

**QUINEBAUG VALLEY COMMUNITY COLLEGE**  
**Compliance with the Crime Awareness & Campus Security Act**  
**Report on Campus Safety**  
**(Re-Issued December 15, 2008)**  
**(Dates of Coverage: Jan. 1, 2007 – Dec. 31, 2007)**

**Introduction**

Quinebaug Valley Community College (QVCC) is a community of over 2000 undergraduate students and staff. Two of the campuses are located 28 miles apart, in the town of Danielson and the city of Willimantic. QVCC is a part of the 12 campus CT Community and Technical College System. The College shares many of the same interests and problems of its local communities, including crime. Although the College has been fortunate and has not experienced violent crimes, crimes can occur on our campuses.

The information provided in this report is part of a QVCC commitment to campus safety, crime prevention and awareness. It is the compliance document for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Security Act of 1990). Please read this information, learn how to prevent crimes, report crimes, and practice safe behavior.

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**I. Preface**

The U.S. Congress enacted the Student Right-to-Know and Campus Security Act into Law in November 1990. Title II of this act is known as the Crime Awareness and Campus Security Act, and has been subsequently amended several times. It requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures, and to provide statistics concerning certain crimes that occurred on campus. QVCC will comply with the requirements of the Act by preparing, publishing and distributing policy statements supportive to the theme, goals, and intent of the Act.

In compliance with the act, by October 1st of each year, institutions must publish and distribute to current and prospective students and employees an annual security report that includes statistics concerning the occurrence on campus of certain criminal offenses reported to campus officials. Additionally, information regarding policies and procedures implementing the intent of the act are required to be provided for public access. This document provides those policies; the statistics are available in several locations as outlined below.

### **Bills affecting the Campus Security Act**

**Crime Awareness and Campus Security Act of 1990 (1990)** - Requires colleges and universities to automatically provide current students and staff with basic campus crime statistics and security policies. Prospective students and staff are to be notified of the availability of this information and to be given it upon request.

**Buckley Amendment Clarification (1992)** - Records kept by campus police and security for law enforcement purposes are not confidential "education" records under federal law.

**Campus Sexual Assault Victims' Bill of Rights (1992)** - Requires colleges and universities to afford campus sexual assault survivors certain basic rights, including assistance notifying the police. Schools must have policies in place to address campus sexual assault.

**Foley Amendment (1998)** - The final results of student disciplinary cases where a student has been found to have broken a school rule in association with a crime of violence or non-forcible sex offense are no longer protected from disclosure under federal student privacy laws (FERPA). Victim information is protected.

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998)** - Amends the 1990 Campus Security Act to eliminate loopholes and expand reporting requirements. Statistics for certain off-campus areas have to be disclosed and schools with a security department must maintain a daily crime log.

**Campus Sex Crimes Prevention Act (2000)** - Provides for the collection and disclosure of information about convicted, registered sex offenders either enrolled in or employed at institutions of higher education.

## **II. QVCC Notification Policy:**

In the event that a situation arises, either on or off campus that is judged by the President, Dean of Administrative Services or his designee to constitute an ongoing or continuing threat, a campus-wide "timely warning" will be issued.

**A. Evacuation:** In the event of an obvious immediate emergency (fire, gas leak, bomb, etc.) requiring evacuation, the fire alarm notifier bell will sound. All individuals will depart the buildings.

**B. Non-Evacuation:** "Timely warning" notifications will be issued in a variety of methods to provide guidance in the most prudent manner depending upon the incident type (hostage, shooter, violence, terrorist, etc.) (Danielson only) Primary notification may be made through the use of the fire alarm notifier PA system providing a verbal announcement. (Both locations) Notification may also be made via the telephone system or via direct communication from staff. Emails may be generated to QVCC machines, and an emergency posting placed on the QVCC WEB page. Lastly, hardcopy postings on entrance doors, bulletin boards, and message boards may be used. When safely possible, more than one method of notification will be utilized. Administrative staff will

make every effort to ensure timely updates are given to all students, staff, and visitors regarding the emergency situation.

**C. Other:**

1. The Clery Act requires that the occurrence of certain crimes in the area of the Danielson and Willimantic Campuses be reported to students and staff on a “timely basis”. The types of crimes involved are those which are a) reported to campus security authorities or local police agencies (e.g., Ct State Police), or b) considered by the institution to represent a serious or continuing threat to students and employees.
2. Threats may be to property as well as threats to persons. It is irrelevant whether the threat to person is a member of the QVCC campus or not. There is no limit on what types of crimes are to be reported to the campus community.
3. Both the Danielson CT State Police (Barracks D) and the Willimantic City Police Department have been asked to inform the respective campus senior personnel of the incident of serious crimes to enable evaluation of the crime relative to the need for notification, timing, and method. The objective of Clery legislation to alert the campus community of continuing threats concerning safety, thereby enabling community members to protect themselves. A combination of dissemination methods will be used for the notification.
4. The notification decision will be made on a case by case basis in light of all the facts surrounding the crime. Either the office of the President or the Dean of Administrative Services is responsible for release of this information.

**III. Policy statements as required by the above legislation will be supported by the following:**

1. Policy/Procedures for students, employees and instructors to report criminal activities, or campus emergencies, together with policies concerning the institution’s response to such reports.
2. Policy/Procedures for security and access to site facilities, and building maintenance related security considerations.
3. Policy/Procedure to explain concept of campus law enforcement officials, and prompt reporting of crimes to appropriate police agencies.
4. Policy/Procedures to inform the College community about campus security and specific practices to promote personal safety;
5. Procedures to establish programs that inform students, employees and instructors about the prevention of crime;
6. Procedures on monitoring and reporting criminal activity to the police. QVCC will annually prepare, publish, and distribute statistical reports that identify the occurrence of crimes and the number of arrests at the sites that are specified in the Act. These policy statements and statistical reports will be published in publications that are available to students, employees, and instructors as well as prospective students and the higher education community, upon request;
7. Statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of underage drinking laws; policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws; a description of drug or alcohol abuse education programs provided by QVCC or local agencies; and,
8. Statement of location and availability of information regarding registration of sex offenders

**IV. Executive Summary of Provisions – Details are discussed below**

- a. It is the policy of Quinebaug Valley Community College that incidents of criminal

action or other emergencies occurring on campus be reported to one of the following offices:

- 1) The Office of the Dean of Administrative Services (860) 412-7380 or 412-7381
  - 2) The Office of the Director of Human Resources ((860) 412-7351
  - 3) The Office of the Dean of Learning and Student Development (860) 412-7259 or 412-7260
  - 4) The Office of the President (860) 412-7327
  - 5) Director of the Willimantic Center (860) 423-4491
- b. The College will assess the seriousness of all reported incidents and take appropriate action to protect the person and property of students, employees, and visitors. In the case of allegations of serious criminal acts, the College will seek the assistance of police authorities. Serious criminal acts include but are not limited to murder, rape, or other sexual offenses, robbery, aggravated assault, arson, burglary, and motor vehicle theft.
- c. In the case that a situation arises on or off campus (both Danielson and Willimantic), that is judged by the Dean of Administrative Services to constitute an ongoing or continuing threat, a campus-wide timely warning will be issued. This warning will be issued through the College email system, bulletin boards, message boards, and word of mouth. Anyone with information warranting a timely warning should report the circumstances to the Dean of Administrative Services by telephone (860) 412-7380 or 412-7381, or in person to Room C217, Office of the Dean of Administrative Services.
- d. Quinebaug Valley Community College is committed to free access to campus facilities by students and staff consistent with personal safety and preservation of personal property. During non-business hours, access must be coordinated with and facilitated by the college Maintenance Department.
- e. Campus Security is provided from two sources. During evening hours, a private security vendor provides individuals with no arrest authority at both the Danielson and Willimantic campuses to provide general oversight of security interests. They are responsible for recording security related incidents during these periods as the baseline for documentation of the event. During all hours, the College depends upon the State of Connecticut State Troopers for arrest-authority type support. All incidents of a criminal nature will be investigated by the College administration and in appropriate cases, reported to the State police authorities for disposition.
- f. The college has no formal programs regarding crime prevention. From time to time, informal literature is made available for review.
- g. During the most recent calendar year ending on December 31, 2007 and during the four preceding calendar years, there were no incidents on campus reported to College authorities or State Police agencies of the following criminal offenses: murder, rape or other sexual offenses, robbery, aggravated assault, arson, burglary, or motor vehicle theft. There were no arrests on campus during the CY 2007 period (either Danielson or Willimantic) related to liquor law violations, drug abuse violations, and weapons law violations.
- h. There are no recognized off-campus student organizations: therefore, there is no policy for monitoring criminal activity at off-campus organizations.
- i. To provide information regarding off-campus criminal issues of potential danger to campus personnel, the State Police and Willimantic Police Department have been requested to inform the college when they believe local incidents might

- j. Alcoholic beverages may not be consumed on College premises except by those over 21 years of age at approved College social functions. Only the President of the College may approve serving or consumption of alcohol at any College event. Such functions are held in compliance with State law and the Board of Trustees policy.
- k. No student or employee shall knowingly possess, use, distribute, transmit, sell or be under the influence of any controlled substance on either College campus at a College sponsored activity, function, or event. The College is committed to the enforcement of Federal and State drug laws.
- l. The College offers programs addressing sexual harassment, date rape, and health relationships during the year. Additional programs include alcohol and drug abuse.
- m. The College does not employ pastoral or professional counselors to provide therapeutic services.
- n. If a rape or other sex offense occurs on either campus, the crime victim should immediately contact the local State Police authorities, preserve evidence of the criminal offense, immediately seek medical attention before bathing (preservation of evidence), and report the crime to a College official listed above.
  - 1) The Victim should report the crime to the State Police by calling 911 from a school telephone, to the Troop D State Police Barracks at (860) 779-4900, or by going to the Barracks located in Danielson at 55 Westcott Road.
  - 2) College personnel will assist the victim in making the report to police if the student so requests. The preferred office to provide this support is the Learning and Student Development office(LSD) location, Room 151.
  - 3) The College will take reasonable action to change a victim's academic situation and to assist in changing a victim's living situation if requested by the victim.
  - 4) The College will take disciplinary action against perpetrators upon written complaint by a victim of a sex offense. Such action is authorized by the CTC Board of Trustees Policy on Student Discipline. Both the accuser and the accused have the right to have others present during the disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Disciplinary sanctions may include suspension or expulsion from the College.
  - 5) Information regarding sex offenders may be found by going to <http://www.ct.gov/dps/cwp/view.asp?a=2157&Q=294474&dpsNav=> and search for registered offenders.

## **V. Reporting & Access to Information on College Crime**

### **POLICY**

QVCC students, staff, and instructors will be informed of the provisions of the Crime Awareness and Campus Security Act of 1990, so they will know what crimes to report and to whom they should report them, for the purposes of promoting safety and security at QVCC

sites and classrooms.

**PROCEDURES**

1. The Dean of Administrative Services will be primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act.
2. Criminal activity that happens at both Danielson and Willimantic will be reported to the either Troop D (Danielson post of the CT State police) or the city of Willimantic Police Department, either directly or through a staff member at the campus. Criminal activity that is reportable by law includes the following: murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, and any other emergencies considered to be a threat to the safety and security of the college community.
3. The Dean of Administrative Services will report annually to the President's Cabinet as to the College's compliance with the Act and any problems that have arisen.
4. The Dean of Administrative Services will develop procedures to encourage the college community to report criminal actions and any other emergencies occurring on both campus locations so they can report these crimes to appropriate local or state police agencies. When requested, the QVCC college community will cooperate, within the parameters of QVCC policy, with local law enforcement investigations pertinent to college constituents.
5. Crime Statistics  
The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (20 U.S.C. section 1092) requires that crime statistics concerning the occurrence of crime be published for the most recent calendar year, and during the two preceding calendar years for which data are available in the following categories:
  - on-campus;
  - in or on a non-campus building or property;
  - on public property;

For updated campus security statistics on QVCC, please visit <http://www.QVCC.commnet.edu>

**WEAPON, DRUG, ALCOHOL VIOLATIONS**

<b><u>CATEGORY</u></b>	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>
Weapons Laws Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

**WEAPON, DRUG, ALCOHOL VIOLATION ARRESTS**

Weapons Laws Arrests	0	0	0	0
Drug Abuse Arrests	0	0	0	0
Liquor Law Arrests	0	0	0	0

**UNIFORM CAMPUS CRIME REPORT**

Quinebaug Valley Community College, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is required to annual prepare a Uniform Crime Report. This report reflects the crime statistics on the QVCC College campuses, as defined in the act, for the preceding calendar year.

Each annual report includes the number of full-time equivalent (FTE) students, the number of FTE employees, the number of incidents reported, and the crime rate. The Crime rate is equal to the number of incidents reported divided by the total number of FTE students and employees. For the fall 2007 semester, QVCC's student FTE was 1004.4. The FTE for employees in the year 2007 was 89.

For the 2004, 2005, 2006 and 2007 calendar years, the crime statistics for QVCC were:

<u>CATEGORY</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2007 RATE</u>
a. Criminal Homicide:					
Murder & Non-Negligent Manslaughter	0	0	0	0	0
b. Negligent Manslaughter	0	0	0	0	0
c. Robbery	0	0	0	0	0
d. Aggravated Assault	0	0	0	0	0
e. Burglary	0	0	0	0	0
f. Larceny	0	5	0	2	.0018
g. Motor Vehicle Theft	0	0	0	1	.0009
h. Arson	0	0	0	0	0
i. Sexual Offenses:					
a. Forcible	0	0	0	0	0
b. Non-forcible	0	0	0	0	0

#### **DEFINITIONS OF CRIMES**

1. **Murder and non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another
2. **Negligent manslaughter** – The killing of another person through gross negligence.
3. **Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
4. **Aggravated Assault** – An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. Type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
5. **Burglary** – The unlawful entry of a structure to commit a felon or theft.
6. **Larceny** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another
7. **Arson** – Any willful or malicious burning or attempt to burn a dwelling, building, motor vehicle or aircraft, or personal property of another without with out intent to defraud.
8. **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.
9. **Sex Offense/Forcible** – Any sexual act directed against a person, forcibly and/or against another's will
10. **Sex Offense/NonForcible** – Unlawful, non-forcible sexual intercourse

\* Crime definitions from the Uniform Crime Reporting Handbook

#### **HATE CRIMES**

Under the Clery Act, QVCC is required to report the listed crimes and other crimes involving bodily injury to a victim because that person was intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Hate Crimes statistics for the past four years at QVCC were zero in each of the four years.

1. The Dean of Administrative Services will make crime prevention information available to the college community at appropriate gatherings of students, staff, and instructors.
2. Annual reports will be made available to students, employees and instructors. The annual report will be made available in the college libraries in Danielson and Willimantic so the college community will be informed of any criminal activities that take place at the college sites and/or classrooms.
3. The College leased security force does not provide law enforcement service either on campus or off campus (both Danielson and Willimantic). Their responsibilities are primarily deterrent and escort. Should a serious incident occur, they or the College staff will immediately contact Troop D, Connecticut State police to respond and investigate the incident. The College enjoys a close working relationship with both the State Police and the Willimantic police department. When violations of federal, state, or local are violated or a potential is viewed as presenting an unsafe environment for the campus, they reliably respond to assistance of the campus in a cooperative team approach.

## **VI. Provisions for Site Security — Access to facilities**

### **POLICY**

QVCC seeks to provide an atmosphere of openness for the encouragement of collegiate activity at campus facilities. It is a privilege extended to specific authorized users of the facilities. However, this policy of promoting openness must be balanced by controls on access to college facilities designed to promote safety and security for the college community and regulations on access to and security of college facilities.

### **PROCEDURES**

1. The College will develop rules and regulations on access to and security of College facilities. In general, the campus facilities of Quinebaug Valley Community College are restricted to students, faculty, staff, guests, and invitees of QVCC or CTC except when all or part of the campus facilities are open to the general public for a designated time and purpose. Individuals loitering on campus without a legitimate purpose as specified above may be asked to leave the campus. Failure to comply will result in a request to the appropriate police authority to remove the individual from the campus. Individuals who are clearly intoxicated or appear to be under the influence of drugs will be reported to the Dean of LSD.
2. Each campus will conduct quarterly physical security inspections in accordance with established College procedures and report any problems found during the inspections to the Dean of Administrative Services.
3. The Dean of Administrative Services is responsible for monitoring site safety inspections to ensure that proper follow-up to security concerns take place at those facilities.
4. The Dean of Administrative Services will work with appropriate Cabinet members to coordinate responses to campus security deficiencies of all types as the first order level of corrective action. Other appropriate individuals within the college may be assigned implementation authority for the actual action to be taken in response to physical or procedural problems.
5. Both campuses are equipped with electronic door lock capability. Appropriate campus staff members are provided electronic code access authority. During the day after the official

opening, all doors remain unlocked. After completion of evening classes at both locations, on-duty staff are expected to lock the building for overnight security. No windows are provided with electronic security systems.

6. Unauthorized access to the buildings is reported to a central monitoring service, which in turn notifies senior QVCC staff at both locations of the problem. All building doors and interior motion detection alarms are activated upon building closure. QVCC staff are expected to respond immediately to investigate the problem, and notify appropriate police authority as needed. Violations of these alarmed areas will be documented for future reference.
7. Authorization for use of campus grounds for assembly purposes must be obtained in advance from the events scheduling office in CPL which is responsible for all scheduling of the facilities for non-direct QVCC use. The college maintains an open environment and encourages the community to participate in activities that are open to the public. However, the college reserves the right to restrict unauthorized persons from its grounds when appropriate.
8. The QVCC Maintenance Department monitors and repairs unsafe facility conditions or those raising concerns for personal safety and property protection. QVCC maintains a strong commitment to safety and security through top quality facility conditions.
  - a. Conditions can include inoperative locking hardware, exterior lighting, steps and handrails, unsecured equipment, and hazardous conditions. Security staff personnel are expected to notify Maintenance of any lighting which is not operative.
  - b. If any of these conditions are found, they should be brought to the attention of the Dean of Administrative Services at (860) 412-7380 or 412-7381. Maintenance staff are available for emergency response to these problems from 6 AM to 10 PM five days per week.
9. Remaining in the Building after the campus is closed. Normally no one is authorized to remain in the buildings after published closure time. However, on those occasions when remaining in the building is required, the faculty or staff individual (no students) must preliminary gain permission from the Dean of LSD, who in turn will notify the Dean of Administrative Services for coordination with the Maintenance and security staff. The remaining individual must provide specifics of location within the building and expected departure time.
10. The Environmental Health and Safety Committee (EH&S) is charged with addressing facility concerns on both campuses. Meeting monthly, they will insure action occurs to deal with unsafe conditions. It is comprised of staff, faculty and management members of the college, and works directly with supervision elements for the contracted security staff.
11. QVCC does not employ a permanent badge-authorized police staff. Instead, a contracted, non-sworn security staff is provided at both locations for the evening hours. Even though QVCC does not employ a full time security police force, it is the goal of every member of the QVCC staff to promote, preserve, and deliver feelings of safety through quality services to the members of the campus community.
  - a. The contracted individuals are not authorized to exercise arrest actions, but do intervene where needed to break up physical altercations, escort concerned individuals to their cars, monitor parking lots and building interiors, and advise their supervisors of security concerns. The individual(s) assigned to Danielson work under the direction of the Director of Maintenance; those in Willimantic work directly for the campus director.
  - b. Contracted security individuals complete daily logs of specific routes of patrol, concerns over sighted security incidents, and documentation for real incidents of any

type. These reports are maintained by the Director of Maintenance. Specific incident reports are directed to the Dean of Administrative Services to be processed as needed depending upon the degree of danger involved.

12. It is the policy of QVCC to encourage accurate and prompt reporting of all crimes or incidents to appropriate authorities for investigation and resolution. QVCC will depend upon either the State Police or City of Willimantic Police personnel to carry out both immediate responses to criminal acts underway, and/or carry on investigation and follow-up contacts with the victims. Should QVCC be notified of concern for criminal elements on either of the campuses, all individuals in both buildings will also be notified immediately of the concern and be given direction regarding how the issue will be handled for optimum safety to all.

## **VII. Informing the College Community of Site Safety & Security Provisions**

### **POLICY**

QVCC will inform the College community about campus and classroom security measures to encourage all persons to be concerned about a safe and secure College environment.

### **PROCEDURES**

1. The College will distribute appropriate materials about campus and classroom security procedures to members of the College community.
2. The College community will be informed as to their personal responsibility for safety and security while at the College facilities.

## **VIII. Crime Prevention and Reporting**

### **POLICY**

QVCC will inform students, employees and instructors about the prevention of crimes at the campuses and classrooms.

### **PROCEDURES**

1. Instructors will receive information from their local campus that outlines the provisions of the Act and what their responsibilities are with regard to the law.
2. Staff will receive information from their supervisors about the provisions in the Act and what their responsibilities are with regard to the law.
3. Reporting an Emergency. Suspicious Activity or Crime
  - a. We encourage all students, faculty, staff, and guests of the college to promptly report all criminal incidents and other emergencies to either the Dean of Administrative Services, Dean of LSD, night security personnel, or direct to the local dispatch center at ext 911. The information will be provided to the State Police Barracks Troops D located in Danielson, or if in Willimantic, the City Police Department.
  - b. Be prepared to provide:
    - i. Your name and location
    - ii. Report why you are calling
    - iii. Request medical assistance if needed
    - iv. Provide details of the event
    - v. Description of activity observed
    - vi. Description of person(s) involved

- vii. Location of the person last seen, direction of travel
  - viii. Description of motor vehicle involved
  - ix. Information regarding the presence of weapons
  - x. Stay on the phone until released by the dispatcher receiving your call
- c. Medical Emergencies:
- i. 911 will connect you with the ambulance or EMT service
4. Students will receive this information via the Student Handbook, which is given to new students each semester and which explains their responsibilities and rights in regard to this law, and on the college website.
  5. Although QVCC works hard to ensure safety of all individuals while associated with both campuses, students and employees themselves must take responsibility for their own personal safety and that of their personal belongings. Simple, common sense precautions are the most effective means of maintaining personal security. QVCC Danielson has a well lit campus which appears to be safe; however, students walking across campus or to the parking lots at night, whether male or female, should consider use of the escort security services if they are uncomfortable with the environment.
  6. All valuable personal property should be engraved with the owner's vehicle operator's permit number. Bicycles should be secured with a good lock. Cars should be locked and parked in well lighted areas with all valuable items locked in the trunk. Students and employees should notify the Dean of Administrative Services, the Dean of Learning and Student Development, or the security staff on duty in the evening of any individual present in the buildings or on campus who appears to have no legitimate business there or who arouses suspicion in any way.

## **IX. Monitoring and reporting of crime statistics**

### **Policy**

Statistics regarding frequency and type of crimes occurring on the campus of QVCC will be collected and published under the direction of the Dean of Administrative Services

### **Procedure**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (20 U.S.C. section 1092) requires that crime statistics concerning the occurrence of crime be published for the most recent calendar year, and during the two proceeding calendar years for which data are available in the following categories:

- on-campus;
- in or on a non-campus building or property;
- on public property;
- in dormitories or other residential facilities for students on campus.

The office of the Dean of Administrative Services will collect and oversee the processing of all incident reports. Annually (September), he/she will insure that statistical data are reported to federal sources, are provided to the school library for file and public access, and are reflected on the school WEB page. For updated QVCC campus security statistics, please visit <http://www.qvcc.commnet.edu>.

## **X. Monitoring Off-Site Student Activities**

### **POLICY**

QVCC recognizes its responsibility to employ reasonable measures to monitor the behavior of students in recognized off-site activities. However, there are no recognized or authorized

College supported off-campus student groups. Thus, there are no formal procedures for monitoring off-campus student activities.

#### **PROCEDURE**

1. On a case-by-case basis, the College will cooperate with local and state police agencies in monitoring any criminal activity occurring, or reported, involving College-sponsored off-site student activities.

### **XI. Prohibition and Abuse of Alcohol and Drugs, and Educational Programs**

#### **POLICY**

Use and abuse of all alcoholic beverages and illegal drugs on the campuses of QVCC is specifically prohibited except for specified events administered and sanctioned under Presidential authority. Educational programs will be established to acquaint students with the policy.

The Board of Trustees of Community – Technical Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise. American society is harmed in many ways by the abuse of alcohol and other drugs – decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have pervasive effect upon many segments of society – all socio- economic groups, all age levels and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. (Statement of the Network of Colleges and Universities committed to Elimination of Drug and Alcohol Abuse.)

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful affect it may have on student and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off campus.

Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Trustees policy, and employees and student will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdictions of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to the following conditions, as appropriate:
  - a. When a permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
  - b. When a college permit has been obtained;
  - c. When students bring their own beverages;

- d. When alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.
3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective planning regions.
4. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.
5. The policy of Quinebaug Valley Community College regarding all aspects of drug and alcohol use, abuse, transmittal, sale, distribution, possession, conditions of under the influence behavior are in total agreement with the policy of the Board of Trustees as outlined above.

## PROCEDURE

1. **Alcohol** - Under age possession and/or consumption of alcoholic beverages is not permitted on property owned or controlled by the College. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the College. Alcohol can be served at public events only to those 21 years of age or older, and in conformity with those requirements of the State of Connecticut and QVCC regarding the serving of alcohol. Arrangements for serving alcohol at public events must be made through the office of the Dean of Learning and Student Development (LSD).
2. **Illegal Drugs** — QVCC upholds federal and state statutes prohibiting the use, distribution, or possession of illegal drugs or narcotics, including marijuana. Any individual known to be possessing, using, distributing drugs is subject to disciplinary action and possible arrest, imprisonment, or fine according to state or federal law.
3. **Weapons** — For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to firearms, ammunition, explosives, air guns, BB guns, crossbows and arrows, spring-type guns, slingshots, firecrackers, fireworks, and cherry bombs. Anyone possessing or using any of these weapons may and will be subject to disciplinary action or arrest.

No person, other than law enforcement officers when in the discharge of their official duties, may possess a weapon on the campus premises owned, operated, managed, or under the control of QVCC. This exclusion includes individuals who have obtained permits to carry concealed weapons from the State of Connecticut or any other entity.

## XII. Sexual Assault

### Policy

QVCC is strongly committed to the establishment of an educational environment in which students, faculty, and staff can work together in an atmosphere free of sexual assault.

### Procedure

The college views any act identified as sexual assault as a serious matter. Every member of the college community should be aware that all sexual assaults are prohibited by state law and by college protocol.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Lack of consent may result from inability because of mental impairment of the victim (due to, for example, intoxication), or physical helplessness of the victim (due to, for example, being asleep). Lack of consent may also result from intimidation (due to, for example, the aggressor's language, size, or threatened or actual use of force) that silences the victim. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that would lead to it.

Students will also be disciplined for other sexual offenses which are criminal in nature or which violate other community standards. Victims of sexual offenses should be assured that the College provides many resources, including immediate treatment, counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. The College will consider requests for changes in residential and academic accommodations and work with victims to reach available and reasonable solutions.

The institution may vigorously prosecute and discipline persons identified as responsible for sexual assaults as identified and categorized under federal or state law.

- In addition to criminal prosecution, the college may impose sanctions against students, student organizations, or college faculty or staff members identified as committing or participating in sexual assaults.
- The sanctions listed below may be imposed on individual students found guilty of sexual assaults. The severity and number of sanctions applied will be determined by the nature and degree of the individual act. Possible sanctions include:
  - o Expulsion from the college
  - o Suspension for a specific time period
  - o Probation for a specific period of time
  - o Psychological counseling or assessment
  - o Performance of community service
- Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing.
- Both the accuser and the accused shall be informed of the outcome of any campus proceeding alleging a sexual assault.

### **Reporting of Sexual Assaults**

The survivor should report incidents of sexual assault, including date or acquaintance rape to the Dean of Learning and Student Development (LSD), the Connecticut State Police (Troop D — Danielson), or the designated Sexual Harassment advisor. Calling 911 will immediately contact the caller with the central Danielson Troop Dispatch office who will contact State police personnel. Willimantic campus personnel may contact the Willimantic Police Department at 911.

If you are a victim of a sexual assault at this College, your first priority should be to get to a place of safety. Contact any staff member to gain assistance. You should then obtain medical treatment in a timely manner. You also immediately contact the above noted police authorities to report the incident, and initiate protection of evidence. Time is a critical factor for evidence

collection and preservation.

The survivor should make every attempt to preserve any physical evidence of the assault. This may include not showering or bathing; not cleaning the scene of the incident; and not disposing of any damaged clothing or other items. Evidence may consist of the offender's hair or body fluids; any article of clothing; cuts or abrasion on your body; any article handled by the offender and witnesses; and your memories of everything that happened. Evidence can sometimes be obtained from cigarette butts the offender left. In effect, do not move, or destroy anything in the area where the offense happened.

An assault should be reported directly to the Dean of Administrative Services, the Dean of Learning and Student Development (LSD), the Associate Dean of Community and Professional Learning (CPL), or (in the evening) the security representative. Filing a report with any of the above personnel/offices will not subject the reported victim to scrutiny or judgmental opinions from College officials. Filing a report will enable the College to refer a person who reports a being a victim of a sexual report:

- a. As appropriate for necessary medical treatment and tests
- b. To those who may assist in the proper collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- c. To confidential counseling from counselor specifically trained in the area of sexual assault crisis intervention (these individuals will not be members of the QVCC staff, but of outside agencies.)

If the accused person is another student, the reported victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College's student conduct system or one or the other. A representative from the Connecticut State Police or Willimantic Police Department in conjunction with Dean of LSD (if the reported victim is a student) will guide the reported victim through the available options and support the reported victim in his or her decision. Various counseling options and support services are available in the community.

College student conduct proceedings, as well as the Chancellor's guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. The Handbook provides, in part, that the accused student and the reported victim will each be allowed to choose a person who has had no formal legal training to accompany them throughout the hearing. Both the reported victim and accused student will be informed of the outcome of the hearing. A student found to have violated a policy or rule regarding sexual misconduct may be suspended or expelled from the College or for the first offense in addition to be criminally prosecuted in the courts. Those students who report they are a victim of a sexual assault have the option to request a change in their academic situations after a reported sexual assault, if such changes are reasonably available.

The college does not have a coordinator for or Sexual Response Team. Should an incidence occur, response for the college (to provide survivor assistance and arrange for crisis counseling) will be obtained from outside the College staff. The Dean of LSD will, at the survivor's request, provide assistance and support throughout the investigatory process, should a complaint be filed. The Dean of LSD will assist the survivor in changing academic situation after a sexual assault, if requested, where reasonable accommodations can be made.

### **XIII. Policy on Sexual Harassment and Equal Educational Opportunity**

QVCC provides an equal educational opportunity to all students and does not discriminate on the basis of race, color, sex, sexual orientation, marital status, veteran's status, religion, national or ethnic origin, age, or disability in the administration of educational programs, admission and employment policies, scholarship and loan programs, and other school-administered programs. The college is dedicated to the proposition that all human beings possess an inherent dignity. The College strongly condemns any unlawful or wrongful discrimination against the rights of others.

#### **I. Prohibited Conduct**

##### **A. Acts of Intolerance, Racism, or Harassment**

As the College is committed to maintaining a multicultural academic community in which the dignity and worth of each of its members is respected, it is the policy of the College that acts of intolerance, abuse, or harassment by students, faculty, staff and visitors, will not be tolerated. Any individual who violates this policy will be subject to appropriate action, including, but not limited to, counseling, suspension, expulsion, termination from the campus, or civil or criminal action.

Acts of intolerance and abuse are defined as any offensive verbal, written, or physical conduct directed at a person or group based upon race, color, national and/or ethnic origin, gender, sexual orientation, disability, religion, veteran's status, age, or association with persons different from oneself where such behavior is intimidating, hostile, demeaning, or could or does result in emotional or physical harm, embarrassment, or fear of one's personal safety.

Abuse and harassment include offensive behavior that interferes with a person or group's educational status or participation in campus activities, or which creates a hostile academic, social, or living environment. Prohibited behaviors include threatening or offensive letters, use of threatening or demeaning language, vandalism, or graffiti to student residences, and stalking or aggression relating to dating relationships.

##### **B. Sexual Harassment**

QVCC does not condone or tolerate any behavior (verbal, electronic, or physical) by a College employee, student, or visitor that would constitute sexual harassment. Such behavior will subject the harasser to appropriate sanctions, including, but not limited to, counseling, suspension, expulsion, or civil or criminal action. Sexual harassment is a form of illegal discrimination referring to a wide range of inappropriate behaviors and/or unwanted conduct of a sexual nature that effectively denies the victim of the harassment the opportunity to work and/or study in a non-threatening, stress-free environment.

QVCC defines sexual harassment in the following ways: Sexual harassment shall include, but not be limited to, unwelcome sexual advances, direct or indirect sexual demands, requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's educational success.
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

QVCC considers use of the internet for viewing pornographic material or carrying on "chat" sessions to be sexual harassment and are strictly forbidden. This may involve either use of QVCC personal computers, or while using personal non-QVCC laptops or other access equipment while hooked into the CTC system either by hard wire or wireless connections.

Furthermore, the College considers it a violation of an individual's rights to retaliate against a person who has initiated an inquiry or complaint having to do with abuse or harassment, and/or to instigate any other person to participate in such activity.

## **II. Reporting of Incidents of Abuse or Harassment**

- A. Any incident of criminal misconduct, such as physical assault or destruction of property, should be promptly reported to either the Dean of Administrative Services or the Dean of Learning of Student Development (LSD).
- B. Any incident of abuse or harassment by a student or an unidentified perpetrator should be promptly reported to the Office of the Dean of LSD. The report will be reviewed and, if appropriate, the student disciplinary process will be initiated.
- C. Any incident of abuse or harassment by a College employee should be promptly reported to the compliance coordinator in the Office of the Dean of LSD. The procedures for resolution are set forth below.

## **XIV. Equal Opportunity Grievances by Students Involving College Employees**

Students who feel that they have been discriminated against or subjected to harassment by a College employee in violation of the above policies or federal statutes Title VI, Title IX, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act, are urged to promptly report the matter to the compliance coordinator in the Office of the Dean LSD.

### **A. Investigation and Informal or Formal Resolution**

The complaint will be referred to the compliance coordinator for appropriate action. If the reported incident is not of a serious nature or in situations where is communication is occurring, the compliance coordinator may attempt to resolve the matter through discussion and mediation with the alleged harasser's supervisor. In situations where serious misconduct is reported, the College designee will investigate and determine the appropriate action. The complainant and the alleged perpetrator will be notified of the disposition within 45 days.

### **B. Formal Grievance Process**

If the student is not satisfied with the above resolution, the student may submit a written grievance within 30 days to the compliance coordinator stating the nature of the complaint, a description of the incident(s) and any possible witnesses, and the remedy sought. The compliance coordinator will seek a resolution of the grievance. If it cannot be resolved, the compliance coordinator will convene a resolution committee consisting of representatives of the College community. The committee will consider the evidence presented, determine the facts, and recommend a decision to the President.

## **XV. Registered Sex Offenders**

## **POLICY**

Provide information regarding sex offenders to all students and staff in a current, convenient, and confidential manner.

## **PROCEDURES**

Community Notification of Where to Access Sex Offender Information In accordance with federal law (Campus Sex Crimes Prevention Act of 2000), the College is required to advise the campus community where information concerning registered and convicted sexual offenders may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student

The Campus Sex Crimes Prevention Act consists of three major components:

1. Registered sex offenders are required to provide notice to the COPS of each institution of higher education at which the offender is employed or is a student and of any change in such status.
2. While institutions of higher education are not required to request information concerning registered sex offenders, they are required to inform the college community where criminal record information concerning registered sex offenders may be obtained.
3. If a student is a registered sex offender, information provided to an institution concerning this status is not subject to protection from disclosure under the Family Education Rights and Privacy Act.

In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry unit, pursuant to Connecticut General Statutes 54-250. The Sex Offender Registry information provide under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as provided by law.

Accordingly, in order to access public information pertaining to registered sex offenders enrolled or employed at the College, please contact the Connecticut Department of Public Safety (COPS) State of Connecticut Sex Offender Registry Board, at their website:

<http://www.ct.gov/dps/cwp/view.asp?a=2157&Q=294474&dpsNav=|>

for information concerning registered sex offenders. Sex offender registry information is also available at CDPS offices throughout the State, at local police departments and at the State police troops with regional jurisdiction.