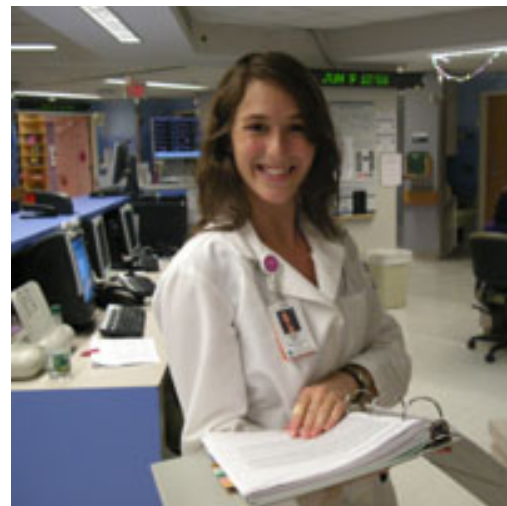


# MGH Dietetic Internship Program

## Annual Security Report 2016



Dietetic Internship Program  
Department of Nutrition and Food Services  
55 Fruit Street  
Boston, MA 02114

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## **Message from the President Dietetic Internship**

The MGH Dietetic Internship is a post graduate, supervised practice experience program of Massachusetts General Hospital (MGH) and a member of Partner's HealthCare System. Dietetic Interns are considered employees of the hospital and are expected to comply with all Massachusetts General Hospital and Partners Healthcare System policies and procedures. If you need additional information or have any questions, please refer to MGH MGPO Hospital Wide Policies.

<http://hr.partners.org/mgh/hr-policies.aspx>

The Dietetic Internship utilizes resources and services from Partners and MGH to support the experiences in the work environment. We utilize the resources and services of the MGH Police, Security and Outside Services to promote a safe learning and work environment for students and employees. Through this partnership the Dietetic Internship develops and disseminates information and reports on safety, sensitive crimes and drug free campus and workplace resources.

Through this process, the Dietetic Internship complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Drug-Free Schools and Communities Act.

The information referred to in this section of the Dietetic Internship Handbook has been developed in partnership with MGH Police, Security. It covers information on the main hospital campus.

We are all committed to providing a safe learning and work environment and information on available resources for students and employees should the need arise.

If you have any questions or comments about the information provided please contact Joan Shea, Director, Department of Nutrition and Food Services or Patricia Engel, MS, RD, LDN, Director, Dietetic Internship and Senior Training Manager

Sincerely,

Patricia Engel, MS, RD, LDN  
Director, Dietetic Internship and Senior Training Manager

**Message from the Director  
Police, Security and Outside Services**

The MGH Dietetic Internship Program is an important and valuable part of the MGH community and the MGH main campus. It is protected by the MGH Police, Security and Outside Services Department.

Our goal is to competently and compassionately serve the MGH, and to contribute to its mission, values, principles and goals. We endeavor to do this with a strong and experienced staff, state of the art technology designed to mitigate risk, solid policies and procedures and comprehensive training and awareness programs. We strive for a proactive approach and endeavor to always have excellent practices. We blend our focus on risk reduction, asset protection and diverse customer service skills and functions.

We highly encourage the MGH and dietetic interns to take advantage of the rich and diverse training we offer. These programs will educate, entertain and empower you. These customizable trainings can be found on our website and include workplace violence, management of aggressive behavior, and active shooter training.

We look forward to the upcoming year with enthusiasm and a commitment to provide a safe and secure environment for the MGH and dietetic interns. We strive to minimize any risks we face, and to be fluid and flexible in our ability to respond and manage the varied challenges we are presented with.

We hope you will communicate to us your needs, your suggestions and any risks you feel exist at the MGH. Your input and experiences are critical to everyone's success. It truly takes a "village" to ensure a safe community for all.

Respectfully submitted,

Bonnie S. Michelman, CPP, CHPA  
Executive Director, Police, Security and Outside Services  
Partners Security Consultant

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## INTRODUCTION to this REPORT

The Annual Security Report is provided to students, faculty and staff of the Dietetic Internship program in compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Clery Act requires colleges and universities participating in federal student aid programs to disclose campus safety information. The Clery Act also requires certain basic requirements for handling sexual violence and emergency situations.

The MGH Dietetic Internship Program does not have any student housing facilities; therefore, the Annual Security Report does not include policy statements on Missing Students and does not include a Fire Safety Report and Statistics.

Disclosures about crime statistics and summaries of policies are made once a year in the Annual Security Report (ASR), and information about specific crimes is made publicly available on an ongoing basis throughout the year.

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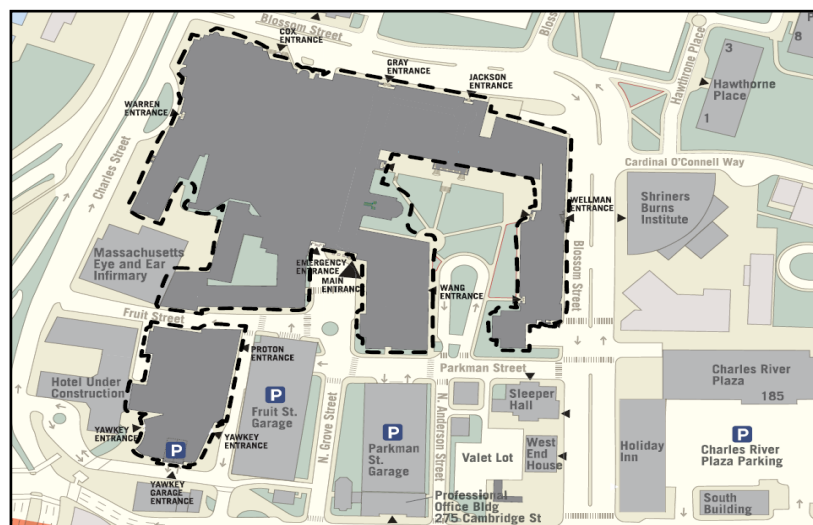
## PREPARATION of CRIME STATISTICS

The MGH Dietetic Internship Program, in partnership with MGH Police, Security and Outside Services, prepares this report to comply with the Clery Act. The MGH Police and Security Department reaches out to departments within the MGH community in addition to local law enforcement agencies to collect crime statistics. *\* Please note the main campus is the geographical area for this report.* The report can be located on our web site [www.massgeneral.org/dietetic](http://www.massgeneral.org/dietetic). Each year, an e-mail notification is made to all enrolled students, faculty and staff providing the website to access this report. Copies of the report may also be obtained from Nutrition and Food Services and Police and Security.

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## MAIN CAMPUS BOUNDARIES

The general geographical boundaries of the main campus are: Cambridge Street, Charles Street, Blossom Street, Parkman Street, Fruit Street, North Anderson Street, and North Grove Street.



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## **DEPARTMENT OF POLICE, SECURITY and OUTSIDE SERVICES OVERVIEW**

[www.massgeneral.org/police](http://www.massgeneral.org/police)

### **Mission Statement**

The mission of the Massachusetts General Hospital Police and Security Department is to proactively and competently provide protective and supportive services to the MGH community facilitating a welcoming, accessible, and safe environment.

### **Philosophy**

It is the philosophy of the Police and Security Department to provide services to everyone in the MGH community in a fair, equitable, consistent and professional manner. We will render our services in a diplomatic, unbiased and compassionate manner. Our objective is to provide public service to all while simultaneously protecting the people and assets of the MGH community.

### **About MGH Police, Security and Outside Services**

MGH Police Officers are trained at state recognized law enforcement training academies and through ongoing in-service and specialized training programs. Many members of the police department have degrees in criminal justice and related fields. MGH Police and Security personnel are carefully selected, well trained, and committed to working with you to provide for the safety and security of our community. The MGH is committed to assuring the basic rights of all victims.

Integral to meeting our mission is maintaining proactive and efficient processes and programs. Our 24/7 communications centers utilize a computer aided dispatch system, which allows for efficient monitoring, deployment of personnel, and documentation of calls received. The computer aided dispatch is integrated with our incident reporting system, enabling appropriate documentation of incidents that are reported to us. In addition, the department has created a robust risk assessment program. A risk assessment is the process of evaluating threats to our assets; determining vulnerabilities that these threats can exploit; and making recommendations to mitigate the likelihood of these threats occurring, being successful, or having a large impact. Our department Data and Intelligence Analyst utilizes the information from the computer aided dispatch, the incident reporting system and risk assessments to interpret and understand the possible causes and impacts of trends, patterns, and changes in data, which impacts MGH.

### **MGH Police Authority**

The MGH Police Department receives its authority from the Commonwealth of Massachusetts. All MGH Police officers are considered special state police officers under provisions of Massachusetts General Law Chapter 22C, Section 63. MGH Police Officers are authorized to make arrests for criminal offenses in or upon lands or structures owned, used, or occupied by the hospital, or in places where related business is conducted. This authority extends beyond the confines of the various campuses as determined by special state police status or by previous court decisions. The hospital police enjoy strong professional relationships with state and local law enforcement agencies and cooperative programs and information exchanges are ongoing priorities. Through this reporting relationship, the MGH Police relay information to the MGH community on crimes that may pose a threat on any of the campuses. Operational and technical support is mutually provided when necessary.

### **Daily Crime Log**

In keeping with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998, MGH Police and Security maintains a daily crime log that records criminal incidents by

the date reported. The log includes nature of the crime, date and time the crime occurred, general location of the crime and the disposition of the complaint, if known. The log can be viewed at the following locations during normal business hours of 9:00 a.m. – 5:00 p.m.:

Massachusetts General Hospital  
MGH Police, Security and Outside Services  
WAC 2 – Room 232  
55 Fruit Street  
Boston, MA 02114

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## **CAMPUS SECURITY AUTHORITY (CSA)**

### **Overview**

The job of safety on-campus does not rest solely in the hands of public safety or campus police. It is a collaborative effort across offices on campus. Effective, January 1, 2015 the Dietetic Internship will have in place a Campus Security Authority (CSA) Team as required by the Clery Act.

### **What does a CSA do?**

The Campus Security Authority's primary responsibility is to report allegations *made in good faith* to the reporting structure established by the Institution.

### **Who is a campus security authority?**

MGH Police, Security and Outside Services Department  
Human Resources  
Administrator of Students  
Title IX Coordinator

An email notification and summary will go out to the Dietetic Internship students on or about January 1, 2016. In addition to the Campus Security Authorities, members of the MGH community are encouraged to report all crimes to the MGH Police Department. Members of the community may report crimes by visiting the Main Campus (55 Fruit Street, Gray/Bigelow 007) or by calling (617) 726-2121.

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## **MGH SECURITY and ACCESS**

All employees and students must wear an identification badge whenever performing duties or engaged in other related business in MGH buildings. The badge will ensure students, patients, visitors, and employees are able to identify who is or who is not a member of the MGH community. MGH is a private facility; only those persons with legitimate business at any of its locations are considered authorized to have access to its facilities. This being said, the public does have the opportunity to gain access to various areas by the very nature of the MGH community. This presents unique challenges in maintaining safety and security at all locations. There are a few general rules in place meant to prevent unauthorized access to specified areas within MGH buildings and properties. Many locations at the MGH are secured via security card reader. The timeframes established for these areas to be secured are determined by managerial request and the area's sensitivity. Only persons with access programmed into their respective MGH photo identification badges are allowed access to these areas. All others are considered intruders, and students and employees are urged to report their presence to the MGH Police and Security

immediately. Duplicating keys and photo identification badges, and propping secured doors open are violations of Institute and hospital policy, and violators may be disciplined.

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## **SECURITY AND MAINTENANCE**

The MGH Police conduct frequent security surveys, risk assessments, lighting surveys, and inspections of electronic security systems in an ongoing effort to examine the need for modification and to elevate the level of campus protection. Channels of internal communications exist to facilitate the repair or improvement of security systems on campus.

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## **REPORTING CRIMES**

The MGH Police Department maintains authority to investigate reports of criminal activity and MGH policy violations on or about MGH property. When appropriate, MGH Police and Security will coordinate their investigations with local police agencies. MGH encourages the MGH community to report crimes in a prompt and accurate manner to ensure safety to the community and appropriate resolution.

Reporting crime is critical because it allows us to reassess security controls and patrol strategy, and develop better methods of crime prevention. MGH Police Officers investigate complaints filed by community members and pursue investigations to their most reasonable conclusion. Investigators may conduct follow-up investigations with support. The interests of the victim are always our primary concern. The MGH Police recognize the importance of confidentiality and of protecting the identity of a victim during a successful investigation. In criminal matters, the victim's preferences greatly influence the way in which a case is processed. The Dietetic Internship may utilize an internal corrective action structure for various issues.

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## **CONFIDENTIAL REPORTING**

It is important to note that some victims prefer not to report incidents of crime to the police, but to confide in various confidential sources. Victims and witnesses may report crimes on a voluntary, confidential basis. Confidential reporting can be made to Employee Assistance Program (EAP) Counselors, members of the Chaplaincy Department, or email tips or concerns to the MGH Police mailbox (MGHpolice@partners.org). Reasonable attempts have been made to identify all reported crimes and to present the statistics in this report as well as offenses known by or reported to the MGH Police Department. If a member of the MGH community is alleged to have been involved in criminal conduct, administrators and Human Resources will be notified when deemed necessary and where the law permits.

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## **SEXUAL HARASSMENT POLICY**

It is the goal of MGH to promote a workplace and academic environment that is free of sexual harassment. Sexual harassment of employees or students occurring in the workplace or in other settings in which they may find themselves in connection with their Dietetic Internship affiliation is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful and will not be tolerated. Because MGH and the Dietetic Internship takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate



conduct has occurred, management will act promptly to eliminate the conduct and take corrective action. Sexual harassment can also involve sexual assault.

Complaints may be filed in writing or verbally. The employee should contact Bonnie Welch, Sexual Harassment Officer at 724-0932. If an employee or student feels more comfortable initially speaking to a representative of the Dietetic Internship management, s/he may do so. The management representative receiving the complaint should inform the Human Resources Director who will ensure an investigation takes place.

When the MGH or Dietetic Internship receives a complaint, it will investigate the allegation fairly and promptly. The investigation will be conducted in such a way as to maintain the highest level of confidentiality as possible. The investigation will include a private interview with the person filing the complaint and with witnesses, if any. MGH will also interview the person alleged to have committed sexual harassment. When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of that investigation.

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## **SECURITY AWARENESS PROGRAMS**

During employee and student orientation, participants are informed of services and trainings offered by the MGH Police. Post orientation these trainings are offered throughout the year or upon request. These trainings include but are not limited to:

- Crime Prevention Awareness Programs
- Management of Aggressive Behavior (MOAB)
- Theft and Vandalism
- Personal Safety and Work Safety
- Domestic Violence
- Workplace Violence
- Active Shooter
- Identity Theft
- Internet Safety

A common theme of all awareness and crime prevention programs is to encourage participants to be aware of their responsibility for their own security and the security of others. In addition to seminars, information is disseminated to the MGH community through safety alert posters, displays, videos, and articles. Educational sessions can be geared for a specific audience per request.

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## **BASIC SAFETY TIPS**

- Try not to walk alone
- Know your surroundings: where emergency phones and panic buttons are located
- Lock your car and house doors
- Use different routes to drive or walk to campus or other routine places
- Park your vehicle in well-lit areas
- Check your vehicle including front and rear passenger seat areas before getting in
- Change locks to your home and car
- Use the Safety Escort program by calling the MGH Police

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## **SAFETY ESCORTS**

Individuals with concerns about their personal safety may obtain safety escorts from Police and Security to area parking facilities and MBTA stations. Escorts are a service provided by the Police and Security Department 24 hours a day, 7 days a week. Safety escorts will be integrated with normal security operations and emergency responses

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## **COMMUNITY POLICING PROGRAM**

The goal of the MGH Police Department is to work consistently toward providing an environment that is as safe and secure as can reasonably be expected. Community policing is a philosophy that meets this goal by bringing together the MGH community and the MGH Police in a partnership designed to address security issues on campus. An example of this cooperative effort and the purpose of the program is to increase training, communication, safety, and security awareness and programming, and to develop “consulting” relationships specific to individual locations. Also, it should increase our effectiveness in difficult and emergency situations by enhancing the ability to work as a team. Ultimately, this affects the quality of life on campus.

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## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE and STALKING OVERVIEW**

It is the policy of MGH to provide all students, faculty, and employees, a safe, comfortable working environment, one that is free from all types of threatening behavior and violence and one that is in compliance with Federal, State and local Laws.

When a determination has been made that misconduct has occurred, the Hospital will take timely and appropriate corrective action. Further, the Hospital will take corrective action if retaliation of any kind occurs once the alleged behavior has been reported.

All attempts to maintain an employee's confidentiality will be made by sharing information only with those individuals deemed to have a need to know. Safety of employees, patients and visitors will be the overriding concern. When appropriate, MGH will refer relevant information to law enforcement authorities for possible action

Hospital practice is that corrective action or disciplinary steps taken are only shared with the respective department manager

The student, faculty, and/or employee should be informed that the Employee Assistance Program, which is a confidential, free service, is available.

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## **SEXUAL ASSAULT**

### **What is Sexual Assault?**

Sexual assault is any unwanted, coerced, or forced sexual contact or intercourse OR sexual contact or intercourse with someone who is not able to give consent (e.g. under the influence of alcohol, drugs or asleep). Sexual assault can involve the sexual penetration of a body orifice, but also includes other unwanted sexual contact. Victims can be either women or men. Most victims/survivors know the perpetrators who may be the victim's/survivor's best friend, lover, partner, date, family member, neighbor, teacher, employer, doctor, or classmate. The perpetrator

can be a boyfriend or girlfriend. Sexual assault can occur between members of the opposite sex or same sex. Alcohol, rape drugs, or other substances may be involved.

### **What if this happens to me?**

If you are sexually assaulted, you may want to consider:

- Finding a safe place
- Calling a friend
- Calling for assistance
- Contacting hospital or community police
- Seeking medical treatment
- Preserving evidence

### **Preserving Evidence: Things you need to know to make decisions**

It is very difficult to know in the immediate aftermath of sexual assault whether or not you might eventually wish to pursue legal charges. Having evidence collected does not commit you to reporting the assault; the evidence can be sent to the crime lab anonymously and held for six months. Evidence can usually be collected up to five days after the assault, though the likelihood of capturing evidence decreases with time. Showering, urinating, and brushing your teeth may destroy evidence. Your clothing or bedding may contain evidence; take these with you to the Emergency Department in a PAPER BAG (not plastic). You may stop the exam at any time, and you may have someone with you during the exam.

The drugs used in drug-facilitated sexual assault leave the body very quickly. If you suspect that you may have been drugged and need to urinate before arriving at the Emergency Department, try to collect the urine in a clean container and take it with you.

### **Rape Crisis Centers**

<http://www.mass.gov/eohhs/consumer/physical-health-treatment/health-carefacilities/rape-crisis-centers.html/>

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## **DOMESTIC VIOLENCE**

Domestic Violence means a “felony or misdemeanor crime of violence committed by – A current or former spouse or intimate partner of the victim, A person with whom the victim shares a child in common, A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

The Police, Security and Outside Services Special Investigations Unit provides the following victims assistance services:

- Officers will transport and appear in any Massachusetts court with anyone requesting help in understanding the court process (this assistance prevents excess absences from the workplace due to numerous court appearances and expedites the filing of Abuse Prevention Orders (209A), Harassment Prevention Orders (258E) or criminal charges)
- Threat assessments are performed and based upon the results, a personalized security plan is developed
- Assisting victims in filing an Abuse Prevention Order (209A), Harassment Prevention Orders (258E) or criminal charges with their local police department

- Security surveys are performed to improve security in the workplace or at home

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## **RELATIONSHIP VIOLENCE**

### **What is Relationship Violence?**

Relationship violence is defined as intentionally violent or controlling behavior by a person who is currently or was previously in a relationship with the victim. Relationship violence includes actual or threatened physical injury, sexual assault, psychological abuse, economic control, and/or progressive social isolation. Relationship violence occurs in heterosexual and same sex relationships. This information is focused on romantic relationships. The same resources can be used for interpersonal violence between roommates.

### **How do I know it is Relationship Violence?**

Does your partner exhibit any of the following controlling behaviors:

- Acting jealous all the time
- Criticizing your behavior and with whom you spend time
- Using looks, actions, or gestures that make you afraid
- Expecting you to ask permission
- Threatening to 'out' you
- Yelling at you, humiliating you or putting you down
- Checking up on you, playing mind games, or making you feel as if you are crazy
- Insisting on making all the decisions

Has your partner ever:

- Insisted on having sex or pressured you to do something sexual when you didn't want to
- Pushed, slapped, bit, kicked, or choked you
- Threatened to kill you or anyone dear to you
- Threatened to commit suicide

Do you feel:

- Like you are walking on eggshells
- That you must call your friends in secret
- That you must dress a certain way to keep your partner from getting upset

What can I do?

- Talk to family and friends who can offer support
- Talk to professionals who can help you decide what options will work best for your situation
- Contact Employee Assistance <http://www.eap.partners.org/>
- Contact an Institute Campus Security Authority

If you are thinking about leaving your relationship:

- Most people find it increases their safety to talk to someone about their plans for ending a relationship before they actually take steps to end it.
- Identify friends or family who live nearby with whom you can stay.
- Think about obtaining a restraining order with support from MGH Police

Helping a friend in an unsafe relationship

- Let the person know you support and care about them
- Tell them they do not deserve to be abused

- Share your concern for their safety
- Inform them about available resources
- Encourage them to utilize the resources
- Take advantage of these resources yourself

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## **DATING VIOLENCE**

Dating violence means “violence committed by a person – who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship and frequency of interaction between the persons involved in the relationship.”

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## **STALKING**

### **What is Stalking?**

Stalking is defined as threats, along with repeated harassing behavior, such as:

- Following a person
- Appearing at a person’s home, class or work
- Making harassing phone calls and e-mails
- Leaving written messages or objects
- Vandalizing a person’s property

It can include the use of regular mail, email, instant messaging, or faxes.

### **MGH Policy on Stalking**

Stalking and cyber stalking are behaviors prohibited by MGH policy and Massachusetts law. In Massachusetts such conduct are felonies. Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time directed at a specific person which seriously alarms or annoys the person and which causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, internet communications, and facsimile. Conduct which does not include a threat of death or bodily injury is also illegal and considered harassment by hospital policy and Massachusetts law.

### **Who are victims of Stalking?**

Anyone can be stalked, including the hospital community from any economic, ethnic, or religious group. A few victims are picked at random by their stalker, but most stalking victims know their stalker, usually having had some type of present or past relationship. The perpetrator can be an intimate partner or former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker’s actions can also affect family, friends, and coworkers. Stalking and criminal harassment can be difficult to distinguish.

### **How do I know it is Stalking?**

- I dated this woman a couple of times but then wasn’t interested in seeing her again. She said someone would get hurt if I broke up with her. “If I can’t have you, no one else can,” she told me. We weren’t in contact for a while, but now she keeps sending me e-mails. Sometimes I don’t answer her. I changed my address but she found out what the new one was. I wish she would stop.
- Two weeks ago someone left me an anonymous “secret admirer” note in the library in one of my books while I was studying. Last week I was studying in the campus center and got up to

stretch. When I came back, I found a cup of coffee with a note, "I am always watching you." This morning there were flowers outside my room. My friends don't know who is doing this and it feels creepy!

The absence of a threat means that this last example does not meet the legal definition of stalking. However it might have the same impact. If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources listed in this brochure for more information. If you feel frightened or uncomfortable about someone's specific behavior, pay attention to your instincts! Seek help.

### **What can a Stalking victim do?**

- Talk to one of the resources listed in this brochure for help
- Report the stalking to the MGH Police, or the police in your area, and follow their advice
- Inform others close to you (family, friends, residential life staff, coworkers) about the stalking
- Do your best to safely avoid all contact with the stalker
- Keep a journal or log of all incidents connected to the stalking
- Keep any letters, packages, taped telephone messages, or e-mails received from the stalker
- Provide police with photographs of the suspect, a description, and other information

### **Restraining Orders**

There are several types of restraining orders that can be obtained through the Massachusetts Court System.

A Restraining Order (209A) is a court order issued by a judge that requires your past or present boyfriend, girlfriend, roommate, or blood relative to stop abusing you or face criminal penalties. There are a number of requirements that need to be met in order for a victim to apply for a criminal restraining order.

A Civil Stay Away order is a type of restraining order, available to someone who is being abused or stalked by a non partner/roommate/relative.

A Harassment Prevention Order- 258E is a court order issued by a judge that requires the defendant to stop abusing or harassing you or face criminal penalties. No domestic relationship is necessary to obtain a 258E. There are a number of requirements that need to be met in order for a victim to apply for a 258E.

Please call the MGH Police Department for more information about any orders.  
[Statewide Domestic Violence Hotline \(includes stalking\): SafeLink 1-877-785-2020](#)

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### **SEX OFFENDER REGISTRY**

Anyone interested in obtaining information on registered sex offenders in the area can access the sex offender registry. Sex Offender Registry Board (SORB) contact information:  
<http://www.mass.gov/eopss/agencies/sorb/>

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### **DISCIPLINARY PROCEDURES**

If a student, faculty, or employee's conduct interferes with the orderly and efficient operation of the Hospital, through poor performance, poor attendance or inappropriate behavior, corrective action

will be taken. Corrective action should usually proceed in the following progressive steps: Oral Counseling, Written Warning, Final Written Warning, Final Written Warning with Disciplinary Suspension, and Discharge

An employee who disagrees with a written warning, final written warning, final written warning with disciplinary suspension, or discharge may utilize the Grievance Procedure in order to have the action reviewed and potentially revised or overturned.

To initiate the grievance process an Intern must discuss their complaint with the Internship Director and the Manager involved in the complaint, within ten working days following knowledge of the fact which gave rise to the complaint; or ten days following discharge/disciplinary suspension. For the purposes of this procedure, working days are defined as Monday through Friday excluding actual holidays that MGH observes.

Hospital practice is that corrective action or disciplinary steps taken are only shared with the respective department manager.

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## **DRUG USE, ALCOHOL USE and ADDICTION**

The illicit use of drugs and alcohol can have a substantial impact on the health, safety, and overall success of members of the MGH community and their families. The Dietetic Internship is committed to reducing the harm related to the misuse and abuse of drugs and alcohol within the Internship and MGH community. Along with substantial health and safety risks are potentially significant legal consequences. Therefore, all students and staff of the MGH and Dietetic Internship are urged to read the information enclosed.

Although drinking in moderation has been shown to have some positive impact on health, misuse and abuse of alcohol can have negative—and often dangerous—effects. These include:

- Impairing the judgment and coordination of a driver, increasing the likelihood of an accident;
- Reducing inhibitions, leading to aggression, violence, and/or sexual assault;
- Effecting physical health—mental functioning, respiratory depression, liver disease, etc.; and,
- Leading to fetal alcohol syndrome for women who drink while pregnant

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## **LOCAL, STATE and FEDERAL SANCTIONS CONCERNING ALCOHOL and DRUGS**

Local, state, and federal laws make the illegal use of drugs and alcohol a criminal offense. Conviction can lead to imprisonment, fines, and other penalties. Courts do not alter sentences so that convicted persons may attend college or continue their jobs. A felony conviction may prevent one from continuing or entering certain professions.

Cities and towns in Massachusetts prohibit public consumption of alcohol and impose fines for violation. The Department of Recreation and Conservation also prohibits public consumption of alcohol in its parks and public recreational areas. Boston and other cities and towns surrounding the MGH campuses have ordinances forbidding the possession of an open container of alcohol on any public street by a person of any age. Anyone choosing to violate such ordinances can be subject to arrest. Massachusetts law prohibits the sale or delivery of alcoholic beverages to persons under age 21. The penalty for violating this law may be a fine of up to \$2,000 or one year imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcohol is punishable by

fine. Massachusetts law also prohibits the possession of an open container of alcohol in the passenger area of any motor vehicle.

Among the penalties under Massachusetts law for the first conviction of driving under the influence of alcohol are a \$5,000 fine, a one year revocation of driver's license, up to two and a half years in prison, and a mandatory alcohol education program. For drivers between 16 and 21, any alcohol level greater than .02 (about one drink or one beer) will result in immediate revocation of the driver's license. For those over 21, the maximum blood level is .08.

Massachusetts imposes criminal penalties for the possession and/or distribution of controlled substances or drugs without valid authorization, with penalties varying as to the type of drug. Sale and possession of drug paraphernalia is illegal in Massachusetts. Under both Massachusetts and federal law, penalties for possession, manufacture, and distribution are greater for subsequent conviction, and include mandatory prison terms, with the full minimum term being served. Massachusetts makes it illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Persons convicted of drug possession under state or federal laws are ineligible for federal student grants and loans for up to one year after the first conviction and up to five years after the second. The penalty for unlawful distribution of drugs is loss of benefits for five years after the first conviction and for a longer period after the second.

Under federal law, penalties may be doubled when a person at least 18 years old distributes drugs to persons under age 21 within 1,000 feet of a public or private elementary or secondary school or a public or private college. These penalties include a mandatory one-year prison term.

Drug trafficking involves the illegal manufacturing, supplying, transporting, storing and/or distribution of drugs; drug possession involves having drugs for personal consumption while possession of large quantities may be deemed an intent to distribute which is subject to larger penalties.

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## **MGH SUBSTANCE ABUSE POLICY**

### **Overview**

Employees and students are the MGH's most valuable resource and, for that reason, their health and safety are of paramount concern. MGH is committed to maintaining a safe, healthy and efficient environment that enhances the welfare of its employees, students and visitors. It is the policy of MGH to maintain an environment that is free from impairment related to substance abuse by any of its employees.

### **Employees**

MGH expects employees to arrive for work in a condition free from the influence of alcohol and drugs, and to remain so while they are on the job and to refrain from their use, possession, sale or unlawful distribution on hospital property. All new employees must sign the MGH Drug-free Workplace Statement upon hire.

### **Students**

MGH expects students to be in a condition free of the influence of alcohol and drugs, and to remain so while they are at MGH and carrying out educational responsibilities. Employees and students shall refrain from drug and alcohol use as well as possession, sale, or unlawful distribution on MGH property. Violation of this policy may result in corrective action up to and including dismissal or discharge.



### **Unfit for Duty**

Unfit for Duty means, for the purposes of this policy, that the employee is affected by a drug or alcohol, or the combination of a drug and alcohol, in any detectable manner wherein such use or influence may affect the safety of the employee, co-workers, students, members of the public, the employee's job performance or the safe or efficient operation of the Institute. The symptoms may be exhibited in the employee's behavior and/or job performance.

### **Legal Drugs**

Employees are permitted to take legally prescribed and/or over the counter medications consistent with appropriate medical treatment plans while performing their jobs. However, when such prescribed or over the counter drug therapies affect the employee's job performance, safety or the efficient operation of the Hospital, the Senior Vice President of Human Resources, or his/her designee, or in the case of a member of the Professional Staff, the chief of service or department head or his/her designee, should be consulted to determine if the employee is capable of continuing to perform his/her job or if action, including corrective action or a leave from the work site, may be required.

### **Illegal Drugs**

The use, sale, purchase, distribution, transfer or possession of an illegal drug by any employee and or student of the Dietetic Internship program while performing business including attending classes or while on hospital property is prohibited.

### **Alcohol**

The consumption of alcohol, or being unfit for duty due to consumption of alcohol, by any employee while performing hospital business or while on hospital property is prohibited. The moderate consumption of alcohol on hospital property when it is served during MGH sponsored or approved events is permitted, provided that the employee will not be subsequently performing any student related activities, and provided further that this does not relieve an employee from meeting reasonable and acceptable standards of conduct.

### **Corrective Action**

Violation of this Policy may result in corrective action up to and including discharge, even for a first offense. With respect to a member of the faculty, corrective action will be taken in accordance with the bylaws of the faculty and any other governing documents. To the extent that an employee is handicapped by virtue of his or her addiction to drugs or alcohol, this factor will be taken into account in any corrective action decisions.

### **Involvement of Law Enforcement Agencies**

The use, sale, purchase, transfer, theft, possession or distribution of an illegal drug is a violation of the law, which will be reported by the Institute to law enforcement agencies as appropriate. All such referrals will be done only after appropriate senior management is informed. Furthermore, the Institute will comply with legal requirements for making reports to various licensing and credentialing authorities regarding certain incidents, disciplinary actions, or licensed professionals who practice while impaired.

### **Drug and Alcohol Abuse Programs**

Employees and students who need assistance in dealing with alcohol and drug-related concerns, including their own use and/or that of a family member, friend or colleague—may contact their Human Resources Business Partner for information and appropriate referrals, including our

Employee Assistance Program (EAP). EAP provides confidential problem-assessment services, counseling, treatment referrals, follow-up services, and on-going training and support for managers and supervisors.

*\*Note: Dietetic Interns are considered employees of the hospital and are expected to comply with all Massachusetts General Hospital and Partners Healthcare System policies and procedures*

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## **EMERGENCY RESPONSE and EVACUATION**

(617) 726-2121 for all emergencies (24 hours)

### **Overview**

The MGH Emergency Operations Plan has been developed to ensure functional mitigation, preparedness, response, and recovery in the following six critical areas of emergency management: communications, resources and assets, safety and security, staff responsibilities, utility management, and patient and clinical support activities.

Plan Activation Authority to direct all institutional resources and personnel rests with the Incident Commander and supersedes normal clinical and administrative authority for the duration of the disaster. Normally, the Incident Commander is a senior member of the Administration team and any one of the following roles may activate the plan:

- President of Hospital
- Administrator on Call
- Chief Medical Officer
- Chief Nurse Executive
- Emergency Department Attending Physician
- Center for Disaster Medicine Staff
- Nursing Supervisor

The emergency operations program shall comply with applicable legislation, policies, regulatory requirements, and directives. Activation is communicated as a “Code Disaster.”

Activation of the MGH Emergency Operations Plan and communication of activation status is outlined below. Although identification and notification of internal and external events may differ, the hospital’s response structure is consistent. In an emergency, the Incident Commander may direct Public Affairs to facilitate communications to the following key audiences:

- Patients and families (situational updates, patient locations)
- Staff (situational updates, staffing needs)
- Media (interviews, patient conditions, etc.)
- Public/Visitors (visiting restrictions, etc)

The following communication tools are leveraged to support emergency response:

- All user emails
- Intranet & SharePoint (employees only)
- Employee Alert System
- Emergency Alerts Web Page
- Mass General Home Page
- Twitter @MassGeneralNews (official MGH Twitter)
- Twitter @MGHDisasterMed
- Facebook

Training on departmental and overall hospital disaster response is provided for all staff. Training may be accomplished via video review, written materials, didactic sessions, or practical hands on sessions. Each department is responsible for ensuring its members are familiar with both their department and the hospital response plan. At a minimum, drills are conducted semi-annually. In addition to the two activation drills, tabletop and functional drills are conducted for training purposes. Whenever possible, activation drills are conducted in collaboration with external agencies to promote coordination among Boston hospitals and city resources that may be required for response to a major disaster.

### **Types of Emergencies**

An "emergency" is defined as any extraordinary event that endangers MGH's community or operations. An emergency is often unexpected and sometimes tragic and may generate community or media interest in MGH. The conditions may present an actual, perceived, or potential threat to the Institute's students, faculty, staff, tenants, visitors, facilities or systems. An emergency may include, but is not limited to, the following situations:

- Accidents involving students, employees, patients and visitors
- Bomb threats
- Environmental or natural disasters (fires, earthquakes, floods, chemical spills, etc.)
- Severe weather incidents
- Medical emergency
- MGH/Partners incident
- Political situations (riots, demonstrations, national security alerts, terrorism, etc.)
- Violent crime or behavior (robbery, murder, suicide, etc.)

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, should a situation arise from the occurrence of a *Clery Act* crime, either on or off campus, that, in the judgment of the MGH Police and Security constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the e-mail system to students and staff. MGH employees and students may also voluntarily enroll in the Partners Alert System.

### **EMERGENCY NOTIFICATION SYSTEM**

The plan assumes that if an emergency requires an immediate response, such actions will be taken without delay in order to safeguard lives and property. An alert will be sent to the MGH community through its website, email, voicemail and by other methods as circumstances warrant.

Documentation pertaining to disaster response training, including the date, time and whether or not the drill was announced, is kept by a member of the MGH Emergency Management Preparedness Team.

### **Evacuation**

The *Incident Commander* (under HICS) will make the decision to activate the Evacuation Plan. If an emergency evacuation occurs during the night or weekend, the *Administrator On-Call (AOC)* is charged with making the decision. In an extreme situation that demands an immediate response, the Nursing Supervisor, along with the Security Manager, can make the decision. Once the decision is made, the Emergency Notification System will be activated (as described in the MGH Emergency Operations Plan) to inform HICS members and other key staff about the evacuation.

## **Making the Decision**

Most emergencies would not require a full evacuation given the physical size of MGH campus and the resources available. And due to the complex needs and unstable nature of many of our patients, evacuation is considered as a last resort. *Evacuation should be ordered only when absolutely necessary, if there is an immediate or potential threat to patient/staff safety.*

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## **TITLE IX of the EDUCATION AMENDMENTS of 1972**

Title IX is an all-encompassing federal law that prohibits discrimination on the basis of the sex of students and employees at educational institutions which receive federal financial assistance. Please follow the link below to see mandated postings: <http://hr.partners.org/mgh/required-hr-postings.aspx>

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. It states: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.* 20 U.S.C. § 1681.

Title IX representative is: Joan Shea, Director of Nutrition and Food Services, 617-643-0993.

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## **RESOURCES**

... for Employees:

Main Campus Police Dispatch: (617) 726-2121 (24 hours)

Occupational Health: (617) 726-2217

HAVEN Program: (617) 724-0054

SAFELINK (Shelter information): 877-785-2020

Employee Assistance Program: (617) 726-6976 [www.eap.partners.org](http://www.eap.partners.org)

... for Students of the MGH Dietetic Internship:

Main Campus Police Dispatch: (617) 726-2121 (24 hours)

HAVEN Program (617) 724-0054

SAFELINK (Shelter information) 877-785-2020

Employee Assistance Program: (617) 726-6976 [www.eap.partners.org](http://www.eap.partners.org)





## APPENDIX C: HATE CRIMES

HATE CRIME STATISTICS																	
	Criminal Offenses - On Campus				Criminal Offenses - On Campus Residence Halls*				Criminal Offenses - Non Campus*				Criminal Offenses - Public Property				
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	
<b>1. CRIMINAL HOMICIDE</b>																	
a. Murder/Non-Negligent Manslaughter	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
b. Manslaughter by Negligence	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>2. SEXUAL ASSAULT</b>																	
a. Rape	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
b. Fondling	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
c. Incest	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
d. Statutory Rape	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>3. ROBBERY</b>	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>4. AGGRAVATED ASSAULT</b>	1	1	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>5. BURGLARY</b>	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>6. MOTOR VEHICLE THEFT</b>	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>7. ARSON</b>	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>8. LARCENY - THEFT</b>																	
<b>9. SIMPLE ASSAULT</b>	2	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>10. INTIMIDATION - THREATS</b>	0	0	1	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	
<b>11. VANDALISM</b>	5	1	2	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0	0	