

## **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act**

The safety and security of all members and guests of the campus community are of primary concern to the University of Hartford. The Department of Public Safety, under the administration of the Director of Public Safety, is responsible for safety and security on campus. The Department of Public Safety is in full operation twenty-four hours a day, seven days a week. Full-time staff consists of the director, associate director, lieutenant for evening operations, crime prevention officer, investigator, sergeants, public safety officers, dispatchers, and clerical support staff. Officers conduct vehicle, foot, and bicycle patrols on campus and are charged with the enforcement of federal, state, and local laws, as well as University policies and regulations. Because Public Safety officers do not make arrests, the Public Safety Department maintains an excellent working relationship with the police departments of Hartford, West Hartford, and Bloomfield.

With the support of other departments, there is a continuing effort to maintain a safety record of which we can be proud. However, a truly safe campus can be achieved only with the cooperation of all students, faculty and staff. We ask everyone to adhere to University policies and rules of conduct as well as local, state, and federal laws, and to use common sense to assure maximum security and safety.

The Department of Public Safety is responsible for compiling the annual statistical information and policy disclosures included in this document. Information and statistics are gathered from reports/complaints coming to the attention of the Public Safety Department through various resources within the institution, including faculty, staff, students, and guests. Further, local police authorities provide statistical information pertaining to crimes that occur at non-campus facilities and on public property adjacent to or in close proximity to property owned or controlled by the University. Notice of the availability of this report is sent to all students, faculty and staff. This information is also available to prospective students and employees at the time of application and may be accessed on the internet at <http://uhaweb.hartford.edu/security>. Click on the links for Safety Policies and Crime Statistics.

### ***REPORTING CRIMINAL ACTIVITY AND EMERGENCIES***

Students, faculty, staff, and guests of the University should report criminal activity and emergencies immediately to the Public Safety Office by dialing 7777 from any University (ROLM) phone. Dialing 768-7777 from non-University phones will also activate the emergency line at the Public Safety Office. Emergency phones are strategically placed in laundry rooms, outside of residence halls, in parking lots and in key locations in the academic areas.

Victims of or witnesses to criminal or suspicious activity involving no immediate danger may report an incident by dialing 7985 from any University (ROLM) phone or by calling the Public Safety Office at 768-7985 from a non-University phone. Upon receipt of a complaint, Public Safety staff will respond to the scene to meet with the complainant. The number of staff dispatched to a complaint is dependent upon the nature and urgency of the complaint.

## ***ANONYMOUS REPORTING OF INCIDENTS***

The Public Safety Department accepts voluntary, confidential reports from victims of or witnesses to criminal activity. Also accepted are voluntary reports from individuals who wish to remain anonymous. Staff and faculty members, including professional counselors who have significant responsibility for student life activities, have been made aware of the option of confidential and anonymous reporting and have been asked to encourage students to make use of this format for filing reports when appropriate. Further, the Public Safety Crime Prevention Unit manages a “Tip Line.” By calling 768-7827, an individual can leave a confidential, anonymous message if they have information related to the safety and security of members of the University community.

Campus “pastoral counselors” and campus “professional counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A *pastoral counselor* is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A *professional counselor* is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

## ***TIMELY NOTIFICATION OF INCIDENTS***

Timely notification is made of any incident or event on campus that may present a threat to members of the University community. Printed flyers describing the incident are distributed and posted. Messages on our e-mail and voice mail systems and web site are also used to relay pertinent information. During the academic year, information is published in the University’s student newspaper. Distributed information includes the nature of the crime, date and time, location, description of parties involved, and any additional details that would benefit members of the community. Also included, is information about the process to be followed for anyone having additional information regarding the incident, and precautions individuals can take to reduce the risk of becoming a victim.

## ***DAILY CRIME LOG***

A daily crime log is available for review during normal business hours at the Office of Public Safety. The information in the crime log typically includes the nature, date, time, general location and disposition of each crime.

## ***INDIVIDUAL RESPONSIBILITY***

The cooperation, involvement, and personal support of students, faculty, and staff are crucial to the success of a campus safety program. Each person must assume responsibility for his/her own personal safety and the security of their belongings by taking simple, common sense precautions. Awareness of the environment and

surroundings is the best place to start. We ask that all members of the University community observe the following practices:

- Never prop doors open.
- Lock your room or office door, even if you're leaving for a short period of time.
- Ask persons unknown to you to identify themselves before allowing them access to a building, office, or room.
- Always carry your keys and access cards and never loan them to others. Report lost or stolen keys and access cards immediately.
- Never leave valuables in plain view or unattended.
- Use the University shuttle bus system or escort service at night, particularly when traveling alone.
- Park cars in well-lit areas and keep them locked at all times. Valuables should be removed from the vehicle.
- Report suspicious-looking individuals or activities to the Public Safety Department immediately.

### ***ACCESS TO CAMPUS FACILITIES***

The University's facilities, including academic buildings, student union, library, bookstore, etc., are open to the public during normal hours of operation. Access to closed facilities by authorized individuals is gained only with assistance from Public Safety.

Residential buildings are closed to the public and may be entered or occupied only by authorized residents, their guests, and University employees.

### ***SECURITY IN THE RESIDENTIAL AREAS***

The University of Hartford provides co-ed campus housing for single undergraduate and graduate students. First year students are housed primarily in the complexes (six traditional brick residence hall-style buildings). Individual bedrooms are contained within a suite. A resident's room key also opens the suite door, which is locked at all times. Exterior doors are controlled by a card access system.

Sophomore, Junior, and senior students are generally housed in Regents Park, Park River, and the Village Apartments. Regents Park and Park River residences are similar to apartment-style housing in that all suites and apartments open to a common hallway. The exterior doors are locked at all times and are controlled by a card access system. Residents are issued keys to their suite/apartments as well as access cards to their respective buildings.

The Village Apartments are designed for independent condominium-style living in that each apartment opens directly to the outside. In the Village as well as Park River and Regents Park, students have the option of locking the inside door to an individual bedroom, and students are strongly encouraged to do so.

With the exception of semester break, all residential areas remain open during the academic year. During semester break (between the fall and spring semesters), access to the residential areas is limited to individuals enrolled in Winter Term courses or those

who are otherwise authorized to remain on campus. Keys and card access systems to areas not in use are temporarily disabled, which restricts access to unoccupied areas. Public Safety coverage is maintained throughout the break.

### ***MAINTENANCE AND SECURITY OF CAMPUS FACILITIES***

The University is mindful of security needs in the daily operation of campus facilities, particularly as they relate to residential areas. Keys are signed in and out as needed by authorized maintenance staff members who are also required to display a photo identification badge. Whenever possible, prior arrangements are made with the student who makes the request so that the student may be present when repairs are made.

The University maintains a very strong commitment to campus safety and security. Adequate exterior lighting is an important part of this commitment. Public Safety Officers are required to report hazardous conditions during the course of their routine patrols. All inoperative lights, malfunctioning emergency phones, and other hazardous conditions are reported immediately and are given the highest priority when repairs are needed.

### ***ALCOHOL AND DRUG POLICY***

The University of Hartford, as an academic institution dedicated to higher learning, condemns the irresponsible use or abuse of alcohol. The University affirms its institutional role of encouraging mature reflection and a free choice of alternatives, which may include the decision to use alcoholic beverages by a person of legal drinking age. The guiding principles in this choice should be education, respect, cooperation, and accountability.

In addition to enforcement of its institutional policies, the University abides by Connecticut State law and local ordinances pertaining to the consumption, possession, sale, and distribution of alcoholic beverages.

Due to the potentially negative effect on academic performance, health, personal relationships, and safety, the University is concerned about alcohol abuse. The University provides alcohol education programs, on-campus counseling services, and referrals to off-campus counseling and treatment programs.

The University of Hartford supports the desire for students to interact informally in the residence halls. It also recognizes the fact that some students wish to have alcohol present at these functions. A program has been established with the goal of educating students about the responsibilities and liabilities inherent with hosting a party at which alcohol is served. Students hosting a party must be at least twenty-one years of age and must have attended and successfully completed the “party class.” The Public Safety Department is notified of a party prior to the scheduled date. This affords Public Safety officers an opportunity to work with the student host(s) to ensure full compliance with state laws and University policies, and assists the student with hosting a party that is safe and enjoyable.

State and Federal laws as well as the University judicial code specifically prohibit the possession, use, storage, or sale of any dangerous, illicit, or illegal drugs not prescribed for an individual’s personal use by a licensed physician. Individuals found responsible for violations of the law and/or the University’s alcohol or drug policies will be subject to

disciplinary action through the University judicial system and may also face criminal charges.

### ***SAFETY/SECURITY PROGRAMMING***

It is the philosophy of the University of Hartford Public Safety Department to take a proactive rather than a reactive approach to crime. In order for a crime to occur, three conditions have to be satisfied. First, the desire to commit the crime must exist. Second, the criminal must have the means or tools with which to commit the crime. Finally, the criminal must have the opportunity to carry out the act. As individuals, we cannot change the desire or means to commit crime readily and easily. However, we can greatly reduce or eliminate the opportunity to commit crime by practicing sound crime prevention techniques.

In an ongoing effort to maintain an acceptable level of safety and security on campus, a full time Crime Prevention Officer and other Public Safety staff members routinely present various safety/security programs throughout the year. Many of these programs are coordinated with the Office of Residential Life and outside agencies and are presented to students residing on campus. Programs include: personal safety (on and off campus), property protection including Operation Identification, fire safety, parking, and discussion of Public Safety services. The number and frequency of programs vary from year to year depending upon student interest, involvement, and current trends in crime. In addition, representatives from Public Safety address security and safety issues at all orientation sessions with parents and first year students in attendance. Printed brochures addressing numerous safety and security topics are available to members of the campus community. Also, articles relating to issues of safety and security are published weekly in the campus newspaper. Certified Public Safety staff members offer women's self defense training (Rape Aggression Defense) at least once each semester and co-sponsor with the Office of Residential Life, the Men Against Rape program. Both programs are nationally recognized and have been well received by students, faculty, and staff at the University of Hartford.

Public Safety also operates evening shuttle and escort services. For information related to these and all other services, please call 768-7985.

### ***ARREST AND PROSECUTION POLICIES***

The policy is to inform and assist the local law enforcement agencies in their investigation and prosecution of a known or suspected crime committed on the campus, and to allow the law enforcement authorities to investigate and prosecute the case as they see fit. The University neither presses nor withdraws charges, which, as a matter of law, can be done only by the prosecutor. It does not attempt to persuade the prosecuting authorities in one direction or the other. However, the University does maintain the right to file charges against anyone who commits a crime or creates a disruptive situation that is contrary to the good order of the University. The policy applies to arrests following campus disruptions as well as to arrests for conventional crimes (such as theft) committed on University property.

The University's general policy of noninterference also applies to situations where students are arrested off campus for conventional crimes. Moreover, depending on the nature of the crime, in addition to potential criminal prosecution, the University may move to initiate administrative disciplinary proceedings.

## ***CIVILITY***

As an institution of higher learning, the University of Hartford strives to be more than merely a mirror of the larger society; it should foster learning and encourage the personal growth of students in an environment that promotes and celebrates diversity.

Accordingly, our goals are:

- To become an open, honest, disciplined, and caring community where the unique qualities of each person are fully appreciated.
- To create on the campus a community reasonably reflective of the wide diversity of the larger society – but in which that diversity is managed and supported to the benefit of all.
- To balance the rights of individuals and the concerns of the institution, so that all of our members are treated with respect and the larger goals of the University are fully understood.

Each student, faculty member and member of the staff deserves the full respect and courteous treatment by other members of the University family, regardless of race, color, sex, age, religion, national or ethnic origin, disability, sexual orientation, or veteran status.

Institutional efforts to promote community imply certain expectations regarding the behavior of members of the community. We do not tolerate acts of incivility, bigotry, violence, racial or sexual harassment, or substance abuse. Conduct counter to these expectations will be considered to be a serious offense against our community and the rights of its members and will be dealt with severely.

## ***SEXUAL ASSAULT***

The University of Hartford prohibits sexual assault in any form and recognizes that the term “sexual assault” encompasses a wide range of exploitive and violent behaviors that exist on a continuum relative to the severity of the particular behavior. These behaviors include sexual harassment, forced sexual contact, and forced sexual intercourse (rape). These acts not only violate the University of Hartford policy and University Judicial Code prohibiting sexual assault but also violate the criminal laws of the state of Connecticut. The University of Hartford accepts the following definitions as forms of sexual assault:

**Sexual harassment** is defined as deliberate, unsolicited, and/or unwelcome verbal comments, gestures, or physical contact of a sexual nature.

**Forced sexual contact** is defined as coerced, manipulated, or unwanted touching, directly or through clothing of an intimate part of another person (i.e., the genital area, groin, inner thigh, anus, buttocks, or breasts) that occurs against one’s will, or without one’s consent, including when one is unconscious, intoxicated, or otherwise unable to give consent.

**Forced sexual intercourse (rape)** is defined as any coerced, manipulated, or unwanted penetration (oral, anal, or vaginal) that occurs against one’s will or without one’s consent, including when one is unconscious, intoxicated, or otherwise unable to give consent. Penetration, however slight, is sufficient; emission of semen is not

required. Penetration can be with a penis, finger(s), or object(s). Forced sexual intercourse (or rape) by a date, boyfriend, girlfriend, casual friend, or acquaintance is as much a serious crime as stranger rape. This specific form of sexual assault, called “date/acquaintance rape”, often occurs out of some level of mutually consensual sexual activity. If at some point the person stops consenting, and if penetration occurs, it then becomes forced sexual intercourse (or rape).

### **Connecticut State Law and the University Judicial Code**

Forced sexual contact and forced intercourse (rape) constitute sexual assault and are serious crimes under Connecticut law. These crimes are punishable by imprisonment in jail, probation, a criminal record, and/or a monetary fine. The maximum penalty for conviction of sexual assault is a period of imprisonment not to exceed 20 years.

The University Judicial Code specifically prohibits sexual assault in all forms as defined above. Sexual assault can result in the involvement of law enforcement officials and severe sanctions under the University Judicial Code, including suspension or expulsion from the University. The University Judicial Code in no manner, stated or implied, intends to protect or shield students from their responsibilities under local, state, or federal laws. Therefore, a student may be held accountable under both systems. This, in fact, is not double jeopardy.

### **Women – Ways to Prevent Sexual Assault**

**Be assertive and speak firmly:** Many women have difficulty confronting coercive behavior because they have been socialized to be “polite,” but others may ignore or misunderstand “nice” or “polite” approaches. Be forceful. Say something like, “Stop this, I’m not enjoying it.” If you do not want to be touched, say so. If someone does not respect this, you always have the right to leave. Remember: communicate your feelings.

**Trust your intuition:** If you feel uncomfortable, think you are being pressured to have sex, or believe you are in a dangerous situation, you are probably right. Confront the person immediately or leave.

**Know that alcohol and drugs are often related to sexual assault:** The use of alcohol and drugs compromises both your ability to make responsible decisions and to communicate effectively.

There are blue-light call boxes situated around the campus. Directions for their use are located on each box.

### **Men – Ways to Prevent Sexual Assault**

**Ask directly and don’t assume:** Many men believe that it is a routine part of “seduction” to ignore a person’s saying “no” and to assume the party means “maybe” or even “yes”. But without clearly established consent, what is called seduction is actually sexual assault. Even after a person has given consent, he or she still has the right to change his or her mind. Unless we are willing to accept “no” from our partner, “yes” has no meaning.

**Listen to and respect the person:** If you are getting a double message from someone, speak up and clarify the message. If someone says “no” to your advances, back off and suggest talking.

**Recognize that intoxication is no excuse:** Intoxication is not a defense for sexual assault. You are responsible for your actions whether or not you are sober. If someone is intoxicated or has passed out, offer to help; don’t take advantage.

## **Resources for Responding to Sexual Assault**

### *Medical treatment*

If a student has been sexually assaulted, medical attention should be sought as soon as possible after the assault. The purpose is multifold:

- To treat physical injuries.
- To ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly.
- To gather evidence that could aid prosecution. Evidence should be collected immediately. After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. This evidence collection can be performed at any of the area hospital emergency rooms: St. Francis (548-4001) and Hartford Hospital (524-2525). A support person may be present during the exam.

*Note:* If you seek treatment at a local hospital and police are contacted, this does not mean you have to proceed with criminal charges.

Follow-up and routine gynecological services for those who have experienced sexual assault are provided at the University's Health Services (768-6601). Gynecology clinics are held weekly. Questions regarding the medical aspects of the assault can be answered during regular Health Services hours: Monday through Friday, 8 a.m. – 8 p.m. and Saturday and Sunday, 2 – 6 p.m.

### **Emotional Support and Counseling**

*On Campus* – There are a number of services offered on campus to provide emotional support and counseling to individuals who have been sexually assaulted. Sexual assault advisors are volunteer members of the University of Hartford faculty and staff. All have intensive training in serving as advocates to help individuals deal with the aftermath of an assault. They can assist in identifying existing needs, whether medical, judicial/legal, counseling, academic, or housing related. They can also inform the student regarding the most appropriate campus and/or community services to provide this needed assistance and can facilitate the setting up of appointments, as needed or requested. These advisors are on call around the clock, on a rotating schedule. To contact a sexual assault advisor call Counseling and Personal Development (CPD) at 768-4482, 8:30 a.m. to 4:30 p.m., or Public Safety at 768-7985 anytime.

You may also reach a counselor at Counseling and Personal Development by calling 768-4482 during regular office hours, Monday through Friday, 8:30 a.m. – 4:30 p.m. After hours, A CPD counselor is on call and may be reached through the University Public Safety dispatcher at 768-7985.

*Off Campus* – The Sexual Assault Crisis Services (SACS) is operated by the Hartford YWCA and maintains a 24-hour emergency hotline (522-6666). Trained volunteer counselors are available to provide information and support; upon request, a SACS volunteer will also meet at the hospital any individual who has been sexually assaulted to provide support throughout the medical examination.

### **Reporting a Sexual Assault**

Incidents of sexual assault should be reported to the University Public Safety Department as soon as possible. Public Safety staff members are trained to provide support and assistance to victims of sexual assault and work closely with off-campus agencies and on-

call University staff trained as victim advocates and counselors. Contacting Public Safety immediately following an assault helps to:

- Ensure the student's safety.
- Protect the student and others from future victimization.
- Protect the scene of the crime and preserve evidence.\*
- Apprehend the suspect.
- Provide the victim with available resource treatment options, including medical treatment, counseling, and police intervention.
- Maintain future options regarding criminal prosecution, University disciplinary action, and/or civil action against the assailant.

\*Victims are strongly encouraged to preserve any evidence related to the assault, including that on the body. They are advised not to bathe, brush teeth, douche, urinate, clean fingernails, or wash clothes.

When a sexual assault is reported, the student who was assaulted may request an officer of a specific gender to respond. Every attempt will be made to comply with this request. The responding officer will interview the student regarding the facts surrounding the assault. The student will be asked to identify, if s/he can, or describe the assailant(s). The student will also be asked about the scene of the crime, to identify witnesses, and to describe what happened before and after the incident. The responding officer will complete a written report, which will be important in the event the student wishes to file a formal complaint, either immediately or at a later date, with the local authorities or through the University judicial process. If the student wishes to have a support person present during this process, that wish is honored.

Reporting the incident is a separate step from choosing to file a formal complaint. When a student files a report with Public Safety, s/he is not obligated to continue with legal proceedings or University disciplinary action. If the student who was assaulted does not want to pursue a formal complaint within the University system or criminal judicial system at the time of the incident, s/he may file a confidential report by contacting Public Safety and completing a statement describing the details of the assault. With such information, the University can keep accurate records about the number of assaults involving students, determine whether there is a pattern of assaults with regard to particular location, method, or assailant and alert the campus community to a potential danger.

### **Importance of Reporting Sexual Assaults**

Students who have been sexually assaulted (through forced sexual contact or forced sexual intercourse) have been victimized. Their assailants are at fault and the assailant's behavior is not acceptable. In order to stop this type of criminal activity, we encourage students to report what has happened. This reporting will ensure help for the individual who has been assaulted and remediation for the perpetrator. Recognizing the different needs of individuals who have been sexually assaulted, the University offers a range of ways to report the perpetrator's behavior. A student who has been assaulted may pursue any of the following options:

If the student who has been assaulted desires criminal prosecution through the courts, she/he needs to contact the Public Safety Office. At her/his request, Public Safety will summon the appropriate local police agency. Both Public Safety and the local police will provide the individual who was assaulted with information regarding

her/his rights. The student will also be provided with information regarding her/his state or federal legal rights to have the perpetrator tested for communicable diseases. It is important for the student who has been assaulted to note that a police report does not require that he/she follow through with the prosecution process. The student has the right to withdraw the charges at any point during the process if he/she wishes to do so. The student also will be free from pressure from the University not to report the crime, or to report it as a lesser offense.

If the offender is a University of Hartford student, and the student who was assaulted does not want to take action through the courts, he/she may file judicial charges and have the case handled by the University judicial system. The student who was assaulted does, however, have the right to proceed with this matter **both** through the courts and the University judicial system. To ensure due process, sensitivity, and respect for the rights of the individual who was assaulted, as well as the accused, the following conditions will prevail at all University judicial hearings:

- All policies, rights, procedures, as stated in the University Judicial Code, are applied.
- The accuser has the right to act as the complainant or to request that a University staff member serve as the complainant.
- The accuser has the right to be accompanied by an advocate. The advocate, although allowed to be present at the hearing, may not participate in the hearing.
- The accuser has the right **not** to have his/her past sexual history discussed during the hearing.
- The accuser has the right to make a “victim impact statement.”
- The accuser and accused are entitled to have others present during disciplinary hearings.
- The accuser and accused must be informed of the outcome of any disciplinary proceeding alleging a sex offense.
- The accuser will be assisted with changes in academic and living arrangements if possible.

If the student who was assaulted does not want to pursue a formal complaint within the University system or criminal justice system at this time, she/he may file a confidential report by contacting Public safety and completing a statement describing the details of the assault. With such information, the University can keep accurate records about the number of assaults involving students, determine whether there is a pattern of assaults with regard to particular location, method, or assailant, and alert the campus community to potential danger.

The student who was assaulted will be informed of existing campus and local mental health and support services.

### ***SEX OFFENDER REGISTRATION***

Connecticut General Statutes mandate that the Connecticut Department of Public Safety establish and maintain a central registry of persons who have been convicted of certain sexual offenses and are required to register under the general statute.

For further information you may access the internet site:

[http://www.state.ct.us/dps/Sex\\_Offender\\_Registry.htm](http://www.state.ct.us/dps/Sex_Offender_Registry.htm)