

Three Rivers Community College

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics for 2020

Issued September 23, 2021 for the Year 2020



Three Rivers Community College
574 New London Turnpike
Norwich, CT 06360

INTRODUCTION

Three Rivers Community College (TRCC) is committed to the safety and welfare of students, faculty, staff and visitors. No community is immune to crime or emergency situations. Campus safety is a shared responsibility. All must take responsibility for the safety and security of themselves, others, and their belongings.

The U.S. Department of Education's Office of Postsecondary Education Handbook for Campus Safety and Reporting 2017 Edition reports: In 1990 Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in *HEA's* Title IV student financial aid assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the *HEA*.

The purpose of this publication is to:

- Provide an overview of campus security;
- Share crime statistics required by the Clery Act;
- Inform current and prospective students, staff, faculty, and visitors about the college's policies and programs to keep them safe;
- Share information regarding emergency preparedness and planning.

Three Rivers Community College distributes this publication annually to our campus community of students, prospective students, employees and prospective employees. This publication is available on the TRCC website at <https://www.trcc.commnet.edu/administration/administration-services/safety-security-info/>
Printed copies are available in the Library room C119.

Direct questions about this publication or campus safety to Dean of Administration, Room C241, 860-215-9002.

Disclaimer: The Board of Regents (BOR) is the body empowered to make 'policy' for all constituent units under its jurisdiction. The college is not empowered to create its own policies. For Clery Act compliance, the word 'policy' is used throughout this document. In the event of conflict with any existing BOR policy, BOR policy would supersede any college 'policy' listed below. Absent any BOR policy, college promulgated rules apply.

GEOGRAPHY

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 3000 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. Three Rivers also offers classes at Ella T. Grasso Technical High School 189 Fort Hill Rd, Groton, CT. TRCC does not have any officially recognized student organizations with non-campus locations.

CAMPUS SECURITY/LAW ENFORCEMENT POLICY

Three Rivers Community College does not have a campus police department.

The college contracts with Allied Universal Security Services to provide security coverage during the college's operating hours, year-round, weekends and evenings. Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Security officers do not possess arrest powers.

Security officers patrol the campus daily. They patrol the buildings and grounds, assist members of the campus community with maintaining a safe learning environment, enforcing safety in parking lots with traffic and parking enforcement, maintaining building security by locking and unlocking rooms as necessary, assisting Children's Center parents in the drop-off and pick-up of children, and general assistance to the community as needed. Security officers receive direction and supervision from the Office of the Dean of Administration.

All criminal offenses will be investigated by the appropriate law enforcement agency. Three Rivers Community College is a state agency. The State Police under the Department of Emergency Services and Public Protection have jurisdiction over the college and its satellite locations. The Norwich Police Department may investigate or assist the State Police with criminal offenses that occur on the Norwich campus. The Groton Police Department may investigate or assist the State Police criminal offenses that occur at the Grasso Tech site. The prosecution of all criminal offenses that occur at both locations are conducted at the Superior Court of Connecticut. Non-criminal violations of college policy will be referred to the Dean of Academics for review and action.

Criminal offenses are reported to the State Police and/or Norwich Police. 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-156b of the Connecticut General Statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution. TRCC encourages accurate and prompt reporting of all crimes per the procedures below.

As a state agency, Three Rivers does not have written memoranda of understanding with state, city or town police for the investigation of alleged criminal offenses.

REPORTING CRIMES AND OTHER EMERGENCIES

To report a Crime:

TRCC does not have campus police. State police have jurisdiction over TRCC as a state property. Norwich Police normally are first responders to incidents on campus or Groton police at the offsite locations. Students and employees are encouraged to report all crimes to the Norwich, Groton and/or State Police.

Norwich Police	911 or 860-886-5561
Groton Police	911 or 860-445-2451
State Police – Troop E	911 or 860-848-6500

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner. Clery Act crimes need to be reported for the school and police authorities to respond, for the purpose of making timely warning reports and inclusion in the annual statistical disclosure. When in doubt, always err on the side of caution.

To report a crime or an emergency on the Norwich campus, call:

Emergency Hotline (Security Desk)	Extension 5-5555 or 860-215-5555
Non-Emergency Assistance (Security Desk)	Extension 2-2222 (on campus only)
Director of Facilities	Extension 5-9236 or 860-215-9236
Evening Services Assistants	Extension 5-9016 or 860-215-9016
Dean of Administration	Extension 5-9002 or 860-215-9002

Security staff are available at the Security Desk to take your call during the semester as follows:

Monday - Friday	During all operating hours
Saturday	Normally Closed, but all hours when open
Sunday	Closed

When the semester is not in session security staff are available during business hours, Monday through Friday. Any suspicious activity or person seen in the parking lots, loitering around vehicles, insider or around buildings on campus should be reported to Security.

To report a non-emergency or public safety related matter, call the Dean of Administration at 860-215-9002.

The individuals to whom students and employees should report Clery Act crimes are as follows:

Security staff	Dean of Administration
Dean of Academics & Student Services	Title IX Coordinator
Director of Student Services (Victim Advocate)	Director of Facilities

If assistance is required from the State Police, Norwich or Groton Police Departments, or Norwich or Groton Fire Departments, Three Rivers personnel will contact the appropriate unit. If a sexual assault or rape should occur, Three Rivers will follow the procedures outlined in Public Act 14-11.

The Daily Crime Log is maintained by the Dean of Administration. The public may review the Daily Crime Report by calling the Dean of Administration's Office at 860-215-9002.

Violations of student codes of conduct are forwarded to the Dean of Academics & Student Services for review and potential action.

In the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the TRCC community, TRCC would issue a timely warning. Please see the Timely Warning section below.

LIST OF EMPLOYEES TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT CRIMINAL OFFENSES

Students and employees should report criminal offenses to the following employees. Although security guards are not employees of TRCC, they are empowered to assist in responding to criminal offenses and are required to notify the Dean of Administration of such offenses.

Security staff	Dean of Administration
Dean of Academics & Student Services	Title IX Coordinator
Director of Student Services (Victim Advocate)	Director of Facilities

The College does not participate in a Voluntary Confidential Reporting program.

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. The College does not participate in a Voluntary Confidential Reporting program.

SECURITY AWARENESS PROGRAMS

Three Rivers Community College addresses campus safety awareness through a variety of venues:

- Student handbook;
- Posters/notices on bulletin boards;
- Slides displayed in hallway monitors;
- Employee campus-wide announcements;
- College website;
- Events sponsored by the Office of the Dean of Administration, Counseling Office, Student Programs.

Every September the College hosts a “Fresh Check” Health Fair.

The common theme of any awareness program is to encourage students, faculty and staff to be aware of their surroundings, and to be responsible for their own security and the security of others.

CRIME PREVENTION PROGRAMS

The College does not offer formal programs regarding crime prevention.

POLICY STATEMENT ADDRESSING CRIMINAL ACTIVITY OFF CAMPUS

Criminal activity off campus is monitored and recorded by the local law enforcement agency as follows:

- Norwich Police Department (TRCC Campus)
- Groton Police Department (Grasso Tech)
- Connecticut State Police (all locations)

Norwich Police	911 or 860-886-5561
Groton Police	911 or 860-445-2451
State Police – Troop E	911 or 860-848-6500

The College enjoys close working relationships with the State Police, Norwich and Groton Police 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. TRCC does not have any off-campus locations of student organizations recognized by TRCC. TRCC has neither on-campus nor off-campus housing facilities.

POLICY FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The procedures for preparing the annual disclosure of crime statistics including reporting statistics to Three Rivers Community College obtained from the following sources:

- College Incident Reports
- Daily Crime Log
- Campus Security Authorities
- City of Norwich Police
- Groton Police
- State of Connecticut Police

The college crime statistics along with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics are gathered, compiled and reported by the Office of the Dean of Administration. An email is sent to every enrolled student and employee on an annual basis. The information contained in the email includes a brief summary of the contents of the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics, and the address for the college's extranet web site where the report can be found online. Hard copies are distributed to the College Library or upon request from the Dean of Administration.

CAMPUS SECURITY AUTHORITIES

Federal law defines four categories of Campus Security Authorities or CSA's:

- Campus police department or a campus security department;
- Individuals who have responsibility for campus security;
- Any individual or organization to which students and employees should report criminal offenses;
- An official of an institution who has significant responsibility for student and campus activities

At Three Rivers Community College, the following departments, offices or individuals are identified as CSA's.

- College President
- All Deans
- Counselors
- Director of Student Programs
- Title IX Coordinator
- Director of Student Services
- Director of Facilities
- Evening Assistants
- Campus Threat Assessment Team Members

When a Campus Security Authority reports a crime to the Dean of Administration the Dean reviews the report, and contacts the necessary authorities. This may involve

campus resources such as the Dean of Academics, Title IX Coordinator, Director of Student Services (Victim Advocate), Director of Facilities or others as needed. The Dean would contact either the Norwich, Groton or Connecticut State Police for investigation and resolution. The report is kept on file in the Dean of Administration’s Office. If the is a reportable crime under the Clery Act, it is included in the Annual Security Report. All crimes are reviewed so that steps can be taken to ensure the college has a safe learning environment.

TIMELY WARNINGS

As required by the Clery Act, “timely warnings” will be provided to the community in the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the TRCC community. A timely warning will be issued for crimes that occur on the three locations listed under geography when a crime is:

- Reported to Campus Security Authorities or local police authorities; and
- Considered by TRCC management (listed below) to represent a serious or continuing threat to students and employees

The decision to issue a timely warning will be based on the following factors:

- The nature of the crime,
- The continuing danger to the campus community,
- The possible risk of compromising law enforcement efforts.

The following employees may issue a timely warning:

President	Dean of Administration	Dean of Academics
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The timely warning will contain all information that would promote safety and aid in the prevention of similar crimes. The warning may be issued through the use of a variety of sources which may include, but are not limited to, the means listed under Public Information Notifications.

EMERGENCY NOTIFICATIONS

Upon confirmation of a significant emergency or dangerous situation that occurs on the campus that involves an immediate threat to the health or safety of Three Rivers students or employees, TRCC is required to immediately notify the campus community.

The following individuals may issue an emergency notification:

President	Dean of Administration	Dean of Academics
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An emergency notification differs from a timely warning in that:

- It has a wide focus on any significant emergency or dangerous situation,
- It is an event that is currently occurring on or imminently threatening the campus,
- It applies to on-campus situations,
- It is initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens.

EMERGENCY RESPONSE PROCEDURES

TRCC will, without delay, notify the campus community of an emergency or dangerous situation. TRCC will take into account the safety of the campus community and determine what information to release about the situation, and begin the notification process.

TRCC would not immediately issue a notification for a confirmed emergency if doing so would compromise the efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency,
- Otherwise mitigate the emergency.

TRCC tests the emergency response and evacuation procedures at least annually. A Shelter in Place drill was conducted on 3/26/2019. These tests include drills, exercises and follow-through activities. They include, but are not limited to, the following:

- Technological tests of the 911 system, myCommNet Alert, beacons and desktop alert software.
- Tabletop drills by the Crisis Management Team.
- Departmental and individual classroom drills to discuss how students, staff and faculty in particular areas would respond to various emergencies.
- Campus-wide drills to test student, faculty & staff response to active shooter, evacuation, shelter in place and other emergency situations
- Having Norwich and State Police present to provide feedback and suggestions to improve campus response.
- Walk-through's of the campus for fire, police and other first responders.

TRCC prefers announced drills to avoid classroom disruption and unnecessary stress on individuals who have strong reactions to drills. However, TRCC reserves the right to unannounced drills to ensure the college's emergency response protocols are sufficient. All drills, tests and exercises are properly assessed so that TRCC's response efforts may be improved and enhanced.

TRCC will document each test. The information will be retained by the Dean of Administration. The file will contain a description of the exercise, the date the test was held, when it started & when it ended and whether it was announced or unannounced.

1. How can an individual report an emergency? The procedure is listed in the General Procedures for Reporting a Crime or Emergency.
2. The process by which TRCC will confirm that a significant or dangerous situation exists:
 - a. The following individuals may issue an emergency notification:

President	Dean of Administration	Dean of Academics
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- b. These employees may make the determination of an emergency situation on their own if time is of the essence, or they may consult with others, if time allows. This includes, but is not limited to, the following:

Police – Norwich, Groton or State	Board of Regents
Allied Universal Security Services Team	Evening Assistants
Fire – Norwich or Groton	

3. The procedures TRCC will use to immediately notify the campus community upon the confirmation of an emergency are listed in the Public Information Notifications.
4. The content of the notification will be determined by the individual issuing the notification.
5. The Dean of Administration will update the college’s hallway monitors. Broadcast messages over the college phones may be made by any of the employees listed above as well as all employees trained to work in the Information Desk. The Dean of Academics and marketing staff would manage media notifications, television, radio, etc. Any authorized employee, or security guard, would put notices on college doors or bulletin boards – if time allowed and doing so would not endanger the guards or employees. Only the following employees are authorized to send notifications out via myCommNet Alert, which includes text, voice & email messages to the entire TRCC population, beacons and desktop software :

Dean of Administration	Dean of Academics
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6. The President, Dean of Academics or marketing department would disseminate information to the larger community.
7. TRCC will continuously assess the situation and provide updates as warranted and notify the community when the emergency has passed.
8. The TRCC campus is small. All segments of the population will be notified of emergencies or dangerous situations. TRCC does not segment emergency notifications to particular groups or areas on campus.

EVACUATION PROCEDURES

CAMPUS EVACUATION

Evacuations of all or part of the campus grounds will be announced by the President and/or the Dean of Administration. A comprehensive evacuation plan is set forth in Section 14 (Fire and Evacuation Plan) of the Emergency Action Plan. In the event that an alarm is sounded or a notification to vacate the building is broadcast, all persons are to immediately vacate the building following posted evacuation routes and procedures set for the in Section 14. Instructors, staff and / or their designees are responsible for assisting non-ambulatory occupants requiring wheel chairs or assisted means of vacating the building from the second floor to one of the two designated “Areas of Assistance” specified in Section 14 (Fire and Evacuation Plan) of the Emergency Action Plan.

BUILDING EVACUATION

There are a number of emergency situations which would require the evacuation of the building. These include fires and bomb threats, which are the most likely occurrences; but also situations such as chemical or gas leaks, structural failures, prolonged power outages, weather emergencies such as hurricanes or tornados, and major violence. In most cases, the procedures for evacuation and basic response to the emergency will essentially be the same and will include the following steps:

- The fire alarms will be sounded with an announcement to evacuate the building.
- The phone paging system will be used for special instructions during an emergency situation.
- Evacuation plans are posted near all classrooms and offices identifying the evacuation route, appropriate exit and the location where persons should gather after they have left the building.
 - If an evacuation plan is not posted in your classroom or office, please request one from the Director of Facilities.
- Once people are outside the building, they should move to their designated Assembly Areas, keep away from the building and under no circumstance reenter the building until informed that the Fire Department Officer in Charge has declared the emergency over.
- Contemporaneous with the evacuation, an Emergency Operations Center (EOC) will be established in the Central Utility Plant (CUP). All faculty and staff who are willing to assist and have no other assignment should report to the EOC where they will be directed to a staging area to receive their assignments. All press or other media inquiries should be referred to this EOC where they will be directed to the Public Relations Associate.
- During the evacuation, all entrances to the College will be closed to all entering traffic except emergency vehicles. Orderly vehicle exits from the College will be permitted to the extent that they do not interfere with emergency operations.

POLICY ON SECURITY OF AND ACCESS TO CAMPUS FACILITIES

TRCC does not have campus residences. During business hours, Three Rivers Community College will be open to students, employees, parents, contractors and guests. Employee access to the college off hours is granted with the written permission of the President. Students are not permitted access to the buildings when the college is closed. Security and access concerns are addressed by the Dean of Administration, Director of Facilities, Maintenance personnel, in addition to other appropriate personnel when necessary.

Allied Universal Security Services provided contracted security. During operating hours guards patrol the campus, monitor the parking lots and ensure the security of the TRCC facility. Allied Universal Security Services monitors the campus to make sure individuals are acting appropriately and responsibly. They are empowered to approach individuals to offer assistance or question individuals acting in a suspicious manner. Allied Universal Security Services is also a presence on nights and weekends ensuring that buildings are locked and state property is secured and maintained.

Facilities staff ensure that lighting is appropriate, walkways are clear and accessible, and that hallways and stairwells are well lit and accessible. Facilities, custodial and security staff ensure that the campus, including buildings, classrooms and offices are opened when necessary and secured when not in use. Access to rooms is given only to authorized individuals. TRCC must balance being an open, public institution with ensuring the safety of all individuals on TRCC property, ensuring the proper safeguards are in place to protect TRCC students, staff, faculty, guests, property, equipment and technology from criminal acts.

POLICY ON DRUGS AND ALCOHOL IN THE COMMUNITY COLLEGES

The Connecticut Board of Regents for Higher Education 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. 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:

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 Board policy, the consumption of alcoholic beverages on campus may only be authorized by written permission of the President for special events as appropriate.
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. 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.

Students are urged to seek information, advice, or confidential counseling regarding drugs and/or alcohol by contacting the counseling staff. Also, Three Rivers is prepared to refer students to appropriate professionals (medical, legal, psychiatric, etc.) according to the needs of the individual student. Contact will be held in complete confidence. A student who ignores opportunities for help and assistance and who willfully violates College policies and the law faces disciplinary action as outlined in the BOR/CSCU Student Code of Conduct.

The College's full policies and programs on the Drug Free Workplace and Drug Prevention are published separately. Copies of these policies and programs are available to students through the Dean of Academics.

SEXUAL ASSAULT PREVENTION AND RESPONSE

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the

appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall 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 misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution. Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions: Sexual Misconduct Reporting Support Services and Processes Policy:

Terms, Usage and Standards

Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity. Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent

because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

Report of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

Disclosure is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

Sexual misconduct includes engaging in any of the following behaviors:

(a) 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 or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment 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.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

(b) Sexual assault shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent. Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual

advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(d) Intimate partner, domestic and/or dating violence means any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes 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; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as "domestic violence" are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes 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 includes 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.
- Cohabitation occurs when two individuals dwell together in the same place as if married.

- The determination of whether a “dating relationship” existed is to be based upon the following factors: the reporting victim’s statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(e) Stalking, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

Confidentiality

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Sexual Misconduct Reporting Support Services and Processes Policy Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct 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, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or

University's geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

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

Mandated Reporting by College and University Employees

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

Rights of Parties

Those who report any type of sexual misconduct to any BOR governed college or university 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 will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all

of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct 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;
- family violence protective orders.

Options for Changing Academic, Housing, Transportation and Working Arrangements

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing 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.

Support Services Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

Employee Conduct Procedures

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

Student Conduct Procedures

The Student Code of Conduct provides the procedures for the investigation, definitions of

terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students. Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

Dissemination of this Policy

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to

their institution and geographic area as set forth above.

Consensual Relationships

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities' respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution's educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty and or staff member and a student as well as when they occur between a supervisor and employee.

Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges. Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

Policy Prohibited Between Employee and Student

Consensual romantic, dating, or sexual relationships between any employee and any student over whom that employee exercises direct or otherwise significant academic, supervisory, or evaluative authority or influence are prohibited at all State Universities and Colleges. The evaluative relationship can take a variety of forms, such as teacher to student, advisor to advisee, coach to athlete, supervisor to student employee, or similar relationship.

Strongly Discouraged Between Employee and Student

Romantic, dating or sexual relationships between employees and students over whom said employee does not have supervisory or evaluative authority are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety. If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean if such a student wishes to enroll in a credit bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student's independent study, internship, or

thesis; participate in decisions regarding grades; or write letters of recommendation or reference.

Between Employee and Employee

BOR discourages employees with supervisory or evaluative authority from engaging in romantic, dating or sexual relationships with employees who they supervise or evaluate. If such a relationship exists or develops, the supervisory employee must notify his/her manager so that arrangements can be made for the unbiased supervision and evaluation of the employee. These situations are handled on a case-by-case basis and may require transfer or reassignment of one or more employees.

In the Event of a Sexual Harassment Charge

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit. Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

Sanctions

All violations of this policy should be reported to Human Resources for investigation and appropriate administrative action, up to and including disciplinary action.

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 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 by law. The Connecticut Sex Offender Registry may be accessed online here: <http://www.communitynotification.com>.

WEAPONS POLICY

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

EMERGENCY RESPONSE DOCUMENTS AND RESOURCES

The college has several other emergency response documents including the following:

- Emergency Response Plan
- Exposure Control Plan
- Security Protocol Plan

In addition, TRCC students, faculty and staff may access the safety video ‘Run, Hide, Fight; Surviving an Active Shooter Event’ from the college website. The link is below:

<https://www.trcc.commnet.edu/administration/administration-services/safety-security-info/>

EMERGENCY NOTIFICATION SYSTEM

myCommNet Alert is the emergency alert system used by the Connecticut Community Colleges. The system is also used for weather-related closings and delays. Alerts may be sent via text, email and/or voice message. All students and employees are automatically enrolled. Students, faculty and staff may edit or update at my.commnet.edu.

PUBLIC INFORMATION NOTIFICATIONS

Announcements regarding emergencies and/or weather closings are issued in an appropriate and timely manner. Information may be issued several ways:

- Email to employee and college-issued student emails
- Hallway electronic message signs
- Three Rivers webpage: www.ThreeRivers.edu
- Notices or posters placed on bulletin boards, entrances to the college.
- myCommNet Alert – the Board of Regents emergency notification system which relays information via text, email and/or voice message.
- Desktop Alert Software – this allows emergency messages to be broadcast on the screen of every non-VDI computer that is in use at the time the message is transmitted.
- Broadcast message over campus phones.
- Television & radio:

Television

Channel 3	WFSB
Channel 30	WVIT
Channel 8	WTNH
Channel 61	WTIC

Radio

WTIC – AM	1080	WRCH – FM	100.5	WZMX – FM	93.7
WICH/WCTY	WKNL	WNLC	WINY	WBMW-FM	106.5

MEDIA INQUIRIES

All media inquiries should be directed to the Office of Marketing and Public Relations, 860-215-9266. Do not attempt to answer media questions about campus emergencies.

DEFINITIONS

These definitions are used in the Department of Education publications:

Murder/Non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

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

Forcible sex offenses (including forcible rape): Any sexual act directed against another person forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

Non-forcible sex offenses: Unlawful, non-forcible sexual intercourse.

Aggravated assault: An unlawful attack by one person upon 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. Simple assaults are excluded.

Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Motor vehicle theft: The theft or attempted theft of a motor vehicle.

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

Public Property: Public property (not residences or commercial property) immediately adjacent to and accessible from the campus, but not owned or under the control of TRCC. Crimes reported in this category are derived through contact with municipal police agencies when available.

	Three Rivers On Campus			TRCC Non-Campus			Three Rivers Public		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Abuse/Arrests	0	0	0	0	0	0	0	0	0
Weapons Law Violation Arrests	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0
Non-Arrest Disciplinary Referrals									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Carrying, Possessing	0	0	0	0	0	0	0	0	0

VAWA Offenses	Three Rivers On Campus			TRCC Non-Campus			Three Rivers Public		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	0	0	0	0
Stalking	0	1	1	0	0	0	0	0	0

HATE CRIMES	TRCC On Campus			TRCC Non-Campus			Three Rivers Public		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0