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## THE DEPARTMENT OF CAMPUS SAFETY

Trinity's Department of Campus Safety reports to the Dean of Students. It is charged with coordinating the College's efforts to provide a safe and well-ordered campus. Twenty-two Campus Safety Officers, three dispatchers and four administrative personnel staff this service-oriented department; their work is supplemented by security personnel at the Ferris Athletic Center. Campus Safety Officers have received formal security or police training, and are also trained in first aid and CPR. They have no formal arrest powers and may carry only defensive equipment, including handcuffs and a pepper-based spray. However, the Campus Safety Department has a close working relationship with the Hartford Police Department and calls for assistance whenever necessary.

The Campus Safety Department also coordinates shuttle and escort services when school is in session. The shuttle service operates on a scheduled campus route and within designated off-campus areas between dusk and 2:00 a.m. on weeknights, and until 4:00 a.m. on weekend nights. Campus Safety Officers provide security escorts, as well as medical escorts during hours of darkness when the shuttle service is not available.

Shuttle drivers are equipped with radios and have direct communication with the Campus Safety office.

<b>Administrative Staff Listing</b>	<b>Title</b>	<b>Extension</b>
Morris, Charles S.	Director of Campus Safety	2054
Lyons, Christopher	Associate Director of Campus Safety	2111
Wood, Michael	Supervisor	3333
Lugo, Jorge F.	Office Assistant	2091
<b>Patrol Division (76 Vernon St.)</b>	<b>Title</b>	<b>Extension</b>
Burton, Kim	Campus Safety Officer	3333
Carter, Kenneth	Campus Safety Officer	3333
Codrington, Deborah	Campus Safety Officer	3333
Colaninno, Frank	Campus Safety Officer	3333
DeVito, Robert	Campus Safety Officer	3333
Evans, Tijuan	Dispatcher	3333
Fay, Benjamin	Campus Safety Officer	3333
Floyd, Richard	Dispatcher	3333
Hodge, Richard	Campus Safety Officer	3333
Jarm, Thomas	Campus Safety Officer	3333
Keene, Everton	Campus Safety Officer	3333
Killian, Brian	Campus Safety Officer	3333
Knight, David	Campus Safety Officer	3333
Kordek, George	Dispatcher	3333
Labrecque, Jeffrey	Campus Safety Officer	3333
Lee, Thomas	Campus Safety Officer	3333
Murphy, Alan	Campus Safety Officer	3333
Norris, David	Campus Safety Officer	3333
Parker, Edward	Dispatcher	3333
Ramirez, Ricardo	Campus Safety Officer	3333
Rosario, Ramon	Campus Safety Officer	3333
Sanzo, Massimo	Campus Safety Officer	3333
Torres, David	Campus Safety Officer	3333
Torres, Martin	Campus Safety Officer	3333
Vazquez, Kenneth	Dispatcher	3333
Vicenty, Heriberto	Campus Safety Officer	3333

## **MISSION AND VISION STATEMENT**

### **MISSION STATEMENT**

The Mission of the Campus Safety Department is to provide effectively a safe, secure environment where members of the Trinity community live, study, and work. Campus Safety, through its efforts to solve problems that impact the community's safety, also seeks to bridge the gaps and establish harmonious relations between the campus and our neighbors.

### **VISION STATEMENT**

The Campus Safety Department will be committed to providing professional protection services to our college community. These services will be characterized by fairness, compassion, respect, and inclusiveness, and a commitment to protect the dignity of every person with whom we come in contact.

The Department will be known for its community service orientation and will strive to prevent crime through community involvement. Our efforts will foster a safe living, learning and working environment supportive of the College's goal to foster educational excellence.

We will strive for professionalism and integrity by maintaining high ethical and performance standards. We will encourage technological advances, training, and professional skill development to enhance our effectiveness, to generate respect and to provide the maximum safety for our staff.

### **OUR VALUES:**

- ✓ **RESPECT:** We believe in treating others as we would like to be treated, honoring individual dignity, and acknowledging and accepting community diversity.
- ✓ **INTEGRITY:** We subscribe to the highest moral and ethical standards of conduct. By being responsible and accountable for our actions we will insure that our behavior builds credibility and respect.
- ✓ **TRUST:** We believe that in order to provide effective service we must develop and maintain an atmosphere of mutual trust with our community.
- ✓ **DEDICATION:** We believe in committing to our goal of providing a safe living, working, and learning environment to the community of Trinity College.
- ✓ **PROFESSIONALISM:** We believe in delivering a level of service that will reflect the pride that we have in our department and our community.
- ✓ **EDUCATION:** We believe in educating our students, faculty, and staff about how to take responsibility for their own safety.

## **REPORTING CRIMES OR EMERGENCIES**

### **IMPORTANT PHONE NUMBERS**

<b>Division</b>	<b>Number (area code 860)</b>
Ambulance	9-911
Campus Safety (emergency)	297-2222
Campus Safety (routine)	297-3333
Hartford Fire Department (emergency)	9-911
Hartford Police Department (emergency)	9-911
Hartford Police Department (routine)	757-4000
Trinity College Emergency Response Team (TCERT)	297-2222
Trinity Health Center	297-2018

The Campus Safety Department, located at 76 Vernon Street, is open 24 hours a day, 365 days a year. From College telephones, including those in the residence halls, the number for emergency calls is extension 2222. Outside callers must dial (860) 297-2222. Non emergency information including shuttle and escort services is available by calling extension 3333, or (860) 297-3333 from non-College telephones. Activating any of the 62 yellow emergency call boxes located across campus also makes emergency contact with the Campus Safety Department.

A dispatcher who has radio contact with the Campus Safety Officers receives all calls. The dispatcher is trained to take action appropriate to the circumstances, including sending Campus Safety Officers or other emergency personnel to the location of the complaint or incident.

The 9-1-1 emergency system is also available, but must be preceded by a "9" when dialed from a College phone. Calling 9-1-1 will connect the caller with the Hartford emergency services dispatcher, not the Campus Safety Department. For police non-emergencies, callers are given the Hartford Police's 757-4000 non-emergency number.

All incidents reported to Campus Safety, including those that occur at off-campus locations occupied by recognized student organizations, are documented and recorded in accordance with state and federal requirements. Campus Safety encourages all complainants to report crimes perpetrated against them to the Hartford Police and/or any other appropriate city, state, or federal law enforcement agency. The College coordinates its disclosure and reporting of crime statistics with the Hartford Police Department.

### **NON-EMERGENCY / ADMINISTRATIVE LINE (860) 297-3333**

<b>Non Emergency – Administrative Line (860) 297-3333</b>	<b>Number to Press</b>
To reach Trinity College Campus Safety Department	
Emergency	0
General Information	1
Transportation Services	2
Parking Information	3
Director of Campus Safety	4
Associate Director of Campus Safety	5

## **UNIFORM CAMPUS CRIME REPORT**

The following information, which covers the 2006, 2007, and 2008 calendar years, conforms in significant part with the Federal Bureau of Investigation's Uniform Crime Reporting system. In 2008, the last calendar year for which complete statistics are available, Trinity College had 867 full-time equivalent employees and 2,334 full-time equivalent students. There were 2140 students and employees residing in College housing during the year.

## **A LEGISLATIVE HISTORY OF THE CLERY ACT**

The Student Right to Know and Campus Security Act (Public Law 101-542) was signed into law by President Bush in 1990 and went into effect on Sept. 1, 1991. Title II of this act is known as the Crime Awareness and Campus Security Act of 1990. This act amends the Higher Education Act of 1965 (HEA) by adding campus crime statistics and reporting provisions for postsecondary institutions. It requires the disclosure of crime statistics for the most recent three years, as well as disclosure of the institution's current security policies. Institutions are also required to issue timely warnings when necessary. All public and private Title IV eligible institutions must comply with the requirements of this act which is enforced by the U. S. Department of Education (ED). This law was amended when Congress enacted the Campus Sexual Assault Victim's Bill of Rights as part of the Higher Education Amendments of 1992 {Public Law 102-325, Section 486(C)}, giving victims of sexual assault on campus certain basic rights.

The most recent version of this law was passed as part of the Higher Education Amendments Act of 1998 {Section 486(e) of Public Law 105-244}. The official title under this act is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act {20 U.S.C. 1092(f)}. On Nov. 1, 1999, ED issued the final regulations which went into effect on July 1, 2000. The amendments require ED to collect, analyze, and report to Congress on the incidences of crime on college campuses. The amendments also expand the requirement of the Student Right to Know and Campus Security Act of 1990 that all institutions of higher education participating in the federal student aid programs must disclose to students, faculty, staff, and, upon request, prospective students, information regarding the incidence of crimes on campus as part of their campus security report. The 1998 amendments made several changes to the disclosure requirements. Among these changes were the addition of two crimes (Arson and Negligent Manslaughter) and three locations (residence halls, non-campus buildings or property not geographically contiguous to the campus, and public property immediately adjacent to a facility that is owned or operated by the institution for education purposes) that schools must include in the reported statistics. Institutions that have a campus police or security department are required to maintain a daily crime log that is available to the public. The Clery Act was further amended in October 2000 by the Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386). The changes went into effect on Oct. 28, 2002. Beginning in 2003, institutions are required to notify the campus community where law enforcement agency information provided by a state concerning registered sex offenders who are on campus may be obtained.

## **ANNUAL SECURITY REPORT**

The Trinity College Campus Safety Department prepares this report to comply with the Jeanne Clery "Student Right-to-Know and Campus Security Act of 1990." The full text of this report is available at the following website:

[Http://www.trincoll.edu/StudentLife/HealthSafety/CampusSafety/AnnualReport.htm](http://www.trincoll.edu/StudentLife/HealthSafety/CampusSafety/AnnualReport.htm)

This report is prepared in cooperation with local law enforcement agencies surrounding our campus and alternate sites.

Campus crime, arrests and referral statistics include those reported to Trinity College Campus Safety Department designated campus officials including but not limited to department directors, deans, department heads, judicial affairs, athletic coaches and local law enforcement agencies (Hartford Police Department). This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Trinity College and property within, or adjacent to and accessible from the campus. The report also includes policies concerning campus security, such as policies concerning sexual assaults and other matters.

Each year, Campus Safety mails a post card which includes the date of release of the Annual Report, where to find hard copies, and the web address where the report is available online. A letter announcing the release of the 2008 Annual Report is posted on the Trinity Exchange and e-mail is sent to all enrolled students, faculty staff and current employees. Hard copies of the report are available at the Campus Safety Headquarters located at 76 Vernon Street (860) 297-3333 or at the Dean of Students Office at Hamlin Hall (860) 297-2056.

The Clery Act requires institutions to disclose three general categories of crime statistics:

**1. Types of Offenses—**

Criminal Homicide, including:

- (a) Murder and Non-Negligent Manslaughter; and
- (b) Negligent Manslaughter;

Sex Offenses including: a) forcible, and b) non-forcible;

Robbery;

Aggravated Assault;

Burglary;

Motor Vehicle Theft; and

Arson

**2. Hate Crimes—**Disclose whether any of the abovementioned offenses, or any other crimes involving bodily injury, were hate crimes; and

**3. Arrests and Referrals for Disciplinary Action** for illegal weapons possession and violation of drug and liquor laws.

**CLERY GEOGRAPHIC LOCATIONS AND EXPLANATIONS**

- **CAMPUS** – Includes all academic, administrative and athletic buildings on the main campus and all outdoor common areas on Trinity College property.
- **NON-CAMPUS** – Includes all Trinity College buildings not on the main campus including fraternities, sororities and all other properties of registered student organizations.
- **RESIDENCE HALLS** – Buildings on campus where students live.
- **PUBLIC PROPERTY** – All public property, including thoroughfares, streets, sidewalks and parking areas that are within the campus or immediately adjacent to and accessible from campus.
- **THE HARTFORD POLICE DEPARTMENT -THREE-YEAR Disclosure of Crimes are combined with the Trinity College Annual Crime Statistics**

**ANNUAL CRIME STATISTICS****Trinity College Three-Year Disclosure of Crimes  
Reported to Campus Safety & Other Administrative Entities**

<b>Criminal Offenses Occurring On Campus</b>	<b>Totals</b>		
	2008	2007	2006
Aggravated Assault	0	0	2
Arson	0	0	0
Burglary	52	23	7
Criminal Homicide	0	0	0
Hate Crime	1	0	0
Manslaughter (Non-Negligent)	0	0	0
Manslaughter (Negligent)	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	5	5	1
Sex Offenses: (Forcible)	9	10	7
Sex Offenses: (Non-Forcible)	0	0	0
<b>Criminal Offenses Occurring On Campus Residence Halls **</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	30	16	2
Criminal Homicide	0	0	0
Hate Crime	1	0	0
Manslaughter (Non-Negligent)	0	0	0
Manslaughter (Negligent)	0	0	0
Motor Vehicle Theft	0	0	4
Robbery	3	0	0
Sex Offenses: (Forcible)	7	7	7
Sex Offenses: (Non-Forcible)	0	0	0
<b>Criminal Offenses Occurring on NON Campus Locations</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>
Aggravated Assault	0	1	0
Arson	0	0	0
Burglary	0	0	5
Criminal Homicide	0	0	0
Hate Crime	0	0	0
Manslaughter (Non-Negligent)	0	0	0
Manslaughter (Negligent)	0	0	0
Motor Vehicle Theft	0	0	13
Robbery	1	3	9
Sex Offenses: (Forcible)	1	2	3
Sex Offenses: (Non-Forcible)	0	0	0

**\*\* CRIMES REPORTED IN THE "RESIDENCE HALLS" SECTION ARE ALSO INCLUDED IN THE "ON CAMPUS" CATEGORY.**

**ANNUAL CRIME STATISTICS**

**Trinity College Three-Year Disclosure of Crimes  
Reported to Campus Safety & Other Administrative Entities  
(Continued)**

<b>Criminal Offenses Occurring on Public Property</b>	<b>Totals</b>		
	2008	2007	2006
Aggravated Assault	2	2	4
Arson	0	0	0
Burglary	0	0	0
Criminal Homicide	0	0	0
Hate Crime	0	0	0
Manslaughter (Non-Negligent)	0	0	0
Manslaughter (Negligent)	0	0	0
Motor Vehicle Theft	7	13	21
Robbery	0	3	2
Sex Offenses: (Forcible)	0	0	0
Sex Offenses: (Non-Forcible)	0	0	0

**Trinity College Three-Year Disclosure of Hate Crimes  
Reported to Campus Safety & Other Administrative Entities**

<b>HATE CRIME Criminal Offenses Occurring On Campus</b>	<b>Totals</b>		
	2008	2007	2006
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Criminal Homicide	0	0	0
Hate Crime	0	0	0
Manslaughter (Non-Negligent)	0	0	0
Manslaughter (Negligent)	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses: (Forcible)	0	0	0
Sex Offenses: (Non-Forcible)	0	0	0

<b>HATE CRIME Criminal Offenses Occurring On Campus - Residence Halls</b>	<b>Totals</b>		
	2008	2007	2006
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Criminal Homicide	0	0	0
Hate Crime	0	0	0
Manslaughter (Non-Negligent)	0	0	0
Manslaughter (Negligent)	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses: (Forcible)	0	0	0
Sex Offenses: (Non-Forcible)	0	0	0

**ANNUAL CRIME STATISTICS**

**Trinity College Three-Year Disclosure of Hate Crimes  
Reported to Campus Safety & Other Administrative Entities  
Continued**

<b>HATE CRIME Criminal Offenses Occurring on NON Campus Locations</b>	<b>Totals</b>		
	2008	2007	2006
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Criminal Homicide	0	0	0
Hate Crime	0	0	0
Manslaughter (Non-Negligent)	0	0	0
Manslaughter (Negligent)	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses: (Forcible)	0	0	0
Sex Offenses: (Non-Forcible)	0	0	0

  

<b>HATE CRIME Criminal Offenses Occurring on Public Property</b>	<b>Totals</b>		
	2008	2007	2006
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Criminal Homicide	0	0	0
Hate Crime	0	0	0
Manslaughter (Non-Negligent)	0	0	0
Manslaughter (Negligent)	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses: (Forcible)	0	0	0
Sex Offenses: (Non-Forcible)	0	0	0

**ANNUAL CRIME STATISTICS**

**Trinity College Three-Year Disclosure of Arrests &  
Disciplinary Actions  
Reported to Campus Safety & Other Administrative Entities**

		<b>Totals</b>		
<b>Arrests - On Campus</b>		2008	2007	2006
Alcohol		0	0	0
Drugs		7	0	0
Weapons Possession		3	0	0
		<b>Totals</b>		
<b>Arrests - On Campus Residence Halls</b>		2008	2007	2006
Alcohol		0	0	0
Drugs		0	0	0
Weapons Possession		0	0	0
		<b>Totals</b>		
<b>Disciplinary Actions - On Campus</b>		2008	2007	2006
Alcohol		398	532	588
Drugs		64	97	139
Weapons Possession		0	0	0
		<b>Totals</b>		
<b>Disciplinary Actions - On Campus Residence Halls</b>		2008	2007	2006
Alcohol		394	0	0
Drugs		63	0	0
Weapons Possession		0	0	0
		<b>Totals</b>		
<b>Arrests - Non Campus</b>		2008	2007	2006
Alcohol		0	0	0
Drugs		0	0	0
Weapons Possession		0	0	0
		<b>Totals</b>		
<b>Disciplinary Actions - Non Campus</b>		2008	2007	2006
Alcohol		0	0	0
Drugs		0	0	0
Weapons Possession		0	0	0
		<b>Totals</b>		
<b>Arrests - Public Property</b>		2008	2007	2006
Alcohol		0	46	0
Drugs		2	8	0
Weapons Possession		2	2	0
		<b>Totals</b>		
<b>Disciplinary Actions - Public Property</b>		2008	2007	2006
Alcohol		0	0	0
Drugs		1	0	0
Weapons Possession		2	0	0

**ANNUAL CRIME STATISTICS**

**Trinity College 2008 Disclosure of Crimes  
Reported to Campus Safety and Other  
Administrative  
Entities for International Programs (Study Abroad)**

Type of Incidents Reported to Campus Safety	Total 2008
Aggravated Assault	0
Arson	0
Burglary	1 (a)
Criminal Homicide	0
Hate Crime	0
Larceny	6 (c)
Manslaughter (Non-Negligent)	0
Manslaughter (Negligent)	0
Motor Vehicle Theft	0
Robbery	3 (b)
Sex Offenses: (Forcible)	0
Sex Offenses: (Non-Forcible)	0

The Office of International Programs (OIP) for Students Studying Abroad reported that:

- (a) One burglary occurred off-campus in Trinidad
- (b) Two incidents off robbery occurred off-campus in Barcelona Spain and one off-campus in Capetown, South Africa.
- (c) Three incidents of larceny reported as 'Pick-Pocket" crime occurred off campus, one in Barcelona, Spain, two in Madrid, Spain. Two incidents of larceny reported in off-campus housing in Barcelona Spain one incident of larceny reported in off-campus housing in Vienna, Italy

**CRIME DEFINITIONS AND CODES FROM THE UNIFORM CRIME REPORTING HANDBOOK**

- **ASSAULT SIMPLE:** an unlawful attack by one person upon another. UCR code 4
- **AGGRAVATED ASSAULT:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could or probably would result in a serious potential injury if the crime were successfully completed. UCR code 4a
- **AGGRAVATED ASSAULT — KNIFE OR CUTTING INSTRUMENT.** Include assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles and ice picks are used as cutting or stabbing objects, or when their use is threatened. UCR code 4b
- **AGGRAVATED ASSAULT — OTHER DANGEROUS WEAPON.** Include assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. The weapons in this category include, but are not limited to: Mace, pepper spray, clubs, bricks, jack handles, tire irons, bottles or other blunt instruments used to club or beat victims. Attacks by explosives, acid, lye, poison, scalding, burnings, etc., are also included in this category. UCR code 4c
- **AGGRAVATED ASSAULT — HANDS, FISTS, FEET, ETC. — AGGRAVATED INJURY.** Include only the attacks using personal weapons such as hands, arms, feet, fists and teeth that result in serious or aggravated injury. Consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. Classify the assault as aggravated if the personal injury is serious (broken bones, internal injuries or stitches required). On the other hand, classify the offense as a simple assault if the injuries are not serious (abrasions, minor lacerations or contusions) and require no more than usual first-aid treatment. UCR code 4d
- **ARSON:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind. UCR code 8
- **BURGLARY:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny; housebreaking, safecracking, and all attempts to commit any of the aforementioned. UCR code 5a, 5b, 5c
- **DRUG ABUSE VIOLATIONS:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives, e.g. (morphine, heroin, codeine), marijuana, synthetic narcotics, e.g. (Demerol, methadone), and dangerous non-narcotic drugs, e.g. (barbiturates, Benzedrine).
- **HATE CRIME:** A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual or a group's perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation.

- **CRIMINAL HOMICIDE**

**MURDER/MANSLAUGHTER (NON-NEGLIGENT):** The willful (non-negligent) killing of one human being by another. UCR code 1a

**MURDER/MANSLAUGHTER (NEGLIGENT):** The killing of another person through gross negligence. UCR code 1b

- **MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding.) UCR code 7, 7a, 7b, 7c
- **ROBBERY:** The taking or attempting to take anything from value of care, custody or control of a person or persons by force or threat of force or violence and/or putting the victim in fear. UCR codes 3, 3a, 3b, 3c, 3d
- **LIQUOR LAW VIOLATIONS:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- **WEAPON LAW VIOLATIONS:** The violation of laws or ordinance dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapon to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**SEX OFFENSE DEFINITIONS AND CODES FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM EDITION OF THE UNIFORM CRIME REPORTING PROGRAM**

- **SEX OFFENSES – FORCIBLE:** 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.
  - (a) **FORCIBLE RAPE** (UCR code 2a,2b) The carnal knowledge of a person, forcible and/or against the person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent or physical incapacity (or because of his/her youth).
  - (b) **FORCIBLE SODOMY** (UCR code 2b) Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - (c) **SEXUAL ASSAULT WITH AN OBJECT** (UCR code 2b) The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her temporary or permanent mental or physical incapacity.
  - (d) **FORCIBLE FONDLING** (UCR code 2b) The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental incapacity.

- **SEX OFFENSES – NON-FORCIBLE:** Unlawful, non-forcible sexual intercourse.
  - (a) **INCEST** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - (b) **STATUTORY RAPE** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **TIMELY WARNINGS**

The Department of Campus Safety is dedicated to educating the Trinity community about safety and security issues. Incoming students are provided with security information to orient them to Trinity's Campus Safety program, and first-year orientation includes several presentations related to crime prevention and personal safety. "Safety and Security Precautions and Regulations" are published annually in the Trinity College Student Handbook. The Campus Safety department also works with other departments and groups to sponsor activities such as Sexual Assault Awareness Week that are aimed at promoting a safe campus environment.

In the event that a situation arises either on or off campus, that by the judgment of the Director, Associate Director or the Dean of Students Office, constitutes an ongoing or continuing threat to property, as well as persons. It is irrelevant whether the victims or perpetrators are members of the campus community. The Clery Act mandates timely warnings only for Clery Act crimes. A campus wide "Timely Warning" is posted on the Trinity College Exchange to all students, faculty and staff. The campus student newspaper, The Tripod is provided with reports of the warning and other criminal activity. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, The Campus Safety Department may also post a notice as a "Global E-mail" providing the college community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door or common areas on-campus

The Clery Act does not require confidential reporting of crimes. Although personally identifiable information is generally precluded from disclosure, this information may be released in an emergency situation. ED's (Education Department) May 1996 Dear Colleague Letter on Campus Security Issues reads in part:

Family Educational Rights and Privacy Act (FERPA).

- *FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations.*
- *FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA.*

"Campus Safety Advisories" are distributed to inform the College community of the known facts of an incident about which there may be rumors circulating, or to publicize patterns of criminal activity in order to assist members of the Trinity community in preventing further losses. Information warranting a 'Timely Warning should report the circumstances to the Campus Safety Department by phone (297-2222) or in person with the Dispatcher on duty in the upper level of 76 Vernon Street.

**EMERGENCY CALL BOXES**

Emergency call boxes are located at numerous areas throughout the campus and may be activated by pushing a button. The activated call box will automatically identify the location to Campus Safety and a blue light on top of the call station will flash, indicating an activated alarm. The caller should give the necessary emergency information to the officer and, if possible, remain at the call box until an officer arrives.

**EMERGENCY CALL BOX LOCATIONS**

<b>LOCATION</b>	<b># OF BOXES</b>	<b>LOCATION</b>	<b># OF BOXES</b>
137 Allen Place	1	Jackson	2
155 Allen Place	1	Jarvis	2
1283-1289 Broad Street	1	Jesse Field	1
97-99 Crescent Street	1	Koeppel / Bistro	1
70 Vernon Street	1	Library	1
79 Vernon Street	1	Little	2
Admissions Building	2	Lower Long Walk	2
Austin Arts	2	Mather Hall	1
Broad & Vernon Lot	1	McCook	1
Broad Street Entrance	1	Northam	2
Clemens	1	Ogilby	1
Elton	1	Stowe	1
Ferris Athletic Center	7	Summit Suites	7
Frohman/Robb	1	Sports Complex	3
Funston	2	Trinity Commons	2
Hamlin	1	Vernon Place	4
Hansen Hall	1	Wiggins	2
High Rise	1		

**AED (AUTOMATIC EXTERNAL DEFIBILLATORS)**

<b>AED LOCATIONS</b>
Ferris Athletic Center (fitness room)
Vernon Place Social Center
Mather Hall
Library
Trinity Commons

## **POLICY CONCERNING WEAPONS ON CAMPUS**

College regulations prohibit the unauthorized use or possession of weapons such as firearms, air rifles, ammunition, explosives, hand weapons, and fireworks of all kinds by any member of the Trinity community, both on campus and at functions or events off campus, which are governed by College regulations. The full regulation concerning weapons is published in the Trinity College Student Handbook.

## **IDENTITY THEFT**

### WHAT IS IDENTITY THEFT?

Identity theft is one of the most devastating scams a consumer/student can fall victim to. Because of the nature of this crime victims do not realize their identity has been stolen until they are denied credit, turned down for a job or sent a bill for goods that they did not purchase. By that time, the consumer's good name and credit history may be ruined. Rebuilding good credit in the aftermath of identity theft can take months or even years.

Identity theft can be defined as:

- When an individual appropriates another's name, address, SS# and other identifying information to commit fraud.
- Identity thieves may use the information of another to open new credit card accounts, take out loans in the victim's name, and steal funds from existing bank or investment accounts.
- Identity thieves may use stolen information to obtain fraudulent drivers licenses, illegally obtaining professional licenses, fraudulent birth and baptismal certificates and any other personal information of the victim to advance criminal activity.
- Identity thieves often have lenders send bills to other addresses concealing their fraud from the victim for great periods of time. When the victim is finally made aware that their identity has been stolen there are often huge monetary debts run up on the victim's name.

Identity theft can occur on college campuses and there are documented cases of identity and credit card theft on many college campuses.

If any student discovers that he/she is the victim of identity theft, the Hartford Police should be immediately called for documentation and the beginning of a criminal investigation. Multiple cases of identity theft are investigated by the United States Secret Service.

Identity theft cases can run from small cases involving one suspect to organized crime groups involved in massive amounts of fraudulent activity.

### **HOW TO PROTECT YOURSELF FROM IDENTITY THEFT**

- If you receive an offer for a pre-approved credit card or loan but are not interested, tear up or shred the application form before throwing it away. Also shred any old bank and credit card statements, canceled checks or other financial documents. Identity thieves have been known to go through trash for this information.
- If your bank or credit card statements do not arrive in time call the issuer to make sure that they are being sent to the proper address. Identity thieves have been known to steal this information to hide illegal credit activity.

- Periodically check your credit reports and review monthly bank and credit statements.
- If you receive a credit card in the mail that you did not request call the issuer and find out why it was sent to you. Cancel this card immediately.
- When creating a password for an ATM card, do not use long distance accounts or any other form of credit; avoid using common numbers such as your birth date or last four numbers of your SS#. Avoid using names such as your mother's maiden name or any other information likely to appear in public records.

If you are a victim of identity theft you may get a call from someone posing as a bank representative or a law enforcement officer. The caller will say that he/she wants to check your information such as address, social security #, birth date, etc. in an effort to clear your name. Never give this information over the telephone. A legitimate bank official or law enforcement officer will see you in person and show the proper credentials when conducting an investigation to assist any victim in identity theft cases.

Contact numbers:	Hartford Police	860-757-4000
	U.S. Secret Service	203-865-2449

## **COMPUTING AND NETWORK GUIDELINES**

### **COMPUTING AND NETWORK ETHICS**

People on an ever-growing networked college campus are concerned about the possibility of becoming a victim of a cyber crime or cyber stalking. Trinity is no exception. Trinity College's voice, data and video communication networks are for the use of Trinity College students, faculty, and staff, and are to be used only for the academic, educational and research purposes of the College.

Accounts given to you for accessing the network, e-mail, the Web, the Library, and other shared systems are provided expressly for your personal use only, and are not to be used by anyone else, including family members.

Giving access to your account to anyone off campus may result in permanent suspension of your access privileges.

### **USER RESPONSIBILITIES**

Exercise caution in letting others use your computer. The owner of the computer will be held responsible for any inappropriate use of the computer along with whoever committed the offence.

### **CODES OF CONDUCT**

Computer and network use on campus is guided by the same principles and the same disciplinary actions as set forth in the Student Handbook and also have legal ramifications as related to state and federal laws.

- Gaining access to someone's account is the same as breaking into a room or office.
- Looking at files on a private directory is the same as going through someone's desk – it is a violation of privacy.

- Writing a program is like writing an essay and the same rules of intellectual honesty apply.
- Unauthorized modification of a hard drive or program is the same vandalism.
- Making unlicensed copies of copyrighted software is theft and is a federal crime.
- Sending lewd or intimidating e-mail is harassment.

### **SOFTWARE, MUSIC, AND OTHER MEDIA FILES**

Making copies of software that was not purchased or making copies of downloaded software from the Internet is a federal crime. This rule also applies to other media such as MP3's, CD's, DVD's, and games. The Recording Industry Association and other related groups have been known to take legal actions against students to preserve copyrights on their properties.

### **CYBER STALKING AND ELECTRONIC HARASSMENT**

Cyberspace is a cold environment. It is simply an electronic communication system. All the life created online has to be created by other people working hard at their computer. The other person you are chatting with appears online as an electronic number with a nickname attached. You cannot hear or see them but it easy to forget that the person on the other end has the same range of emotions as you have.

Sometimes things go wrong in places where people meet and talk like in chat rooms. Someone may start harassing you for a number of reasons such as getting into an argument that becomes offensive or sometimes they meet a friend online who falls in love and become obsessive.

When people are anonymous online, it encourages people to say things they might not say if they were face to face with you. The best approach to avoid offending people and making enemies is to treat anyone online as you would offline. Try to treat them as if you where face-to-face with them, because in fact there are consequences of being rude and offensive online. Please keep in mind that sometimes you could still be targeted for harassment online even if you did nothing wrong.

What kinds of harassment can happen online?

- You may get abusive email with obscene pictures attached.
- You may be threatened with death or bodily harm.
- Someone who is in love with you may pester you.
- You could possibly experience a series of electronic attacks on your Internet connection or a virus that could cause serious problems to your computer.

What should you do?

- Don't delete emails, chat logs and broadcasts. This information will help local police and authorities identify who is doing this to you.
- If you feel an immediate danger, call the police.
- Avoid getting into arguments online or in discussion groups – remember that you do not know whom you are chatting with. Treat others online as you wish to be treated.

## UNDERSTANDING HATE CRIME

Hate crimes differ from other crimes in their effect on victims and on community.

- Hate crimes are often especially brutal and injurious.
- Victims usually feel traumatized and terrified.
- Friends and family of victims often feel frustrated and powerless.
- Others in the community who share the victim's characteristics may feel victimized and vulnerable.
- Hate incidents can escalate and prompt retaliatory actions.
- Hate crimes create community wide unrest.

A swift and strong response from Campus Safety can help stabilize and calm the community as well as aid in the victim's recovery.

Hate incidents involve behaviors that, though motivated by bias against a victim's race, religion, ethnic origin, gender, age, disability or sexual orientation, are not criminal acts. One example of this would be hostile or hateful speech that does not incite violence, or place the victim in reasonable fear for injury. Hate incidents, while not tolerated at Trinity, are not illegal.

A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual's or a group's perceived race, religion, ethnic origin, gender, age, disability or sexual orientation. They become crimes only when they directly incite a person or group to commit violence against persons or property, or if they place a potential victim in reasonable fear of physical injury.

Campus Safety thoroughly documents evidence in all incidents, and can help defuse potentially dangerous situations. Campus Safety will do all it can to help prevent bias-motivated criminal behavior by responding to and documenting all bias-motivated actions even if they do not rise to the level of a criminal offense. Campus Safety also collaborates with the Hartford Police Department to assess patterns of hate crimes and determine if organized hate groups are involved. Please call Campus Safety at extension 2222 to report any incidents.

### THE CATEGORIES OF BIAS

- **RACE.** *A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).*
- **GENDER.** *A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.*
- **RELIGION.** *A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).*
- **SEXUAL ORIENTATION.** *A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).*

- **ETHNICITY/NATIONAL ORIGIN.** *A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).*
- **DISABILITY.** *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*

## **HATE CRIME REPORTING**

### **HIGHER EDUCATION OPPORTUNITY ACT (PUBLIC LAW 110-315)**

The current regulation require institutions to report as hate crimes any occurrence of the following Uniform Crime Reporting Offenses:

- Criminal Homicide (UCR code 1)
  - Murder and Nonegligent manslaughter (1a)
  - Manslaughter by negligence (1b)
- Sex Offenses (UCR code 2a & 2b)
- Robbery (UCR codes 3, 3a, 3b, 3c, 3d)
- Aggravated Assault (UCR codes 4a, 4b, 4c, 4d)
- Burglary(UCR code 5)
- Motor Vehicle Theft (UCR code 7)
- Arson (UCR codes 8, 8a-g, 8h-i, 8j)

The revised regulations will be added due on October 1, 2010. Revised crimes to be added to Hate Crime Reporting:

- Larceny – Theft (UCR code 6)
  - Definition – The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- Simple Assault (UCR code 4)
  - Definition – The unlawful attack by one person upon another. The offense as simple assault if the injuries are not serious(abrasions, minor lacerations or contusions) and require no more than usual first aid treatment.
- Intimidation
- Destruction / Damage / Vandalism
  - Definition – To willfully or maliciously destroy, injure, disfigure or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

## **SEXUAL ASSAULT AND SEXUAL HARASSMENT POLICIES**

Sexual assault is a violent crime that can happen to a woman or a man and can be committed by persons both known and unknown to the victim. However, a sexual assault committed by someone with whom the victim is acquainted is no less a crime than one perpetrated by a stranger, and the College's condemnation of such an act will be manifest in the severest of disciplinary sanctions if the perpetrator is a member of the College community. These sanctions will be imposed in addition to any criminal action pursued by the victim, and may include any or all of those listed under "Penalties" in the College Regulations section of the Trinity College Student Handbook.

College disciplinary proceedings may be initiated against a student charged with a violation of a law that is also a violation of College regulations without regard to the status of civil litigation or criminal arrest and prosecution. The College may conduct judicial proceedings prior to, simultaneously with, or after civil or criminal proceedings off campus.

When public authorities apprehend a student for a violation of the law, whether or not the misconduct is also a violation of College regulation, the College will not request or agree to special advantageous consideration for that individual or his/her case by police, prosecutors, or judges because of his/her status as a student. The College stands ready to assist student defendants to obtain equitable application of the law, especially in circumstances where the absence of family places a student in a disadvantageous position. Should a student charged with a violation of the law approach the College for advice, an appropriate staff member will meet with the student and advise him or her.

In the event that a student is charged by a prosecutor, grand jury, or in a court of law with a felony, there will be an inquiry to determine if the student shall remain in student status, or whether s/he shall be suspended until the issue is resolved in the courts. The dean of students shall determine if the student presents a threat to the safety of himself or others, is a threat to College property, or if his/her continued presence on campus causes undue disruptions to the regular life and activities of the institution. The dean may also choose to have such determination made by the Social Honor Council after a private hearing, or by his designee.

Whenever convicted of a felony, a student shall be suspended indefinitely.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this statement does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

If convicted and then released on probation, or on bond while awaiting appeal, or after serving a sentence, the student may petition the dean of students for readmission. The Social Honor Council will conduct a private hearing and advise the dean as to whether the student should be readmitted, or denied readmission on any or all of the following grounds:

- the student is a potential threat to the safety and well being of him/herself or others;
- his/her presence would be detrimental to the mission of the College. The panel may also propose special conditions under which readmission would be permitted. The dean of students will, after reviewing the panel's recommendation(s), implement such decision, as he finds appropriate.

Harassment is conduct that the College considers contrary to its mission as an educational institution in which tolerance and respect are central. Harassment includes physical behavior, such as assaults or stalking, as well as verbal conduct, such as threats to

individuals. Under both College policy and State and Federal law, it is prohibited for members of the College community to engage in physical or verbal acts that have the purpose or effect of denying students the right to equal access to education on the basis of race, ethnic or national origin, sex, age, sexual orientation, color or disability.

Sexual harassment, as a recognized form of sex discrimination under Title VII and Title IX of the Civil Rights Act, is prohibited at Trinity College. The sexual harassment of students by other students, faculty or non-faculty employees will not be tolerated and violators will find themselves subject to institutional sanctions. Students are responsible for following all College regulations and rules, including College policies prohibiting sexual harassment and sexual misconduct.

### **SEXUAL ASSAULT PREVENTION AND RESPONSE**

The College recognizes that confidentiality in cases of sexual assault, especially those committed by an acquaintance, is extremely important to the victim, and this confidentiality will be maintained at all costs. Victims are encouraged to report sexual assaults to both Campus Safety and the Hartford Police Department. Campus Safety officials will facilitate contact with the Hartford Police Department at the victim's request.

Persons who are uncertain of what to do following a sexual assault should contact a Sexual Assault Response Team (SART) Member:

<b>SART Members</b>	<b>Number</b>
Director of the Women & Gender Resource Action Center	297-2408
Dean of Students	297-2156
Campus Safety	297-2222
Health Center	297-2018
Counseling Center	297-2415
Office of Campus Life	297-2305
Office of Multicultural Affairs	297-4251
Chaplain	297-2012
First Year Program	297-5375
Athletic Center	297-2059
Hartford Sexual Assault Crisis Services (SACS) Hotline	(860) 547-1022
Hartford Police	(9) 911

At night and during the weekend, persons seeking guidance following a sexual assault may call x2222 and ask for the Administrator-On-Call. The contacted administrator is trained in responding to crisis and will review with the victim his or her options, including reporting the incident to the police, making an informal or formal complaint to College authorities, the advisability of seeking medical attention, and available counseling resources. The Campus Safety Department strongly advocates that a victim of a sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

If possible, the victim should write down a description of the attacker (if his or her identity is unknown or uncertain), the location of the attack, and the details of what occurred. This information may be helpful in a College proceeding or a court case.

The wishes of a victim who does not want to report a sexual assault to the local police will prevail unless senior College officials believe the seriousness of the assault warrants police involvement due to the potential threat to others. If the sexual assault was perpetrated by a stranger to the victim and the incident is reported to College authorities (excluding counselors), the circumstances may warrant the publication of a "Timely Warning" in order

to notify the Trinity community of the need for extreme caution (i.e., if the perpetrator is not apprehended and poses a continuing threat to the community).

The victim's identity will remain confidential regardless of the responding authority. The victim may even request a third party, including a College Counselor or counselors with the YWCA Sexual Assault Crisis Service (SACS) Hotline at 547-1022, to report the incident to College officials or the police to protect his or her anonymity.

Victims are encouraged to seek prompt medical attention following an assault whether or not she/he intends to report the assault to the authorities. Medical evaluation will allow the assessment, treatment, and documentation of any physical injuries, as well as prophylactic treatment for sexually transmitted diseases and pregnancy. Should the victim decide to proceed with criminal and/or civil charges against the assailant, a medical-legal specimen may be taken for evidentiary purposes.

The Dean of Students will, to the extent possible and necessary, facilitate the reassignment of living quarters and/or academic situations to prevent contact between a victim and an assailant.

Any sexual assaults reported to College officials will be handled in the manner described under "Procedures in Grievances Against Students" or "Procedures in Adjudicating Complaints Against Faculty Members" in the Trinity College Student Handbook. The Director of Human Resources will handle a complaint against an administrator or staff member.

### **SEXUAL ASSAULT AWARENESS AND EDUCATION**

The Women and Gender Resource Action Center (WGRAC), Campus Life staff, and the Dean of Students Office sponsor in the residential halls and at all-campus presentations various educational programs related to sexual assault. WGRAC periodically sponsors self-defense courses geared toward women. Campus Safety also sponsors self-defense training, and has certified instructors within the department who teach rape prevention and assertiveness in conjunction with self-defense.

The Sexual Assault Response team (SART) is a group dedicated to ending sexual assault on Campus. The Sexual Assault Task Force (SATF) is a student group, which educates the Campus on issues of violence against women and men, and works to prevent incidents of rape and sexual assault. Programming includes the Vagina Monologues in February and Take Back the Night March in April, and Voices Raised in Power in November. Various educational programs related to sexual assault are also sponsored in the residence halls by the Women and Gender Resource Action Center (WGRAC) and Campus Life staff. WGRAC sponsors a victim and survivors of violence and their friends support group, held weekly in the WGRAC Lounge. Please visit WGRAC or SART's website for more information.

The complete text of the College's policies on sexual harassment and sexual assault are found in the Trinity College Student Handbook.

### **SEX OFFENDER REGISTRY (CSCPA ACT OF 2000)**

In accordance to the Campus Sex Crimes Prevention Act (CSCPA) of 2000, which amends the Jacob Wetterling Crimes Against and Sexually Violent Offender Registration Act, the Jeanne Clery Act and Family Educational Rights and Privacy Act (FERPA) of 1974, the Trinity College Campus Safety Department is providing a link to the State of Connecticut Department of Public Safety Sex Offender Registry. The CSCPA of 2000 is a federal law that provides for the tracking of convicted sex offenders. The CSCPA amendments to FERPA

clarify that nothing in the act can prohibit an educational Institution from disclosing information provided to the institution concerning registered sex offenders.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already registered in a State to provide notice of each institution of higher education in that State in which the person is employed, carries a vocation or is a student.

In the State of Connecticut, sex offenders must register with the Department of Public Safety, and Connecticut General Statutes 54-250 through 54-261 mandate that the Connecticut Department of Public Safety establish and maintain a central registry of persons who have been convicted of certain sexual offenses. These sex offenders are required to register under the general statutes.

The State of Connecticut Sex Offender Registry can be accessed at [www.sor.state.ct.us](http://www.sor.state.ct.us) For further information on any subjects listed in the registry, Connecticut General Statute 29-11 authorizes the Department of Public safety to release to any person a state criminal conviction record for a fee of \$25.00 dollars.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

**WARNING**

*"Any person who uses information in this registry to injure, harass or commit a criminal act against any person included in the registry or any other person is subject to criminal prosecution."*

## **RESOURCES FOR VICTIMS OF SEXUAL ASSAULT**

Anyone who has been sexually assaulted or feels harassed or otherwise discriminated against on gender or sexual grounds should know of the many sources of support, referral, and counseling available both on campus and off. Confronting sexual harassment and assault is difficult, and a first step might be to speak with a friend.

Below is a listing of resources available to assist members of the Trinity community who wish to report a sexual assault or sexual harassment, who seek counseling, or who have other questions relating to sexual assault or harassment:

<b>Agency or Department</b>	<b>Number</b>
Administrator-On-Call (Nights, via Front Desk)	297-2053
Campus Safety (emergency)	297-2222
Campus Safety (routine)	297-3333
Chaplain	297-2012
Counseling Center	297-2415
Dean of Multicultural Affairs	297-4251
Dean of Students (Days)	297-2156
Domestic Violence Hotline	1-888-774-2900
Hartford Hospital	545-5000
Hartford Police (Emergency)	9-911
Hartford Police (Non-Emergency)	757-4000
Health Center	297-2018
Office of Campus Life	297-2305
Spanish Hotline	1-888-568-8332
TCERT (Trinity College Emergency Response Team)	297-2222
Women's Center	297-2408
YWCA, 163 Murphy Road, Hartford CT 06114	241-9217
YWCA Sexual Assault Crisis Service, Hotline (24 Hours)	(860) 547-1022

## **ACCESS POLICY**

Residence hall security is a combined effort of the Campus Safety department, the Campus Life staff, and the residents. Individual room doors are equipped with computerized combination locks. Exterior doors remain locked 24 hours a day, and students are urged to keep their room doors closed and locked at all times.

To further enhance residential security, the College has installed heavy-gauge metal security screens in the first floor windows of most of the residence halls.

During periods of low occupancy, frequent and thorough building checks are performed to ensure the security of vacant residence halls.

Visitors and guests of students residing in College housing are the responsibility of their hosts. College regulations prohibit the disclosure of personal access codes to unauthorized persons. Residents are informed of these and other policies relating to residential security at new student orientation and when they agree to the Residential Contract prior to occupancy. Campus Life staff members, Campus Safety Officers, and administrators in the Dean of Students' Office enforce the rules and policies relating to residential security.

Ongoing education about residential security issues and practices takes place through residence hall programs and meetings. Campus Safety is also involved in ongoing efforts to increase student awareness through newsletters and publications.

### **ALARMS ADDED TO ALL EXTERIOR DOORS IN RESIDENCE HALLS**

The exterior doors in residence halls are fitted with strobe lights and alarm systems. If someone props a door to a residence hall, first the strobe light will activate and subsequently a very loud alarm will sound, encouraging residents to close the door. If someone forces a door open from the outside, the alarm will sound immediately and Campus Safety will respond.

## **BUILDINGS AND GROUNDS SECURITY**

The College is dedicated to ensuring the security of its buildings and the safety of its grounds. Campus Safety and custodial personnel secure academic and administrative buildings each day after classes and business activities have ended. Students are discouraged from studying in remote campus locations; instead, they are urged to use study lounges in residential halls, the Mather Dining Hall, or the library. Some facilities to which access is required after business hours, such as the Math, Computing, and Engineering Center, are on card-key access systems for reasons of personal safety and building security.

Campus Safety Officers patrol campus grounds in vehicles and on foot 24 hours a day. Trinity's campus is well lighted, and Campus Safety performs regular checks to ensure that all lights are operating and other safety systems in place. Fencing around much of the campus helps to promote both personal safety and the security of property.

The Department of Buildings and Grounds maintains College facilities and grounds with a concern for safety and security. Campus Safety works closely with Buildings and Grounds since Campus Safety Officers often identify hazardous conditions during their patrol activities, and also respond to reported safety and security hazards after normal working hours.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Campus Safety,

Campus Life and Facilities examine the security survey issues related to landscaping, locks, windows, alarms, lighting and emergency call boxes for safe operation.

### **ACCESS CONTROL AND SECURITY MANAGEMENT SYSTEMS**

Access control and security management systems have been installed on residence hall perimeter doors, the main entrance to the Ferris Athletic Center, the north and ADA-compliant entries into the Life Sciences Center, and the Library.

Access and security systems are managed by the Department of Buildings and Grounds Access Control Division, and replace pre-existing magnetic stripe card-reader locks with an upgraded card-reader technology known as proximity readers. Proximity readers respond to a signal generated by an antenna embedded inside the ID card, rather than reading a magnetically encoded stripe adhered to the ID card. A proximity ("prox") ID card is waved in front of the "prox" reader or touched to it, rather than swiped through it.

The ID cards being issued have three technologies on board: Magnetic stripe technology for cashless vending, bar code technology for Library use, and proximity technology for access control. The ID cards are to be permanent cards, and the system upgrade to those cards includes updating all faculty, administration, and staff photo files.

All ID card production are made by the Department of Buildings and Grounds Access Control Division at 238 New Britain Avenue.

### **ACCESS CONTROL AND SECURITY MANAGEMENT SYSTEMS UPGRADES**

The IT-managed GateMate card-reader system on academic and administrative buildings has been decommissioned and replaced by the ACIS Division's Interflex access control and security managed system. The Interflex on-line access control and security management system is a sister system to the Loocknetics off-line access control system which the ACIS Division has managed since 1994. With the decommissioning of IT's GateMate system, the management of all access control systems (on-line, off-line, and mechanical) for all buildings is now consolidated within the ACIS Division, and will bring to the College's academic and administrative buildings the enhanced access control and security management systems already introduced in the College's residence halls.

### **SECURITY MANAGEMENT AT PERIMETER DOORS – PROPPED DOORS**

If an Interflex-managed locked door is propped open, an alarm condition will be detected after 30 seconds. At that time, the strobe at the door will begin to flash as a warning that, if the door is not secured within an additional 30 seconds, the horn at the door will begin to sound. Once the horn begins to sound, it will continue to sound for 15 seconds (in academic and administrative buildings) or until the door is secured, whichever comes first. (In the residence halls, the horn will sound for two minutes, or until the door is secured, whichever comes first.) Even if the horn at the door has timed-out after 15 seconds (2 minutes in residence halls), the strobe at the door will continue to flash until the door is secured

### **SECURITY MANAGEMENT AT PERIMETER DOORS – FORCED DOORS**

Door-forced conditions arise whenever the Interflex security management system detects that a locked door has been opened without presentation of a valid credential (PAC/TEK/HID) upon entry, or without a valid "request to exit" upon exit (a valid request to exit is initiated simply by depressing the panic bar on the inside of the door). While a door-forced condition may well be the result of an actual, violent forcing of the door, door-forced

alarm conditions are very often not as sinister as they may sound. For example, in the residence halls, door-forced alarms occur most frequently as a result of door latches being taped or wedged so that doors do not properly secure when they close. Door-forced alarm conditions under those circumstances alert building occupants (and Campus Safety) of a security risk at an unsecured door.

When an Interflex-managed locked door is forced open (either literally or merely technically), an alarm condition will be immediately detected. On a door-forced alarm condition, the strobe at the door will immediately begin to flash, and the horn at the door will immediately begin to sound. In a door-forced alarm condition, the horn sounds for only a short 1 second burst; however, the strobe at the door continues to flash until Campus Safety has visited the door and inspected the area.

**ALL ALARM CONDITIONS REPORT TO CAMPUS SAFETY THROUGH AN INTERFLEX WORKSTATION. THAT WORKSTATION ALSO GIVES CAMPUS SAFETY THE ABILITY TO SILENCE CERTAIN ALARMS REMOTELY, AS WELL AS THE ABILITY TO LOCK AND UNLOCK SELECTED PERIMETER AND INTERIOR DOORS REMOTELY.**

### **CLOSED CIRCUIT SURVEILLANCE**

Trinity College has installed state of the art video monitoring equipment in strategic areas of the Trinity College Campus to enhance the security of the entire Trinity College Campus. The installation of video monitoring equipment will allow our department to integrate the virtual policing of the Trinity College Campus with state of the art equipment. This enhancement will allow the monitor to direct on-campus members of the Trinity College Campus Safety Staff to areas where problems are occurring for on sight investigation.

Trinity College is using CCS (closed circuit surveillance) to monitor public areas in order to deter crime and to assist Campus safety in providing security and safety of individuals and property of the Trinity College Community. *Any diversion of security technologies for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited.* The CCS will be in operation 24 hours a day, 7 days a week.

Legitimate safety purposes include but are not limited to the following:

- Protection of individuals, property and buildings
- Confirmation of fire, burglar, and open door alarms
- Patrol of public areas
- Investigation of criminal activity

Campus Safety Administration will insure responsible and proper camera monitoring at all times. Video monitoring for safety purposes will be conducted in a professional, ethical and legal manner at all times. Monitoring individuals based on race, ethnicity, gender, sexual orientation, disability or other protected classifications is prohibited.

The entire Campus Safety staff will be appropriately trained and supervised in the responsible, professional use of the closed circuit surveillance monitoring on campus. Training will be provided by the Trinity College Information Technology department. Staff involved CCS monitoring will be appropriately trained and supervised.

Any information obtained from video monitoring will be used exclusively for safety, security and investigative purposes. When appropriate and in the investigation of a crime or attempt

to identify a person involved in criminal activity the information gleaned from the CCTV may be turned over to the appropriate law enforcement agency for additional investigative purposes. The decision to send material or images from CCS to law enforcement will be made by the Dean of Students Office and the Director or Associate Director of Campus Safety and only when appropriate or to aid in the solving of a crime on campus or if assistance is needed in the identification of a suspect involved in criminal activity on the Trinity College Campus. All recorded images and footage will be stored by the Trinity College Information Technology Department for an undetermined period of time.

### **RESPONSIBILITIES**

The Director of the Trinity College Campus Safety Department or his designee will oversee and coordinate the use of CCS on Campus. The Director or Campus Safety or his designee authorizes all CCS monitoring for safety purposes on campus.

Employees of the Trinity College Campus Safety Department under the direction of the Department are responsible for the daily operation of the cameras. They will follow all college policies, procedures and guidelines listed above in the monitoring of CCS cameras. No staff other than Campus Safety Officers, Dispatchers, assigned Camera Monitors or Campus Safety Administrative staff properly trained to operate CCS cameras will operate the monitors. No student will be hired or assigned to work the CCS system or the monitors. The Director of Campus Safety will appoint a person of his choosing to audit the monitoring operations to include image storage.

### **PROCEDURES**

Trinity College CCS monitors will:

1. Conduct video observation of public areas that are in plain view of others
2. Receive intensive and continuing training in technical use of the cameras and in the ethical and legal parameters of appropriate camera use.
3. Monitor suspicious, unruly or criminal behavior and not group characteristics.

Trinity College CCS monitors will not:

1. View people becoming intimate in public areas.\*
2. View private dormitory rooms, college residence rooms or view any activity through residence windows.

All CCS monitors will document their activities during their shift with a report to become available at the conclusion of the shift for oncoming work shifts.

### **QUALITY ASSURANCE PROCEDURES**

Trinity College Administrative Staff and Supervisory Personnel will:

1. Provide on sight oversight of the CCS system and operator activities to insure professional and correct performance.
2. The administrative staff and on duty supervisor shall conduct unscheduled reviews of the CCS recording system.
3. Each monitor and officer performing monitoring duty will be provided with a copy of this policy and procedure for his or her knowledge and information.
4. Trinity College Campus Safety Administrative Staff will make unscheduled checks to insure that assigned CCS monitors are sufficiently and properly trained and have a working knowledge of the system.

## **DOCUMENTATION**

Every incident that is supported or initiated by CCS will be documented using the SSITS system. This documentation will be a supplemental report to the investigation commenced by appropriate Trinity College Campus Safety staff. In the record of the incident the monitor will enter in his/her report that.

1. CCS was used in the investigation.
2. Identify the camera and camera location used to gather the information.
3. Record any pertinent information recorded by the CCS system.

Information about the Closed Circuit Surveillance System accessed at the Trinity College Campus Safety Website at:

<http://www.trincoll.edu/StudentLife/HealthSafety/CampusSafety/surveillance.htm>

## **EMERGENCY MANAGEMENT PLAN**

### **PURPOSE**

The Emergency Management Plan (EMP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of college and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### **SCOPE**

This plan is a college-level plan that guides the emergency response of college personnel and resources during an emergency situation. It is the official emergency response plan of the College and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies (Paragraph F). The College will cooperate with the Office of Emergency Management, State, County and City Police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

The Emergency Management Plan can be accessed at the following Trinity College Campus Safety website:

<http://www.trincoll.edu/StudentLife/HealthSafety/CampusSafety>

## **EMERGENCY RESPONSE AND NOTIFICATION**

The Trinity College emergency plan guides college officials in responding to emergency situations. The College Incident Commander, Charles Morris, Director of Campus Safety or Alternate Incident Commander, Christopher Lyons, Associate Director of Campus Safety will decide, in consultation with the Core Emergency management Team, the level of emergency and the appropriate response measures. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, authorized college officials will immediately notify the campus community via The Trinity College Alert System (TCAS), unless the notification will compromise efforts to contain the emergency.

TCAS notifications can be simultaneously broadcast in multiple formats including:

- Voice messages to cell, office and home phones.
- Text messages to mobile devices capable of receiving text messages
- E-mails to all Trinity addresses and alternate provided by individuals
- Audible messages in buildings and locations outfitted with paging systems
- Announcements on websites – Trincoll.edu and the Trinity Exchange

### **PROCESS TO CONFIRM THAT THERE IS A SIGNIFICANT EMERGENCY AND NOTIFICATION**

Plan activation begins at the discretion of the college Incident Commander, Charles Morris or his alternate, Christopher Lyons upon receipt of information of an emergency event or threat of an emergency. Based on the Campus Safety Report, and information obtained from other appropriate entities, the College Incident Commander will declare the level of emergency and activate the emergency management plan to the extent necessary to control the situation.

Levels of Emergency:

Level 1 – Minor incident – a minor incident is defined as a local event with limited impact that does not affect the overall functioning capacity of the college.

Level 2 – Emergency – an emergency is defined as a serious event that completely disrupts one or more operations of the college. Multiple college resources are involved and the Emergency Management Plan is activated to the extent necessary or -

Level 3 – Disaster – A disaster is defined as a very serious event that seriously impairs or halts the operations of the college. The Emergency Management plan is fully activated.

Charles Morris, Director of Campus Safety is the College Incident Commander.

Christopher Lyons, Associate Director of Campus Safety is the Alternative Incident Commander.

<b>Core Team – Trinity College Emergency Management Team</b>
Frederick Alford, Dean of Students
Paul Mutone, Vice President Finance
Charles Morris, Director of Campus Safety
Christopher Lyons, Associate Director of Campus Safety
Michele Jacklin, Director of Media Relations
Karen Misbach, Environmental Health and Safety Manager
Martha Burke O'Brien – Director of the Health Center
David Andres, Director of Strategic Projects

Every student and staff is responsible for providing and maintaining their up to date personal contact information via the 'urgent communication' fields within the TC Online (Peoplesoft) so that they can be included in emergency broadcasts via The Trinity College Alert System (TCAS) Full scale tests of the Trinity College Alert System are conducted annually. The full-scale test will allow us to identify and resolve any potential issues as well as familiarize the community with the system. The members of the core management team will be convened during all tests and will monitor the process. Further information about TCAS can be found at the following address:

<http://www.trincoll.edu/StudentLife/HealthSafety/CampusSafety/alertsystem.htm>

## **ALCOHOL POLICY**

### **PUBLIC ACT 06-112**

#### **AN ACT CONCERNING UNDERAGE DRINKING**

This act makes it illegal for someone who possesses or controls private property, including a dwelling unit, to (1) knowingly permit a minor to illegally possess alcohol in the unit or on the property or (2) fail to make reasonable efforts to stop a minor from possessing alcohol in the unit or on the property when he knows the minor possesses alcohol illegally. The act makes a first offense an infraction and subsequent offenses subject to up to one year in prison, a fine of up to \$500, or both.

The act makes it illegal for a minor to possess alcohol anywhere, rather than only in public places. Under prior law, the penalty for illegal possession in public places was a fine of \$200 to \$50. The act makes this the penalty for second and subsequent offenses of illegal possession, regardless of location, and makes a first offense an infraction.

Under prior law, the provisions on illegal possession by minors did not apply to a minor who possessed alcohol while accompanied by a parent, guardian, or spouse over age 21. The act specifies that it must be the minor's parent, guardian, or spouse.

The act also specifies that the prohibitions on illegal possession and those against selling, shipping, delivering, or giving alcohol to minors cannot be construed to burden a person's exercise of religion as protected by the state constitution.

EFFECTIVE DATE: October 1, 2006

## **POSSESSION AND USE OF ALCOHOL**

The College expects students and other members of the community to observe the various laws, statutes, and ordinances that govern the provision of alcohol in Connecticut and in Hartford. Connecticut law prohibits the purchase and possession of alcoholic beverages by persons less than 21 years of age. No person underage may purchase or consume alcohol anywhere on campus, including in Greek Organization houses and on their grounds. No persons may carry an open container of alcohol in any open spaces on campus. The full policy on alcohol provision and consumption can be found in the Trinity College Student Handbook under "Policy on Alcohol and Drugs in Residential Facilities."

## **POSSESSION AND USE OF CONTROLLED SUBSTANCES**

The College expects students and other members of the Trinity College Community to observe state and federal laws, statutes and ordinances that govern the Possession and Use of Controlled Substances and Narcotics in the State of Connecticut.

## **POLICY ON DRUG USE**

The use of drugs has become so widespread a danger to society that no college or university can ignore the problem. Because the College is concerned with preventing the serious difficulties which arise for the individual from illegal drug usage and from illegal drug distribution, certain members of the College staff are available to those in need of confidential counseling and medical assistance. These include but are not limited to the Trinity College Counseling Center, the Women's Center and the Trinity College Health Center. The College strongly encourages the use of these services.

There are, however, other aspects to illegal drug usage and distribution. The College community should be fully informed of the possible consequences. Therefore, the following regulations apply. Members of the community should be aware of the deleterious effects which drugs and the traffic in drugs may have upon the individual and upon the welfare of the academic institution.

## **REGULATIONS**

Students are expected to be aware of and to observe the Connecticut and federal statutes concerning the illegal possession, distribution, sale, manufacture, prescription and/or administration of those drugs which:

- Contain any quantity of a substance which has been designated as subject to federal narcotic laws, or,
- Has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or,
- Has been designated by the Public Health Council and Commissioner of Consumer Protection pursuant to Section 19-451 of the Connecticut General Statutes as having a stimulant, depressant or hallucinogenic effect upon the higher systems of the central nervous system and a tendency to promote abuse or psychological or physiological dependence or both.
- Controlled drugs are classifiable as follows:
  - amphetamine-type
  - barbiturate-type
  - cannabis-type
  - cocaine-type
  - hallucinogenic
  - morphine-type
  - other stimulant and depressant drugs

Marijuana, cocaine, crack cocaine, and heroin are all illegal to possess, use, manufacture and distribute. Any student or other member of the college community found to be using, distributing and/or manufacturing these types of illegal drugs are in violation of the College policy against illegal controlled and narcotic substances. Additionally, any students or other member of the college community found to be in possession of, using, manufacturing or distributing these illegal substances may face legal penalties as provided by the Connecticut General Assembly. Violators are subject to college disciplinary action, criminal prosecution, fines and imprisonment.

The misuse of prescription medication is also a crime. Members of the college community involved in the illegal sale, misuse, distribution or manufacture of prescription medicine are in violation of college policy and face the same penalties as provided by the Connecticut General Assembly.

Specifically excluded from controlled drugs are alcohol, nicotine and caffeine which are legal to use and possess.

Students are expected to be aware of and observe the laws concerning "club or designer drugs" which include but are not limited to the following:

There are several substances classified as "designer drugs". Designer drugs are dangerous to the health and safety of the user. Three of the substances described below (Ketamine, GHB and Rohypnol) are also classified as "Date Rape Drugs" and are extremely dangerous for the user in any amount. These "designer drugs" are illegal.

Some of the most commonly used "designer drugs" will be listed below with brief descriptions of their effects. The "designer drugs" detailed here are:

ECSTASY (MDMA)

KETAMINE

GHB

ROHYPNOL

METHYLENE-DIOXY-METHAMPHETMINE (MDMA) also known as Ecstasy or X.

### **ECSTASY (MDMA)**

The drug known as ecstasy is a man made drug with the primary effect of stimulating large amounts of a chemical in the brain known as serotonin.

Some of the effects of this drug include a general feeling of openness, empathy, energy, euphoria and well-being. Individuals taking this drug may face severe dehydration, severe thirst and may not experience the normal feeling of exhaustion from continual physical activity. The biggest danger from the taking of ecstasy is that when it is manufactured it is usually mixed with other illegal substances that can have devastating effects on the user. Chemicals such as methamphetamine, DXM and PMA are commonly added to the making of ecstasy. Overdoses of ecstasy can be fatal.

Ecstasy is also known by the street names of Adam, Beans, X, Vitamin X, Candy, E, MaDMAM, Mollies and many others.

Ecstasy is illegal in any form.

**KETAMINE**

KETAMINE also known as Special K, K, ket, kit, vitamin k, lady k, super k etc... Ketamine is an anesthetic that has a combination of depressant, hallucinogenic and analgesic properties. Ketamine is generally used by veterinarians in the treatment of animals. It is usually packaged in either powder or liquid form. Ketamine is typically mixed with marijuana or tobacco and ingested when smoked by the user. It can also be injected when in liquid form or snorted while in powder form.

Ketamine is usually found in rave or dance clubs. Side effects can range from mild hallucinations to death depending on the dosage taken. Other common effects include amnesia, agitation, paralysis, memory loss, nausea, delirium and unconsciousness taking place less than 30 minutes after being taken.

**GAMMA-HYDROXYBUTRATE (GHB)**

This drug is a powerful central nervous system depressant used for its sedative and euphoric effects. It is commercially produced in powder or pill form and is prescribed to treat sleep disorders. This is the only legitimate use for GHB in the United States. GHB is prescribed in the United States under strict guidelines and is illegally possessed under any other circumstances. It is produced illegally in the United States or imported into this country illegally through Mexico and Canada.

GHB is one of several designer drugs involved in drug-induced date rape incidents. GHB is the most commonly used drug in drug-induced sexual assaults because of its powerful sedative properties.

Some common side effects include relaxation similar to alcohol intoxication, euphoria, reduced inhibitions, increased sensory stimulation, enhanced sensuality and sexuality, and speech and motor skill interference. Ingestion of large amounts of GHB can cause combative behavior, agitation, confusion, loss of coordination, incontinence, loss of consciousness and death.

GHB remains in the body for a short period of time and is usually not detectable in routine blood or urine screens/tests because of the time period between the time of ingestion and notification that GHB may have been a factor in an incident reported to Campus Safety, Law Enforcement, Medical Personnel on Campus, EMS or hospital staff.

**ROHYPNOL**

Rohypnol (also known as roofies, rophy, circles, ropies, ruffies, etc...), is a powerful drug and is 10 times more powerful than Valium. It is illegal in the United States and is not approved for any legitimate use in this country. Rohypnol is usually sold in bars, rave clubs and dance clubs and is sold in pill form. Rohypnol is usually used in pill form but can be ground into powder and injected, snorted or dissolved in open drink containers. Rohypnol will cause a profound sedative effect and will lower the inhibitions of the user. It is typically placed in open drinks of victims usually without their knowledge. Rohypnol has no smell or taste and is usually undetectable in a drink.

Rohypnol will stay in the system of a victim longer than other drugs. If taken in pill form Rohypnol will remain in the system for approximately 4 days. It remains in urine for between 48 and 96 hours and 12 to 24 hours in blood after ingestion.

Some common side effects of Rohypnol are nausea, drowsiness, amnesia, slowed psychomotor skills, low blood pressure and muscle relaxation. Effects can be felt within 30 minutes of ingestion.

All of the above listed "designer drugs" are illegal (except GHB in special circumstances) and their effects can be devastating to the user and to the Trinity College Community as a whole. GHB, Rohypnol and Ketamine are three "designer drugs" most implicated in the commission of drug-facilitated sexual assaults.

In addition to any prohibition governed by federal or state law the College prohibits the following behaviors:

- any possession, use, sale, distribution or manufacture of any narcotic, drug, non-prescribed medication, chemical compound or other controlled substance; any misuse of prescription medication.
- any possession, use, sale, distribution or manufacture of drug paraphernalia. Such items are subject to seizure.
- Although the College wishes to counsel and advise individuals and groups who are having difficulty with drugs, the College may find itself obliged to advise the appropriate public agencies, when it has knowledge of violations, because of possession, use, sale, manufacture, prescription, or distribution of illegal drugs is an offense against Connecticut and federal laws.
- Students charged with and/or convicted of felonious possession, use or sale of drugs will be subject to the College's disciplinary procedures (see pp. 165-166, Trinity College Student Handbook).
- Nothing in these regulations alters the concern of the administration and faculty to help those individuals who wish counseling on drugs. The hope is that we can maintain a healthy campus community, a prospect severely jeopardized by the use of dangerous drugs and by certain activities related to drugs. The welfare of Trinity College requires frank recognition of the risks involved in drug abuse and continued efforts to find effective means to solve this problem.

Trinity encourages those who become involved with illegal drug use or abusive use of alcohol to seek assistance from the College's various counseling and medical resources. No punishment will be forthcoming from voluntary efforts to seek help.

### **ARRESTS OR DISCIPLINARY REFERRALS FOR ILLEGAL WEAPONS POSSESSION AND SUBSTANCE LAW VIOLATIONS**

In addition to disclosing statistics for the aforementioned offenses, the *Clery Act* requires institutions to disclose both the number of arrests and the number of persons referred for disciplinary action for:

1. Illegal weapons possession;
2. Drug law violations; and
3. Liquor law violations.

**ARREST** for *Clery Act* purposes is defined as *persons processed by arrest, citation or summons*. Include:

- Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)

- Juveniles taken into custody or arrested but merely warned and released without being charged. A juvenile should be counted as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.

**REFERRED FOR DISCIPLINARY ACTION** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.*

**ILLEGAL WEAPONS POSSESSION** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

**DRUG LAW VIOLATIONS** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

## **Annual Fire Safety Report**

The Proposed Rule published in Federal Register August 21, 2009, specifies amendments to the Department of Education's Higher Education Opportunity Act of 2008 (HEOA). Section 488(g) of the HEOA amended Section 485 of the Higher Education Act, establishing requirements for institutions providing on-campus student housing to annually publish a fire safety report, maintain a fire log, and report fire statistics to the Department of Education annually, similar to the annual security report.

The on-campus student housing at Trinity College included in this report are dormitories, rental properties owned by the College which are on or adjacent to campus, and social houses where students may reside, including greek organizations. The College used the definition of on-campus student housing as "a dormitory or other residential facility for students that is located on an institution's campus" as the boundaries for this report. Rental properties owned by the College but managed by a property management company, as well as, properties owned by greek organizations, were included in this report in accordance with the proposed rule's clarification that "a student housing facility that is on property owned by an institution, even if the building is owned and maintained by a student organization or other party, would be considered an on-campus student housing facility."

The Proposed Rule requires Trinity College to report right-to-know information for the previous year beginning October 1, 2010 and for institutions to make their best effort to report any information available for October 1, 2009. Therefore, the College is providing this first annual fire safety report with as much information as possible, and will be setting systems in place to complete an accurate report for the official reporting year of 2010.

This report, as well as the Campus Safety Annual Report can be found on the Campus Safety website at:

[www.trincoll.edu/StudentLife/HealthSafety/CampusSafety/annualreport.htm](http://www.trincoll.edu/StudentLife/HealthSafety/CampusSafety/annualreport.htm)

### **Description of Fire Systems**

The tables below describe the fire systems for each on-campus student housing facility. Portable fire extinguishers are available only in mechanical spaces and are not required in the living areas of the dormitories under Connecticut State Fire Code or by the Hartford Fire Marshall.

#### **Dormitories**

All dormitories are fully sprinklered and equipped with a networked fire alarm system which reports directly to Campus Safety. The detectors and fire pull stations activate horns and strobe lights. All smoke detectors in dormitories are addressable, meaning the issue detected can be traced to a specific location in the dormitory. The fire detection, alarms, and sprinkler systems are connected to back up power so they are functional during a power outage. Some dormitories, as indicated below, are also directly connected to the Hartford Fire Department.

<b><u>Dormitory</u></b>	<b><u>Fire Alarm</u></b>	<b><u>City Connect</u></b>	<b><u>Sprinkler</u></b>
Anadama	Networked/Addressable	No	Yes
Boardwalk	Networked/Addressable	No	Yes
Clemens	Networked/Addressable	No	Yes
Cook	Networked/Addressable	Yes	Yes
Doonesbury	Networked/Addressable	No	Yes
Elton	Networked/Addressable	No	Yes
Frohman/Robb	Networked/Addressable	No	Yes
Funston	Networked/Addressable	Yes	Yes
Goodwin/Woodward	Networked/Addressable	Yes	Yes
Hansen Hall	Networked/Addressable	Yes	Yes
High Rise	Networked/Addressable	Yes	Yes
Jackson	Networked/Addressable	Yes	Yes
Jarvis	Networked/Addressable	No	Yes
Jones	Networked/Addressable	No	Yes
Little	Networked/Addressable	No	Yes
North Campus	Networked/Addressable	No	Yes
Northam	Networked/Addressable	No	Yes
Ogilby	Networked/Addressable	No	Yes
Park Place	Networked/Addressable	No	Yes
Smith	Networked/Addressable	Yes	Yes
Stowe	Networked/Addressable	No	Yes
Summit East	Networked/Addressable	Yes	Yes
Summit North	Networked/Addressable	Yes	Yes
Summit South	Networked/Addressable	Yes	Yes
Vernon Place	Networked/Addressable	Yes	Yes
Wheaton	Networked/Addressable	Yes	Yes
Wiggins	Networked/Addressable	No	Yes

## Social Houses

Many of the social houses have minimal living arrangements and only social houses with student sleeping spaces are included in the table below. The college-owned buildings are equipped with a networked fire alarm system that reports directly to Campus Safety. These are not addressable systems, and therefore, if an issue is detected, the building goes into alarm but it might not be immediately traced to the exact location in the building. The Greek Organizations maintain fire systems in their properties.

<u>Description</u>	<u>Address</u>	<u>Fire Alarm</u>	<u>City Connect</u>	<u>Sprinkler</u>
Ivy House	129 Allen Place	smoke detectors	No	No
Alpha Chi Rho	1715 Broad Street	smoke detectors	No	No
St. Anthony Hall	340 Summit Street	smoke detectors	No	No
AASA	65 Vernon Street	Networked	No	No
La Voz Latina	69 Vernon Street	Networked	No	No
UMOJA	72 Vernon Street	Networked	No	No
Psi Upsilon	81 Vernon Street	Stand alone alarm	No	Yes
Cleo Literary Society	98 Vernon Street	smoke detectors	No	No
Alpha Delta Phi	122 Vernon Street	smoke detectors	No	No

## Rental Properties

Trinity College owns a number of rental houses on or adjacent to the campus. They are not maintained by Trinity College Facilities Department, but are managed by property management companies and overseen by the Director of Business Operations. They are included in this report due to the potential for Trinity College students renting apartments from the property management company. Each of the rental units are equipped with smoke detectors, as well as common areas in each building. The fire detectors in the rental properties do not report to Campus Safety or to the Hartford Fire Department.

<b>Address</b>	<b>Fire Alarm</b>	<b>City Connect</b>	<b>Sprinkler</b>
105-107 Allen Place	battery powered smoke detectors	No	No
141-143 Allen Place	battery powered smoke detectors	No	No
14-16 Crescent Street	battery powered smoke detectors	No	No
145-147 Allen Place	battery powered smoke detectors	No	No
149-151 Allen Place	battery powered smoke detectors	No	No
155-157 New Britain Ave	battery powered smoke detectors	No	No
1580 Broad Street	stand alone system	No	No, standpipes
1705-1707 Broad Street	battery powered smoke detectors	No	No
180 New Britain Ave	battery powered smoke detectors	No	No
18-20 Crescent Street	battery powered smoke detectors	No	No
199-201 Allen Place	battery powered smoke detectors	No	No
209-211 Zion Street	battery powered smoke detectors	No	No
213-219 Zion Street	battery powered smoke detectors	No	No
22-24 Crescent Street	battery powered smoke detectors	No	No
225-227 Zion Street	battery powered smoke detectors	No	No
26-28 Crescent Street	battery powered smoke detectors	No	No
27-29 Crescent Street	battery powered smoke detectors	No	No
30-32 Crescent Street	battery powered smoke detectors	No	No
34-36 Crescent Street	battery powered smoke detectors	No	No
35-37 Crescent Street	battery powered smoke detectors	No	No

38-40 Street	Crescent	battery powered smoke detectors	No	No
39-41 Street	Crescent	battery powered smoke detectors	No	No
46-48 Street	Crescent	battery powered smoke detectors	No	No
47-49 Street	Crescent	battery powered smoke detectors	No	No
50-52 Street	Crescent	battery powered smoke detectors	No	No
54 Street	Crescent	battery powered smoke detectors	No	No
57-59 Street	Crescent	battery powered smoke detectors	No	No
58-60 Street	Crescent	battery powered smoke detectors	No	No
63-87 Street	Crescent	battery powered smoke detectors	No	No
68-70 Street	Crescent	battery powered smoke detectors	No	No
72-74 Street	Crescent	battery powered smoke detectors	No	No
76 Street	Crescent	battery powered smoke detectors	No	No
78-84 Street	Crescent	battery powered smoke detectors	No	No
92-100 Street	Crescent	battery powered smoke detectors	No	No
93-95 Street	Crescent	battery powered smoke detectors	No	No

### Fire Drills

Trinity College performs regular mandatory supervised fire drills semi-annually in all dormitories and college-owned social houses. Drills are conducted by the Offices of Campus Life, Campus Safety, Environmental Health & Safety, and the Hartford Fire Department. During each drill, evacuation procedures are practiced and building fire alarm systems are tested.

### Evacuation Procedures

In case of visible smoke or fire:

- Pull the fire alarm before doing anything else.
- Dial Campus Safety (x2222) and/or the Hartford Fire Department (9-911)
- Give your location, the nature of the fire, and your name.
- Do not attempt to extinguish the fire.
- Close doors and windows in the area as you evacuate.
- Provide assistance to mobility-impaired individuals if possible.
- Each building has a prearranged rally point to account for occupants and to await further instructions.
- Do not re-enter the building until told do so by Campus Safety.
- Report damage to Campus Safety

All staff must be familiar with the location and proper use of all fire & life safety equipment in their building, including alarm systems, emergency telephones, fire doors and exits, and evacuation routes. Fire extinguishers are only to be used by trained personnel.

Do not use elevators. Should the fire involve the control panel of the elevator or the electrical system of the building, power in the building may be cut and you could be trapped between floors. Also, the elevator shaft can become a flue, lending itself to the passage and accumulation of hot gases and smoke generated by the fire.

Outside gathering locations are away from building entries to permit unobstructed entry by emergency personnel. Residents and staff are made aware of the gathering spot and appropriate evacuation routes, and floor plans are posted throughout campus. People should be reminded to wear appropriate outdoor clothing when evacuating buildings. During inclement weather, alternative gathering places will be chosen based on the building being evacuated. Those locations will be communicated by Campus Safety and key personnel.

If there is smoke and/or fire evident, sound the alarm by pulling a fire alarm pull station! This will notify Campus Safety and will sound the evacuation horns in the building. If you have more detailed information, i.e., exact location of the fire, what is burning and how large it is, use the outside call box to call Campus Safety and advise them as soon as possible. In a fire, seconds count. Campus Safety will notify the local fire department that there is an actual emergency.

**ALL OCCUPANTS MUST EVACUATE IMMEDIATELY WHEN A BUILDING FIRE ALARM SOUNDS AND DO NOT RE-ENTER UNTIL THE ALL CLEAR IS GIVEN.**

**EVACUATE THE BUILDING USING THE MOST EXPEDIENT AND SAFE ROUTE. ONCE OUTSIDE, PROCEED TO THE DESIGNATED GATHERING SPOT. STAFF SHOULD ASCERTAIN IF ANYONE IS KNOWN TO STILL BE INSIDE THE BUILDING.**

The senior staff person on the scene should meet the responding Campus Safety and/or fire officials and:

- Identify self and staff position.
- Inform emergency personnel of any known remaining occupants and pertinent information (wheelchair-bound, ill, etc.)
- Provide building information as appropriate or requested (location of fire, activated alarm, annunciator panel).

Residential staff seniority is:

- Administrator-on-call
- Residential Fellow on-call
- Residential Fellow of building
- RA/HR-on-call
- RA/HR of building.

Building fire alarms are wired to the Campus Safety station and should receive near immediate response. If emergency personnel are not on the scene when you reach the outside, use the closest available campus telephone or emergency telephone to notify the Campus Safety of the alarm.

If an emergency exists, telephone Campus Safety after activating the building fire alarm system, via a pull station.

**Emergency Personnel:**

Once a building fire alarm has sounded, the following seniority exists until an "all-clear" is issued:

- Fire Department (officers wear white hats)
- Campus Safety Department
- Administrator-On-Call or Department Head
- Residential / Building Staff

NEVER argue with a fire or Campus Safety officer. Disagreements or questions should be brought to the director of residential life after the incident.

**All-Clear:**

Building occupants may re-enter only upon the instructions of the fire department or Campus Safety. Staff may not enter the building nor authorize entry until after receiving an "all clear" from the Campus Safety officer on the scene. In the absence of identified staff, the Campus Safety officer will notify people directly that the building may be entered. The departure of all emergency personnel from the scene will be considered an "all-clear."

**Alarm Reset:**

Activated alarms must be reset or replaced to assure a proper warning system for occupants. In most instances, the reset will be accomplished by the emergency personnel prior to issuing the "all clear." If the alarm system cannot be made operational by the personnel on the scene, Campus Safety will summon appropriate personnel to restore the system to active status. Campus Safety shift supervisor is responsible for monitoring the status of campus alarm systems and will determine whether a safe or unsafe condition exists. If an unsafe condition exists due to the lack of a properly operating alarm system, the shift supervisor will post a "Security Alert" and establish a fire watch staffed by Campus Safety officers or contracted personnel.

**Steps to Follow in Any Emergency**Steps to be Taken By Evacuation Assistants:

- Remain calm; keep others calm
- Assess safety for yourself and others involved – if risk is apparent, call or send for help. Campus Safety first, and if time allows, contact another staff member
- Try to isolate the person from others or persons from the problem
- Gather objective facts
- Note time and persons in area
- Once Campus Safety, administrators, medical or psychological personnel are on the scene, relay all pertinent information and follow their instructions.
- Remember that you are an important resource to others; do not leave the scene of an emergency. This is also important when there is a power outage, severe weather, etc. because we depend on you to dispense information and to keep others calm.

Persons Needing Assistance

Disabled persons needing assistance should be informed of evacuation procedures and routes for all areas on campus and should know to call Campus Safety immediately for assistance. In all instances, evacuation routes should be horizontal, (i.e., traveling on the same floor level and passing from one building to another), where possible. If horizontal evacuation is not available, consider heading for the nearest enclosed stairwell landing away from any obvious danger and notify Campus Safety of the exact location of the stairwell. The responding officer may have additional recommendations to ensure your safety. Once

at the stairwell, wait for the majority of traffic to pass before entering the stairwell. Enter the landing and wait for Campus Safety or the Fire Department to assist you.

If these areas are not available or practical, find a "refuge area" where you can inform Campus Safety and safely wait. The "refuge area" should be a room of well-constructed walls of masonry or sheet rock that go from floor to slab; no open holes in walls to the room to the corridor; tight fitting doors; outside windows; a working telephone; no flammable liquids or chemicals storage. If a phone is unavailable, try signaling help from a window or pulling another fire alarm. The fire panels can be checked by the Fire Department to determine the location of pulled alarms. This can be used to help find disabled individuals.

## Fire Prevention

The Trinity College 2009-2010 Student Handbook describes the College's fire safety program and policies. The paragraphs below were taken directly from the handbook.

Fire safety is a serious matter, and it is the responsibility of every resident to protect themselves as well as their hall mates. Covering and/or tampering with a smoke detector endangers not only your life, but also the lives of everyone in the residence hall. Time is a crucial element when responding to a fire, and covering or tampering with fire safety equipment can significantly impact a professional response. Please remember the following:

- Do not overload electrical outlets and make sure extension cords are used properly.
  - Do not cover and/or tamper with smoke detectors for any reason at any time.
  - Do not smoke in College buildings.
  - Do not use candles/incense in your room.
  - Do not leave cooking equipment unattended when in use (even microwaves).
  - Do not leave lamps on when you are not in your room.
  - Know at least two ways out of your residence hall.
  - Never disregard fire alarms, immediately exit the residence hall or building when an alarm sounds.
- a. Residents must familiarize themselves with emergency exit locations and evacuation procedures.
  - b. When a fire alarm sounds, all students are required to evacuate the residence hall. The directions of staff, Campus Safety, and fire safety officers are to be followed at all times. Failure to evacuate a building when a fire alarm sounds and/or at the request of a College or fire department official will result in disciplinary action.
  - c. Intentionally sounding (pulling) a false alarm, making a false emergency call, attempting to ignite and/or the action of igniting a substance on fire, issuing a bomb threat, constructing mock explosive devices, or tampering with, destroying, and/or possession of fire equipment, emergency signs, and sprinklers are prohibited. Such action is considered to be in violation of state and local ordinances. Abuse of fire safety systems may result in (1) the levying of financial damages up to \$1000, (2) immediate eviction, and/or (3) indefinite restriction from campus residence. The residents of an entire building may be billed for common area damages (here, false alarms) when the responsible party/parties are unknown.
  - d. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered and exits must remain free from obstruction at all times. Even temporary obstruction of such items is prohibited.
  - e. Safety inspections will be conducted by Campus Life staff members each semester in order to determine compliance with safety regulations. Restricted items may be removed during such inspections.

**Prohibited items:**

Out of regard for fire and personal safety, the following items are among those prohibited in the residence halls:

- a. Prohibited items include: candles, incense, air conditioners, waterbeds, halogen lamps, open-coiled electrical or heating appliances, including toasters, toaster ovens, hot plates (including George Forman-style grills), barbecue grills, broilers, space heaters, immersion heaters, and ovens, and use or storage of any type of flammable liquid.
- b. Small refrigerators, microwaves, and electric coffeepots, hotpots and tea kettles (with automatic shut-off) are permitted if they are UL (Underwriters Lab, Inc.) listed. Amperage limitations may be imposed.
- c. Decorative wall coverings must not cover any room fixtures (lights, sprinkler systems, etc.) or hang freely from the ceiling.
- d. Use of darts and dartboards in any area of the residence halls are prohibited.
- e. Construction of lofts of any type is prohibited.
- f. Cement-type blocks (cinder, etc.) are prohibited.
- g. Holiday trees must be artificial and holiday lights must be UL-approved and low wattage. Holiday lights must not come into contact with flammable wall hangings.
- h. Antennas, satellite dishes, or other external devices are prohibited from the exteriors of the residence halls.
- i. Extension cords must be in the form of "surge-protectors" or heavy-duty (indoor-outdoor) quality.
- j. The outdoor use of barbeque grills and/or hibachis must take place at least 20 feet from College buildings. Such items (and charcoal, lighter fluid, etc.) may not be stored in residential spaces under any circumstances, and will be subject to confiscation and disposal.
- k. The unauthorized use, possession, manufacture, sale or distribution of weapons such as firearms, air rifles, ammunition, explosives, hand weapons or fireworks or any kind.

**Fire Log**

The Proposed Rule requires an institution with on-campus student housing to maintain a log of all fires that occur in on-campus student housing including the date, time, nature of the fire, and location of the fire. Additions to the log must be made within 2 business days. The log must be available for public inspection for the most recent 60 day period. Log entries greater than 60 days must be available within 2 business days. The Fire Log is being maintained by Campus Safety. The statistics gathered for 2009-2010 will be compiled and reported in the October 1, 2010 report. The 2010 Fire Safety Report will contain statistics concerning the number of fires in the institution's on-campus student housing, the cause of each fire, the number of injuries and deaths as a result of each fire, and the amount of property damage caused by each fire, if applicable.

## **MEDICAL EMERGENCIES**

The Trinity College Emergency Response Team, (TCERT), is Trinity's student volunteer EMT Service that operates 24 hours a day, 7 days a week, when staffing permits, to respond to medical emergencies on campus. TCERT can be reached by calling the Campus Safety Department at X2222 or (860) 297-2222. Campus Safety Officers are CPR certified, and are on duty 24 hours a day, 7 days a week and will respond and assist all medical emergencies. Hartford Hospital, a level 1 trauma center is less than one mile away. University of Connecticut's John Dempsey Hospital is three miles away. Students are referred to the emergency room for care as needed. Transportation to the emergency room is generally via ambulance or in one's private vehicle.

A nurse practitioner of the Health Center is on call nights and weekends during the academic year. To reach one, please contact Campus Safety at (860)297-2222. The Health Center hours are Monday to Friday, 8:30am to 5:00pm, Saturdays from noon until 5:00pm, closed on Sundays. The Trinity College Health Center, located in the first floor of Wheaton, is licensed by the State of Connecticut as an outpatient clinic. The Health Center offer primary care services and OBGYN care during the academic year whenever the residence halls are officially open. To schedule an appointment call (860)297-2018, non-emergency walk-ins are scheduled into the next available appointment or are triaged to a local provider for care.

## **CRIMINAL ACTIVITY OFF CAMPUS**

Dean of Student maintains contact with recognized fraternity and greek organizations. Campus Safety monitors activity of such organizations with reports to the Dean of Students Office. Criminal activity off campus is the jurisdiction of the Hartford Police Department. The Trinity College Campus Safety Department enjoys a close working relationship with the Hartford Police Department. When violations of federal, state and local law surface, this cooperative team approach addresses situations as they arise as well as future concerns.

When a Trinity College student is involved in an off-campus offense, Campus Safety officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Hartford Police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Many graduate students and undergraduate students live in the neighborhoods surrounding Trinity. While Hartford Police have primary jurisdiction in all areas off campus, Campus Safety Officers can and do respond to student-related incidents that occur in close proximity to campus.

For misconduct off campus, students must accept the consequences of action taken against them by civil authority and should not expect the College to intervene on their behalf. The College will not arrange bail or provide legal services to students who are in difficulty with the law but, rather, will expect students to arrange their own release.

## **MISSING STUDENT PROCEDURE**

The Higher Education opportunity Act (Public law 110-315) required of all Title IV institutions providing on-campus student housing must establish a missing student notification policy and procedures for those who reside on campus. Students must be given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing.

Procedures:

All Trinity Students living in an on campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. That only Authorized Campus Officials and law enforcement officer in furtherance of a missing person investigation may have access to this information.

All Trinity Students living in on-campus student-housing facility has the option to register a confidential contact person with the:

- The Registrars Office at Trinity Commons
- The Dean of Students Office at Hamlin Hall
- The First Year Program at Jones Dormitory

In the event a student has been officially determined to be missing and they have not registered a contact person, the local law enforcement will be notified that the student is missing. All students are advised that any student less than 18 years of age and not emancipated that their parent or guardian must be notified as well as local law enforcement official.

### **Specific Procedures**

Upon receiving a report of a missing person, the Campus Safety Department will investigate and determine if the student is missing from campus housing for a 24 hour period. Campus Safety will implement and investigate if circumstances warrant a faster implementation.

Report to local law enforcement will be made by the Campus Safety Department with all available information concerning the missing student:

- Description of the student
- Location and time last seen
- Name of the person last seen with student if available
- Description of vehicle student is driving
- Destination (and time of expected arrival)
- Parents name
- Any medical issues
- Locations of places the missing student may frequently visit
- Name of missing student companion or colleague

The Dean of students, Fred Alford and or College Authorized Officials will be notified. Dean of Student will make notification to President Jim Jones. A college alert of a missing student from on-campus housing will be issued. (with photo if possible) Dean of Students and Campus Safety will issue the alert. The Dean of Students will meet with or make contact with the student's parent or guardian. Counseling will be provided to Trinity Students (determined by the Dean of Students, Fred Alford if needed). A complete student incident report will be written by a Campus Safety Officer and Supervisor with all details of the incident.

## **AT RISK STUDENTS**

### **Public Act no. 08-157**

Section 1 (new) Effective July 1, 2008. Each constituent unit of the state system of higher education and each independent college or university, as defined as in Section 10a-37 of the General Statutes, shall submit a plan described in this section to the Department of Higher Education by January 1, 2009. Such plan shall identify procedures specifically designed to heighten awareness by all faculty and staff regarding potential at-risk students and other individuals on campus through effective education strategies. Such procedures shall be designed to educate faculty and staff on how to recognize and respond to students and such other individuals who may be at risk of harm to themselves or others. Approved June 12, 2008

Dr. Randolph M. Lee, PhD, Director of the Trinity College Counseling Center prepared this policy and procedures to comply with Public Act no. 08-157. This policy identifies procedures specifically designed to heighten awareness by all faculty and staff regarding potentially at-risk students and other individuals on the Trinity College campus. The full text of the first edition of the policy dated March 24, 2008 is available at the following website:

<http://www.trincoll.edu/StudentLife/HealthSafety/CounselingCenter/InfoForFacultyAndStaff.htm>

The Counseling Center publishes a booklet entitled, "Recognizing and Helping Students in Distress: A Guide for Faculty & Staff to Assist Students in Need at Trinity." The latest edition is available online or by calling the Counseling Center (297-2415) to request a copy.

This policy will be frequently revised and updated. The policy remind us that maintaining campus safety is a community activity and that if we see behavior or conditions of students of high risk that seem dangerous, faculty and staff should report such conditions to Campus Safety, Dean of Students or the Counseling Center.

Charles Morris, Director of Campus Safety (860)297-2054  
Fred Alford, Dean of Students (860) 297-2157  
Dr. Randy Lee, Director Counseling Center (860) 297-2415

## **CONFIDENTIAL REPORTING PROCEDURES**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

The rulemaking committee defines counselors as:

### *Pastoral Counselor*

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

### *Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

## **VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action within the Trinity College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of Campus Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

## **CAMPUS SAFETY DOES NOT HAVE ARREST POWERS**

College Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Trinity College. Trinity College Campus Safety officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety Officers also have the authority to tow vehicles that are in violation and to enforce Trinity College Policy. Campus Safety Officers do not possess arrest power. All incidents are referred to the Dean of Students Office for disciplinary action. Criminal incidents are referred to the local police who have jurisdiction on and off the campus. The Campus Safety Office at Trinity College maintains a highly professional working relationship with the Hartford Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Safety the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## THE DAILY CRIME LOG

Any institution that has a campus police department or security office, regardless of size, must create, maintain and make available a daily crime log.

A crime is entered into the log when it is reported to the Trinity College Campus Safety Department. That is, if a crime is initially reported to a campus security authority other than the Campus Safety Department, it is not recorded in the crime log unless it is subsequently brought to the attention of the Campus Safety Department.

The Clery Act regulations define a campus security authority as:

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any official of an institution who has significant responsibility for students and campus activities, including but not limited to student housing, student discipline and campus judicial proceedings.

Crime log entries include all crimes reported to the Campus Safety Department, not just Clery Act crimes.

- There is an additional geographic location that applies exclusively to the crime log. In addition to recording reported crimes that occurred on campus, in or on non-campus buildings or property, or on public property within the campus or immediately adjacent to and accessible from the campus, reports of crimes that occurred within the patrol jurisdiction of the Campus Safety Department are also entered into the crime log.

The daily crime log is not a general, catch-all incident log. Its purpose is for recording alleged criminal incidents that are reported to the Trinity College Campus Safety Department. The Trinity College crime log for the most recent 60-day period is open to the public inspection, upon request, during normal business hours of 8am to 4pm. Anyone may ask to see the log, whether or not they are associated with this institution. Request to see the crime log can be made to the Director, Associate Director or Campus Safety Supervisor.

The crime log contains the following information:

The Nature of the Crime  
The Date the Crime was Reported and  
The Date and Time It Occurred  
The General Location of the Crime  
The Disposition of the Complaint, If Known

The names of crime victims will be redacted for public inspection. Trinity College may temporarily withhold information in some cases if there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

Information will be disclosed once the adverse effect is no longer likely to occur.