



**CENTRAL MASS SCHOOL OF MASSAGE & THERAPY, Inc.**

**200 Main Street**

**Spencer, MA 01562**

Phone: (508) 885-0306 / (800) 766-6572

Fax: (508) 885-0672

E-mail: [info@centralmassschool.com](mailto:info@centralmassschool.com)

Web site: [www.centralmassschool.com](http://www.centralmassschool.com)

---

## MEMORANDUM

**To: All CMS Staff, Faculty and Students**

**From: Gregory St. Jacques, CMS Campus Security Authority/ Director**

**Re: The 2008 Annual Crime and Security Report**

**This 2008 CMS Annual Crime and Security Report is completed in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or *Clery Act*.**

**The following is a narrative of noteworthy offences for the previous three years concerning reported crimes that occurred on-campus and on public property within or immediately adjacent to and accessible from the campus. For complete details on these and other Crime Statistics, please review the attached charts completed by the Spencer Police Department.**

### **2006**

- There has been 1 reported case of Burglary on Public Property within 1,000 sq ft of the CMS Campus.
- There have been 3 reported cases of Motor Vehicle Theft on Public Property within 1,000 sq ft of the CMS Campus.
- There has been 1 reported case of Arson on Public Property within 1,000 sq ft of the CMS Campus.
- There were no Hate Crimes reported.

### **2007**

- There has been 1 reported case of Burglary on Public Property within 1,000 sq ft of the CMS Campus.
- There have been 1 Liquor Law Arrests on Public Property within 1,000 sq ft of the CMS Campus.
- There were no Hate Crimes reported.

### **2008**

- There have been no reported noteworthy offences.
- There were no Hate Crimes reported

**Enclosed within this report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.**

Offense	On-Campus Property- 200 Main			Hate Crime Related (on campus)_			Public Property Within 1000 sq ft			Hate Crime Related (public property)			Totals		
---------	------------------------------	--	--	---------------------------------	--	--	-----------------------------------	--	--	--------------------------------------	--	--	--------	--	--

	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	1	1	0	0	0	0	1	1	0
Motor Vehicle Theft	0	0	0	0	0	0	3	0	0	0	0	0	3	0	0
Arson	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Liquor Law Violations referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Offense	On-Campus Property- 200 Main			Hate Crime Related (on campus)_			Public Property Within 1000 sq ft			Hate Crime Related (public property)			Totals		
---------	------------------------------	--	--	---------------------------------	--	--	-----------------------------------	--	--	--------------------------------------	--	--	--------	--	--

	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Campus Crime and Security Polices 2008 Annual Report

### Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Authority, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the school’s e-mail system or by phone to students, faculty, and staff, and verbally expressed to physically attending students in session.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Security Authority/ Director may also post a notice on the campus-wide bulletin board located in the main foyer and in individual student mailboxes, providing the CMS community with more immediate notification. In such instances, a copy of the notice is posted in each classroom on the front door accessible by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Director, Gregory St. Jacques, by phone (508) 885-0306 or in person located within the school at 200 Main Street, Spencer, MA.

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

The Campus Security Authority, Gregory St. Jacques, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [www.centralmassschool.com](http://www.centralmassschool.com). You will also be able to view the printed copy by simply requesting to do so; a copy is located in the CMS office. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus (i.e. the Spencer Police Department). Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Spencer Police, designated campus officials (including but not limited to directors, department heads, designated staff, advisors to students/ student organizations), and state law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with their paycheck. Copies of the report may also be obtained by calling (508) 885-0306. All prospective employees may obtain a copy from Administration or by calling (508) 885-0306 and the web site address will be attached to CMS employment applications.

### **To Report a Crime:**

Contact CMS at (508) 885-0306 or notify CMS personnel immediately (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the Spencer Police department at (508) 885-6333.

### **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the CMS System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director/Campus Security Authority can file a report in the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, CMS can keep an accurate record of the number of incidents involving students,

determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution, if indeed a crime was committed.

## **Crime Reporting**

The Spencer Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence.

## **Access Policy**

During business hours, the campus will be open to students, parents, employees, contractors, guests and invitees. During non business hours access to facilities is by key, if issued, or by admittance via CMS staff. In the case of periods of extended closing, the school will admit only those with prior approval to the facilities.

Admittance after 6:00pm Monday through Thursday is by invitation only. For security purposed the main entrance is locked by 6:15pm. Entry is only gained by those possessing a key or permitted to enter by staff personnel. Being that the school has only one entrance the keyway is checked daily for proper operations. For security assurance when closing at night security lighting within the building is operated for visual inspection by Spencer Police Department. In addition, outside lighting is automatically displayed at dusk to ensure visibility and safety when exiting or entering the building. To ensure doors are secured after normal business hours, staff is required to lock doors while classes are in session. The door security policy is made known to all students and staff personnel through the school catalog and reiterated personally by the Director.

## **Campus Law Enforcement**

All CMS staff members have the authority to ask persons for identification and to determine whether individuals have lawful business at the Central Mass School of Massage and Therapy. The CMS Safety and Security Authority (Director) and Staff does not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety and Security personnel at Central Mass School maintains a highly professional working relationship with the Spencer Police Department and Massachusetts State Police, Brookfield Barracks. All crime victims and witnesses are strongly encouraged to immediately report the crime to the CMS Safety and Security Authority and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **General Procedures for Reporting a Crime or Emergency**

Community Members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the school and Spencer Police Department in a timely manner. This

publication focuses on the Spencer Police Department because it patrols the majority of the Central Mass School Campus.

To report a crime or an emergency on the Central Mass School Campus, call 911 and then report it to CMS personnel. To report a non-emergency security or public safety related manner, call CMS at (508) 885-0306.

All incident reports are forwarded to the CMS Security Authority for review and potential action will investigate a report when it is deemed appropriate.

If assistance is required from the local Police Department or the Spencer Fire Department, 911 Dispatcher will contact the appropriate response unit. If a sexual assault or rape should occur, staff on the scene, and/or SPD (once notified), will offer the victim a wide variety of services. SPD has a Sexual Assault Crisis Consultation Team that has trained members who are available to assist a victim 24 hours a day.

This publication contains information about on-campus and off campus resources. That information is made available to provide CMS community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities”.

Crimes should be reported to the local police department and CMS to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **Policy Addressing Counselors**

The Central Mass School of Massage and Therapy does not provide professional counseling services. CMS does reserve the right to hire professional counselors/ counselor in the event of a crisis of which deems appropriate given the severity of campus involvement. Therefore CMS does not staff professional counselors but will refer students to qualified area professionals outside campus as needed. A listing of area professionals is available to students, staff and faculty within the Student Services binder located in the office.

### **Security Awareness Programs**

During orientation, being the first day of class, students are informed of services offered by CMS and Law Enforcement Agencies. Presentations outline ways to maintain personal safety and security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees upon hire. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis by various agencies and students are made aware of brochures available and of the location of which they may be obtained.

Periodically during the academic year the students are educated in how to recognize, react and report on sexual assault, rape and acquaintance rape, abuse, theft, and vandalism, as well as educational sessions on personal safety.

A common theme of all crime prevention awareness is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

### **Crime Prevention Programs**

CMS does not conduct crime prevention programs; however the topic is discussed briefly as part of their curriculum.

In addition to lecture, information is disseminated to students and employees through crime prevention awareness packets made available from the Spencer Police Department.

When time is of the essence, information is released to the campus community through security alerts posted prominently throughout campus, through computer memos sent over the school's electronic mail system and announced verbally in the classroom setting. It is strongly advised that students and faculty look out for one another's safety at all times.

### **Criminal Activity Off Campus**

CMS does not have any off campus organizations, nor does CMS have campus police or local police assigned to monitor student/staff activity per the school's request. However, all criminal activity off campus as well as on campus fall under local law enforcement jurisdiction and those committing crime are held accountable by law.

### **Policy on Alcoholic Beverages**

The possession, sale or the furnishing of alcohol by students and staff on CMS campus is prohibited. Policies regarding the possession, sale, consumption or furnishing of alcohol constitutes immediate disciplinary action by the school. The CMS campus has been designated "Drug Free". The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to academic disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Alcohol Policy for anyone to consume or possess alcohol in any public or private area on campus. Any person violating alcohol/substance policies or laws on the school campus may be subject to fines or arrest under Massachusetts State Law.

### **Policy on Illegal Drugs**

The CMS campus has been designated "Drug Free" and only under certain circumstances is the consumption of prescription drugs permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by State and Local Police Departments. Violators are subject to Campus disciplinary action, criminal prosecution, fine and imprisonment.

## **Policy Regarding Substance Abuse Programs**

CMS does not conduct substance abuse programs, however reference brochures are made available to students whom wish to explore such agencies that host Substance Abuse Programs.

## **Sexual Assault Prevention and Response**

The Central Mass School explains to the student community what sexual assaults and date rape are during their first day of orientation and is also defined in the student catalog. The Police Department offers sexual assault education and information programs to students and employees upon request. Literature on date rape education and risk reduction is available through the Office at the Spencer Police Department.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Central Mass School strongly advocates that a victim of sexual assault report the incident to the school and the Spencer Police Department in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the CMS Director and Spencer PD. Filing a police report with the Spencer PD may obligate the victim to prosecute and file charges.

Filing a police report will:

Ensure that a victim of sexual assault receives the necessary medical treatment and tests

Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Police Department, the Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. A representative from the Police Department will guide the victim through available options and support the victim in their decision. Various counseling options are available and can be obtained through the Victim Intervention Program of the Spencer Police Department and Massachusetts State Police Agencies.

CMS disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. A student found guilty of violating the CMS sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from CMS for the first offense. Student victims have the option to change their academic schedule after an alleged sexual assault, if such changes are reasonably available.

## **Policy Addressing Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Spencer Police Department and

MA State Police provide listing of registered sex offenders in the Spencer area. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Massachusetts convicted sex offenders must register with Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet. Registry information provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Massachusetts State Police is responsible for maintaining this registry, available at [www.mass.gov](http://www.mass.gov).