2016 ANNUAL CAMPUS SECURITY & FIRE REPORT

Clery Report

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Including Statistics for 2014 to 2016
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

2014-2016
# Table of Contents

**Introduction**.............................................................................................................................................5

The Clery Act..................................................................................................................................................6

CCSU Preparation of the Clery Act.................................................................................................................6

CCSU Police Department...............................................................................................................................7

Authority of the CCSU Police.........................................................................................................................8

Relationships with other Law Enforcement Agencies....................................................................................8

Police Officer Selection and Training............................................................................................................8

**Crimes, Emergencies & Evacuation**........................................................................................................9

Reporting Crimes and Emergencies................................................................................................................10

Emergency Notification System and Timely Warnings................................................................................11

Evacuation Procedures................................................................................................................................12

**Crime Prevention & Programming**.......................................................................................................13

Crime Prevention and Programs....................................................................................................................14

Student Responsibilities...............................................................................................................................15

LiveSafe—Crime Prevention........................................................................................................................16

Student Conduct.........................................................................................................................................17

Drugs and Alcohol.......................................................................................................................................17

Missing Student Notification Policy............................................................................................................18

**Sexual Violence**....................................................................................................................................19

Reporting.........................................................................................................................................................20

Limited Confidential/Privileged Contacts......................................................................................................21

Rights and Sanctions..................................................................................................................................22
Student Code of Conduct and Statement of Disciplinary Procedures ..................................................23
Sexual Assault and Interpersonal Violence Prevention Programs..........................................................32
Sex Offender Notification.......................................................................................................................34
Contacts..............................................................................................................................................35

Clery Reportable Crimes.......................................................................................................................36
Definitions of Crimes..............................................................................................................................37
Crime Statistics........................................................................................................................................38
Hate Crimes............................................................................................................................................39
Violence Against Women Act................................................................................................................39
Violence Against Women Violations....................................................................................................40
Weapon, Drug and Liquor Violations.....................................................................................................41

Campus Fire Safety Report.....................................................................................................................42
Fire Safety Report....................................................................................................................................43
Resident Hall Fire Safety Systems.........................................................................................................44
Resident Hall Fire Safety Rules.............................................................................................................45
Fire Restricted Items in Resident Halls.................................................................................................45
Evacuation Procedures.........................................................................................................................46
Fire Reporting.........................................................................................................................................46

Campus Map..........................................................................................................................................47

The Future..............................................................................................................................................49

Mission Statement and Goals................................................................................................................49
Introduction

This section includes:

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Preparation of the Clery Report
- CCSU Police Department
- Authority of CCSU Police
- Police Officer Selection and Training

The CCSU community offers numerous advantages to students, staff, and visitors. While CCSU is a great place to live, work and study, it is not immune from the kinds of problems that concern the rest of the nation—including crime.

To diminish the likelihood of crime, the University undertakes a variety of measures. Included are not only the services of the Police Department, but also those of other departments whose policies and services support a safe campus. However, no matter how effective the University’s programs may be, the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals exercise reasonable care and prudence. Let’s work together, safety and security is everyone’s responsibility.
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

“A Compliance and Reporting Overview

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety.

Annual Security Reporting

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.”

Clery Center, 2017

Central CT State University
Preparation of the Clery Report for 2014 to 2016

The Records Manager at the CCSU Police Department is responsible for gathering the statistical data used in the preparation of this report. The manager relies upon the computerized records system of the CCSU Police for the bulk of this information. However, a written request for statistical information is also made annually to the Office of Student Conduct, the Office of Victim Advocacy and the surrounding police departments for any information that may be relevant.

The Fire Incident section is prepared by the CCSU Public Safety Division of Administrative Affairs and submitted for inclusion in this publication.

This Clery Report is published annually, in October of each year, by the CCSU Police Department via the CCSU Police website. An email is sent to every student and employee each year that includes a brief description of the report’s contents along with the address of the website where the report is published. Copies of the report are also available at the CCSU Police Department at 1500 East Street, New Britain, CT.

Police Log: A publicly accessible log of all crimes is available at the CCSU police headquarters. As noted elsewhere, serious incidents may require notification of the campus community to help the police or to help prevent further crimes.
The CCSU Police Department is headed by a Chief of Police who reports to the President of the University through the Chief Administrative Officer.

The Police Department’s primary mission is the protection of lives and property at CCSU. It is committed to carry out this role in a manner that respects and protects the rights of all individuals to learn, create, grow, live and work in an atmosphere of mutual respect. For us, “quality” not only reflects the kind of service we pledge to provide, but also describes the kind of life on campus we support.

The police are on campus and on call 24 hours a day, 365 days a year. Their duties include, but are not limited to:

- Patrolling the University around the clock.
- Responding to a full range of emergency and routine calls for service.
- Crime prevention/education activities.
- Investigation of crimes.
- Enforcement of state criminal and motor vehicle laws and campus regulations.
- Dispatch and emergency communications, 24/7.

Additionally, because public safety is everyone’s concern, an important role of the Police Department is to act as a safe campus advocate by sharing ideas and proposals that help shape the public safety dimensions of the services, programs and policies of other public safety “stakeholders.”
Authority of the CCSU Police

Each of Connecticut's 4-year universities has its own police department accountable to the president of each university. Each of these police agencies is also empowered to act in the same capacity as municipal police departments and each maintains a well equipped and highly trained department that operates 24 hours a day, 365 days a year. Officers are armed and possess full authority pertaining to arrest, search and seizure. The jurisdiction of the CCSU Police is generally limited to the geographic limits of the University. However, CCSU officers also have the authority to act anywhere in Connecticut regarding a felony and may also use their powers off campus under a regional mutual aid compact. Under this agreement and at the request of the New Britain Police Department, CCSU officers routinely assist the New Britain Police in patrolling and responding to calls for service in the neighborhood surrounding the campus.

Relationships with other Law Enforcement Agencies

The University and its Police Department enjoy excellent relationships with the New Britain Police Department, other municipal police departments, the Connecticut State Police and various federal law enforcement agencies. While the CCSU Police Department exercises primary police jurisdiction on the campus, the New Britain Police, the Connecticut State Police and other municipal law enforcement agencies have the authority to act on the campus as well.

NOTE: Other police agencies and the New Britain Police Department in particular, may notify the CCSU Police Department and/or the University if CCSU students are arrested off campus. In some cases, this may also lead to University sanctions for the misconduct.

Police Officer Selection and Training

The staff of the University Police Department consists of approximately 30 people, 20 of which are sworn police officers. Full time and part-time civilian employees, including students, provide support in such functions as administration, security, communications, and parking enforcement. All of our police officers are subject to the stringent requirements imposed upon all police officers in Connecticut. To be selected, potential police officers must pass a written examination, physical fitness evaluation, oral interview and a background investigation that includes a polygraph examination, psychological screen and drug screen. Upon selection, CCSU recruits train with police recruits from municipalities across the state at the Connecticut Police Academy in Meriden. The basic training course (spanning about 22 weeks) is supplemented by at least 10 additional weeks of field training and continual training in specified areas to maintain their certification. Similarly, our dispatchers must meet certification standards through training in the skills of managing a communications center.
Crimes, Emergencies and Evacuation

This section includes:

- Reporting Crimes and Emergencies
- Confidential and Voluntary Reporting
- LiveSafe—Reporting
- Emergency Notification System & Timely Warnings
- Evacuation Procedures
Reporting Crimes and Emergencies

Crimes in progress and other emergencies should be reported by dialing 911 from any phone. Whenever possible, the actual victim or witness of the crime should call directly. Firsthand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information.

Emergency phones, known as “Code Blue Telephones,” are strategically located across the campus and are connected directly to the police dispatch center on campus. A call to the police also activates the blue strobe light at many of these telephones.

The CCSU PD Communications Center is staffed 24 hours a day by trained public safety dispatchers. The dispatchers receive calls from the Code Blue phones, campus business lines and 911 calls relayed from the City of New Britain Public Safety Answering Point. Upon receiving calls for service, dispatchers assign the appropriate police officers, firefighters, or emergency medical staff to respond.

When calling 911 or the CCSU PD to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect carried, where and when the suspect was last seen, description of the suspect (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information. In addition to the importance of reporting, timely information assists in developing information and warnings for the campus.

Calling for Other Police Assistance
For non-emergency assistance, please call the CCSU PD at 860-832-2375. The University Police Department is located at 1500 East Street in New Britain, CT and is open 24 hours a day. The administrative services portion of the department is open from 8 a.m. to 4 p.m., Monday through Friday.

Voluntary and Confidential Reporting of Crimes
Except as noted below, the University does not have a reporting system for annual crime statistics that is both voluntary and confidential. Victims or witnesses to a crime are encouraged to report what they know about a crime to the police. The CCSU Police welcome all such information and, under some circumstances, will safeguard confidentiality. However, neither the police nor the University can guarantee confidentiality in all instances, particularly where the information pertains to an offense or an alleged offender that may affect the safety of others on campus. Indeed, in such cases a University employee (except a medical practitioner or professional counselor) may be required to divulge information to the police or others on a need to know basis. Pastoral and professional mental health counselors are encouraged to gather information on crimes reported to them, on a voluntary and confidential basis, for inclusion in the annual security report.

Other Campus Security Authorities (CSA)
You may also report crimes to individuals who are not members of the Police Department or the Office of Diversity and Equity. Other CSA’s may include RAs, athletic coaches, Title IX coordinators, or an ombudsperson.
LiveSafe—Crime Reporting
LiveSafe is a mobile safety communications platform, which provides users the tool to do something right from their mobile phone. From sharing information on concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that include location-tagged text, calls, photos and videos; scalable mass notifications; relevant safety resources and peer-to-peer safety tools.

LiveSafe puts a mobile security system in the hands of everyone, deputizing faculty, staff and students so they can feel involved and empowered to do something when they see something. Users can send text, photos, videos and precise location information to report incidents ranging from routine maintenance needs, to suspicious activity and/or to safety threats. LiveSafe’s cloud-based command dashboard receives tips in real time and allows security officials to respond via secure live chat. It is the “Do Something” for “See something, Say something”

CCSU Emergency Notification System & Timely Warnings

Timely Warnings for Crimes
In the event that a crime (listed in the Clery Act) or a series of crimes constituting an ongoing or continuing threat on campus, a campus wide “timely warning” will be issued. This is a decision made by the Chief of Police. Depending upon the situation, the CCSU Police will work with the Office of Marketing and Communications on distribution through campus email, LiveSafe or other means, (e.g., postings, direct distribution of flyers, the campus’ student newspaper, and campus websites). CCSU may also use its CCSU ALERT system if warranted.

CCSU Emergency Notification Systems
CCSU has an Emergency Notification System (CCSU ALERT) that focuses on emergency notifications in concert with a public safety response to avert threats and minimize the potential consequences of campus emergencies.

What to Expect
Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the CCSU Police will activate (unless doing so will compromise efforts to contain the emergency):

- External loudspeakers, tones and voice messages (Whelen System)
- SMS Text/Voice messaging system (Everbridge System—all employees and students are enrolled)
- Computer alert system
- Messages directly through the LiveSafe app or an SMS text, push notification or email.

What Should You Do and Why?
- Evacuate the building in case of a fire alarm or other specific instructions to do so.
- Otherwise seek shelter immediately in the nearest building away from doors and windows.
- Secure your area, lock doors and windows, close blinds, prevent suspect from accessing victims.
- Only call 911 if you or others are in danger (Calling 911 for information prevents the receipt of emergency calls.)
- Do three things: remain calm, do not take unnecessary risks, follow instructions.
Time is of the essence in an emergency and the police may not have or be able to convey very much detail about the emergency. Therefore, initial messages will merely alert you that a particular type of emergency (e.g., crime or hazardous condition) is taking place on campus. As soon as it is practicable, additional information will be posted through the CCSU website or via the Everbridge system.

**How are Notification Decisions Made?**
Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, CCSU will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notifications UNLESS the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims, contain or mitigate the emergency. The confirmation of a “significant emergency” and, therefore, the activation of the alert is generally the responsibility of the Chief of Police based upon the police response to an emergency and in consultation with the Chief Administrative Officer in accordance with the Emergency Response Management Plan. In other emergencies where the need for notice is less immediate the decision to activate a CCSU ALERT will be made by senior management officials. Such alert messages may be more specific and may take advantage of other supplemental notification methods depending upon the situation.

**When it’s Over**
When the emergency is over the CCSU ALERT system will also be used to make that notification.

**Are the Notification Systems Tested?**
Yes. Both of the primary notification systems (Everbridge and Whalen) are tested at least annually. Tests will be announced in advance and will coincide with a reminder regarding emergency response and evacuation procedures. An actual emergency that results in an activation of CCSU ALERT will be considered an unannounced test of the system.

**Evacuation Procedures**

**Active Shooter—Special Instructions for Acting When There’s an Armed Intruder**
- **Run**—If an escape route is accessible, attempt to evacuate the premises. Warn others and call 911 when you can.
- **Hide**—If you cannot escape, find a place to hide where a shooter is less likely to find you.
- **Fight**—As a last resort take action against the shooter when facing imminent injury or death. Attempt to disrupt and/or incapacitate the shooter.
- Seek additional information via the CCSU website

**Shelter in Place — Hazardous Materials (HAZMAT) Release**
- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility.
- Close and lock all windows, exterior doors and any opening to the outside.
- If possible, move to an interior room above ground floor with fewest windows and vents.
- Do not leave the building until authorized by fire or police officials.

**Emergency Building Evacuation for People With Physical Disabilities**
In the event of an emergency that may require a building evacuation, the following procedure is recommended:
- Call 911 and tell the dispatcher your location and remain where you are by sheltering in place. If you are unable to call 911, tell others of your location to inform emergency personnel.
- Have a sounding device, such as a whistle, to alert emergency personnel, and a small flashlight.
Crime Prevention and Programming

This section includes:

- Crime Prevention
- Student Responsibility
- Student Conduct
- Drugs and Alcohol
- Missing Student Notification
Crime Prevention and Programs

- **Education**: The CCSU Police Department works closely with Residence Life to provide up-to-date and meaningful presentations to the resident community about crime on the CCSU campus. Upon request, CCSU police officers are available for presentations on:
  1. Campus Safety
  2. Drug/Alcohol Abuse
  3. Sexual Assault Awareness on Campus
  4. Domestic Violence
  5. DUI Laws and Enforcement
  6. K-9 Demonstration
  7. Vandalism
  8. Bicycle Safety
  9. Date Rape Drugs and Other Drugs

- **Crime Analysis**: On an ongoing basis, the Police Department monitors and analyzes reports of all crime on campus and, according to the results of that analysis, modifies patrols.

- **LiveSafe Safety Map**: Staying aware of your surroundings is one of the key steps to staying safe, regardless of where you are. The Safety Map enables you to quickly see where you are and what’s around you in both familiar and new locales.

- **Safety Escorts**: Using student workers, public safety assistants or police officers, concerned students will be escorted within the campus.

- **Facilities Upkeep**: Facilities and grounds are maintained with safety in mind. The Facilities Management Department inspects campus facilities regularly, promptly make repairs affecting safety and security and responds to reports of potential safety and security hazards such as broken windows and locks. The grounds crew of the Facilities Management Department regularly monitors and responds to problems in landscaped areas of campus that may cause a safety hazard, for example shrubbery that impedes lighting.

- **Engraving**: The Police Department will assist students in engraving items of value.

- **Emergency Telephones**: The University has installed many well-placed emergency telephones (Blue Light Phones) on campus that automatically dial into the police dispatch center on campus.

- **Locked Residence Halls**: Residence halls are locked 24 hours a day, seven days a week. Students gain entry to the residence halls by a card access system that closely monitors access of all people in these areas.

- **Student Patrol**: Students are employed by the Police Department to provide escorts and perform building security checks.

- **ID Cards**: All full-time students, faculty and staff have been issued photo ID cards, which they are required to possess at all times and must show upon request.

- **Residence Hall Staff**: Each residence hall has a full-time, live-in Director with Residence Assistants on each floor.

- **Access Control and Security Cameras**: The University has invested significantly in the technology necessary to implement electronic access control and closed-circuit television cameras.

- **E-CHUG (Electronic Check-Up to Go)**: A required interactive web survey for incoming CCSU students that allows college and university students to enter information about their drinking patterns and receive feedback about their use of alcohol. The assessment is self-guided, and requires no face-to-face contact time with a counselor or administrator.
• **The Sexual Violence Prevention Program (SVPP):** A required on-line program for all incoming CCSU students to complete. The interactive program provides information on healthy versus unhealthy relationships, consent, different forms of sexual violence, strategies for identifying and interrupting sexual violence, and how to help victims/survivors.

**Student Responsibilities and Crime Prevention**

The cooperation and involvement of students in a campus safety program is absolutely necessary. The potential for problems is reduced when students follow sound safety-oriented practices. The residence halls will quickly feel like home—but you have to remember that you are not home. You must assume responsibility for your own personal safety and the security of your personal belongings by taking simple commonsense precautions. **Look out for one another and behaveasgoodcitizens.** Below are some helpful hints to help you reduce the chance of becoming a crime victim.

Remember, you are part of the “security system” at CCSU. If you do not engage in safe practices, you place yourself and others at great risk.

• Lock your door when you leave and take your keys with you, no matter how long you will be gone. It only takes a few seconds to be “ripped off.”
• Lock your door when you and/or your roommate are sleeping.
• Do not leave notes on your door telling the world that no one is in or when you will return. It’s an open invitation for theft.
• Keep wallets, purses, checkbooks and jewelry out of sight and locked up if possible. Do not keep large sums of money on hand and routinely check your checkbook to see if any checks are missing.
• Keep a record of all your valuable items, noting description, serial number and approximate value of the items. In some cases you should consider taking pictures of them. These records should be kept in a secure location. Also, keep a copy with your parents.
• Check with your parents’ insurance company to see if your property is covered under their homeowner’s policy while you’re living at school.
• Do not loan your room keys or access control card to anyone.
• Do not attach your keys to your University ID; it’s another invitation for theft.
• Do not allow strangers into your room.
• Only allow responsible visitors to your residence halls. You are responsible for their behavior.
• Register your residence hall guests.
• Do not open your door unless you know who is on the other side, especially at night.
• Do not allow door-to-door salespeople to enter the residence hall or your room. CCSU policy prohibits soliciting in any building without prior written approval from the University.
• Do not leave valuables, particularly electronic devices such as a GPS or iPod, in your vehicles.
• Lock your car!
• Do not prop doors open.
• Use only the authorized exits, except in an emergency.
• Do not use your identity to allow a stranger into the residence halls.
• Report any suspicious person or activity to the University Police, (860) 832-2375.
LiveSafe—Crime Prevention

LiveSafe application can be used from the user’s cell phone as a means to improve safety and prevention efforts. For instance, faculty, staff, and students can utilize the SafeWalk option. Utilizing GPS-enabled location technology, SafeWalk allows users to virtually walk family, friends and colleagues home or to another location by monitoring their location on a real-time map. Based off initial location and intended destination, hands-free smart alerts are sent to both parties if the user doesn’t arrive at the intended destination by the estimated time of arrival. Alerts are also sent when the user is delayed, has arrived or has summoned for help. Additionally, the Safety Map option can help navigate unknown areas by highlighting key locations, customized to the university. It also can be used to alert travelers to potentially dangerous areas.
Student Conduct

- Students have the same responsibility to obey the law, on and off campus, as any other citizen.
- Misconduct by anyone may violate either University policy or the law, or both.
- Misconduct that is ONLY a violation of University policy may subject one to campus disciplinary processes, e.g., the Student Code of Conduct.
- Misconduct that is a violation of the law may subject one to arrest and prosecution, AND if the law violation is ALSO a violation of University policy, the University may take administrative action as well.

Drugs and Alcohol

The University has a strong commitment, not only to a safe campus, but also to an environment that supports the development of healthy lifestyles. CCSU regards the abuse of drugs and alcohol as inappropriate behaviors that are inconsistent with the goals of the University. In support of this view the University has promulgated restrictive policies regarding the possession and use of drugs or alcohol on campus. Education and counseling programs support these policies. The policy statements related to alcohol and other drug abuse may be found in the Student Handbook. In addition to possible violations of University policy, the CCSU Police, as well as other municipal, state or federal agencies will enforce the laws pertaining to alcohol and drugs including statutes relating to underage drinking.

NOTE: Both the New Britain Police Department and the CCSU Police Department have stepped up enforcement measures related to complaints of alcohol abuse and/or loud parties in the neighborhood surrounding the campus. Underage drinking is illegal.

Alcohol and Drug Education

Please see the Student Handbook section related to this topic at: Student Wellness Services, Office of Wellness and Education. The Student Handbook can be accessed by clicking on the link: StudentHandbook

Weapons

The possession or use of firearms, fireworks, dangerous weapons or unauthorized chemicals is strictly prohibited and in many cases also violates state or federal law.

Monitoring of Off-Campus Student Organizations

CCSU does not recognize any off-campus student organizations including any with off-campus housing facilities. Therefore, CCSU has no policy regarding the monitoring and recording of such facilities through the local police.
Missing Student Notification Policy

How to Report
If a member of the University community has reason to believe that a student, who resides in on-campus housing, is missing and that foul play may be involved, he or she should immediately notify CCSU Police (860) 832-2375. Similarly, the police should also be notified if a student, who resides in on-campus housing, has been missing for 24 hours for any reason.

Notification of Emergency Contact
In both instances CCSU Police will generate a missing persons report, initiate an investigation, notify other law enforcement agencies and notify the student’s emergency contact no later than 24 hours after determining that the student is missing. In the case of any missing student under the age of 18 and who is not an emancipated individual, the CCSU PD will notify the student’s parent or legal guardian immediately after a determination that the student has been missing for more than 24 hours. For any student, if the CCSU PD is unable to contact an emergency contact person or parent/guardian as provided above, the CCSU PD will contact that person’s local law enforcement agency in order to make contact with such person.

Maintaining Emergency Contact Information
Students are required to review and update their own contact information, as well as the name and address of an Emergency Contact, before registration. This requirement ensures that CCSU is able to alert students about campus emergencies and to reach emergency contacts in the event a student is involved in an emergency. Students can update their Emergency Contact Name and Address by clicking on the Central Pipeline link at the top of www.ccsu.edu page and choosing “Students.” On the Central Pipeline Students page, click on the WebCentral-Banner Web link. Log into the WebCentral and click on “Update Contact Information” on the “Home” tab. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.
Sexual Violence

This section includes:

- Reporting Sexual Violence
- Limited Confidential/Privileged Contacts
- Rights
- Sanctions
- Student Code of Conduct and Statement of Disciplinary Procedures
- Sexual Assault and Interpersonal Violence Prevention Programs
- Sex Offender Notification
- Emergency Contacts
Sexual Violence

Sexual violence (sexual assaults and other forms of intimate partner violence) continues to be of great concern on campuses nationwide. CCSU wants you to know first and foremost that sexual violence is a crime. The CCSU Police will vigorously investigate all reported sexual violence and will work closely with victims, victim’s service agencies, other law enforcement agencies and the prosecutor’s office to bring perpetrators to justice.

CCSU policies on sexual violence cover four vital areas:
1. Reporting/Reporting Options
2. Contact Information
3. Rights
4. Sanctions

Reporting Sexual Violence

In any emergency, call 9-1-1. If no immediate emergency exists and the assault...

- Occurred off campus, contact local police for assistance. (At your request, CCSU Police will assist you in making contact with appropriate officials.)
- Occurred on campus, call CCSU Police at 860-832-2375.
- If you become a victim of a sexual assault, you should seek medical attention immediately. Do not wash, eat, use a restroom, bathe, douche, change your clothes or straighten up the area where the attack occurred. Call the Police, Sexual Assault Crisis Service or simply go to a hospital emergency room. Why? Because sexual assault is one of the only crimes in which the victim’s body is also the crime scene. If a victim doesn’t take these precautions, evidence of the crime may be lost.
- Time is of the essence. Medical evidence needs to be collected within 72 hours of an assault in case you decide – now or later – to press charges. Collecting the evidence keeps your options open.
- If you are still wearing the clothing you had on during the assault, take a change of clothes with you to the hospital, as your clothes may be needed for evidence. If you have already changed, the clothes worn during the assault will be needed at the hospital. Do not transport the clothes in plastic bags or containers – to preserve the evidence use clean paper bags, clean sheets, or a clean pillowcase to wrap your items.
- Do not keep the incident bottled up inside you; seek help from a support group and talk about it. You should report all cases of sexual assault to the University Police Department even if you don’t wish to press charges. The information you provide to the University Police Department may be helpful in preventing further attacks and even lead to the arrest of the offender. The most important point to remember is to get the medical attention and the support you need.

Q. Why Report?  A. Because reporting preserves your options.

Because sexual assaults seldom occur with witnesses present, physical evidence may be crucial in helping to establish the facts of the case or to link a suspect to the crime. Therefore, to the extent possible, the scene of the assault should be preserved for the police and you should seek medical attention before bathing. If you choose to report the matter to the police, either directly or with assistance, they will begin their investigation immediately. This will maximize their chances of gathering the amount of evidence necessary to justify an arrest and conviction of the suspect. If you change your mind after making an initial report, the police will not compel you to proceed. Conversely, if you elect not to report the matter to the police initially, but change your mind later, you may do so. However, while the police will do their best, delays in beginning the investigation may result in lost physical evidence or otherwise diminish the ability of the police to establish the level of proof necessary to either arrest or convict a perpetrator.
Reporting Options

When a student or employee reports to the Office of Diversity and Equity that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the Office of Diversity and Equity provides the individual a written explanation of his /her rights and options in a document entitled Resources and Options. While the university encourages victims to report crimes to the police, this is a very personal decision. Some find it more comfortable to first seek medical attention and/or counseling or mental health services. HELP is AVAILABLE in the form of professional assistance in accessing and utilizing campus, local advocacy, counseling and health services (including mental health). The service options listed on the chart on page 28 describes their availability and the degree of confidentiality. Regarding the issue of confidentiality, the University will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations. However, CCSU reserves the right to designate which University officials have a need to know about individual conduct complaints. Additionally, the University has an obligation to scrutinize reports of sexual assaults, whether or not the police investigated the matter. To help you decide upon seeking assistance, the reporting options below describe two types of confidentiality.

It is important to note that the ODE/OSC and police processes are separate. You have the right to file reports with both, one or neither systems. CCSU’s Office of Victim Advocacy can provide information on options and can assist you with making reports.

Sarah Dodd – CCSU’s Office of Victim Advocacy
860-832-3795
sarahdodd@ccsu.edu
Carroll Hall, Room 248
M-F, 9 AM – 5 PM from mid-August thru mid-June

Limited Confidential Contacts

- Will guard your privacy to the extent permitted by the law;
- Have an obligation to ensure notice to appropriate campus authorities so that the University may take necessary steps to protect the community as a whole and to consider and impose appropriate disciplinary measures;
- Must share non-personally identifiable information with the police for statistical purposes to comply with federal law;
- Must share enough information to allow officials to consider whether or not a “timely warning” is warranted to alert the campus to a serious and ongoing threat to their safety;
- Must share enough information so that University officials may determine any need to undertake action;
- To the extent possible, will limit communications to a finite group of people on a need-to-know basis; and
- May have to disclose information upon request unless an exception applies under Connecticut’s Freedom of Information Act.

Privileged Contacts

- Cannot disclose communications without the reporter’s consent to any other person, except under very limited circumstances such as an imminent threat of danger to self or others;
- Offer you options and advice without any obligation to tell anyone, unless you want them to;
- Will help you report incidents to the police or others who can take action against a perpetrator – with your permission;
- Keep you in full control over what happens next; and
- Permit you to seek assistance from them without starting a chain of events that takes things out of your control or violates your privacy.
Rights

Specific Student Rights: As a victim of sexual violence you have the right to:

- Notify law enforcement of such assault or violence.
- Receive assistance from campus authorities in making any such notification.
- Obtain a “protective order” and/or apply for a temporary “restraining order” through the court or seek enforcement of an existing protective or restraining order.
- Seek changes in academic, living, campus transportation or working conditions in response to your victimization. Options will be considered on a case-by-case basis, if so requested by the victim.

Crime Victim Rights: Immediately following a crime, victims have rights, including the right to:

- Help in obtaining emergency care.
- Be notified about arrest and court proceedings. Arraignment may occur the day after the arrest. Contact the clerk of the court to check on status, court date and location.
- Timely disposition of the case after the arrest of an accused.
- Reasonable protection from the accused.
- Get information on services and agencies that help victims.
- Apply to the Office of Victim Services for crime-related financial assistance.
- Return of property that the police took for investigating the crime.
- Be treated with fairness and respect throughout the criminal justice system process.

Sanctions

University Sexual Assault Protocols unequivocally state that sexual assault is a crime, as well as a violation of the Student Code of Conduct and/or other University policies. Sexual assault offenders, in addition to arrest and the full processes of the criminal justice system, may also be subject to the campus disciplinary system (students or staff). For example:

- If the person who assaulted you is a student, you may seek disciplinary action against this person through the Office of Student Conduct.
- Human Resources may impose sanctions against an employee based upon an investigation by that department, the Police Department, or the Office of Diversity and Equity. As noted in the BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy, the decision whether to investigate and discipline employees for off-campus misconduct will be made by the appropriate university administrator on a case-by-case basis in accordance with collective bargaining agreements, CSU/university policies, and state regulations.

You may take these actions in conjunction with, or independently of, a criminal prosecution. The University Police will assist you in this process as well. With respect to student offenders, procedures and penalties are enumerated on the next page, which is also located in the Student Handbook. Campus disciplinary procedures include provisions that allow both the accused and the accuser to have others present during the hearing and to ensure that both are informed of the outcome of the proceeding including any sanctions that are imposed.
Student Code of Conduct and Statement of Disciplinary Procedures

This Student Code of Conduct (hereinafter the “Student Code” or “Code”) is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

Prohibited Conduct

Sexual misconduct may include engaging in one of more behaviors:

1. (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; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

   - sexual flirtation, touching, advances or propositions
   - verbal abuse of a sexual nature
   - pressure to engage in sexual activity
   - graphic or suggestive comments about an individual’s dress or appearance
   - use of sexually degrading words to describe an individual
   - display of sexually suggestive objects, pictures or photographs
   - sexual jokes
   - stereotypic comments based upon gender
   - threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

(b) Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).
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:

- Prostitutioning 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 (such as letting your friends hide in the closet to watch you 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.

2. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 1 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 1 above or, (5) sexual exploitation, as defined in section 1 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.

3. Stalking, which is defined as repeatedly contacting another person when:

a. The contacting person knows or should know that the contact is unwanted by the other person; and

b. 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.
Disciplinary Procedures – Nonacademic Misconduct

The following procedures shall be followed in addressing allegations of non-academic misconduct.

1. **Providing Information leading to a Complaint:** Any person may provide information leading to the filing of a complaint against a Student or a Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University’s Disciplinary Officer or Conduct Administrator.

2. **Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code:** University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the Accused Student. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. **Disciplinary Proceedings Against a Student Charged with Sexual Assault, Sexual, Intimate Partner, Domestic Violence or Other Sex Related Offense:** See Section I.E.

4. **Pre-Hearing Investigation and Administrative Disposition:**
   
a. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Disciplinary Officer or Conduct Administrator may also present the case for the University at any subsequent hearing, but if he or she does, he or she shall not serve as a member of the Hearing Body.

b. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if there is reason to believe the student has committed a violation of any part of Section I.D. of the Code and, after considering both the possible violation and the prior conduct record of the student, if the Disciplinary Officer or Conduct Administrator determines that a sanction of less than residential hall separation or suspension or expulsion from the University is appropriate, the Disciplinary Officer or Conduct Administrator shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Disciplinary Officer’s or Conduct Administrator’s consideration. At the conclusion of the administrative conference, the Disciplinary Officer or Conduct Administrator shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than residential hall separation, or suspension or expulsion from the University. The Disciplinary Officer or Conduct Administrator shall provide the student with a written explanation for the determination. The decision of the Disciplinary Officer or Conduct Administrator shall be final.

5. **Hearing Bodies:** A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concern surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination. Any Hearing regarding an accusation of sexual assault, sexual misconduct, intimate partner, domestic violence or other sex related
offense or intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.

6. **Hearing Procedures:**

   a. **Notice of Hearing:** Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

   The notice shall advise the Accused Student of each section of the Student Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, including the approximate time when and the place where such acts or omissions allegedly occurred.

   The Accused Student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than three (3) Calendar Days. The Accused Student, the Reporting Party and/or any alleged victim may request a delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the Disciplinary Officer or Conduct Administrator or by the Hearing Body, or by the designee of the Vice President for Student Affairs.

   b. **Hearing:** Hearings shall be closed, but the Hearing Body may, in its discretion, admit any person into the hearing room. The Hearing Body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

   The Accused Student, the Reporting Party and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the Hearing Body and the presentation of sanctions. In hearings involving more than one Accused Student, the Hearing Body may determine that, in the interest of fairness, separate hearings should be convened.

   In any Hearing alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim and the Accused Student are entitled to:

   1) be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
   2) present evidence and witnesses on their behalf;
   3) in accordance with the Family Educational Rights and Privacy Act (FERPA), to have their identities kept confidential.

   In addition, the alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense is entitled to request that disciplinary proceedings begin promptly.

   c. **Record of Hearing:** When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.
d. **Opportunity to Present a Defense**: The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(e)s the Hearing Body may choose to call to testify.

e. **Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense**: The Accused Student who is present at the hearing shall be notified by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.

f. **Non-Appearance of Accused Student at Disciplinary Hearing**: If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of “not responsible” on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.

g. **Advisors and Support Persons**: The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.

h. **Presentation of Evidence**: Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.

i. **Evidence of Prior Convictions or Disciplinary Actions**: Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.

j. **Accommodation of Witnesses**: The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.

k. **Written Notice of Decision**: The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of “responsible” or “not responsible,” and the sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the Accused Student. However, certain information may be released if and to the extent authorized by state or federal law.

With respect to Hearings alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim shall receive written notice of the decision of the Hearing Body at the same time as the Accused Student, normally within one (1) business day after the conclusion of the Hearing.
In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense shall contain only the following: the name of the student, the violation committed and any sanction imposed against the student.

7. **Review**: An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) Calendar Days of the Accused Student’s receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.

a. **Grounds for Review**: The Accused Student has the right to request a review of the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the record except as required to explain the basis of new information.

b. **Review Procedures**: In order to prepare for the review, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.

If a request for review is granted, the matter shall be referred to the original Hearing Body for reconsideration of its original determination or to a newly-constituted Hearing Body for a new hearing, or the sanction imposed may be reduced, as appropriate. If a request is not granted, the matter shall be considered final and binding upon all involved.

c. **Status of Student Pending Review**: All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.

d. **With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex offense, the alleged victim shall have the same right to request a review in the same manner and on the same basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be increased.

Upon review, if the decision or sanction of the disciplinary proceeding is changed, any alleged victim must be notified in writing of the change in decision or sanction at the same time that the Accused Student is notified.

**IE. Hearing procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports**

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:
1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student’s choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;

3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not ) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of “affirmative consent” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.

4. 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;

5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.

6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

**Disciplinary Sanctions**

Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the Hearing Body may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction when deemed appropriate. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

1. Sanctions Which May Be Imposed for Violations of the Code: The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code, and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the
appropriate office in the Division of Student Affairs and shall not be released without the written consent of the Student except to appropriate University enforcement personnel, University police, staff and administrators, or as required by law.

a. **Warning**: A disciplinary warning is a written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

b. **Fine**: A sanction involving the imposition of a specified dollar amount due and payable by a specified date.

c. **Probation**: Disciplinary probation is a designated period of time during which a Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within University Community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required. If the Student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.

d. **Loss of Privileges**: Denial of specified privileges for a designated period.

e. **Restitution**: Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.

f. **Discretionary Sanctions**: Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required.

g. **Residence Hall Warning**: A written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

h. **Residence Hall Probation**: Residence hall probation is a designated period during which an Accused Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the Student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the Accused Student fully complies with the terms and conditions imposed in connection with the residence hall probation, full residence hall privileges will be restored to the Student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.
i. **Residence Hall Separation**: Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.

j. **Residence Hall Expulsion**: Permanent separation of the Student from the residence halls.

k. **Suspension**: Suspension is temporary disciplinary separation from all universities among CSCU and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the Accused Student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to the University. A Student separated from all universities within CSCU by suspension may under the terms of the suspension be excluded from the premises of all CSCU premises when in the judgment of the suspending authority, the Student’s continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended Student’s home University or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student’s home University for designated purposes.

l. **Expulsion**: Expulsion is permanent disciplinary separation from all universities within CSCU and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the Accused Student, or later, if so stated in the notice. A student separated from all universities of CSCU by expulsion may under the terms of the expulsion be excluded from all CSCU Premises when in the judgment of the expelling authority the Student’s presence would constitute a danger to persons or property or a threat to the academic process.

2. **Revocation of Admission and/or Degree**: Upon the recommendation of the Hearing Body, admission to or a degree awarded from the University may be revoked by the University, acting through its President (or his or her designee) for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree.

**Protective Measures for Victims Following An Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking**

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. Protective measures may also include no contact orders and interim suspensions.
Sexual Assault and Interpersonal Violence Prevention Programs

CCSU prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as they are defined for the purposes of the Clery Act. Dating violence, domestic violence, sexual assault, stalking and affirmative consent are defined in Connecticut as follows.

- There is no definition for “dating violence” in Connecticut.

- “Domestic violence” is defined in Section 46b-38h of the General Statutes of Connecticut:
  - If any person is convicted of a violation of section 53a-59, 53a-59a, 53a-59c, 53a-60, 53a-60a, 53a-60b, 53a-60c, 53a-62, 53a-63, 53a-64, 53a-64aa, 53a-64bb, 53a-64cc, 53a-70, 53a-70a, 53a-70b, 53a-70c, 53a-71, 53a-72a, 53a-72b, 53a-181, 53a-181c, 53a-181d, 53a-181e, 53a-182, 53a-182b, 53a-183, 53a-223, 53a-223a or 53a-223b against a family or household member, as defined in section 46b-38a, the court shall include a designation that such conviction involved family violence on the court record for the purposes of criminal history record information, as defined in subsection (a) of section 54-142g.

- “Sexual assault” shall include but is not limited to a sexual act directed against another person without the consent 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.

- “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.

- Stalking is further defined in sections 53a-181c, 53a-181d, 53a-181e, and 53a-181f of the General Statutes of Connecticut.

“Affirmative Consent” is defined in Section 10a-55m of the General Statutes of Connecticut which says that affirmative consent means an active, clear, and voluntary agreement by a person to engage in sexual activity with another person.

Beginning with Freshman Orientation, Central takes an active role in raising awareness and creating a safe space for open dialogue and action to end sexual assault and any form of intimate partner violence. Educational programs and prevention initiatives are primarily coordinated by the CCSU Office of Victim Advocacy, the Office of Diversity and Equity, Residence Life, Student Activities and Leadership Development, Counseling and Wellness Center and the Women’s Center. These offices each contribute to a wide range of events, workshops, social media activity, campaigns, keynote speakers and training focused on sexual and intimate partner violence.

Central’s Office of Victim Advocacy (OVA) also provides professional advocacy services for any CCSU community member who has been impacted by sexual assault, intimate partner violence and/or stalking. OVA provides information on different reporting options, assists in connecting with resources and counseling services and provides ongoing emotional support. The Office of Victim Advocacy is located in Carroll Hall, Room 248 and can be contacted at 860-832-3795.
Programs

**Orientation Programs:** CCSU offers a comprehensive orientation for new students each summer. At Orientation 2016 students were required to attend “Sex Signals” a 90-minute, interactive program facilitated by two trained professionals. The program focuses on beliefs, attitudes and behavior that can lead to sexual violence, the difference between seduction and coercion, consent, how to identify predatory behavior and how to intervene to support members of the CCSU community.

**Prosocial Bystander Training:** A team of CCSU staff, faculty, students and administrators have been trained to facilitate a 90-minute training entitled *Bringing in the Bystander.* Students who attend this 90-minute program will better understand their role and the impact that they can have in creating a safer campus. Discussion and activities help students identify a continuum of inappropriate sexual behavior, develop empathy for survivors, and build skills to safely and effectively intervene as an active bystander in situations that could lead to sexual violence.

**The Red Flag Campaign:** This campus wide initiative uses an evidence-based, bystander intervention strategy to address sexual assault, dating violence and stalking on college campuses. At CCSU the campaign includes the distribution of red flags on campus, a poster series, classroom presentations and several key note speakers. The Red Flag Campaign is developed and implemented each year by a committee of faculty, staff and students.

**Stand Up CCSU:** This campaign is a central initiative of the CCSU Office of Victim Advocacy and is focused on preventing sexual violence through a bystander intervention model. Each year **Stand Up CCSU** is led and developed by CCSU students, with guidance from OVA and key faculty members. The campaign includes educational workshops, classroom presentations, a student developed poster campaign, major outdoor events and a keynote speaker.
Other Helpful Links

www.knowyourix.org

Provides information on Title IX and student rights. Created by and for students.

www.ccsu.edu/diversity/

Links to CCSU Title IX policies and procedures and staff contact information

www.ccsu.edu/studentconduct/resources.asp

Links to the CCSU Student Code of Conduct

Sex Offender Notification

The Campus Sex Crimes Prevention Act requires institutions to inform members of the campus community of the means by which you may obtain information about registered sex offenders who may be present on campus. The main webpage for the CCSU Police contains a link to the State of Connecticut sex offender registry. Additionally, in accordance with Chapter 969, Section 54-258 of the General Statutes of Connecticut, the CCSU Police Department keeps a record of all registration information transmitted to it from the Connecticut Department of Public Safety and can be found at the front desk of the police department. This registration information is accessible to the public online at:

## CONTACTS INFORMATION

**FOR ALL EMERGENCIES – DIAL 911**

<table>
<thead>
<tr>
<th>Reporting office</th>
<th>Location</th>
<th>Availability</th>
<th>Type of Communication</th>
<th>Services Provided</th>
</tr>
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<tbody>
<tr>
<td>CCSU Police</td>
<td>On or Off Campus</td>
<td>X</td>
<td>Limited Confidential</td>
<td>Emergency - Call 911. Special confidentiality rules apply regarding sexual assaults.</td>
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<td>YWCA Sexual Assault Crisis Services</td>
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<td>Licensed Support and Advocacy Services for Victims of Sexual Assault - Statewide 24 hour toll free Hotlines 1-888-999-5545 (English) or 1-888-568-8332 (Spanish)</td>
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<tr>
<td>Hospital of Central Connecticut</td>
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<td>Emergency care, including sexual trauma care. 860-224-5671</td>
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<td>CCSU Women's Center</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td>Support, counseling and advocacy for victims. 860-832-1655</td>
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<td>CCSU Student Wellness Services/Counseling</td>
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<td>Clergy</td>
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<td>Discussions with clergy are protected whether or not the clergy are affiliated with CCSU, e.g., through the Campus Ministry (a student organization).</td>
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<td>Will contact the police and assist victims at residence halls.</td>
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<td>Conducts investigations into violations of this policy regarding students and pursues disciplinary action against students who violate this policy. 860-832-1667</td>
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<td>Diversity &amp; Equity</td>
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<td>Conducts investigations regarding sexual harassment, including sexual assault. 860-832-1652</td>
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<td>CCSU Faculty and other Officials</td>
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<td>All will attempt to assist victims to the best of their ability.</td>
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<td>CT Coalition Against Domestic Violence</td>
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<td>Shelter, support, and advocacy to victims of domestic violence. 1-888-774-2900</td>
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<td>Office of Victim Advocate</td>
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<td>Information, advocacy, counseling referral, notification, &amp; victim compensation. 1-800-822-8428</td>
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<td>X</td>
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Clery Reportable Crimes
2014 - 2016

This section includes:

- Definitions of Reportable Crimes
- Crime Statistics
- Hate Crimes
- Domestic Violence, Dating Violence and Stalking
- Weapon Law Violations
- Drug Abuse and Liquor Law Violations
Crime Data

The crime data is displayed in a format that mirrors what is required by the Department of Education and may differ from data reported under federal or state Uniform Crime Reporting (UCR) programs. The difference exists because the Department of Education requires the inclusion of information that is not reportable under the UCR programs. The data that is presented here includes all crimes reported to the CCSU Police that occurred on campus, in the residence halls, as well as crimes that may have been reported to other campus authorities. To give a broader picture of crime on campus and its immediate environs, this data also includes crimes committed at remote campus facilities as well as those occurring near the campus. Hate crime statistics, arrests and/or referrals for campus disciplinary action are also included.

Definitions of Reportable Crimes

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.

**Sexual Assault** (rape, fondling, incest and statutory 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.

**Consent:** is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision -indicated clearly by words or actions- to engage in mutually accepted sexual contact.

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

**Aggravated assault:** An unlawful attack 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.

**Non-campus Property:** Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

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

**Unfounded:** A crime may be classified as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.
<table>
<thead>
<tr>
<th>OFFENSE Clery Reportable Crimes</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS STUDENT HOUSING FACILITIES*</th>
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* The student housing figure is a subset of the On-Campus total.
Hate Crime Offenses

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability.

<table>
<thead>
<tr>
<th>Clery Reportable Hate Crime Offenses</th>
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<tr>
<td>Location</td>
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Violence Against Women Act

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. VAWA 2013 reauthorized and improved upon lifesaving services for all victims of domestic violence, sexual assault, dating violence and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.
Definitions

The definitions listed below are for the purposes of reporting Clery Act statistics. These may or may not differ from our institution’s local jurisdiction.

**Domestic Violence:** A felony or misdemeanor crimes of violence committed—(i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition— (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition— (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>GEOGRAPHIC LOCATION</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
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## Arrests and Disciplinary Action for Weapon, Drug and Liquor Violations

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Campus Fire Safety

This section includes:

- Resident Hall Fire Statistics
- Resident Halls Fire Safety Systems
- Resident Hall Fire Safety Rules
- Fire Restricted Items in Resident Halls
- Fire Alarm Procedures
- Evacuation Procedures
- Fire Reporting
Annual Fire Safety Report

A log is kept in the Office of the Environmental Health & Safety Coordinator that lists all fire alarm activations, fire department responses and alarm maintenance.

The CCSU Police Department maintains a log of all fire alarm activations and fire department responses. This log is available for public viewing during the normal business hours of the Records Division, i.e., between 8:00 a.m. and 4:00 p.m., Monday through Friday.

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<th>Resident Hall Fires</th>
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<th>No. of Injuries</th>
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<td>RESIDENT HALL FIRE SAFETY SYSTEMS</td>
<td>SMOKE DETECTION</td>
<td>RESIDENTIAL HALL SPRINKLERS</td>
<td>FIRE DRILLS CONDUCTED</td>
<td>FIRE SAFETY POLICIES</td>
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<td>Barrows Hall</td>
<td>24 hour detection with smoke detectors and central station monitoring</td>
<td>Sprinklers are located throughout the Residential Hall Systems tested quarterly</td>
<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<tr>
<td>Beecher Hall</td>
<td>24 hour detection with smoke detectors and central station monitoring</td>
<td>Sprinklers are located throughout the Residential Hall Systems tested quarterly</td>
<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>Gallaudet Hall</td>
<td>24 hour detection with smoke detectors and central station monitoring</td>
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<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<tr>
<td>James Hall</td>
<td>24 hour detection with smoke detectors and central station monitoring</td>
<td>Sprinklers are located throughout the Residential Hall Systems tested quarterly</td>
<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>24 hour detection with smoke detectors and central station monitoring</td>
<td>Sprinklers are located throughout the Residential Hall Systems tested quarterly</td>
<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>Sheridan Hall</td>
<td>24 hour detection with smoke detectors and central station monitoring</td>
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<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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</tbody>
</table>
Residence Hall Fire Safety Rules

Violation of residence hall policies and procedures may lead to disciplinary action that will be referred to either the Department of Residence Life or to the Office of Student Conduct. All students are responsible for reading and understanding the University’s Student Code of Conduct section of the Student Handbook.

Alcoholic Beverages/Drugs: Possession and/or consumption of alcoholic beverages, having alcoholic containers (i.e., empty cans, bottles, decorative containers, etc.) in a room and being in a room with alcoholic beverages and/or drugs or their containers is prohibited in the residence halls.

Cooking: Because of fire safety and health regulations, all cooking and food preparation is limited to kitchen areas only. Students must not leave any cooked food unattended. Deep frying is prohibited.

Curfews: There are no curfew hours for residential students. The residence halls are locked 24 hours a day. Resident students’ Blue Chip ID cards will open the main entrance to their assigned Residence Hall.

Fire Safety: Students are expected to exercise all precautions to prevent fires in the residence halls. No cooking is permitted in student rooms. The University has authorized a company to market microwave/refrigerator units in designated residence halls. These will be the only microwaves permitted in student rooms. Rooms should be cleaned and free of clutter in order to minimize fire hazards. Drapes must be made of fire-retardant material. No ceiling decorations, including decorative lights, can be hung from or on ceilings. The Residence Life staff conducts monthly health and fire safety inspections.

Fire Alarms, Sprinklers, Heat and Smoke Detectors: Devices have been installed in every residence hall room and fire drills are held periodically. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found tampering with fire safety equipment, heat or smoke detectors, or the fire alarm system will be subjected to disciplinary action and possible restitution. Criminal charges may also result.

Fire Restricted Items for Residence Halls

- Alcoholic beverages
- Air conditioners
- Amplifiers
- B-B guns
- Candles (with or without wicks)
- Cardboard drawer units
- Ceiling fans
- Coffee pots or coffee makers including Keurig
- Drum sets
- Electric appliances
- Electric blankets
- Electric guitars
- Extension cords (only surge protectors permitted)
- Fire arms
- Fireworks
- Fishnets/other ceiling decorations
- Flammable liquids
- Gasoline
- Gasoline-powered equipment
- Halogen (pole) lamps
- Halogen desk lamps with tubular bulbs
- Heating elements (immersion type)
- Heating units
- Hookah
- Hot plates
- Hot pots
- Incense
- Kerosene
- Knives (other than kitchen knives)
- Lamps (kerosene, oil types)
- Lava lamps
- Lofts
- Microwave ovens
- Multi-outlet adapters
- Musical instruments that amplify
- Non-University mattress
- Oil/wax tart warmers
- Paint
- Paint thinner
- Paneling
- Pets (except fish)
- Table model ranges
- Full-size sofas/couches
- Space heaters
- Sun lamps
- Toasters
- Vaporizers
- Waterbeds
- Wicker wastepaper baskets
- Wicker furniture
**Health & Fire Safety Inspections:** For the health and safety of each resident, the Residence Life staff conducts monthly routine inspections for fire safety hazards, damages and the cleanliness of the rooms/suites. If a student is found in possession of prohibited items, these items will be confiscated by the Residence Life staff.

**Fire Alarm Activation Procedures:** Every residential hall room has a pre-determined evacuation route and is posted in accordance with the Connecticut State Fire Codes. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found not exiting in a timely manor when the alarm is sounding will be subjected to disciplinary action. Criminal charges may also result.

**Tampering With Alarms or Sprinklers:** Under Connecticut law it is a felony (punishable by over a year in prison) to damage or tamper with fire alarms or fire suppression systems, including the sprinkler heads or smoke alarms within residence halls. Don’t gamble with your life or the lives of others.

**Fire Safety Training:** In conjunction with the semi-annual fire drills the students are given access to the Residence Hall Rules 24 hours a day on-line. They may contact the Environmental Health and Safety Fire Coordinator, Terrence Ferrarotti, their resident hall director or the resident assistants at any time. The University Police Department may also assist any student who has an immediate fire or life safety question 24 hours a day.

All of the residential directors and assistants receive annual training on fire safety and they hold individual group meetings with their residents.

### Fire Evacuation Procedures

- Get out and close the door behind you.
- Pull the closest fire alarm on your way out.
- Know at least two escape routes.
- Never use the elevator during a fire alarm; always use the stairs.
- Call 911 from a safe place outside.
- Never re-enter a building for any reason; wait until you get the “all clear” from the fire department to go back inside.
- If you are not able to get out due to thick smoke and fire, you will need to shelter-in-place.
- If you are able, move to a room with an outside window.
- Call 911 if possible and let them know where you are trapped.
- Block the cracks from around the door to prevent smoke from coming in.
- Stay by a window where rescuers can see you; rescue in large buildings can take some time.

**REMEMBER TO NEVER USE THE ELEVATORS IN A FIRE EMERGENCY!**

### FIRE REPORTING

Emergency response of Fire/Police or Emergency Medical Services: **911**

Routine Phone calls may be made to the University Police Department: **860-832-2375**

Fire Lieutenant Terrence Ferrarotti may also be contacted by calling the following

- Normal Business Hours: 860-832-2386
- After Hour Emergencies: 860-832-2375

**PLEASE NOTE THAT TO REPORT OR REQUEST ANY EMERGENCY RESPONSE OF FIRE/ POLICE OR EMERGENCY MEDICAL RESPONSE YOU MUST DIAL 911 OR CONTACT THE UNIVERSITY POLICE ON CAMPUS AT 860-832-2375.**
* Student parking. All resident hall students should park in CG, SG, or WG. For more information visit: www.ccsu.edu/police
* Downtown Campus, 185 Main Street, New Britain
The Future

Central Connecticut State University, Office of Environmental Health and Safety (Fire) remains committed to life safety. In partnership with the Central Connecticut University Police Department, the Facilities Department, the Residential Life Department and the New Britain, Connecticut Fire Department, we will continually review policies and procedures and seek any safety advantage that may arise through emerging technology in field of fire safety.

CCSU Police Department Mission Statement

To help ensure a safe, healthy and stable work environment. To carry out the role in a collaborative and professional manner, which respects and protects the rights of all individuals through our commitment, service and integrity.

CCSU Police Department Goals

- Reduce crime
- Increase crime clearance rates through diligence of effort
- Develop and maintain partnerships between the community in an effort to identify concerns and crime problems
- Incorporate intelligence-led policing analysis with our service oriented and community policing philosophies
- Look for new and innovative ways to increase safety through crime prevention and environmental design methods
- Cultivate, enhance and nurture trustworthy relationships with the community we serve
- Create a campus culture that recognizes the importance of personal and community safety
- Develop strategies to recruit and retain employees and enhance employee satisfaction and staff development
Administrative Affairs
Dr. Richard Bachoo, Chief Administrative Officer

University Police Department
Gregory B. Sneed, Chief of Police
Lt. Chris Cervoni, Administrative Services
Lt. Ed Dercole, Operations Commander

Central Connecticut State University is a university governed by the Connecticut State Colleges & Universities (ConnSCU) Board of Regents, which oversees the four Connecticut state universities (Central, Eastern, Southern, and Western), the state’s 12 community colleges, and the state’s only public online college.

For more information: http://www.ctregents.org/.

Central Connecticut State University is committed to a policy of non-discrimination, equal opportunity and affirmative action for all persons regardless of race, color, religion, sex, age, national origin, marital or veteran status, sexual orientation or disability.