

FALL 2007



CAMPUS POLICE DEPARTMENT

# Annual Report on Campus Safety and Security

*Committed to education and community responsibility*



**BENTLEY**

*www.bentley.edu*

**BENTLEY** is a national leader in business education. Centered on education and research in business and related professions, Bentley blends the breadth and technological strength of a university with the values and student focus of a small college. Our undergraduate curriculum combines business study with a strong foundation in the arts and sciences. A broad array of offerings at the McCallum Graduate School emphasize the impact of technology on business practice, including MBA and Master of Science programs, PhD programs in accountancy and in business, and selected executive programs. Enrolling approximately 4,000 full-time undergraduate, 250 adult part-time undergraduate, and 1,270 graduate students, Bentley is located in Waltham, Mass., minutes west of Boston. 1.5M8/07AP.M9982

## *From the Director of Public Safety*

I want to take this opportunity to welcome you to Bentley, where we make every effort to provide a safe and secure environment for all members of the campus community. This publication represents one of our efforts to comply with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. While the reported crime at Bentley is comparatively low, we must keep in mind that the potential for crime does exist. By working together and embracing a community-policing philosophy, we can successfully minimize the incidents of crime on our campus.

The men and women of the Bentley College Campus Police Department are dedicated to maintaining a safe campus environment for all. However, we can achieve a truly safe campus only through the cooperation of all students, faculty and staff. Each of us must assume personal responsibility by reporting crime and taking precautions to prevent ourselves from being victimized.

The information in this booklet is meant to inform the campus community of the policies, procedures and programs that exist at Bentley, as they relate to crime awareness. I urge you to take the time to read it thoroughly or review it online at [www.bentley.edu/policelsafety\\_and\\_security\\_report.cfm](http://www.bentley.edu/policelsafety_and_security_report.cfm). Please feel free to contact me with any questions.



*Ernest H. Leffler*

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*Director of Public Safety  
and Chief of Police*

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**T**he information in this booklet is provided as part of the college's commitment to campus safety and security, and to meet compliance standards set forth in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Bentley is an institution of higher education containing one main campus of approximately 163 acres within the Waltham, Massachusetts, city limits. Approximately 5,500 students are enrolled in courses at Bentley, and 1,200 faculty and staff support the institution.

## **Reporting Criminal Actions or Emergencies**

The Bentley Police Department is responsible for campus law enforcement, security and emergency response. It is the department's mission to provide a comprehensive program of law enforcement, security and related public safety services to help ensure the campus remains a safe and pleasant place in which to live, study and work. The Michael A. Callahan Police Station headquarters is located on the main campus, on the hill at the Beaver Street entrance. It is open and staffed 24 hours a day by trained professional police, security and communication personnel.

Members of the Bentley College community are urged to immediately report crimes, suspicious activity or other emergencies to the Bentley Police Department by calling 781.891.3131. To obtain information or request security services, community members should call the Campus Police business line at 781.891.2201. All phone lines routed to Campus Police are staffed 24 hours a day.

Well-marked red emergency phones are located throughout campus buildings in the academic area of the college. These phones connect to the Campus Police dispatcher and can be used to report police, fire or medical emergencies. In addition to the red emergency phones, there are a number of beige courtesy phones in campus buildings that can be used to contact Campus Police for general business inquiries and request non-emergency services. These phones can also be used to connect to any other campus phone (except residence halls). If you wish to contact Campus Police from the courtesy phones, simply dial extension 2201.

Exterior "help" phones with direct-dial service to Campus Police are also located on buildings throughout the campus beneath large, blue reflective "Help" signs. These phones connect to the residence halls, allowing users to contact a friend for access to a particular hall, and are free of charge to anyone seeking information or assistance.

Labels bearing the Campus Police business, snow information, and emergency phone numbers are placed on all of the phones described on page 3. These numbers are also found on publications printed by the Campus Police, as well as in the campus phone directory.

The Campus Police Department maintains both direct telephone and two-way radio contact with the Waltham Police Department. Campus Police also has direct radio service with the Waltham Fire Department and local ambulance service through the city of Waltham's 911 system.

## Access to Campus Facilities

With the exception of residence halls, most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal hours of



business, and during designated hours on weekends and holidays, depending on the variety of events and activities taking place on campus. Once buildings are secured, people requiring access to academic or administrative buildings on campus must contact Campus Police at extension 2201 to be informed of the access requirements established by the college.

Exterior doors to all residence halls remain locked 24 hours a day. Access to residence halls is controlled by electronic card readers; unlimited access is available to all authorized resident students via their Bentley ID card. Guests and visitors who wish to enter residence halls should call their hosts on a

campus information phone or contact the Office of Residence Life or Campus Police for assistance. All residence halls are equipped with intrusion alarms that detect unauthorized access and doors that are propped open. These alarms are monitored at Campus Police headquarters; Campus Police officers are dispatched to investigate any reported alarm violations.

## **Maintenance and Security of Campus Facilities**

Bentley maintains a strong commitment to safety and security. Exterior lighting is an important component of keeping the campus safe. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. The Campus Police staff conducts formal inspections and surveys of exterior lighting on a regular basis. The results of these inspections are forwarded to the Facilities Management Department, who give high priority to maintenance of exterior lights needing repair or replacement. In addition to these weekly inspections, Campus Police officers routinely identify formal lighting problems during their patrols and notify the Facilities Management Department of needed repairs.

More serious maintenance problems are rectified immediately through an emergency notification system maintained between Campus Police and the Facilities Management trades supervisors. This system provides for the response of Facilities Management tradespeople 24 hours a day. Members of the campus community are encouraged to report any maintenance concerns to the Campus Police Department at 781.891.2201.

As a part of the routine and directed patrols, Campus Police Department personnel inspect exterior doors on campus facilities. Doors are checked to ensure that their automatic closing and locking units are working properly. Exterior doors on all campus academic and administrative buildings are locked and secured each evening by campus police and/or campus security officers assigned to the Campus Police Department. These officers also report door and security hardware operating deficiencies to ensure prompt repairs are made.

Many parking lots and public areas of the campus are routinely monitored by closed-circuit cameras. These cameras forward their pictures to the display and control screens located in the Campus Police Department's communications area. Communications specialists routinely use the closed-circuit television system to identify problems that may require a police response.

Parking lots and public areas on campus are regularly patrolled by campus police and campus security officers assigned to the Campus Police Department.

## Law Enforcement Authority and Interagency Relationships

Campus Police officers are commissioned in accordance with the provisions of Chapter 22C Section 63 of the Massachusetts General Laws. They have full law enforcement authority, including arrest powers, in and upon all property owned, occupied or used by the Bentley community.

All Campus Police officers are graduates of a police academy conducted and sanctioned by the Massachusetts State Police or the Massachusetts Criminal Justice Training Council. Police officer recruit training academies comprise several months of in-depth training in all aspects of law enforcement, followed by several weeks of field training under the close supervision of a qualified Police Field Training Officer. In addition to formal law enforcement training, Bentley police officers are provided with training specific to campus law enforcement issues to enhance their ability to provide the best service possible to the campus community. Annual in-service training is provided to all officers, and they are frequently assigned to specialized training programs to enhance their professional development.

The Campus Police Department maintains excellent working relationships with the Waltham Police Department, the Middlesex County District Attorney's Office, the Massachusetts State Police, other local, state and federal law enforcement agencies





and all appropriate segments of the criminal justice system. Crime reports and information are exchanged on a routine basis.

Various members of Campus Police participate actively in professional associations that enhance their proficiency in areas specific to their work responsibilities. Members of the department maintain active membership in the International Association of Campus Law Enforcement Administrators, the Northeast Colleges and Universities Security Association, the Massachusetts Association of Campus Public Safety Directors, the American Society for Industrial Security, the Massachusetts Chiefs of Police Association and the Massachusetts Crime Prevention Officers Association.

## **Security Awareness and Crime Prevention**

Like most other colleges, universities and municipalities, Bentley strives to be proactive rather than reactive — to prevent crimes from occurring. A primary vehicle for accomplishing this goal is the department's crime prevention program. Whenever possible, crime prevention programs are conducted in concert with educational programs sponsored by college organizations. The college crime prevention program takes a two-part approach to the prevention of crime and criminal misconduct. It is designed

to eliminate or minimize opportunities for crime on campus, and to create an atmosphere in which students and other community members become more responsible for their own security and the security of others. Below is a list of programs and services provided by the Campus Police Department to promote crime prevention awareness.

**Campus Watch.** The Bentley College Police Department has teamed up with members of the Massachusetts Neighborhood Crime Watch Commission to offer Campus Watch. This program is intended to strengthen existing policing and crime prevention programming throughout the community. Campus Watch provides all members of the Bentley community with information on how to detect and report an emergency, suspicious activity or crime. A successful crime watch program acts as a deterrent to would-be criminals.

**Safety Escort Service.** Members of the Bentley community may request a safety escort from one campus location to another whenever there is a concern for their safety and security on campus.



Personal safety escorts are available 24 hours a day and may be requested by calling the Campus Police at extension 2201.

**New Student and Parent Orientation.** Programs are provided for students and parents to inform them of the services provided by Campus Police.

**International Student Orientation.** Held at the beginning of each academic year, this orientation promotes closer relationships between Campus Police

and students of diverse cultural backgrounds. The department coordinates this crime prevention and community-building program with the Division of Student Affairs.

**Residence Hall Safety and Security Floor Programs.** Crime prevention programs are scheduled throughout the academic year for each campus residence hall. These presentations take place at both voluntary and mandatory “floor meetings” and are coordinated between the Office of Residence Life and Campus Police.

**Safety Committee.** This committee meets monthly to identify and address general safety issues on campus. It comprises various Bentley staff and faculty, including the director of public safety.

**Community Policing Team.** The Campus Police Department uses a team of officers to make and maintain contacts with various organizations throughout campus. Part of our effort to involve campus citizens in a community-police partnership, the process began in the residence halls and has been a successful way to promote community involvement in safety and security issues. This program augments summer orientation programs provided by Campus Police.

**Emergency Telephones.** Emergency and help phones are located both inside campus buildings and in exterior locations to provide easy contact with Campus Police for general assistance and emergencies.

**Closed-Circuit Television Surveillance.** Closed-circuit cameras located throughout campus are monitored by staff at police headquarters.

**Campus Health Fair.** This program, conducted annually by Student Health Services, offers Campus Police an opportunity to interact with the campus community. Printed materials and other resources displaying crime prevention messages and phone numbers are distributed in order to enhance community awareness and responsibility in remaining safe and healthy.

**Personal Safety Programs.** These programs are provided by request to any community member or group. Presentations offer helpful hints and self-defense techniques using everyday items.





**Rape Aggression Defense (R.A.D.) Training Classes.** The Campus Police Department has specially trained instructors certified to teach this unique self-defense program. The R.A.D. program, specifically designed for women, offers self-defense tactics and training designed to assist women in defending themselves against sexual assault. Students participating in the program are eligible for gym credits.

**Rape Awareness, Education and Prevention.** In addition to the R.A.D. program and in cooperation with numerous student organizations, Campus Police delivers presentations on rape awareness, education and prevention. Call 781.891.3101 for more information.

**CPR and Standard First-Aid Training.** This program is provided by request to any group within the college community. Though not commonly associated with crime or criminal activity on campus, the program teaches self-sufficiency and concern for others. Instructors are members of Campus Police who are properly trained and certified by the American Red Cross or the American Heart Association.

**Printed Crime Prevention Materials.** Printed brochures, posters and similar resources are always on hand at the Callahan Police Station, as are various crime prevention videos and films. These are used to conduct programs for students in the residence halls or elsewhere on campus.

**Security Surveys.** Comprehensive security surveys may be conducted whenever a concern for security is identified. Campus Police officers trained in conducting security surveys identify problems and recommend corrective action to improve security on campus.

## Crime Reporting

Bentley makes every effort to keep the community informed about crime and crime-related problems. The college's duty to inform is taken very seriously. As a result, information related to crime and criminal activity is provided to the community in an accurate and timely fashion. Notification efforts and methods include, but are not limited to, the initiatives listed below.

**Annual Report.** A comprehensive annual report of crime-related information is compiled, published and widely distributed. The report is also available by request.

**Student Newspaper.** The Bentley student newspaper, *The Vanguard*, publishes a biweekly "crime log." Special feature articles are printed on the rare occasion that a serious crime or an on-campus incident draws wide public attention.

**Public Log.** The Campus Police Department prepares and maintains an incident log for public viewing. This log is available 24 hours a day.

**Residence Hall Crime Prevention Programs.** Each residence hall program features an overview of how students can help in the prevention of crime. These programs are done in conjunction with residence life staff and address issues to enhance students' overall security awareness.

**Timely Warning Notices.** Campus Police provide timely warning notices to the community whenever an incident is considered by the college to represent a threat to the community. Notices are made via campus e-mail and written notices posted on campus.

## Crime Statistics

Convinced that an informed public is a safety-conscious public, Bentley gladly provides all information related to the safety and security of the campus community. The college willingly complies with all laws pertaining to the reporting of crime and the public's right to information. Bentley also maintains strict compliance with the privacy act, Buckley Amendment, and all other laws governing the release of personal information. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following statistics are provided for your information. If you have questions concerning these statistics or campus safety in general, contact the director of public safety.

## Criminal Offenses 2004 to 2006

Type of Offense	Year	Total		
		On Campus	Residential Facility	Non-Campus Building or Property
<b>Criminal Homicide</b>				
Murder/Non Negligent Manslaughter	2006	0	0	0
	2005	0	0	0
	2004	0	0	0
Negligent Manslaughter	2006	0	0	0
	2005	0	0	0
	2004	0	0	0
<b>Sex Offenses</b>				
Forcible Sex Offenses	2006	2	2	0
	2005	3	3	0
	2004	2	2	0
Non-Forcible Sex Offenses	2006	0	0	0
	2005	0	0	0
	2004	0	0	0
<b>Robbery</b>				
Robbery	2006	2	1	0
	2005	0	0	0
	2004	0	0	0

Aggravated Assault			
2006	7	7	0
2005	0	0	0
2004	5	3	0
Burglary			
2006	17	17	0
2005	25	25	0
2004	32	20	1
Motor Vehicle Theft			
2006	2	0	0
2005	0	0	0
2004	3	0	2
Arson			
2006	0	0	0
2005	0	0	0
2004	0	0	0

## Criminal Offenses 2004 to 2006

Other Offenses	Year	Arrests		
		On Campus	Residential Facility	Non-Campus Bldg. or Property
Liquor Law Violations	2006	2	0	0
	2005	9	3	0
	2004	5	0	0
Drug Abuse Violations	2006	6	2	0
	2005	0	0	0
	2004	2	0	0
Illegal Weapons Possession	2006	2	2	0
	2005	0	0	0
	2004	2	2	0

## Hate Crimes (by Prejudice)\*\* 2004 to 2006

Type of Offense	Year	Race				Gender			
		OC	RF	NC	PP	OC	RF	NC	PP
<b>Criminal Homicide</b>									
Murder/Non Negligent Manslaughter	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0
Negligent Manslaughter	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>									
Forcible Sex Offenses	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0
Robbery	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0
Aggravated Assault	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0
Burglary	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0
Arson	2006	0	0	0	0	0	0	0	0
	2005	0	0	0	0	0	0	0	0
	2004	0	0	0	0	0	0	0	0

\*\*\* Denotes only those crimes with bodily injury

	Judicial Referrals		
Public Property	On Campus	Non-Campus Building or Property	Public Property
0	546	0	1
0	715	0	10
0	592	0	14
0	72	0	1
0	72	0	1
0	114	0	0
0	3	0	1
0	2	0	0
0	3	0	0

Religion				Sexual Orientation				Ethnicity				Disability			
OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Location Codes:

**OC** On Campus   **RF** Residential Facility   **NC** Non-Campus Building or Property   **PP** Public Property

## Drug and Alcohol Policies

In addition to maintaining strict compliance with all state and federal laws, Bentley has its own drug and alcohol policies. The following acts are prohibited on college premises or at Bentley-sponsored activities and events: distribution, possession or use of any illegal drug and/or the use, possession or distribution of any controlled substance without legal authorization; providing alcoholic beverages to individuals under 21 years of age; possession of alcoholic beverages by individuals under 21 years of age; illegal possession of an open container of an alcoholic beverage; public intoxication; driving while intoxicated; and drinking alcoholic beverages in an unlicensed public place.

In addition to disciplinary sanctions imposed through college procedures, including suspension or expulsion from the college, students and employees may face criminal prosecution and imprisonment under federal and state laws. The online *Student Handbook* lists details of felony and misdemeanor crimes and subsequent disciplinary actions for students. College staff members may be disciplined under the human resources progressive discipline process initiated by their department head. Faculty members may be disciplined by their respective department head. Faculty and staff members are not excluded from prosecution under federal and state laws merely by virtue of their employment.

Bentley recognizes that there are serious health risks associated with the misuse and abuse of mind-altering drugs, including all controlled substances and alcohol. These risks include, but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure, heart attacks and strokes; ulcers; birth defects; diminished immune system; and death. Student Health Services, the Counseling and Student Development Office, and the Alcohol and Other Drug Resource Center provide assessment and referral services to students. These same offices serve as informational and educational resources for alcohol and other drug-related matters. Information about educational materials and programs offered is available from Student Health Services at 781.891.2222 or the Alcohol and Other Drug Resource Center at 781.891.2777.

## Sexual Assault Policies

Addressing the issue of on-campus sexual assault is a Campus Police priority. Several programs promote campus awareness, self-defense and rape awareness, and presentations to community members address the issues surrounding rape and sexual assault. Victims are urged to report any incident of sexual assault to Campus Police as soon as

possible, regardless of where the offense took place and whether or not the offender is known to the victim. Campus Police works closely with the victim to ensure appropriate medical care and counseling, and assists the victim in notifying appropriate off-campus law enforcement authorities, if applicable.

Of utmost importance is the emotional well-being of the victim. Victims are urged to seek help by contacting a number of on- and off-campus offices. On campus, you can contact Campus Police, the Office of Student Life, Student Health Services, Counseling and Student Development, Spiritual Life Center, or the Office of Residence Life. Whenever necessary, these offices are ready to assist victims in making a change to academic and/or living situations after an alleged sexual assault, if those changes are requested by the victim and are reasonably available.

Should a victim choose to pursue criminal prosecution, it is essential that evidence of a sexual assault be preserved for proof of a criminal offense. Hospital emergency room personnel are trained in obtaining and securing evidence of a sexual assault during a medical evaluation. It is recommended that victims of sexual assault do not bathe, shower, or douche. Any and all clothing the victim was wearing at the time of a sexual assault should be left in the custody of the hospital and stored in a paper bag. Plastic bags could destroy valuable evidence. By going to the hospital, the victim is under no obligation to report the crime to the authorities. It is important to have evidence collected at a hospital, however, even if the victim does not choose to criminally prosecute. The victim may change her or his mind later, and the evidence can be held for up to six months. Victims of sexual assault may contact the Newton-Wellesley Hospital, which is close to campus; transportation to the hospital is available through the Campus Police Department. Victims of sexual assault are encouraged to contact Student Health Services to receive the booklet *Power to Survive*.

Another valuable resource is the Boston Area Rape Crisis Hotline. Operators offering 24-hour service can direct you to an appropriate resource and answer any questions you have about surviving sexual assault. All available phone numbers are located at the end of this booklet.

If a victim chooses to report a sexual assault, there are several options: Campus Police (781.891.2201), the Waltham Police (781.893.1212), or the Middlesex District Attorney's Office (617.679.6500). Victims may also choose to pursue the case through the college's judicial system. Campus Police has male and female officers specially trained in sexual assault investigation who are available 24 hours a day. There are strict laws governing the protection of a victim's name during a criminal process. A victim's name will not be released by Campus Police without first consulting the victim. Contact Campus Police or the director of public safety if you have any questions about how to proceed with criminal prosecution.

Should a victim decide to take his or her case through the Bentley judicial process, there are many possible routes. The campus disciplinary system comprises administrative hearing officers, judicial bodies, and appeal officers who thoroughly evaluate each case. Bentley takes the issue of sexual assault very seriously. On-campus disciplinary action includes punishments up to and including suspension and expulsion from the college. However, in fairness to all parties involved, both the accuser and the accused will be afforded the same opportunity to have others present during a campus disciplinary proceeding; each party will also be informed of the outcome of any campus disciplinary proceeding that alleges sexual assault. Contact the Vice President for Student Affairs or consult the *Student Handbook* ([www.bentley.edu/shandbook](http://www.bentley.edu/shandbook)) for further information on the internal judicial process.

In compliance with the Federal Campus Sex Crime Prevention Act, current sex offender information for students or employees of the college can be obtained through the Waltham Police Department Detective Unit, located at 155 Lexington Street in Waltham. Additionally, level three offender information can be obtained from the city of Waltham's web site ([www.city.waltham.ma.us/wpdweb/walthampdweb/sexoffenders/new\\_folder/level3.htm](http://www.city.waltham.ma.us/wpdweb/walthampdweb/sexoffenders/new_folder/level3.htm)). If you have any questions, please call the administrative offices of the Bentley Police Department at 781.891.2649.

## Community Responsibility

The cooperation and involvement of students, faculty and staff in their own safety and security is crucial to maintaining a safe campus environment. All members of the Bentley community can assume responsibility for their own safety and well-being, and the security of their belongings, by taking simple, common sense precautions. Bentley



staff make every effort to protect, serve and care for everyone in the community, but the college cannot help those unwilling to help themselves. The Bentley Campus Police and dispatchers hope that all members of the community form a partnership built on mutual respect and cooperation, and through this partnership ensure a safe and secure learning, living and working environment.

## Personal Safety Tips

Although the Bentley campus is reasonably safe, crime can happen anywhere and safety can be compromised at any time. No one set of guidelines can completely protect you, but following the tips below can minimize your chances of being victimized. You should always trust your own instincts and follow the rules of common sense, in addition to following these tips.

### Residence Hall Security

- Never prop open a door on campus. Doing so could result in uninvited and unauthorized persons entering the residence hall.
- Always lock your room, even if you'll only be gone a minute. Do not leave money, jewelry or other valuables out in the open.
- Get to know others around you and watch out for each other.
- Do not leave notes where anyone can read them stating where, when or how long you will be gone.
- Close your drapes and blinds at night.
- Use Operation Identification, available through Campus Police, to engrave valuables. Contact Campus Police for more information.
- Always ask who is at the door before you open it.
- Notify professional staff if there are maintenance or lighting deficiencies that may compromise building security.
- If you receive harassing or annoying phone calls, hang up right away with no conversation, reaction or emotion. Then call Campus Police at 781.891.2201 to report it.

### While You are Out and About

- Communicate nonverbal cues that you are calm, confident, and know where you are.
- Stay in well lighted, busy areas.
- When using public transportation, follow these rules: use a busy, well-lit bus stop, sit near the driver, and don't sleep. Don't be afraid to tell someone who is harassing you to leave you alone in a firm, loud voice.
- Trust your instincts — if something or someone makes you uneasy, get out or away.
- Walk or jog with a companion.
- Keep your car locked at all times.
- Avoid flashing cash or valuables.
- Have your key in hand as you approach your car, dorm or apartment.
- Call Campus Police for a personal safety escort if you feel concerned for your safety while on campus.

## **Sexual Assault**

Sexual assault is not a topic people want to talk about, but it is a reality. Bentley takes pride in its commitment to maintaining and promoting the safety and security of all members of the college community. Here are some facts about rape and sexual assault you should know:

- No means no! No one deserves or asks to be raped.
- Rape is an act of violence and power. It is not motivated by sexual desire, but by the desire to overpower and dominate. Sex is the weapon.
- Rape is always the perpetrator's fault, never the victim's fault.
- A rape occurs in the U.S. every six minutes.
- Sixty to 80 percent of all rapes are committed by someone the victim knows.
- Rape occurs among all classes, races and age groups. No one is immune.
- Every year, one in six women on a college campus is raped; some sources say one in four.
- One out of three women will be raped in her lifetime.
- Half of all rapes occur during the day.
- Rape happens in the woman's place of residence in more than half of all cases.
- One out of five boys is sexually assaulted by age 18.

## **Fire Safety Tips**

- Always leave the building when an alarm sounds.
- Feel the inside door surface with the back of your hand. If it is hot, do not touch it.
- Take your room key and ID with you.
- Close and lock your room door.
- Do not use the elevators. Always use the stairs.
- Once outside the building, stay at least 50 feet away.
- Only re-enter the building once the "all clear" sign has been given.
- Know where fire extinguishers are located.
- Keep fire doors closed at all times. Never block them.
- Leave extinguishers and alarms alone except in a fire emergency.
- Never hang anything over a smoke detector.
- Hang a sheet out your window to signal rescuers. Do not jump.
- Grab a towel to place over your face (nose and mouth) if smoke is heavy.
- Open windows slightly to let out bad air and let in fresh air.
- Stay close to the floor if there is smoke in the room.
- Follow instructions of police, fire and college officials regarding building evacuation procedures.

## Important Telephone Numbers

### Campus Police

<b>Emergencies</b> .....	781.891.3131
<b>Business Line</b> .....	781.891.2201
<b>Counseling and Student Development</b> .....	781.891.2274
<b>Office of Student Life</b> .....	781.891.2700
<b>Spiritual Life Center</b> .....	781.891.2194
<b>Student Health Service</b> .....	781.891.2222
<b>Alcohol and Other Drug Resource Center</b> .....	781.891.2777
<b>Residence Life Office</b> .....	781.891.2148
<b>Boston Area Rape Crisis Hotline</b> .....	617.492.7273
<b>Domestic Abuse Hotline</b> .....	800.899.4000
<b>Mount Auburn Hospital</b> .....	617.499.5025
<b>Newton-Wellesley Hospital</b> .....	617.243.6193
<b>Waltham Police</b> .....	781.893.1212
<b>Waltham Fire</b> .....	781.893.4105



**FOR INFORMATION OR SECURITY SERVICES, CALL 781.891.2201**



**BENTLEY**

*[www.bentley.edu](http://www.bentley.edu)*

**POLICE DEPARTMENT**

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