

REPORT ON CAMPUS SAFETY

Issued September 2019

For the period January 1-December 31, 2018

Housatonic Community College provides its report on campus safety in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. This report is available to any applicant, student, or employee who requests a copy. The report is published each September.

Housatonic Community College’s Department of Public Safety is located in room A105, on the first floor in Lafayette Hall. There are additional security offices in room C101 and L200 in Lafayette Hall, and on the first, second and third floors of Beacon Hall. Security patrols the campus on a regular basis. The Department of Public Safety is in charge of the college’s “lost and found”. Please turn in any found items to security. If you think you may have lost something on campus, you should check with the department of Public Safety. If it has not been turned in you should fill out a Lost Property form in case your item is turned in at a later time.

The Director of Public Safety is Christopher Gough. Master Sergeant Gough graduated from the Connecticut Police Academy and has special police powers granted by the state Commissioner of Public Safety under the provisions of Sections 7-281, 14-8, 54-1f, 54-33a and 10a-156b of the Connecticut General Statutes and Title 53a. He supervises the security force, which consists of Police and State Officers and a private contract security company, selected through the State bid process. The current contract company, as of September 2017, is Summit Security Services. State Officers supervise each shift. Police and State Officers, and contract security guards are on patrol during all college hours of operation. The Public Safety/Security Department reports to Dr. Rose Ellis, Dean of Administration.

College students, employees, and visitors park in the Housatonic Community College parking garage located at 870 Lafayette Boulevard. Students should register their vehicles at the garage Security office, which is located next to the garage entrance on Lafayette Boulevard, to receive their parking hangtag. Employees should register their vehicles at the main Public Safety office in Lafayette Hall. There is State and Security Officers assigned to the garage any time it is open. They perform routine foot and vehicle patrols of the garage.

In accordance with State law, Housatonic Community College has a smoke-free status. Smoking is not permitted anywhere in college buildings. The Department of Public Safety offers upon request, escorts to students, staff and guests to/from their vehicle parked in the college garage. To request an escort, stop by or contact the Security Office.

Policies concerning campus law enforcement, including the enforcement authority of security personnel.

Members of the Department of Public Safety have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. The Department also has State Building and Grounds Officers and contract security through Summit Security Services Inc. Building and Grounds Officers and contract security officers have the authority to enforce campus security policies and procedures. Building and Grounds Officers and contract security officers do not possess arrest powers and refer criminal incidents to the members of the department who have arrest authority or to the State or local police. If minor offenses involving College rules and regulations are committed by a College student, the Department of Public Safety may also refer the individual to the Dean of Students.

Major offenses such as murder, rape, aggravated assault, robbery and auto theft are reported to the local police and joint investigative efforts with investigators from the College, State Police and city police are deployed to solve these serious felony crimes. All criminal offenses, both felony and misdemeanor, are prosecuted at the Superior Court of Connecticut.

No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department, or special police force established under section 10a-142 of the general statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution.

Per agreement with the State and Bridgeport Police Departments, the College Security Department's jurisdiction extends west to the property line of Lafayette Blvd, east to the property line of Broad Street, south to the property line of N. Frontage Street and north to the property line of State Street.

Policy Statement reporting crimes and other emergencies

To report a Crime: Contact Security at (203) 332-5025 or by pressing the star key twice on any phone on the campus or dial 9-1-1 or in such other manner as the campus provides, such as: by using the Blue Light intercoms located in the corridors and the parking garage, by activating the personal duress "Spider" system or by reporting to any security personnel. Any suspicious activity or person seen in the parking garage or loitering around vehicles, inside or around buildings on campus should be reported to the Security Department.

Security, the State Police, Bridgeport and Milford Police Departments have a mutual aid and assistance agreement. Each department augments the other within their jurisdictions conducting mutual investigations, arrests and prosecutions. Each department may conduct specific investigations as necessary.

Crime Reporting

Policies and procedures encouraging accurate and prompt reporting

of all crimes to campus Department of Public Safety and local police

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the College Department of Public Safety in a prompt and accurate manner when the victim of a crime elects to or is unable to make such a report. This publication focuses on the Department of Public Safety because it patrols the campus. Because police reports are public information under state law, the Department of Public Safety cannot hold reports of crime in confidence.

To report a crime or an emergency on the campus, call the Department of Public Safety at 5025 or press the star key twice, or from outside the College telephone system at (203) 332-5025. To report a non-emergency security or public safety related matter, call campus security at 5025 or press the star key twice, or from outside the College telephone system, (203) 332-5025.

Dispatchers are available at these respective telephone numbers during college hours of operation to answer your call. In response to a call, the Department of Public Safety will take the required action, dispatching an officer or asking the victim to report to the department office to file an incident report.

All campus incident reports are forwarded to the Administrative Team for review and potential action. Department of Public Safety officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Administrative Team.

If assistance is required from the State, Bridgeport Police Department, EMS or the Bridgeport Fire Department, security personnel will contact the

appropriate unit. If a sexual assault or rape should occur, staff on the scene including security will offer the victim limited services. HCC does not have a Sexual Assault Crisis Consultation Team.

This publication contains information about on-campus and off campus resources. It is made available under the requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics to provide College community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be promptly reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Daily Crime Log

The Department of Public Safety maintains a Daily Crime Log which is available to the public for review at the department office A 105 from 8am to 5pm Monday through Friday, excluding holidays.

Policy Addressing Counselors and Voluntary Confidential Reporting of Crime Statistics

The College does not employ pastoral or professional counselors to provide therapeutic services. Academic Advisors and counselors are required to report any crime revealed to them to the proper authorities. They do not hold these reports in confidence. The college does not participate in a Voluntary Confidential Reporting program. Department of Public Safety reports are public records under state law so HCC does not allow voluntary confidential reporting of crime to the Department of Public Safety.

Security Awareness Programs

During spring and fall orientation, students are informed of services offered by the Department of Public Safety. Students are made aware of the campus crime report as well as how to be safe on the campus and parking garage and how to protect belongings. At the beginning of the fall semester all registered students are notified by mail of the availability of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report on the college's web home page. Employees of the college are notified by the campus electronic mail system of the availability of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report on the college's web home page.

HCC also participates in the Governor's Statewide Healthy Campus Initiative. HCC's Health Services offers a course each semester called "Making Healthy Choices". This course is designed to intervene early and inform students about making healthy choices while showing the health risks of abusing alcohol and other drugs. HCC also participates every year in a city wide "Health Fair" where exhibitors on campus present information and provide resources in the area of alcohol and other drug abuse.

Through Student Affairs / Student Activities / Student Clubs, many safe, substance free alternative activities are provided for students. Information is available at the Student Services area located on the third floor of Beacon Hall. Throughout the fall and spring semesters awareness programs are also offered through the Women's Center located in room 371 Beacon Hall. Counselors from the Student Affairs / Counseling Center are available to advise and refer students who are in need of local resources in the area of alcohol and other drug abuse. HCC held 2 crime prevention and security awareness programs during the 2016-2017 academic year.

The common theme of any awareness program is to encourage students, faculty and staff to be aware of their responsibility for their own security and the security of others. Periodically the college will run crime prevention and awareness bulletins on the in house TV monitors and reader boards, as well as posting them on kiosk displays. When time is of the essence, information is released to the College community through security alerts posted prominently throughout the campus, through computer memos sent over the College's electronic mail system, and a voice mail/broadcasting system. The College does not offer formal programs regarding crime prevention.

Policy Statement Addressing Criminal Activity off Campus

The College's Security Department does not provide law enforcement service off-campus. Criminal activity off campus is monitored and recorded by the Connecticut State Police, Bridgeport and Milford Police Departments. HCC does not have officially recognized student organizations that control facilities outside of the HCC core campus, therefore local PD is not used to monitor and record criminal activity for non-campus locations of student organizations. Student Affairs and College Security enjoy a close working relationship with the Connecticut State Police, Bridgeport and Milford Police Departments when violations of federal, state or local laws are reported. This cooperative team approach addresses situations as they arise as well as future concerns. Crime statistics from the various off campus sites are gathered yearly and included in the campus crime statistics portion of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics.

Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to Housatonic Community College obtained from the following sources: the college's Department of Public Safety, the City of Bridgeport Police Department, the City of Milford Police Department, and the non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to College Deans, Directors and Department Heads. Statistical information is requested and provided to the Department of Public Safety by the employees of the college's counseling area. The college crime statistics along with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics are gathered, compiled and reported by the Director of Public Safety.

A college wide electronic mail is sent to current employees and students on an annual basis. The information contained in the e-mail includes a brief summary of the contents of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, and the address for the web site where the report can be found on line.

Timely Warnings Notice Format

In the event a crime is reported or a situation arises within the HCC Clery Geography (On campus, Public Property and non-campus property), that in the judgement of the Department of Public Safety and/or other college administration and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus "timely warning" notice will be issued.

Timely Warning Notices are usually distributed for the following Uniform

Crime Reporting Program/National Incident Based Reporting System classifications: major incidents of arson, murder/non-negligent manslaughter and robbery involving force or violence. Incidents of aggravated assault and sex offenses are considered on a case by case basis, depending on the facts of the case and the information known by the Department of Public Safety. The Director of Public Safety or his designee reviews all reports to determine if there is an on-going threat to the community and if distribution of a Timely Warning Notice is warranted. Timely Warning Notices may be issued for other crime classifications as deemed necessary.

Timely Warning Notices are generally written and distributed by the Director of Public Safety or his designee, and are approved by the Dean of Administration. Distribution of

the notices may be done via a blast e-mail, public address system, the Everbridge text messaging system, and the in house television network. Updates to the community may be distributed via the systems mentioned and may also be posted by DPS on the campus bulletin boards. Updates may also appear on the college's web page. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds names of victims as confidential and with the goal of aiding in the prevention of similar occurrences.

Immediate Notification

In the event of an emergency, Housatonic Community College will initiate and provide without delay, immediate notifications to the appropriate segments of the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

If the Director of Public Safety or his designee, in conjunction with other college administrators, local first responders and/or the National Weather Service confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the HCC community, the Department of Public Safety and Media Relations will collaborate to determine the content of the message and will use some or all of the systems available to communicate the threat to the HCC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The communication systems include:

Everbridge messaging system

Community wide e-mail

Community wide voice mail

Informacast paging system

Public address system

HCC web home page www.housatonic.edu

Campus CCTV

Recorded messages at 203-332-5000

Social Media

To opt-in for emergency text messaging and voice mail use the HCC Mycommnet portal at www.housatonic.edu

The content of the message will vary depending on the situation. At a minimum the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

The local news media may be utilized to disseminate emergency information to members of the larger community including neighbors, parents and other interested parties.

Policy on Access and Security

During business hours, the College will be open and accessible to students, parents, employees, contractors, guests and invitees. During non business hours access to all College facilities is by key, if issued, or by admittance via the Department of Public Safety staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Over extended breaks, the doors will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the library, bookstore, gallery and cafeteria. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

Public Safety Officers conduct routine patrols of the campus and parking garage to evaluate and monitor security related matters.

Security Considerations Used in the Maintenance of Campus Facilities

Housatonic Community College maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. The parking garage and pathways around the campus are illuminated. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean of Administration's Office, Facilities and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the Directors of Facilities, Department of Public Safety and Maintenance meet regularly to discuss issues of pressing concern.

Policy on Drugs and Alcohol in the Community Colleges

Housatonic Community College has a zero tolerance policy on the possession, use or sale of illegal drugs and alcohol on campus in accordance with the State University and Community College policy on drugs and alcohol, listed below. The policy may also be access as a link on the college's web home page, and can be found in the Student Hand Book.

Drugs and Alcohol in the Community Colleges

The Board of Regents of the College and Universities endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs -- decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society -- all socio-economic groups, all age levels and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. (Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse)

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus.

Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Regents policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the Board:

No student or employee shall knowingly possess, use, distribute, transmit, sell or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event.

Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

All colleges shall develop and enforce policies regarding the sale, distribution, possession or consumption of alcoholic beverages on campus, subject to state and federal law. The Department of Public Safety has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:

- a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
- b. when a college permit has been obtained;
- c. when students bring their own beverages;
- d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

This policy shall be published in all college catalogs, faculty and staff manuals and other appropriate literature.

Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution. (Adopted November 20, 1989)

Housatonic Community College Alcohol and Drug Policy

Housatonic Community College's standards of conduct are in compliance with Public Law 101-226, the Drug Free Schools and Communities Act. The standards of conduct prohibit unlawful possession, use or distribution of illicit drugs or alcohol by students, employees or visitors on the college campus or at college activities. Any person knowingly and unlawfully possessing, using, transmitting, selling or being under the influence of any dependency producing drug or alcohol on campus or at any college sponsored activity or event may be subject to disciplinary action.

Incompliance with the Drug Free Schools and Communities Act, Housatonic Community College publishes information regarding the college's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state and local laws and college policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for HCC students and employees.

Statement Regarding Sexual Violence

In General

The College is committed to creating a community that is safe and supportive of people of all gender and sexual identities; this statement pertains to the entire campus community, whether on ground or virtual, students, faculty, and staff. Two of the College's primary concerns are the health and well-being of each individual and fostering healthy interpersonal relationships. The principles of the Board of Regents **Policy on Student Conduct** (integrity, equity, respect and responsibility) address elements necessary for healthy interpersonal relationships and these principles are especially important when relationships become intimate. Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, against anyone is unacceptable and is both a crime under State law and a violation of College policies, including but not limited to:

Policy on Student Conduct, Violence Prevention and Response Policy, Policy Against Harassment.

The College is committed to providing an environment free of personal offenses. The college prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community. Toward that end, the college issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking which will be followed regardless of whether the incident occurs on or off campus when it is reported to a college official.

Reporting Encouraged

The College strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedy, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. The College can provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. The College will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. College employees, victim advocates or community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.

Mandated Reporting

Mandated reporting requirements of the Child Protection Law may require that a report be made to the Connecticut Department of Social Services whenever the College receives a report that a person under eighteen (18) years of age may have been sexually assaulted. In addition, those College employees who qualify as Campus Security Authorities under the Jeanne Clery Act have a duty to report information that comes to their attention of a possible sexual assault regardless of the age of the reported victim. The College also employs individuals who are members of professions that are mandated reporters under Connecticut law, such as early childhood professionals, nurses and others. In order to comply with the ethical requirements of their profession and the law, any such professional who receives a report of sexual violence may not be able to maintain the confidentiality of the reported violence.

Privacy of Information Reported

When the College receives a report of sexual assault and/or sexual misconduct, reasonable steps will be taken to preserve the privacy of the person reported to have been the victim while promptly investigating and responding to the report. While the College will strive to maintain the confidentiality of the information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the College also must fulfill its duty to protect the College community and to assure that the appropriate disciplinary processes are implemented. As such, complete confidentiality cannot always be guaranteed.

Confidential resources, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center are bound by state statutes and professional ethics from disclosing information about reports without written releases. Information that such persons receive from the reporter of a sexual assault or the person reported to have been assaulted cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, s/he must speak with a full confidential resource. The following is a partial list of such confidential resources in the College's service region:

[The Center for Family Justice, Bridgeport \(203\) 384-9559](#)
[Women's Center of Greater Danbury \(203\) 731-5204](#)
[Women and Families Center, New Haven \(203\) 235-4444](#)
[Center for Sexual Assault Crisis, Stamford \(203\) 348-9346](#)
[Adult Survivors of Child Abuse, Norwalk \(203\) 348-9346](#)

Where it is deemed necessary for the College to take steps to protect the safety of the reported victim and/or other members of the College community, the College will seek to act in a manner so as not compromise the privacy or confidentiality of the person reported to be a victim of a sexual assault to the extent reasonably possible.

Confidentiality

Victims may request that directory information on file with the college be withheld by request through the registrar's office.

Regardless of whether a victim has opted out of allowing the college to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know. For example, those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The college does not publish the name of crime victims or other identifiable information regarding the victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The college has procedures in place that serve to be sensitive to victims who report domestic violence, dating violence, sexual assault or stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between victim and suspect such as academic support, protective orders, escorts and working accommodations, if reasonably available. The college will make such accommodations if the victim requests them and if they are reasonable, available regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement. Students should contact the counseling department and employees should contact Human Resources to request any such accommodation.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the college, the below procedures will be followed:

Domestic Violence

- Institution will assess immediate safety needs of the complainant
- Institution will assist complainant with contacting local police if requested AND complainant provided with contact information for local police
- Institution will provide written instructions on how to apply for Protective Order
- Institution will provide written instructions on how to preserve evidence
- Institution will assess need for short and long term protective measures for complainant if appropriate
- Institution will provide written explanation of victims' rights and options
- Institution will if deemed necessary issue a no trespass to the accused party

Dating Violence

- Institution will assess immediate safety needs of complainant
- Institution will assist complainant with contacting local police if requested AND provide contact information for local police
- Institution will provide written instructions on how to apply for a Protective Order
- Institution will provide written instructions on evidence preservation
- Institution will assess need for short and long term protective measures for complainant if appropriate
- Institution will provide written explanation of victims' rights and options
- Institution will if deemed necessary issue a no trespass to accused party

Sexual Assault

- Institution procedure will follow
- Depending on when reported (immediate or delayed) institution will provide complainant access to medical care
- Institution will assess immediate safety needs of complainant
- Institution will if deemed necessary issue a no trespass to accused party

Stalking

- Institution will assess immediate safety needs of complainant
- Institution will assist complainant with contacting local police if requested AND provide contact information for local police
- Institution will provide written instructions on how to apply for a Protective Order
- Institution will provide written instructions on evidence preservation
- Institution will assess need for short and long term protective measures for complainant if appropriate
- Institution will provide written explanation of victims' rights and options

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs

After an incident of domestic violence, dating violence, sexual assault or stalking, the victim should consider seeking medical attention as soon as possible. It is important a victim of sexual assault not bath, douche, smoke, change clothing or clean the area where the assault occurred within the past 96 hours so that evidence may be preserved that may assist in proving the alleged criminal offense occurred/or is occurring. Following these instructions may also aide in obtaining a protective order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and /or sexually transmitted infections/disease. Victims of domestic violence, dating violence, sexual assault or stalking are also encouraged to preserve evidence by saving text messages instant messages social networking pages, other communications and keeping picture, logs or other copies of documents, if they have any, that would be useful to college administrators and/or law enforcement.

As time passes, evidence may dissipate, become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings or obtaining protective orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Department of Public Safety or other law enforcement to preserve evidence in the event the victim decides to report the incident to law enforcement or the college at a later date to assist in proving the alleged criminal offense occurred or to acquire a protective order.

Involvement of Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the college's counseling and advising department and /or Title IX coordinator will assist any victim with notifying law enforcement if the victim so desires. The Connecticut State Police or the Bridgeport Police Department (if the incident occurred off campus) may be reached directly by calling:

- CT State Police - 203-696-2500
- Bridgeport PD – 203-576-7671

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault or Stalking

If you have been a victim of domestic violence, dating violence, sexual assault or stalking, you should report the incident promptly to the Title IX Coordinator Marilyn Albrecht:

- 203-332-8521
- malbrecht@hcc.commnet.edu
- Office Lafayette Hall L112

by calling, writing or coming into the office to report in person and Department of Public Safety (if the victim so desires). Reports of all domestic violence, dating violence, sexual assault or stalking made to the Department of Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Rights and Options of Those Who Report

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of domestic violence, dating violence, sexual assault or stalking by providing each victim with a written explanation of their rights and options. Such written information will include:

- The procedures victims should follow if a crime of domestic violence, dating violence, sexual assault or stalking has occurred:
- Information about how the institution will protect the confidentiality of victims and other necessary parties:
- A statement that the institution will provide written notification to students and employees about victim services within the institution and the community:
- A statement regarding the institution's provisions about options for available assistance in, and how to request accommodations and protective measures and
- An explanation of the procedures for institutional disciplinary action.

Those who report any type of sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, to a College employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource, the following information should be considered:

- All reports of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, will be treated seriously and with dignity by the College.
- Referrals to off-campus counseling and medical services that are available immediately and confidentially, whether or not those who report an assault feel ready to make any decisions about reporting the assault to police, the Dean of Students or the College's Title IX Coordinator.
- Those who have been assaulted have the right to take both legal action (criminal/civil action) and action in accordance with the **Policy on Student**

Conduct and Policy Against Harassment against the individual allegedly responsible.

- Those who may wish that her/his report of an assault to be handled in a confidential manner may contact the Center for Sexual Assault Crisis, Stamford (203) 348-9346 – bound by state statutes and professional ethics to maintain confidentiality without written releases.

Options for Changing Academic, Transportation and Working Arrangements

Housatonic Community College will provide assistance to those involved in a report of sexual harassment, sexual assault or intimate partner violence, including but not limited to, reasonably available options for changing academic schedules, campus escorts or working situations as well as honoring lawful protective or temporary restraining orders.

Upon the receipt of a report of domestic violence, dating violence, sexual assault or stalking, Housatonic Community College will provide written notification to students and employees about accommodations available to them, including academic, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations and how to request accommodations and protective measures. For example, the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations and/or protective measures.

At the victim's request, and to the extent of the victim's cooperation and consent, the college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic schedules, campus escorts or working situations regardless of whether the victim chooses to report the crime to Department of Public Safety or local law enforcement. Examples of options for a potential change in academic schedule may be to transfer to a different section of the class, withdraw and take class at another time if movement to another section is not available. Possible changes to working situation may include changing working hours. Possible escort opportunities may include escorts to and from class, to and from the parking garage or to the various bus stops in from of 2 campus buildings.

- **The procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence;**

Housatonic's Office of Public Safety (203) 332-5025

Connecticut State Police (203) 696-2500

Bridgeport Police Department (203) 576-7671

Agency Contact Information

It is the Practice of the College that whenever the College's Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, the College's Title IX Coordinator or other employee shall immediately provide student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using campus, local advocacy, counseling, health, and mental health services. The following list of services, including contact information, is provided for this purpose:

- The Center for Family Justice, Bridgeport (203) 384-9559
- Women's Center of Greater Danbury (203) 731-5204
- Women and Families Center, New haven (203) 235-4444
- Center for Sexual Assault Crisis, Stamford (203) 348-9346
- Adult Survivors of Child Abuse, Norwalk (203) 348-9346
- Housatonic Department of Public Safety (203) 332-5025
- Bridgeport Center for Women & Children (203) 333-2233
- St. Vincent's Medical Center (203) 576-5171
- Connecticut Sexual Assault Crisis Services 1-888-999-5545
- Bridgeport Hospital 1-888-357-2396
- Connecticut Office of Victim Services 1-800-822-8428

Other resources available to persons who report being a victim of domestic violence, dating violence, sexual assault or stalking include:

- Rape, Abuse and Incest National Network-<http://www.rainn.org>
- Department of Justice-<http://www.ovw.usdoj.gov/sexassault.htm>
- Department of Education Office of Civil Rights-
<http://www2.ed.gov/about/offices/list/ocr/index.html>

Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct, including harassment, sexual assault or intimate partner violence, shall be provided written information about her/his right to:

(1) notify law enforcement and receive assistance from campus authorities in making the notification; and,

(2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:

- standing criminal protective orders;
- protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
- temporary restraining orders or protective orders prohibiting the harassment of a witness;
- relief from physical abuse by a family or household member or person in a dating relationship; and
- family violence protective orders.

Information pertaining to how to apply for a restraining is available at: <http://jud.ct.gov/Publications/fm142.pdf> as well as through the Office for Victim Services. In addition, the Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. For further information, including contact information for the OVS, see: <http://jud.ct.gov/crimevictim/index.html> or call 1-800-822-8428. Students should be aware that under Connecticut law (Public Act 12-114, entitled An Act Concerning Domestic Violence) that became effective on October 1, 2012, among other provisions, requires clerks of court, upon request of the protected person, to send notice of a protective order to the President and the special police force, if any, at the College or University at which the victim is enrolled. The full text of the statute can be found at: <http://www.cga.ct.gov/2012/ACT/PA/2012PA-00114-R00HB-05548-PA.htm>

Rights of Victims and the Institution 's Responsibilities for Restraining and Protective Orders issued by a Criminal, Civil or Tribal Court or by the Institution

Housatonic Community College complies with State of Connecticut law in recognizing restraining orders and protective orders by keeping copies of said orders on file when the existence of said orders is brought to the attention of the college by the person or persons who have had the order issued to them. The complainant may meet with the Department of Public Safety to develop a Safety Action Plan, which is a plan for campus security and the complainant to reduce the risk of harm while on campus.

This plan may include but is not limited to escorts, special parking arrangements, changing classroom location or allowing the complainant to complete assignments from home or away from the campus. HCC cannot apply for a restraining or protective order for a complainant.

The college may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If that order is violated the college will initiate disciplinary action and will impose sanctions in accordance with the disciplinary policies and procedures set forth by Board of Regents.

Student Conduct Procedures

The Board of Regents Policy on Student Conduct provides the procedures for the investigation and resolution of complaints regarding student conduct, including those involving sexual harassment, sexual assault and intimate partner violence.

The College's Dean of Students or Title IX Coordinator can assist in explaining the student conduct process. The Dean of Students, Title IX Coordinator or designee are the designated recipients of reports of violations of the Expectations for Student Conduct set forth in the Policy on Student Conduct. The Dean of Students also administers the Policy on Student Conduct process regarding any such reports. The Policy on Student Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for complainants and accused students.

Time to Report

To summarize the procedures, normally reports must be received by the Dean of Students or other designee of the President Director of Public Safety, Master Sergeant Christopher Gough (203) 332-5024 within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

Danger to Persons, Property or Academic Process: Interim Suspension or Restriction

Upon receipt of a report, the Dean must initially determine if, based upon the reported incident, the continued presence of the reported violator would constitute an unreasonable danger to the persons, property or academic process of the College. If the Dean so determines, the Dean is authorized to suspend or restrict the reported violator on an interim basis.

Investigation

The Dean is expected to conduct a thorough and impartial investigation into the report and, upon the conclusion of the investigation, the Dean must decide whether the information gathered leads to the conclusion that the reported student committed the reported violation.

The college's disciplinary process includes a prompt, fair and impartial investigation and resolution process. In all instances the process will be conducted in a manner that is consistent with the Board of Regents policy and that is transparent to the accuser and accused. Usually the resolution of domestic violence, dating violence, sexual assault or stalking complaints are completed within 60 days of the report. However, each investigation allows for extensions for good cause with written notice to accused and accuser of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault or stalking complaints are trained on the issues of each and how to conduct and investigation. Outside law enforcement namely the State Police may be used as a resource in the investigation.

Range of Sanctions

The Policy on Student Conduct provides sanctions for any violation of the Policy that range from a warning to separation from the College depending on the severity and the extent of the behavior, among other factors. The purpose of sanctions includes, but is not limited to: changing student behavior, protecting the College community from further violations and fostering a campus environment that is conducive to learning, teaching and working.

Upon the conclusion of the investigation, the Dean must determine whether or not the sanction for the violation involves suspension or expulsion from the College.

- **Violation Not Warranting Suspension or Expulsion**

If the Dean determines the violation does not warrant suspension or expulsion from the College, then the Dean is expected to conduct an Administrative Conference and decide, after informing the accused student of the results of the investigation and after providing the accused student with an opportunity to provide additional information, whether a violation has occurred and, if so, what sanction not involving suspension or expulsion is appropriate. There is no right of review from such a decision of the Dean.

- **Violation Warranting Suspension or Expulsion: Resolution Options**

If upon the completion of the investigation the Dean determines that the reported student has violated the Expectations for Student Conduct and that suspension or expulsion is warranted, the Dean shall offer the accused student a statement of the results of the investigation, a proposed agreement in lieu of a hearing and a statement of the student's rights at a hearing should there be a hearing.

Rights of Both the Reported Victim and the Accused

Additionally, both the reported victim and the accused student are entitled to the following:

- to be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed. The college will not limit the choice of advisor or presence for either the accused or accuser in any meeting or institutional disciplinary proceeding.
- to request that student conduct proceedings begin promptly. The accused and accuser will have timely notice for meetings at which the accused or accuser or both may be present. Furthermore, the accused and accuser and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary hearings or meetings.
- to have student conduct proceedings be conducted by an official trained in issues relating to domestic violence, dating violence, sexual assault or stalking;
- to present information, including other persons, on their behalf;
- to have the student conduct proceedings use the more likely than not standard, (preponderance of the evidence) in determining whether a violation of the *Expectations for Student Conduct* has been committed, i. e., whether it is more likely than not that the reported act of sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, was committed by the accused student.
- to be informed simultaneously in writing of the results of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking. Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result include

any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly referred to as the Family Education Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions normally no later than the next business day after it concludes; and consistent with the requirements of FERPA and other federal and state laws and have their identities kept confidential.

Where an appeal is permitted under the applicable policy, the accuser and accused will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

- to have proceedings conducted by officials who do not have a conflict of interest or bias for or against the accused or accuser.

Key Definitions

Sexual assault is defined to mean first, second, third and fourth degree sexual assault as well as aggravated first degree sexual assault and third degree sexual assault with a firearm as more specifically defined in Connecticut State law.

Sexual Misconduct is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner's knowledge.

Consent is defined as informed, freely and actively given assent, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or by any individual who is incapacitated, whether voluntarily or involuntarily, by drugs and/or alcohol. Past consent of sexual activities does not imply ongoing future consent.

Stalking is defined as any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications (face to face, telephone, e-mail, etc.), threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

Relationship violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault; (2) sexual assault in a spousal or cohabiting relationship; and (3) domestic violence (which includes various crimes) and first, second, and third degree stalking as more specifically defined in Connecticut State law.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.
- Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
 - sexual flirtation, touching, advances or propositions
 - verbal abuse of a sexual nature
 - pressure to engage in sexual activity
 - graphic or suggestive comments about an individual's dress or appearance

- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

RESOURCES

A variety of support resources are available on campus and in the community to assist in dealing with sexual violence. These resources are available whether or not the incident occurred on campus or off campus.

The College and community partners provide a range of services, resources, and mechanisms. In all cases, the choice may begin with an exploratory conversation. Making contact does not obligate anyone to utilize services or make any report.

For support and information on available options contacting any of the following is encouraged:

Housatonic's Office of Public Safety (203) 332-5025
 Housatonic's Women's Center (203) 332-5268
 Housatonic's Counseling Center (203) 332-5097
 Dean of Students Office (203) 332-5184

Additional Resources (Available 24 hours a day, 7 days a week)

- The Center for Family Justice, Bridgeport (203) 384-9559
- Women's Center of Greater Danbury (203) 731-5204
- Women and Families Center, New haven (203) 235-4444
- Center for Sexual Assault Crisis, Stamford (203) 348-9346
- Adult Survivors of Child Abuse, Norwalk (203) 348-9346
- Adult Survivors of Child Abuse, Norwalk (203) 348-9346
- Housatonic Department of Public Safety (203) 332-5025
- Bridgeport Center for Women & Children (203) 333-2233
- St. Vincent's Medical Center (203) 576-5171
- Connecticut Sexual Assault Crisis Services 1-888-999-5545
- Bridgeport Hospital 1-888-357-2396
- Connecticut Office of Victim Services 1-800-822-8428

SEXUAL ASSAULT AWARENESS & EDUCATION

Training is planned for faculty, staff members, and administrators. Each entering student will be given an emergency sexual assault notification card that explains available services for victims of sexual assault, as well as the immediate response role of College personnel.

CONCLUSION

All members of the College community share a responsibility for upholding this practice as we strive to attain our goal of creating a community that is safe and free of violence.

CONTINUING NOTICE OF NONDISCRIMINATION

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources Theresa Eisenbach

203-332-5013

teisenbach@hcc.commnet.edu

Policy Statement Addressing Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State, at which the person is employed, carries on a vocation or is a student.

In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit, pursuant to Connecticut General Statutes 54-250. The Sex Offender Registry information provided under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and 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 a willful violation shall be punishable as provided by law.

Housatonic Department of Public Safety routinely reviews the registry, and the college is notified by the State Police if any convicted sex offenders registers for class, or applies for employment at the college.

The Connecticut Sex Offender Registry may be accessed on the Connecticut State Police website through the following: <http://www.ct.gov/dps/site/default.asp>. Registry information is also available at Police Departments.

Weapons Policy

Persons carrying firearms, fireworks, dangerous weapons, or unauthorized chemicals into the building or on the college's grounds may be subject to arrest and/or disciplinary action.

Emergency Response and Evacuation Procedures

HCC, its sister universities and colleges and the systems office have implemented an Emergency Notification System (ENS) using the Everbridge platform. The implementation of this system reflects HCC's commitment to the protection and preservation of life, health and safety of the campus community and to safeguard the operations of the college. The system is designed to quickly send emergency notifications and provide information and protective actions

Campus Emergency Response and Evacuation

Department of Public Safety Officers are trained first responders and are prepared to take action in any emergency situation that may arise on campus. This includes evacuation of any part or all of the campus as well as an ordered lock down. A Critical Incident response Team is in place to allow immediate response by individuals performing specific roles and functions already predefined.

An Emergency Management Plan has been developed as part of an ongoing effort to protect HCC students, faculty, and staff. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations. It is a comprehensive approach utilizing the Incident Command and National Incident Management System and may effectively be applied to any critical incident.

Housatonic Community College's Emergency Notification System (ENS) permits the distribution of e-mails, text messages, and voice calls through cell phone and the voice over IP phones located on campus. The system is used to distribute emergency notifications without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the community and where it is recommended that the recipients take some form of action in response to the active threat or emergency.

Evacuation Procedure

Evacuation

In the event Lafayette Hall, Beacon Hall or both has to be evacuated, notification will be made by activating the college's fire alarm system. All persons in classrooms/offices should exit the building as quickly but efficiently as possible. It is recommended that you:

- Be familiar of the evacuation route from the classroom/office you are in. This can be accomplished by viewing the maps and directions located above the door. It is very important to follow the listed evacuation route as designated to avoid overloading any one spot such as the "B" Door.
- Make sure you are aware of a secondary route should your primary route not be available.
- **Do Not Use The Elevator.**
- Faculty/Staff should assist students in evacuating the building and move across the street from the college property.
- Assist any disabled or challenged persons to the nearest stairwell. Stairwells are designated "areas of refuge" which are fire rated for this purpose. Two way communications is available in all refuge areas. Inform Security by using the intercom in the stairwell. Evacuation personnel will respond to assist.

Once you have exited the building

Proceed to the designated area outside of the building at least across one of the streets from the campus. Remain there until you are notified as to the next course of action

SHELTER IN PLACE

A shelter in place condition may be required for a number of different types of emergencies, such as a hostile intruder, violent or weapons situation, a chemical spill or plume, severe weather or civil unrest. Shelter in place announcements are given in English only over the building Emergency Telephone Notification System (Informacast) and the public address systems. Real time text messages may be issued using the Everbridge platform.

IF A HOSTILE INTRUDER IS PRESENT ON CAMPUS, quickly determine the most reasonable way to protect your own life. A hostile intruder situation can change rapidly. In addition to being aware of your surroundings and escape routes, thinking about how you will react to a hostile intruder situation in advance will help you act quickly and efficiently. Take time to understand your surroundings and environment then make a plan.

During an active shooter or hostile intruder event, there are three choices an individual can make:

RUN

If possible, run to an exit, evacuate the building and get to a safe location – this is your first option. If a safe exit is available, take it immediately. Warn others of the impending **danger** and encourage them to come with you, but do not let them slow you down.

HIDE

If a safe escape is not possible, proceed to the nearest office or classroom until help arrives or safe exit is available. Close, lock and barricade doors and windows, turn off lights, hide behind something thick, and silence cell phones. Call 911. Your goal is not only to stay out of sight, but to prevent the shooter from reaching you. Barricades also distract the shooter, allowing more

time for you and responders. Do not answer the door or respond to voice commands until you are sure they are coming from police or other legitimate responders. Stay: calm, quiet, wait.

FIGHT

As a last resort, and only if your life is in danger, you may choose to fight. Be aggressive, use improvised weapons (fire extinguishers, scissors, hot coffee, glass containers, or anything else available), and commit to your actions. Fight as a group if possible. This action also distracts the shooter and allows time and opportunity for police to act.

REPORTING PROCEDURES

1. Call Housatonic Department of Public Safety
 - FROM ANY COLLEGE PHONE DIAL Ext 5025 or **
 - OFF CAMPUS, 203-332-5025
 - Go to A 105 in Lafayette Hall or 110 in Beacon Hall.
2. In a medical or police emergency in which Security cannot be reached, call 911 (from college phone first dial 9 for an outside line).
3. When calling, stay calm and carefully explain the problem and location.
4. Do not hang up until told to do so.
5. Notify the Security Department of any emergency situations.
6. Keep calm. Keep others calm.

EMERGENCY (All life-threatening Emergencies) CALL.....

Note: From any college phone security can be reached by dialing **

HOUSATONIC COMMUNITY COLLEGE

College Operator203-332-5000 (college extension 5000)
Security Department 203-332-5025 (college extension 5025)
Building Maintenance Supervisor..... 203-332-5016 (college extension 5016)
Facilities Director.....203-332-5079 (college extension 5079)

OR

911 (9-911from college phone)

INFORMATION TO GIVE TO 911 DISPATCHER

- Your Name
- Emergency Location (Building Name, Street, Floor #, Room #)
- Type of Emergency
- Any Additional Information Requested by the Operator

DO NOT HANG UP UNTIL TOLD TO DO SO

DEFINITIONS: *

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter -The killing of another person through gross negligence.

Robbery -The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault - An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary -The unlawful entry of a structure to commit a felony or theft.

Larceny -The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Motor Vehicle Theft -The theft or attempted theft of a motor vehicle.

Arson - Any willful or malicious burning or attempt to burn, a dwelling, building, motor vehicle or aircraft, or personal property of another with or without intent to defraud.

Forcible Fondling - The touching of the private body parts of any person for the purpose of sexual gratification forcibly and/or against that persons will or against the persons will where that person is incapable of giving consent because of his/hers temporary or permanent mental or physical incapacity or because of his/hers youth.

Forcible Rape – The carnal knowledge of a person, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/hers temporary or permanent mental or physical incapacity or because of his/hers youth.

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/hers temporary or permanent mental or physical incapacity or because of his/hers youth.

Sexual Assault with Object – The use of an object or instrument to unlawfully penetrate however slightly, the genital or anal opening of the body of another person forcibly and/or

against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/hers temporary or permanent mental or physical incapacity or because of his/hers youth.

Sex Offenses Forcible – Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent.

Incest – non forcible intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.

Sex Offense/Non-Forcible - Unlawful, non-forcible sexual intercourse.

Domestic Violence - Crimes of violence committed by current or former spouse or intimate partner, by a person with whom the victim shares a child in common, or a person cohabitating or has cohabitated as a spouse or intimate partner.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the relationship shall be based on the reporting party's statement with consideration of the length, type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

*Crime definitions from the Uniform Crime Reporting Handbook

HATE CRIMES

Under the Clery Act, Housatonic Community College is required to report the listed crimes and other crimes involving bodily injury, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property to a victim because that person was intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

HOUSATONIC COMMUNITY COLLEGE

Crime Statistics, 2017, 2016, 2015

HCC reports crimes required by the Clery Act that occurred on or within HCC's Clery Geography that were reported to a Campus Security Authority.

Crimes	2018				2017				2016			
	OC	NC	PP	TOTAL	OC	NC	PP	TOTAL	OC	NC	PP	TOTAL
Murder/Non Negligent Manslaughter	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
Robbery	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
Motor Vehicle Theft	0	0	0	0	0	0	0	0	1	0	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible, Forcible Rape/Forcible Sodomy/Sexual Assault w/Object, Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non Forcible, Incest/ Statutory Rape	1	0	0	1	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation Referrals	0	0	0	0	0	0	0	0	2	0	0	2
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violation Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
				1				0				2
<p>NOTE: Definitions OC=On Campus NC=Non Campus PP=Public Property</p> <p>HCC is a non residential campus.</p>	<p>HOUSATONIC COMMUNITY COLLEGE</p>											