

# Trinity College

*ANNUAL SECURITY REPORT*

*ANNUAL FIRE SAFETY REPORT*  
*Statistics for 2020, 2021, and 2022*



OCTOBER 1, 2023

## ***THE DEPARTMENT OF CAMPUS SAFETY***

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 and contractual security provided by Securitas Security Services. Campus Safety Officers have received formal security or police training.

The Campus Safety Department also coordinates shuttle and vehicle escort services when school is in session. The shuttle service operates on a scheduled campus route and within designated off-campus areas between 6:00 p.m. and 2:00 a.m. on weeknights, and until 4:00 a.m. on weekend nights. Campus Safety Officers provide walking escorts.

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

## ***CAMPUS LAW ENFORCEMENT POLICIES***

### **CAMPUS SAFETY DEPARTMENT**

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 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. Trinity College Campus Safety Officers have the authority to enforce Trinity College policy by issuing parking tickets, which are billed to financial accounts of students, faculty, and staff, and by authorizing the towing of vehicles parked in violation of policy.

## ***SECURITY AWARENESS PROGRAMS***

A variety of security awareness programs are provided by Trinity's Campus Safety Department. During September, Resident Advisers and other student leaders attend mandatory presentations by Campus Safety staff regarding campus security procedures and crime prevention tips. Orientation sessions provide details about services such as the 24-hour security walking escort service, nighttime on-campus shuttle rides, and the nighttime shuttle service that travels on and off campus. In addition, information is provided on the TrinALERT emergency notification system and the 101 emergency call boxes located throughout campus. Campus Safety brochures with security information and key phone

numbers are distributed at student sessions and made available at numerous locations on campus.

Throughout the year, Campus Safety makes safety and security presentations at Orientation and Pre-Orientation, Family Weekend, and the Health Benefits Fair and Wellness Fair for Trinity employees and as requested. During these sessions, officials from the Campus Safety Department provide an overview of campus safety and details about security services, thus enabling families, students, and faculty and staff to meet Campus Safety personnel and ask questions.

The Campus Safety website, the *Student Handbook*, and periodic e-mails to the campus community also provide safety awareness information, reminders, and updates on topics such as:

- Avoiding identity theft
- Personal and property safety
- Pedestrian safety tips

## ***REPORTING CRIMES OR EMERGENCIES***

### **IMPORTANT PHONE NUMBERS**

<b>Division</b>	<b>Number</b>
Ambulance	911 (9-911 from an on-campus phone)
Campus Safety (routine & emergency)	(860) 297-2222
Hartford Fire Department (emergency)	911 (9-911 from an on-campus phone)
Hartford Police Department (emergency)	911 (9-911 from an on-campus phone)
Hartford Police Department (routine)	(860) 757-4000
Trinity Health Center	(860) 297-2018

**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. Non-emergency information, including shuttle and escort services, is available by calling extension 3366, or (860) 297-3366 from non-College telephones. 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. The College coordinates its disclosure and reporting of crime statistics with the appropriate law enforcement agencies.

**NON-EMERGENCY / ADMINISTRATIVE LINE (860) 297-3366**

<b>Non-Emergency – Administrative Line (860) 297-3366</b>	<b>Press</b>
<i>To reach Trinity College Campus Safety Department:</i>	
Emergency	0
General Information	1
Transportation Services	2
Parking Information	3
Director of Campus Safety	4
Supervisor’s Office	5

**EMERGENCY CALL BOXES**

Yellow 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 dispatcher and, if possible, remain at the call box until an officer arrives. There are 101 call boxes on campus, including some inside buildings and some with public access automatic external defibrillators (AEDs).

***VOLUNTARY CONFIDENTIAL REPORTING***

If you are the victim of a crime and do not want to pursue action within the Trinity College disciplinary system or the criminal justice system, you may still want to consider making a confidential report. A confidential report allows you 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; determine where there is a pattern of crime regarding 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.

A confidential, anonymous report can be made using the online form available on the Campus Safety website:

<https://www.trincoll.edu/campus-safety/anonymous-reporting/>

You can also speak confidentially to members of the College’s Counseling Center who hold professional licenses or who are supervised by such a person in a clinical capacity, as well as to the College’s ordained chaplains. These individuals are subject to recognized privileges that legally and/or ethically prohibit them from disclosing information provided to them in their professional or ecclesiastic capacities without the permission of the person who disclosed the information. Unlike ordained clergy, whose privilege is absolute in Connecticut, professional counselors may have to disclose confidential information in order to protect life and safety.

## ***ACCESS CONTROL POLICY***

Residence hall security is a combined effort of the Campus Safety Department, the Office of the Bantam Network Residential Community, 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 Community Life and Standards 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 timely warnings sent via e-mail.

## **BUILDINGS AND GROUNDS SECURITY**

The College is dedicated to ensuring the security and safety of its buildings and 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 or the library. Some facilities to which access is required after business hours are on card-key access systems for reasons of personal safety and building security.

Campus Safety Officers patrol campus grounds in vehicles, by bicycle 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 are in place. Fencing around much of the campus helps to promote both personal safety and the security of property.

The Facilities Department maintains College buildings and grounds with a focus on safety and security. Campus Safety works closely with Facilities as Campus Safety Officers are able to identify hazardous conditions during their patrol activities and also while responding to reported safety and security hazards.

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

Exterior doors that are equipped with an electronic access control system may be accessed by members of the Trinity community with valid credentials. These door locks utilize a technology known as proximity readers. The Trinity ID card is waved in front of the proximity (“prox”) reader near the door.

All ID card production is on Level A of the Raether Library and Information Technology Center.

## ***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.

The statute 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 subject to fines. The statute 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 statute now 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.

### **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.”

## ***DRUG USE POLICY***

### **POSSESSION AND USE OF CONTROLLED OR ILLICIT 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 and abuse of drugs has become so widespread a danger to society that no college or university can ignore the problem. 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.

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 that 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 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.

Nothing in these regulations alters the commitment of the administration and faculty to help those individuals who seek counseling for drug use. The collective goal is a healthy campus community, the achievement of which is severely jeopardized by the use of dangerous drugs and by certain activities related to drug use. The welfare of the Trinity College community depends on frank recognition of the risks involved with drug abuse and continued efforts to find effective means to solve this problem.

Trinity College 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.

### ***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*.

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

In addition to disclosing statistics for specific criminal 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. This includes:

- 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** are 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. 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).

**LIQUOR LAW VIOLATIONS** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

### ***CRIMINAL ACTIVITY OFF CAMPUS***

Criminal activity off campus falls within the jurisdiction of the Hartford Police Department (HPD), and Campus Safety will report any incidents involving students about which it is aware to the Dean of Community Life and Standards Office. Although HPD has 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. HPD routinely works and communicates with campus officers on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding campus. Campus Safety Officers may assist with an investigation in cooperation with local, state, or federal law enforcement.

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. The Dean of Community Life and Standards Office, nevertheless, may take disciplinary action against students and officially recognized student organizations with off-campus locations for off-campus misconduct.

### ***CAMPUS SECURITY AUTHORITIES***

The Clery Act requires schools to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’ ”

The law defines a “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An example would be a dean of students who oversees student housing, a student center, or student extracurricular activities and has significant responsibility for student and campus activities. Similarly, the director of athletics, team coaches, and faculty advisers to student groups also have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug

abuse violations, weapons violations (carrying, possessing), domestic/dating violence, and stalking.

We are also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property.

We are required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our school, and non-Trinity property within or immediately adjacent to our campus.

Trinity has a responsibility to notify the campus community about any crimes that pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report these crimes. Even if you are not sure whether an ongoing threat exists, immediately contact the Campus Safety Department.

If you have any questions about this request, please contact the Director of Campus Safety at (860) 297-2222.

### ***FEDERAL AND STATE STATUTES RELATING TO SEXUAL OFFENSES***

#### **SEX OFFENSES**

Sex Offenses as defined by Federal Statutes:

“Sexual assault” under federal law means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sex Offenses terminology as defined by the Connecticut General Statutes:

Actor means a person accused of sexual assault.

Sexual intercourse means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Its meaning is limited to persons not married to each other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim’s body.

Sexual contact means any contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Impaired because of mental disability or disease means that a person suffers from a mental disability or disease that renders such person incapable of appraising the nature of such person's conduct.

Mentally incapacitated means that a person is rendered temporarily incapable of appraising or controlling such person's conduct owing to the influence of a drug or intoxicating substance administered to such person without such person's consent or owing to any other act committed upon such person without such person's consent.

Physically helpless means that a person is (A) unconscious, or (B) for any other reason, is physically unable to resist an act of sexual intercourse or sexual contact or to communicate unwillingness to an act of sexual intercourse or sexual contact.

Use of force means: (A) Use of a dangerous instrument; or (B) use of actual physical force or violence or superior physical strength against the victim.

Intimate parts means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

Psychotherapist means a physician, psychologist, nurse, substance abuse counselor, social worker, clergyman, marital and family therapist, mental health service provider, hypnotist or other person, whether or not licensed or certified by the state, who performs or purports to perform psychotherapy.

Psychotherapy means the professional treatment, assessment, or counseling of a mental or emotional illness, symptom or condition.

Emotionally dependent means that the nature of the patient's or former patient's emotional condition and the nature of the treatment provided by the psychotherapist are such that the psychotherapist knows or has reason to know that the patient or former patient is unable to withhold consent to sexual contact by or sexual intercourse with the psychotherapist.

Therapeutic deception means a representation by a psychotherapist that sexual contact by or sexual intercourse with the psychotherapist is consistent with or part of the patient's treatment.

School employee means: (A) A teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or a private elementary, middle or high school or working in a public or private elementary, middle or high school; or (B) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in (i) a public elementary, middle, or high school, pursuant to a contract with the local or regional board of education, or (ii) a private elementary, middle or high school, pursuant to a contract with the supervisory agent of such private school.

Sexual assault in the first degree: Class B or A felony

1. A person is guilty of sexual assault in the first degree when such person (a) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (b) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (c) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (e) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

2. Except as provided in subdivision (2) of this subsection, sexual assault in the first degree is a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court or, if the victim of the offense is under ten years of age, for which ten years of the sentence imposed may not be suspended or reduced by the court.

3. Sexual assault in the first degree is a class A felony if the offense is a violation of subdivision (1) of subsection (a) of this section and the victim of the offense is under sixteen years of age or the offense is a violation of subdivision (2) of subsection (a) of this section. Any person found guilty under said subdivision (1) or (2) shall be sentenced to a term of imprisonment of which ten years of the sentence imposed may not be suspended or reduced by the court if the victim is under ten years of age or of which five years of the sentence imposed may not be suspended or reduced by the court if the victim is under sixteen years of age.

4. Any person found guilty under this section shall be sentenced to a term of imprisonment and a period of special parole pursuant to subsection (b) of section 53a-28 which together constitute a sentence of at least ten years.

Aggravated sexual assault in the first degree: Class B or A felony

(a) A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70, and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

(b) Aggravated sexual assault in the first degree is a class B felony or, if the victim of the offense is under sixteen years of age, a class A felony. Any person found guilty under this section shall be sentenced to a term of imprisonment of which five years of the sentence imposed may not be suspended or reduced by the court, except that, if such person committed sexual assault in the first degree by violating subdivision (1) of subsection (a) of section 53a-70, and the victim of the offense is under sixteen years of age, twenty years of the sentence imposed may not be suspended or reduced by the court. Any person found guilty under this section shall be sentenced to a period of special parole pursuant to subsection (b) of section 53a-28 of at least five years.

Sexual assault in spousal or cohabiting relationship: Class B felony

(a) For the purposes of this section:

1. "Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body; and

2. "Use of force" means: (A) Use of a dangerous instrument; or (B) use of actual physical force or violence or superior physical strength against the victim.

(b) No spouse or cohabiter shall compel the other spouse or cohabiters to engage in sexual intercourse by the use of force against such other spouse or cohabiter, or by the threat of the use of force against such other spouse or cohabiter which reasonably causes such other spouse or cohabiter to fear physical injury.

(c) Any person who violates any provision of this section shall be guilty of a class B felony.

Aggravated sexual assault of a minor: Class A felony

(a) A person is guilty of aggravated sexual assault of a minor when such person commits a violation of subdivision (2) of subsection (a) of section 53-21 or section 53a-70, 53a-70a, 53a-71, 53a-86, 53a-87 or 53a-196a and the victim of such offense is under thirteen years of age, and (1) such person kidnapped or illegally restrained the victim, (2) such person stalked the victim, (3) such person used violence to commit such offense against the victim, (4) such person caused serious physical injury to or disfigurement of the victim, (5) there was more than one victim of such offense under thirteen years of age, (6) such person was not known to the victim, or (7) such person has previously been convicted of a violent sexual assault.

(b) Aggravated sexual assault of a minor is a class A felony and any person found guilty under this section shall, for a first offense, be sentenced to a term of imprisonment of twenty-five years which may not be suspended or reduced by the court and, for any subsequent offense, be sentenced to a term of imprisonment of fifty years which may not be suspended or reduced by the court.

Sexual assault in the second degree: Class C or B felony

(a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other

person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

(b) Sexual assault in the second degree is a class C felony or, if the victim of the offense is under sixteen years of age, a class B felony, and any person found guilty under this section shall be sentenced to a term of imprisonment of which nine months of the sentence imposed may not be suspended or reduced by the court.

Sexual assault in the third degree: Class D or C felony

(a) A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.(b) Sexual assault in the third degree is a class D felony or, if the victim of the offense is under sixteen years of age, a class C felony.

Sexual assault in the third degree with a firearm: Class C or B felony.

(a) A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

(b) Sexual assault in the third degree with a firearm is a class C felony or, if the victim of the offense is under sixteen years of age, a class B felony, and any person found guilty under this section shall be sentenced to a term of imprisonment of which two years of the sentence imposed may not be suspended or reduced by the court and a period of special parole pursuant to subsection (b) of section 53a-28 which together constitute a sentence of ten years.

Sexual assault in the fourth degree: Class A misdemeanor or Class D felony

(a) A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an

animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

(b) Sexual assault in the fourth degree is a class A misdemeanor or, if the victim of the offense is under sixteen years of age, a class D felony.

#### Domestic Violence

Under federal law, the term "domestic violence" means:

1) Felony or misdemeanor crimes of violence committed

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

2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Family violence (domestic violence) as defined in the Connecticut General Statutes

1. "Family violence" means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. Verbal abuse or argument shall not constitute family violence unless there is present danger and the likelihood that physical violence will occur.

2. "Family or household member" means any of the following persons, regardless of the age of such person: (A) Spouses or former spouses; (B) parents or their children; (C) persons related by blood or marriage; (D) persons other than those persons described in subparagraph (C) of this subdivision presently residing together or who have resided together; (E) persons who

have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or who have recently been in, a dating relationship.

3. “Family violence crime” means a crime as defined in section 53a-24, other than a delinquent act as defined in section 46b-120, which, in addition to its other elements, contains as an element thereof an act of family violence to a family or household member. “Family violence crime” does not include acts by parents or guardians disciplining minor children unless such acts constitute abuse.

4. “Institutions and services” means peace officers, service providers, mandated reporters of abuse, agencies and departments that provide services to victims and families and services designed to assist victims and families.

Dating Violence: The term “dating violence” under Federal law means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2) For the purposes of this definition-

(i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

In section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating violence as defined in the Connecticut General Statutes

1. “Family violence” means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. Verbal abuse or argument shall not constitute family violence unless there is present danger and the likelihood that physical violence will occur.

2. “Family or household member” means any of the following persons, regardless of the age of such person: (A) Spouses or former spouses; (B) parents or their children; (C) persons related by blood or marriage; (D) persons other than those persons described in subparagraph (C) of this subdivision presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or who have recently been in, a dating relationship.

3. “Family violence crime” means a crime as defined in section 53a-24, other than a delinquent act as defined in section 46b-120, which, in addition to its other elements, contains as an element thereof an act of family violence to a family or household member. “Family violence crime” does not include acts by parents or guardians disciplining minor children unless such acts constitute abuse.

4. “Institutions and services” means peace officers, service providers, mandated reporters of abuse, agencies and departments that provide services to victims and families and services designed to assist victims and families.

Stalking: The term “stalking” under Federal law means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:



- (i) fear for the person's safety or the safety of others; or
- (ii) suffer substantial emotional distress.

2) For the purposes of this definition:

- (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person's property.
- (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking as defined in the Connecticut General Statutes

Stalking in the first degree

(a) A person is guilty of stalking in the first degree when such person commits stalking in the second degree as provided in section 53a-181d, as amended by this act, and (1) such person has previously been convicted of a violation of section 53a-181d, as amended by this act, or (2) such conduct violates a court order in effect at the time of the offense, or (3) the other person is under sixteen years of age.

Stalking in the second degree: Class A misdemeanor.

(a) For the purposes of this section, "course of conduct" means two or more acts, including, but not limited to, acts in which a person directly, indirectly or through a third party, by any action, method, device or means, (1) follows, lies in wait for, monitors, observes, surveils, threatens, harasses, communicates with or sends unwanted gifts to, a person, or (2) interferes with a person's property.

(b) A person is guilty of stalking in the second degree when: (1) Such person knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for such person's physical safety or the physical safety of a third person; or (2) Such person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person that would cause a reasonable person to fear that such person's employment, business or career is threatened, where (A) such conduct consists of the actor telephoning to, appearing at or initiating communication or contact at such other person's place of employment or business, provided the actor was previously and clearly informed to cease such conduct, and (B) such conduct does not consist of constitutionally protected activity.

(c) Stalking in the second degree is a class A misdemeanor.

Stalking in the third degree

(a) A person is guilty of stalking in the third degree when he recklessly causes another person to reasonably fear for his physical safety by willfully and repeatedly following or lying in wait for such other person.

## ***EDUCATIONAL AND PREVENTION PROGRAMS***

The College provides educational programs and events designed to identify, prevent, and stop sexual violence on campus. New employees are required to attend sexual harassment training. All employees are provided with annual training on the College's Sexual Misconduct Policy and their role as Responsible Employees.

First-year students are required to complete and/or attend:

*Sexual Assault Prevention* video: a comprehensive overview and education of all forms of sexual misconduct that also includes active bystander instruction

A First-Year Orientation performance of *Speak About It*, featuring skits on consent, healthy relationships, sexual misconduct, and active bystander intervention. Preceding the performance the Title IX Office hosts an introduction to Title IX basics and the Office's logistics. Following the performance, the Women & Gender Resource Action Center (WGRAC) hosts an introduction of key administrators and their confidentiality levels, including the Title IX coordinator, Campus Safety, Queer Resource Center (QRC), Office of Multicultural Affairs (OMA), Counseling and Wellness Center (CWC), Spiritual and Religious Life, Deans of Students, and, other offices.

Sophomores are required to complete:

*Impressions*: A video explaining sexual assault prevention via bystander intervention with an overview on sexual misconduct and harassment.

*Green Dot Violence Prevention Strategy*: This strategy is designed to engage the entire campus in bystander the prevention and elimination of all types of sexual harassment on campus via safe bystander intervention actions that are proactive and reactive (Green Dots). While faculty, staff and students can learn these steps through Green Dot Overviews, the strategy relies on those students with social capital that can influence their peers. These campus members receive intensive training and then role model the values of Green Dot to their peer groups. Many student leaders receive Green Dot information as part of their required training in sexual misconduct education and prevention.

The College also provides ongoing awareness-raising and educational events that are open to all students, faculty, and staff. These programs include:

*The Red Flag Campaign*: <http://www.theredflagcampaign.org>: An annual campaign spearheaded by SECS (Students Expecting Consent), a student organization of WGRAC, to educate all campus members about the warning signs of abusive and unhealthy relationships and stalking and to provide active bystander tips.

*Voices Raised in Power*: An annual SECS-sponsored event that celebrates surviving and thriving following incident/s of sexual violence, featuring student performances.

*The Vagina Monologues*: An annual WGRAC hosted performance by students on issues related to sexual misconduct.

*Take Back the Night*: An annual SECS event to educate the campus on sexual misconduct and bystander intervention and to support survivors. Guest speakers and/or student survivors present on this topic.

*The Masculinity Project*, a student organization of WGRAC, annually hosts *Walk A Mile in Their Shoes*, featuring male-identified students “walking a mile” in high-heeled shoes, to call attention to the issues of sexual misconduct and victim blaming experienced by all persons regardless of gender and gender-identity.

## ***BYSTANDER INTERVENTION AND RISK REDUCTION***

Everyone at Trinity has a role to play in preventing sexual misconduct and stalking, and can do something, no matter how small. Bystander intervention is the most effective means of preventing an incident of sexual assault on campus.

***The Green Dot Violence Prevention Strategy seeks to change the cultural norms on campus surrounding the incidence of sexual assault and harassment.***

1. Green Dots are actions or behaviors or words that either prevent an incident of sexual misconduct or responds to one, through active bystander intervention
2. Power-based personal violence is not tolerated on campus, and, everyone can do something to prevent it.

Bystander intervention involves developing the awareness, skills, and courage needed to intervene in a situation when another individual needs help. Bystander intervention allows individuals to send powerful messages about what is acceptable and expected behavior in our community.

Questions to ask during the situation:

- What are my available options?
- How can I intervene safely?
- Are there others I can call upon for help?
- What are the benefits/costs of taking action?

Tips and ABCs:

- Intervene at the earliest point possible.
- Look for early warning signs of trouble.
- Intervening does not necessarily mean confronting.
- Ask for help.
- A**ssess for safety. **B**e with others. **C**are for the potential victim.

The 3 D's:

- D**irect: Tell someone directly to halt an action.
- D**istract: Take someone out of the situation. Engage the person in another situation.
- D**elagate: Find others to intervene with you or for you.

The following are some strategies to reduce the risk of sexual violence:

Know your sexual intentions and limits. You have the right to say “NO” to any unwanted sexual contact.

Listen to your instincts. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.

Drink responsibly. Know your limits. Drinking increases aggression, decreases comprehension, and decreases inhibition.

Attend large parties with friends you trust. Agree to “look out” for one another. Leave with the group, not alone. Avoid leaving with people that you don’t know very well.

### ***WRITTEN EXPLANATION OF RIGHTS, OPTIONS, AND RESOURCES***

The College’s Policy on Sexual Misconduct and the *Your Rights, Your Options* booklet serve as written notification to faculty, staff, and students about the existing College and community resources that are available for victims of dating violence, domestic violence, sexual assault, and stalking, whether the incident occurred on campus or off campus. They also serve as written notification of the rights and options available to faculty, staff, and students who have been the victim of dating violence, domestic violence, sexual assault, and stalking whether the incident occurred on campus or off campus.

### **Trinity College Policy on Sexual Harassment**

*Including Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Retaliation*

Trinity College prohibits discrimination on the basis of sex or gender in the College’s education programs and activities, including in admissions and employment. This policy has been drafted to comply with Title IX of the Education Amendments of 1972 (“Title IX”) and its implementing regulations, including the final Title IX regulations issued by the U.S. Department of Education’s Office for Civil Rights in May 2020. This policy also is drafted to comply with relevant portions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), as amended by relevant provisions of the Violence Against Women Reauthorization Act of 2013 (“VAWA”). This policy specifically prohibits sexual harassment, including hostile environment sexual harassment (unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to education or employment) and quid pro quo sexual harassment. For the purposes of this policy, the term “sexual harassment” also encompasses sexual assault, domestic violence, dating violence, and stalking. Unlike hostile environment sexual harassment, these other offenses need not be “severe, pervasive, and objectively offensive” to violate this policy.

The College is committed to maintaining an environment free from discrimination and harassment on the basis of sex or gender and has established procedures for the reporting and prompt, equitable, and impartial resolution of sexual harassment reports and complaints, from the initial response to the final result. This policy describes the mechanisms for reporting and formally and informally resolving reports of sexual harassment that occur within the College’s education programs or activities in the United States, as described below. Trinity College has adopted other policies, including those in the *Student Handbook* and *Employee Handbook* that prohibit sex discrimination more broadly, including forms of sexual misconduct that may not fall within this policy’s definition of sexual harassment or that occur outside the United States but still within the College’s education programs or activities. The prohibitions in those policies may overlap with those of this policy. This policy, however, is Trinity College’s official policy governing sexual harassment. It supersedes any other existing policy, and to the extent there is a conflict with other policies, this policy shall prevail. The College reserves the right to amend this policy, without advance notice, to update important information and to ensure ongoing compliance with applicable laws.

### ***1. Effective Date***

This policy, which is effective August 2022, will apply only to reports of sexual harassment brought on or after the effective date of this policy, regardless of when the conduct reportedly occurred. Where the date of the reported conduct precedes the effective date of this policy, the definitions of prohibited conduct in existence at the time of the alleged incident(s) will be used. The procedures under this policy, however, will be used to investigate and resolve reports made on or after the effective date of this policy, regardless of when the incident(s) occurred.

## **II. Scope of the Policy**

This policy applies to all College community members, regardless of the sexual orientation, gender expression, or gender identity of the parties involved, including students, faculty, staff, board members, visitors, and independent contractors, as well as those who participate in the College's domestic education programs and activities, whether on or off campus. Vendors and others who conduct business with the College or on College property also are expected to comply with this policy; complaints against such College affiliates will be handled in accordance with existing contracts and agreements. Any person found responsible for sexual harassment under this policy is subject to disciplinary action, up to and including dismissal, as well as potential personal legal liability.

This policy applies to sexual harassment that occurs both in the United States and in an education program or activity of the College. The College's education program or activities include all of the College's operations, including locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which conduct occurs, and any building owned or controlled by a student organization that is officially recognized by the College. This policy does not draw a line between on-campus, off-campus, or online conduct, provided the conduct occurred in an education program or activity in the United States. Examples include College-sponsored, College-funded, or College-supported study off campus, research, internships, mentorships, summer sessions, conferences, meetings, social events, or other affiliated programs or premises.

Any person, regardless of their affiliation to the College, may make a report of sexual harassment pursuant to this policy. The formal and informal resolution processes described in this policy may only be initiated, however, if the Complainant is participating in or attempting to participate in the College's education program or activity at the time of filing a formal complaint.<sup>1</sup> Where a Complainant is not participating in or attempting to participate in the College's education program or activity, the College still will offer reasonably available Supportive Measures and assist in offering additional reporting options.

The College's ability to respond to a report of sexual harassment under this policy is based on its disciplinary authority over the Respondent. If the Respondent is not an employee or student, the College's ability to take disciplinary action will be limited and is determined by the context of the reported conduct and the nature of the relationship of the third-party Respondent to the College. The College will determine the appropriate manner of resolution,

---

<sup>1</sup> In this policy, the individual reported to have experienced sexual harassment is referred to as the Complainant. The individual who is reported to have committed the sexual harassment is referred to as the Respondent. When the Complainant and the Respondent are discussed collectively, they will be referred to as the Parties and may be referred to individually as a Party. An individual who reports an allegation of sexual harassment but who did not personally experience sexual harassment is referred to as the Reporter.

which may include referral to local law enforcement or to the home school or employer of the third-party Respondent, and/or restriction from access to campus or College programs or activities. Additionally, the College does not have jurisdiction to investigate reported incidents involving Respondents who are members of the College community that occurred prior to the Respondent being enrolled at or employed by the College where the incident did not occur on campus or in connection with the College's domestic program, activity, or employment.

The College will respond promptly and equitably to all reports of sexual harassment and will provide reasonably available Supportive Measures to Complainants and Respondents, regardless of whether a formal complaint is filed. After making a report, a Complainant may request Supportive Measures only, may request to keep the report confidential, or may choose to file a formal complaint. Alternatively, as described below, the Title IX Coordinator may determine that it is appropriate to file a formal complaint on behalf of the College. After the filing of a formal complaint, the Complainant may decide to seek an informal resolution in lieu of a formal resolution process (investigation and hearing).

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. Further details on how requests for confidentiality are handled may be found in the "Reporting Protocols and Confidentiality" section of this policy (Part VII).

In certain cases, the College may exercise its independent authority to investigate (apart from any separate criminal investigation by law enforcement) and address sexual harassment, even in the absence of a formal complaint by the Complainant.

### **III. The Title IX Coordinator**

The College's Title IX Coordinator may be reached by email at [titleixcoordinator@trincoll.edu](mailto:titleixcoordinator@trincoll.edu), by phone at 860-297-2688, or at Mather Hall, Room 208. The Title IX Coordinator is responsible for providing leadership and centralized support to ensure compliance with Title IX, relevant portions of the Clery Act, and other federal and state laws and regulations pertaining to sex discrimination, harassment, and sexual violence. The Title IX Coordinator serves as the primary College resource on Title IX requirements and compliance and provides consultation as needed. The Title IX Coordinator also is charged with providing education and training, overseeing the reporting and complaint processes, coordinating the College's investigation and resolution of all reports of sexual harassment, and maintaining centralized records of all reports, formal complaints, investigations, and resolutions in accordance with Title IX.

The Title IX Coordinator may designate Deputy Title IX Coordinators to assist in Title IX compliance. Deputy Title IX Coordinators have duties and responsibilities similar to the Title IX Coordinator and report to the Title IX Coordinator. Where the Title IX Coordinator is listed as the designated point of contact for any role in this policy, the Title IX Coordinator may designate a Deputy Title IX Coordinator or another qualified member of the College community to assume the role at issue, as necessary and appropriate.

The Title IX Coordinator also works in partnership with campus administrators referred to as Appropriate College Officials in this policy. For purposes of this policy, the term Appropriate College Official refers to the Title IX Coordinator or a Deputy Title IX Coordinator; the Vice President for Student Success and Enrollment and any Dean, Associate Dean, or Assistant Dean in the Office of Student and Community Life; the Dean of the Faculty and Vice President for Academic Affairs and the Associate Dean for Faculty

Development; the Vice President for Finance and Operations, the Assistant Vice President for Human Resources and any Associate Director in the Office of Human Resources; and the Director of Campus Safety.

#### **IV. Definitions of Sexual Harassment and Retaliation**

This policy prohibits a broad range of behaviors, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation.

If you have any questions about the definition or application of any of these terms, the policy in general, or the resources available to you as a member of the College community, please contact the Title IX Coordinator or a Deputy Title IX Coordinator.

##### ***1. Title IX Sexual Harassment***

The Title IX regulations define “sexual harassment” as conduct on the basis of sex that must satisfy one or more of the following:

- a. Hostile environment sexual harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to an education program or activity;
- b. Quid pro quo sexual harassment: An employee conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct; and
- c. Sexual assault, dating violence, domestic violence, and stalking, as defined below.

Sexual harassment can occur between persons of equal power status (e.g., student to student, staff to staff) or between persons of unequal power status (e.g., faculty member to student, coach to student-athlete). Although sexual harassment often occurs in the context of the misuse of power by the individual with the greater power, a person who may in fact have less or equal power in a relationship also can commit sexual harassment. Sexual harassment can be committed by (or against) an individual or by (or against) an organization or group. Sexual harassment can be committed by an acquaintance, a stranger, or people who have shared a personal, intimate, or sexual relationship. Sexual harassment can occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.

##### ***a. Hostile Environment Sexual Harassment***

The College considers a variety of factors related to the objective offensiveness, pervasiveness, and severity of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one’s employment or educational opportunities.

Examples of behavior that might be considered hostile environment sexual harassment include, but are not limited to:

1. Unwanted sexual innuendo, propositions, sexual attention, or suggestive comments and gestures; inappropriate humor about sex or gender-specific traits; sexual slurs or derogatory language directed at another person’s sexuality, gender, gender identity, sexual orientation, or gender expression; insults and threats based on sex,

gender, gender identity, sexual orientation, or gender expression; and other oral, written, or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome.

2. Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; or the circulation, display, or creation of emails, text messages, or websites of a sexual nature.
3. Display, presentation, or circulation of materials or pictures degrading to an individual or gender group where such display is not directly related to academic freedom or to an educational/pedagogical, artistic, or work purpose. See *Faculty Manual*, Appendix B1, regarding academic freedom.
4. Unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body.
5. Use of a position of power or authority to: (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (2) promise rewards in return for sexual favors.
6. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping.
7. Sexual exploitation—taking sexual advantage of another person for the benefit of anyone other than that person, without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include prostituting another person or viewing, recording, or distributing another person's sexual activity, intimate body parts, or the person in a state of undress, without their knowledge and consent.

#### **b. Quid Pro Quo Sexual Harassment**

Quid pro quo sexual harassment occurs when an employment opportunity (e.g., hiring, compensation, advancement, etc.) or an educational opportunity (e.g., admission, grades, research, etc.) is conditioned by an employee upon the targeted student or employee submitting to unwelcome requests or demands for sexual favors. Only individuals with authority to grant or withhold employment or educational opportunities can engage in quid pro quo sexual harassment.

In some cases, quid pro quo sexual harassment is obvious and may involve an overt action, threat, or reprisal. In other instances, it is subtle and indirect, with a coercive aspect that is unstated. Examples of behavior that might be considered quid pro quo sexual harassment include, but are not limited to:

1. Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances.
2. Use of a position of power or authority to: (a) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (b) promise rewards in return for sexual favors.

#### **2. Sexual Assault**

Sexual assault is having or attempting to have sexual contact with another individual without consent or where the individual cannot consent because of age or temporary or



permanent mental incapacity (see below for definition of consent and incapacitation).<sup>2</sup>  
Sexual contact includes:

- a. Sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g., penis, finger, hand, or tongue) or an object or requiring another to penetrate themselves with a body part or an object, however slight;
- b. Sexual touching of the private body parts, including, but not limited to, contact with the breasts, buttocks, groin, genitals, or other intimate part of an individual's body for the purpose of sexual gratification; or
- c. Attempts to commit sexual assault.

### ***3. Dating and Domestic Violence***

Dating and domestic violence means any act of violence against a Complainant who is or has been in a sexual, dating, domestic, or other intimate relationship with the Respondent or against a person with whom the Respondent has sought to have such a relationship, as follows:

#### ***a. Dating Violence***

Dating violence includes any act of violence committed by a person:

- i. Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (1) The length of the relationship;
  - (2) The type of relationship; and
  - (3) The frequency of interaction between the persons involved in the relationship.

#### ***b. Domestic Violence***

Domestic violence includes any act of violence committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under Connecticut state law; or by any other person against an adult or minor Complainant who is protected from that person's acts under Connecticut state law.

### ***4. Stalking***

---

<sup>2</sup> The statutory definition of sexual assault referenced by the Title IX regulations also includes having or attempting to have sexual contact between persons who are related to each other within the degrees where marriage is prohibited by law.

Stalking involves a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress or to fear for that person's own safety or that of another. This includes cyberstalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, texts, or other similar forms of contact are used to pursue, harass, or make unwelcome contact with another person. Stalking and cyberstalking may involve individuals who are known to one another or who have an intimate or sexual relationship or may involve individuals not known to one another. For the purposes of this definition:

"Course of conduct" means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

"Reasonable person" means a prudent person who normally exercises due care under similar circumstances.

"Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### ***5. Retaliation***

Retaliation means any adverse action, intimidation, threat, coercion, or discrimination against an individual for the purpose of interfering with any right or privilege secured by Title IX or its regulations or because the individual has made a report or formal complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in any investigation, proceeding, or hearing under this policy.

Retaliation can be committed by any individual or group of individuals, not just a Complainant or Respondent. Retaliation may constitute a violation of this policy even when the underlying allegations did not result in a finding of responsibility.

Any person who retaliates against an individual for reporting, filing, or participating in the investigation or adjudication of a complaint of discrimination or sexual harassment as defined in this policy is subject to disciplinary action up to and including expulsion or termination. Retaliation is prohibited even if the underlying complaint is eventually dismissed or is deemed to lack merit.

*The prohibited conduct listed above is not exhaustive. The College may consider any other conduct that has a sexual or gender-based connotation under this policy.*

## **V. Forms of Sexual Misconduct Prohibited under Other College Policies**

Trinity College also prohibits forms of sexual misconduct that, although they do not qualify as "sexual harassment" under this policy and the Title IX regulations, nonetheless pose similar threats to equal opportunity to employment and education as sexual harassment. Accordingly, such misconduct is prohibited and may be subject to investigation and adjudication under the *Student Handbook*, *Employee Handbook*, or *Faculty Manual*. Although the formal and informal resolution processes set forth in this policy apply only to sexual harassment as defined by the Title IX regulations (defined above), for ease of reference, selected additional forms of sexual harassment and sexual misconduct prohibited by other College policies are listed below. (See Part XI.5 below for information regarding Coordination with Other Policies.)

### ***1. Sexual Harassment***

Pursuant to Title VII, Connecticut state law, and the recognition that sexual harassment also may occur in a wider variety of contexts, the College also prohibits a broader form of sexual harassment, as defined in the *Employee Handbook*. The College, its agents, supervisory employees, staff, and students shall be held liable for their acts of sexual harassment and are subject to appropriate College disciplinary action and personal liability. Sexual harassment, whether opposite or same sex, includes but is not limited to: unwelcome sexual advances, unwelcome requests for sexual favors, or other behavior of a sexual nature, on or off campus, when:

- Submission to such conduct is made a condition, explicit or implicit, of an individual's education or employment; or
- Submission to or rejection of such conduct is used as a factor in or basis for decisions affecting an individual's education or employment; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's education or employment by creating an intimidating, hostile, or offensive educational, living, or work environment.

While it is not possible to list all the circumstances that may be considered sexual harassment, the following are examples of conduct which, if unwelcome, may constitute sexual harassment: physical, verbal, visual, or written conduct of a sexual nature, including, but not limited to, pressuring someone for dates, retaliation for non-submission to a request for sexual favors, and electronic messages or photos.

### ***2. Inducing Incapacitation***

Inducing incapacitation includes the provision of alcohol or drugs to an individual, with or without that individual's knowledge, for the purpose of causing harm, impairment, or intoxication or of taking advantage of that individual's impairment or intoxication.

### ***3. Improper Romantic Relationships***

All relationships that occur in a hierarchical relationship present an imbalance of power. By virtue of their position of authority, a supervisor or faculty member has the ability to influence the terms and conditions of a subordinate's employment or a student's academic standing. Therefore, Trinity College forbids romantic relationships between an employee (faculty or staff) and any student (including undergraduate, graduate, and IDP) for which that employee (faculty or staff) has responsibility by virtue of any professional supervisory obligations, including teaching, advising, departmental, committee, and coaching. Additionally, the College expects all supervisory staff (whether faculty or staff) and all faculty (whether supervisory or not) to avoid engaging in romantic relationships with individuals (whether students or employees) over whom they exercise or have the potential to exercise power. The full policy on Romantic Relationships is available in the College's *Employee Handbook*.

If an employee feels that such a relationship cannot be avoided, counsel should be sought from an Appropriate College Official (see [Appendix A](#)) to ensure that necessary steps are taken to avoid potential conflict.

## **VI. Related Definitions**

### ***1. Affirmative Consent***

References to “consent” in this policy should be construed as meaning “affirmative consent.”

Affirmative consent means an active, clear, and voluntary agreement by a person to engage in sexual activity with another person. Affirmative consent is informed, freely and actively given, and communicated through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of each person to ensure that they have the affirmative consent of all persons engaged in the sexual activity and that such consent is sustained throughout the sexual activity.

Consent may never be given by minors, mentally disabled persons, those who are incapacitated (see below), and those who are by law unable to give consent.

Consent obtained by fraud or force (actual or implied) is not consent, whether that force is physical force, threats, intimidation, or verbal coercion. A lack of verbal or physical resistance alone does not meet the affirmative-consent standard and does not of itself indicate consent. Prior consent on its own cannot be construed as current/future consent. Moreover, consent may be withdrawn at any time. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person. Consent to engage in one form of sexual activity does not imply consent to engage in other forms.

### ***2. Coercion***

Coercion is the application of unreasonable pressure to take part in sexual activity or in any of the prohibited conduct listed in this document. Unreasonable pressure can be exerted through physical or emotional force, intimidation, misuse of authority, or outright threats. When someone makes it clear that they do not want to engage in sexual activity or do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point may be considered coercive depending on the circumstances.

### ***3. Incapacitation***

Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically impaired, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if the individual demonstrates that the individual is unaware at the time of the incident of the fact, nature, or extent of the sexual activity or why or how they became engaged in a sexual interaction.

When alcohol or other drugs are involved, incapacitation is a state of impairment that is so severe that it interferes with a person’s capacity to make informed and knowing decisions. Alcohol and other drugs impact each individual differently, and determining whether an individual is incapacitated requires an individualized determination. The College does not expect community members to be medical experts in assessing incapacitation. Rather, individuals should look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. A person’s level of intoxication is not always demonstrated by objective signs; however, some signs that a person may be incapacitated include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, or emotional volatility. A person who is incapacitated may not be able to understand some or all of the following questions: “Do you

know where you are?” “Do you know how you got here?” “Do you know what is happening?” “Do you know whom you are with?”

An individual’s level of intoxication may change over a period of time based on a variety of factors, including the amount of substance intake, speed of intake, body mass, and metabolism. It is especially important, therefore, that anyone engaging in sexual activity is aware of both their own and the other person’s level of intoxication and capacity to give consent.

It is important to remember that the use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one’s own or the other individual’s intoxication or incapacitation, the safest course of action is to forgo or cease any sexual activity. Even where there is insufficient evidence to establish incapacitation, a complainant’s level of impairment may still be a relevant factor in establishing whether consent was sought and freely given.

In evaluating consent in cases of reported incapacitation, the College asks two questions: (1) Did the Respondent know that the Complainant was incapacitated? (2) If not, would a sober, reasonable person in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated? If the answer to either of these questions is “yes,” there was no consent, and the conduct likely is a violation of this policy. A Respondent’s voluntary intoxication never is an excuse or a defense, and it does not diminish one’s responsibility to determine that the other person has given consent.

## **VII. Reporting Protocols and Confidentiality**

### ***1. Understanding the Distinction between Privacy and Confidentiality***

Trinity College strongly encourages all individuals who have experienced or witnessed incidents of sexual harassment to share information with the Title IX Coordinator. The Title IX Coordinator will provide the Complainant with information about resolution options and access to reasonably available Supportive Measures. The Title IX Coordinator also will consider the Complainant’s wishes with respect to Supportive Measures and resolution options and will seek to honor specific requests when appropriate.

If a Complainant or witness does not wish to report an incident of sexual harassment to the College but wishes to seek support or information in a confidential setting, such support should be sought from one of the Confidential Resources listed below and also listed in [Appendix A](#).

The following information about privacy and confidentiality is intended to differentiate these two terms as they are used in this policy.

**a. *Privacy*** refers to the discretion that will be exercised by the College, including the Title IX Office, in the course of any formal or informal resolution process under this policy. Information related to a report of sexual harassment will be handled discreetly and shared with a limited circle of College employees or designees who need to know to assist in the assessment, investigation, and resolution of the report and related issues. Individuals in the Title IX Office, along with investigator(s), Administrative Hearing Panelists, those tasked with facilitating Informal Resolutions, and appellate officials will receive training in how to safeguard private information. The College will make reasonable efforts to investigate and address reports of sexual harassment under

this policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the College will maintain the privacy of the parties to the extent reasonably possible. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). Access to an employee's personnel records also is governed by College policy and by applicable state laws.

**b. Confidentiality** refers to statutory protections provided to individuals who disclose information in legally protected or privileged relationships, including professional mental health counselors, medical professionals, attorneys, and ordained clergy (see [Confidential Resources](#) below and [Appendix A](#)). When an individual shares information with a Confidential Resource as a confidential communication in the course of a protected relationship, the Confidential Resource cannot disclose the information without the individual's written permission or unless required by ethical or legal obligations that compel the professional to reveal such information. For example, information may be disclosed when the individual gives written consent for its disclosure, there is an imminent threat of physical harm to self or others, or the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18. Similarly, medical and counseling records cannot be released without the individual's written permission or unless permitted or required consistent with ethical or legal obligations.

Confidential Resources may share non-personally identifying information about Clery-reportable crimes with the Campus Safety Department for purposes of the anonymous and aggregate statistical reporting under the Clery Act.

**c. Release of Information by the College:** Pursuant to the Clery Act, the College must disclose statistics about Clery Act crimes in its daily crime log and Annual Security Report and provides those statistics to the U.S. Department of Education. If a report of sexual assault, dating violence, domestic violence, stalking, or another Clery Act crime poses a serious or continuing threat to the campus community, the College will issue a timely notification to the campus community to protect the health and safety of the campus community as required by the Clery Act. In all of these instances, the information is reported in a manner that does not include personally identifying information about persons involved in an incident.

The College will not release to the general public the name of the Complainant, the Respondent, or witnesses except as otherwise permitted or required by law. The College also will maintain the confidentiality of any Supportive Measures provided to a Complainant, to the extent that maintaining such confidentiality would not impair the College's ability to provide the Supportive Measures. The College also may share non-personally identifying information about reports received in aggregate form, including data about outcomes and sanctions. All College proceedings are conducted in compliance with the requirements of FERPA, the Clery Act (as amended by VAWA), Title IX, state and local law, and College policy.

**d. Mandatory Reporting of Child Abuse and Neglect:** In addition to the above reporting responsibilities, all College employees have an obligation to report known or suspected child abuse and neglect consistent with Connecticut state law. Child abuse can be reported to the Connecticut State Department of Children and Families hotline at 1-800-842-2288. After an external report is made, the employee also must report the information to the Title IX Coordinator.

## ***2. Reporting Responsibilities of College Employees***

This section describes the various reporting and disclosure options available and the associated confidentiality implications. Because of their role at Trinity College, some employees are designated as Confidential Resources, meaning they are able to maintain a higher degree of confidentiality, as described above. All other employees are required to promptly share all relevant details of an alleged incident of sexual harassment with the Title IX Coordinator. The distinctions between these groups are explained below so that individuals can make informed choices about how and where they seek help and guidance.

### ***a. Confidential Resources***

Confidential Resources include any College employee who has the ability to maintain the confidentiality of communications under applicable law or by designation. Confidential Resources include medical, clinical, and mental health professionals and clergy when acting in that professional role in the provision of services, as well as any employee providing administrative, operational, and/or related support for such providers in their performance of such services. Information about Confidential Resources is contained in [Appendix A](#). When individuals who otherwise are Confidential Resources receive information outside of the provision of services, the Confidential Resource is required to share that information with the Title IX Coordinator. For example, a licensed counselor who receives a disclosure in the context of speaking at a prevention program would be required to share the information with the Title IX Coordinator.

A Complainant may seek assistance, support, and advice from a Confidential Resource without initiating a College investigation that could reveal the identity of the Complainant or the fact that the Complainant has disclosed the incident.

Some Confidential Resources are confidential by state law and have heightened protections recognized by the courts and law enforcement agencies, as defined in the Confidentiality section above. These include the Counseling and Wellness Center, the Health Center, and the College Chaplain (identified in [Appendix A](#) by the initials **PE**). Other campus Confidential Resources are confidential under College policy; while not required to share identifying information with the Title IX Coordinator under College policy, these employees will share with the Title IX Coordinator general details, such as the nature, date, time, and general location of the alleged incident, without sharing personally identifying information. Additionally, this category of campus Confidential Resources may be required to provide information in response to a search warrant, subpoena, or court order. Such campus Confidential Resources include nonstudent employees of the Women & Gender Resource Action Center (WGRAC) and the Director of LGBTQ Life (identified in [Appendix A](#) by the initials **CE**).

An individual who speaks to any of the employees described above must understand that if a Complainant wants to maintain confidentiality, the College may be unable to conduct an investigation of the particular incident or pursue disciplinary action against a Respondent. However, Confidential Resources can provide information about and assist individuals in requesting other support and services, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working, or transportation arrangements (Supportive Measures). A Complainant who at first requests confidentiality may later decide to file a formal complaint with the Title IX Coordinator or to make a report to law enforcement and may be assisted by Confidential Resources in doing so.

***b. All Other Employees – Private Communications***

Other than those employees who are designated as Confidential Resources, as described above, all College employees, including faculty and staff, Resident Advisors, P.R.I.D.E. Leaders, and Orientation Leaders (while employed during new student orientation week), and all other students employed by the College will be Responsible Employees and must report any possible violations of the Policy on Sexual Harassment to the Title IX Coordinator or a Deputy Title IX Coordinator. Student employees must report any possible violations of the Policy on Sexual Harassment if they witness or become aware of an alleged violation while functioning within the scope of their employment with the College.

All College employees who are not designated as a Confidential Resource are required to report to the Title IX Coordinator all known information about alleged sexual harassment, such as the identities of the parties, any witnesses, and the date, time, and specific location of the alleged incident. The Title IX Coordinator may share reports with other College employees to ensure a coordinated institutional response; examples include College employees or agents who are responsible for processing, investigating, adjudicating, and responding to sexual harassment reports: deans, program directors, supervisors, human resources staff, and Campus Safety Department or other campus security personnel who are responsible for reporting campus crime statistics and issuing timely warnings under the Clery Act.

*i. Exception for Disclosures during Certain Public Awareness Events*

Employees are *not* required to report information disclosed at public awareness events (e.g., “Take Back the Night,” vigils, protests, survivor speak-outs, or other public forums in which students may disclose sexual harassment. The College may provide information about Title IX and available College and community resources and support at public awareness events.

*ii. Requests to a College Employee for Confidentiality*

In the event that a Complainant discloses an incident of sexual harassment to an employee who is not a Confidential Resource and requests confidentiality or requests that the College not take action regarding the report, the employee still is required to report all known information to the Title IX Coordinator; however, the employee also shall include the Complainant and/or Reporter’s request to maintain confidentiality. In such a case, the Title IX Coordinator will weigh the request for confidentiality against the College’s obligation to provide a safe, nondiscriminatory environment for all College community members, including the Complainant.

**VIII. Reporting Options**

The College encourages all individuals to report sexual harassment or a potential violation of this policy to the Title IX Coordinator, to the Campus Security Department, and/or to local law enforcement. A Complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the College will assist a Complainant in contacting law enforcement at any time. Under limited circumstances (posing a threat to health or safety of any individual or to comply with applicable law), the College may independently notify law enforcement.

An individual may make a report to the College, to law enforcement, to neither, or to both. Campus Title IX processes and law enforcement investigations operate independently of one



another, although the Title IX Coordinator may coordinate information with law enforcement as part of the initial assessment. Anyone can make a report as follows:

***1. Make a Report to the Title IX Coordinator in Person, by Email, or by Telephone***

Mather Hall, Room 208  
titleixcoordinator@trincoll.edu  
860-297-2688

***2. Make a Report to Local Law Enforcement***

Hartford Police Department  
253 High Street  
Hartford, Connecticut 06103  
Emergency Line: 911  
Nonemergency Line: 860-757-4000

See [Appendix A](#) for additional information on how to report to local law enforcement.

***3. Community Resources for Emergency Medical Assistance***

- a. See [Appendix A](#) for information on emergency resources.
- b. See [Appendix A](#) for information on where to receive medical care and assistance with evidence preservation.

***4. Make an Anonymous Report***

A Complainant is not required to reveal their identity to report an incident. However, an anonymous report may limit the College's ability to respond with an investigation or disciplinary action. The College provides an online form, accessible from the Title IX webpage (<http://www.trincoll.edu/title-ix>; click on "Sexual Harassment Reporting Form"), for anonymous reporting to the Title IX Coordinator and Campus Safety officials. Although providing anonymous information may limit the ability of the College to investigate or impose discipline, it can help the College maintain accurate records regarding the number of incidents involving students, employees, and third parties; determine if there is a pattern of conduct with regard to a particular location, group or Respondent; and alert the campus community to potential dangers when appropriate.

***5. Time Frame for Reporting***

Complainants and witnesses are encouraged to report sexual harassment or potential policy violations as soon as possible to maximize the College's ability to respond promptly and effectively. The College does not, however, limit the time frame for reporting. Depending on the relationship of the Respondent to the College, the College may not have the authority to impose disciplinary action. Where the College does not have disciplinary authority—i.e., a report is made after a student has left or graduated or an employee no longer works for the College—the College still will seek to meet its Title IX obligations by evaluating the reported conduct, providing reasonably available Supportive Measures to the Complainant, and assisting the Complainant in identifying external reporting options and may take other appropriate action to address the reported conduct.

## ***6. Amnesty***

The College encourages reporting and seeks to remove barriers to reporting by providing amnesty for Complainants and witnesses who report sexual harassment or potential policy violations occurring at or near the time of the incident. The College recognizes that students who have been drinking and/or using drugs at the time the incident occurs may be hesitant to report such incidents due to fear of potential consequences of their own conduct. In general, the College will offer leniency with respect to other policy violations (e.g., minor drug or alcohol violations) that may be revealed as a result of a good faith report of sexual harassment. The nature and scope of the leniency will depend on the particular circumstances involved. The Title IX Coordinator and/or other Appropriate College Official will have sole discretion in determining the appropriate course of action. (See Trinity College Medical Amnesty and Good Samaritan Policy.)

## ***7. Coordination with Law Enforcement***

All Trinity students, faculty members, staff members, and covered third parties have the right to report, or decline to report, potential criminal conduct outside of Trinity College's disciplinary processes and are encouraged to consult local, state, or federal law enforcement agencies, including the local police or the U.S. Department of Education's Office for Civil Rights, regardless of whether they file a complaint with the College. See Appendix A for information on how to file an external complaint.

Trinity will not, however, wait for the conclusion of a criminal proceeding to begin or conclude its own investigation and resolve complaints under this policy. The College will, however, comply with valid requests by law enforcement for cooperation in a criminal investigation. As such, the College will provide reasonably available and appropriate Supportive Measures to promote the safety and well-being of the Complainant and the school community while law enforcement is gathering evidence.

## **IX. Supportive Measures**

Upon receipt of a report, Trinity College will identify and provide reasonably available and appropriate Supportive Measures. A Supportive Measure is a non-disciplinary, non-punitive individualized service offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent at any time before or after a formal complaint is filed or where no formal complaint has been filed. Supportive Measures are designed to preserve access to the College's education programs and activities without unreasonably burdening the other party, including measures designed to protect the safety of the Complainant, the Respondent, or broader College community; maintain the integrity of the investigative and/or resolution process; and deter retaliation. The College will maintain the confidentiality of any Supportive Measures provided to a Complainant and a Respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the Supportive Measures.

Available Supportive Measures may include, but are not limited to, the following:

- No-contact orders issued by the College, which are measures that restrict encounters and communications between the parties. See XVIII below for more information about no- contact orders.

- Academic accommodations, which are measures that include deadline extensions, incompletes, course changes, late drops, or other arrangements as appropriate.
- Residential accommodations, which are measures that include arranging for new housing or providing temporary housing options, as appropriate.
- Transportation or working arrangement changes or other employment accommodations, as appropriate.
- Access to support services, provided with assistance from the College, including advocacy, academic support, counseling, disability, health or mental health services, visa and immigration assistance, student financial aid services, and legal assistance, both on and off campus, as applicable.
- Assistance with reporting a crime to local law enforcement, which may be requested at any time by an individual involved in an alleged incident of sexual harassment. Such individuals may request orders of protection, restraining orders, or relief from abuse orders from courts of appropriate jurisdiction. The College will provide reasonable assistance upon request. The College also will work to respect and implement the requirements of such orders on premises that it owns or controls, as necessary and appropriate.

For a list of available resources and services, including information about medical care and evidence preservation, see [Appendix A](#).

The availability of Supportive Measures will be determined by the specific circumstances of each report. The College will consider a number of factors in determining which Supportive Measures to take, including the needs of the student or employee seeking Supportive Measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the parties; whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and whether court proceedings have been used to protect any parties (e.g., protective orders). The College will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

The Title IX Coordinator is responsible for ensuring the implementation of Supportive Measures and coordinating the College's response with the appropriate offices on campus. The Title IX Coordinator has the discretion to impose and/or modify any Supportive Measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of Supportive Measures. The College will maintain the privacy of any Supportive Measures provided under this policy to the extent practicable.

The College will provide reasonable Supportive Measures to third parties as appropriate and available, taking into account the role of the third party and the nature of any contractual relationship with the College.

### ***1. Emergency Removal***

Certain circumstances may warrant removing a student Respondent from a College education program or activity. The College may remove a student Respondent on an emergency basis from College property or employment, education or research programs, or

activities. The determination of whether to remove a student may be made by the Title IX Coordinator in consultation with other College employees, as necessary. This decision may be made at any point in the process.

Before imposing an emergency removal, the College will undertake an individualized analysis of safety and risk for the campus community to determine whether the Respondent's presence in the program or activity poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies a removal. If the College determines such removal is necessary, the Respondent will promptly be provided written notice and an opportunity to challenge the decision immediately following the removal. During any challenge, the Respondent will remain off campus and must comply with the notice of removal. That notice shall include a statement that the use of any information the Respondent chooses to provide may be used subsequently in implementing any aspect of this policy, including the investigation and adjudication. The Respondent will have 72 hours to submit a written challenge of the safety and risk analysis to the Title IX Coordinator. The Title IX Coordinator will assign the matter to be reviewed by a decision maker to evaluate the information in support of the individualized safety and risk analysis and any information provided by the Respondent and the Complainant, as applicable. The decision maker will submit a final decision in writing to the Respondent and the Complainant within three (3) business days, with a copy to Title IX Coordinator.

Any individual who hears the challenge to the removal determination will not be involved in any decision regarding responsibility or appeal of that decision regarding responsibility.

## ***2. Administrative Leave***

The College retains the authority to place an employee Respondent on administrative leave during the investigation and adjudication process, consistent with the procedures set forth in the *Employee Handbook* and the *Faculty Manual*.

## **X. Overview of the College's Resolution Processes**

The College is committed to providing a prompt, thorough, equitable, and impartial resolution of all reported violations of this policy. To implement this policy, the College has developed a formal and an informal resolution process to resolve reports of sexual harassment:

- **Informal Resolution:** an informal framework that includes informal or restorative options for resolving reports that may, but typically do not, involve disciplinary action against a Respondent.
- **Formal Resolution:** formal procedures that involve an investigation, adjudication and, if appropriate, the imposition of sanctions.

In all formal and informal resolution processes, the College will treat Complainants and Respondents equitably by offering Supportive Measures to a Complainant when the College has notice of potential sexual harassment and by following either the formal or informal resolution process before the imposition of any disciplinary sanction against a Respondent. Upon receipt of a report, the College will conduct an initial assessment of the available information and consider the Complainant's stated interests, as well as the College's compliance obligations, in determining how to proceed. A Complainant always is entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated.

## ***1. Time Frame for Resolution***

The College will seek to complete the appropriate resolution process as promptly as possible, consistent with the need to conduct sensitive and informed fact gathering to ensure an equitable resolution. The policy designates reasonably prompt time frames for the major stages of the investigation and resolution process (typically set forth in business days), but the College may extend any time frame in this policy for good cause and/or due to extenuating circumstances. An extension may be required for good cause to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to the unavailability of the parties or witnesses; or for other legitimate reasons, such as intervening breaks in the College calendar, exam periods, the complexity of the investigation, the volume of information, number of witnesses, length of the written record, and/or the severity and extent of the alleged misconduct. While requests for delays by the parties may be considered, the College will not unduly or unreasonably delay the prompt resolution of a report under this policy. Reasonable requests for delays by the parties may serve to extend the time period for resolution of the report.

The Title IX Coordinator, in consultation with the investigator(s), has the authority to determine whether an extension is required or warranted by the circumstances. The College will notify the parties in writing of any extension of the time frames for good cause, the reason for the extension, and the length of the extension. Although cooperation with law enforcement may require the College to delay temporarily an investigation under this policy while law enforcement investigates, the College promptly will resume its Title IX investigation once law enforcement has completed gathering evidence.

Investigations will proceed according to the time frames in this policy to the extent possible during the summer and at other times when classes at the College are not in session. The Title IX Coordinator will work with the parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Time frames for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related review of the finding, apply equally to both the Complainant and the Respondent.

## ***2. Adviser***

Throughout the informal or formal resolution process, each party has the right to be accompanied at any meeting or hearing by an adviser of their choice. The adviser may be any person, including an attorney. A party may decline to use an adviser for any or all stages of the formal or informal resolution process, with the exception of the hearing, where any questioning of the other party must be conducted by the party's adviser. If a party does not have an adviser for the hearing, the College will provide an adviser, free of charge, who may be, but is not required to be, an attorney, to attend the hearing and conduct questioning on behalf of that party.

The adviser may observe, provide support, and provide guidance or advice to the party (in a non-disruptive manner). With the exception of the adviser's live questioning during the hearing, the adviser may not speak on behalf of the parties or otherwise participate in, or in any manner delay, disrupt, or interfere with meetings and/or proceedings. An adviser should plan to make themselves reasonably available; the College will not unduly delay the scheduling of meetings or proceedings based on an adviser's unavailability. An adviser may be asked to meet with a College administrator in advance of any proceedings to understand

the expectations of the role, privacy considerations, and appropriate decorum. An adviser may be removed for failure to follow these expectations. The adviser is entitled to review all information gathered in the investigation that is directly related to the allegations (as part of evidence review), to access to the investigation report, and to cross-examine the other party and all witnesses during the hearing.

### ***3. Obligation to Provide Truthful Information***

All College community members are expected to provide truthful information in any proceeding under this policy. Intentionally false accusations will not be tolerated. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of sexual harassment is prohibited and subject to disciplinary sanctions, in accordance with the *Student Handbook* and *Employee Handbook*, as applicable. A claim will not be deemed intentionally false merely because there is insufficient evidence to prove a violation of this policy or because it is deemed to be without merit. An intentionally false claim is one made with knowledge beforehand that it is false and with malicious intent toward another person.

## **XI. Intake and Initial Assessment**

### ***1. Response to a Report***

Any person may report sexual harassment or retaliation to the Title IX Coordinator or the Campus Safety Department or may utilize the other reporting options cited above. A report may be made verbally or in writing. Upon receipt of a report, the Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a formal complaint, will explain to the Complainant the process for filing a formal complaint, and will consider the Complainant's wishes with respect to Supportive Measures.

During the initial assessment, a Complainant may request Supportive Measures only or may file a formal complaint. Alternatively, as described below, the Title IX Coordinator may determine that it is appropriate to file a formal complaint on behalf of a Complainant. After the filing of a formal complaint, the Complainant may decide to seek informal resolution in lieu of a formal resolution process (investigation, hearing, and appeal). A Complainant always is entitled to reasonably available Supportive Measures, regardless of whether a formal or informal resolution process is initiated.

The Title IX Coordinator also will determine whether the policy applies to the report and whether the reported conduct falls within the jurisdiction and scope of the policy and/or Title IX.

### ***2. Overview of Initial Assessment***

As part of the initial assessment, the Title IX Coordinator will:

- Promptly contact the Complainant to discuss the availability of Supportive Measures.
- Consider the Complainant's wishes with respect to Supportive Measures.

- Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the Complainant, the Respondent, any witness, and/or any other individual with knowledge of the reported incident.
- Address immediate physical safety and emotional well-being needs.
- Conduct an individualized analysis of safety and risk for the campus community to determine whether a student Respondent's presence in the College's education programs or activities poses an immediate threat to the physical health or safety of any student or other individual that justifies removal.
- Notify the Complainant of the right to contact (or decline to contact) law enforcement or seek a civil protection order.
- Notify the Complainant of the right to seek medical treatment.
- Notify the Complainant of the importance of preservation of evidence.
- Refer the report to the Campus Safety Department to assess the reported conduct for any Clery Act obligations, including entry in the daily crime log or issuance of a timely warning.
- Provide the Complainant with written information about on- and off-campus resources.
- Provide the Complainant with a copy of this policy and an explanation of the procedural options, including seeking Supportive Measures, the process for filing a formal complaint, the formal resolution process, and informal resolution.
- Notify the Complainant of the right to be accompanied at any meeting or proceeding by an adviser of their choice, and that the College will provide an adviser, without fee or charge, to conduct questioning on behalf of that party at the hearing if they do not have an adviser.
- Assess the available information for any pattern of conduct by Respondent.
- Discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns).
- Explain the College's policy prohibiting retaliation and how to report acts of retaliation.
- Determine the age of the Complainant, and if the Complainant is a minor, make the appropriate report of suspected abuse consistent with Connecticut state law.

The initial assessment will be conducted promptly and the time frame for the initial assessment will be tailored to the context and circumstances. The College will seek to complete the initial assessment within 10 business days but recognizes that there may be circumstances in which the initial assessment takes longer based on the availability of the

Complainant or other necessary information, a Complainant's request to maintain privacy or not seek disciplinary action, or other factors outside of the College's control. The College understands that a Complainant may engage in delayed decision-making, which may impact the timing of the conclusion of the initial assessment.

### ***3. Filing a Formal Complaint***

The formal resolution process (investigation, hearing, and appeal) and informal resolution process are initiated by the filing of a formal complaint. A formal complaint is a written document alleging sexual harassment, within a domestic education program or activity of the College by a Respondent over whom the College has jurisdiction, and requesting initiation of the College's investigation and adjudication process. A formal complaint may be submitted to the Title IX Coordinator.

#### ***a. Mandatory Dismissal of a Formal Complaint***

The Title IX Coordinator will determine whether the conduct alleged in the formal complaint falls within the scope of the policy and the definitions of sexual harassment. The Title IX regulations require the College to dismiss some or all of the allegations in the formal complaint related to sexual harassment if: 1) the conduct alleged, even if substantiated, would not constitute sexual harassment as defined in the Title IX regulations; 2) the conduct did not occur within College's education program or activity; or, 3) the conduct did not occur in the United States. This means that the College may be required by law to dismiss some or all of the allegations in the formal complaint under Title IX and provide the parties notice of the dismissal and the opportunity to appeal that dismissal.

Stated another way, the procedures described in this policy will apply only when all of the following elements are met, in the reasonable determination of the Title IX Coordinator or a Deputy Title IX Coordinator:

- The conduct is alleged to have occurred on or after March 15, 2021;
- The conduct is alleged to have occurred in the United States;
- The conduct is alleged to have occurred within the College's education program or activity; and
- The alleged conduct, if true, would constitute sexual harassment as defined in this policy.

While formal complaints falling outside of the Title IX regulations will be dismissed for Title IX purposes, where such conduct otherwise constitutes prohibited conduct and falls within the scope of either the *Student Handbook* or *Employee Handbook*, it still will be addressed and will proceed to either the formal or informal resolution process described in those other policies.

#### ***b. Discretionary Dismissal of a Formal Complaint***

The Title IX Coordinator or a Deputy Title IX Coordinator may dismiss a formal complaint brought under this policy or any specific allegations raised within that formal complaint at any time during the investigation or hearing if:



- A Complainant notifies the Title IX Coordinator or a Deputy Title IX Coordinator in writing that the Complainant wishes to withdraw the formal complaint or any allegations raised in the formal complaint;
- The Respondent is no longer enrolled or employed by the College; or,
- If specific circumstances prevent the College from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations within the formal complaint.

***c. Notice of Dismissal of a Formal Complaint and How to Appeal the Dismissal***

The decision about whether to dismiss a formal complaint, in whole or in part, may be made at any time in the process. Upon reaching a decision that the formal complaint will be dismissed, the Title IX Coordinator will promptly notify the Complainant and the Respondent of the dismissal of the formal complaint or any specific allegation within the formal complaint and the reason for the dismissal, simultaneously, in writing. If some or all of the allegations in the formal complaint have been dismissed, the parties may appeal this dismissal using the procedure outlined in the “Appeals” section below.

***4. Consolidation of Formal Complaints***

The College may consolidate formal complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. All parties will receive simultaneous, timely notification of any such consolidation. During the course of the investigation, the investigation may reveal the existence of additional or different potential policy violations, which also may be consolidated following notification to the parties of the amended notice of investigation.

***5. Coordination with Other Policies***

Where conduct involves the potential violation of both this policy and another College policy arising from the same or similar set of facts and circumstances, the College has the discretion to investigate and resolve the conduct under the investigation and adjudication procedures set forth in this policy, provided that doing so does not unduly delay a prompt and equitable resolution of the report and that the parties are provided timely notice of a decision to consolidate the cases and an opportunity to respond. In such cases, the decision maker may adjudicate and sanction misconduct that falls outside the purview of this policy, even if the sexual harassment claim is not substantiated.

Complaints that are finally resolved pursuant to the formal or informal resolution processes set forth in this policy may not be pursued under other College policies, if the complaint is based on the same transactions and occurrences addressed under this policy. However, cases that are dismissed pursuant to the mandatory or discretionary dismissal processes described above, prior to any formal investigation or adjudication, may be pursued under other applicable College policies.

***6. Balancing Complainant Autonomy with the College’s Responsibility to Investigate***

The College endeavors to respect the wishes of a Complainant to not pursue a formal complaint. If a Complainant requests that their name or other personally identifiable information not be shared with a Respondent or that no formal complaint be pursued, the

College will balance this request against its commitment to a safe, nondiscriminatory learning, living, and working environment for all community members, including for the Complainant. In particular, the Title IX Coordinator will consider the Complainant's articulated concerns, the safety of the campus community, fairness to all individuals involved, and the College's obligations under Title IX.

In these instances, before taking any further investigative steps, the Title IX Coordinator will discuss any concerns with the Complainant and will seek to address and remedy barriers to reporting based upon concerns about retaliation or questions about procedural options and potential outcomes.

In evaluating the appropriate manner of resolution, including whether the Title IX Coordinator will file a formal complaint in the absence of a formal complaint by the Complainant, the Title IX Coordinator may consult with other College officials or law enforcement agencies, as appropriate, and may consider a range of factors, such as:

- i. The totality of the known circumstances;
- ii. The risk that the Respondent may commit additional acts of sexual or other harassment, which will be informed by additional factors, such as:
  - a. Whether there have been other sexual harassment complaints involving the Respondent;
  - b. Whether the Respondent has a known history of arrests or records indicating a history of violence;
  - c. Any threats of further sexual harassment or other violence against the Complainant or others; and
  - d. Whether multiple Respondents were involved in the reported incident;
- iii. The nature and scope of the alleged conduct, including whether the reported behavior involved the use of a weapon;
- iv. The respective ages and roles of the Complainant and Respondent, including whether the Complainant was a minor at the time of the incident;
- v. Whether the College possesses other means to obtain relevant evidence of the reported conduct (e.g., security cameras, information known to College personnel, or physical evidence);
- vi. The Complainant's interest in the College not pursuing a formal complaint and the impact of such actions on the Complainant;
- vii. Whether the report of sexual harassment reveals a pattern of misconduct at a given location or by a particular group (e.g., intoxication induced by illicit drugs or alcohol);

- viii. Fairness considerations for both the Complainant and the Respondent;
- ix. The College’s obligation to provide a safe and nondiscriminatory environment; and
- x. Any other available and relevant information.

The College will not compel a Complainant to participate in an investigation or disciplinary proceeding. Where the balance of factors requires the Title IX Coordinator to file a formal complaint on behalf of the Complainant, the Title IX Coordinator will inform the Complainant in writing about the chosen course of action.

Because the College is under a continuing obligation to address sexual harassment campuswide, reports of sexual harassment (including anonymous and third-party reports in which names are not mentioned) also will prompt the College to consider broader remedial action such as increased monitoring, supervision, or security at locations where the reported sexual harassment occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

***7. Determination after the Initial Assessment: Scope and Manner of Resolution***

The Title IX Coordinator will consider the nature of the report, the safety of the individual and the campus community, and the Complainant’s expressed preference for the manner of resolution in determining the appropriate course of action to achieve the goals of Title IX and the policy. The range of available resolution options include:

<b>No Further Action</b>	<b>Supportive Measures Only</b>	<b>Formal Resolution</b>	<b>Informal Resolution</b>
<p>This option may involve referral to another College policy or grievance procedure, such as the <i>Student Handbook</i>, <i>Employee Handbook</i>, or <i>Faculty Manual</i>.</p>	<p>These measures will be available regardless of whether a formal complaint is filed.</p>	<p>This option is available only after a formal complaint by a Complainant or the Title IX Coordinator.</p>	<p>This option is available only after a formal complaint by a Complainant or the Title IX Coordinator.</p>

At the conclusion of the initial assessment, the Complainant will receive a written notice of the determination about how the College will proceed.

**XII. Informal Resolution Process**

The College may resolve reports through informal resolution (which may include the possibility of mediation), as appropriate based on the circumstances. Informal resolution is not appropriate for all matters, and the College retains the discretion to determine which cases may be appropriate for informal resolution and the type of informal resolution process that may be appropriate in a specific case.

Informal resolution is available only once a formal complaint has been filed, prior to a determination of responsibility, and where the Complainant, Respondent, and the College voluntarily consent to the process in writing. Informal resolution is not available in cases in which an employee is alleged to have sexually harassed a student.

Before initiating an informal process, the College will provide the parties a written notice of the process and obtain the parties' voluntary, written request for and consent to the informal resolution process. The written notice to the parties will disclose:

- The allegations and potential policy violations at issue;
- The requirements of the informal resolution process (described below);
- The consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- The circumstances under which the parties are precluded from resuming a formal complaint arising from the same allegations; and
- The parties' right to withdraw from the informal resolution process and resume the formal resolution process with respect to the formal complaint, at any time prior to agreeing to a resolution.

Upon initiation of the informal resolution process, the Title IX Coordinator will appoint an individual to facilitate an informal resolution. The appointed facilitator may be the Title IX Coordinator, a Deputy, or a trained third party. The facilitator will meet with both parties to discuss the options for informal resolution. Although face-to-face mediation or a restorative justice process may be suggested, parties will never be required to meet directly with one another as part of the informal resolution process.

When sexual harassment allegations have been resolved through informal resolution by mutual consent of the parties and on a basis that is acceptable to the appointed facilitator in consultation with the Title IX Coordinator or a Deputy Title IX Coordinator, the resolution process shall be considered finally decided and there will be no subsequent process or appeal.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution, which typically will be complete within 60 business days of the initial report.

### **XIII. Formal Resolution Process: Investigation**

The information in the sections below, except as noted, applies to Trinity College employees and students, as well as third parties who wish to file a formal complaint of sexual harassment involving a Trinity employee (staff or faculty) or student to initiate the following investigation and adjudication process.

The College will conduct a prompt and equitable investigation to gather information relevant to the determination of whether there is sufficient information, by a preponderance of the evidence, to determine that a policy violation occurred. The investigation will be impartial and will be conducted by trained investigator(s) who have no actual bias or conflict of interest for or against the Complainant or Respondent.

During the investigation and disciplinary proceedings, both the Complainant and Respondent have equitable opportunities, including the opportunity to receive a written notice of investigation; to participate in the investigation; to review and present information and evidence; to be accompanied by an adviser of their choice to any meeting; to timely and equal access to information that will be used in disciplinary proceedings; to timely notice of meetings at which their presence will be requested or required; to simultaneous written notice of the outcome, sanction, and rationale; and to appeal the outcome.

The investigator(s), not the parties, are responsible for gathering relevant evidence. The Complainant and Respondent will be asked to identify witnesses and provide other relevant information, such as documents, communications, and other evidence, if available. The parties are encouraged to provide all relevant information as promptly as possible to facilitate prompt resolution and are encouraged to preserve relevant evidence. In the event that a party declines to voluntarily provide material information, the College's ability to conduct a prompt, thorough, and equitable investigation may be adversely impacted.

### ***1. Initiating an Investigation***

If the Title IX Coordinator or a Deputy Title IX Coordinator determines that an investigation and adjudication should proceed under this policy, the Title IX Coordinator or a Deputy Title IX Coordinator will assign one or more investigators to conduct a prompt, thorough, fair, and impartial investigation. At the discretion of the Title IX Coordinator or a Deputy Title IX Coordinator, the assigned investigator may be an employee of Trinity College and/or may be an external investigator hired by the College. The investigator also may be an attorney or other individual with legal training. This decision will be informed by the complexity of the case, the availability of internal resources at the time of the investigation, and other reasonable considerations.

Students will play no role as investigators or panelists in the investigation and adjudication process. Any investigator used by the College will receive annual training on issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence, and stalking; the definition of sexual harassment in the Title IX regulations; the scope of the College's education program and activity; how to conduct an investigation that is fair and impartial, providing the parties with notice and a meaningful opportunity to be heard and protecting the safety of all participants while promoting accountability; how to create an investigative report that fairly summarizes relevant evidence; and, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The investigator(s) will be impartial and free from actual bias or conflict of interest for or against the Complainant or Respondent. If either party believes an assigned investigator has a conflict of interest or bias, they must notify the Title IX Coordinator as soon as possible, but no later than three (3) calendar days after receiving notice of the identity of the investigator(s) and/or adjudicator(s). The Title IX Coordinator will consider the nature of the conflict and determine if different individuals should be assigned as investigator(s) and/or adjudicator(s). The Title IX Coordinator's decision regarding any conflicts is final.

### ***2. Notice of Allegations***

The Title IX Coordinator or a Deputy Title IX Coordinator will provide the Notice of Allegations to the Complainant and Respondent. Such notice will occur as soon as practicable after the College receives a formal complaint of the allegations, if there are no extenuating circumstances.

The parties typically will be notified by their institutional email accounts if they are a student or employee and by other reasonable means if they are neither. The College will provide sufficient time for the parties to review the Notice of Allegations and to prepare a response before any initial interview.

***a. Notice Contents***

The Notice of Allegations will include the following:

- i. Notice of the College's investigation and adjudication process and a hyperlink to a copy of this policy;
- ii. Notice of the allegations potentially constituting sexual harassment and sufficient details known at the time the notice is issued, such as the identities of the parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting sexual harassment; and the date and location of the alleged incident, if known;
- iii. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the investigation and adjudication process;
- iv. The name(s) of the investigator(s), including how to challenge participation by the investigator(s) on the basis of a conflict of interest or bias;
- v. Information about the parties' participation options in the process;
- vi. The prohibition against retaliation;
- vii. A list of available Supportive Measures;
- viii. A statement that the parties may have an adviser of their choice, who may be, but is not required to be, an attorney;
- ix. The importance of preserving any potentially relevant evidence in any format;
- x. A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source; and
- xi. A statement that the College prohibits knowingly making false statements or knowingly submitting false information during a College-authorized investigation.

***b. The Duty to Provide Ongoing Notice***

If the investigation reveals the existence of additional or different potential violations of this policy, the Title IX Coordinator will issue a supplemental written notice of investigation. The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding the additional charges.

***c. Acceptance of Responsibility***

At any point during the investigation, the Respondent may elect to accept responsibility for some or all of the policy violations at issue. Where there is an acceptance of responsibility as to some but not all of the charges, the investigation will continue to conclusion, and any acceptance of responsibility will be documented in the investigation report. Where there is an acceptance of responsibility as to all of the potential policy violations, the investigator(s) will complete an investigation report of all information gathered to date and, after consultation with the Title IX Coordinator, will refer the matter for sanctioning, as described below. Where both parties agree, the matter also may be resolved through the Informal Resolution process.

***d. Investigative Steps***

The College recognizes the interests of all persons involved to have the investigation and adjudication process completed in the most expeditious manner possible; however, the College expressly states that it must balance this interest with the need to ensure that a thorough investigation, full participation, and adequate response time are afforded all parties.

During an investigation, the investigator(s) will seek to meet separately with the Complainant, Respondent, and relevant witnesses. Although the parties to the investigation may provide information and evidence, it is the investigator's responsibility to gather any evidence directly related to the allegations in the formal complaint to the extent reasonably available, such as information in the possession, custody, or control of the College (e.g., College security access records, employee or student information, etc.). The investigator(s) will send written notice of the interview date, time, and location, name of participants and purpose of the interview to the parties and witnesses, in sufficient time for the party to prepare and participate.

The investigator(s) will interview the parties and any witnesses likely to have information directly related to the formal complaint. The investigator(s) also will gather other related information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

The Complainant and Respondent will be asked to identify all relevant evidence they would like the investigator to review, as well as witnesses they would like the investigator to interview. Both parties may provide, if they wish, a list of questions they would like the investigator to ask of particular witnesses or of each other. The investigator will exercise reasonable discretion in deciding which questions, if any, should be excluded.

At the conclusion of the investigation, the Complainant and the Respondent will have the opportunity to review and respond to all information gathered in the investigation that is

directly related to the allegations, including information shared by the Complainant or the Respondent during their interviews or through evidence either provides.

### ***3. Witnesses***

The investigator(s) is authorized to contact any and all individuals with potentially relevant information and may interview such individuals on more than one occasion if necessary. The nature and scope of the investigation is within the discretion of the Title IX Coordinator or a Deputy Title IX Coordinator.

Both the Complainant and Respondent have the option to provide names of potential witnesses to the investigator(s). Witnesses are individuals who may have information relevant to the incident, including individuals who may have observed the acts in question, may be able to provide contextual information, or may have other information related to the incident, the disclosure, the parties, or related matters. Witnesses also may be offered to provide subject matter expert information (See Other Evidence: Site Visits and Experts below).

In the event that witnesses are interviewed as part of the investigation, the name of the witness and the information gathered in the interviews will be included in the written investigation report, which the parties will have the opportunity to review at the conclusion of the investigation. Witnesses may be asked to participate in the hearing in response to the information gathered by the investigator(s).

### ***4. Additional Evidence***

Both the Complainant and the Respondent are permitted to provide other relevant evidence to the investigator(s). Evidence includes any facts or information presented in support of an assertion and may include text messages, email exchanges, timelines, receipts, photographs, etc. Any documentation shared by the Complainant or the Respondent with the investigator(s) will be provided to the other party. The investigator(s) also may consider additional documents, items, or other relevant information.

During the course of the investigation, the parties should bring any new or evolving evidence, such as harassing or retaliatory conduct, to the attention of the investigator(s). The investigator(s) may consider such information in the investigation and also will share any information about retaliation or violation of the terms of a Supportive Measure with the Title IX Coordinator for further action.

### ***5. Relevance***

The College will not restrict the ability of either party to gather and present relevant evidence. Evidence is relevant if it makes a material fact more or less probable than it would be without the evidence. In general, the investigator(s) have the discretion to determine the relevance and probative value of information proffered or received. At the live hearing, as further described below, the Hearing Convener has the discretion to determine whether questions posed by the party's adviser are relevant, and only relevant questions may be asked of parties or witnesses at the hearing.

In addition, the investigator(s) and Administrative Hearing Panel will be guided by the following evidentiary considerations:



- ***Prior or Subsequent Conduct of the Respondent:*** In gathering information, the investigator also may consider other reports of, or findings of responsibility for, similar conduct by the Respondent to the extent such information is relevant and available. Such information may be relevant to prove motive, intent, absence of mistake, pattern, or another material fact. For example, where there is evidence of a pattern or conduct similar in nature by the Respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be relevant and probative to the determination of responsibility and/or assigning of a sanction. Similarly, prior or subsequent conduct of a Complainant, even when it involves conduct that may violate College policy, may be considered when relevant. The investigator(s) will determine the relevance of this information, and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.
  
- ***Prior Sexual History of the Complainant:*** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are:
  - Offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or,
  - The questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

However, previous relationships or prior consent cannot imply consent to future sexual acts. The investigator(s), in consultation with the Title IX Coordinator, will assess whether information related to prior sexual history makes a material fact in the investigation more or less likely. Where a sufficient informational foundation exists for the inclusion of prior sexual history, the investigator(s) will provide notice to both parties of the scope of any inclusion of such information in the investigation report. The parties will have a full and fair opportunity to respond to the information included in the investigation report.

## ***6. Social Media and Personal Communications***

The investigator(s) also may consider information publicly available from online sources that comes to the attention of the investigator(s). The College does not actively monitor online sources, however, and as with all potentially relevant information, the Complainant, Respondent, or witness should bring online information to the attention of the investigator(s) if they believe it is relevant. The investigator(s) also may consider communications involving or relating to one or both parties that either party brings to the attention of the investigator(s) or that is provided by the parties in response to a request by the investigator(s). The investigator(s) also may seek a review of information available on College devices or servers, consistent with the College's technology policies.

## ***7. Other Evidence: Site Visits and Experts***

The investigator(s) may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the investigator(s) may consult with relevant experts when deemed appropriate and necessary by the College. If the investigator(s)

or the Administrative Hearing Panel determines that expert witness testimony is necessary, then the College would secure attendance and be responsible for costs. If either party wishes to provide expert testimony or evidence, they are solely responsible for securing attendance of any expert witness at a hearing and for the costs or fees associated with any expert report or testimony.

#### ***8. Medical and Counseling Records and Other Privileged Information***

The investigator(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege. There is no requirement that a Complainant or Respondent share privileged or confidential medical and counseling records. If a person voluntarily chooses to share medical or counseling records with the investigator(s), they must sign a written consent that acknowledges that relevant information from the medical or counseling records must be shared with the other party to ensure the other party has notice of that information and an opportunity to respond.

#### ***9. Expectations of the Parties***

The College expects all members of the College community to cooperate fully with the investigation and disciplinary procedures. It is understood that there may be circumstances in which a Complainant or Respondent wishes to limit their participation, and the College will respect the choice of the Complainant or Respondent as to how to engage in proceedings under this policy. The College may, however, move forward with formal resolution without the participation of a party or parties.

The College will not draw any adverse inference solely from a Complainant's or Respondent's decision not to participate in the investigation or any form of resolution under this policy; however, the Complainant or Respondent should be aware that declining to participate in the investigation may impact the timing and outcome of the case.

In the event that a Respondent who has been notified of an investigation or adjudication fails to cooperate with the investigator(s), the investigation or adjudication may proceed, findings reached, and if appropriate, a sanction imposed based solely on the other information available.

#### ***10. Effect of Withdrawal from the College***

At any time, the College may place an administrative hold on the Respondent's College transcript or defer or withhold the award of the Respondent's degree. Even if a Respondent withdraws from the College, the Title IX Coordinator may proceed with further action as necessary to eliminate, prevent, or address any impacts of the reported conduct.

#### ***11. Safeguarding the Privacy of Complainants and Respondents***

As stated above, the College will not restrict the ability of either party to gather and present relevant evidence. Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information to safeguard the integrity of the process and to avoid the appearance of retaliation.

While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist

them during the process. All parties, however, are encouraged to maintain the privacy of Family Educational Rights and Privacy Act (FERPA)-protected and/or sensitive information gathered or learned in the process.

### ***12. Timing of Investigation***

The investigator(s) will provide periodic updates to the parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation within approximately fifty (50) business days.

At the conclusion of the fact-gathering process and prior to the completion of the investigation report, the investigator will make information gathered in the investigation available for review by the parties and their advisers. The parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send to each party and the party's adviser, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) business days to submit a written response, which the investigator will consider prior to completion of the investigative report. In the written submission, the parties may offer additional comment or feedback on the facts as gathered, clarify information previously shared, suggest additional witnesses, or identify any other relevant information or evidence to assure the thoroughness, sufficiency, and reliability of the investigation.

## **XIV. The Investigation Report**

Based on the written responses to the evidence review, the investigator(s), in coordination with the Title IX Coordinator or a Deputy Title IX Coordinator, will determine whether further investigation is required. In either case, the investigator will produce an investigation report. The Title IX Coordinator or a Deputy Title IX Coordinator will share the report with the Complainant and Respondent, simultaneously, in writing.

The investigation report will be sent to each party and their advisers in an electronic format or a hard copy for their review and written response. Both parties may submit a written response to the investigation report to the Title IX Coordinator or a Deputy Title IX Coordinator within ten (10) calendar days of receiving the investigation report. The Title IX Coordinator or a Deputy Title IX Coordinator may extend this deadline for good cause, in which case, both Complainant and Respondent will be afforded the same duration of time in which to submit a written response.

If a party disagrees with the investigator's determinations about relevance, the party can make that argument in the party's written response to the investigation report and to the Administrative Hearing Panel at any hearing held.

### ***1. Special Situations in the Investigative Process***

The College retains the right to determine, in its sole discretion, if it will address a report of conduct that falls under this policy administratively and outside of the process described herein when the safety of the College community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving either of the parties, or if the

Title IX Coordinator or a Deputy Title IX Coordinator, in consultation with appropriate administrators, determines it is in the best interest of the College and/or the community to do so.

Regardless of whether a complaint is made, the College may investigate health, safety, or welfare concerns involving Trinity College students, employees, programs, or activities, including concerns about sexual violence or harassment. The scope of such investigations will be determined on a case-by-case basis by the College's administration in consultation with legal counsel and may include outside investigators or consultants. Depending on the purpose of the investigation, disclosure of the results may be limited. Faculty, staff, and students are expected to cooperate fully with any investigation authorized by the College.

## **XV. Formal Resolution Process: Hearing and Appeal**

### ***1. Selection of the Administrative Hearing Panel***

Upon submission of the investigation report to the parties, the Title IX Coordinator or a Deputy Title IX Coordinator will select an Administrative Hearing Panel and charge that panel to (a) review the investigation report and the responses of the parties to that report, (b) convene and conduct an impartial hearing with live examination of witnesses, (c) determine whether the information is sufficient, by a preponderance of the evidence standard, to establish that the Respondent violated College policy, and (d) in cases where the Respondent is found responsible, deliberate and impose an appropriate sanction.

The Administrative Hearing Panel will have three members, two of whom must be College employees. The employee members of the panel will be drawn from a pool of College employees who have received specialized training, as described below. Whenever possible, in cases in which the Respondent is an employee of the College, at least one member of the panel will be from the same job classification (i.e., staff or faculty) as the Respondent. The pool will not include the Vice President for Academic Affairs, the Vice President of Finance and Operations, nor the Vice President for Student Success and Enrollment, who must remain available for appeals, nor will the President of the College serve on an Administrative Hearing Panel.

The third member of the panel will serve as the chair and Hearing Convener. The Hearing Convener need not be a member of the College community.

All members of the Administrative Hearing Panel will be free from conflicts of interest and bias for or against either party and will receive annual training on issues related to sexual and gender based harassment, sexual assault, dating violence, domestic violence, and stalking; the scope of the College's education program or activity; how to conduct a hearing and adjudicate in a manner that is fair and impartial by avoiding prejudgment of the facts at issue; technology that will be used at a live hearing; and issues of relevance of questions and evidence. [Training materials are posted on the College's Title IX Office web page.](#) If either party believes a member of the Administrative Hearing Panel has a conflict of interest or bias, they may notify the Title IX Coordinator, who will determine if a designee should be appointed.

### ***2. Notice of Hearing***

The Title IX Coordinator or a Deputy Title IX Coordinator will notify the Complainant and the Respondent simultaneously in writing of the date, time, location, and factual allegations concerning the violation(s); the provisions of the policy alleged to have been violations; the proposed membership of the Administrative Hearing Panel; how to challenge participation

of the any member of the Administrative Hearing Panel on the basis of conflict of interest or bias; the right to have an adviser present at the hearing and conduct questioning on the party's behalf; that the College will provide an adviser, without fee or charge, to conduct questioning on behalf of the party at the hearing if the party does not have an adviser present for the hearing; how to request that witnesses be present at the hearing; information about the hearing format; and the sanctions that may be imposed.

The Respondent and Complainant will be provided the Notice of Hearing at least ten (10) calendar days prior to the date of the hearing. The time frame in which the hearing is conducted may be extended for good cause at the discretion of the Title IX Coordinator or Deputy Title IX Coordinator. Hearings may be scheduled whenever the College is officially open (including summer and winter breaks).

The Complainant and Respondent will have three (3) business days to request that a proposed panel member be recused for cause, conflict of interest, or bias. The Title IX Coordinator or a Deputy Title IX Coordinator, after considering the party's stated reasons for recusal, will determine whether the proposed member should be recused and replaced with someone else. Anyone proposed as a replacement panel member will be subject to the same vetting process and time frame set forth above in this paragraph.

Upon expiration of the deadlines for the Complainant and Respondent to respond to make any potential objections to the proposed members of the panel, the Title IX Coordinator or a Deputy Title IX Coordinator will share the investigation report and the written responses of the Complainant and Respondent to that report and any evidence shared with the parties for their review as part of evidence review with the Administrative Hearing Panel.

### ***3. Impact and Mitigation Statements***

Upon receiving the Notice of Hearing, and until three (3) business days prior to the commencement of the Administrative Hearing, both parties may submit Impact and Mitigation Statements to the Title IX Coordinator or a Deputy Title IX Coordinator. These statements present the parties with the opportunity to share any information they would like the Administrative Hearing Panel to consider when assigning a sanction. The Title IX Coordinator or a Deputy Title IX Coordinator shall disclose Impact and Mitigation Statements to the Hearing Panel only in cases in which the Respondent is found responsible and only after the Hearing Panel already has reached its decision regarding the Respondent's liability.

### ***4. The Hearing***

As promptly as possible, but no earlier than ten (10) calendar days after the Notice of Hearing is issued, the Administrative Hearing Panel will hold a hearing for the presentation of live testimony and examination of relevant witnesses. Throughout the hearing, the Respondent is presumed not responsible.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through electronic video conferencing. This technology will enable participants simultaneously to see and hear one another and all participants. At its discretion, the College may delay or adjourn a hearing based on technological errors not within the College's or a party's control. All proceedings will be recorded through audio and a transcript will be made available to the parties upon request.

The hearing is an opportunity for the parties to address the Administrative Hearing Panel. The parties may address any information in the investigation report and supplemental statements submitted in response to the investigation report. The College will make all evidence directly related to the allegations, as shared in the evidence review, available to the parties at the hearing, including for the purposes of cross-examination.

The Administrative Hearing Panel has the discretion to determine the format for the hearing and its deliberations. Typically, the Complainant and Respondent will have an opportunity to provide an opening statement to the Administrative Hearing Panel. Each party will then have an opportunity to address the Administrative Hearing Panel and respond to questions by the Administrative Hearing Panel, and/or as described below, the other party's adviser. The Administrative Hearing Panel also will hear from relevant witnesses, including the investigator(s). Each party will have the opportunity to question the other party, the witnesses, and the investigator(s) through their adviser of choice, or hearing adviser provided by the College, directly, orally, and in real time. If a party does not have an adviser present at the live hearing, the College will provide an adviser, free of charge, who may be, but is not required to be, an attorney, for questioning on behalf of that party.

Only relevant questions may be asked of a party or witness. Before a Complainant, Respondent, or witness responds to a question, the Hearing Convener first will determine whether the question is relevant and briefly explain any decision to exclude a question as not relevant as defined above. The Administrative Hearing Panel may not draw any inference from the decision of a party or witness to not participate at the hearing.

After all parties and witnesses have been heard, the parties will have an opportunity to provide a closing statement. The adviser may not provide the opening or closing statement and may not provide answers or responses on behalf of a party. The adviser's role during the hearing is to conduct questioning of the other party and any witnesses. A party may never conduct questioning of the other party themselves.

Following the conclusion of the hearing, the Administrative Hearing Panel will resolve all outstanding questions of fact, including the credibility of witnesses and the adequacy of the proof of the allegations, and will render a decision. In determining the outcome of the case, the Administrative Hearing Panel will apply the "preponderance of the evidence" standard, i.e., whether it is more likely than not that the allegations of the complaint are proven, and if so, whether the conduct violated this policy. The burden of proving that this standard was met rests with the College, not the parties to the case. The Administrative Hearing Panel will notify the Title IX Coordinator or a Deputy Title IX Coordinator of its decision. After being informed of the decision of the Administrative Hearing Panel, and only in cases in which the Respondent is found responsible, the Title IX Coordinator or a Deputy Title IX Coordinator shall disclose the Impact and Mitigation Statements, if any, to the Hearing Panel.

### ***5. Assigning a Sanction(s)***

Following receipt of the parties' impact statements, the Administrative Hearing Panel will reconvene to assign a sanction. In addition to the parties' impact statements, the Title IX Coordinator or a Deputy Title IX Coordinator also will provide the panel with a summary of the judicial/disciplinary history (date, charge, and disciplinary action) of the respondent, if applicable, along with any available sanctioning precedents in similar cases. The Administrative Hearing Panel will consider all of the documents and information provided in determining an appropriate sanction. The Title IX Coordinator or a Deputy Title IX

Coordinator will notify the Complainant and the Respondent of the decision of the Administrative Hearing Panel and any sanction imposed, simultaneously, in writing, no later than ten (10) business days following the decision.

The policy prohibits a broad range of conduct, all of which is serious in nature. In keeping with the College's commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Administrative Hearing Panel has great latitude in the imposition of sanctions tailored to the facts and circumstances of each report, the impact of the conduct on the Complainant and surrounding community, and accountability for the Respondent. Sanctions should support the College's educational mission and federal obligations.

In determining the appropriate sanction(s) and/or remedies, the Administrative Hearing Panel will consider a number of factors, including:

- The nature of the conduct at issue;
- The impact of the conduct on the Complainant;
- The impact or implications of the conduct on the College community;
- Prior misconduct by the Respondent, including the Respondent's relevant prior discipline history, both at the College or elsewhere, and any criminal convictions, if such information is available and known;
- Any expression of remorse or acceptance of responsibility by the Respondent;
- Maintenance of a safe and respectful environment conducive to learning;
- Protection of the College community;
- The necessity of any specific action to eliminate the harassment, prevent its recurrence, and remedy its effects on the Complainant or other College community members; and,
- Any mitigating, aggravating, or compelling circumstances to reach a just and appropriate resolution in each case.

Sanctions may be issued individually, or a combination of sanctions may be imposed. Sanctions typically will be imposed immediately, although the Title IX Coordinator in consultation with the Vice President for Student Success and Enrollment (if a student), the Vice President for Academic Affairs (if a faculty member), or the Vice President of Finance and Operations (if a staff member) has the discretion to stay imposition of some or all sanctions pending an appeal. See Part XVI below for the range of possible sanctions.

#### ***6. The Written Outcome Letter***

The Administrative Hearing Panel will prepare a written outcome letter, including the finding of responsibility or non-responsibility, and, if applicable, the sanction and rationale. To the extent permitted by law, the Complainant and Respondent will be informed

simultaneously, in writing, no later than ten (10) business days following the conclusion of the disciplinary hearing.

The written outcome letter will include:

- Identification of the allegations potentially constituting a policy violation;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the policy to the facts;
- A statement of, and rationale for, the result as to each alleged policy violation, including a determination regarding responsibility, any disciplinary sanctions, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

Sanctions will be imposed by the Appropriate College Official. Sanctions against a faculty member are subject to the procedure outlined in Appendix B.9 of the *Faculty Manual*.

## **XVI. Range of Sanctions**

### *1. Students*

Disciplinary action for students may include suspension or expulsion from any or all College program(s) and activities in which the student is enrolled or participating (including club or intercollegiate athletics); admonition; confiscation of property; censure; educational sanctions; referral for alcohol/drug education, assessment, or counseling; restitution; fines; restriction; prohibition against participation; or any combination of these sanctions or those listed in the *Student Handbook*. It also may include other action as deemed appropriate under the circumstances to preserve the rights of the Complainant to a safe environment. Although sanctions for violation(s) of this policy can include any form of discipline as stated in this section, students found to have committed sexual assault most likely will receive a sanction of suspension or expulsion.

### *2. Staff*

Disciplinary action for staff employees is governed by existing policies in the *Employee Handbook* and/or collective bargaining agreements, as applicable, and may include verbal warnings, written warnings, written reprimands, suspension, termination of employment, or other action as deemed appropriate under the circumstances.

### *3. Faculty*



Sanctions against a faculty member are subject to the procedure outlined in Appendix B.9 of the *Faculty Manual*. Disciplinary action for faculty employees includes:

1. Treatment: Medical or psychological treatment may be indicated. The matter may be considered closed when the faculty member is verified by a competent professional to be able to resume his or her duties, or this action may be coupled with admonition, censure, or suspension.
2. Admonition: A letter of admonition will be sent to the Respondent by the Dean. In addition, a copy of the letter of admonition will be placed in the Respondent's official personnel file.
3. Censure: A letter of admonition will be sent to the Respondent by the Dean. In addition, the fact of the admonition will be published in the faculty minutes, and a copy of the letter of admonition will be placed in the Respondent's personnel file.
4. Suspension: This penalty is a temporary separation from the College. The conditions for the return of the faculty member to the College will be stipulated as part of the sanction. Notice of this penalty will be placed in the Respondent's personnel file.
5. Dismissal: This sanction is a permanent separation from the College. Notice of this sanction will be placed in the Respondent's personnel file.

## **XVII. Appeals**

The Complainant and Respondent may appeal the outcome, subject to the limitations set forth below. The Title IX Coordinator or a Deputy Title IX Coordinator will provide written notification to the Complainant and the Respondent of any applicable appeal procedures at the time the Complainant and Respondent receive the Administrative Hearing Panel's written outcome letter. The purpose of an appeal is to allow the College to review and correct material errors in the adjudication process, if any.

### ***1. Grounds for Appeal***

A Complainant or Respondent may appeal the decision of the Administrative Hearing Panel on one or more of the following grounds:

- Discovery of new evidence, which was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could materially affect the original outcome. Omission of factual information that was known and available to the appealing party is not a valid ground for an appeal;
- Procedural irregularity that materially affected the outcome of the matter;
- Abuse of discretion in the issuance of a sanction, meaning the Administrative Hearing Panel imposed a sanction that was significantly disproportionate to the offense; or
- The Title IX Coordinator, investigator(s), and/or any member of the Administrative Hearing Panel had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The right of appeal is available only to a Respondent or Complainant.

## ***2. Appeal Procedures***

An appeal must be made in writing and signed by the party filing the appeal. An appeal in which the Respondent is a faculty employee must be directed to the Vice President for Academic Affairs; an appeal in which the Respondent is a student must be directed to the Vice President for Student Success and Enrollment; and an appeal in which the Respondent is a staff employee must be directed to the Vice President of Finance and Operations. Any of these individuals may assign the appeal to a designee, so long as that person is appropriately trained and does not have a conflict of interest or bias.

Appeals must be made within five (5) business days of receipt of the written outcome letter and must include the grounds for appeal and an outline of any supporting evidence. Appeals transmitted via email will be considered to be “in writing” for the purposes of this section.

When a party appeals either the determination of the Administrative Hearing Panel or the dismissal of a formal complaint, the Title IX Coordinator or Deputy Title IX Coordinator will do the following:

- Notify the other party in writing when an appeal is filed;
- Ensure that the appellate official is not the investigator(s) or a member of the Administrative Hearing Panel and ensure that this individual is trained appropriately; and
- Allow both parties the opportunity to submit a written statement in regard to the appeal.

The appellate official may deny the appeal if it does not satisfy at least one of the four grounds for appeal described above. In cases in which one or more of the appeal grounds have been met, the substance of the appeal will be weighed carefully. If the appellate official determines that there are sufficient grounds to alter the prior decision, it is the responsibility of the appellate official to determine the scope of a new review and to award one of the following two forms of relief:

- Return the case to the Title IX Coordinator or a Deputy Title IX Coordinator with instructions for further investigation, if applicable, and consideration by the same or a different Administrative Hearing Panel; the decision about the composition of the panel remains at the sole discretion of the appellate official; or
- Return the case to the Title IX Coordinator or a Deputy Title IX Coordinator with instructions to appoint a different Administrative Hearing Panel to review the case.

Absent extenuating circumstances, the appellate official will notify the Complainant and Respondent of the appeal decision (i.e., whether the grounds for appeal have been adequately established) simultaneously and in writing within fifteen (15) business days of receiving the appeal and will notify the Title IX Coordinator or a Deputy Title IX Coordinator in writing of instructions for any further action. All decisions by the appellate official are final.

## **XVIII. No-Contact Orders**

No-contact orders are issued to prohibit individuals from visiting, calling, or sending messages to each other, whether physically, electronically, directly, or through third parties. No-contact orders are not disciplinary actions and do not become part of an individual's conduct record. However, failure to abide by a no-contact order may result in disciplinary action and could result in disciplinary sanctions and a conduct record. Alleged violations of no-contact orders involving students will be investigated and adjudicated by the Office of Student and Community Life. For employees, Human Resources will investigate and resolve alleged violations.

The Title IX Coordinator or Deputy Title IX Coordinator has authority to issue no-contact orders in cases involving allegations of sexual harassment. In so doing, the Title IX Coordinator or Deputy Title IX Coordinator will consider all known facts and circumstances that may be relevant to whether a no-contact order should be issued, including, but not limited to:

- Whether there are allegations, threats, or evidence of physical violence, emotional abuse, or intimidation that suggest a danger to either party or to the community;
- The respective living arrangements of the parties;
- Whether the parties share classes, work spaces, or offices;
- How to fairly manage any shared extracurricular activities; and
- How to address issues resulting from overlapping social circles or professional obligations.

The Title IX Coordinator may put a no-contact order in place even if students do not request one if circumstances warrant it.

No-contact orders typically remain in place until the Title IX Coordinator or a Deputy Title IX Coordinator deems it no longer necessary. Prior to dismissing a no-contact order, the Title IX Coordinator or a Deputy Title IX Coordinator will consult with all parties involved. No-contact orders that are long-standing will be reviewed at least every four months with each party. The purpose of the review is to assess compliance and effectiveness, and to determine if any changes need to be made.

## **XIX. Prevention and Education**

The College offers prevention and education programs designed reduce and eliminate sexual harassment, including sexual violence, in the campus community. These programs are available to faculty, staff, students, and covered third parties. Incoming students and new employees receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related programs. Education programs include, but are not limited to, bystander intervention, social event management, and programs around consent. More information is available on the College website.

## **XX. Training, Documentation, and Record Retention Policies**

Individuals facilitating informal resolutions and/or conducting investigations and adjudications under this policy will receive training annually on the issues related to sexual harassment, sexual assault, domestic violence, dating violence, stalking, and related retaliation; how to conduct a prompt, fair, and impartial investigation and/or adjudication process that protects the safety of Complainants and promotes accountability; and any other specific training required by the Clery Act and Title IX.<sup>3</sup>

Further, the Title IX Coordinator, Deputy Title IX Coordinators, and Campus Safety will be educated in awareness and prevention of sexual assault, stalking, and intimate partner violence and will have an understanding of trauma-informed investigation models.

The College will create and maintain the following records for a period of seven years: records of any actions, including any Supportive Measures, taken in response to a report or formal complaint of sexual harassment; records of investigations, including any determination regarding responsibility and any audio recording(s) or transcript(s) created, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant; any appeal and the result of that appeal; and any Informal Resolution and the result of such resolution processes. These records will be maintained in accordance with the privacy protections set forth in Title IX, Title VII, the Clery Act, FERPA, and applicable state law regarding the privacy of personnel records.

**Date:** March 15, 2021

**President Joanne Berger-Sweeney**

A handwritten signature in cursive script that reads "Joanne Berger-Sweeney". The signature is written in black ink and is positioned below the printed name.

---

<sup>3</sup> As required by the Title IX regulations, training required of—and received by—College officials or external professionals involved in responding to reports of sexual harassment is published online.

## APPENDIX A – RESOURCES

### **Available Assistance for Victims of Alleged Sexual Harassment**

#### **Immediate Assistance**

An individual who has been subject to an incident of alleged sexual harassment, has observed an incident, or is otherwise involved should seek immediate assistance as provided below.

**Hartford Police Department: Emergency, call 911 Nonemergency, call 860-757-4000**

A victim of an alleged incident of sexual harassment also may access the following off-campus, confidential advocates, support, and resources at any time (24/7):

- Statewide Sexual Violence Hotline: 888-999-5545
- Statewide Sexual Violence Spanish Hotline: 888-568-8332
- Statewide Domestic Violence Hotline: 888-774-2900
- Statewide Domestic Violence Spanish Hotline: 844-831-9200

**Trinity College Campus Safety: 860-297-2222, 76 Vernon Street  
Campus Safety may, in turn, contact the Administrator-on-Call (AOC).**

- The Administrator-on-Call is a College administrator who is available 24 hours a day, every day. Campus Safety personnel and AOCs are considered Responsible Employees as defined in this policy (see the “Reporting Protocols and Confidentiality” section) and are therefore required to report incidents of sexual harassment to the Title IX Coordinator. The AOC can assist the victim of alleged sexual harassment with contacting confidential campus resources.

The College’s immediate response to an incident of alleged sexual harassment will include consideration of the victim of alleged sexual harassment’s request for confidentiality in accordance with this policy and also may include the implementation of safety measures as deemed necessary.

**Employee Assistance Program for faculty and staff:** [www.HigherEdEAP.com](http://www.HigherEdEAP.com) or 800-225-2527

#### ***Medical Care and Evidence Preservation***

Any individual who may be experiencing or has experienced sexual harassment, domestic violence, dating violence, stalking, or related retaliation is encouraged to immediately seek any necessary medical care and to seek help from an appropriate College official, law enforcement, and/or medical personnel, even if the individual is uncertain about whether to ultimately pursue a complaint, to file criminal charges, or to seek other legal remedies. *It is important for individuals to preserve all possible evidence in case they decide at some point to engage the legal process or to file a complaint with the College.* Therefore, if at all possible, victims of alleged sexual harassment should refrain from changing clothes, showering, or otherwise changing their physical state after an incident until after consulting with medical personnel. The individual also should preserve any available physical evidence, documents, or electronic evidence (e.g., text messages, photographs, social media posts, etc.). Such evidence may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order.

A victim of alleged sexual harassment may seek medical care, including treatment for injuries, preventive treatment for sexually transmitted diseases, pregnancy tests and contraception, and other health services, plus evidence preservation through a medical exam (i.e., evidence collection kit) at the local facilities listed below. Campus Safety will facilitate transportation as needed and may be reached at 860-297-2222.

- Hartford Hospital: SANE (Sexual Assault Nurse Examiner) available: 80 Seymour Street, Hartford: 860-545-5000
- St. Francis Hospital, Hartford: SANE available: 114 Woodland Street: 860-714-4000
- Hospital of Central Connecticut: SANE available: 100 Grand Street, New Britain: 860- 224-5011

An individual seeking medical attention as described in this policy may be accompanied by an advocate. YWCA Sexual Assault Crisis Services (SACS) offers 24/7 trained volunteer advocates who will accompany a person to the hospital, explain the process, provide advocacy, and stay with the person, if they wish, for the duration of the exam and time at the hospital. An advocate may be reached by calling 860-225-4681, ext. 211.

Trinity College's Sexual Assault Resource Team (SART) members (see below) are available during business hours to accompany a person to the Trinity College Health Center or other facility.

### **Ongoing Assistance**

A victim of alleged sexual harassment may receive ongoing assistance from on-campus resources as needed. The service locations and contact information for these resources are detailed below.

**Title IX Coordinator** Shannon Lynch  
 titleixcoordinator@trincoll.edu  
 860-297-2688

### **The Sexual Assault Resource Team (SART)**

Trinity College maintains a Sexual Assault Resource Team (SART). SART members offer support, guidance, referrals, and information. They are trained to provide a prompt and thorough response to victims of all forms of alleged sexual harassment.  
[www.trincoll.edu/Campus-Safety/SART](http://www.trincoll.edu/Campus-Safety/SART)

### ***Appropriate College Officials***

Shannon Lynch, Title IX Coordinator  
 Kristen Noone, Assistant Director, Athletics  
 Joe DiChristina, Vice President for Student Success and Enrollment  
 Jody Goodman, Dean of Student Life and Director of the Bantam Network  
 Robert Lukaskiewicz, Dean of Community Life and Standards and Interim Director of Campus Safety  
 Ann Reuman, Senior Associate Dean and Special Assistant to the Vice President for Student Success and Enrollment  
 Sonia Cardenas, Dean of the Faculty and Vice President for Academic Affairs  
 Takunari Mizayaki, Associate Dean for Faculty Development  
 Dan Hitchell, Vice President of Finance and Operations  
 Anita Davis, Vice President for Diversity, Equity, and Inclusion  
 Michelle Cabral, Assistant Vice President for Human Resources

### **Confidential Resources**

**Spiritual and Religious Life (PE):** Chapel  
 The Reverend Marcus George Halley: 860-297-2013

**Counseling and Wellness Center (PE),** 135 Allen Place, 860-297-2415  
 Haben Abraham, LCSW, Director

(After business hours: An available counselor's phone number may be obtained by calling the office number).

**The Health Center (CE)**, Trinity Hall, 860-297-2018  
Kara Anastasiou, MSN, ANP, BC, APRN, Clinical Lead and Lead Contact Tracer

Health Center Staff, with the exception of front desk staff

**Women & Gender Resource Action Center (WGRAC) (CE)**, Mather Hall, second floor: Laura Lockwood, Director: 860-297-2408

**Multicultural Affairs (MAC) (CE)**, Hamlin Hall, second floor  
Jared Delane, Program Coordinator for P.R.I.D.E. and Cultural House Coordinator

**Queer Resource Center (QRC) (CE)**, 114 Crescent Street  
Crystal Nieves, Director of LGBTQ+ Life

***Other Resources***

The U.S. Department of Education's Office for Civil Rights (OCR) is responsible for enforcing Title IX and other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may be directed to OCR at 800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

## ***SEX OFFENDER REGISTRY (CSCPA ACT OF 2000) EFFECTIVE ON OCT 28, 2002***

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 by first visiting:

<http://communitynotification.com>

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.

## ***TIMELY WARNING POLICY***

In the event that a situation arises either on or off campus, a “Timely Warning” may be distributed, based on the judgment of the Director of Campus Safety, in consultation with the Dean of Community Life and Standards, the Communications Office, and/or the Title IX Coordinator. When a situation constitutes a serious and ongoing threat to persons as well as property, Timely Warnings can be published through bulletins, e-mails, or texts or on the College’s website to inform the College community of the known facts of an incident or to publicize patterns of criminal activity in order to assist members of the Trinity community in preventing further incidents. Timely Warnings also include reminders of services available, such as campus shuttle services, walking escorts, emergency call boxes, and other recommendations.

It is irrelevant whether the victims or perpetrators of a crime are members of the campus community. The Campus Safety Department will post a campus wide Timely Warning alert especially in all situations that could pose an immediate, serious, or continuing threat to the students, faculty, staff, and individuals in the Trinity College community and is reported to a Campus Security Authority or the Campus Safety Department.

The substance of the Timely Warning is carefully determined. When issuing a Timely Warning, the names of the victims remain confidential. If information is known, and if the inclusion of such information would not compromise law enforcement efforts, Timely Warnings include a description of the crime, its location, and injuries, if any, to victim(s).

The Clery Act mandates Timely Warnings only for Clery-reportable crimes.

## ***EMERGENCY RESPONSE AND NOTIFICATION***

The Trinity College Emergency Management Plan is available at the Campus Safety website:

<https://www.trincoll.edu/campus-safety/emergency-management-plan/>

The Emergency Management Team is an assemblage of College officials appointed by the President to advise and assist in making emergency-related policy decisions. The Emergency Management Team is responsible for the development and execution of the College’s Emergency Management Plan. The Emergency Management Plan (EMP) is intended to establish policies and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all portions of the



College. This plan describes the roles and responsibilities of departments, offices, 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. Upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or employees, and taking into account the safety of the campus community, a member of the Emergency Management Team will notify the campus community, **without delay** via TrinALERT, the College's emergency notification system. The notification will be made unless doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. In cases of isolated emergencies that do not have the potential to affect a large portion of the campus, the Emergency Management Team may elect to limit the distribution of notifications to specific segments of the campus community. The Emergency Management Team will determine what information is appropriate to disseminate at different points in time and to which segments of the community. Depending upon the situation, alerts may also be sent to the parent/guardian contacts within TrinALERT as registered by students. The larger community can view information posted on the College website or provided to the media.

To facilitate a rapid dissemination of information, TrinALERT has templates and scripted messages that can be quickly customized to describe the emergency and provide emergency instructions. TrinALERT notifications can be simultaneously broadcast in multiple formats depending on the type of incident, such as:

- 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 an alternate provided by individuals
- Announcements on websites – trincoll.edu and Trinity Today

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

Plan activation begins at the discretion of the Chairperson of the Emergency Management Team upon receipt of information of an emergency event or threat of an emergency. Based on confirmation from Campus Safety and information obtained from local first responders and/or the National Weather Service, the Chairperson of the Emergency Management Team will assess the emergency and activate the emergency management plan to the extent necessary to control the situation.

Every student and staff member is responsible for providing and maintaining his/her up-to-date personal contact information via the 'urgent communication' fields within TCOline (PeopleSoft) so that they can be included in emergency broadcasts via TrinALERT. Full-scale tests of TrinALERT are conducted and publicized annually. The full-scale test allows us to identify and resolve any potential issues as well as familiarize the community with the system. Further information about TrinALERT can be found at the following address:

<https://www.trincoll.edu/campus-safety/trinalert/>

#### ***MISSING STUDENT PROCEDURE***

Under the Higher Education Opportunity Act (Public law 110-315), all Title IV institutions providing on-campus student housing must establish a missing student notification policy and procedures for those who reside on campus.

All Trinity students living in an on-campus student housing facility have the option to register a confidential contact person to be notified in case the student is determined to be

missing. Only Authorized Campus Officials and law enforcement officers in furtherance of a missing person investigation have access to this information.

All Trinity students living in an on-campus student housing facility have the option to register one or more confidential contact(s) with:

- Registrar's Office at Trinity Commons
- Dean of Community Life and Standards Office located at Student Success and Enrollment in the Admissions Building

In the event a student has been officially determined to be missing and he/she has not registered a contact person, the local law enforcement authorities will be notified that the student is missing. All students are advised that any missing student younger than 18 years of age and not emancipated will have his or her parent or guardian notified in addition to any confidential contact and local law enforcement officials.

### **SPECIFIC PROCEDURES**

When a member of the campus community becomes aware that a student is missing, it is urgent to immediately notify Campus Safety. Upon receiving a report, the Campus Safety Department will investigate and determine if the student has been missing from campus housing for a 24-hour period. Campus Safety also will determine whether circumstances warrant a faster implementation.

Upon determining a student is missing, the Campus Safety Department will notify local law enforcement immediately with relevant and known information concerning the missing student, such as:

- Name and 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)
- Name of student's parent(s) or guardian(s)
- Any medical issues
- Locations of places the missing student may frequently visit
- Name of missing student's companion(s) or colleague(s)

The Dean of Community Life and Standards and College-authorized officials will be notified. The Dean of Community Life and Standards will notify the President. A College alert of a student missing from on-campus housing will be issued (with photo if possible). The Dean of Community Life and Standards and Campus Safety will issue the alert. The Dean of Community Life and Standards 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 Community Life and Standards if needed). A complete student incident report will be written by a Campus Safety Officer and Supervisor with all details of the incident.

### ***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:

<https://www.trincoll.edu/campus-safety/>

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

Campus crime, arrest, 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 authorities, athletic coaches, and local law enforcement agencies (Hartford Police Department, East Hartford Police, and Connecticut State Police). 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 public 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.

By October 1 of every year, a letter announcing the release of the Annual Report is posted on the Trinity Today website 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) 297-2222, or at the Dean of Community Life and Standards Office at Admissions Ground Floor, (860) 297-2156.

The Clery Act requires institutions to disclose statistics of crimes that occurred in these locations:

#### **CLERY GEOGRAPHIC LOCATIONS AND DEFINITIONS**

- **CAMPUS** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

- **RESIDENCE HALLS** – A subset of dormitories or other residential facilities for students on campus.
- **NON-CAMPUS** – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **PUBLIC PROPERTY** – All public property, including thoroughfares, streets, sidewalks and parking areas that are within the campus or immediately adjacent to and accessible from campus.

## ANNUAL CRIME STATISTICS

Criminal Offenses	2020				2021				2022			
	On Campus	Student Housing	Non-Campus	Public Property	On Campus	Student Housing	Non-Campus	Public Property	On Campus	Student Housing	Non-Campus	Public Property
Aggravated Assault	1	0	2	13	1	0	0	0	1	0	0	3
Arson	1	0	0	0	0	0	0	0	0	0	0	0
Burglary	5	4	4	0	1	1	2	0	3	2	1	0
Murder / Manslaughter (Non-Negligent)	0	0	0	0	0	0	0	0	0	0	0	0
Murder / Manslaughter (Negligent)	0	0	0	0	0	0	0	0	0	0	0	2
Motor Vehicle Theft	0	0	0	0	3	0	1	0	3	0	1	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: (Forcible)												
Forcible Rape	6	6	0	0	5	4	0	0	1	1	0	0
Fondling	4	3	0	0	1	1	0	0	0	0	1	0
Sex Offenses: (Non-Forcible)												
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	2	2	0	0
Dating Violence	2	1	0	3	3	3	0	0	0	0	0	0
Stalking	4	3	0	0	2	2	0	0	2	1	0	0
<b>Arrests</b>	<b>2020</b>				<b>2021</b>				<b>2022</b>			
	On Campus	Student Housing	Non-Campus	Public Property	On Campus	Student Housing	Non-Campus	Public Property	On Campus	Student Housing	Non-Campus	Public Property
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	3	0	0	0	0	0	0	0	2
Weapons Possession	1	1	0	1	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>	<b>2020</b>				<b>2021</b>				<b>2022</b>			
Alcohol	60	60	0	0	28	28	0	0	26	26	0	0
Drugs	7	7	0	0	4	4	0	0	7	7	0	0
Weapons Possession	1	1	0	0	1	1	0	0	0	0	0	0
* On March 31, 2022, a negligent homicide with a motor vehicle occurred resulting in a loss of a member of the Trinity College community												
* On July 11, 2022, a negligent homicide with a motor vehicle occurred. This did not involve a member of the Trinity College community												
* In September 2022 - one Hate Incident was reported on campus in student housing - Destruction Damage Vandalism to Property based on Religion												
* In November 2022 - one Hate Incident was reported on campus - Destruction Damage Vandalism to Property based on Religion												
In 2022, zero (0) crime reports were determined to be unfounded.												

***DISCLOSURE OF HATE CRIMES***

**2020 Hate Crime Reporting**

In October 2020 - one Hate Incident was reported on campus - Destruction Damage Vandalism to Property based on Sexuality

**2021 Hate Crime Reporting**

In 2021 – one Hate Incident was reported on campus – Intimidation based on Race

**2022 Hate Crime Reporting**

In September 2022 - one Hate Incident was reported on campus in student housing - Destruction Damage Vandalism to Property based on Religion

In November 2022 - one Hate Incident was reported on campus - Destruction Damage Vandalism to Property based on Religion

*The Office of Study Away reported the following 2022 crime statistics:*

<b>Trinity College 2022 Disclosure of Crimes Reported to Campus Safety and Other Administrative Entities for the Office of Study Away</b>			
<b>Type of Incidents Reported to Campus Safety</b>	<b>Total 2020</b>	<b>Total 2021</b>	<b>Total 2022</b>
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Hate Crime	0	0	0
Murder Manslaughter (Non-Negligent)	0	0	0
Murder 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
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

## *THE DAILY CRIME AND FIRE LOG*

The Trinity College Campus Safety Department maintains a log of crimes and fires reported to Campus Safety. The log includes all reported crimes and fires that occurred on campus, in or on non-campus buildings or property, on public property within the campus or immediately adjacent to and accessible from the campus, and within the patrol jurisdiction of the Campus Safety Department.

The Trinity College crime and fire log for the most recent 60-day period is open to public inspection, upon request, during normal business hours of 8:00 a.m. to 4:00 p.m. at Campus Safety Headquarters (76 Vernon Street). Requests for records older than 60 days should be made to the Director of Campus Safety.

The crime and fire log contains the following information:

- The nature of the crime or fire
- The date the crime or fire was reported
- The date and time it occurred
- The general location of the crime or fire
- The disposition of the complaint, if known

The names of 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.

## ***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. The 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**

The 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.

This plan was reviewed and updated in accordance with CT General Statute Sec. 92. Section 10a-156a. The College will cooperate with the Division of Emergency Management and Homeland Security; state and city police; and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

### **Emergency Notification**

Should it be deemed necessary to warn the College community of an impending threat or emergency situation, the Emergency Management Team is designated to direct the College Communications Center (Campus Safety) to activate warning resources and activities. The College Communications Center will broadcast emergency messages via the TrinALERT system network, as appropriate. In outdoor spaces, Campus Safety Officers will use megaphones to relay emergency information. In addition, several buildings utilized by the general public have been equipped with Alertus emergency beacons that display emergency alerts and instructions. In buildings equipped with public address systems, building officials can use these systems as directed by Campus Safety.

### **Meetings and Exercises**

The Core Emergency Management Team meets monthly on the second and fourth Wednesday and as needed due to planned or unplanned events. The team is responsible for annually testing the Emergency Management Plan or any part thereof. Upon completion, an after action review is held and a report generated.

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

<https://www.trincoll.edu/campus-safety/emergency-management-plan/>

## ***ANNUAL FIRE SAFETY REPORT***

The Final Rule published in Federal Register of October 29, 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 consists of residence halls and properties owned by the College, which are on or adjacent to campus, and social houses where students may reside. 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 other property owners, 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 following tables 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.



**RESIDENCE HALLS**

All residence halls are fully equipped with sprinklers and 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 residential halls are addressable, meaning the issue detected can be traced to a specific location. The fire detection, alarm, and sprinkler systems are connected to backup power so they are functional during a power outage. Some dormitories, as indicated below, are also directly connected to the Hartford Fire Department.

<b><i>Residence Hall</i></b>	<b><i>Fire Alarm Monitored by Campus Safety</i></b>	<b><i>Alarm Monitored by Fire Dept.</i></b>	<b><i>Sprinkler</i></b>	<b><i>Fire Drill Dates</i></b>
Boardwalk	Networked/Addressable	No	Yes	unoccupied
Clemens	Networked/Addressable	No	Yes	October 18, 2022
Cook	Networked/Addressable	Yes	Yes	October 19, 2022
Crescent St. Townhouse 1	Networked/Addressable	No	Yes	October 17, 2022
Crescent St. Townhouse 2	Networked/Addressable	No	Yes	October 17, 2022
Crescent St. Townhouse 3	Networked/Addressable	No	Yes	October 17, 2022
Crescent St. Townhouse 4	Networked/Addressable	No	Yes	October 17, 2022
Crescent St. Townhouse 5	Networked/Addressable	No	Yes	October 17, 2022
Doonesbury	Networked/Addressable	No	Yes	October 20, 2022
Elton	Networked/Addressable	No	Yes	October 19, 2022
Funston	Networked/Addressable	Yes	Yes	October 18, 2022
Goodwin/Woodward	Networked/Addressable	Yes	Yes	October 19, 2022
Hansen Hall	Networked/Addressable	Yes	Yes	October 20, 2022
High Rise	Networked/Addressable	Yes	Yes	October 20, 2022
Jackson	Networked/Addressable	Yes	Yes	October 19, 2022
Jarvis	Networked/Addressable	No	Yes	October 19, 2022
Jones	Networked/Addressable	No	Yes	October 19, 2022
North Campus	Networked/Addressable	No	Yes	October 20, 2022
Northam	Networked/Addressable	No	Yes	October 19, 2022
Ogilby	Networked/Addressable	No	Yes	October 20, 2022
Park Place	Networked/Addressable	No	Yes	unoccupied
Smith	Networked/Addressable	Yes	Yes	October 19, 2022
Stowe	Networked/Addressable	No	Yes	October 18, 2022
Summit East	Networked/Addressable	Yes	Yes	October 18, 2022
Summit North	Networked/Addressable	Yes	Yes	October 18, 2022
Summit South	Networked/Addressable	Yes	Yes	October 18, 2022
Vernon Place	Networked/Addressable	Yes	Yes	October 20, 2022
Wheaton (Trinity Hall)	Networked/Addressable	Yes	Yes	October 19, 2022

**CULTURAL HOUSES**

<b>Address</b>	<b>Fire Alarm Monitored by Campus Safety</b>	<b>City Connect</b>	<b>Sprinkler</b>
65 Vernon St. (ASSA)	Networked/Addressable	No	No
69 Vernon St. (La Voz Latina)	Networked/Addressable	No	No
72 Vernon Street (UMOJA)	Networked/Addressable	No	No

**RENTAL PROPERTIES**

Trinity College owns a number of rental houses on or adjacent to the campus. They are not maintained by the Trinity College Facilities Department but are managed by property management companies. 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 is equipped with smoke detectors, as well as common areas in each building. The smoke 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
129 Allen Place	battery powered smoke detectors	No	No
141-143 Allen Place	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
1713-1715 Broad 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
225-227 Zion Street	battery powered smoke detectors	No	No

## **Fire Drills**

Trinity College performs regular mandatory supervised fire drills semiannually in all dormitories and College-owned social houses. Drills are conducted by the Offices of Residential 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, (860) 297-2222, 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 to do so by Campus Safety.
- Report damage to Campus Safety.

All staff must be familiar with the location and proper use of all fire and 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., the exact location of the fire, what is burning and how large the fire 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 MUST NOT RE-ENTER UNTIL THE ALL CLEAR IS GIVEN BY CAMPUS SAFETY.**

**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 (whether someone is 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 Life Coordinator
- 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 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 ensure 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. The 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.

#### **PERSONS NEEDING ASSISTANCE**

Individuals with disabilities needing assistance should be informed of evacuation procedures and routes for all areas of 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 individuals with disabilities.

### **SPECIAL CARE OF HANDICAPPED/MOBILITY CHALLENGED STUDENTS**

The Trinity College community is composed of a large, diverse student population spread out across the 100-acre campus. In each class of undergraduates, it is likely that one or more of the students will have special needs due to mobility or illness issues. Campus Safety will work with the Office of the Bantam Network Residential Community to identify such persons and set special policies and procedures to safeguard them in times of emergency on campus.

Once identified, the members of the Trinity College community needing special assistance in times of emergency situations will be sought out and taken care of by on-duty Campus Safety staff.

City Emergency Services will be advised of these individuals and the special circumstances of each to allow the Campus Safety Department and City Emergency Services to work together to safeguard them. This will be done at all times of emergency circumstances on campus.

### **FIRE PREVENTION**

The *Trinity College Student Handbook* describes the College’s fire safety program and policies. The paragraphs below are taken directly from the handbook.

Fire safety is a serious matter, and it is the responsibility of every resident to protect himself/herself as well as fellow residents. 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.
- Residents must familiarize themselves with emergency exit locations and evacuation procedures.

- 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.
- Intentionally sounding (pulling) a false alarm, making a false emergency call, attempting to ignite and/or 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 \$1,000, (2) immediate eviction, and/or (3) indefinite restriction from campus residence. The residents of an entire building may be billed for common area damages (false alarms) when the responsible party/parties are unknown.
- 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.
- Safety inspections will be conducted by Residential 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:

- 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.
- Small refrigerators, microwaves, and electric coffeepots, hot pots, and tea kettles (with automatic shut-off) are permitted if they are UL (Underwriters Lab, Inc.) listed. Amperage limitations may be imposed.
- Decorative wall coverings must not cover any room fixtures (lights, sprinkler systems, etc.) or hang freely from the ceiling.
- Use of darts and dartboards in any area of the residence halls are prohibited.
- Construction of lofts of any type is prohibited.
- Cement-type blocks (cinder, etc.) are prohibited.
- 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.
- Antennas, satellite dishes, or other external devices are prohibited from the exteriors of the residence halls.
- Extension cords must be in the form of “surge-protectors” or heavy-duty (indoor-outdoor) quality.
- 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.
- The unauthorized use, possession, manufacture, sale, or distribution of weapons such as firearms, air rifles, ammunition, explosives, hand weapons, or fireworks or any kind are prohibited.

***Fire Log***

The Fire Log is maintained by Campus Safety. The statistics gathered for 2020-2022 are compiled and reported in the October 1, 2023, report. The 2022 Fire Safety Report contains statistics concerning the number of fires in 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.

***FIRE STATISTICS***

The following statistics must be collected and reported both in the Annual Fire Safety Report and The Department of Education’s Web-based data collection system for each on-campus student housing facility.

The number of fires and the cause of each fire are included. The causes and categories used are:

Unintentional Fire

- Cooking
- Smoking Materials
- Open Flames
- Electrical
- Heating Equipment
- Hazardous Products
- Machinery/Industrial
- Natural
- Other

Intentional Fire

Undetermined Fire

The number of deaths related to the fire

The number of injuries related to the fire that resulted in treatment at a medical facility

The value of property damage related to the fire

***FIRE STATISTICS***

2020

<b>Date &amp; Time of Fire</b>	<b>Name of Housing Facility</b>	<b>Address</b>	<b>Cause of Fire</b>	<b>Fire related injuries</b>	<b>Fire Related Deaths</b>	<b>Property Damage</b>

In 2020, no fires occurred in on-campus student housing.

2021

<b>Date &amp; Time of Fire</b>	<b>Name of Housing Facility</b>	<b>Address</b>	<b>Cause of Fire</b>	<b>Fire related injuries</b>	<b>Fire Related Deaths</b>	<b>Property Damage</b>

In 2021, no fires occurred in on-campus student housing.

2022

<b>Date &amp; Time of Fire</b>	<b>Name of Housing Facility</b>	<b>Address</b>	<b>Cause of Fire</b>	<b>Fire related injuries</b>	<b>Fire Related Deaths</b>	<b>Property Damage</b>
03/29/2022 at 20:42	Hansen Hall	103 Vernon Street	Unintentional caused by discarded item in trash can	0	0	0

In 2022, 1 fire occurred in on-campus student housing.

***FIRES - ON-CAMPUS STUDENT HOUSING FACILITIES***

Fire Summary							
Name of Facility	Address	TOTALS BY YEAR			2022		
		2020	2021	2022	Fires	Injuries	Death
Boardwalk	183-85 Allen Pl.	0	0	0	0	0	0
Clemens	216 New Britain Ave.	0	0	0	0	0	0
Cook	300 Summit St.	0	0	0	0	0	0
Crescent St. Townhouse 1	9 – 25 Crescent St.	0	0	0	0	0	0
Crescent St. Townhouse 2	31 – 51 Crescent St.	0	0	0	0	0	0
Crescent St. Townhouse 3	53 – 69 Crescent St.	0	0	0	0	0	0
Crescent St. Townhouse 4	94 – 112 Crescent St.	0	0	0	0	0	0
Crescent St. Townhouse 5	76 – 92 Crescent St.	0	0	0	0	0	0
Doonesbury	90-92 Vernon St.	0	0	0	0	0	0
Elton	300 Summit St.	0	0	0	0	0	0
Funston	300 Summit St.	0	0	0	0	0	0
Goodwin/Woodward	300 Summit St.	0	0	0	0	0	0
Hansen Hall	103 Vernon St.	0	0	1	1	0	0
High Rise	175 Allen Pl.	0	0	0	0	0	0
Jackson	300 Summit St.	0	0	0	0	0	0
Jarvis	300 Summit St.	0	0	0	0	0	0
Jones	300 Summit St.	0	0	0	0	0	0
North Campus	163 Allen Place	0	0	0	0	0	0
Northam	300 Summit St.	0	0	0	0	0	0
Ogilby	134 Vernon St.	0	0	0	0	0	0
Park Place	187-89 Allen Pl.	0	0	0	0	0	0
Smith	300 Summit St.	0	0	0	0	0	0
Stowe	194-96 Crescent St.	0	0	0	0	0	0
Summit East	300 Summit St.	0	0	0	0	0	0
Summit North	300 Summit St.	0	0	0	0	0	0
Summit South	300 Summit St.	0	0	0	0	0	0
Vernon Place	114 Vernon St.	0	0	0	0	0	0
Wheaton (Trinity Hall)	300 Summit St.	0	0	0	0	0	0
129 Allen Place	129 Allen Place	0	0	0	0	0	0
1715 Broad Street	1715 Broad Street	0	0	0	0	0	0
AASA	65 Vernon Street	0	0	0	0	0	0
La Voz Latina	69 Vernon Street	0	0	0	0	0	0
UMOJA	72 Vernon Street	0	0	0	0	0	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>



***FIRES – RENTAL PROPERTIES***

<b>Fire Summary</b>						
<b>Address</b>	<b>TOTALS BY YEAR</b>			<b>2022</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>Fires</b>	<b>Injuries</b>	<b>Death</b>
129 Allen Place	0	0	0	0	0	0
141-143 Allen Place	0	0	0	0	0	0
145-147 Allen Place	0	0	0	0	0	0
149-151 Allen Place	0	0	0	0	0	0
155-157 New Britain Ave.	0	0	0	0	0	0
1580 Broad Street	0	0	0	0	0	0
1705-1707 Broad Street	0	0	0	0	0	0
1713-1715 Broad Street	0	0	0	0	0	0
199-201 Allen Place	0	0	0	0	0	0
209-211 Zion Street	0	0	0	0	0	0
213-219 Zion Street	0	0	0	0	0	0
225-227 Zion Street	0	0	0	0	0	0

**TRINITY COLLEGE**  
**300 SUMMIT STREET**  
**HARTFORD, CT 06106**

**DEPARTMENT OF CAMPUS SAFETY**  
**(860) 297-2222**