

Bunker Hill Community College Police Department



bhcc.edu/publicsafety

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Questions/Concerns

How to contact us in person:

Charlestown Campus A-200 (Entrance on the Main Plaza)

By phone:

Business Line: 617-228-2053

Emergency: 617-228-2222 or dial 2222 from internal phone

Bunker Hill Community College Police Department

Chief's Message



Chief Robert A. Barrows

The Bunker Hill Community College Police Department (BHCCPD) seeks to improve the quality of life for all people on the college campus through the deliverance of total quality police service. Through extensive, in-depth training, adherence to all policies and procedures, and utilization of college and community partnerships, we strive to prevent crime, solve problems and enforce the law while working with diverse communities to improve the quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

The success of our department depends upon the true partnership between our police department and the diverse population of students, faculty, and staff that comprise the college community – a partnership built upon mutual respect, responsibility and participation. It is our duty to maintain peace and order within a safe and secure community environment so the BHCCPD may provide a

campus where academic excellence can be nurtured. BHCCPD is an important part of higher education and we are committed to maintaining a safe learning environment free from disruptive behavior or dangerous and threatening conditions.

Our commitment and core values include but are not limited to dedication, pride, and professionalism. The BHCCPD will do all we can, within our jurisdiction and authority, to protect and assist any college member or visitor with any problem that affects the safety and/or security of life or property.

The BHCCPD takes great pride in being accountable and accessible to the unique and diverse needs of the College community. We place a high value upon teamwork, and expect our officers to act as role models and leaders in all they do. We recognize we are in an ever-changing environment and therefore continuously evaluate the quality, efficiency and appropriateness of our efforts and welcome feedback as an opportunity to improve.

In order to provide efficient and effective service to our College community, the BHCCPD is fully committed to building and maintaining meaningful partnerships within the campus, throughout the adjoining neighborhoods and with all relevant local, state and federal law enforcement agencies.

On behalf of the men and women of the BHCCPD, I thank you for your continued support. Through your involvement, I am confident our department will continue to provide Bunker Hill Community College with an unsurpassed level of safety.

Sincerely,
Chief Robert A. Barrows

About Us



Quick Facts

- ◆ The BHCCPD is made up of academy trained and sworn police officers with arrest powers, just like any other city/town police department.
- ◆ BHCCPD conducts annual mandatory in-service training and firearms qualifications as well as additional training throughout the year. Such as: Fair and Impartial Policing, Mental Health First Aid, Transgender Awareness Training and ICAT (Integrating Communications Assessment and Tactics).
- ◆ Officers specialize in areas such as Firearms Instructor, Armorer, Defensive Tactics Instructor, Sexual Assault Investigator, R.A.D. Instructor, Active Shooter Response Instructor, Bicycle Unit, Criminal Investigations Unit etc.
- ◆ In addition to the Police Officers, the Department also has two Dispatchers and an Administrative Assistant.



Additional information about the department can be found at bhcc.edu/publicsafety

General Information



Office Information

Charlestown
Location
A200

Chelsea
Location
Room 408

Office Phone
617-228-2053

Emergency Phone
617-228-2222

Campus Hours

Charlestown
Monday–Friday
6 a.m.-10 p.m.

Saturday–Sunday
8 a.m.-4 p.m.

Chelsea
Monday–Friday
7 a.m.-Close

Saturday–Sunday
8 a.m.-Close

Hours are subject to change and vary by semester.

Campus is closed during certain holidays, school breaks and weather emergencies.

**BHCC
ALERT!**

**BHCC
Emergency Alerts**

Make sure you're in the know in the event of an emergency or weather-related incident. Even if you've signed up before, you need to re-register to receive text alerts.

Text BHCCAlert to 226787

bhcc.edu/alertsignup

Be Informed!

SIGN UP FOR THE EMERGENCY ALERTS

bhcc.edu/alertsignup or text BHCCAlert to 226787

Services We Offer



Police Safety Escort

A safe escort to the MBTA or your vehicle



Active Shooter Awareness Training



Child Car Seat Installation



Ask A Cop



RAD (Rape Aggression Defense)

Emergency Procedures

Intranet - Faculty/Staff information & videos

Daily Crime Log



Silent Witness Tip Line

Community Events



APRIL
Autism Awareness Month



JUNE

Cruiser Convoy for Special Olympics

Bunker Hill Day Parade



OCTOBER

Coffee With A Cop

Pink Patch Project

for Breast Cancer Awareness

Domestic Violence Awareness Month



Trunk Or Treat

NOVEMBER

No Shave November & Flag Patches
to support Home Base/Veterans



DECEMBER

Stuff-A-Cruiser for Toys for Tots

Shop With A Cop



The information in this booklet
has been compiled by
the Bunker Hill Community College Police
Community Engagement & Crime Prevention Unit.

Emergency Procedures

Emergency Procedures



Active Shooter

Escape if safe to do so.

If you know location of assailant, consider escaping if a safe route is available.

If unsafe to escape:

- Lock and barricade doors.
- Turn off lights and close blinds.
- Keep out of sight and take adequate cover behind concrete walls, thick desks or file cabinets.
- Silence cell phones, radios and televisions.
- Do not leave your classroom/work space until notified via BHCC alert or a building coordinator or BHCC police officer/security.

If an armed intruder comes into your office or classroom:

- If possible, identify an escape route behind you.
- If flight or escape is impossible and there are no other options, make a personal choice to negotiate with or overpower the armed intruder.



Hurricane

- Go to rooms and corridors in the innermost part of a building.
- Stay indoors during the hurricane and away from windows and glass doors.
- Close all doors, including those in main corridors, making sure they latch.
- Avoid being under heavy objects such as lights, wall hangings and other items which may fall.
- Do not use elevators.
- Remain inside until the hurricane has passed or you are cleared to leave.
- Help direct people with special needs or disabilities to a safe place.
- If you're caught outdoors, lie flat in nearest depression (a ditch or ravine) and cover your head.



Hazardous Materials/ Chemical Spills

- Alert people to evacuate the immediate spill area.
- Alert the BHCC police department.
- Avoid breathing vapors from spilled chemicals or substances.
- If personally contaminated, seek eye wash and/or emergency shower.
- If clothing or footwear is contaminated, remove if possible before leaving the area of the spill.
- Do not attempt to clean up the spill on your own. Leave it to the experts.
- Do not operate any electrical devices, phones (including mobile), appliances, light switches or equipment with open flames, within spill area.
- Re-enter area only when directed by authorities.



Fire

- Walk to nearest exit; do not use elevators.
- Activate the nearest fire alarm or call 911.
- If caught in smoke, crawl to nearest exit.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt, towel or scarf.
- Assist persons with disabilities/special needs and direct emergency responders to location of disabled or trapped persons.
- Meet at designated assembly areas.
- Move away from building entrances.



Severe Winter Storm

- The public will be notified via radio, TV, BHCC Alert, Twitter, Facebook and the College website if the College plans to close or close early.
- Stay safe, warm, dry and calm.
- Do not drive unnecessarily.
- Dress warmly enough to prevent frostbite and hypothermia.
- Do not go outside unless absolutely necessary.
- When shoveling snow, do not overtax your physical abilities; take frequent breaks.



Suspicious Activities and Packages

- Always report unusual or suspicious activity to the BHCC police/security department. Call ext. 2222 or 617-228-2222.
- Alert others in the area.
- If you see a suspicious package, do not open or shake it.
- Do not pick up or carry suspicious packages or show them to others.
- Do not sniff, touch or taste suspicious items.
- Leave the area and prevent others from entering.



Power Outage

- Remain calm and follow directions of BHCC police.
- Secure all experiments, unplug all electrical equipment, turn off light switches, and shut off lab equipment.
- Do not use candles or other types of flame for lighting.
- Fully close fume hoods.
- If trapped in an elevator, do not pry open elevator doors. Use the emergency phone to contact campus police.



Medical Emergency

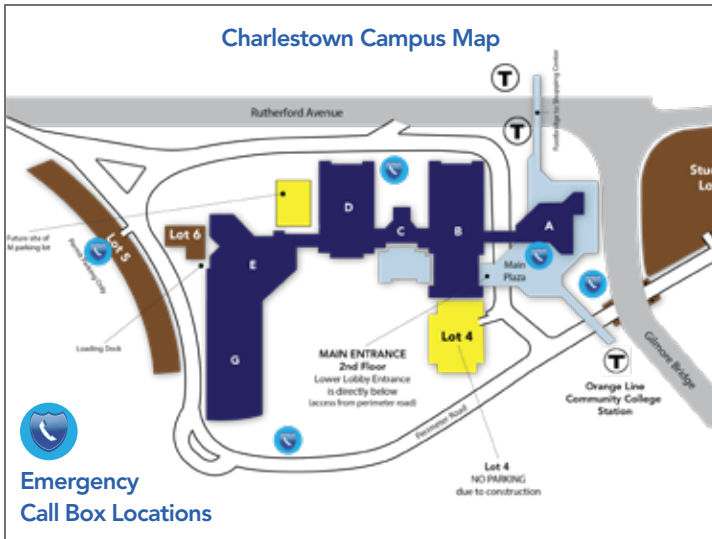
- Activate Emergency Medical Services by calling ext. 2222, 617-228-2222 or 911.
- If trained, administer First Aid or CPR or utilize an automated external defibrillator (AED) as needed.
- If not trained, remain calm and direct first responders to the incident.
- Reassure the victim that help is on the way.

Be prepared.

Remain calm.

In emergencies,
call ext. 2222
(617-228-2222).

Call Box Locations/Safeguarding



Safeguarding your Personal Property

Do Not Leave Your Belongings Unattended

- ◆ Bags, wallets, textbooks, phones, tablets, laptops, etc.
- ◆ Record serial numbers and detailed model information of high-end items.
- ◆ Keep all valuable portable electronics close to you at all times or store them in a secure location.

Always Remember to Lock Your Vehicle

- ◆ Remove device mounts and their marks from the windshield.
- ◆ Remove electronic cables from view.

Do Not Share Personal or Banking Information with Strangers

- ◆ Identifying information such as your Date of Birth, Address, Social Security Number, any account numbers, etc.
- ◆ Be wary of IRS, SSN and other phone scams that ask for this.

Restricted Access Areas

- ◆ Do not prop open emergency exit doors.
- ◆ Do not tamper with or obstruct surveillance and alarm equipment.
- ◆ Do not prop open doors such as Honors Room, Labs, and anything that has restricted use.

Taking a Break?

If you are leaving your study area, take all your belongings with you.
Avoid being a victim to theft – DO NOT leave your belongings behind!

Disciplinary Offences

Disciplinary Offences

- ◇ **STUDENTS ARE SUBJECT TO DISCIPLINARY ACTION AND/OR POLICE ACTION FOR VIOLATION OF THE STUDENT CODE OF CONDUCT AND/OR ALL STATE AND FEDERAL LAWS.**

This includes but is not limited to:

- Failure to comply with the directions/orders of a police officer or college official, including failure to identify yourself when requested to do so and/or providing false information.
- Any type of harassment, threats, violent acts, domestic violence.
- Any breach of peace such as being disruptive in class or disturbing the normal functions of the College
- Any type of larceny/theft or attempt to commit such crime.
- Unauthorized use of a fire alarm or other fire equipment .
- Possession of any dangerous weapons on campus.
- Creating or false reporting of bombs or other dangerous devices.
- Use, possession, or distribution of any drugs or controlled substance.
- Alcohol, marijuana, heroin, narcotics, etc.
- Smoking any tobacco products/e-cigarettes/vaporizers/inhalers inside the campus buildings or near any entrances to the buildings.
- Any destruction of college or personal property.
- Trespassing on any college property after notice.
- Violation of any other policies or laws not mentioned here, whether on campus or off campus.

We work closely with numerous other police agencies.

For more information visit, bhcc.edu/handbook/behaviorpolicies

Marijuana/Alcohol

- ◇ **USE OR POSSESSION OF MARIJUANA/ALCOHOL IS STRICTLY PROHIBITED ON ANY BUNKER HILL COMMUNITY COLLEGE PROPERTY.**

On December 15, 2016, Massachusetts passed a law making marijuana legal under certain guidelines:

- BHCC is on state property, therefore, we follow and enforce federal drug laws.
- Drug use/possession on BHCC property is also against the BHCC Behavior Policies.

More in-depth information about adult use of marijuana in Massachusetts can be found at mass.gov/info-details/marijuana-in-massachusetts-whats-legal#adult-use

Title IX

What is Title IX?

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs that receive federal financial assistance. Gender-based discrimination, sexual harassment and acts of sexual violence such as rape, sexual assault, sexual exploitation, dating violence, domestic violence and stalking are all forms of sex discrimination prohibited by Title IX and BHCC policy.

What is a Title IX Coordinator?

The Title IX Coordinator is responsible for administering College policies and BHCC's discrimination complaint procedure concerning all Title IX Offenses. The College's Title IX Coordinator is Nahomi Carlisle, and she may be contacted at Room A307, Charlestown Campus, by calling (617) 228-3311 or via email at nahomi.carlisle@bhcc.edu

Definitions

Gender-Based Discrimination

- Unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes

Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature

Sexual Violence

- Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent such as rape, sexual assault, sexual exploitation
- Includes dating or domestic violence and stalking

Consent

- Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Silence or absence of resistance does not imply consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. This includes impairment or incapacitation due to alcohol or other drug consumption, or being asleep or unconscious. Further, there is no consent if a person is younger than sixteen years old (the age of consent in Massachusetts).

For more information, visit bhcc.edu/equitydiversityinclusion/studentguidetotitleix

Parking

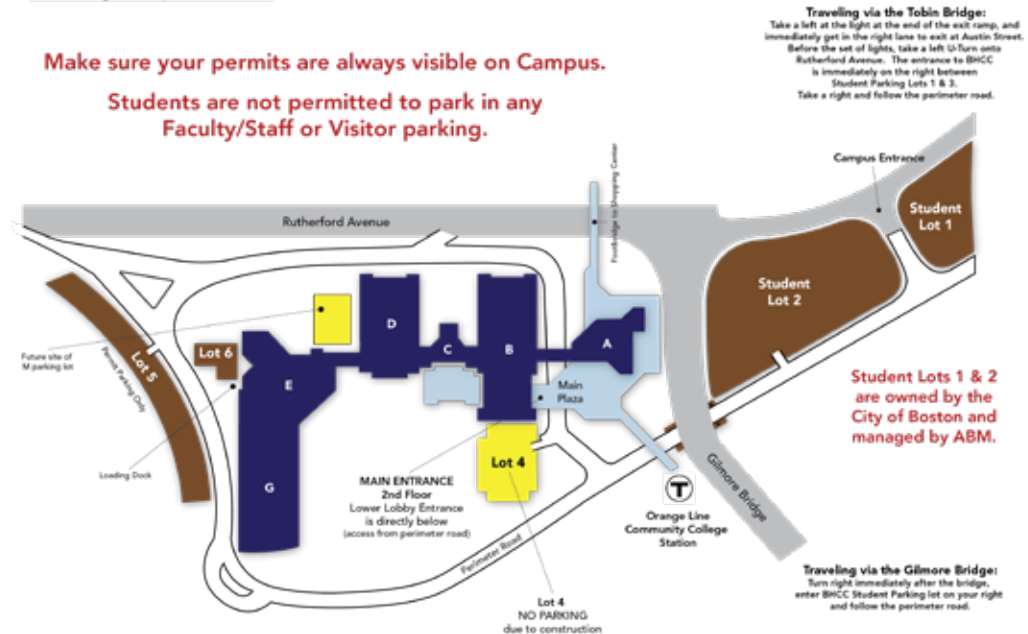
Main Charlestown Campus

Students may ONLY park in Student Lots 1 & 2.

Lots 1 & 2 are owned by City of Boston and managed by ABM. **Permit must be always visible while parked.** Semester passes are available for students only. You must apply for the pass with your BHCC email by computer. Daily passes are also available.



Charlestown Campus Map



For further information regarding parking permits, please visit bhcc.edu/parking



Chelsea Campus

Limited marked student parking spots.

Permit must be always visible while parked.

BHCC does not manage the parking lot. If you fail to follow the signs/instructions, you are subject to tow.



Students are encouraged to utilize the Shuttle for transportation to and from the Chelsea Campus

The shuttle is FREE to students and staff/faculty. The shuttle schedule is subject to change each semester. Make sure to always check the schedule for up to date times. Be sure to allow ample time to get to class from each campus.

Shuttle information: bhcc.edu/shuttleschedule

Safety Resources

Protect your every day.

RECOGNIZE THE SIGNS OF TERRORISM-RELATED SUSPICIOUS ACTIVITY



EXPRESSED OR IMPLIED THREAT

Threatening to commit a crime that could harm or kill people or damage a facility, infrastructure, or secured site



SURVEILLANCE

A prolonged interest in or taking pictures/videos of personnel, facilities, security features, or infrastructure in an unusual or covert manner



THEFT/LOSS/DIVERSION

Stealing or diverting items—such as equipment, uniforms, or badges—that belong to a facility or secured site



TESTING OR PROBING OF SECURITY

Investigating or testing a facility's security or IT systems to assess the strength or weakness of the target



AVIATION ACTIVITY

Operating or interfering with the operation of an aircraft that poses a threat of harm to people and property



BREACH/ATTEMPTED INTRUSION

Unauthorized people trying to enter a restricted area or impersonating authorized personnel



ACQUISITION OF EXPERTISE

Gaining skills or knowledge on a specific topic, such as facility security, military tactics, or flying an aircraft



ELICITING INFORMATION

Questioning personnel beyond mere curiosity about an event, facility, or operations



MISREPRESENTATION

Presenting false information or misusing documents to conceal possible illegal activity



CYBERATTACK

Disrupting or compromising an organization's information technology systems



RECRUITING/FINANCING

Funding suspicious or criminal activity or recruiting people to participate in criminal or terrorist activity



SABOTAGE/TAMPERING/VANDALISM

Damaging or destroying part of a facility, infrastructure, or secured site



MATERIALS ACQUISITION/STORAGE

Acquisition and/or storage of unusual materials such as cell phones, radio controllers, or toxic materials



WEAPONS COLLECTION/STORAGE

Collection or discovery of unusual amounts of weapons including explosives, chemicals, or other destructive materials



SECTOR-SPECIFIC INCIDENT

Actions which raise concern to specific sectors, (e.g., power plant) with regard to their personnel, facilities, systems, or functions

If you **see** something, **say** something®

REPORT SUSPICIOUS ACTIVITY TO LOCAL AUTHORITIES OR CALL 911 IN CASE OF EMERGENCY

dhs.gov/see-something-say-something



"If You See Something, Say Something" used with permission of the NY Metropolitan Transportation Authority.

Safety Resources



What is domestic violence?

It's not easy to tell at the beginning of a relationship if it will become abusive. Anyone of any race, age, sexual orientation, religion, or gender can be a victim of domestic violence.

If your partner physically harms, arouses fear, prevents you from doing what you wish, or forces you to behave in ways you don't want to, you may be experiencing domestic violence.

NATIONAL DOMESTIC VIOLENCE HOTLINE

CALL 1-800-799-SAFE (7233) | **TTY** 1-800-787-3224 | **CHAT** THEHOTLINE.ORG

Domestic Violence Resources

Asian Task Force Against Domestic Violence (Boston)
www.atask.org/site or by phone at 617-338-2355

Casa Myrna Vazquez (Boston) www.casamyrna.org
or by phone at 617-521-0100

Elizabeth Stone House (Jamaica Plain)
www.elizabethstonehouse.org or by phone at 617-522-3417

Fenway Health Violence Recovery LGBTQ (Boston)
fenwayhealth.org/care/behavioral-health/violence-recovery
or by phone at 617-927-6250

FINEX House (Jamaica Plain) www.finexhouse.org
or by phone at 617-288-1054

HarborCov (Chelsea) harborcov.org
or by phone at 617-884-9909

Jane Doe Boston (Boston) janedoe.org
or by phone at 617-248-0922

REACH (Waltham) reachma.org
or by phone at 800-899-4000

RESPOND (Somerville) www.respondinc.org
or by phone at 617-623-5900

Transition House (Cambridge) transitionhouse.org
or by phone at 617-661-7203

National Support Organizations

IMALIVE on-line chat www.imalive.org

JED Foundation: Suicide Prevention for Young Adults
jedfoundation.org or by phone at 1-800-273-TALK

Veterans Integration to Academic Leadership (VITAL)
www.mentalhealth.va.gov/studentveteran/vital_home.asp
or by phone at 1-844-MyVA311 (1-844-698-2311)

The Crisis Call Center www.crisiscallcenter.org
or by phone at 1-800-273-8255

The GLBT National Help Center www.glbthotline.org
or by phone at 1-888-THE-GLNH (888-843-4564)

The National Crime Victim Helpline www.ovc.gov/help/tollfree.html or by phone at 1-800-394-2255

The National Domestic Violence Hotline
www.thehotline.org or by phone at 1-800-799-7223

The National Sexual Assault Hotline www.rainn.org/about-national-sexual-assault-telephone-hotline
or by phone at 1-800-656-4673

The National Suicide Prevention Lifeline
suicidepreventionlifeline.org
or by phone at 800-273-TALK (8255)

The Recovery Village
www.floridarehab.com/resources/ptsd
www.floridarehab.com/resources/friends-and-family
www.floridarehab.com/resources/first-responders

The Samaritan's Crisis Hotline
www.samaritansnyc.org/24-hour-crisis-hotline
or by phone at 1-212-673-3000

The Trevor Helpline www.thetrevorproject.org
or by phone at 866-4-U-Trevor – LGBT Youth

Trans Lifeline: End Transgender Suicide www.translifeline.org/hotline or by phone at 877-565-8860

Youth Talkline: LGBT Help Center
www.glbthotline.org/talkline.html
or by phone at 1-800-246-PRIDE (800-246-7743)



imagine the possibilities

BHCC Police Department

Charlestown Campus
A-Building, Room A200

Phone: 617-228-2053

Emergency: 617-228-2222

bhcc.edu/publicsafety

Connect with us!

@BHCCPD



Charlestown Campus | 250 New Rutherford Avenue, Boston, MA 02129 | 617-228-2000

Chelsea Campus | 70 Everett Avenue, Chelsea, MA 02150 | 617-228-2101

Charlestown | Chelsea | Chinatown | East Boston | Everett | Malden | Quincy | South End | Online

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY

Bunker Hill Community College is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Titles VI and VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). Inquiries concerning application of the above should be directed to Nahomi Carlisle, Esq., Associate Vice President, Chief Equity and Compliance Officer, Affirmative Action Officer and Section 504/ADA Coordinator, at 250 New Rutherford Avenue, Charlestown Campus, Room A307, Boston, MA 02129, phone 617-228-3311; email nahomi.carlisle@bhcc.edu.