

HOUSATONIC COMMUNITY COLLEGE
DEPARTMENT OF PUBLIC SAFETY/SECURITY



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

ISSUED SEPTEMBER 2009 FOR THE YEAR 2008

REPORT ON CAMPUS SAFETY

Issued September 2009

For the period January 1-December 31, 2008

Housatonic Community College provides its report on campus safety in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". This report is available to any applicant, student, or employee who requests a copy. The report is published each September.

Housatonic Community College's Department of Public Safety is located in room A105, on the first floor in Lafayette Hall. There are additional security offices in room C101, in Lafayette Hall, and on the first, second and third floors of Beacon Hall. Security patrols the campus on a regular basis. The Department of Public Safety is in charge of the college's "lost and found". Please turn in any found items to security. If you think you may have lost something on campus, you should check with the department of Public Safety. If it has not been turned in you should fill out a Lost Property form in case your item is turned in at a later time.

The Director of Public Safety is Christopher Gough. Mr. Gough graduated from the Connecticut Police Academy and has special police powers granted by the state Commissioner of Public Safety under the provisions of Section 29-18 of the Connecticut General Statutes. He supervises the security force, which consists of Police and State Officers and a private contract security company, selected through the State bid process. The current contract company, as of September 2008, is Securitas Security Services. State Officers supervise each shift. Police and State Officers, and contract security guards are on patrol during all college hours of operation. The Public Safety/Security Department reports to Richard Hennessey, the college's Director of Facilities.

College students, employees, and visitors park in the Housatonic Community College parking garage located at 870 Lafayette Boulevard. Students should register their vehicles at the garage Security office, which is located next to the garage entrance on Lafayette Boulevard, to receive their parking hangtag. Employees should register their vehicles at the main Public Safety office in Lafayette Hall. There is State and Security Officers assigned to the garage any time it is open. They perform routine foot and vehicle patrols of the garage.

In accordance with State law, Housatonic Community College has a smoke-free status. Smoking is not permitted anywhere in the college building. The Department of Public Safety offers upon request, escorts to students, staff and guests to/from their vehicle parked in the college garage. To request an escort, stop by or contact the Security Office.

Timely Warnings format

In the event that a situation arises, either on or off campus, that is judged by The Director of Public Safety or his designee to constitute an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College e-mail system, bulletin boards, message boards and, if appropriate, the campus’ student newspaper. The Department of Public Safety regularly communicates with State and Local Police who inform the department about crimes reported to them such as assaults, gang activity, vehicle thefts and break-in’s etc, that may warrant a timely warning. Anyone with information warranting a timely warning should report the circumstances to Security by telephone at 332-5025 or in person at the Department of Public Safety office in Lafayette Hall.

Policy Statement reporting crimes and other emergencies

To report a Crime: Contact Security at 332-5025 or by pressing the star key twice on any phone on the campus or dial 9-1-1 or in such other manner as the campus provides, such as: by using the Blue Light intercoms located in the corridors and the parking garage, or by activating the personal duress “Spider” system. Any suspicious activity or person seen in the parking garage or loitering around vehicles, inside or around buildings on campus should be reported to the Security Department.

Security, the State Police, Bridgeport, Milford and Ansonia Police Departments have a mutual aid and assistance agreement. Each department augments the other within their jurisdictions conducting mutual investigations, arrests and prosecutions.

Crime Reporting

The Department of Public Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Department of Public Safety cannot hold reports of crime in confidence. The Department of Public Safety maintains a daily Crime / Incident Log. This log is available for inspection upon request during regular business hours.

Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to Housatonic Community College obtained from the following sources: the college's Department of Public Safety, the City of Bridgeport Police Department, the City of Milford Police Department, and the City of Ansonia Police Department and the non police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to College Deans, Directors and Department Heads. Statistical information is requested and provided to the Department of Public Safety by the employees of the college's counseling area. The college crime statistics along with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics are gathered, compiled and reported by the Director of Public Safety.

A postcard is sent to every enrolled student, and a college wide electronic mail is sent to current employees on an annual basis. The information contained on the post card and e-mail includes a brief summary of the contents of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, and the address for the web site where the report can be found on line.

Policy on Access and Security

During business hours, the College will be open to students, parents, employees, contractors, guests and invitees. During non business hours access to all College facilities is by key, if issued, or by admittance via the Department of Public Safety staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Over extended breaks, the doors will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the library, bookstore, gallery and cafeteria. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean of Administration's Office, Facilities and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the Directors of Facilities, Department of Public Safety and Maintenance meet regularly to discuss issues of pressing concern.

Policies concerning campus law enforcement, including the enforcement authority of security personnel.

Members of the Department of Public Safety have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. The Department also has State Building and Grounds Officers and contract security through Securitas Services Inc. Building and Grounds Officers and contract security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Building and Grounds Officers and contract security officers do not possess arrest powers and refer criminal incidents to the members of the department who have arrest authority or to the State or local police. If minor offenses involving College rules and regulations are committed by a College student, the Department of Public Safety may also refer the individual to the Dean of Students.

Major offenses such as murder, rape, aggravated assault, robbery and auto theft are reported to the local police and joint investigative efforts with investigators from the College, State Police and city police are deployed to solve these serious felony crimes. All criminal offenses, both felony and misdemeanor, are prosecuted at the Superior Court of Connecticut.

No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department, or special police force established under section 10a-142 of the general statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution.

Per agreement with the State and Bridgeport Police Departments, the College Security Department's jurisdiction extends west to the midline of Lafayette Blvd, east to the midline of Broad Street, south to the midline of N. Frontage Street and north to the midline of State Street.

Policies and procedures encouraging accurate and prompt reporting of all crimes to campus Department of Public Safety and local police

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the College Department of Public Safety in a prompt and accurate manner. This publication focuses on the Department of Public Safety because it patrols the campus.

To report a crime or an emergency on the campus, call the Department of Public Safety at 5025 or press the star key twice, or from outside the College telephone system at (203) 332-5025. To report a non-emergency security or public safety related matter, call campus security at 5025 or press the star key twice, or from outside the College telephone system, (203) 332-5025.

Dispatchers are available at these respective telephone numbers during college hours of operation to answer your call. In response to a call, the Department of Public Safety will take the required action, dispatching an officer or asking the victim to report to the department office to file an incident report.

All campus incident reports are forwarded to the Administrative Team for review and potential action. Department of Public Safety officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Administrative Team.

If assistance is required from the State, Bridgeport Police Department, EMS or the Bridgeport Fire Department, security personnel will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene including security will offer the victim limited services. HCC does not have a Sexual Assault Crisis Consultation Team.

This publication contains information about on-campus and off campus resources. It is made available under the requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics to provide College

community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be promptly reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Policy Addressing Counselors and Voluntary Confidential Reporting of Crime Statistics

The College does not employ pastoral or professional counselors to provide therapeutic services. Academic Advisors and counselors are required to report any crime revealed to them to the proper authorities. They do not hold these reports in confidence. The college does not participate in a Voluntary Confidential Reporting program.

Security Awareness Programs

During spring and fall orientation, students are informed of services offered by the Department of Public Safety. Students are made aware of the campus crime report as well as how to be safe on the campus and parking garage and how to protect belongings. At the beginning of the fall semester all registered students are notified by mail of the availability of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report on the college's web home page. Employees of the college are notified by the campus electronic mail system of the availability of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report on the college's web home page.

HCC also participates in the Governor's Statewide Healthy Campus Initiative. HCC's Health Services offers a course each semester called "Making Healthy Choices". This course is designed to intervene early and inform students about making healthy choices while showing the health risks of abusing alcohol and other drugs. HCC also participates every year in a city wide "Health Fair" where exhibitors on campus present information and provide resources in the area of alcohol and other drug abuse.

Through Student Affairs / Student Activities / Student Clubs, many safe, substance free alternative activities are provided for students. Information is available at the Student Services area located on the third floor of Beacon Hall. Throughout the fall and spring semesters awareness programs are also offered through the Women's Center located in room 371 Beacon Hall. Counselors from the Student Affairs / Counseling Center are available to advise and refer students who are in need of local resources in the area of alcohol and other drug abuse.

The common theme of any awareness program is to encourage students, faculty and staff to be aware of their responsibility for their own security and the security of others. Periodically the college will run crime prevention and awareness bulletins on the in house TV monitors and reader boards, as well as posting them on kiosk displays. When time is of the essence, information is released to the College community through security alerts posted prominently throughout the campus, through computer memos sent over the College's electronic mail system, and a voice mail/broadcasting system. The College does not offer formal programs regarding crime prevention.

Policy Statement Addressing Criminal Activity off Campus

The College's Security Department does not provide law enforcement service off-campus. Criminal activity off campus is monitored and recorded by the Connecticut State Police, Bridgeport, Milford and Ansonia Police Departments. Student Affairs and College Security enjoy a close working relationship with the Connecticut State Police, Bridgeport, Milford and Ansonia Police Departments when violations of federal, state or local laws are reported. This cooperative team approach addresses situations as they arise as well as future concerns. Crime statistics from the various off campus sites are gathered yearly and included in the campus crime statistics portion of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics.

Policy on Drugs and Alcohol in the Community Colleges

Housatonic Community College has a zero tolerance policy on the possession, use or sale of drugs and alcohol on campus in accordance with the State Community College policy on drugs and alcohol, listed below. The policy may also be access as a link on the college's web home page, and can be found in the Student Hand Book.

Drugs and Alcohol in the Community Colleges

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 a 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 the 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 effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college 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 students 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 jurisdiction of the Board:

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.

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 temporary 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.

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 service planning regions.

This policy shall be published in all college catalogs, faculty and staff manuals and other appropriate literature.

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. (Adopted November 20, 1989)

Housatonic Community College Alcohol and Drug Policy

Housatonic Community College's standards of conduct are in compliance with Public Law 101-226, the Drug Free Schools and Communities Act. The standards of conduct prohibit unlawful possession, use or distribution of illicit drugs or alcohol by students, employees or visitors on the college campus or at college activities. Any person knowingly and unlawfully possessing, using, transmitting, selling or being under the influence of any dependency producing drug or alcohol on campus or at any college sponsored activity or event may be subject to disciplinary action.

Policies Regarding Sex Offenses

If you are a victim of a sexual assault at this College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College Security Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College Security Officer. Filing a report with a College Security Officer 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 being a victim of a sexual assault :

as appropriate for necessary medical treatment and tests;

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)

to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a person contacts the Security Department and reports they have been the victim of a sexual assault, the Connecticut State Police and/or Bridgeport Police and Dean of Students will be notified as well.

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 both. A representative from the Security Department or the Dean of Students (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 for the first offense in addition to being 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.

Housatonic Community College Policy on Sexual Misconduct, Assault or Rape

Sexual assault occurs when a person performs or compels another person to perform a sexual act or to have any form of sexual contact without consent. Rape is a specific 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 the impairment of the victim which can include being under the influence of alcohol or other substances, or physical helplessness of the victim. Lack of consent may also result from intimidation to include physical force to silence 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. Prohibited conduct includes sexual assault, rape attempted sexual assault or rape, indecent exposure, voyeurism, or possession or distribution of illegal pornography. In addition, sexual assault and other sexual offenses are illegal under Connecticut General Statutes and may be prosecuted in a court of law.

Any behavior that constitutes a sexual offense under this policy, or other sexual offenses that are criminal in nature are subject to disciplinary action, whether or not criminal charges are filed.

Victims of sexual offenses should be assured the college will provide many resources, including but not limited to immediate treatment through the college's health services and local EMS services, counseling support and police assistance. The College may provide certain services to a victim if the assault occurred off campus, but involves another student. Care and consideration of the victim's wishes will be taken into account at all times throughout the intervention process.

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with Housatonic Community College's Department of Public Safety and the Connecticut State Police. Reports made to the Department of Public Safety are shared with the office of the Dean of Students for disciplinary review and action. Victims should seek immediate medical assistance as there may be internal or external injuries and may need treatment for disease or infection. Physical evidence of a sexual assault, which includes but is not limited to hair and body fluid transfer, is highly perishable and all efforts should be made to preserve it. A victim of a sexual assault should not wash or change clothing until instructed to by law enforcement or medical personnel.

Victims are urged to seek counseling and emotional assistance. Counseling services can be initiated through the college's resources or from outside services such as the Bridgeport Center for Women and Families.

The college's student standards of conduct and disciplinary process are outlined in the Student Handbook. For further information on either of these subjects, contact the Dean of Students office at extension 5184, or in room A 110.

Important phone numbers for victims of sexual assault

Department of Public Safety	ext. 5025 or 332-5025
Office of the Dean of Students	ext. 5184 or 332-5184
Health Center	ext. 5062 or 332-5062
Counseling Services	ext. 5097 or 332-5097
State Police Department	(203)-696-2500
Bridgeport Police Department	(203)-576-7671
Bridgeport Center for Women & Families	(203)-333-2233
Bridgeport Hospital	1-888-357-2396
St Vincent's Medical Center	(203)-576-5171

Policy Statement Addressing Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders 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.

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 provided 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 or 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 a willful violation shall be punishable as provided by law.

Housatonic Department of Public Safety routinely reviews the registry, and the college is notified by the State Police if any convicted sex offenders registers for class, or applies for employment at the college.

The Connecticut Sex Offender Registry may be accessed on the Connecticut State Police website through the following: <http://www.ct.gov/dps/site/default.asp>. Registry information is also available at Police Departments.

Weapons Policy

Persons carrying firearms, fireworks, dangerous weapons, or unauthorized chemicals into the building or on the college's grounds may be subject to disciplinary action.

WEAPON, DRUG, ALCOHOL VIOLATIONS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require Housatonic Community College to disclose the number of persons who were referred for campus disciplinary action for weapon, drug, and alcohol violations.

CATEGORY	2006	2007	2008
WEAPON LAW VIOLATIONS	0	0	0
DRUG ABUSE VIOLATIONS	1	0	0
LIQUOR LAW VIOLATIONS	0	0	0

WEAPON, DRUG, ALCOHOL ARRESTS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Housatonic Community College publishes statistics concerning the number of arrests for the following crimes occurring on campus:

CATEGORY	2006	2007	2008
WEAPON LAW ARRESTS	0	0	0
DRUG ABUSE ARRESTS	1	0	0
LIQUOR LAW ARRESTS	0	0	0

UNIFORM CAMPUS CRIME REPORT

Housatonic Community College, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is required to annually prepare a Uniform Crime Report. This report reflects the crime statistics on the college's campus, non campus and public areas 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 2008 semester, Housatonic Community College's student FTE was 2885 The FTE for employees in the year 2008 was 146.

For the 2006, 2007 and 2008 calendar years, the crime statistics for Housatonic Community College are as follows:

CATEGORY	2006	2007	2008	2008 RATE
CRIMINAL HOMICIDE:				
MURDER & NON-NEGLIGENT MANSLAUGHTER	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0
ROBBERY	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0
BURGLARY	0	0	0	0
LARCENY	7	16	21	.0070
MOTOR VEHICLE THEFT	0	0	0	0
ARSON	0	0	0	0
SEXUAL OFFENSES:				
FORCIBLE	0	0	0	0
NON-FORCIBLE	0	0	0	0