

THREE RIVERS COMMUNITY COLLEGE

REPORT ON CAMPUS SAFETY AND SECURITY

Reporting Period January 1 - December 31, 2008

Report Issued July, 2009

COMPLIANCE WITH STATE AND FEDERAL LAW

In compliance with the State of Connecticut Campus Safety Act and the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; Three Rivers Community College hereby publishes the required summary of institutional security policies and uniform crime statistics for the preceding year. This information is provided to all students and employees and is intended to raise the awareness of all members of the college community to campus safety issues in hopes that this awareness will foster continued attention to and improved security for all college students and staff.

THREE RIVERS COMMUNITY COLLEGE

Three Rivers is a comprehensive, multi-campus Community College, located in Norwich, Connecticut. As part of the state-supported system of Community-Technical Colleges, Three Rivers is an open enrollment, two year college serving students from throughout Southeastern Connecticut. The college enrolls an average of 4,200 full and part-time students each semester who attend both day and evening classes in relatively equal numbers. All of these students commute to and from the college primarily via private transportation.

Three Rivers is the result of a 1992 merger of all Connecticut Community and Technical Colleges. At the beginning of 2008 it had two main campuses approximately four miles apart; both located in quiet, suburban sections of the Norwich community. In December 2008 these campuses were consolidated at a single location on New London Turnpike in Norwich. Located on approximately 58.2 acres, the new facility consists of a large, modern multi-winged building of just over 280,000 square feet, and a central utility plant of almost 16,000 square feet. Available parking on site at this time is limited to about 850 vehicles due to continuing construction work on the site. When that work is completed in late 2009, total parking will increase to about 1,250 vehicles. Surrounding college grounds, walkways and parking lots are generally very well lighted at night and a roving security vehicle actively patrols all parking areas whenever classes are in session.

ADMINISTRATION OF CAMPUS SAFETY AND SECURITY

Overall, responsibility for campus security and safety is assigned to Dean of Administration, Joseph S. Anderson, Jr. who may be reached at (860) 383-5202. He is assisted in the day-to-day administration of safety and security matters by the Director of Facilities, Marilee Cohen at (860) 383-5232 and the Coordinator of Public Safety and Environmental Health, Robert A. Martineau at (860) 383-5237. Further assistance is provided by the Three Rivers Community College Environmental, Health and Safety (EHS) Committee which serves as the forum for the review of all campus safety and security problems and any policies issued regarding these matters. This EHS Committee coupled with the College Management Staff also makes up the "Threat Assessment Team" to review any potential emergencies facing the college. During the normal school year, when classes are in session, college management personnel are assigned on

a rotating basis to be on call as the Duty Administrator in charge of college evening and weekend operations. On site at the campus, the Duty Administrator is assisted at by an Evening Services Assistant, a 4 to 6 person college maintenance staff, and four security officers. All on site personnel are connected by a state-of-the-art portable communication system. Additionally, City Police routinely patrol all campus areas; and both City and State Police respond promptly to any emergency calls.

SECURITY AND ACCESS TO COLLEGE FACILITIES

Three Rivers is committed to open access to college facilities by students and staff consistent with normal practices of personal safety, administrative privacy and protection of personal and public property. Some facilities such as administrative and faculty offices may have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Access to college facilities during non-business hours is controlled by the issuance of keys, swipe cards and alarm security codes to authorized college personnel or by admittance by the maintenance staff on duty during these hours.

AUTHORITY OF CAMPUS SECURITY

Security Officers at Three Rivers are hired on a contract basis for all hours the college is open. Normally four security officers are on duty on each shift including a roving shift supervisor, and one officer at each of three other stations – entrance security desk, roving internal building patrol, and mobile external patrol. Additional security officers may be hired as necessary to cover special events at the college which result in any sizable increase in numbers of visitors to the campus. Contract Security Officers for the college do not have any law enforcement authority, but do have the authority to ask persons for identification and to determine whether individuals have lawful business at Three Rivers Community College. Security Officers also have the authority to issue parking warnings and to recommend towing of any violators who are repeat offenders. Campus Security Officers are trained to immediately report any illegal or suspicious activity to college officials or to call directly for City or State Police assistance should the situation warrant. The security contractor currently employed by the college is Command Securities based in Hartford, CT.

CRIMINAL ACTIVITY OFF CAMPUS

Three Rivers also offers classes off campus at the U.S. Naval Submarine Base in Groton, at Grasso Technical High School in Groton, at East Lyme High School in East Lyme, and periodically at various business locations in the area. At each of these sites, security is provided by the host facility. The college does not have any other facilities or student organizations off campus and thus does not provide any type of security services at any off campus location. Criminal activity off campus is monitored and recorded by the Norwich City Police and the Connecticut State Police and through a close working relationship with these organizations, the college is apprised of any activity which may be of significance to the well being of the college and its students and employees. This cooperative team approach addresses situations as they arise as well as future concerns.

REPORTING CRIMES OR EMERGENCIES

All students, faculty, staff and guests of the college should immediately report any crimes or emergencies observed. For this purpose, phones are located in all classrooms and in hallways, with instructions posted for contacting any of the following response stations.

Response Station

Phone

Emergency Hotline(Security Desk)	Ext. 5555
Non-Emergency Assistance	Ext. 2222
Director of Facilities	Ext. 5232
Coordinator of Public Safety	Ext. 5237
Evening Services Assistants	Ext. 5728
Dean of Administration	Ext. 5202
College Switchboard	Ext. 0 or 886-0177

If college personnel are not available at these numbers or if urgent police, fire, or medical assistance is needed, the reporter should call the 911 emergency number directly. If using college phones, dial 9-911.

In addition to the individuals previously listed, the following other individuals have significant responsibility for student and campus activities and are designated as campus security authorities. Reports of criminal, suspicious or potentially dangerous activities may also be made to them at the numbers indicated.

Dean of Student Development and Services	383-5203
Academic Dean	383-5204
Dean of Information Technology	885-2327
Director of Student Activities	885-2333

COLLEGE POLICY ON COUNSELORS AND CONFIDENTIAL REPORTING

The college does not employ pastoral or professional counselors to provide therapeutic services but will make every effort to recommend such services if requested. The college also does not have any procedures for confidential reporting of criminal activity. All reports of criminal activity will be investigated and referred to the appropriate law enforcement agency and/or college or state official for possible disciplinary action. Records and logs of all criminal activity reported at any Three Rivers facility will be maintained in the Office of the Dean of Administration and may be viewed on request.

In addition to any local reports made, any college staff member or student who is a victim of any type of crime is also encouraged to file a report with the local police. The College will assist the individual in making this report in any way possible. Equally important, the College will strictly enforce all individual's rights to make such reports as prescribed below:

"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 pursuant to section 10a-142 of the general statutes concerning crime committed within the geographical limits of the property owned or under the control of such institution."

DISTRIBUTION OF THIS REPORT

This report will be posted on the Three Rivers Website at www.trcc.commnet.edu/security.htm., and copies will be available in the college library. Complete copies will also be forwarded to all college employees by e-mail. Since the college does not have available e-mail addresses for all students, individual notices will be mailed to all registered students at the college notifying them of the contents of the report and its location on the website. The notice encourages all students to become familiar with the contents of the report and advises how a complete copy of the report can be obtain on request to the Office of the Dean of Administration at Three Rivers.

NOTICE OF POTENTIAL SECURITY/SAFETY PROBLEMS – TIMELY WARNINGS

If the college becomes aware of any potential security or safety problem which may affect the welfare of any employee or student, the college will use every means available to notify everyone potentially involved of these problems. Such means may include posted notices, e-mail alerts, classroom announcements, phone-calls, public address system announcements, or any other means which will provide the warning in a timely manner. Decisions regarding the circumstances which require these timely warnings and the group(s) to be notified will normally be made by the President, Dean of Administration or Dean of Students or in their absence by the senior manager or administrator available.

SAFETY RESPONSIBILITIES AND TRAINING

In order to assist the college in its efforts to maintain a safe environment, the college relies on the awareness and involvement of the faculty, staff and student body. Staff and students alike are encouraged to assume responsibility for their own personal safety and the security of personal property. These are some of the basic safety rules which are routinely stressed to the Three Rivers College Community:

- Lock vehicles when leaving them unattended.
- Do not leave valuable items in vehicles in plain view. Lock them in the trunk.
- When walking to a vehicle, walk with others.
- Have keys ready when returning to vehicle.
- Do not leave belongings unattended.
- Do not give personal information to strangers.
- If a crime is committed, report it to the college at once.

A wide variety of training on Safety and Security topics are provided by the College Environmental, Health and Safety Committee to employees and students each year as the need is identified by that Committee. The College's Student Services Office also routinely makes information available to everyone on a wide range of personal safety and security related topics. Students are encouraged to make full use of this information service.

COLLEGE POLICY ON SEX RELATED ISSUES

Three Rivers' Student Services Office provides written information and makes periodic seminars available on sexual harassment, date rape, healthy and abusive relationships and other sex related issues. The system-wide policy on Sexual Misconduct and Relationship Violence is prominently published in the Three Rivers Student Handbook and distributed to all students and college staff. The Student Services Office also maintains a listing of support agencies within the community to which students with potential problems may be referred. Additional professional assistance is also available at CT Info Line 2-1-1.

If a rape or other sex offense occurs on campus, the victim should immediately contact local police authorities, preserve evidence of the criminal offense, which in the case of rape would include seeking immediate medical attention before bathing, and report the crime to one of the College Officials previously

listed.

- It is reiterated that the victim of a rape should immediately contact the local police. College personnel will assist the victim in making this report if the victim requests.
- Victims of sex offenses may seek counseling from the Women's Center of SECT at 447-0366.
- The college will take reasonable action to change a victim's academic situation to provide any assistance possible in helping to change a victim's living situation if requested by the victim.
- The College will take disciplinary action against perpetrators upon written complaint by a victim of a sex offense. Such action is provided by Board of Trustees Policy on Student Discipline. Both the accuser and the accused have the right to have others present during the disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Disciplinary sanctions may include suspension or expulsion from the College.

Sexual Harassment can take many forms, such as physical (touching, kissing, pinching), verbal (jokes or sexual innuendoes), visual (display of offensive pictures whether printed or computer displayed), or threatening harassment (implied or explicit abuse which threatens a person who does not comply with sexual requests). Use of the internet for viewing pornographic material or carrying on "chat" sessions is considered sexual harassment and is prohibited.

Three Rivers Community College does not condone or tolerate any behavior by a college employee, student, or visitor that would constitute sexual harassment. Should you find yourself in a situation which you suspect may be a type of sexual harassment, you are urged to speak to the Academic Dean, Dean of Students, Director of Human Resources, or any Student Services Division Director or Counselor. Any of these people will advise you of appropriate channels available to you and will respect the confidentiality of the situation. Sexual harassment, as well as any reprisal or retaliation by an offender, is illegal and punishable by both the law and by college discipline.

SEXUAL OFFENDER REGISTRATION

The State of Connecticut has a Sexual Offender registry which contains the names of all the persons convicted of Sex Offenses. The Registry can be viewed by anyone at <http://www.state.ct.us/dps/Sor.htm>. The college reviews this registry and is also routinely advised of any convicted sex offenders who register for classes. Persons applying for employment at the college are also required to disclose any convictions for sex offenses.

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES - CONDUCT STANDARDS

Three Rivers Community College is in full compliance with Board of Trustees Policy 4.15 on Drugs and Alcohol in the Community Colleges. All alcoholic beverages are prohibited from any campus or off-site location with the exception of those civic events where permission to have alcoholic beverages present is specifically granted by the President. During such events the use of alcohol is controlled precisely as prescribed in Board Policy. The use of alcoholic beverages at student events on campus is never

authorized.

The College prohibits the underage and unlawful possession, use or distribution of illicit drugs and alcohol by students or by employees on College property. The College will impose disciplinary sanctions on students and employees who violate the standards. Disciplinary sanctions that may be imposed on students include warning, disciplinary probation, community service hours, suspension and dismissal. Whenever the College determines that a student has violated one of the standards, it will consider as a possible sanction, referral of the matter to law enforcement officials for prosecution. Although sanctions will vary according to the specific circumstances of the case, and greater or lesser sanctions imposed depending on these circumstances, it is nonetheless important for students to understand the potential consequences of violating the College's policies on drugs and alcohol. Due to the importance of this subject BOT Policy 4.15 and Connecticut's Drug Free Workplace Policy are included here in their entirety.

BOT Policy 4.15 on Drugs and Alcohol in the Community Colleges

The Board of Trustees of Community-Technical Colleges 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 Trustees' 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:

1. 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.

2. 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. 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.

3. 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.

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

5. 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.

STATE OF CONNECTICUT DRUG-FREE WORKPLACE POLICY

The State of Connecticut is committed to fighting the problem of substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act", (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

A. GENERAL POLICIES

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees

should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

B. EMPLOYEE REQUIREMENTS

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

“Controlled substances” are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as “illegal” drugs; and (2) certain medications if not being taken under a physician’s prescription or according to a physician’s orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to their agency’s human resources director (or other official serving in that role for the agency) within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

“Workplace” includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The agency must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at Agency Human Resources Offices.

WEAPONS ON CAMPUS

Possession and/or use of firearms, ammunition, explosives including fireworks, dangerous weapons and hazardous chemicals is strictly prohibited on any campus or off-site location. This applies to all students, employees and visitors except in the following case: Any person required carrying a firearm because of employment with a local, state or federal police or law enforcement agency may be permitted to carry a firearm on campus but must first present a letter to the college stating such a requirement. All such letters shall be addressed to the Dean of Administration. This does not apply to on duty law enforcement officers coming on campus on official business or in response to a call from the college.

THREE RIVERS COMMUNITY COLLEGE

UNIFORM CAMPUS CRIME REPORT

2008 STATISTICS

In accordance with Connecticut Public Act 90-259, Campus Safety Act, and Public Law 101-542, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, each institution of higher education within the State is required to annually prepare a Uniform Campus Crime Report (UCCR), which is consistent with the FBI's Uniform Crime Reporting System (UCR). The report is to reflect the crime statistics on the property of the institution for the preceding calendar year.

The following is the statistical report for crime on the campus of Three Rivers Community College for 2008. The crime rate is derived by dividing the number of incidents reported by the total number of FTE (Full Time Equivalent) students and employees for the same calendar period. The total FTE students and employees for 2008 was 2580.

<u>CRIME CATEGORY</u>	<u># INCIDENTS</u>			<u>CRIME RATE</u>		
	'06	'07	'08	'06	'07	'08
Murder/non-negligent homicide	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0	0
Nonforcible sex offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Larceny	0	3	2	0	.001	.0008
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Vandalism	2	1	4	.001	.0003	.002

ALCOHOL, DRUG AND WEAPONS VIOLATIONS

The College is also required to monitor and report on any liquor law violations, drug abuse violations, and weapons violations occurring on campus. Three Rivers has not had any such violations for 2008 or any of the previous years for which records have been maintained.