



## How to File a Title IX Complaint at STCC

**Servicios Gratuitos de Asistencia de Idioma:** Si tiene dominio limitado del inglés o sea que tenga dificultad entenderlo, leerlo ó hablarlo, usted puede adquirir servicios gratuitos de asistencia de Idioma a través de STCC.

Para asistencia puede llamar a Recursos Humanos al siguiente número, 413-755-4426.

### What is Title IX?

Title IX is a federal law that **protects students and campus employees from discrimination on the basis of sex in education programs or activities which receive federal financial assistance.** Title IX prohibits sex discrimination in all College programs and activities, including, but not limited to; student services, academic programs, class assignment, grading, athletics, admissions, recreation, recruiting, financial aid, counseling and guidance, discipline, housing, and employment.

Sexual harassment, sexual violence including dating and domestic violence and stalking are forms of sex discrimination prohibited by Title IX and the College Affirmative Action policy. If you are a victim of any one of the above types of misconduct or criminal acts, you have the right to ask the College to investigate and provide prompt relief.

**Off Campus Conduct:** The College reserves the right to investigate alleged Prohibited Conduct under our campus policy occurring off-campus when the conduct adversely affects the College Community, poses a threat of harm; interferes with the College’s pursuit of its educational, objectives and mission, and/or if a student or employee is charged with a serious violation of state or federal law.

#### Fast Facts: Title IX

##### What is it?

Title IX protects students in higher education who have experienced sex or gender discrimination. It also creates a safe space for all students to have equal access to education.

##### How does it work?

If a student experiences sex or gender discrimination, Title IX requires an investigation of the discrimination and accommodations for the individual who experienced the discrimination.

##### What is sex or gender discrimination?

It includes (but is not limited to) sexual harassment & assault, domestic/dating violence, and stalking. It also includes bias incidents related to one’s sexual orientation or gender identity.

### Are Confidential Services Available? Yes

Students and employees may find it helpful to consult with a counselor or seek other forms of assistance at any time before, during, or after the investigation process.

All information shared with these offices will remain confidential to the extent permitted by law and College policy. Discussions with representatives of these offices will not be considered a report to the College. Additional action by the Complainant or a required Reporter, will result in further action by the College. All information shared with these offices will remain confidential to the extent permitted by law and College policy. Discussions with representatives of these offices will not be considered a report to the College. Additional action by the reporting party or a required Reporter, will result in further action by the College.

### Fast Facts: Confidentiality

Title IX designates certain professionals on-campus as “Responsible Employees.” These employees are required to notify the Title IX Coordinator if a student tells them that they are experiencing sex or gender discrimination (see page 7 for more information). These professionals keep reports private but they cannot provide confidentiality.

However, certain people on-campus do not have a duty to report these incidents to the Title IX Coordinator. It’s usually due to the nature of their work as mental health counselors, social workers, or health service providers.

Students or employees who wish to seek information or support in a confidential manner may contact the following campus and community resources.

### Confidential On-Campus Resources

#### STCC Health Center

Ira H. Rubenzahl Student Learning Commons (B19), Suite 177

413-755-4230  
 Hours: 7:30 am - 3:30 pm

Health Services can provide basic first aid and referrals to off-campus providers including area hospitals listed on the next page and reproductive health care providers.

The Health Services office is open for patient evaluations year round. Appointments and walk-in service are available.

#### River Valley Counseling Center:

For an intake contact:  
 Dave Forton, MS, LMHC  
 413-755-4332  
 dcforton@stcc.edu

Springfield Technical Community College has partnered with River Valley Counseling Center to provide STCC students with increased access to mental health services via on-campus mental health support. To be eligible, students must carry health insurance. Students identifying a need or desire for personal counseling can be seen by a licensed professional therapist to address a wide variety of issues.

#### YWCA On-Campus Services

##### (Be Empowered Project):

Building 14-300  
 413-732-3121 x308  
 Advocate: Sarah Mikesell  
[advocate@stcc.edu](mailto:advocate@stcc.edu)  
 24-hour crisis line:  
 1-800-796-8711.

A free and confidential YWCA advocate/counselor is available through the **Be Empowered Project** to see students, faculty and staff on campus who are affected by sexual assault, dating/domestic violence, and/or stalking.

## Confidential Off-Campus Resources

### [Behavioral Health Network](#)

Provides 24-hour crisis interventions to children, youth and adults who experience mental health or addiction crises.

#### **BHN CRISIS LINE:**

(413) 733-6661 in the Springfield area;

(413) 568-6386 in the Westfield area.

If you are concerned about yourself or a person close to you and the situation is turning into a crisis, we are available to help you 24 hours per day, 365 days per year.

### [YWCA of Western, MA](#)

#### **YWCA Crisis Line**

YWCA of Springfield: 24 hour crisis line 1-800-796-8711  
YWCA **Spanish** 24 hour Crisis Line: 1-800-223-5001

The YWCA of Western Massachusetts operates 16 programs at several sites, including Holyoke, Northampton, and Springfield and the primary rape and domestic violence service provider in Hampden County.

The YWCA offers individuals and families with counseling, job training, child-care, and health and fitness.

## LGBTQ+ Support Services

**[The Network La Red:](#)** The Network/La Red is a survivor-led, social justice organization that works to end partner abuse in lesbian, gay, bisexual, transgender, BDSM, polyamorous, and queer communities. Rooted in anti-oppression principles, our work aims to create a world where all people are free from oppression. We strengthen our communities through organizing, education, and the provision of support services. For more information, please visit their website:

The Network/La Red's 24-hour hotline provides confidential emotional support, information, and safety planning for lesbian, gay, bisexual, queer and/or transgender (LGBQ/T) folks, as well as folks in SM/kink and polyamorous communities who are being abused or have been abused by a partner.

#### **HOTLINE**

Voice: 617-742-4911

Toll-Free: 800-832-1901, TTY: 617-227-4911

**Fenway Health's Violence Recovery Program:** Fenway's Violence Recovery Program (VRP) provides counseling, support groups, advocacy, and referral services to Lesbian, Gay, Bisexual and Transgender (LGBT) victims of bias crime, domestic violence, sexual assault, and police misconduct.

The Violence Recovery Program at Fenway Health exists:

- To provide services to LGBT victims who have experienced interpersonal violence as well as information and support to friends, family, and partners of survivors. Services include counseling, support groups. Advocacy, documentation and reporting, and training/education.
- To raise awareness of how LGBT hate crime and domestic violence affects our communities through compiling statistics about these crimes
- To ensure that LGBT victims of violence are treated with sensitivity and respect by providing trainings and consultations with service providers and community agencies across the state

[Click Here to BECOME A NEW PATIENT](#)

## Confidential Off-Campus Resources

### SANE

- ▶ Sexual Assault Nurse Examiners (SANEs) are specially trained and certified professionals skilled in performing quality forensic medical-legal exams.
- ▶ SANEs will document an account of the assault, perform necessary medical exams, testing and treatment, then collect crucial, time sensitive evidence using the Massachusetts ▶ Sexual Assault Evidence Collection Kit. SANE examinations can be completed at the following area hospitals: \*\*Please note, a SANE is called after one is checked into the hospital\*\*

### [Baystate Medical Center](#)

759 Chestnut Street  
Springfield, MA 01199  
413-794-0000

### [Mercy Medical Center](#)

271 Carew Street  
Springfield, MA 01102  
(413) 748-9000

### [Baystate Noble Hospital](#)

115 W Silver St,  
Westfield, MA 01085  
(413) 568-2811

### [Baystate Wing Memorial Hospital](#)

40 Wright Street  
Palmer, MA 01069  
(413) 283-7651

### Other Rape Crisis Centers (outside of Hampden County)

The YWCA (to the left) provides support to residents of Hampden County. To learn about [Rape Crisis Centers](#) in different counties in MA, please visit the following site:

Other nearby centers include:

#### [Center for Women and Community](#)

Amherst, MA (Hampshire County)  
<https://www.umass.edu/cwc/>

#### [Safe Passage](#)

Northampton, MA (Hampshire County)  
<https://www.safepass.org/>

#### [Elizabeth Freeman Center](#)

Pittsfield, MA (Berkshire County)  
<https://www.elizabethfreemancenter.org/>

#### [New England Center for Women in Transition](#)

(NELCWIT) Greenfield, MA (Franklin County)  
<http://www.nelcwit.org/>

**National Helpline for Male Survivors of Sexual Abuse or Assault**, 1.800.656.HOPE (4673), Visit [online.rainn.org](http://online.rainn.org) for support. Chat one-on-one with a trained advocate, 24/7.

#### **National Human Trafficking Hotline**

24/7 at 1-888-373-7888 (TTY: 711)

### ALLONE Health Resources Employee Assistance

1-800-451-1834,  
*Free and Confidential*  
Monday through Friday,  
8:30 am – 5:00 pm to set up an appointment.

In the event of an emergency, you can call 24-hours a day and speak to a counselor. The EAP counselors are licensed and specifically trained to help and when necessary, refer you to additional appropriate resources.

## Campus Assistance from Departments and Professionals

STCC's Title IX Coordinator, Kathryn C. Senie, J.D., Ed.D., is responsible for overseeing the investigation of Title IX related complaints (which includes sexual harassment, sexual assault, domestic/dating violence and stalking incidents), and for conducting or providing training for employees and the campus community.

### **Kathryn C. Senie, J.D., Ed.D.**

Director of Compliance  
Affirmative Action Officer  
Title IX Coordinator  
ADA Coordinator  
Garvey Hall (B16), Room 251  
Springfield Technical Community College  
One Armory Square  
Springfield, MA 01102  
(413) 755 - 5642  
[kcsenie@stcc.edu](mailto:kcsenie@stcc.edu)

### **STCC Campus Police: Emergency 911**

Campus police can provide confidential assistance with making a report, investigating the assault, understanding your rights and pursuing protective orders along with safety measures on campus.

Non-emergency: on campus, dial 4220 or 413-755-4220

### **LiveSafe**

LiveSafe is a communication platform that facilitates discreet and risk-free bystander intervention by STCC campus community members through information sharing with campus safety officials.

Through a campus safety app installed on iPhone and Android devices, students and employees can report either anonymously or not, GPS-tagged information with added pictures, video, and audio clips. Safety officials are able to respond to students via a Command Dashboard using a real-time two-way chat, or investigate further using the information submitted to officials.

#### **Stay Connected to STCC Police with LiveSAFE mobile app:**

1. Search for and download "LiveSafe" for free from iTunes or Google Play app stores.
2. Open LiveSafe and enter in your STCC email address or tap "Connect Using Facebook"
3. You will be sent a verification email. Verify your account and then tap "Open" on the next screen of the app. Create a password and fill in your name. Tap NEXT. Search for STCC to select it as your organization.

## Filing a Title IX Discrimination Complaint with STCC

### Who can file:

**Any employee or student, or applicant for employment or admission**, who believes he/she has been subjected to Prohibited Conduct as defined under AA Policy. The person or organization filing the complaint need not be a victim of the alleged discrimination but may be affected by a general “hostile sexual environment” or complain on behalf of another person or group.

### Complaints may be made in writing or orally.

Complaints may also be filed in alternate formats from persons with disabilities, i.e. computer disk, by audio tape, or in Braille.

- [Download and print a complaint form](#) OR
- Pick up a complaint form at Human Resources and Employee Benefits Operation Center/Garvey Hall (B16), 2nd Floor, Suite 245.

### Where to File:

**Complaints should be filed directly with the Title IX Coordinator.** Conversations with coordinators are kept as confidential as possible, but information about incidents of sexual misconduct may be shared with relevant administrators if the Campus needs to take action for reasons of community safety. In all cases, the wishes of the person initiating the conversation are given full consideration.

**Submit your complaint either through email, in person or mail.**

### **Kathryn C. Senie, J.D., Ed.D.**

Director of Compliance  
Affirmative Action Officer  
Title IX Coordinator  
ADA Coordinator  
Garvey Hall (B16), Room 231  
Springfield Technical Community College  
One Armory Square  
Springfield, MA 01102  
(413) 755 - 5642  
[kcsenie@stcc.edu](mailto:kcsenie@stcc.edu)

### *Fast Facts: Filing a Complaint*

- “Filing a complaint” is the phrase used when someone reports an incident involving sex or gender discrimination to the Title IX Coordinator
- Let’s take a closer look at complaints:
  - Complaints can be filed by *current* students, faculty or staff and by *applicants* for employment or admission.
  - Complaints are documented by using a specific “complaint form”. This complaint form can be completed orally with the Title IX Coordinator taking notes OR independently by the reporter.
  - Complaints should be filed directly with the Title IX Coordinator, Kathryn C. Senie, J.D., Ed.D (see below for contact information).

## You may also report an allegation or concern to a “Responsible College Employee”

**Responsible Employees include, but are not be limited to:** College trustees, administrators, department chairs, program coordinators, campus police, club/activity and faculty student advisors, coaches, managers or supervisors. These persons are also available to discuss any concerns a person may have and to provide information about the Affirmative Action Policy on Prohibited Discrimination, Sexual Harassment, Sexual Violence and the complaint process.

All members of the College community who observe behavior in the workplace which they believe to be sexual assault, domestic violence, or stalking will report to their supervisor, or the police when appropriate and offer resources and referrals to the Affirmative Action Officer or Title IX Coordinator.

### **Fast Facts: Responsible Employees**

Being a “responsible employee” means that a person has an obligation under Title IX to report instances of sex or gender discrimination to the Title IX Coordinator.

*Confidential employees and resources are noted on page 2 and 3 and available to consult before reporting to the Title IX Coordinator.*

**Assistance with Filing:** The College will offer accommodations for persons with disabilities and individuals who are Limited English Proficient and need help in providing information and participating in the investigation process or accessing interim protective measures. For assistance, please contact Human Resources at 413-755-4426.

## What to include in the complaint?

Complaints should include the type of prohibited conduct, form of discrimination, by whom or by what department of the institution: when the discrimination took place; the harm caused; who can be contacted for further information; the name, address and telephone number of the reporter and any other background information. Please share any concerns you may have about your personal safety and how the college can assist you with other supports including your concerns regarding confidentiality.

## What Happens After filing?

### **Available Immediate Interim Protective Measures:**

The College may take interim protective measures including, but are not limited to, the following:

- Assisting you access to counseling services and assistance in scheduling an appointment, on or off campus;
- Imposing an interim suspension or on-campus “no-contact” order;
- Rescheduling exams and assignments;
- Providing alternative course completion options;

- Changing class schedules, including withdrawing from a course without penalty;
- Changing work schedules or job assignments;
- Limiting access to certain College facilities or activities pending resolution of the matter;
- Approving voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities; an
- Providing academic support services, such as tutoring.
- Coordinating support with local Rape Crisis or Domestic Violence Programs
- Offering transportation to a SANE medical exam and arrange for confidential RC advocate to accompany the victim, if requested.

### **Fast Facts: I just filed, now what?**

Now that you have officially filed a complaint, the Title IX Coordinator will take protective measure to address your safety on campus. This can take many different forms, depending on the need. It can include schedule changes, no contact orders, job assignment changes, leave of absences, and coordinating support with local services like the YWCA and campus police.

The College will consider a number of factors in determining what interim measures to take, including,

- the specific needs expressed by the reporter;
- the severity or pervasiveness of the allegations;
- any continuing effects on the reporter; whether the reporter and respondent share the same classes, dining hall schedule, activities, transportation, or job location; and whether other legal/judicial measures have been taken to protect the reporter (*e.g.*, civil protection orders).

## **What can I do about retaliation?**

### **Fast Facts: Retaliation**

Retaliation against someone who files a Title IX complaint is strictly prohibited. Retaliation against any person involved in the Title IX Process can lead to discipline, up to and including termination or expulsion.

**Protection from retaliation:** Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. It is unlawful to take adverse actions against any member of the college community for filing a complaint of harassment or discrimination, or for cooperating in an investigation.

Retaliation against a member of the college community who, in good faith, reports alleged harassment or who participates in an investigation is a violation of College policy. Any person who retaliates directly or indirectly against a victim, witness, person reporting a Prohibited Offense, a respondent and/or charged party or any person involved in the investigation of a Prohibited Offense will be subject to discipline, up to and including termination (if an employee) or expulsion (if a student).

## What happens during the investigation?

The College is obligated to investigate all allegations even if the alleged victim chooses not to file a formal complaint and/or participate in the investigation. Additionally, a complaint filed in another forum, including a criminal or civil complaint, shall not delay the College's investigation of a complaint of a violation of Title IX or Affirmative Action Policy.

**STCC will work with the complainant to address safety concerns, explore options to enhance personal safety including taking interim steps before the final outcome of any investigation.**

## Step 1 - Investigation

### Fast Facts: The Investigation

After a Title IX complaint is filed, the Title IX Coordinator will notify the responding party, who has 10 days to respond to the complaint.

During the investigation, the Title IX Coordinator will interview witnesses, compile statements, and provide updates to the parties.

The College can also take Interim Action at this point in the investigation. This means that they can place someone on immediate, temporary leave until the findings of the investigation are complete or safety assurance are in place to protect the reporting party and/or the campus community.

Once STCC receives a complaint, the Title IX Coordinator will notify the Responding Party. They will have ten (10) days from receipt of notice to submit a written response to the complaint.

### **An Investigation will commence and includes:**

Interviewing parties and witnesses, compiling statements, gathering documentation, conducting research, and completing a draft preliminary findings report.

### **During this stage of the investigation, the college has the right to implement Interim Action.**

The college may suspend a student on an interim basis or place an employee on paid administrative leave include prohibiting the respondent from entering upon the College's property or participating in any College activities prior to completing an investigation when it is reasonably likely that a student or employee:

- (a) poses a threat to health or safety;
- (b) poses a threat to College property or equipment;
- (c) is disruptive or interferes with the normal operations of the College; or
- (d) is charged with a serious violation of state or federal law.

**Notice of Interim Action** - The College will provide the respondent, and employee or student of the specific reason(s) for the interim action.

### **Administrative Remedies Available:**

The Affirmative Action Officer/Title IX Coordinator has the authority to seek to resolve the complaint through an administrative remedy. If the parties accept the administrative remedy proposed, its terms shall be reduced to writing, signed by both parties and considered resolved.

## **Rights Afforded to Parties under Title IX**

- **Free Language Assistance:** If you are Limited English Proficient and have difficulty understanding, reading or speaking English, you may, free of charge, request language assistance services from the college by calling Human Resources, 413-755-4426.
- **STCC will take immediate and appropriate steps to investigate a complaint** – the college will take immediate and appropriate steps to investigate or otherwise determine what occurred (subject to the confidentiality provisions) If an investigation reveals that sexual violence created a hostile environment, STCC will take prompt and effective steps reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.
- **STCC will work with the complainant to assess safety options**, including taking interim steps before the final outcome of any investigation.
- **All parties to a complaint may have a personal advisor** (for union employees this may be a union representative and in cases involving allegations of sexual violence the personal advisor may be an attorney); the advisor may be a friend, mentor, family member, attorney or any other supporter. The role of a personal advisor is limited to providing discrete advice and counsel to the party.
  - Advisors may accompany the victim/complainant in all meetings, interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals.
  - STCC provides written guidance for personal advisors.
- **All parties have opportunity to present witnesses and evidence**
- **Other legal relief forums available** - The filing of a complaint under this Policy shall not preclude pursuing a complaint in a separate legal forum, including a criminal complaint with the campus or local police, and/or the local District Attorney’s Office.
- **Investigation findings are based on a “preponderance of evidence”** (i.e.; more likely than not) standard.
- **The College will provide periodic updates on the status of the investigation** to the complainant, including written notice both parties of the outcome of the complaint.
- **Informal Remedies are available** at any point during the formal complaint procedure
- **Access to survivor-centered, trauma informed support and accommodations during the investigation process.** STCC will provide you with available resources, such as victim advocacy, academic support, counseling referrals, disability services, health and mental health services, and legal assistance, and information on your right to report a crime to campus or local law enforcement.

- **Prevention.** The school will take steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, if appropriate.
- **Sanctions:** The College reserves the right to take whatever measures it deems necessary in response to an allegation of Title IX and to protect students' and employee's rights and personal safety.
  - Such measures include, but are not limited to, interim suspension from campus pending a hearing, placing student or employee on probation, issuing a no contact order and changing student class participation, employee worksite and reporting to campus police.
  - Not all forms of misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions, ranging from oral warning to expulsion, terminations, depending on the severity of the offense and any mitigating or aggravating facts in connection with offense.

## Informal Procedures:

**May be utilized to resolve and investigate complaints.**

- **Informal resolution:** The parties involved may request the intervention of the Affirmative Action Officer or Title IX Coordinator to assist in resolving the matter informally.

**The informal procedure shall not be used in an effort to resolve allegations of sexual harassment or sexual violence, domestic violence, dating violence or stalking.** Further, at no time shall a Responding Party question or confront a Reporter, or engage a third party to do so, as such conduct may constitute intimidation and/or retaliation, which are strictly prohibited under this Policy.

- **Mediation:** The purpose of mediation is to resolve the dispute to the satisfaction of both parties. Mediation shall be mutually agreed upon by the parties.

**\*\*Mediation shall not be used in an effort to resolve allegations of sexual harassment or sexual violence, domestic violence, dating violence or stalking.**

## Formal Procedures during Investigation:

### Joint Investigation:

In some circumstances a Responding Party's conduct may be a violation of Title IX and/or other conduct policies applicable to employees or students. In such cases, a joint investigation may be conducted by the Title IX Coordinator, and the Dean of Students, administrator charged with enforcing student conduct policies. Based on the findings of this joint investigation, a student may be subject to disciplinary action for violations of this Policy and/or the Student Code of Conduct.

In some cases, where the Responding Party is an employee, a joint investigation may be conducted by the Title IX Coordinator and the employee's supervisor. Based on the findings of their joint investigation, the employee

may be subject to disciplinary action for violations of this Policy and/or for inappropriate and unprofessional conduct.

### **Timeline for Investigation:**

Investigations range from days to weeks, depending on the nature and complexity of allegations, with the college aiming to complete the review within 14 days. The parties are regularly updated on the status of the investigation as it unfolds. Once the investigation is completed, the next step is either an informal or formal resolution process, which the College aims to complete in 14 days from the end of the investigation and issuance of a Report of Preliminary Findings

**Report of Preliminary Findings:** This report will be sent to both parties. The report shall be *delivered to the parties in hand or by certified mail.*

**Response Statements:** The parties will have ten (10) days from the date of their receipt of the Report of Preliminary Findings to submit Rebuttal Statements to the Affirmative Action Officer/Title IX Coordinator. At this time, parties may not present new allegations.

Where practicable, within seven (7) days of receiving the parties' Rebuttal Statements, the Affirmative Action Officer/Title IX Coordinator shall review the Rebuttal Statements, prepare a Report of Final Findings and Recommendations to the President's Designee for consideration.

Any request by a party to extend a deadline established under this procedure shall be presented in writing to the Title IX/Coordinator or Affirmative Action Officer.

## **Final Findings and Recommendations**

The Title IX Coordinator will submit the Report of Final Findings and Recommendations to the President's Designee for review.

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

Where practicable, within ten (10) days of receipt of the Affirmative Action/Title IX Coordinator Report of Final Findings and Recommendations, the President's Designee shall issue a written decision to the parties. The written decision shall accept, reject or modify the Final Findings and Recommendations.

The written decision shall be delivered in hand or by certified mail and shall include the **Report of Final Findings and Recommendations.**

#### **Fast Facts: Review by the President's Designee**

After the Title IX Coordinator completes the Report of Final Findings, the President's Designee writes a final decision where they accept, reject or change the Final Findings and Recommendations. The President's Designee is someone on-campus who is trained in Title IX who the President can appoint to review the Report Findings.

## Step 3 – Appeal

If you are not satisfied with the Final written decision, you may file an appeal with the President within five (5) days of receiving the decision.

The College will inform the complainant of the status of all appeal requests, process, and outcomes regardless of which party files the appeal.

The President will review your appeal and where practicable, within ten (10) days shall issue a written decision accepting, rejecting or modifying the Report of Final Findings and Recommendations. The President's decision is final provided that any corrective action and/or discipline imposed are subject to applicable collective bargaining agreements.

### Fast Facts: Appeal Process

An appeal can be filed by either party up to 5 days after receiving the Final Decision from the President's Designee.

From there the President will have 10 days to review the appeal and make a decision.

## OTHER CAMPUS INFORMATION:

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:** This law requires educational institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occurred on or near campus. In compliance with the Act, the STCC Police Department publishes and distributes this information each year as the [STCC Annual Clery Report](#). The report is also available in printed format in the STCC Police station located in Building 9, the Human Resources Office, through the Admissions Office, or by calling STCC Police at 413-755-4220.

**Student Advocacy:** The Dean of Student Affairs Office provides student advocacy and support for all STCC students. We are here to advocate for you and ensure that your college experience is the best it can be. Our services include:

- Debt appeals
- Guidance in judicial and grievance procedures
- Referrals for services both on and off campus

**Contact:** Mary Moriarty-Copeland, Administrative Assistant, [mjmoriarty@stcc.edu](mailto:mjmoriarty@stcc.edu); 413-755-4078. Ira H. Rubenzahl Student Learning Commons (B19), Second Floor, Suites 261-263, Office hours: Monday - Friday 8 a.m. - 4 p.m.

## Additional Resources for Legal Action

If someone is looking to take legal action outside of or in addition to Title IX at the Springfield Technical Community College, the following are additional resources in the local community.

### Springfield Police Department

Springfield Police Dept.  
130 Pearl Street  
Springfield, MA 01105  
Community Police unit: 413-787-6359  
Non-emergency matters: 413-787-6302

#### **Special Victims Unit (SVU)**

The SVU, now a part of the Major Crime Unit, deals with Domestic Violence, 51a Child Abuse, Sexual Assaults, Rapes, Sex Crimes, and Crimes against the Elderly or Disabled that are related to abuse or neglect, or financial exploitation committed by a care giver.

Should you need to contact someone in the SVU, they can be reached at the following telephone numbers: 413 787-6352; 413 787-6353

### Community Legal Aid

Community Legal Aid gives free civil (non-criminal) legal help to low-income and elderly people in central and western Massachusetts.

One Monarch Place Suite 400  
Springfield, MA 01144

**How to make an appointment: By phone -** Monday, Tuesday, Thursday, and Friday between 9:30 am to 12:15 pm OR on Wednesday between 1:30 pm to 4:15 pm. Apply online by calling 855-CLA-LEGAL or 413-781-7814, [Apply Online](#)

### Hampden County District Attorney Office Domestic Violence Intervention Office

The District Attorney understands the widespread ramifications of domestic violence on families, children and the community; and in response, has dedicated attention and resources to this critical problem.

The newly created Domestic Violence Unit employs specialized prosecutors and victim/witness advocates to deal with the unique needs of victims of domestic violence involved in the criminal justice system. The office can help with issues ranging from how to: apply for a restraining order, press charges, safety plan, and connect to community resources.

#### **Office Location**

*Hampden County Hall of Justice  
50 State Street, 2nd Floor  
Springfield, MA 01103  
(413) 505-5651  
Monday – Friday, 8:30-4:30  
No Appointment Necessary*

### National Human Trafficking Hotline

24/7 at 1-888-373-7888 (TTY: 711)

Human trafficking is a form of modern slavery that occurs in every state, including Massachusetts. The NHTRC works closely with service providers, law enforcement, and other professionals in Massachusetts to serve victims and survivors of trafficking, respond to human trafficking cases, and share information and resources.