. These resources include on and off-campus options for counseling, health, mental health, victim advocacy, student financial aid, and other services including all available supportive and protective measures described below and how to request these resources. It also includes information about disciplinary and grievance procedures for students and employees.

Assistance and resources are available through multiple university offices. University services are available to victims whether incidents occurred on or off-campus and regardless of whether the incident is reported to law enforcement.

The Title IX Coordinator may be reached at 978.542.5130 or titleix@salemstate.edu to request an appointment and learn more about Title IX processes and procedures.

Counseling and Health Services may be reached at 978.542.6413 to book an appointment and/or receive medical and mental health services and support. The confidential 24/7 SSU mental health support line is available at 978.542.8327.

The Confidential PEAR Advocate may be reached at 978.594.7089 or pear@salemstate.edu.

REPORTING AN INCIDENT OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

There are several ways to report concerns and to get needed information, support, and resources. Victims have multiple options about the involvement of law enforcement and campus authorities including the option to notify proper law enforcement authorities, including university and local police; be assisted by campus authorities in notifying law enforcement if the victim chooses; or to decline to notify such authorities. It is encouraged to report any potential crime to law enforcement and any emergency by calling UP at 978.542.6111 or 9-1-1 when off campus.

If allegations of sexual assault, dating violence, domestic violence, or stalking are reported to the Salem State University Police Department an officer will immediately be dispatched to seek medical attention for the victim, investigate the crime, and provide other assistance. If the incident occurred outside the jurisdictional responsibility of UP Officers, the victim will be supported by UP in notifying and reporting to the proper law enforcement agency.

Even if an individual does not wish to involve law enforcement, victims may file a university report/complaint by completing the [Sexual Violence and Gender Based Misconduct Reporting Form](#) or may email Title IX directly at titleix@salemstate.edu

PROTECTING CONFIDENTIAL INFORMATION

When the university is aware of an incident of sexual assault, domestic violence, dating violence, or stalking, steps are taken to protect the confidentiality of the victim and other necessary parties including:

- Confidential resources are available to the victim to ensure the victim has access to resources, options, and support without making a report to a university official.
- Publicly available record keeping, such as the daily crime log and annual crime statistics, has no personally identifiable information about the victim.
- Publicly available crime warnings never have personally identifiable information about the victim.
- Accommodations are kept confidential to the extent that maintaining such confidentiality would not impair the ability of the University to provide such accommodations.

AVAILABLE SUPPORTIVE MEASURES

The university offers a range of resources to students and employees impacted by sexual assault, domestic violence, dating violence, or stalking. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules or dining arrangements, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, restrictions from areas of campus, leaves of absence, increased security and monitoring of certain areas of the campus, statutorily provided leave to employees, and other similar measures.

The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

The Title IX Coordinator, or designee, is responsible for coordinating the effective implementation of supportive measures. For information about any of the below supportive and/or protective measures, please contact the Title IX Coordinator at 978.542.5130 or titleix@salemstate.edu

OBTAINING RESTRAINING ORDERS AND HARASSMENT PREVENTION ORDERS

In Massachusetts, there are two main types of protective court orders:

- 209A restraining order.
- 258E Harassment Prevention Order

What Is a 209A Restraining Order?

A 209A restraining order (also called a protective order or abuse prevention order) is a court order in Massachusetts that helps protect people from abuse or harm by someone they have a close personal relationship with.

You can ask the court for a 209A order if you are being abused, threatened, or controlled by:

- Someone you are or were married to
- Someone you live with or used to live with
- A boyfriend, girlfriend, or ex

- A family member (by blood or marriage)
- Someone you have a child with

This order can legally require the abusive person to:

- Stay away from you
- Stop contacting or harassing you
- Leave your home (if you live together)
- Pay bills or child support in some cases

If the person breaks the rules of the order, they can be arrested and charged with a crime.

What If I Haven't Been Physically Hurt?

You do **not** need to be physically attacked to get a restraining order.

You can get a 209A order if someone:

- Physically hurt you or tried to
- Threatened or scared you
- Forced you into sex or unwanted sexual contact
- Controlled or isolated you through coercive control
- What Is Coercive Control?

Coercive control is when someone tries to control, threaten, or isolate you over time—or even just once—in ways that limit your freedom or safety.

This includes things like:

- Keeping you away from friends or family
- Controlling your access to money, food, or shelter
- Watching you with technology (like tracking your phone)
- Forcing you to do something illegal
- Threatening to harm your children, pets, or family
- Posting or threatening to post private or sexual images of you
- Repeatedly taking you to court just to harass you

These actions can be part of emotional, psychological, or digital abuse—even if no physical violence happens.

Who Can Get a 209A Restraining Order?

You can ask the court for a 209A if the person abusing or threatening you is:

- A current or former spouse
- A current or former dating partner
- Someone you live or used to live with
- A parent of your child
- A relative by blood or marriage

If you're not sure if your situation qualifies, talk to a legal advocate or campus resource. There may still be other legal options available.

OTHER TYPES OF PROTECTIVE ORDERS

Harassment Prevention Orders (258E)

A Harassment Prevention Order is a court order to protect you from harassment and abuse by someone who is not a member or former member of your household or family, or someone you have been dating.

On-Campus Support

PEAR Program (Prevention, Education, Advocacy and Response)

Email: pear@salemstate.edu

Confidential support for students affected by relationship violence, sexual assault, or stalking.

University Police (24/7)

978.542.6111 (or ext. 6111 from campus phones)

Counseling and Health Services

978.542.6410

Ellison Campus Center Room 107

Offers confidential mental health and medical services.

Off-Campus Resources

HAWC (Healing Abuse Working for Change)

24/7 Hotline: 800.547.1649

Free support for anyone experiencing dating or domestic violence.

YWCA North Shore Rape Crisis Center

24/7 Hotline: 877.509.9922

Free, confidential support and advocacy, including hospital, police, and court accompaniment.

Where to File a Restraining Order Near Salem State

You can request a 209A restraining order or 258E Harassment Prevention Order in person at one of these local courts Monday through Friday 8 am-4:30 pm:

- **Salem District Court**
56 Federal Street, Salem, MA 01970
- **Essex County Superior Court**
56 Federal Street, Salem, MA 01970

After 4:30 pm on weekdays, or at any time on a weekend or holiday, contact the Salem State University police or your local police department. If the court is closed, police can help you obtain an emergency order and notify you of a follow-up court hearing.

What to Do If the Order Is Violated

If the person subject to the order violates it, call Salem State University Police or 911 immediately. Violation of a 209A or harassment order is a criminal offense once the abuser is aware of the order.

TITLE IX COMPLAINT INVESTIGATION AND RESOLUTION PROCEDURES

University Response to Reports of Sexual Assault, Dating Violence, Domestic Violence or Stalking

Salem State University will not tolerate, and specifically prohibits, sexual assault, sexual misconduct, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and/or retaliation in any form. Where there is cause to believe that the university's regulations prohibiting such acts have been violated, the university will encourage the alleged victim to pursue a complaint through the Title IX Complaint Investigation and Resolution Procedures contained in the Massachusetts State Universities' Title IX Sexual Harassment Policy. To view complete information regarding Title IX, please refer to the Policy, which is available here: [Title IX Policy | Salem State Public Records](#)

Cases of alleged sexual assault, domestic violence, dating violence, stalking, sexual harassment, and sexual misconduct involving students and staff will be investigated by a Title IX investigator assigned by the Title IX Coordinator. An associated criminal investigation may be conducted by the university police or local law enforcement. For details on the administrative investigation process, please see the sections below.

Disciplinary sanctions for sexual assault violations may include suspension, dismissal, expulsion, or termination from the university. An individual charged with sexual assault can be prosecuted under Massachusetts criminal statutes and disciplined following a finding of responsibility under the university's Policy. In those instances in which criminal justice authorities choose not to prosecute a student or employee for involvement in an alleged sexual assault, the victim retains the option to pursue disciplinary action via the Title IX grievance process contained in the Complaint Investigation and Resolution Procedures in the Policy.

Filing a Formal Complaint

A formal complaint is a document filed by a Complainant or signed by the Title IX Coordinator against a Respondent and requesting that the University formally investigate.

At the time of filing a formal complaint, a Complainant must be participating in, or attempting to participate in, the education program or activity of the University with which the formal complaint is filed. Formal complaints may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

The "document filed by a Complainant" may be a document or electronic submission (such as by electronic mail) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.

Reports made to University employees, including the Title IX Coordinator and campus law enforcement, do not constitute a formal complaint under the University's Title IX Sexual Harassment Policy unless they meet the aforementioned criteria of this section.

Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or otherwise a party in the Title IX Complaint and Resolution Procedures.

While the University encourages prompt reporting of incidents, the University does not limit the timeframe for filing a complaint. Complaints may be filed at any time, but the University's ability to take action may be limited by the matriculation or employment status of Complainants, Respondents, or witnesses. A prompt report will enable the University to most effectively respond to a complaint.

Notice of Allegation(s)

Upon receipt of a formal complaint in writing, the University will promptly provide the following written notice to the parties who are known:

- Notice of the allegations of behavior potentially constituting sexual harassment as defined in the Policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment under this Policy; and the date and location of the alleged incident, if known.
- To a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, other meetings, or hearings with sufficient time for the party to prepare to participate.
- Notice of the Title IX Complaint and Resolution Procedures, including any potential informal resolution process.
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Title IX Complaint Resolution Procedures.

- A statement to the parties that they may have an advisor of their choice.
- A statement to the parties that they may inspect and review evidence.
- A statement informing the parties of any provision in this Policy or the University's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the Title IX Complaint and Resolution Procedures.

A Respondent has ten (10) calendar days in which to respond to the complaint after the Notification of Allegations. In cases where a Respondent refuses or fails to participate in the investigation and resolution process, the University may continue the process without the Respondent's participation. The failure of the Respondent to participate in the investigation and resolution process will not prevent the University from imposing discipline or other sanctions when a violation is found.

At any point after receiving the notice of allegations, including during the investigation and live hearing, a Respondent to any formal complaint may agree to the allegations and the recommended sanction(s).

Interim Actions

Emergency Removal of Respondent

The University may remove a Respondent from the University's education program or activity on an emergency basis, provided that the University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave of Employee

The University may place an employee on paid administrative leave during the pendency of a grievance process under the Policy when it reasonably concludes that the employee: (a) poses a threat to health or safety; (b) poses a threat to University property or equipment; (c) is disruptive or interferes with an investigation under this Policy or the normal operations of the University; or (d) is charged with a serious violation of state or federal law. The University shall provide the employee the specific reason(s) for the paid administrative leave. During the paid administrative leave, the University reserves the right to prohibit the employee from entering upon the University's property or participating in any University activities absent written authorization from an appropriate University official. The status of the paid administrative leave may change over time as determined to be appropriate and effective. The failure of an employee to comply with the paid administrative leave terms may result in further action or discipline consistent with applicable collective bargaining agreements or employee handbooks.

Formal Investigation Process

The investigation may include, but is not limited to:

- interviews of the parties and other individuals and/or witnesses; and/or reviewing certain documents or materials in the possession of either party or any witness that the Administrative Investigator has deemed relevant;
- consideration of all relevant documents, including written statements and other materials presented by the parties and witnesses;
- evidence collection, including but not limited to, documents, text messages, emails, social media posts and messages, photographs, surveillance camera footage, door lock interrogations, card access records, guest sign-in logs, academic records, employee records and personnel documentation, and law enforcement reports;
- the Administrative Investigator's findings of fact based on the preponderance of the evidence standard;
- the Administrative Investigator's analysis of allegations, defenses, and evidence presented in order to make the factual findings.

Evidence Review

Both parties are afforded an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The University does not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

So that each party can meaningfully respond to the evidence prior to conclusion of the investigation, both parties are provided an equal opportunity to review:

- any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
- the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility; and
- inculpatory or exculpatory evidence whether obtained from a party or other source.

The University will provide each party and the party's advisor, if any, any evidence subject to review in an electronic format or a hard copy. The parties will have ten (10) calendar days to review the evidence and submit a written response, which the investigator will consider prior to completion of the Investigative Report. Where new substantive evidence becomes available through written response to the review of evidence, the University will provide each party and the party's advisor an opportunity to review and respond to that new substantive evidence.

The Administrative Investigator will review the written responses to the evidence, if any, and, based on the information provided, conduct any additional investigation that may be necessary prior to the completion of the Investigative Report. The University will make all such evidence subject to the parties' review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Final Investigative Report

Following the opportunity for the parties to review the evidence and respond in writing, the Administrative Investigator will create an Investigative Report that fairly summarizes relevant evidence, the Administrative Investigator's findings of fact based on the preponderance of the evidence standard and the Administrative Investigator's analysis of allegations, defenses, and evidence presented in order to make the factual findings.

At least ten (10) calendar days prior to a hearing the investigator will send each party and the party's advisor, if any, the Investigative Report in an electronic format or a hard copy, for their review and written response. The parties have five (5) calendar days to submit a written response to the Administrative Investigator. The Investigative Report and written responses, if submitted, will be forwarded by the Administrative Investigator to the Decision Maker promptly upon receipt of the written responses or upon the response deadline.

Live Hearing

The Title IX Complaint and Resolution Procedures include a live hearing presided over by a Decision Maker.

Parties are requested to give the University five (5) business days of advance notice of the advisor who will accompany them to the live hearing. If a party does not have an advisor, they are requested to notify the University five (5) business days in advance of the hearing so the University is able to provide them with an advisor.

At the University's discretion, live hearings may be conducted in-person or virtually where the parties, witnesses, and other participants are able to simultaneously see and hear each other with enabling technology.

At the request of either party, the University will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Decision Maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

The University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for review upon request.

(i) Cross-Examination

At the live hearing, the Decision Maker(s) will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision Maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
- if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party does not have an advisor present at the live hearing, the University will provide that party an advisor of the University's choice to conduct cross-examination on the party's behalf.

Determination of Responsibility

The Decision Maker(s) will make every reasonable effort to submit a written determination regarding responsibility to the Title IX Coordinator within seven (7) business days after the conclusion of the live hearing, unless good cause for additional time is shown.

To reach this determination, the Decision Maker(s) will apply the preponderance of evidence standard in all formal complaints of sexual harassment against students, faculty, and staff.

The written determination will include:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the Title IX Sexual Harassment Policy to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and
- the University's procedures and permissible bases for the Complainant and Respondent to appeal.

The Title IX Coordinator will provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Procedures for Appeal

Either party may appeal a determination regarding responsibility, a dismissal of a formal complaint, or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;

- new evidence that could affect the outcome of the matter was not reasonably available at the time the determination regarding responsibility or dismissal was made; and
- the Title IX Coordinator, investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against either Complainants or Respondents generally, or the individual Complainant or Respondent, which affected the outcome of the matter.

Appeals of the written determination made by the Decision Maker(s) must be submitted within ten (10) calendar days of receipt of the written determination. Appeals of the dismissal of a formal complaint, or any allegations therein, must be submitted within ten (10) calendar days of receipt of the written notification of such action.

The University will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. The Appellate Administrator/Body will not be the same person as the Decision Maker(s) who reached the determination regarding responsibility or dismissal, the Administrative Investigator(s), or the Title IX Coordinator.

The Appellate Administrator/Body will issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

Where practicable, the appeal process will be concluded within thirty (30) business days of receipt of the appeal.

The full text of the Massachusetts State Universities' Title IX Sexual Harassment Policy is available online:

[Title IX Policy | Salem State Public Records](#)

DISCIPLINARY SANCTIONS

For Faculty and Staff (employee) Respondents

Disciplinary action taken against an employee shall be regarded as an administrative action, up to and including termination.

Additional disciplinary action shall also be taken against an employee who violates a sanction or sanctions imposed pursuant to this Policy.

For Student Respondents

A student who has been found to have violated the Sexual Harassment Policy may be subject to sanctions including, but not limited to:

- reprimand
- fines and/or restitution
- warning
- disciplinary hold
- disciplinary probation
- assessment
- loss of privileges
- educational program or project
- relocation of residence
- revocation of admission or degree
- restriction from facilities or activities
- withholding of degree
- temporary or permanent residence hall suspension
- suspension
- expulsion

In general, the sanction typically imposed for students for rape is expulsion. The sanction typically imposed for students for other forms of sexual assault, domestic violence, dating violence, and stalking is suspension or expulsion. All student sanctions, however, are determined on a case-by-case basis in consideration of: the seriousness of the violation; sanctions typically imposed for similar violations; prior disciplinary history; and any other circumstances indicating that the sanction should be more or less severe.

Additional disciplinary action shall also be taken against a student who violates a sanction or sanctions imposed pursuant to this Policy. Depending on the nature of the violation, such discipline may be imposed pursuant to the provisions of this Policy or pursuant to the applicable provision of the Student Code of Conduct.

Additional Remedies Following Finding of a Violation

Where necessary, the University will provide additional measures to remedy the effects of a violation. These remedies are separate from, and in addition to, any supportive measures that may have been provided or sanctions that have been imposed. If the Complainant declined or did not take advantage of a specific service or resource previously offered as a supportive measure, such as counseling, the University will re-offer those services to the Complainant as applicable or necessary.

In addition, the University will consider broader remedial action for the campus community, such as increased monitoring, supervision, or security at locations where the incidents occurred, increased or targeted education and prevention efforts, climate assessments/victimization surveys, and/or revisiting its policies and procedures.

ALCOHOL AND DRUG USE POLICIES

DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY STATEMENT

The university's Alcohol, Drugs, and Hazing Policy outlines the standards of conduct that strictly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees—whether on university property or during university-sponsored activities. The policy also details the legal consequences, health risks, and available support services for both students and employees.

All members of the university community—faculty, staff, and students—are encouraged to take personal responsibility in maintaining a drug-free environment. Additionally, individuals are urged to show care and concern for others through timely intervention, support, and making appropriate referrals. Salem State supports, promotes, respects, and expects adherence to federal and state laws regarding alcohol and drugs.

Employees who find that they or any other employee have drug or substance abuse problems are encouraged to contact the Office of Human Resources to obtain information regarding treatment sources, including the confidential employee assistance program (EAP).

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

Salem State University strives to create a healthy environment for our community via education, counseling, research and assessment, and policies. Under the Drug-Free Workplace Act of 1988 (41 U.S. Code, Section 8102) and the Drug-Free Schools and Communities Act of 1989 ("Act") (20 U.S. Code, Section 3181 et. seq.), "no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program," unless it has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees.

POLICY ON RECREATIONAL MARIJUANA

Although the Commonwealth of Massachusetts has legalized recreational use of marijuana by people at or over the age of 21, Salem State must abide by federal laws, including the Drug-Free Schools and Communities Act, to remain eligible for federal funding, including funding for student financial aid. Therefore, Salem State

must continue to maintain and enforce its prohibition on the use of marijuana. This means that for all students, regardless of age, Salem State prohibits the use, sale, manufacture, distribution, possession, or facilitation of the use of marijuana on campus. Salem State also prohibits the unlawful manufacturing, selling, and distribution of marijuana regardless of location or age. Student members of the Salem State community who are in violation of this policy are subject to local, state, and federal law as well as disciplinary adjudication under the Code of Conduct. The various sanctions outlined in the Code of Conduct are applicable to students found responsible for violating the Policy on Illegal Drugs and Alcohol.

TABACCO FREE POLICY

In compliance with the laws of the Commonwealth of Massachusetts, smoking is prohibited in all buildings administered by Salem State University. The use of any tobacco products is strictly prohibited on our campus. This includes all campus buildings, outdoor areas, parking lots, workspaces, offices, restrooms, lobbies, public entrances, and any vehicles parked on campus. All university employees, students, visitors, guests, and contractors are required to comply with this policy. Organizers of public events, such as conferences, meetings, public lectures, social events, and cultural events using campus facilities will be mindful of this policy and encourage compliance.

HEALTH RISKS

There are many health risks associated with the abuse of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol.

- Accidents, injuries, relationship problems, domestic violence, financial challenges, and decline in job performance
- Dependence, following repeated use and abuse of alcohol and other drugs
- Poor personal health, including high blood pressure, heart disease, stroke, liver disease and digestive problems. Substance use can also adversely affect sleep and nutrition

CRIME STATISTICS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Salem State University compiles and publishes crime statistics each year as part of its Annual Security Report (ASR). These statistics reflect reported incidents that fall within the categories defined by the Clery Act and are submitted annually to the U.S. Department of Education.

The data includes all Clery-reportable offenses, including those reported anonymously or by third parties, and represents the calendar year in which the incident was reported. It's important to note that the statistics are not indicative of the outcome of any university investigation, disciplinary action, or legal process.

To ensure comprehensive reporting, Salem State requests crime data from local law enforcement agencies for university-owned or controlled properties that fall outside the direct jurisdiction of campus police. Any applicable incidents reported by those agencies are included in the ASR.

Salem State remains committed to transparency and safety through accurate and thorough crime reporting, helping to inform and protect our campus community.

CRIME DEFINITIONS

For the purposes of crime statistics reporting within this report, the following definitions apply.

DEFINITIONS OF REPORTABLE CRIMES

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics you must do so based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying and Possessing Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program Standards.

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that the institution must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Clery Act regulations.

The following list describes crimes reportable under the Clery Act regulations.

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

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

Sex Offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **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, including instances in which the victim is incapable of giving consent.
- **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 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.

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.

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; safe cracking; 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 are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.

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

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to 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.)

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).

Weapons 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.

Domestic Violence: A felony or misdemeanor crime of violence committed by

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

Dating Violence: means violence committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Stalking: means engaging 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

Hate Crimes by Prejudice

Hate Crimes: hate (bias) related crimes are reported by the type of bias as defined above on for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, simple assault, vandalism, and intimidation (see definitions below).

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

- **Vandalism:** (Damage) 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.

SALEM STATE UNIVERSITY CRIME STATISTICS ¹					
		GEOGRAPHIC LOCATION			
Offense	Year	On-Campus Property	On-Campus Student Housing Facilities ²	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0	0
	2023	0	0	0	1
	2024	0	0	0	0
Manslaughter By Negligence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Rape	2022	4	2	0	0
	2023	8	5	0	0
	2024	9 ³	8	0	0
Fondling	2022	1	1	0	0
	2023	3	3	0	0
	2024	4	2	0	0
Incest	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

SALEM STATE UNIVERSITY CRIME STATISTICS ¹					
		GEOGRAPHIC LOCATION			
Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Robbery	2022	0	0	0	0
	2023	0	0	0	1
	2024	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2023	1	1	0	0
	2024	0	0	0	0
Burglary	2022	6	2	0	0
	2023	5	4	0	0
	2024	8	2	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2023	1	0	0	0
	2024	0	0	0	0
Arson	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Domestic Violence	2022	1	1	0	0
	2023	6	3	0	0
	2024	6	4	0	0
Dating Violence	2022	0	0	0	0
	2023	4	4	0	0
	2024	0 ⁴	0	0	0
Stalking	2022	1	1	0	0
	2023	2	1	0	0
	2024	3	3	0	0

SALEM STATE UNIVERSITY CRIME STATISTICS ¹					
		GEOGRAPHIC LOCATION			
Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Arrests: Weapons Carrying, Possession, Etc.	2022	2	1	0	5
	2023	0	0	0	0
	2024	2	1	0	0
Disciplinary Referrals: Weapons Carrying, Possession, Etc.	2022	1	1	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Arrests: Drug Abuse Violations	2022	0	0	0	0
	2023	1	0	0	0
	2024	0	0	0	2
Disciplinary Referrals: Drug Abuse Violations	2022	20	20	0	0
	2023	2	2	0	0
	2024	20	19	0	0
Arrests: Liquor Law Violations	2022	1	0	0	0
	2023	2	0	0	0
	2024	0	0	0	1
Disciplinary Referrals: Liquor Law Violations	2022	16	16	0	0
	2023	30	30	0	0
	2024	48	45	0	0

1 2022: No hate crimes reported 2023: No hate crimes reported 2024: No hate crimes reported
2022: No Incidents Unfounded 2023: No Incidents Unfounded 2024: No Incidents Unfounded

2 On-Campus Student Housing Facilities are a subset of On-Campus Property.

3 In 2024, the university received a report of incidents of alleged Rape (estimated at 2) that purportedly occurred in the context of a domestic relationship over a period of months in 2024. In accordance with federal guidance, the university is recording each reported incident as a separate occurrence of both Rape and Domestic Violence. The purpose of including this explanatory footnote is to ensure that the statistics recorded paint a coherent picture of campus safety, which requires acknowledging the specific circumstances contributing to the elevated number of incidents.

4 Federal guidance specifies that the classification of Domestic and Dating Violence incidents is influenced by the domestic and family laws of the jurisdiction in which the crime occurred. In Massachusetts, Dating Violence falls under the broader category of Domestic Violence. During 2022 and 2023, while the university was reorganizing its Clery reporting processes, a decision was made to report these offenses separately. However, in 2024, the university began classifying them together in alignment with Massachusetts law. This explanatory footnote is included to help ensure that the statistics presented offer a coherent and accurate picture of campus safety.

CLERY GEOGRAPHY DEFINITIONS

On-Campus Property: any building or property that is owned or controlled by Salem State, within the same reasonably contiguous geographic area and used by Salem State in direct support of or in a manner related to the University's educational purposes, including residence halls; or that is within or reasonably contiguous to the area identified (owned by Salem State but controlled by another person, is frequently used by students, and supports institutional purposes.

On-Campus Student Housing Facility: Any student housing facility that is owned or controlled by the university or is located on property that is owned or controlled by the university and is within the reasonably contiguous geographic area of the main campus. This category is a subset of the On-Campus category.

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 the university that is used in direct support of, or in relation to, the university's educational purpose, is frequently used by students, and is not within the same reasonable contiguous geographic area of the main campus.

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.

The Salem State crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

UNFOUNDED CRIMES

If a Clery Act crime is reported as occurring in any of the Salem State's Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (HEOA) of 2008 and its accompanying regulations amended the Higher Education Act and specified new campus safety reporting requirements in the areas of fire safety for on-campus student housing. This information is required to be reported in the Annual Fire Safety Report due October 1 each year. Information required includes statistics for the number and cause of fires in residential occupancies, a description of fire safety systems, number of fire drills, policies on electrical appliances, smoking, and open flames, evacuation procedures, and fire reporting mechanisms. Policy information provided is for the 2025 calendar year. Fire statistics are provided for the previous three calendar years (2022-2024).

Only schools that have on-campus student housing facilities must disclose fire statistics.

The State Fire Marshall's Office conducts annual safety and compliance inspection of all university buildings. This inspection process assists the campus community in creating a safe environment for faculty, staff, students, and visitors. Compliance inspections are conducted and ensure compliance with applicable state and local building and fire codes.

Fires, Fire Prevention and Housing Fire Safety Equipment

At Salem State University, all university residence halls are protected by fire detection and alarm systems which are centrally monitored 24 hours/day, seven days/week. The buildings are also equipped with either emergency generators or lighting fixtures that incorporate backup batteries; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. All of our residence halls are fully equipped with sprinkler systems. Carbon monoxide detectors have been installed in all residence hall mechanical rooms where products of combustion could occur.

All fire safety systems and equipment are strictly maintained and tested in accordance with applicable national standards. All on campus buildings, residential, academic and administrative buildings are equipped with portable dry chemical fire extinguishers. The extinguishers are located on every floor of the building, inside laboratories, utility areas, and kitchens. The extinguishers are maintained annually in compliance with NFPA 10.



Fire prevention is the responsibility of all members of the Salem State University community. University residence halls are particularly susceptible to fires, and students residing in the halls must carefully adhere to fire safety regulations.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act.

- **On-Campus Student Housing** – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.
- **Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

REPORTING FIRES

Reporting of any fire event is made to the University Police by activating a fire alarm pull station, the activation of any automatic detection device in the residence halls, by calling UP directly or 911. When University Police are notified of a fire event, Risk Management, facilities and Environmental Health and Safety are notified. Inactive fires that have been extinguished should be reported to University Police for the purpose of including the fire in the university's Annual Fire Safety report statistics.

FIRE SAFETY EDUCATION AND TRAINING

Residence Life employees receive fire safety training annually prior to the opening of the residence halls in August. This training includes a fire safety lecture and includes information on the history of campus fires nationwide, main causes of residential fires, fire safety systems on campus, fire safety issues, and emergency procedures.

Each residential hall has its own unique emergency evacuation plan that is maintained by Residential Life staff. Residence Life staff drill on these procedures to remain proficient in them should an evacuation become necessary. They are also offered the opportunity to attend fire extinguisher training. The Residence Life staff provide this information to the residents during area meetings.

Additional campus fire safety information is available on the [US Fire Administration website](#).

FIRE DRILLS

Evacuation drills of all residence halls are performed twice during the academic year; typically near the beginning of each semester.

During drills, each residence hall's fire alarm system is activated, and all residents are required to evacuate. Residence Life staff participate to enhance their training. Evacuations are observed to verify staff and resident knowledge of and compliance with evacuation procedures. The drills are timed, and educational discussions with community stakeholders are held after each drill. Fire alarm activation due to false alarms, minor incidents like smoking, cooking, etc. result in additional full evacuation of the residence halls and add to the familiarization of the residents with evacuation procedures.

FIRE SAFETY POLICIES AND PROCEDURES

All students and staff are expected to practice effective fire safety at all times by exercising prudent judgment and following all fire safety guidelines established or revised for residence halls. Do not create fire or fire-like conditions in or around the residence halls. This includes discharging a fire extinguisher when flames are not present.

If you discover fire, smoke, or hear the fire alarm:

- Leave the building immediately via the stairs. **DO NOT USE THE ELEVATORS.**
- As you leave, close all doors, including those propped open.
- As you exit, you will pass a fire alarm pull station. If the alarm is not already ringing, pull it.
- Once outside, get away from the building.
- If you do not see first responders someone call 911 and report the details of the fire.
- Remain outside the building until the "ALL CLEAR" is given by UP or Salem Fire Department. Silencing of the alarms does not constitute an "ALL CLEAR."

In case of a fire

- At the first indication of a fire, whether it is a persistent smoke or fire alarm, smoke, or flames, follow the procedures outlined below.
- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.

Evacuation Instructions

- Evacuate the building using the nearest exit (or alternate, if nearest exit is blocked).
- Do not use elevators.
- Take personal belongings (keys, purses, wallets, etc.), if it does not delay your evacuation.
- Secure any hazardous materials or equipment before leaving.

- Follow directions given by emergency responders.
- Feel doors before opening; if a door is hot, don't open it.
- Close doors and windows as you leave if there is time and it is safe to do so.
- If trapped, keep the doors closed and place cloth under them to keep out smoke. Signal for help by hanging an object (such as a jacket or shirt) out of the window to attract attention.
- Remain at least five hundred (500) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone who cannot evacuate.
- Do not re-enter the building until directed to do so by emergency response personnel.
- If your clothes catch fire remember STOP, DROP AND ROLL. Rolling can help smother the flames.



Information to Know

- Evacuation routes/procedures
- What the fire alarm sounds like
- At least two ways out of the building

RESIDENTIAL FACILITIES EVACUATION PROCEDURES IN CASE OF A FIRE

- **Sound the alarm:** Sound the alarm, if available as soon as you find or suspect a fire. Wake up everyone in the room, apartment, or area. Warn other occupants: knock on doors and shout as you leave.
- **Dress:** If time permits, take a jacket and shoes, and a towel to cover your face.
- **To survive a fire:** If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor. Feel any door before opening it. If it is cool, brace yourself against the door and open it slightly. If trapped by heat or heavy smoke, close the door, and stay in the room. Stay next to windows so that fire fighters can get to you quickly. Wait for help. Do not jump!
- **If you are trapped:** Keep the doors closed. A closed door can protect you from fire, heat, and smoke elsewhere in the building. Seal cracks and vents from incoming smoke. Do not break your window with a chair or other objects; this may draw smoke into the room.
- **Signal for help:** Stay where you are and hang something like a sheet or shirt from the window to attract the fire department's attention. Call UP at 978-542-6111 and give them your building name and room number.
- **Check the hallway:** If the hallway is relatively clear of smoke, close your door behind you and proceed to the nearest exit as quickly as possible. If heat, fire, or smoke blocks the nearest exit, stay low and go to another exit. Use exit stairs, not elevators. Elevator shafts may fill with smoke, or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke if they remain closed and will help protect you until you are outside.
- **If you are on fire:** If your clothes catch on fire, Stop, Drop and Roll wherever you are. Rolling can help smother the flames.
- **Once outside:** Proceed to the designated assembly area for your residence hall, and away from the building.

EVACUATION PROCESS FOR INDIVIDUALS WHO CANNOT EVACUATE

In an emergency situation, an elevator may not be available. If exit from the building is not possible a person should follow these procedures:

- In case of a fire, enclosed building stairwells are “areas of refuge” because they have a higher fire-resistive rating.
- Move to the nearest “area of refuge,” which includes enclosed or exterior stairwells and remain there.
- Make sure the door to the stairwell is closed. Open doors will violate the “area of refuge” and will allow smoke, and possibly fire, into the stairwell.
- Call or text 9-1-1 with specific location information and notify someone (like a coworker, supervisor, faculty member, or student) of their location.
- Anyone with location information should inform the fire responders that there is a person who may require evacuation assistance.

FIRE SAFETY SYSTEMS

RESIDENTIAL FIRE EQUIPMENT AND SYSTEMS						
Residential Facility	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans on Placards	Number of Evacuation Drills each Calendar Year
Bowditch Hall		X	X	X	X	1
Peabody Hall		X	X	X	X	1
Atlantic Hall		X	X	X	X	1
Marsh Hall		X	X	X	X	1
Forten Hall		X	X	X	X	1

Residential Facility Addresses

Bowditch Hall:	42 Loring Avenue, Salem, MA 01970
Peabody Hall:	1 College Drive, Salem, MA 01970
Atlantic Hall:	71A Loring Avenue, Salem, MA 01970
Marsh Hall:	71B Loring Avenue, Salem, MA 01970
Forten Hall:	73 Loring Avenue, Salem, MA 01970

PLANNED FIRE SAFETY IMPROVEMENTS

At this time, there are no major planned fire safety system upgrades or improvements across campus. However, the University is in the process of enhancing the “Area of Refuge” in residential halls. These updates include the addition of improved signage and communication systems to ensure these areas are clearly marked and fully functional in the event of an emergency.

Once these upgrades are completed in residential facilities, the University plans to implement similar improvements in academic and administrative buildings as part of its ongoing commitment to campus safety.

An Area of Refuge is a designated location within a building where individuals who are unable to use stairs can safely wait for assistance during an emergency evacuation. These areas are typically located near elevators, in stairwells or other fire-rated spaces.

CAMPUS FIRE LOGS

A log of all fires and fire alarms in which there was a physical cause (i.e., smoke; heat, etc., rather than a faulty detector or system malfunction). For a copy or to view the fire log, please visit the University Police located at 71 Loring Avenue, Salem, MA 01970.

When changes in the causes or information about a University fire become known to Salem State University Police, any updates will be made to the log within two business days of the status change.

FIRE SAFETY POLICIES FOR ON-CAMPUS RESIDENTS

As found in the Guide to Living on Campus students living in on-campus facilities must abide by the following fire safety policies:

Prohibited Items

Appliances and Electronics

Because many appliances are considered fire hazards, and the use of too many appliances at one time may overload a building's electrical capacity, the following appliances are not permitted in any of the residence halls:

- Electrical extension cords
- Air conditioners
- Halogen lamps/octopus lamps
- Water coolers
- Grills (charcoal or gas)
- Televisions larger than 40"
- "Medusa lamps" (with multiple plastic shades)
- Electrical appliances with exposed heating elements, including toasters, toaster ovens, coffee makers, hot plates, deep fryers, soldering irons and hot pots without on/off switches (allowed in apartments)
- Waffle Irons or griddles
- Hover-boards

Coffee makers and irons with automatic shut-off switches are allowed in all residential areas.

Microwaves are allowed on North Campus (Peabody and Bowditch halls) if the microwave is under 700 watts/ 10 amps, and is plugged into an amperage overload protector (different from a surge protector). If a refrigerator is in the room, it must also be plugged into the amperage overload protector with the microwave.

Individual refrigerators must have a capacity of less than four cubic feet. **Micro-fridge units** may be rented by calling 1.800.637.7567. At the end of the year, all residents are responsible for cleaning the units, and returning them per posted information. Residents may be billed for failing to return a unit, or for not following the proper cleaning and return procedures.

Stereo speakers should be of a reasonable size; sub-woofers and amplifiers are strongly discouraged. If a resident does use these items, s/he may be asked to lower the volume if it disturbs other residents, or the noise level is deemed inappropriate.

Candles and Incense: Candles and incense are strictly prohibited from the residence halls, as they pose a significant fire risk. Residents are not allowed to possess any candles, including those of a decorative nature. This also includes candles that have not been burned. **Possession of candles and incense on campus could result in suspension from the residence halls (held in abeyance) or loss of housing!**

Residents found in violation will be directed to correct the violation and remove the item immediately. Residence Life will hold illegal items for residents for a maximum of two (2) weeks, and then dispose of them if residents do not remove them from the building. Repeat violations will result in administrative or judicial action.

Additional Guidance and Restrictions with Respect to Residence Halls

Because of fire risk, Residence Life has strict guidelines about what is and isn't allowed on campus. Violations of this policy will result in judicial action, up to and including loss of housing. The following items and/or conditions are **not permitted** in any of the residential areas:

- Live Christmas trees, menorahs with candles, Kwanzaa candles, and similar decorations
- Heating coils, coffee pots without auto shut-off, hot pots and hotplates, and electrical space heaters
- Flammable decorations placed near light fixtures or in enclosed areas
- Popcorn poppers, toasters and toaster ovens and similar heating devices outside of the kitchen areas at Harrington Campus residence halls
- Stairwell and exit doors propped open
- Bicycles in hallways, lounges or blocking the doorways of rooms, apartments and stairwells
- Tapestries and similar hangings covering a door or significant portion of the wall or any lights and lamps, or hung from ceilings
- Electrical devices and appliances such as: halogen lamps, lanterns and sun lamps
- Gasoline, lighter fluid, flammable cleaning fluid, turpentine, and paint solvents
- Motorcycles, mopeds and automotive equipment in hallways or rooms
- Desks, chairs, dressers, closets, or beds that block any part of doorways, or one's ability to move
- Disconnected, covered or altered smoke detectors

FIRE STATISTICS FOR 2022-2024							
		Bowditch Hall	Peabody Hall	Atlantic Hall	Marsh Hall	Forten Hall	TOTAL
2022	Fires	0	0	0	0	0	0
	Injuries	0	0	0	0	0	0
	Deaths	0	0	0	0	0	0
2023	Fires	0	0	1	0	0	1
	Injuries	0	0	0	0	0	0
	Deaths	0	0	0	0	0	0
2024	Fires	0	0	1	0	0	1
	Injuries	0	0	0	0	0	0
	Deaths	0	0	0	0	0	0

Residential Facility Addresses

Bowditch Hall:	42 Loring Avenue, Salem, MA 01970
Peabody Hall:	1 College Drive, Salem, MA 01970
Atlantic Hall:	71A Loring Avenue, Salem, MA 01970
Marsh Hall:	71B Loring Avenue, Salem, MA 01970
Forten Hall:	73 Loring Avenue, Salem, MA 01970)

FIRE DESCRIPTIONS FOR 2022-2024				
2022				
Residence	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Property Damage
2023				
Residence	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Property Damage
Atlantic Hall	Accidental/Cooking	0 Injuries	No Deaths	\$0.00
2024				
Residence	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Property Damage
Atlantic Hall	Accidental/Trash	0 Injuries	No Deaths	\$19,229.28

Residential Facility Addresses

Bowditch Hall:	42 Loring Avenue, Salem, MA 01970
Peabody Hall:	1 College Drive, Salem, MA 01970
Atlantic Hall:	71A Loring Avenue, Salem, MA 01970
Marsh Hall:	71B Loring Avenue Salem, MA 01970
Forten Hall:	73 Loring Avenue, Salem, MA 01970

IMPORTANT CONTACT INFORMATION

POLICE DEPARTMENTS

Salem State University Police (available 24-hours a day)

Office Location: Harrington Campus

Telephone: 978.542.6111

*University Police is able to take immediate action to help you.

They can assist in obtaining a restraining order or harassment prevention order.

Salem Police Department

978.744.1212

AMBULANCE AND FIRE

Salem State University

978.542.6111

Salem

911

MEDICAL

24/7 Mental Health Support Line

978.542.8327

Salem Hospital

978.741.1200

OTHER UNIVERSITY RESOURCES

Dean of Students Office

Office Location: Meier Hall room 245

Telephone: 978.542.6401

Email: studentlife@salemstate.edu

*The Dean of Students office is able to take action in many areas to protect you through utilization of the Sexual Violence Policy.

Residence Life

Office Location: Atlantic Hall room 131

Telephone: 978.542.6416

*Residence Life is able to take action to help you, through utilization of the Sexual Violence Policy.

Title IX Coordinator

Grace Napolitano

Office Location: North Campus, Meier Hall Room 245

Telephone: 978.542.5130

Email: gnapolitano@salemstate.edu

*The Title IX Coordinator oversees and ensures compliance of issues related to sexual assault, sexual misconduct, sexual harassment, gender-based harassment or discrimination, domestic violence, dating violence, stalking, and/or retaliation.

Counseling and Health Services

Office Location: Ellison Campus Center room 107

Telephone: 978.542.6410 or 978.542.6413

*Counseling and Health Services is a confidential resource and can provide medical and counseling services as well as information and support. They can advocate for you with your consent.

PEAR (Prevention, Education, Advocacy, Response) Program

Office Location: Ellison Campus Center room 112

Telephone: 978.594.7089

Email: pear@saalemstate.edu

*The PEAR Program provides programs, trainings and advocacy on topics related to sexual assault, sexual misconduct, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and/or retaliation. The PEAR Confidential Advocacy Line goes to a confidential advocate who can provide support, information, and follow-up for Salem State students.

Student Run Shuttle

978.542.7777

MAP OF SALEM STATE UNIVERSITY

North Campus

1. Sullivan Building (SB)
School of Graduate Studies
McKeown School of Education
School of Continuing and Professional Studies
2. Administration Building (ADM) / Human Resources
3. 331 Lafayette Street
Admissions / Campus Tours
President's Office
Advancement Office
4. Gordon Center for Creative and Performing Arts
5. North Campus Café / SSU Bookstore (Upper Level)
6. Meier Hall (MH) / College of Arts and Sciences
7. Peabody Residence Hall (PH)
8. North Campus Parking Garage
9. Berry Library and Learning Commons (BL)
10. Ellison Campus Center (ECC) / Alumni Plaza
11. North Campus Quad / McKeown Plaza
12. Horace Mann Building (Temporarily Closed)
13. Bowditch Residence Hall (BH)
14. ITS Help Desk

Nancy D. Harrington Campus (Central)

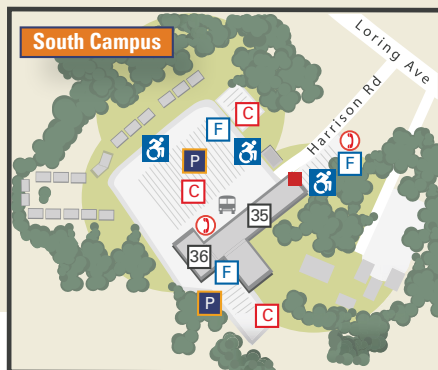
15. Classroom Building / Bertolon School of Business
16. Student Navigation Center
17. Recital Hall
18. University Police
19. Marsh Dining Commons / Conference Center
20. Marsh Residence Hall (MAR)
21. Atlantic Residence Hall (ATL) / Residence Life
22. Baseball Field
23. Tennis Courts
24. Agganis Building / Enterprise Center (ENT)
25. Student Technology Resource Center
26. Forten 123
27. Charlotte Forten Residence Hall (CFH)
28. Stanley Building (STLY) / Shipping and Receiving
29. Facilities Storage
30. Bike Path Entrance

O'Keefe Complex (OK)

31. Alumni Field
32. Twohig Gymnasium
33. Gassett Fitness Center (GF)
34. Rockett Arena

South Campus

35. Harrington Building (HB)
Maguire Meservy College of Health and Human Services /
School of Nursing
36. South Campus Gymnasium



APPENDIX A

Included below is information about University programming and initiatives intended to increase the University community's knowledge and to prevent violence and promote safety, including bystander intervention awareness and other prevention programs intended to prevent dating violence, domestic violence, sexual assault, and stalking.

As part of our commitment to fostering a safe and respectful campus environment, the university offers regular sexual violence prevention and awareness programs for both students and employees.

Prevention programming begins with our incoming students and new employees, introducing key strategies to prevent sexual assault, dating violence, domestic violence, and stalking before they occur. These initiatives are designed to challenge harmful behaviors and social norms, while promoting respectful, healthy relationships. The programs include definitions of these offenses under Massachusetts law, underscore that such conduct is strictly prohibited by the university, and provide education around consent, boundaries, risk reduction, and how to support survivors.

Awareness programs are tailored for the wider campus community or specific audiences and are designed to raise understanding of the issues, connect individuals to available resources, and reinforce a culture of safety and accountability.

In addition to initial training, the university offers ongoing prevention and education opportunities throughout the academic year. These sustained efforts utilize a variety of approaches—workshops, campaigns, peer-led sessions, and digital outreach—to deepen knowledge and build skills for recognizing, preventing, and responding to sexual and relationship violence.

Program Name/Description	Type	Frequency	Target
Wellness Asynchronous Presentation	Online module sharing CHS/PEAR/CARE resources prior to starting in the Fall	Annually Required	All incoming undergraduate students
eCheckup To Go: Alcohol and Cannabis	Evidence based self-guided program including harm reduction strategies, bystander messaging, alcohol emergency messaging, normative education, supporting abstainer	Annually Required	All incoming undergraduate students
Alcohol, Sex and Consent Presentation for Welcome Week	Online, Asynchronous presentation focused on AOD harm reduction, consent, Title IX and bystander information.	Annually Required	All incoming undergraduate students
Immunization Compliance	Training during orientations, communication to be in compliance with Massachusetts state laws 105 CMR 220.00 and 105 CMR 220.660	Annually Required	Students
Naloxone Opioid overdose prevention Program	Participants will learn how to recognize signs AND symptoms of an opioid overdose. Review how to use Naloxone	On-demand	Employees and students

Program Name/Description	Type	Frequency	Target
Wellness Vending Machines	Offer a variety of over-the-counter products and medications	On-going	Students
24/7 Mental Health Support Line and UWill support	Mental health support 24/7	On-going	Students
Campus Safety Resources	Community standards, University Police and Title IX presentation on safety topics	Annually	Students
Title IX and PEAR Training:	Educates staff on recognizing, preventing, and properly responding to sex-based discrimination, harassment, and misconduct in compliance with federal law.	On-Demand	Employees
Title IX Training	Educates staff on recognizing, preventing, and properly responding to sex-based discrimination, harassment, and misconduct in compliance with federal law.	Annually and on-demand	Students and employees
Sexapalooza	Sexual health education	Annually	Students
Skin cancer prevention, April/ May each year	Education and screenings by Dana Farber	Annually	Students and employees
Flu Clinics		Annually	Students and employees
New Student Orientation	Information about PEAR services, reporting, etc.	Annually	Students
Domestic Violence Awareness Month Tabling	PEAR/Advocacy Information and Trauma Informed Practices. Information about PEAR/Advocacy	Annually	Students and employees
PEAR Tabling for Stalking Awareness Month	Information and support re: stalking on campus	Annually	Students
Civic Round Table Dinner for Advocacy on Campus	Information about PEAR and Advocacy	Annually	Students and employees
SAAM Day of Action	Information about PEAR/Advocacy, eradicating rape culture and healthy relationships with student orgs and community agencies	Annually	Students and employees
Denim Day	Information about PEAR/Advocacy, consent and why denim day started/ exists	Annually	Students and employees

Program Name/Description	Type	Frequency	Target
Viking Field Day Tabling	Information about PEAR/Advocacy	Annually	Students and employees
CCRT Meeting	Campus and Community members meet to discuss prevention strategies, TIX updates, connect and network with inter and intra agencies	Annually	Employees
Orientation Sessions	Introduce PEAR program, prevention efforts and healthy relationships to incoming students	Annually	Students
Residence Hall Programing	PEAR/Advocacy Services and collaboration efforts	On-Demand	Students
Class and club presentations	Information about PEAR/Advocacy and DV support/resource on and off campus with student orgs and community agencies	On-demand	Students
Phi Sigma Sigma Presentation	PEAR/Advocacy Services and Healthy Relationships	On-demand	Students

SALEM STATE UNIVERSITY ALCOHOL AND DRUGS POLICY

Violation of alcohol and drugs policy which includes:

- Possessing or consuming alcoholic beverages on-campus or off-campus by those under 21 years of age and/or being in the presence of alcohol in a substance free area regardless of age. Examples of substance free areas include, but are not limited to, lounges, stairwells, or hallways of any residential facility, rooms in which people under 21 years of age are present.
- Displaying alcohol advertisements and/or signage in any campus building or property controlled by the University (including in the residence halls) or paraphernalia regardless of age. Paraphernalia includes, but is not limited to, kegs, beer balls, beer machines, home brewing equipment, punch bowls, drinking funnels, ice luges, and other items that encourage binge drinking. Students who sponsor, organize, facilitate, participate in, and /or are present during, or allow the use of their rooms for such activities will be subject to disciplinary action.
- The distribution or sale of, or intent to sell, alcoholic beverages to anyone under 21 years of age. This includes distribution of alcoholic beverages on University property without proper approval regardless of the age of individuals.
- Using a fake ID or making false statements regarding your age in order to purchase or in any way to procure alcoholic beverages
- Possessing any opened bottle or can containing an alcoholic beverage or consuming alcoholic beverages in public (e.g., sidewalks, streets, parks, parking lots, open green spaces, horseshoe at Bates, etc.)
- Manufacturing of alcoholic beverages on campus
- Public Intoxication and/or overconsuming alcohol/drugs resulting in being transported to the hospital or being placed in protective custody regardless of the student's age
- Possessing, using, manufacturing, distributing, transferring, consuming, selling (or intending to sell), brokering or facilitating the distribution of any controlled substances (including cannabis)
- Possession, use, sale, distribution, or manufacture of drug paraphernalia. Drug paraphernalia is defined as any equipment, product, material and/or ingredients that is/are used or modified for making, using, or concealing illegal drugs, including, but not limited to, pipes, smoking masks/screens, bongs, hookahs, vape pens or roach clips. Certain scales, grinders, vials, and baggies may also be considered drug paraphernalia.

While Massachusetts state law permits the use of recreational and medical cannabis, federal law prohibits cannabis use, possession, distribution, and/or cultivation at educational institutions. Therefore, the use, possession, distribution or cultivation of cannabis for recreational or medical purposes is not allowed in any SSU residence hall or on any other SSU premises; nor is it allowed at any University-sponsored events or activity off campus or any student organization event or activity. Anyone who possesses or uses cannabis at any University premises may be subject to federal prosecution and University discipline.

In addition, no accommodations will be made for any student in possession of a medical cannabis registration card except that SSU may release students from their Residence Hall License Agreement if approved.

Good Samaritan Policy:

Students experiencing an alcohol and/or drug-related medical emergency may receive amnesty through the SSU student conduct system when students or their friends or other persons (not University staff) are concerned about them and proactively seek medical assistance from University Police or Residence Life (or from local police if off-campus). This amnesty is offered at the discretion of the Community Standards and Restorative Practice office and may be extended to students who seek help from University Police or Residence Life (or from local police if off campus) for another student provided they remain with the student experiencing the medical emergency until medical assistance arrives. This policy does not preclude disciplinary action regarding other violations of University standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, hazing, etc. Students should also be aware that this University policy does not prevent action by local and state authorities. Students granted amnesty under this policy will be required to complete educational or other sanctions. SSU reserves the right to inform parents/guardians/emergency contacts when students receive amnesty.

Students whose pattern of behavior suggests the ongoing use of alcohol and/or drugs may not be granted amnesty. This policy is designed to save lives. The spirit of the Good Samaritan Policy is that we all have an ethical responsibility to help people in need. There is an expectation that students will take active steps to protect the safety and well-being of our community. Students found in violation of the alcohol policy through report of a sexual assault, psychological or medical emergency will not be automatically subject to the minimum sanction. Such sensitive situations will be handled on a case by case basis.

SALEM STATE UNIVERSITY STUDENT CONDUCT DUE PROCESS PROCEDURES

In order to provide an orderly procedure for the handling of disciplinary cases using the principles of due process and basic fairness, the following safeguards will be afforded to all students:

Filing a Report

When an incident occurs, an incident report can be filed by a student, faculty, staff, or community member who becomes aware of, observes, or is the victim of the incident. An email, phone call, or meeting with the Director of Community Standards and Restorative Practice or designee can serve in place of an incident report. A report is reviewed, and, if necessary, the student or student organization is directed to attend a hearing or meeting to determine what, if any, violation(s) may have occurred.

Students and representatives of groups/organizations have access to the incident report written by the reporting person. The hearing process is intended to be educational in nature and is based on the concept of due process. This includes reasonable notice of the violation(s) in question and an opportunity for a student to be heard.

An incident can be pursued through the hearing process within thirty (30) days of the alleged incident being reported, unless the deadline is waived by the Director of Community Standards and Restorative Practice or designee. Complaints against former students or non-students will not be processed. Reports regarding graduating students should be filed prior to their graduation and, when possible, with sufficient time before graduation so that a process can occur.

Reviewing a Report

Depending on the nature of the report, concerning behavior may be resolved using either an informal or formal method of resolution. Formal resolution will always result in a hearing and become part of the student's conduct file. Informal resolutions can only be considered in alleged minor violations and are used at the discretion of the University staff member reviewing the report. An informal resolution may transition into a formal hearing for any reason including new information learned during an informal meeting or when an informal resolution cannot be reached.

Examples of informal resolution can include:

- Educational letter, conversation, or agreement.
- Mediation. If mediation is deemed appropriate, contact will be made to all parties involved and an explanation of the process will be offered. If accepted by all parties, mediation will be viewed as an alternative solution. Should an agreement not be possible, the incident may be pursued through a hearing. All agreements reached through mediation are binding. If at any point the agreement is not fulfilled, the negligent party may face further conduct action. Mediation is not an option in cases of sexual misconduct.

Review of all alleged violations is overseen by the Director of Community Standards and Restorative Practice or designee. Their role is to identify those acts that may be in conflict with the Student Conduct Code. Alleged violations result in cases that are assigned to an appropriate hearing officer. Generally, two (2) business days' notice is given prior to a meeting/hearing. If circumstances necessitate, the hearing may be scheduled immediately. Written notice of the date, time, location, and allegation(s) is sent to a student's University email account. Depending on the urgency, notice may also be hand delivered. If the student fails to attend the hearing, a decision may be made in the student's absence.

Preliminary Meeting

In some cases, it may be appropriate for a hearing officer, University Police officer, or other university staff to meet or speak with students who may have relevant knowledge about an incident. This investigative process allows the responding staff member to make decisions about an informal or formal approach. These meetings also allow the University to collect information in order to meet its burden of proof.

Administrative Hearing Procedures

The use of a formal resolution requires a conduct hearing. The Dean of Students or designee determines whether the incident will be handled through an administrative hearing or conduct board hearing. If the alleged violation could result in separation from the University, the matter may be reviewed by the Associate Dean of Students, designee, or the conduct board. Additionally, there may be some instances in which a student is involved in multiple incidents. In this case, the hearing officer may elect to resolve multiple incidents for an individual in one hearing.

Should a student choose to withdraw from the University, that will have no impact on the adjudication of the case. Once a hearing process has begun, it will be pursued until the appropriate conclusion is reached.

Cases may be referred to the conduct board when the complexity of the case or allegation is significant. Director of Community Standards and Restorative Practice or designee determines the appropriate hearing venue. All hearings are closed to the public and only those who have direct information regarding the incident may attend. These determinations are made at the discretion of the Director of Community Standards and Restorative Practice or designee.

Hearings may be expedited to protect community members. Students or recognized clubs/organizations who are alleged to have been involved in a significant violation may be suspended in the interim from the residence halls or the University pending a hearing should the Dean of Students or designee deem it necessary. Residents may also be temporarily relocated pending a hearing (See Section 5. Emergency Interim Procedures for more information.)

The steps below specify the procedures that must be followed when determining if a violation has occurred and assures that due process is followed.

- **Notice** – Students will receive a letter electronically from the appropriate University staff member, informing them of a conduct hearing to discuss the incident. Students must be given two (2) business days' notice for administrative hearings and preliminary meeting. If circumstances necessitate, the hearing may be scheduled immediately.
- **Attendance** – If the student fails to attend the hearing, the review will be made in the student's absence.
- **Presentation** – A hearing officer will review the incident reports and the student will have the opportunity to share information regarding the incident. Since the hearing focuses on what happened with the purpose of determining whether policy violations have occurred, character statements, character witnesses, and letters of support that do not pertain to the incident in question cannot be considered. Students should only share information that pertains to the incident.
- **Finding and Sanction** – Based upon the information presented, the hearing officer or conduct board will determine if the student is responsible or not responsible for the alleged violation(s). Sanctioning is considered only after responsibility has been determined and is based solely on the severity of the violation and a student's previous conduct record. The decision of the conduct board will be subject to final review by the Director of Community Standards and Restorative Practice or designee.
- **Notice of Outcome** – An email notifying the student of the results of the hearing will be sent electronically no later than three (3) business days following the final hearing or interview for the case. Additional time may be needed if the case is complicated in nature.

Investigations and Conduct Board Hearings

When the alleged violation(s) of the Student Conduct Code have the potential to result in temporary or permanent separation from the University, or for cases of sexual misconduct or other violent crime violations, an investigative and hearing panel model will be utilized.

The Community Standards and Restorative Practice Office will notify students through University email that they are party to an investigation. Respondents will be provided a list of rights for students involved in a Student Conduct process, name(s) of the investigator(s) assigned to the case, information about the Student Conduct process, and a summary of the allegation.

A neutral investigator, or co-investigators, will be appointed by the Director of Community Standards and Restorative Practice or designee (the Director may serve as the investigator) to conduct the investigation. The investigator(s) will make all reasonable attempts to gather all relevant information to determine whether the Conduct Code was violated, based on the preponderance of the evidence. This includes, but is not limited to: interviewing the complainant (if applicable), interviewing the responding student, interviewing applicable relevant witnesses, and reviewing physical and electronic evidence. Parties will be asked to identify witnesses and provide relevant information, including but not limited to, documents, communications, and photographs. The investigator reserves the right to identify a reasonable deadline for information selection, as well as the relevance of provided information or witnesses.

At the conclusion of the investigation, the investigator will present their report to the Director of Community Standards and Restorative Practice or designee. The report shall include recommendations based on the preponderance of the evidence standard on whether to move forward with charges from the Student Conduct Code.

After review of the initial report by the Director of Community Standards and Restorative Practice or designee, the respondent and (if applicable) the complainant, will have the opportunity to review the investigator's report and respond in writing. Students will have no fewer than ten (10) calendar days to submit their written response. The investigator will consider the received responses and weigh whether the responses change the finding(s). Any changes deemed appropriate, as well as the responses by both the respondent and complainant (if applicable), will be shared with the hearing panel or decision maker.

If the investigator has found sufficient evidence to move forward with charges of violations of the Student Conduct Code, the responding student will have the opportunity to accept or reject responsibility for any applicable charges. The final decision will be made by a conduct board or case administrator on the outcome of the matter. The conduct board will be scheduled no sooner than ten (10) calendar days from the respondent and complainant (if applicable) receiving the initial investigation report.

In cases assigned to the conduct board, multiple decision makers will participate on a rotating basis. The Director of Community Standards and Restorative Practice or designee will determine the composition of the board and may also serve as a decision maker. All board members commit to upholding the Student Conduct Code and maintaining confidentiality and will be vetted in advance for any conflict of interest. Additionally, students involved in a conduct board will have the opportunity to raise concerns about any potential conflict.

Students participating in a conduct board hearing will be given the names of the conduct board members in advance of the hearing. Should a student believe that any conduct board member is biased or could not render an impartial judgment, the student may challenge the individual's participation in the hearing. The Dean of Students or designee will rule on such challenges, and the decision will be final.

Conduct Board Guidelines

The following guidelines generally apply to University conduct board hearings, outlining a common understanding of the rights and responsibilities generally afforded to students participating in the hearing process. Since every case is unique, the guidelines may be changed or modified by a hearing officer or conduct board as needed.

- Pending action on any alleged violations, a student's status is not altered, nor rights suspended to be present on campus or attend classes, except to protect the health or safety of students, faculty, or staff or to safeguard University property.
- The University's burden of proof is to show more likely than not that the student is responsible for the alleged violation or pattern of misconduct. The rules of evidence applicable to civil and criminal court cases do not apply. Hearing decisions are made based upon a preponderance of the evidence presented (i.e., whether a violation of University policy more likely than not occurred).
- A student is responsible for all policies as listed in the Student Conduct Code.
- Students will receive a letter electronically from the appropriate University staff member, informing them of a conduct hearing to discuss the incident. Students must be given two (2) business days' notice for administrative hearings and preliminary investigative meetings. If circumstances necessitate, the hearing may be scheduled immediately.
- A student has the right to review the incident report, names of accusers and witnesses, and any written evidence. This information will be revealed as part of the hearing. However, all relevant parties (e.g., hearing officer, conduct board members, student being charged) may review the information prior to the hearing.
- Students have the right to a preliminary meeting with a member of the Community Standards and Restorative Practices staff for the purpose of reviewing hearing procedures and related aspects of the student conduct system.
- All written or physical evidence not contained in the originating incident report must be presented to the Director of Community Standards and Restorative Practice in advance of the scheduled hearing. This includes names of witnesses or written statements from witnesses who are unavailable to attend the board hearing.
- A student may have an advisor of their choosing present at the hearing. The student's advisor may not participate directly in any aspect of the hearing and may only confer with the student. An advisor will not be allowed to disrupt the hearing by recess or conference outside the hearing. A student must notify the Director of Community Standards and Restorative Practice the name of the advisor (if they choose to have one) in advance of the hearing. In addition to an advisor of their choosing, a student may have a second individual present if that individual helps fulfill a required accommodation. Students seeking accommodation should contact the Center for Accessible Academic Resources.
- A student may refuse to answer a question, with the understanding that the hearing officer or conduct board must decide the matter based upon the information available at the time of the hearing.
- The hearing officer or conduct board chair exercises discretion over admission of any person into the hearing.
- In incidents involving more than one party, the hearing may be conducted as a joint hearing.
- A hearing officer or conduct board may record the hearing if it is deemed appropriate for the purpose of appeals. After the appeal has concluded, any recordings will be erased.

- If a student is found responsible, the hearing officer or conduct board reviews the student's full conduct record to decide if a sanction should be more severe based upon past history. This information is not used to determine a student's responsibility for alleged violations.
- No later than three (3) business days following the hearing, a student receives a letter electronically from the hearing officer or conduct board chair, informing the student of the hearing's results. Additional time may be needed if the case is complicated in nature. In cases involving both a complainant and respondent, both parties are notified of the outcome.
- A student who has participated in the hearing process and has been found responsible for violating the Student Conduct Code may file a written appeal. Appeals may only be granted if one of three specific criteria are met (see Section 9. Appeal Process).
- If the student fails to attend the hearing, the hearing will occur in their absence and the student will forfeit the right to appeal the decision from the hearing officer.
- During the hearing, the University may accommodate concerns for the personal well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses by providing separate facilities, using a visual screen, and/or permitting participation by telephone, videophone, closed circuit TV, video conferencing, video and/or audio recordings, written statement, or other means. This determination is based on the judgment of the hearing officer, or conduct board chair. Conduct boards may be held remotely, or in-person on campus.
- If at any time during the course of a hearing, any person exhibits behavior or language that is disruptive or threatening, that person may be dismissed with the process continuing without their presence or input.

