

TRINITY COLLEGE

School Security Protocol Plan



Trinity College
HARTFORD CONNECTICUT

TRINITY COLLEGE

School Security Protocol Plan

AUTHORITY AND PROMULGATION:

Authority for the School Security protocol Plan is contained in Section 10-55a(c) and Section 10a-156a of the Connecticut General Statutes, as amended.

The School Security Protocol Plan for Trinity College is effective upon signing by the President of the College.

This plan supersedes all previous Emergency Management Plans.

PLAN DISTRIBUTION:

Upon approval of the School Security Protocol Plan, the Director of Campus Safety shall ensure prompt distribution of the plan to the following individuals.

- President
- Vice President of Finance and Chief Financial Officer
- Vice President for Advancement
- Vice President for Student Success and Enrollment
- Dean of Faculty & Vice President for Academic Affairs
- Vice President for Information and Information Technology Services
- Vice President of Communications and Marketing
- General Counsel and Secretary of the College
- Dean of Community Life and Standards
- Director of Campus Safety
- Director of College Events and Conferences
- Director of Digital Communications
- Director of Media Relations and Community Outreach
- Director of Facilities and Management
- Director of Information Technology
- Director of Human Resources
- Director of Campus Dining, Chartwells
- Director of Health Services
- Director of Student Activities, Involvement & Leadership
- Director of Athletics
- Environmental Health and Safety Manager
- Special Assistant to the President
- Commissioner, Emergency Services and Public Protection, State of Connecticut
- Emergency Management Director, City of Hartford

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION:

Pursuant to Section 10a-156a(a) of the Connecticut General Statutes, Trinity College shall submit its School security Protocol Plan to the Commissioner of the Department of Emergency Services and Public Protection, State of Connecticut.

CAMPUS SAFETY DEPARTMENT

The mission of the Campus Safety Department is to promote and provide a safe, secure environment where members of the Trinity community can live, study, and work. The department strives to provide effective safety services, prevent crime, and foster an atmosphere in which members of the College community practice personal safety.

Trinity's Department of Campus Safety, reporting to the Dean of Community Life and Standards, is charged with coordinating the College's efforts to provide a safe and well-ordered campus. Campus Safety Officers, Captain, Sergeants, Dispatchers, and administrative staff make up this service-oriented department; their work is supplemented by security personnel at the Ferris Athletic Center, contractual security provided by Securitas Security Services, and the Hartford Police Department, as needed.

CAMPUS LAW ENFORCEMENT POLICIES

Campus Safety Officers do not possess arrest powers, do not carry firearms, and may carry only defensive equipment, including handcuffs and a pepper-based spray.

All incidents involving students are referred to the Dean of Community Life and Standards (Dean of Students Office). Incidents involving faculty and staff are referred to either the Dean of the Faculty or Human Resources.

Criminal incidents are referred to the local police, who have jurisdiction on and off the campus. The Campus Safety Department at Trinity College maintains a highly professional working relationship with the Hartford Police Department (HPD), and the College provides a facility on campus for the use of HPD as a substation. Campus Safety Officers routinely communicate with HPD officers regarding incidents and related investigations and call for assistance from HPD whenever necessary. There is no written memorandum of understanding between Campus Safety and HPD.

REPORTING CRIMES AND EMERGENCIES

All members of the Trinity College community are encouraged to accurately and promptly report all crimes to the Campus Safety Department and to the appropriate law enforcement agency.

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. Activating any of the 101 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 a complaint or incident.

The 911 emergency system is also available, but must be preceded by a "9" when dialed from a College phone. Calling 911 will connect the caller with the Hartford emergency services dispatcher, not the Campus Safety Department. For police non-emergencies, callers should use the Hartford Police Department's non-emergency number: (860) 757-4000.

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 HPD and/or any other appropriate city, state, or federal law enforcement agency.

Victims of crime who do not want to pursue action within the Trinity College disciplinary system or the criminal justice system may make a confidential report to Campus Safety. With such information, the College can keep an accurate record of the number of incidents; 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. Privacy will be protected, but in cases involving sexual misconduct, harassment, stalking, dating violence, domestic violence, or intimate partner violence, the Title IX Coordinator will be notified.

ANNUAL SECURITY REPORT

The Director of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The annual fire safety report is also included in this report. The report is publicly available at the following website:

<http://www.trincoll.edu/cs/Pages/Annual.aspx>

By October 1 of every year, a letter announcing the release of the Annual Report is posted on the Trinity Today page for the campus community, and an 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, (860) 297-2156

ACCESS CONTROL POLICY FOR RESIDENCE HALLS

Residence hall security is a combined effort of the Campus Safety Department, the Office of Residential Life, and the residents. Individual room doors are equipped with electronic locks. Exterior residence hall 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.

Students residing in College housing are responsible for their visitors and guests. 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. Residential Life staff, 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, publications, and campus advisories sent via e-mail.

ALCOHOL POLICY

CONNECTICUT GENERAL STATUTE 30-89

This statute 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 statute makes a first offense an infraction and subsequent offenses subject to up to one year in prison, and/or fines.

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 under age 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."

DRUG USE POLICY

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

Certain members of the College staff are available to those in need of confidential counseling and medical assistance regarding drug use. These include but are not limited to the Trinity College Counseling Center, the Women & Gender Resource Action Center, and the Trinity College Health Center. The College strongly encourages the use of these services.

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 that has been designated as subject to federal controlled substances 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.

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

- Possession, use, sale, distribution, or manufacture of any narcotic, drug, non-prescribed medication, chemical compound, or other controlled substance; any misuse of prescription medication.
- Possession, use, sale, distribution, or manufacture of drug paraphernalia. Such items are subject to seizure.

Although the College strives to counsel and advise individuals and groups who are having difficulty with drugs, the College may find itself obliged to inform the appropriate public agencies when it has

knowledge of unlawful possession, use, sale, manufacture, prescription, or distribution of illegal drugs by a member of the College community.

Students charged with and/or convicted of felonious possession, use, or sale of drugs will be subject to the College's disciplinary procedures.

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 College functions or events off campus, which are governed by College regulations. The full regulation concerning weapons is published in the *Trinity College Student Handbook*.

TRINITY COLLEGE POLICY ON SEXUAL HARASSMENT

Trinity College prohibits sexual discrimination and harassment, including rape, sexual assault, and all other forms of sexual misconduct. In addition, The College prohibits intimate partner violence, domestic violence, dating violence, stalking, retaliation, and other forms of prohibited conduct. For the purposes of this plan, the term "sexual harassment" includes all of the preceding categories and all forms of nonconsensual sexual contact prohibited by state and federal law. The College takes allegations of sexual misconduct seriously and has established procedures for the reporting and prompt, fair, and impartial adjudication of sexual harassment complaints, from the initial investigation to the final result.

The College's policies apply to all College community members, regardless of the sexual orientation, gender expression, or gender identity of the parties involved, including students, faculty, staff, visitors, and independent contractors, as well as those who participate in the College's domestic programs and activities, whether on or off campus. Any such individual may make a report under this policy. Vendors, independent contractors, visitors, and others who conduct business with the College or on College property are also expected to comply with the College's policies; complaints against such College affiliates will be handled in accordance with existing contracts and agreements.

The College will respond promptly and equitably to all allegations of sexual harassment involving a College community member and will provide resource options for victims and respondents. The College will consider any requests for confidentiality within the context of the College's obligation to provide a safe, nondiscriminatory environment for all community members.

(See Appendix A: Trinity College Policy on Sexual Harassment)

THREAT ASSESSMENT TEAM

The Threat Assessment Team is charged with developing comprehensive, fact-based assessments of students, employees, or other individuals who may be at risk of harm to themselves or others, or who may present some other threat to the College. The team is authorized by the President to take timely and appropriate action, consistent with College policy and applicable law.

The President, in consultation with the Director of Campus Safety, will appoint employees of the College to serve as members of the threat assessment team. The team shall include representation from the following offices:

- i. At least one member of the Campus Safety Department (Director or his/her designee).
- ii. A member of the administration
- iii. A member of the Dean of Student's Office
- iv. The Dean of the faculty or his/her designee
- v. The Director of Human Resources or his/her designee
- vi. Personnel from The Health Center and Counseling Center may serve in consulting and advising capacities.
- vii. The team reserves the right to consult with other relevant staff based on specific circumstances around a particular threat and reasonable and appropriate responses to those threats.

The Director of Campus Safety is responsible for ensuring that every member of the team is capable of executing this policy. The Director of Campus Safety is also responsible for ensuring that every member of the team receives comprehensive training in the identification of potentially at-risk students and other individuals on campus, and any other potential threats to campus safety.

Policy on the Prevention of Campus Violence

Reporting

Any individual who is aware of an emergency situation or has reason to believe that there is an immediate threat to the health or safety of any member of the College community should immediately report this information to Campus Safety (860-297-2222) and emergency services (911 or 9-911 from a campus phone), which are available 24 hours a day.

Non-urgent concerns about students may be reported to the Dean of Students Office at 860-297-2156. Non-urgent concerns about employees (including faculty and staff) may be reported to Human Resources at 860-297-2272.

Any of the offices above, upon receipt of a concern may contact the Chair of the Threat Assessment and Behavioral Intervention Team to initiate a review of the situation.

Awareness and Education

The Counseling Center shall publish a guide for faculty and staff members (*Recognizing and Helping Students in Distress: A Guide for Faculty & Staff to Assist Students in Need at Trinity*) and make it available on the College Web site. (See Appendix B)

The Human Resources Department shall provide information about this policy and related materials to all new employees during their orientation.

At the beginning of each semester, personnel from the Office of Residential Life shall advise all residential students as to relevant safety and security procedures.