

Three Rivers Community College
Report on Campus Safety and Security
Reporting Period January 1 – December 31, 2015
Report Issued October 2016

COMPLIANCE WITH STATE AND FEDERAL LAW

In compliance with the State of Connecticut Campus Safety Act (Public Act 90-259) 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 and security issues

THREE RIVERS COMMUNITY COLLEGE

Three Rivers is a comprehensive, single-campus community college, located in Norwich, Connecticut on New London Turnpike. 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 4198 full and part-time students each semester who attend both day and evening classes. All of the students commute due to there being no student housing affiliated with the College. Located on approximately 58 acres, the College consists of a large, modern multi-winged building of approximately 280,000 square feet, and a central utility plant of almost 16,000 square feet with parking for approximately 1200 vehicles. The surrounding college grounds, walkways and parking lots are generally well lighted at night and a roving security vehicle actively patrols all parking areas whenever classes are in session. There are 12 blue light phones that connect to the security desk for emergency response events.

ADMINISTRATION OF CAMPUS SAFETY AND SECURITY

Overall, responsibility for campus security and safety is assigned to the Dean of Administration who may be reached at (860) 215-9002. Oversight is also provided by the College's Environmental Health and Safety Committee which serves as the forum for the review of all campus safety and security challenges and any policies issued regarding these matters. The President, Deans, HR Director, HR Manager, and Security Site Supervisor make up the Threat Assessment Team to analyze and discuss situations or individuals (students, staff, and faculty) who may pose a threat to the safety and security of the College. The Threat Assessment Team will meet at the discretion of the President to determine the level of risk the situation or individuals pose and to determine a course of action in reducing or eliminating that threat. 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 Evening College Administrator in charge of evening and

weekend operations. On campus, they are assisted by the Evening Student Services Assistant located in the Student Welcome Center, a 4 to 6 person college maintenance staff, and a 3-4 person Security team. All on site personnel are connected by a portable, hand-held radio communication system. Additionally, Norwich City Police routinely patrol surrounding campus parking lots, and both Norwich City Police and CT State Police respond promptly to any emergency calls. Currently, an informal agreement exists which designates the Norwich City Police as the first responders to campus crime and other emergencies with notification to the CT State Police for enforcement action where the State has reserved primary jurisdiction (i.e. major violent crimes, theft or vandalism to State property).

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 distinct hours which vary at different times of the year and 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 only or through 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 to cover all hours the college is open. Normally four security officers are on duty including a site supervisor, and one officer at each of three stations – main entrance security desk, a roving interior building patrol, and a mobile exterior vehicle patrol. Additional security officers may be hired as necessary to cover special events, parking, or any other special program at the College. Contract Security Officers for the College are not sworn officers and 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. Security Officers also have the authority to issue parking notices and to recommend to the Dean of Administration the towing of any vehicles parked in designated handicap parking, fire lanes, or main college or parking lot entrances in such a way as to prevent safe traffic flow. Campus Security Officers are trained to immediately report any illegal or suspicious activity to college officials or to call directly for Norwich City or CT State Police assistance should the situation warrant. The security contractor currently employed by the College is AlliedBarton Security Services, LLC at 1000 Bridgeport Avenue, Shelton, Connecticut.

CRIMINAL ACTIVITY OFF CAMPUS

Three Rivers also offers classes off campus at the U.S. Naval Submarine Base and Ella Grasso Technical High School both in Groton, Connecticut, and periodically at various business locations in the area. At each of these sites, security is provided by the host facility. Criminal activity off campus is monitored and recorded by the Norwich City Police and the CT 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, its students, and its employees.

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 at all classrooms and in hallways, with instructions posted for contacting any of the following response stations:

<u>Response Station</u>	<u>Phone</u>
Emergency Hotline (Campus Security)	Ext. 5-5555
Non-Emergency Assistance (Campus Security)	Ext. 2-2222
Director of Facilities	Ext. 5-9236
Evening Services Assistants	Ext. 5-9016
Dean of Administration	Ext. 5-9002

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 or 911.

Additionally, the following individuals (designated as Campus Security Authorities) have significant responsibility for student and campus activities and can also be contacted to report crimes or other emergencies.

Dean of Student Services	215-9003
Academic Dean	215-9004
Director of Student Activities	215-9293
Title IX Coordinator	215-9208
Student Advocate / Director, Student Success	215-9260

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 held with the Dean of Administration and may be viewed upon 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 when warranted.

DISTRIBUTION OF THIS REPORT

This report will be posted on the Three Rivers extranet website and copies will be available in the College library. Complete copies will also be forwarded to all college employees by email. For registered students, a copy of this report will be posted to their myCommnet messaging system and sent to their college provided email account.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

If the College becomes aware of any potential security or safety problem which may impact the welfare of any employee or student, the College will use every means available to notify the College Community of the situation and recommended course of action. Such means may include posted notices both at the College and on its website, email alerts, classroom announcements, phone-calls, public address system announcements, or other means to provide timely warnings. Of particular importance is the use of the Connecticut Community College System's myCommNet Alert notification system which provides instant messaging via cell phone voice and text messaging, and email to all system registrants. Registration for the myCommNet Alert system is free of charge and can be accessed from the myCommNet homepage. The College will issue an emergency notice via myCommNet Alert system if warranted and if determined that such a notice will not compromise efforts to assist victims or control the emergency. The decision to issue such a notice will be made by either the President, Dean of Administration, or the Dean of Student Services.

The College's Emergency Action Plan (EAP) provides information regarding emergency response and evacuation procedures to the college community. The College tests its fire and evacuation plan monthly during the academic year with specific procedures outlined in Section 14 of the EAP.

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 your vehicle. Always look around the area to ensure that no stranger is hiding near or behind the car.
- Do not leave belongings unattended.
- Do not give personal information to strangers.
- If a crime is committed, report it to Campus Security immediately.

- Students, staff, and faculty may call campus security for an escort to their vehicle for any reason. The security main desk can be reached Mon-Fri (during the semester) from 7AM-10PM at ext. 2-2222 or 860-215-9053.

COLLEGE POLICY ON SEX RELATED ISSUES

The Board of Regents has established a Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy which can be found online in the Three Rivers Student Handbook. The Student Services Division also provides written information and hosts periodic seminars available on a range of topics including sexual harassment, date rape, and healthy and abusive relationships. The Student Services Division maintains a listing of support agencies within the community to which students with potential problems may be referred. Additional professional assistance and regional resources are also available by dialing 211 or online.

If a rape or other sex offense occurs on campus, the victim should immediately contact local police authorities, preserve evidence of the criminal offense, seek immediate medical assistance, and report the crime to one of the College Officials previously listed. College personnel will assist the victim in making this report if the victim requests.

Victims of sexual assault or domestic / intimate partner violence are encouraged to contact a community crisis agency for free, confidential counseling and legal advocacy services. For cases of sexual assault, the Sexual Assault Crisis Center of Eastern Connecticut is available at (860) 442-0604, or at their 24/7 hotline, (860) 437-7766. For cases of domestic violence, Safe Futures is available at (860) 889-8331, or at their 24/7 hotline, (860) 701-6000.

Sexual harassment can take many forms such as physical contact, verbal comments, the posting or display of inappropriate visual material (including the viewing of pornographic material online), or threatening harassment that is either implied or explicit towards an individual who does not comply with sexual requests.

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 feel sexually harassed, please contact either the Academic Dean, Dean of Student Services, Director of Human Resources, or any Student Services Division Director or Counselor. These people can advise you of available resources. Sexual harassment, as well as any reprisal or retaliation by an offender, is illegal and punishable by law and by the College Discipline Policy.

Further information regarding student disciplinary actions that can be taken in the event of an instance of sexual misconduct or sexual harassment can be found online in the Board of Regents Student Code of Conduct Policy in the Student Handbook.

SEXUAL OFFENDER REGISTRATION

The State of Connecticut Sexual Offender Registry contains the names of all the persons convicted of sex offenses. 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 Drugs and Alcohol in the Community Colleges Policy and Connecticut's Policy for a Drug Free Workplace . All alcoholic beverages are prohibited on campus with the exception of those events where permission to have alcoholic beverages is 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 and may involve city and state law enforcement officials for possible prosecution when students or employees violate these standards. Student disciplinary sanctions may include warnings, disciplinary probation, community service hours, suspension and dismissal.

WEAPONS ON CAMPUS

The use or possession of weapons (as defined in Section 53-206 of the Connecticut General Statutes) is prohibited on campus or at college activities except as authorized by Board or college policies. Colleges are hereby authorized to develop policies, which allow for specific exemptions to the extent permitted by law.

SECURITY AND UNIFORM CAMPUS CRIME REPORT

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 2015. The crime rate is derived by dividing the number of incidents reported by the total number of student and employee FTE (Full Time Equivalent) for the same calendar period. Total FTE for students and employees for 2015 was 2,719.

Crime Category	Number of Incidents			Crime Rate		
	2013	2014	2015	2013	2014	2015
Murder/non-negligent homicide	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses	0	1	0	0	0.0003	0
Non-forcible 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	6	5	3	0.0021	0.0017	0.0011
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Vandalism	2	3	3	0.0007	0.0010	0.0011
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	2	0	0	0.0007

ALCOHOL, DRUG AND WEAPONS VIOLATIONS

The College is also required to monitor and report any liquor law violations, drug abuse violations, and weapons violations occurring on campus. Three Rivers had one incident of the sale of a controlled substance and two incidents of the personal use of a controlled substance in previous years for which records have been maintained.

RESPONSIBILITY/RIGHT TO FILE CRIME REPORT

Any College staff member or student who is a victim of any type of crime is encouraged to file a report with the local police. The College will assist the individual in filing this report in any way possible. Equally important, the College will strictly enforce all individuals' rights to make such reports. 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.