



UNIVERSITY OF HARTFORD

2019 Annual Security and Fire Safety Report

Information for 2018-2019 Academic Year



**Department of Public Safety
200 Bloomfield Avenue
West Hartford, CT**

Contains Statistics for Calendar Years 2016 | 2017 | 2018
Main Campus | Asylum Avenue Campus | Mort and Irma Handel Performing Arts Center

ACKNOWLEDGEMENTS

The Clery Team is acknowledged for their time, work and dedication to this publication:

Aaron Isaacs, Dean of Students

David Stender, Director of Student Conduct & Conflict Resolution

Marian Antunes-Doran, Clery Compliance Officer & Investigator

Michael Kaselouskas, Chief, Department of Public Safety

Tyler Casale, Investigator, Crime Prevention Coordinator

Daniel Peeler, Fire Prevention Specialist

TABLE OF CONTENTS

<p>The Clery Act 5</p> <p style="padding-left: 20px;">About the Annual Security Report.....6</p> <p style="padding-left: 20px;">Annual Disclosure and Distribution.....6</p> <p style="padding-left: 20px;">Message From the Chief Of Public Safety.....6</p> <p>University of Hartford Values and Mission Statement 6</p> <p>University of Hartford Campuses 6</p> <p style="padding-left: 20px;">Security & Access to University Facilities.....6</p> <p style="padding-left: 20px;">Access & Security in the Residential Areas.....6</p> <p style="padding-left: 20px;">Maintenance & Security of Campus Facilities.....7</p> <p>University Law Enforcement Policy 7</p> <p style="padding-left: 20px;">Interagency Cooperation with Local, State, and Federal Law Enforcement7</p> <p style="padding-left: 20px;">Campus Security Authority (CSA).....8</p> <p>Reporting Crimes and Other Emergencies 8</p> <p style="padding-left: 20px;">Missing Student Reporting.....9</p> <p style="padding-left: 20px;">Voluntary Confidential Reporting.....10</p> <p style="padding-left: 20px;">The LiveSafe App.....10</p> <p style="padding-left: 20px;">Monitoring and Recording of Criminal Activity....10</p> <p>Timely Warnings, Emergency Notifications ... 11</p> <p style="padding-left: 20px;">Timely Warnings.....11</p> <p style="padding-left: 20px;">Emergency Notification.....12</p> <p style="padding-left: 20px;">Methods of Emergency Notifications.....12</p> <p style="padding-left: 20px;">Other Methods of Notification.....13</p> <p>Evacuations 13</p> <p>Emergency Evacuation Procedures 14</p> <p>Evacuation Procedures 14</p> <p style="padding-left: 20px;">Shelter-In-Place.....14</p> <p>Daily Crime Log 15</p> <p>Campus Safety and Security Reporting Geography 15</p> <p style="padding-left: 20px;">Crime Statistics.....15</p> <p>Crime Statistics Charts 17</p>	<p style="padding-left: 20px;">Risk Reduction.....29</p> <p>Tip Line: See Something Say Something 30</p> <p style="padding-left: 20px;">Anonymous Tip Line & Other Programs.....30</p> <p>APPENDIX B 31-34</p> <p>Alcohol and Other Drug Policies 31</p> <p>Alcohol and Drug Policies-Students 31</p> <p style="padding-left: 20px;">Alcohol Policy.....31</p> <p style="padding-left: 20px;">Controlled Substance Policy.....33</p> <p style="padding-left: 20px;">Medical Marijuana33</p> <p>Alcohol and Drug Policies-Employees 31</p> <p style="padding-left: 20px;">Reporting Conduct of Concern.....31</p> <p>APPENDIX C 35-76</p> <p>University of Hartford Policy on Sexual and Gender-Based Interpersonal Violence and Harassment 37</p> <p>Sex Offender Registry 76</p> <p style="padding-left: 20px;">Connecticut State Law.....76</p> <p style="padding-left: 20px;">University Judicial Code.....76</p> <p>APPENDIX D 77-88</p> <p>Code of Student Conduct 54</p> <p style="padding-left: 20px;">Basic Premise.....78</p> <p style="padding-left: 20px;">Authority and Responsibility.....78</p> <p style="padding-left: 20px;">Definitions.....78</p> <p style="padding-left: 20px;">Code of Conduct Authority.....79</p> <p style="padding-left: 20px;">Student Conduct Code of Regulations.....79</p> <p style="padding-left: 20px;">Student Conduct-Rules and Regulations.....80</p> <p style="padding-left: 20px;">Violation of Law and the Student Conduct Process.....81</p> <p style="padding-left: 20px;">Student Conduct Code Procedures.....82</p> <p style="padding-left: 20px;">Hearing Actions (Sanctions).....85</p> <p style="padding-left: 20px;">Interim Suspension.....87</p> <p style="padding-left: 20px;">Appeals.....87</p> <p style="padding-left: 20px;">Article VIII: Interpretation and Revision.....88</p> <p>APPENDIX E 89-91</p> <p>Missing Student and Missing Person Notification Procedure 90</p> <p>Missing Student Policy 90</p> <p>Missing Student Reporting 91</p> <p>APPENDIX F 92-96</p> <p>Geographic Categories & Definitions 93</p> <p style="padding-left: 20px;">Clery Act Geography Definitions.....93</p>
---	--

APPENDICES

APPENDIX A	24-30
Security Awareness Pro. and Crime Prevention	25
Programs and Trainings for Students.....26	
Programs and Trainings for Employees.....27	
Intervention, Prevention and Risk Reduction	28
How to be an Active Bystander.....28	
Personal Responsibility.....29	

Designated Crime Categories & Definitions	93
Criminal Offense Definitions (#1).....	93
Hate Crime Definitions (#2).....	94
VAWA Offenses Definitions (#3).....	95
Arrest and Disciplinary Referrals for Violation of Weapons, Drug Abuse And Liquor Laws Definitions (#4).....	95
Unfounded Crime Reports.....	96
 Campus Security Authority	 97
 APPENDIX G	 98-106
Fire Safety Report	98
About The Fire Safety Report	98
Fire Incident Reporting	98
Emergency Evacuation Procedures: <i>For Student</i>	
<i>Housing Evacuations</i>	98
Procedures Students and Employees Should Follow In Case of a Fire.....	.98
Daily Fire Log	99
Fire Safety Education and Trainig Programs	99
Safety Systems and Evacuation Drills.....	99
Residential Hall Fire Prevention Information...	99
Fire Safety Policy	100
Policy on Prohibited Items and Miscellaneous Fire Safety Policies.....	100
Fire Safety Systems and Systems Inspections.....	100
Plans for Future Improvements: Fire Safety...	101
Definitions	101
Fire Statistics Summary Charts	103
Safety Systems and Evacuations Drills	105

THIS CONCLUDES THE TABLE OF CONTENTS

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly The Campus Security Act, now commonly referred to as The Clery Act) is a federal statute that requires institutions of higher education (public and private) who participate in federal student aid programs (known as Title IV) to publish an ASFSR that accurately discloses campus crime statistics and security information. The report must also contain certain policies and procedures as well as campus fire statistics. These statistics are submitted to the U.S. Department of Education (DOE) annually by October 1. The statistical information submitted to the DOE is available to the public through their website at <https://ope.ed.gov/campusafety>

Crime and fire statistics that have been compiled by the Clery Compliance Officer and Fire Prevention Specialist are based not only on information reported directly to UHDPS but also from information provided by Hartford Police Department, West Hartford Police Department and by other "Campus Security Authorities" (CSAs). 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 all CSA's (as defined by federal law) and to all University Deans, Directors, and Department Heads. CSAs are individuals or organizations that "have significant responsibility for students and campus activities including student housing, student discipline, and campus judicial proceedings," as defined by The Clery Act.

For Additional information regarding CSA's please refer to Appendix F or visit the Clery Center website at: <https://clerycenter.org>

ABOUT THE ANNUAL SECURITY REPORT

The University of Hartford, Department of Public Safety's (UHDPS) mission is to provide the university community with a safe and secure environment in which to learn, live, work, and grow. The members of UHDPS are pleased to present this year's Annual Security and Fire Safety Report (ASFSR). The ASFSR contains important information for the University of Hartford (UHart) community and is prepared in compliance with the Clery Act, Section 485(f) of the Higher Education Act of 1965 (HEA), the Violence Against Women Act (VAWA) as amended, Connecticut General Statutes (C.G.S.) Section 10a-55 and Public Law 101-152 as amended. The current published version of this ASFSR may be found on the UHDPS website at: <http://www.hartford.edu/publicsafety/clery/default.aspx>

The ASFSR also includes your annual notice regarding UHart's policies and programs to prevent the use of illicit drugs and alcohol under the Drug-Free Schools and Communities Act. Within the ASFSR you will find important information regarding UHart's policies and programs to prevent the use, sale, possession, and manufacture of illicit drugs and alcohol.

Paper copies of the ASFSR are available from the Department of Public Safety located on the Main Campus, 200 Bloomfield Avenue, West Hartford, CT in the Operations Building adjacent to Parking Lot E. The UHDPS is open 24 hours a day, 365 days per year and can be reached at 860.768.7985 (non-emergency).

For emergencies on campus, dial 7777 from any campus landline phone or 860.768.7777 from any other phone to be connected to a UHDPS dispatcher. You may also dial 911 to be connected to a local law enforcement dispatcher.

ANNUAL DISCLOSURE AND DISTRIBUTION

The Clery Compliance Officer is responsible for preparing the University of Hartford's ASFSR annually by October 1. Notification of the publication of the ASFSR is sent to students by electronic mail and through a posting on the UHart UHDPS portal, and to employees by electronic mail with hyperlinks to the report on the University's website. The electronic address (URL) to obtain the report is: <http://www.hartford.edu/publicsafety/clery/default.aspx>

MESSAGE FROM THE CHIEF OF PUBLIC SAFETY

Thank you for reviewing this year's Annual Security and Fire Safety Report. After reviewing the report, I am



proud to share with you that all members of the University of Hartford's community are able to learn, live and work in a safe environment. It is the vision of the Department of Public Safety to enhance and preserve the quality of life and learning opportunities for each member of our community.

The Department of Public Safety recognizes that campus safety and the prevention of crime are best achieved by establishing a professional and trusting relationship with the university community. Thus, we provide a variety of services, interactive programs, and live training to assist in building a relationship with our community. We believe safety is the responsibility of all, so we encourage members, visitors and guests of our community to report any suspicious activity and all crimes to DPS.

We hope you enjoy your stay here at the University of Hartford. If you have questions regarding safety and security during your stay, please contact the Department of Public Safety:

- On our website at: <http://publicsafety.hartford.edu>
- By phone at: 860.768.7985

- By E-mail to: pubsafety@hartford.edu.

Sincerely,
Michael Kaselouskas
Chief of Public Safety

UNIVERSITY OF HARTFORD VALUES STATEMENT

At the University of Hartford we are committed to community. We are an academic community that values integrity, curiosity, creativity, excellence, responsibility, and accomplishment. Enriched by our diversity and our engagement with one another, we take pride in our shared traditions and experiences. We are dedicated to building a culture that respects all of its members and celebrates their contributions as we work together to strengthen our community.

UNIVERSITY OF HARTFORD CAMPUSES

The University of Hartford has three separate campuses. All policy statements contained within this report apply to all campuses unless otherwise indicated.

1. Main Campus is located at 200 Bloomfield Avenue in Hartford, CT. This campus is comprised of 350 acres and contains residence halls, as well as educational and administrative facilities.
2. Asylum Avenue Campus is located at 1265 Asylum Avenue in Hartford, CT. This campus is located less than 2 miles from Main Campus and is comprised of residential facilities as well as educational and administrative facilities.
3. Mort and Irma Handel Performing Arts Center is located at 35 Westbourne Parkway in Hartford, CT. This campus is just 1.5 miles southeast of the Main Campus and is comprised of educational and administrative facilities.

Click links below for campus maps.

- [Main Campus](#)
- [Asylum Avenue Campus](#)
- [Mort and Irma Handel Performing Arts Center](#)

SECURITY AND ACCESS TO UNIVERSITY FACILITIES

The University's facilities are open and accessible to the public during normal hours of operation. Assisted access to closed facilities by authorized individuals is granted only

with approval from the UHDPS Administration. Contractors are required to obtain identification badges and will then be placed on the authorization list for access to certain locations after normal hours of operation. The UHDPS conducts routine security patrols of campus buildings to monitor activity and assess buildings for potential security concerns.



ACCESS AND SECURITY IN THE RESIDENTIAL AREAS

Residential buildings are closed to the public and may be entered or occupied only by authorized residents, their guests, and University employees. A resident's key will allow access to their assigned suite and assigned personal living space within the suite. Most exterior resident building doors are controlled by an electronic card access system while others require a key.

Residential areas remain open for access by the residents and their guests during the academic year, except during scheduled semester breaks. During fall and spring semester breaks, access to the residential areas is limited to individuals enrolled in Winter Term courses and those who are otherwise authorized to remain on campus. Issued residential keys are returned, and electronic card access systems to unoccupied areas as well as those not in use are temporarily disabled. UHDPS maintains routine patrol in these areas throughout semester breaks.

The University provides co-ed campus housing for single undergraduate and graduate students. First-year students are housed primarily in the Complexes and Hawk Hall. Sophomore, junior, and senior students are generally housed in Regents Park, Park River, the Village Apartments, or E and F Complex.

Housing staff, in addition to UHDPS, conduct security patrols of residence halls to monitor building security. Residents receive safety training and are encouraged to maintain a safe and secure living environment.

Unaffiliated Guests - Residents are responsible for their unaffiliated guests and their guests' behavior. As such, guests should remain with their hosts and refrain from roaming about campus unattended. If a guest displays inappropriate behavior, the host will be held accountable.

Guests and visitors are required to comply with University rules and regulations. Unaffiliated guests and non-resident

students are permitted to stay overnight only when consent has been given by the resident student's room/suite/apartment mate. Overnight stays are limited to a maximum of two consecutive nights per month. If an agreement between suitemates cannot be reached, then the rights of the suitemate shall supersede those of the guest. Occupants of a suite or apartment may choose to determine visitation hours for their residence if they wish to exercise that option.

Guests- Due to safety and fire-code regulations, there is a limit to the number of guests allowed in campus living quarters. The maximum number of guests for each living quarter is as follows:

- Complex and Hawk Hall sleeping quarters: 4
- Regent's Park, Park River, and Village Apartments: 20

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

The University maintains a strong commitment to campus safety and security. UHDPS Officers are required to report hazardous and unsafe conditions during their routine patrols. Parking lots and pathways are illuminated with lighting. UHDPS works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. UHDPS encourages our campus community to report inoperative exterior lights, malfunctioning emergency phones, and other hazardous conditions immediately to UHDPS or Facilities Management, at which time they will be given the highest priority to assure the completion of necessary repairs.

The University is mindful of the security needs during the daily operation of campus facilities and residential areas. When repairs are requested, the use of master keys is logged using a sign-in/out method by authorized maintenance staff members. These authorized staff members are required to display a photo identification badge and must have possession of a work order upon entering secure campus facilities and assigned residential living quarters. Whenever possible, resident students who have requested maintenance service are given the opportunity to be present while repairs are made.

UNIVERSITY LAW ENFORCEMENT POLICY



The University of Hartford maintains a full-service Public Safety Department whose primary concern is the safety and security of all members and guests of the campus community. University of Hartford Public Safety Department's (UHDPS) vision is to enhance and preserve the quality of life, learning opportunities, and life experiences of each member of

the university community. Public Safety staff members work 24 hours a day, seven days a week, providing security for both the academic and residential buildings on and off campus. The staff consists of the Chief, Deputy Chief, Operations Lieutenant, Operations Support Lieutenant, Investigators, Sergeants, Corporals, Officers, Dispatchers, and clerical support personnel.

The Department of Public Safety and its administrative office are located on the Main Campus addressed at 200 Bloomfield Avenue, West Hartford, CT. UHDPS is in the operations building adjacent to Parking Lot E. The administrative office is open during normal business hours, Monday through Friday, from 8 A.M. to 4 P.M. The administrative office can be reached at 860.768.7985.

All UHDPS Officers and Investigators are Emergency Medical Response (EMR) Certified and National Incident Management Systems (NIMS) compliant. UHDPS Officers are not sworn police officers, not authorized to make arrests, and do not have jurisdiction to provide services beyond the boundaries of UHart campus locations. However, most Officers and all Investigators hold an active State of Connecticut Armed Security Guard certification. Armed Officers, Investigators, and the Management Team receive annual firearms qualification training which includes active shooter exercises. Additionally, the UHDPS Management Team has received advanced training on the Incident Command System (ICS) through FEMA.

UHDPS conducts vehicle, foot and bicycle patrols on campus and are charged with enforcing University policies and regulations, which includes monitoring conformity with federal, state and local laws; deters and investigates crime (in cooperation with local law enforcement); maintains a lost and found; supervises special events; and provides general information to visitors and members of the UHart community. UHDPS monitors the electronic access control system, closed-circuit television cameras, and emergency alarms.

INTERAGENCY COOPERATION WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT

Public Safety maintains a great working relationship with West Hartford Police Department, Hartford Police Department, Connecticut State Police Department and the Federal Bureau of Investigations. Though the UHDPS does not have a written Memorandum of Understanding (MOU) with these departments addressing any issues including the investigation of crimes, they do, however, have a professional understanding of their mutual mission and responsibilities. It is with the support of these departments that UHDPS can provide and maintain the safety and security of students, employees, guests, and visitors.

UHDPS relies on the cooperation of all within the University Community in their efforts to ensure a safe and secure environment. Employees, students, guests, and visitors are required and expected to

adhere to University policies and rules of conduct in addition to local, state, and federal laws.

CAMPUS SECURITY AUTHORITY (CSA)

The Clery Act requires institutions of higher education to identify persons within their community as a Campus Security Authority. CSAs are individuals or organizations that “have significant responsibility for students and campus activities including student housing, student discipline, and campus judicial proceedings,” as defined by the Clery Act. The Clery Act requires institutions to list each individual or organization that has been identified as CSAs and designated to receive reports of Clery Act crimes.

The University of Hartford considers individuals occupying the following positions to be Primary CSAs (this list is not intended to be an all-inclusive list):

- Department of Public Safety (all managers and officers) 860.768.7985
- Office of Residential Life (directors, associate directors and resident assistants) 860.768.7792
- Office of Student Conduct (director, associate directors) 860.768.5402
- Office of Student Affairs (directors and associate directors) 860.768.4285
- Title IX Coordinator 860.768.4281
- Athletics Department (director, assistant director, and all coaches) 860.768.4145

Note: Faculty members who do not have any responsibility for students or campus activity beyond the classroom, as well as clerical and cafeteria staff, are NOT considered CSAs. Additionally, campus pastoral and professional counselors are obligated to protect the confidentiality of communications with those they counsel and are NOT CSAs when functioning within the role of their pastoral or professional counselor duties.

The University does not have a formal policy requiring pastoral or professional counselors to offer the following, though they are encouraged to provide information about university resources available to those they counsel; and if they deem it appropriate, may inform the person they are counseling on procedures to report crimes voluntarily, and that the report may be included in the crime statistics.

For additional information regarding the Clery Act and ASFSR please visit the Clery Center website at: <https://clerycenter.org> . For additional information regarding CSA’s and their responsibilities please see Appendix F or visit the Clery Center website as listed above.

REPORTING CRIMES AND OTHER EMERGENCIES.

For EMERGENCIES, dial extension 7777 from any campus landline phone or dial 860.768.7777 from any other phone to be connected to UHDPS Dispatch. Dial 911 to be connected to Local Law Enforcement Dispatch

The UHDPS follows all applicable policies and laws regarding the confidentiality of records and reserves the right to provide law enforcement agencies with any information obtained as a result of a criminal investigation. Members of the University community retain the right to file the complaint of a crime if they so choose. We strongly encourage complainants, victims and witnesses to promptly report crimes to the UHDPS. Additionally, the UHDPS can offer assistance with contacting the appropriate local police department according to the jurisdiction of where the criminal act occurred.

UHDPS encourages all members of its community, visitor’s, and guests to accurately and promptly report any potential criminal activity, suspicious behavior, and any emergencies on campus, on public property running through or immediately adjacent to the campus, or in other property that is owned or controlled by the University of Hartford. Reports may be made in person at the UHDPS located on the main campus in the Operations Building adjacent to Parking Lot E. Reports may also be made by calling one of the following numbers:

- **EMERGENCIES: 911 or 7777 (UHDPS)**
 - UHDPS (non-emergency): 860.768.7985
 - Hartford Police Department: 860.757.4000
 - West Hartford Police Department: 860.523.5203
 - CT State Police Troop H (Hartford): 860.534.1000

The University is equipped with Code Blue Emergency Phone Stations and Call Boxes strategically placed throughout all three campuses. Code Blue Emergency Phones and Call Boxes provide direct communication with the UHDPS Dispatch Communications Center. Once an emergency call has been activated, the UHDPS Dispatcher is immediately notified and will send the appropriate level of assistance based on the call.

University community members are encouraged to become familiar with the locations of the Code Blue Emergency Phone Stations and Call Boxes. Maps displaying the locations of Code Blue Emergency Phones and Call Boxes are listed under the “Clery Maps” tab available on the UHDPS Website at: <https://www.hartford.edu/student-life/campus-safety/public-safety/crime-statistics.aspx#>



When reporting an incident, it is imperative to accurately provide as much information as possible. UHDPS understands that under certain emergency circumstances this may be difficult to do, in this case, we ask that at a bare minimum you provide:

1. Incident type (reason for your call)
2. When the incident took place (approximate date and time)
3. Where the incident occurred (or is occurring)
4. Who is involved (description of the suspect; victims information if other than yourself)
5. Your contact information (name and phone number)

Dispatchers are available at the respective telephone numbers 24 hours a day to answer your calls. In response to a call, UHDPS will take the required action; either an officer will be dispatched to the reported location to meet with the complainant and to investigate the complaint or ask the victim to report to UHDPS to file an incident report. All reported crimes will be investigated by the University. Complainants and witnesses may be asked to provide a signed statement attesting to the facts of the incident. Persons reporting incidents may request to remain anonymous.

Note: If assistance is required from local law enforcement or the local fire department, UHDPS will contact the appropriate agency. If a sexual assault or rape has occurred, staff on scene, including UHDPS, will immediately notify the Title IX Investigator who will then take over the case according to Title IX procedures. *For information regarding the procedures, policies, and programs referring to Title IX, please see the "Dating Violence, Domestic Violence, Sexual Assault, and Stalking" section of this report located in APPENDIX D.*

All UHDPS incident reports involving violations of Student Conduct are forwarded to the Dean of Students Office for review and referral to the Student Conduct Administration for potential action if deemed appropriate. Violations of University policy may be reported to UHDPS by calling the Dispatch Communications Center non-emergency line at 860.768.7985. Violations may also be reported to any of the following Campus Security Authorities:

- Dean of Students 860.768.4285
- Director, Counseling and Psychological Services 860.768.4482
- Director, Connections Health Education and Wellness Center 860.768.5433
- Director, Office of Residential Life 860.768.7792
- Director, Health Services 860.768.6601
- Director, Human Resources 860.768.4156

Criminal incidents should be reported to the UHDPS or Primary CSA's (listed in the next section) as soon as possible. Reports made immediately following a criminal incident will allow the UHDPS adequate time to issue a timely warning notice to the campus

community if and when deemed necessary. Additionally, reporting criminal incidents gives the UHDPS an opportunity to assess crime trends, include an accurate recording of these incidents in the annual security and fire safety report, and aids investigators in their effort to solve crimes.

Community members are a vital link to preventing and solving crimes. Thus, community members are asked to mark personal property with a unique identifier and maintain property records such as serial and model numbers. Personal identifiers and property records can assist UHDPS in their efforts of recovering stolen property.

MISSING STUDENT REPORTING

Suspected Missing student reports should be reported immediately by calling UHDPS at 860-768-7985 or by dialing 7777. If members of the University of Hartford community believe that a student has been missing for 24 hours, it is critical that they report that information to UHDPS by calling (860) 768-7985. Residential students in campus housing will be informed annually that each student has the option to register the name of a confidential contact person to be notified by the University of Hartford no later than 24 hours, if they are later determined to be missing by the designated University officials authorized to make the determination specifically, UHDPS or the local law enforcement agency in which the student went missing. This confidential name will be the first who will be contacted to confirm the student's whereabouts. This name can be the same or different from the emergency contact person. Only authorized University officials and law enforcement working on a missing person investigation will have access to this information.

According to the Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, this HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing.

The University of Hartford will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, University of Hartford must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, the University of Hartford will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

A student is determined to be missing when the UHDPS have verified that reported information is credible and circumstances warrant declaring the person missing. Should

the UHDPS investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the UHDPS and if the student is under 18 years of age and is not emancipated, UHDPS will notify the student's custodial parent or guardian and any other designated contact person within 24 hours regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor., The University of Hartford will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

Note: To view the University of Hartford's missing student procedure, please see APPENDIX G located in the rear of this report. You may also visit the following UHDPS Website: <https://www.hartford.edu/student-life/campus-safety/public-safety/>

VOLUNTARY CONFIDENTIAL REPORTING

Members of the University of Hartford community are encouraged to accurately and promptly report crime and emergencies to the UHDPS and appropriate Law Enforcement agencies, including when the victim of a crime elects to or is unable to make such report.

If you are the victim of a crime and do not wish to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a UHDPS or CSA can file a report on the details of the incident without revealing your identity (with the exception of the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of confidential reporting is to comply with your request to keep the matter confidential while taking steps to enhance the future safety of yourself and others. With such information, the UHDPS or CSA can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner remain confidential and are counted and disclosed in the annual crime statistics for the institution.

THE LIVESAFE APP



LiveSafe is a free mobile safety app for all members of the University community.

This app enables community members to communicate directly with UHDPS. By utilizing LiveSafe, the University community will help to keep the campus safe by preventing crimes before they occur.

Download the LiveSafe App

- Apple devices via the [App Store](#)
- Android devices, via [Google play](#)

Features of The Livesafe App

Tips: Users can anonymously contact UHDPS to submit information about suspicious activity, harassment, noise complaints, mental health problems, and any other safety issues. There are options within this app to add photos, audio, or video to messages which will assist DPS.

SafeWalk: Utilizing GPS-enabled location technology, SafeWalk allows users to virtually walk family, friends and colleagues home or to another location by monitoring their location on a real-time map. Based from the initial location and intended destination, hands-free smart alerts are sent to both parties if the user doesn't arrive at the intended destination by the estimated time of arrival. Alerts are also sent when the user is delayed, has arrived or has summoned for help.

SafeRide: Allows user to request an escort from UHDPS at which time an officer will accompany and/or transport user between locations on campus.

Talk or Chat Options: Two-way communication with UHDPS via chat or phone.

Instant Emergency Connection: In the case of an emergency where someone needs immediate assistance, users can instantly contact UHDPS. Location tracking will begin, allowing UHDPS to respond the user's exact location.

Create A Profile

- Open the app and review the "Get Started" information.
- Use phone, email, or Facebook account to verify identity.
- Once verified, provide name and a password for the app.
- Connect with the University of Hartford
- Choose "University of Hartford" when asked to select a nearby location to connect with. The customized university app will appear.
- Remember to enable Location Services, Push Notifications, and access user contacts for the LiveSafe app.

Please note: The LiveSafe does not replace the University of Hartford's emergency notification system. Please check [here](#) to confirm or add a cell phone number to make sure text alerts are ready to be received.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY AT

NONCAMPUS LOCATIONS OF RECOGNIZED STUDENT ORGANIZATIONS

The University of Hartford does not have any officially recognized student organizations that own or control housing facilities within or outside of the Main Campus, Asylum Avenue Campus, and Performing Arts Center Campus. Thus, local PD is not used to monitor and record criminal activity since there are no noncampus locations of student organizations.

TIMELY WARNINGS, EMERGENCY NOTIFICATION AND EVACUATION

The Clery Act requires every Title IV institution to have and disclose emergency response and evacuation procedures, and when deemed necessary, issue timely warnings, emergency notifications and other efforts designed to protect and inform students and employees about threats to their health and safety.

For detailed information regarding federal disclosure and procedure requirements please refer to the Federal Register: Disclosure of emergency and evacuation procedures, citation 34 CFR 668.46(b)(13); and Emergency response and evacuation procedures statements, citation 34 CFR 668.46(g).

TIMELY WARNINGS

Timely Warning Notifications (TWN, also known as “Crime Alert Bulletin” to the UHart community) are issued “campus wide” for any crime defined by the Clery Act that occurs within the University of Hartford Clery Geography (on campus, public property and noncampus property) that, in the judgement of the Chief of Public Safety or designee and in consultation with responsible authorities when time permits, may present a serious or on-going threat to members of the University Community. Crime Alert Bulletins may be issued for other crime categories and/or for off campus crimes at the sole discretion of the University, if and when deemed necessary.

The Chief of Public Safety or designee reviews all reports to determine if there is an on-going or serious threat to the community and if the distribution of a TWN is warranted. If it is determined that such an event has occurred, the Chief of Public Safety or designee will determine the initial general content of the notice and a campus wide TWN will be issued. In certain cases and when necessary, the Office of Communications (OC) may also draft the TWN.

TWN’s will be distributed as soon as pertinent information becomes available. However, the name(s) of

any complainant(s) or confidential complainant(s) are confidential and will be withheld, as the purpose and intent of a TWN is to aid in the prevention of similar occurrences.

UHDPS will work with the Office of Communications (OC) to distribute the timely warning notice to the campus community via the Crime Alert Bulletin, which is the primary method of communication via email blast to all UH assigned email accounts. Timely warnings may also be issued using some or all of the following, but are not limited to:

- a. University of Hartford website
- b. University Email
- c. Flyers
- d. Face to Face communication
- e. UHTXT e2campus text alerts (Omnilert)

Please see the following notification flow chart provided:

	EMAIL BLAST (Primary)	Flyers Posted in Bldgs.	Omnilert Text	Press Release	Website
Primary Creator	DPS	DPS	DPS	OC	OC
Backup Creator	OC	N/A	OC	N/A	N/A
Authority for Messages	DPS/OC	DPS	DPS /OC	OC	DPS/OC
Primary Message Distributor	OC	DPS	DPS	OC	OC/DPS
Backup Message Distributor	DPS	Reslife	OC	N/A	N/A

DPS= Department of Public Safety
 OC=Office of Communications
 Reslife=Residential Life

TWN’s are typically issued for the following Uniform Crime Reporting Program (UCR) and National Incident Based Reporting System (NIBRS) crime classifications, though UHDPS reserves the right to issue Timely Warning notifications relative to other crime classifications if deemed necessary:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault
 - Cases involving assaults among known parties, such as two roommates’ fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the University of Hartford community.
- Robbery involving force or violence
 - Cases including pick pocketing and purse snatching will typically not result in the

issuance of a Timely Warning notification but will be assessed on a case-by-case basis.

- Sexual Assault
 - ***Considered on a case-by-case basis depending on the facts of the case;*** when and where the incident occurred, when it was reported, and the information known by the Chief of Public Safety, or designee. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incident of Arson
- Other Clery crimes as determined necessary by the Chief of Public Safety or designee in his or her absence

Timely Warning Notifications, at the sole discretion of the Chief of Public Safety or designee, may also be posted for other crime classifications and locations even though it is not required by the law.

Note: *The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.*

Information contained within the Timely Warning notice may include, but is not limited to, the following: the nature of the crime, date, and location of crime, suspect(s)/involved parties, and any additional details that would benefit members of the community. Timely Warnings may include information about the process to be followed for anyone having additional information regarding the incident and precautions that individuals may take to reduce any further risk of similar crimes being committed.

EMERGENCY NOTIFICATION

The University of Hartford has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation:

- Armed Intruder/Active Shooter
- Hostile intruder
- Bomb/explosives threat
- Communicable disease outbreak/Biological threat
- Severe weather

- Terrorist incident
- Civil unrest (riot)
- Natural Disaster
- Hazardous materials incident
- Structural fire/Explosion

In the event of an emergency, the University of Hartford will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

UHDPS is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders, public health agencies and/or the national weather center.

If UHDPS confirms that there is a significant emergency or dangerous situation involving an immediate or ongoing threat to the health and safety of some or all of the members of the University of Hartford community, UHDPS and the OC will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the University of Hartford Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. At such time, the University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification, in the professional judgment of responsible authorities, will compromise efforts to assist a victim or efforts to contain, respond to, or otherwise mitigate the emergency.

METHODS OF EMERGENCY NOTIFICATIONS

The primary method of communication to alert faculty, staff, and student of an emergency is through a mass notification system. The University uses e2Campus mass notification system, which is a web-based system that allows designated University officials to send time-sensitive communication to university students, faculty, and staff. All active students, faculty, and staff automatically receive such alerts via their university email. Students, faculty and staff who have active cell phone numbers recorded in the University's database also receive alerts via text message.

The e2campus mass notification allows an authorized University administrator(s) (Chief of Public Safety, Captain of Public Safety, or the Director of Strategic Communications) to send a message to the University community within minutes. When deployed, the e2campus mass notification is able to broadcast messages to the community by several methods:

- Text message
- Twitter
- E-mail
- Facebook

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information. Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via the University of Hartford homepage and/or social media.

Students and employees should confirm or add their cell phone information to assure they receive emergency notification. To opt-in for emergency text and voice messaging, students, faculty, and staff can do so by visiting the University of Hartford "UHart Alert" website at:

- UHart Alert emergency text and voice messaging "Opt-in"
https://hartford.omnilert.net/subscriber.php?command=show_signup

Note: Individuals who are not active students or employees and who wish to receive text and/or email alerts, such as parents and short-term visitors to campus, may also sign up using the web address provided above.

OTHER METHODS OF NOTIFICATION

The University of Hartford may employ other methods to communicate emergency messages to the community as warranted. These methods include the following:

- Public Safety vehicles equipped with Public Address Systems
- University website: www.hartford.edu
- In person communications
- Local Radio Stations
 - WTIC AM 1080
 - FM 96.5
 - WRCH FM 100.5
 - WWUH FM 91.3
- Local Television Stations
 - Channel 3 WFSB Hartford
 - Channel 8 WTNH New Haven
 - Channel 30 NBC Hartford
 - Channel 6 Fox Hartford

If any these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the University will follow emergency notification procedures. In such a case the University may not issue a timely warning based on the same circumstances; however, the University will provide adequate follow-up information to the community as needed.

If an emergency occurs on a day and time prior to the start of classes, notification to members of the University community will occur according to normal weather closing policies and procedures. Additional UHDPS personnel will be utilized to maintain order and compliance.

EVACUATIONS

University of Hartford maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

In conjunction with other emergency agencies, the University conducts drills and exercise each year, such as tabletop exercises, field exercises, and test of the emergency notification systems on campus and conducts the follow-through activities designed for assessment and evaluation of emergency plans and capabilities. UHDPS coordinates evacuation drills each semester to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. The University will publish a summary of its emergency evacuation procedures in conjunction with at least one drill or exercise each calendar year that meets all the requirements of the Higher Education Opportunity Act. These drills and exercises may be announced or unannounced. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

EMERGENCY EVACUATION PROCEDURES

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The UHDPS does not tell building occupants in advance about the designated location for

long-term evacuation because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, UHDPS staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At the University of Hartford evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Instructions to evacuate will be issued by first responders that may include the following agencies or departments but not limited to:

- UHDPS
- Local Police Department/Officials
- Local Fire Department/Officials
- University of Hartford Officials

Upon instruction, faculty, students and staff are required to immediately evacuate in a calm and orderly fashion to a safe area or area designated by first responders. UHDPS ask that you:

- Remain Calm
- Carefully follow instructions
- Assist handicapped person and others in need of assistance.
- Do not turn off lights or equipment
- Do not lock doors
- Do not touch or handle anything you suspect is suspicious; immediately Notify a first responder.
- Remain in the safe or designated area until a first responder or another official has deemed it safe to leave

EVACUATION PROCEDURES

Before An Emergency Requiring Evacuation

In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

During An Evacuation

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a

safe location using the nearest exit, and notify **UHDPS at 860.768.7777 or Local Police Emergency or dial 911.**

Only if time and conditions permit, secure your workplace and take with you important personal items that are easily accessible such as car keys, purse, medication, and glasses. Read and understand the following steps:

1. Follow instruction from emergency personnel
2. Check doors for heat before opening and if the door is hot, **do not open it.**
3. Walk; **DO NOT RUN**, push, or crowd.
4. Use handrails in stairwells and stay to the right.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Assist people with disabilities
7. Unless otherwise instructed, move quickly away from the building towards an assembly point.
8. Watch for falling glass and other debris.
9. Keep roadways and walkways clear for emergency vehicles.
10. If you have relocated away from the building, **DO NOT** return until notified that it is safe.

Evacuation of Individuals with Disabilities or Special Needs

You should take into consideration that there might be someone near you who may need help during an evacuation. REMEMBER, the best way to help someone during an evacuation is to first consult with that person regarding how best to assist them.

SHELTER-IN-PLACE PROCEDURES- *WHAT IT MEANS TO “SHELTER-IN-PLACE”*

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Shelter-in-place events are usually WEATHER-related emergencies requiring people to stay indoors. Remember that others may also need to shelter in place, thus **DO NOT LOCK DOORS** behind you.

How Do I Shelter in Place?

1. **REMAIN CALM!**
2. Immediately seek shelter inside the closest sturdy building.
3. Do not wait until you physically see a tornado or severe weather event to react.
4. Resist the temptation to go outside and check the weather conditions yourself.
5. Once inside, stay away from windows, glass, and unsecured objects that may fall.
6. Seek shelter in interior rooms and corridors.

7. Avoid large free-standing expanses such as auditoriums and gymnasiums.
8. DO NOT use elevators.
9. Await further instruction from e2campus Text Alerts and emergency personnel.
10. DO NOT leave until an "All Clear" is received.
11. During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

DAILY CRIME LOG

The UHDPS maintains a [daily log](#) of all crimes reported to the department. The log lists the nature of the crime; the date and time the incident occurred; the date the incident was reported; general location of the crime and the disposition of the complaint, if known. Entries or updates within two business days may be withheld if the information is protected by statute, there is a danger to the complainant or a need to keep the investigation confidential. If there is reason to believe that release of information will jeopardize an investigation or result in the perpetrator leaving the area or that evidence could be destroyed, information may be withheld until it is deemed appropriate to release. The daily log for the most recent sixty (60) days is open to public inspection during normal business hours at the UHDPS, located in the Operations Building adjacent to Parking Lot E. Daily log requests for crimes reported beyond sixty (60) days will be made available within two business days of a request. Normal business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. All records required by the Clery Act will be retained for a period of three years following the publication of the last annual campus security report.

CAMPUS SAFETY AND SECURITY REPORTING

The Clery Act requires that all postsecondary institutions participating in Higher Education Act's Title IV student financial assistance programs to disclose campus crime statistics and security information. In accordance with Connecticut General Statute Section 10a-55 and Public Law 101-542, as amended, each institution of higher education within the state is required to annually prepare a Uniform Campus Crime Report (UCCR), consistent with the FBI's Uniform Reporting system (UCR). The report reflects crime statistics within the geographical limits of property owned or under the control of the institution for the preceding year.

GEOGRAPHY

The Clery Act requires disclosure of crime statistics for reported crimes that occurred within "Clery Act Geography." There are three general Clery Act Geography categories:

- 1) On Campus
- 2) On public property within or immediately adjacent to the campus, and
- 3) In or on noncampus buildings or property that the institution owns or controls

Definitions of Clery Act Geography can be found in the Appendix B located in the rear of the ASR. For additional information regarding the Geographic breakdown, please refer to citation 34 CFR 668.46(c)(4) of the Code of Federal Regulations at <https://www.ecfr.gov/>

CRIME STATISTICS

The Clery Act requires institutions to include four general categories of crime statistics. These crimes, known as "Clery Act Crimes," are defined by the FBI's UCR and NIBS.

- 1) Criminal Offenses
 - Criminal Homicide
 - Murder
 - Non-Negligent Manslaughter
 - Manslaughter by negligence
 - Aggravated Assault
 - Robbery
 - Sexual Assault
 - Rape,
 - Fondling,
 - Incest
 - Statutory Rape
 - Burglary
 - Motor Vehicle Theft
 - Arson
- 2) Hate Crimes
 - *Must be motivated by Bias:*
 - Race
 - Religion
 - Sexual Orientation
 - Gender
 - Gender Identity
 - Ethnicity
 - National Origin
 - Disability
 - *Must include any of the above Criminal Offenses or the following:*
 - Larceny-Theft
 - Simple Assault
 - Intimidation
 - Destruction/Damage/Vandalism of Property
- 3) VAWA Offenses

- Domestic Violence
 - Dating Violence
 - Stalking
- 4) Arrests and Referrals for Disciplinary Action
- Weapons: Carrying, Possessing, etc.
 - Drug Abuse Violation
 - Liquor Law Violations

CRIME STATISTICS REPORTING

The Clery Act requires institutions to disclose statistics for “Clery Act Crimes” as well as “Arrests and referrals” that occur on campus, on public property within or immediately adjacent to the campus, and in or on noncampus buildings or property owned or controlled by the institution.

These statistics are published in the ASFSR and reported to the DOE annually by October 1. Notice of availability of the ASFSR is sent via email to all students and employees.

Statistics are tallied using data accumulated from the following sources:

- Information reported to UHDPS and entered into CAD (Computer Aided Dispatch) throughout the year
- Local Law Enforcement according to jurisdiction within “Clery Geography” as defined by the Clery Act
- Out of State Law Enforcement and other Law Enforcement entities with jurisdiction as defined by the Clery Act
- Campus Security Authorities (CSA’s), including but not limited to the following list:
 - Resident Assistants
 - Residence Life Staff
 - Greek Life Advisors
 - Coaches
 - Athletic Directors
 - Dean of Students
 - Faculty Advisors to Student Groups

The following charts contain statistics for the University of Hartford, Clery Act Geography locations, as listed below:

- Main Campus – 200 Bloomfield Avenue, West Hartford, CT
- Asylum Avenue Campus – 1265 Asylum Avenue, Hartford, CT
- Performing Arts Center (PAC) – 35 Westbourne Avenue, Hartford, CT

Note: All policy statements in this Annual Security and Fire Safety Report apply to the campuses listed above unless otherwise stated in this report

Statistics provided in the following charts, for the above named Clery Geography locations, reflect the following three reportable calendar years, as required by the Clery Act:

- 2016
- 2017
- 2018

For additional information regarding the requirements of Clery Act Geography and reportable years, please review The Handbook for Campus Safety and Security Reporting 2016 Edition. The Handbook can be accessed through the following website at:

<https://safesupportivelearning.ed.gov/resources/handbook-campus-safety-and-security-reporting-2016-edition>

For information about Campus Safety and Security and to view these statistics online through the Department of Education, please visit:

<https://ope.ed.gov/campusafety/#/>

Please proceed to the next page to view the 2018, 2017, 2016 Crime Statistics for Main Campus, Asylum Avenue Campus, and Performing Arts Center.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

Crime Statistics - Main Campus - 200 Bloomfield Ave, West Hartford, CT.

Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Murder / Non-Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Sexual Assaults					
Rape	2018	11	8	0	3
	2017	6	6	0	0
	2016	8	8	0	0
Fondling	2018	1	0	0	1
	2017	2	2	0	0
	2016	1	1	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery					
Robbery	2018	0	0	0	0
	2017	1	0	0	0
	2016	4	4	0	0
Aggravated Assault	2018	0	0	0	0
	2017	1	0	0	0
	2016	0	0	0	0
Burglary	2018	2	1	0	0
	2017	7	7	0	0
	2016	20	20	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	3	0	0	0
	2016	1	0	0	0
Arson	2018	0	0	0	0
	2017	2	1	0	0
	2016	0	0	0	0

UNFOUNDED – There were no unfounded crimes on the Main Campus in 2016, 2017, and 2018.

VAWA Offenses – Main Campus - 200 Bloomfield Ave, West Hartford, CT.

VAWA Reportable Offenses	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Domestic Violence	2018	5	4	0	0
	2017	5	4	0	0
	2016	15	15	0	0
Dating Violence	2018	1	1	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	0
	2017	4	2	0	0
	2016	7	4	0	0

Arrests & Referrals – Main Campus - 200 Bloomfield Ave, West Hartford, CT.

Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Weapons Violation Arrest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Law Violation Arrest	2018	3	2	0	0
	2017	13	11	0	0
	2016	15	15	0	0
Liquor Law Arrests	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Weapons Policy Violation Referrals	2018	10	9	0	0
	2017	1	0	0	0
	2016	1	0	0	0
Drug Policy Violation Referrals	2018	115	111	0	0
	2017	156	150	0	0
	2016	139	136	0	0
Liquor Policy Violation Referrals	2018	105	99	1	0
	2017	149	142	0	0
	2016	154	154	0	0

HATE CRIMES - No hate crimes were reported on the Main Campus in 2018. However, in 2017, one incident of intimidation occurred on campus that was motivated by hate of race and two incidents of destruction/damage/vandalism of property occurred; one was motivated by hate of religion and the other hate of ethnicity. In 2016, three incidents of intimidation occurred on campus in a student housing facility that was motivated by hate of sexual orientation and three incidents of destruction/damage/vandalism of property occurred on campus that was motivated by hate of race.

Crime Statistics – Asylum Ave. Campus – 1265 Asylum Ave, Hartford, CT.

Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Murder / Non-Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Sexual Assaults					
Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	1	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

UNFOUNDED – There were no unfounded crimes on the Asylum Avenue Campus in 2016, 2017, and 2018.

VAWA Offenses – Asylum Avenue Campus – 1265 Asylum Ave, Hartford, CT.					
VAWA Reportable Offenses	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Arrests & Referrals – Asylum Ave. Campus – 1265 Asylum Ave, Hartford, CT.					
Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Weapons Violation Arrest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Law Violation Arrest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Weapons Policy Violation Referrals	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Policy Violation Referrals	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Liquor Policy Violation Referrals	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

HATE CRIMES - No hate crimes were reported on the Asylum Avenue Campus in 2016, 2017, 2018.

Crime Statistics – Performing Arts Center – 35 West Bourne Ave, Hartford, CT.

Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Murder / Non-Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Sexual Assaults					
Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

UNFOUNDED – There were no unfounded crimes on the Performing Arts Center Campus in 2016, 2017, and 2018.

VAWA Offenses – Performing Arts Center – 35 Wes Bourne Ave, Hartford, CT.					
VAWA Reportable Offenses	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Arrests & Referrals – Performing Arts Center – 35 West Bourne Ave, Hartford, CT.					
Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non Campus	Public Property
Weapons Violation Arrest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Law Violation Arrest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Weapons Policy Violation Referrals	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Policy Violation Referrals	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Liquor Policy Violation Referrals	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

HATE CRIMES - No hate crimes were reported on the Performing Arts Center Campus in 2016, 2017, 2018

APPENDICES

2019 Annual Security and Fire Safety Report
Information for the 2018-2019 Academic Year
Containing Statistics for Calendar Years 2016 | 2017 | 2018

APPENDIX A

SECURITY AWARENESS PROGRAMS AND CRIME PREVENTION

It is the philosophy of the UHDPS to take a proactive rather than a reactive approach to crime. For a crime to occur, three conditions have to be satisfied. First, the desire to commit the crime must exist. Second, the criminal must have the means or tools with which to commit the crime. Finally, the criminal must have the opportunity to carry out the act. As individuals, we cannot change the desire or means to commit crime readily and easily. However, we can greatly reduce or eliminate the opportunity to commit crime by practicing sound crime prevention techniques.

In an ongoing effort to maintain an acceptable level of safety and security on campus, an officer assigned to Crime Prevention and other UHDPS staff members routinely present various security awareness and crime prevention programs throughout the year to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, Empower the Girls, and property protection strategies. Anyone interested in having the Crime Prevention Unit speak to his or her classroom or group, should contact them at 860.768.7822.

Many of these programs are coordinated with the Office of Residential Life and outside agencies and are presented to students residing on campus. Additional information regarding the programs listed within this document can be found on the UHDPS website under the Crime Prevention tab. For additional questions regarding crime prevention, contact information is as follows:

- URL: <https://www.hartford.edu/student-life/campus-safety/public-safety/crime-prevention.aspx>
- Email to: pubsafety@hartford.edu
- Phone: 860.768.7822

During the academic year, the UHDPS, the Office of Residential Life and Admissions Office completed participate in security awareness programs, along with regularly posted crime and safety tips. Typically, security awareness tips are discussed, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus.

New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

Representatives from UHDPS address security and safety issues at all orientation sessions with parents and first year students in attendance.

Printed brochures addressing numerous safety and security topics are available to members of the campus community. Also, information relating to issues of safety and security are published weekly in the campus newspaper and can be found on the UHDPS website at: <https://www.hartford.edu/publicsafety/>

The University also operates shuttle and escort services. For information related to these and all other services call UHDPS at 860-768-7985.

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Education programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

- The University prohibits the crimes of domestic violence, dating violence, sexual assault and stalking as defined by the Clery Act.
- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines, using definitions provided both by the Department of Education as well as state law, what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Connecticut and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent and the purposes for which that definition is used;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Shares information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.

- Provides the institution's definition of consent AND the purposes for which that definition is used.

PROGRAMS AND TRAININGS FOR STUDENTS

MARS & WARS: provides programs designed to educate the campus community's awareness of sexual misconduct in all forms including rape, acquaintance rape, other sex offenses, domestic violence, dating violence and stalking. These topics are covered in the nationally recognized programs of Women Against Rape (W.A.R.S.) and Men Against Rape (M.A.R.S.). The mission of W.A.R.S. and M.A.R.S. is to educate and empower the female and male community at the University to work as allies with preventing rape and other forms of violence.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Advisor at 860.768.8468
- Online at: <https://www.hartford.edu/student-life/clubs-activities/clubs-organizations-index/wellness-health-clubs.aspx>

Campus Clarity: Think About It Online Course *Programming for First Year Students*. Provides students with a comprehensive foundation in four areas: sex in college, partying smart, sexual violence and healthy relationships. This course prepares students before they begin their life in college. Think About It is an online substance abuse and sexual abuse-training program that prepares students to confront and prevent serious campus problems. This program delivers Title IX and Campus SaVE Act training with a non-judgmental approach to effectively reach students.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Health and Wellness at the Center for Student Success at 860.768.4999
- Online at: <https://www.hartford.edu/student-life/health-wellness/default.aspx>

Hawk Life-Recovery Group: Hawk Life is a supportive, safe social group for students in recovery, those trying to reduce substance use, and student-allies of substance-free living.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Counseling and Psychological Services at 860.768.4482
- Online at: <https://www.hartford.edu/student-life/health-wellness/counseling-psychological-services/alcohol-drug-support-hawklife.aspx>

Lift-Off Programming for First Year Students – “Thriving at the University of Hartford – Being a Healthy Hawk”: In this interactive program, representatives of the Health Education & Wellness Center and UHDPS offer tips to help students make a smooth transition to college and develop habits that promote health and safety while on campus. This TED Talk-inspired session includes various campus resources

and also speaks to the effects of alcohol and other drug use as well as sexual violence, suicide prevention, and hazing on campus. Discussion around safe decision-making takes place during and after each presentation (two 90-minute presentations over two days). The goal of the presentations is to introduce students to campus health and wellness resources, normalize transitional concerns about coming to college and informing students about AOD and other issues that may affect their academic performance.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Center for Student Success at 860.768.4999
- Online at: <https://www.hartford.edu/academics/center-for-student-success/default.aspx#>

Empower the Girls: Personal Safety Training 101 is a program that teaches ALL women, with a particular focus on high school teens and college-aged girls, how to be their own protector. This 3-hour program is an excellent way to equip young women with confidence building; practical skills to raise awareness and avoid dangerous situations while learning physical skills for self-defense. The program is fast-paced, fun and easy to follow, no matter age, size or ability. Participants learn how to: be proactive about personal safety and reduce the risk of becoming a victim; manage fear and anxiety during stressful situations; practice skills to use when threatened; evaluate threats and possible options.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Campus Safety at DPS at 860.768.7985
- Online at: <https://www.hartford.edu/student-life/campus-safety/default.aspx>

Sexual Violence Prevention Programming: On-going throughout the academic year: The office of Health Education, The Title IX Office and Wellness offers a variety of prevention programs throughout the academic year pertaining to violence prevention ranging from; The Red Flag campaign, healthy relationship awareness, No More Campaign, Sexual Assault Prevention month and various other bystander initiatives during key points of the academic year; with specific focus on awareness months.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Health Education and Wellness Center at 860.768.4999

- Online at: <https://www.hartford.edu/student-life/health-wellness/health-education-wellness-center/sexual-violence-prevention.aspx>

The University offered the above-named primary prevention and awareness programs for all incoming students in 2018. Please see the chart below for 2018 program information:

Program Name	Date Held	No. in Attendance
MARS & WARS	2/16/2018	20
	2/20/2018	15
	2/27/2018	15
	3/6/2018	25
	4/3/2018	12
	9/18/2018	15
	9/25/2018	14
	10/2/2018	9
	10/9/2018	20
	10/31/2018	6
	11/6/2018	10
	11/13/2018	12
	11/27/2018	13
	12/4/2018	8
	12/11/2018	13
Campus Clarity	8/1-9/30/2019	1,119
Haw Life-Recovery Group	<i>was not offered in 2018</i>	N/A
Lift-Off Programming for First Year Students	9/1-9/4/2018	30-100
EmPower the Girls	2/19-2/21/2018	19
	2/26-2/28/2018	20
	3/5-3/7/2018	20
Sexual Violence Prevention Programming	1/27/2018	55
	3/20/2018	Unknown
	3/23/2018	10
	5/30/2018	51
	7/12/2018	14
	7/18/2018	12
	7/19/2018	9
	7/20/2018	Unknown
	8/27/2018	140
10/22/2018	95	

PROGRAMS AND TRAININGS FOR EMPLOYEES

The Human Resource Department and Title IX Coordinators Office provides mandatory training on sexual harassment, Sexual Misconduct prevention and diversity awareness training to all new University employees. Multiple training dates are offered each year. The Human Resource Department also provides ongoing training offered to all employees such as; Threats on Campus Training, Sexual Harassment and Discrimination Training, Title IX Sexual Violence Training and Recognizing and Preventing Workplace Violence.

Following are descriptions of some of the programs offered to incoming students and new employees to promote the

awareness of dating violence, domestic violence, sexual assault and stalking:

Red Flag Identity Theft Prevention Planning: This program will provide persons with details on how to detect suspicious patterns or activities (“red flags”) that indicate the possibility of identity theft, the steps to report it as well as what can be done to prevent it from happening.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Health & Wellness at 860.768.4667

Sexual Harassment and Discrimination Prevention in the Workplace: This program will provide participants with an understanding of applicable federal and state sexual harassment and discrimination laws as well University policies, outline avenues to report allegations as well as the role that each of us play in creating a safer campus by addressing and preventing instances of sexual harassment and/or discrimination in the workplace. As a member of the University community, all faculty and staff are expected to participate in this educational program.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Human Resources Development at 860.768.4666
- Online at: <https://www.hartford.edu/about/offices-divisions/human-resources-development/default.aspx>

Supervisory Training: Understanding the Progressive Discipline and Grievance Processes This program will provide supervisors with detailed information on the University’s standards of progressive discipline utilized to address, correct and sustain acceptable job performance as well as the University’s policy to encourage the airing of employee dissatisfactions so problems can be resolved.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Human Resources Development at 860.768.4666
- Online at: <https://www.hartford.edu/about/offices-divisions/human-resources-development/default.aspx>

Sexual Violence Prevention Training: This program will provide participants with an understanding of the role that each of us play in creating a safer campus by addressing and preventing instances of sexual violence. The Title IX Office also runs an ongoing active campaign to include but not limited to discussions,

definitions (consent, incapacitation, ETC.), multimedia information and product distribution and other activities. As a member of the University community, all faculty and staff are expected to participate in this educational program.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Human Resources Development at 860.768.4666
- Online at: <https://www.hartford.edu/about/offices-divisions/human-resources-development/empower.aspx>

University of Hartford 101: This full-day program will provide both new and seasoned faculty and staff with information about programs and services offered to University employees presented directly by multiple campus department representatives.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Human Resources Development at 860.768.4666
- Online at: <https://www.hartford.edu/about/offices-divisions/human-resources-development/default.aspx>

Threats on Campus This program will provide participants with information on how to report emergencies as well as how to respond in the event that there is a threat on campus.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: UHDPS Crime Prevention Unit at 860.768.7822
- Online at: <https://www.hartford.edu/student-life/campus-safety/public-safety/tip-line.aspx>

Safe Passages (educational video): This program will be held on will provide participants with common sense principles and teach people how to be more situationally aware, instilling confidence when they travel.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Human Resources Development at 860.768.4666
- Online at: <https://www.hartford.edu/about/offices-divisions/human-resources-development/default.aspx>

The University constantly strives to improve the efficiency of training opportunities available to our new

and existing staff and collegiate chairs responsible for the oversight of staff. With this initiative, we aim to provide a single point of contact for all professional development training opportunities available to University employees, safeguard the standardization of class content, and ensure regularly scheduled Banner and other computer system training.

The University offered the listed primary prevention and awareness programs for employees in 2018, and looks forward to providing the same, upgraded, and or additional training in the years to come. Please take a moment to view the following chart for the 2018 program list, which includes the program name, dates held, and number of participants:

Program Name	Date Held	No. in Attendance
Red Flag Identity Theft Prevention Planning	1/31/2018 2/14/2018 10/31/2018	5 <i>Cancelled</i> 2
Sexual Harassment and discrimination Prevention in the Workplace	2/15/2018 3/6/2018 6/12/2018 11/2/2018	19 13 27 26
Supervisory Training	1/25/2019 2/20/2018 3/22/2018 4/26/2018 5/22/2018	11 8 8 8 9
Sexual Violence Prevention Training	3/26/2018	10
University of Hartford 101	3/23/2018	27
Threats on Campus	4/15/2018 7/18/2018	34 13
Safe Passages	CANCELLED (3/31/18)	N/A

INTERVENTION, PREVENTION AND RISK REDUCTION

HOW TO BE AN ACTIVE BYSTANDER:

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community

accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call DPS at (717) 337-6911 or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
3. Intervene when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

PERSONAL RESPONSIBILITY

The cooperation, involvement, and personal support of students, faculty, and staff are crucial to the success of a campus safety program. Each person must assume responsibility for their own personal safety and the security of their belongings by taking simple and common-sense precautions. Awareness of the environment and surroundings are strongly encouraged. All members of the University community should strive to perform the following practices:

- Never prop doors open
- Lock rooms or office door, even if leaving for a short period of time.
- Ask unknown persons to identify themselves before allowing them access to a building, office, or room.
- Always carry personal keys and access cards and never loan them to others. Report lost or stolen keys and access cards immediately.
- Never leave valuables in open view or unattended.
- Use the University shuttle bus system or escort service at night, particularly when traveling alone.
- Park cars in well-lit areas and keep them locked at all times. Valuables should be removed from the vehicle.
- Report suspicious persons or activities to UHDPS immediately.

RISK REDUCTION:

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money and/or an on-demand driver app loaded.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most

areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

TIP LINE: *SEE SOMETHING. SAY SOMETHING*

ANONYMOUS TIP LINE & OTHER PROGRAMS

The preceding information will help to point you in the right direction. Remember, for crime prevention and personal safety to be effective, you must put these tips and suggestions into use every day. Criminals won't take a day off, and you can't afford to. Stay safe and keep crime prevention at the top of your list of priorities.

Anonymous Tip Line

This crime stopper program has been used in several university and police departments throughout the country. The program allows students, faculty, staff, and visitors to report crimes from on and off campus and remain anonymous. The calls are received via voice mail and are reviewed by Public Safety administration.

To Report an anonymous tip, call **860.768.7827 24 hours a day, seven days a week.**

Additional Crime Prevention Programs

The University of Hartford Public Safety Crime Prevention Unit offer the following additional crime prevention programs and information which are available upon request:

- Identity Theft Prevention
- ATM Theft Prevention
- Alcohol/Substance abuse prevention and resources
- Sexual assault/Date rape prevention and resources
- MARS (Men Against Rape)
- WARS (Women Against Rape)
- P2P file Sharing and copyright laws

Additional information regarding the Tip Line and Crime Prevention Programs, please contact the Crime Prevention Unit at 860.768.7822. You may also visit the Crime Prevention Unit website at: <https://www.hartford.edu/student-life/campus-safety/public-safety/tip-line.aspx>

Please proceed to the next section, APPENDIX B, to view the Alcohol and other Drug Policies.

**THE REMAINDER OF THIS PAGE
IS INTENTIONALLY LEFT
BLANK.**

APPENDIX B

ALCOHOL AND OTHER DRUG POLICIES

The Drug-Free Schools and Communities Act of 1989 (DFSCA) requires the University of Hartford, as a recipient of Federal funds, to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees both on University premises and as a part of any University activities. The University must annually distribute the following information, in writing, to all students enrolled for academic credit and to all employees:

- Information regarding prevention programs;
- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of applicable health risks associated with the abuse of alcohol or illicit drug use;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students or employees; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions (up to and including expulsion or termination of employment) and referral for prosecution, for violations of the standards of conduct.

To comply with these requirements, the University will distribute this Drug and Alcohol Abuse Prevention Program (DAAPP) as follows:

STUDENTS – for all students enrolled for academic credit, after the completion of University of Hartford census each semester (including fall and spring terms), the Dean of Students Office will distribute the DAAPP.

EMPLOYEES – for all newly hired regular full-time and regular part-time faculty and staff, the Office of Human Resources Development (HRD) provides an overview of the DAAPP during the new hire orientation. Subsequently, these faculty and staff are provided an electronic version of the DAAPP within their first month. For all adjunct and temporary faculty and staff, the DAAPP will be provided to them, electronically, within their first month, via email from HRD. In addition, HRD will distribute the DAAPP electronically to all employees annually. The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determine the effectiveness of the policy and implement changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.
- The biennial review must also include a determination as to:
- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of

their activities that are reported to campus officials; and

- The number and types of sanctions institutions of higher education (IHEs) impose on students or employees as a result of such violations or fatalities.

For more information, a complete description of these topics, as provided in the University's annual notification to students and employees, is available online at: <https://www.hartford.edu/student-life/campus-safety/public-safety/crime-prevention.aspx>

ALCOHOL AND DRUG POLICIES – STUDENTS

The University subscribes to the guidelines recommended by the State of Connecticut's Department of Higher Education for the elimination of drug and alcohol abuse in the educational environment. The University also complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Amendments of 1989.

ALCOHOL POLICY

Students should review and are expected to abide by Connecticut state laws and the University of Hartford alcohol policy as published in student handbook, *The Source*, or otherwise distributed or published by The University of Hartford.

- A. Members of the University community or guests/visitors under the age of 21 may not possess or consume alcoholic beverages.
- B. Individuals may not distribute, transport, serve and/or purchase alcohol to/for minors.
- C. Students who are disruptive as a result of intoxicated behaviors due to the consumption of alcohol or illegal drugs are subject to disciplinary action.
- D. Operating a motor vehicle while under the influence of alcohol is prohibited.
- E. Possession of alcohol that exceeds quantity limits. For students who are of legal age, the quantity limit per student is:
 - 15 beers (12 oz containers) OR,
 - 1.5 liters of wine OR
 - 1 pint of hard alcohol (not higher than 80 proof and not stimulant-enhanced), but not to exceed 60 beers (12 oz. containers) OR 3.0 liters of wine OR 1 liter (2 pints) of hard alcohol in a living unit, regardless of the number of occupants/visitors of the legal drinking age.
 - Empty containers will be counted towards the quantity limits.
 - Possession of kegs or other large alcohol storage devices/common sources (i.e. trash cans, beer balls etc) is prohibited.
- F. Large gatherings or events where alcohol is present are prohibited.
- G. Possession or use of drinking paraphernalia, devices and/ or games that promote consumption of alcohol

(i.e., beer bong, beer-pong tables, funnels, empty alcohol containers, etc.) are prohibited. Such items may be confiscated and not returned.

- H. Displaying alcohol-related materials on campus in common areas and in public view is prohibited. (e.g. signs, posters, packaging, lights)
- I. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age, **is prohibited.**
- J. Selling of alcoholic beverages is prohibited.
- K. Violations of other University alcohol policies or federal, state, and local laws pertaining to alcohol.

The UHDPS is responsible for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

CONTROLLED SUBSTANCE POLICY (DRUG POLICY):

- A. The possession and/or use of illegal or harmful drugs is prohibited.
- B. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.
- C. The possession and/or use of drug paraphernalia is prohibited.
- D. The improper possession and/or misuse of prescription medication is prohibited.

MEDICAL MARIJUANA

In accordance with federal law, the University does not permit the possession, use or distribution of marijuana. As such, students in possession of medical marijuana prescriptions (issued in Connecticut or any other state) are not permitted to use or possess marijuana on University property or as part of University activities.

For additional information about these and other student policies including the Code of Conduct, please visit the following link: <https://www.hartford.edu/current-students/student-handbook/>

ALCOHOL AND DRUG POLICIES – EMPLOYEES

The University subscribes to the guidelines recommended by the State of Connecticut's Department of Higher Education for the elimination of drug and alcohol abuse in the educational environment. The University also subscribes to the requirements of the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Amendments of 1989. Institutional policy on this commitment is detailed in the Staff Employment Manual, Chapter 6.15 – Drug-free and Alcohol-free Workplace as well as noted in the Faculty Policy Manual and/or any applicable collective bargaining agreement(s).

The manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on the campus, on properties of the University of Hartford or as part of University of Hartford activities. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages is prohibited on the campus, on properties of the University of Hartford or as part of University of Hartford activities. University employees are expected to comply with all laws and regulations governing alcoholic beverages, including laws prohibiting the furnishing or serving of alcoholic beverages to minors.

In compliance with the Drug Free Schools and Campuses Act, The University of Hartford publishes information regarding the University's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for University of Hartford students and employees.

MEDICAL MARIJUANA

In accordance with Federal law, the University does not permit the possession, use or distribution of marijuana. As such, employees in possession of medical marijuana prescriptions (issued in Connecticut or any other state) are not permitted to use or possess marijuana on University property or as part of University activities.

In addition to enforcement of its institutional policies, the University abides by and enforces (with the assistance of local law enforcement) Connecticut State laws and local ordinances pertaining to the use, consumption, possession, sale, and distribution of alcoholic beverages and illegal drugs. Due to the potentially negative effect on academic performance, health, personal relationships, and safety, the University is concerned about alcohol abuse and illegal drug use. The University provides alcohol education programs, on-campus counseling services, and referrals to off-campus counseling and treatment programs.

For additional information please contact your HRD representative or refer to Appendix B of this ASR. Questions about this policy should be directed to the Executive Director of Human Resources Development at 860.768.4666.

REPORTING CONDUCT OF CONCERN

The University of Hartford strongly encourages students, faculty and staff to act as engaged bystanders and report suspected violations of the standards of conduct outlined in the DAAPP, or other concerning behaviors related to alcohol or other drug use and/or abuse involving students or employees. Timely reports can help to promote early identification of situations and issues that may adversely affect student or employee safety, performance or well-being and will permit the University to connect students or employees with resources to promote their success. Early identification also allows for lower-level interventions, when necessary, in accordance with the University's procedures applicable to student and employee discipline.

Students or employees may report such matters to a University representative including, but not limited to a faculty or staff member, a supervisor or any of the following offices/officials:

- Public Safety – 860.768.7985 or 860.768.7777 (emergency)
- Residential Life – 860.768.7792
- Student Conduct Officer – 860.768.5403
- Dean of Students – 860.768.4285
- Human Resources Development – 860.768.4156

For additional information regarding the Alcohol and Drug Policy for Employees, please contact HRD at 860.768.4666.

Please proceed to the next section, APPENDIX C, to view Sexual Violence Policies.

THE REMAINDER OF THIS PAGE
IS INTENTIONALLY LEFT
BLANK.

APPENDIX C

This document is subject to amendment or change. Please visit the University Title IX webpage to view the most up to date Title IX policy.

UNIVERSITY OF HARTFORD

Policy on Sexual and Gender-Based Interpersonal Violence and Harassment

Title IX

Policy on Sexual and Gender-Based Interpersonal Violence and Harassment

- I. Statement of Non-Discrimination
- II. Statement of Policy
- III. Scope
- V. Title IX Coordinator
 - A. Prohibited Conduct
 - B. Consent
- III. Educational, Awareness and Prevention
- IV. Resources for Victims of Sexual Violence and Other Sexual Misconduct
- VI. Reporting a Violation and Handling of Complaints
 - A. Reporting to Confidential Resources
 - B. Reporting to the University
 - C. Filing a Formal University Complaint
 - D. Reporting to Law Enforcement
 - E. Filing an External Complaint
 - F. Deciding Not to Report
- VII. Non-Retaliation Policy
- VIII. University Complaint Process
 - A. Process
 - B. Filing a University Complaint
 - C. Interim Remedial Action
 - D. Procedural Standards and Rights
 - E. Investigation
 - F. Complaint Assessment Panel
 - G. Appeals
 - H. Compliance with Sanctions and Accommodations
 - I. Confidentiality of Process

Appendix A: Criminal Complaint Process
Appendix B: How Does a Restraining Order Work?
Appendix C: Reporting Options for Relationship Violence

I. Statement of Non-Discrimination

The University of Hartford prohibits discrimination in admissions, educational programs and services, and employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law. The University is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972.

II. Statement of Policy

The University of Hartford (the “University” or “UHart”) is committed to providing an environment free from gender-based discrimination and harassment. Consistent with the University’s commitment to equal opportunity and non-discrimination, the University strictly prohibits Sexual Assault, Sexual Exploitation, Dating, Relationship or Domestic Partner Violence, Stalking, Sexual or Gender-Based Harassment, or Retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy (collectively, “Prohibited Conduct”).

The University adopts this Policy in furtherance of 1) preventing, eliminating or addressing the effects of Prohibited Conduct; 2) fostering a climate where all individuals are well-informed and supported in preventing or reporting Prohibited Conduct; and 3) providing clear standards and a fair and impartial process for all parties by which violations of this Policy will be addressed and disciplinary action imposed. The University will take prompt and effective action to eliminate Prohibited Conduct, prevent its reoccurrence, and remedy its effects.

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination based on gender, including sexual violence and misconduct, in educational programs and activities that receive federal financial assistance; Title VII of the Civil Rights Act of 1964 (“Title VII”) prohibits discrimination in employment based on sex, among other protected

classifications; Section 304 of the Violence Against Women Reauthorization Act of 2013, codified at 20 U.S.C. Section 1092(f), requires institutions of higher education to develop policies regarding the prevention of sexual assault, domestic violence, dating violence and stalking; and Section 10a-55m of the Connecticut General Statutes (“CGS”) requires institutions of higher education to develop a policy applicable to all students and employees addressing sexual assault, stalking and intimate partner violence and Title VII of the Civil Rights Act of 1964 (“Title VII”) prohibits discrimination in employment based on sex, among other protected classifications. To ensure compliance with Title IX, Title VII, 20 U.S.C. Section 1092(f), CGS Section 10a-55m and other applicable federal and state laws, the University of Hartford has developed this statement of policy and procedures (“Sexual Violence Policy”), which prohibits Sexual and Gender-Based Interpersonal Violence and Harassment.

III. Scope

Every member of the University community plays a role in fostering an environment free of the unlawful discrimination and is encouraged to take reasonable and prudent actions to prevent or respond to Prohibited Conduct. Any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their gender or other protected class characteristic is subject to sanctions under this Policy. When brought to the attention of the University of Hartford, any such discrimination will be appropriately addressed in accordance with the resolution procedures described herein. Non-members of the campus community, including vendors, guests or visitors, who engage in discriminatory actions within University of Hartford programs or on University of Hartford property are not subject to the

resolution procedures under this Policy, but can be subject to actions that limit their access and/or involvement with University of Hartford programs as the result of engaging in Prohibited Conduct that affects the University.

As further discussed in this Policy, faculty and administrators are required to report violations of this Policy which they observe or receive information about involving students. Supervisory employees are also required to report violations of this Policy involving employees. Upon receiving any report of Prohibited Conduct, the University will respond promptly, equitably and thoroughly, as further set forth herein. When a Respondent is found to have violated this Policy, appropriate sanctions will be used to ensure that such actions will not be repeated and to remedy any effects to the extent possible.

This Policy applies to Prohibited Conduct that takes place on the campus, at University-sponsored events and may also apply to off-campus and/or to electronic or telephonic communications regardless of location when the Title IX Coordinator determines that the off-campus conduct affects a substantial University of Hartford interest, including: i) any action that constitutes a criminal offense under federal or state law; ii) any action which presents a danger or threat to the health or safety of self or others; and iii) any situation that is detrimental to the educational interests of the University of Hartford or to the wellbeing of the campus community.

Any University of Hartford community member who has questions about this Policy should contact the University's Title IX Coordinator.

The University will protect the privacy of Complainants and Respondents, to the extent possible consistent with legal requirements and the University's obligations to protect the health and safety of the University community.

Similarly, the University will respect requests for confidentiality from Complainants to the extent possible consistent with legal requirements and the University's obligations to protect the health and safety of the University community.

Confidentiality and privacy issues are discussed more fully below. In addition, fully confidential resources, both on-campus and off-campus, are identified below.

V. Title IX Coordinator

Gwaina Wauldon, Executive Director of Equal Opportunity Programs and Title IX Compliance serves as the University's Title IX Coordinator and is responsible for monitoring the University's compliance with Title IX and implementation of the University's policies on equal opportunity and nondiscrimination, Acts of Violence, Bias or Hate, and Sexual and Gender-based Interpersonal Violence and Harassment. Ms. Wauldon ensures appropriate education and training is provided to the community, and that prompt and effective action is taken to address and eliminate Prohibited Conduct. Among other responsibilities, the University Title IX Coordinator has the authority to appoint investigators and determine the complaint process for the reported incident (student, faculty or non-faculty employee). The Title IX Coordinator is available to meet with any member of the University of Hartford community to discuss any complaint or concerns arising under these policies.

The Title IX Coordinator's contact information is as follows:

Gwaina Wauldon, M.S., J.D.

Executive Director of Equal
Opportunity Programs and Title IX
Compliance
Administration Building, Room 327
(860) 768-4281
Email: title9@hartford.edu

Concerns about the University's application of Title IX, Title VII, VAWA or other non-discrimination statutes may also be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
8th Floor, Five Post Office Square
Boston, MA 02109-3921
Customer Service Hotline #: (617) 289-0111
Fax: (617) 289-0150
TDD: (800) 877-8339
Email: ocr.boston@ed.gov.
Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity
Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: (800) 669-4000
Fax: (617) 565-3196
TTY: (800) 669-6820
Web: <https://www.eeoc.gov/>

A. Prohibited Conduct

Prohibited Conduct, includes the following Prohibited Conduct as specifically identified below:

i. Non-Consensual Sexual Intercourse
Defined as:

- any sexual intercourse

- however slight
- with any part of the body or object
- by a person upon another person
- that is without consent

Sexual intercourse includes:

- Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

ii. Non-Consensual Sexual Contact
Defined as:

- any intentional sexual touching
- however slight
- with any body part or object
- by a person upon another person
- that is without consent

Sexual touching includes:

- Intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

iii. Sexual Exploitation
Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not

otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaging in sexual acts without the consent of the person observed).
- Invasion of sexual privacy.
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Prostitution.
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.

- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent (assuming the sexual act is not completed)
- Exposing one's genitals in non-consensual circumstances.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

iv. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of the University of Hartford's policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The University of Hartford will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

v. Sexual or Gender-Based Harassment

The University of Hartford strictly prohibits sexual or gender-based harassment or other unlawful behavior which targets an individual because of characteristics such as gender, sexual orientation, sexual identity, etc.

Sexual Harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic grade, salary, benefit or service; (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic grading or other decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

Gender-Based Harassment includes harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a

sexual nature.

In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the Complainant's mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities; and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

Examples of conduct that may constitute Sexual or Gender-Based Harassment include, but are not limited to:

- Physical assaults of a sexual nature, such as (1) rape, sexual battery, molestation or attempts to commit these assaults; or (2) intentional physical contact which is sexual in nature, such as patting, pinching, brushing against another's body, etc.
 - Unwanted sexual advances, propositions or other sexual comments and jokes, including disparaging remarks about the individual body or gender.
 - Inappropriate verbal conduct, including lewd or sexually suggestive comments, jokes, or innuendoes, or unwelcome comments about an individual's sexual orientation, gender, gender identity, or gender expression;
 - Inappropriate written conduct, including letters, notes, or electronic communications, containing comments, words, jokes, or images that are lewd or sexually suggestive or relate in an unwelcome manner to an individual's sexual orientation, gender, gender identity, or gender expression.
 - Inappropriate physical conduct, including unwelcome touching or sexual advances within the working, living, or learning environment;
 - Persistent and inappropriate personal attention from one colleague to another in the face of repeated rejection;
 - Sexual or discriminatory displays, publications or other visual material on University of Hartford property.
 - Sexual gestures through body movements or hands or other types of nonverbal sexually explicit behavior.
- vi. Conflicts of Interest arising from Faculty/Staff Consensual Relationships with Students
- Consistent with the University of Hartford's Title IX obligations and commitment, teachers, administrators, coaches and other employees must avoid

and refrain from romantic or sexual relationships, even if consensual, with students whom they teach, advise or supervise (or whom they may teach or supervise in the future). The relationship between teacher, advisor or mentor and student must be protected from influences or activities that can interfere with learning and personal development. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating an actual or potential conflict of interest and may impair the educational environment for other students. Employees or students with questions about this policy are advised to consult with the University's Title IX Coordinator. Violations of this policy will normally result in disciplinary action.

vii. Intimate Partner/Dating/Domestic Violence

Relationship violence is a pattern of behavior in a domestic, intimate or dating relationship that is used to establish power and control over another person through fear and intimidation. This behavior can be verbal, emotional, and/or physical. Examples include, but are not limited to: striking another person, property damage, reckless behavior, public humiliation,

harassment and verbal or physical threats. It includes threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of another person. Any such conduct or any offense under the University's Code of Community Standards will be considered Prohibited Conduct and resolved under this Policy if it arises out of an intimate partner, dating or domestic relationship (even if such relationship has ended). The University will evaluate the existence of the relationship based upon the Complainant's statement and taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship.

viii. Stalking

Stalking includes any conduct prohibited by Connecticut General Statutes 53a-181 or any course of conduct directed to a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer emotional distress, including but not limited to, two or more acts directly or through a third party which monitors, observes, surveils, threatens, or communicates to or about a person. This misconduct can involve, but is not limited to: (i)

lying in wait or knowingly repeatedly running into the victim; (ii) unwelcome excessive phone calls, text messages, notes, etc.; (iii) watching or recording the victim from a distance; (iv) threats to harm a victim or a victim's family, friends, teachers, pets, or property whether the threats are delivered personally or through a third party; (v) vandalism of the victim's property; (vi) sending unwanted gifts, or leaving items that hold significance within the relationship between the victim and stalker. It also includes CYBERSTALKING, which is delivered through electronic devices and includes, but is not limited to: (i) posting online, the use of websites, email, text messaging, online social media, phone calls, malicious emails and instant messaging; (ii) creating multiple online accounts to harass a victim; (iii) hacking into the victim's personal website, email account(s), phone account(s) or social media account(s); or (iv) continuous posting of malicious and/or untrue information online to websites or social media. Gender-based stalking will also be addressed under this Policy.

ix. False Claims

Deliberately false/and or malicious reports under this Policy (as opposed to allegations found to be erroneous but made in good faith) are a serious offense subject to disciplinary action under this Policy.

x. Other Prohibited Conduct

Other forms of misconduct, when gender-based, are Prohibited Conduct under this Policy, including but not limited to:

- Sex offenses (other than listed above) under applicable federal and state law
- Hazing
- Assisting another person in committing Prohibited Conduct
- Threats or actions which inflict physical injury or emotional distress on others
- Acts injurious or creating a risk of injury to a person under the age of 18

B. Consent

Affirmative consent is the standard used to determine whether sexual activity was consensual. For purposes of determining whether or not Prohibited Conduct has occurred, Consent is defined as an active, knowing and voluntary exchange of affirmative words and/or actions, which indicate and effectively communicate a willingness to participate in a particular sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

- Consent must be freely and actively given.
- Silence, the lack of resistance or the lack of a negative response is not alone consent.
- A person, who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, cannot give consent.
- A person who is asleep cannot give consent.

- Consent to one form of sexual activity does not indicate consent to another form of sexual activity.
- Neither past consent nor a past relationship indicates current or future consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and
- Coercion, force, or threat of either invalidates consent.

Consent must be freely and meaningfully given. Consent cannot be freely and meaningfully given if the person whose consent is needed is incapacitated, or if the consent is obtained by means of force or coercion. For purposes of this Policy:

Incapacitation is a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction).

- Sexual activity with someone who is mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this Policy.
- A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
- Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication.
- In evaluating consent, the University will evaluate whether a reasonable sober person in the Respondent’s position knew or should have known that the person was incapacitated.

Force is the use or threat of physical violence or intimidation to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity. There is no requirement that a party resists the sexual advance or request, but resistance will be viewed as a clear demonstration of non-consent.

Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against that individual’s will. When a person makes clear a decision not to participate in a particular form of Sexual Contact or Sexual Intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion existed, the University will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

Alcohol and Other Drugs

Alcohol and drugs impair a person’s ability to engage in decision-making. Engaging in sexual activity while under the influence of alcohol and drugs can result in confusion or disagreement over whether consent was freely and clearly given. Therefore, it is especially important to be cognizant regarding the other person’s level of intoxication before engaging in sexual activity and, in cases of doubt, it is prudent to refrain from such activity. A person’s intoxication is never an excuse for violent or harassing conduct or for failing to obtain consent.

IV. Educational, Awareness and Prevention

The University encourages students and our entire community to endeavor to prevent occurrences of sexual assault, intimate partner violence or other misconduct based upon gender identity or

expression, race, ethnicity or other discriminatory basis and to join in creating a campus environment where such misconduct is not tolerated. The following is a partial list of educational, awareness and prevention programming provided by the University to students and employees.

Mandatory Education for all First Year Residential Students:

Each year all-incoming first year students are required to take an online Violence Prevention course, Haven, prior to moving into their campus residence.

Haven uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing: Key definitions and statistics ^[1]_[SEP] Reflective and personalized content ^[1]_[SEP] Bystander skill and confidence-building strategies ^[1]_[SEP] Campus-specific policies, procedures and resources ^[1]_[SEP] Rich data summaries to inform future programming.

Domestic violence awareness month (October). Various awareness and prevention programming throughout the month, such as: workshops on healthy relationships. Communication. And the Red Flag Campaign: the Red Flag Campaign is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a “bystander intervention” strategy, encouraging friends and other campus community members to “say something” when they see warning signs (“red flags”) for dating violence in a friend’s relationship. The campaign posters reflect racially and ethnically diverse models, and illustrate both heterosexual and same-sex relationships.

The Red Flag Campaign:

The Red Flag Campaign is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a “bystander intervention” strategy, encouraging

friends and other campus community members to “say something” when they see warning signs (“red flags”) for dating violence in a friend’s relationship. The campaign posters reflect racially and ethnically diverse models, and illustrate both heterosexual and same-sex relationships.

Sexual assault awareness month (April). Various awareness and prevention programming throughout the month, such as: Take Back the Night, workshops on consent and healthy communication and bystander intervention programs as they relate to sexual violence. Mostly all of the programs and/or workshops are operated through the Connections Health Education and Wellness Center and the Women and Gender Resource Center. All programs and workshops are available to the campus community upon request. Departmental examples for programming outreach include areas on campus such as, Greek like, Athletics the Office of Residential Life, Campus Ministry, the Student Success Center and the Hawk Hall learning residential communities.

Violence Prevention Resource Team: This team is a multi-disciplinary resource team consisting of various individuals who represent different areas of campus, to include; Connections Health Education and Wellness, Women and Gender Resource Center, the Office of the President, Dean of Students Office, Health Services, Residential Life, Counseling and Psychological Services, Athletics, Office of Student Conduct Administration, the Department of Public Safety, various faculty representation, various student representation from student groups, and Sexual Assault Survivor Advocates.

This team meets to discuss both national and state best practice standards as they relate to violence prevention. Discuss both federal and state law and how they affect our campus, as well as a primary focus on outreach and education in regard to bystander intervention and creating a healthy campus culture surrounding issues of sexual violence.

Ways to Prevent Sexual Assault

-Know that alcohol and drugs are often related to sexual assault: The use of alcohol and drugs compromises both your ability to make responsible decisions and to communicate effectively.

-Ask directly and don't assume: Some people believe that it is a routine part of "seduction" to ignore a person's saying "no" and to assume the party means "maybe" or even "yes". But without clearly established consent, what is called seduction is actually sexual assault. Even after a person has given consent, he or she still has the right to change his or her mind.

-Listen to and respect the person: If you are getting a double message from someone, speak up and clarify the message. If someone says "no" to your advances, back off.

-Recognize that intoxication is no excuse: Intoxication is not a defense for sexual assault. You are responsible for your actions whether or not you are sober. If someone is intoxicated or has passed out, offer to help; don't take advantage.

Bystander Intervention

The University of Hartford encourages all community members to educate themselves about interpersonal violence and share this information with friends. Confront friends who make excuses for other people's abusive behavior, speak up against racist, sexist, and homophobic jokes or remarks. A good bystander is someone who models pro-social behaviors and intervenes when a potentially dangerous situation occurs.

For more information on Bystander Intervention please go to <https://www.hartford.edu/publicsafety/Crime%20Prevention/bystanderintervention.aspx>.

IV. RESOURCES FOR COMPLAINANTS OF SEXUAL

VIOLENCE AND OTHER SEXUAL MISCONDUCT

Medical Treatment - If a student or employee has been sexually assaulted, medical attention should be sought as soon as possible after the assault. The purpose is multifold:

- To treat physical injuries.
- To ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly.
- To gather evidence that could aid prosecution. Evidence should be collected immediately. After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. This evidence collection can be performed at any of the area hospital emergency rooms: St. Francis (860-714-4001) and Hartford Hospital (860.524.2525). A support person may be present during the exam. These time frames also impact the collection and preservation of evidence such as clothing towels and bedding at the location of the incident.
- Connecticut General Statute 19a-112a (e): No costs incurred by a health care facility shall be charged directly or indirectly to such victim for the examination of a victim of sexual assault, when such examination is performed for the purpose of gathering evidence as prescribed in the protocol, including the costs of testing for pregnancy and sexually transmitted diseases and the costs of prophylactic treatment as provided in the protocol. Any such costs shall be charged to the Office of Victim Services within the Judicial Department.

Note: If you seek treatment at a local hospital, and police are contacted, this does not mean you have to proceed with criminal charges.

Follow-up and routine gynecological services for those who have experienced sexual assault are provided at the University's Health Services (860.768.6601). Gynecology clinics are held weekly. Questions regarding the medical aspects of the

assault can be answered during regular Health Services hours: Monday through Thursday, 8 a.m. – 5:00 p.m. and Friday from 8 a.m. - 4:30 p.m.

Emotional Support and Counseling On Campus – There are a number of services offered on campus to provide emotional support and counseling to individuals who have been sexually assaulted. Sexual assault advisors are volunteer members of the University of Hartford faculty and staff. All have intensive training in serving as advocates to help individuals deal with the aftermath of an assault. They can assist in identifying existing needs, whether medical, judicial/legal, counseling, academic, or housing related. They can also inform the student regarding the most appropriate campus and/or community services to provide this needed assistance and can facilitate the setting up of appointments, as needed or requested. These advisors are on call around the clock, on a rotating schedule. To contact a sexual assault advisor, call Public Safety at 860.768.7985.

You may also reach a counselor at Counseling and Psychological Services by calling 860.768.4482 during regular office hours, Monday through Friday, 8:30 a.m. – 4:30 p.m. during the academic year. After hours, assistance is available through the University Public Safety dispatcher at 860.768.7985.

Emotional Support and Counseling Off Campus – A wide variety of off campus resources are also available to students. Confidential off-campus resources include:

Connecticut Sexual Assault Crisis Services, Inc.

All services are FREE and CONFIDENTIAL

There are various centers throughout the state of Connecticut. Each center provides:

- Hotline Services 24 hours/day 7 days/week
- 24-hour crisis counseling Information &

referral

- Advocacy for children and non-abusing parent
- Short-term counseling for victims and their family and/or friends
- Support groups and more
- Community education programs dealing with sexual assault issues
- Community prevention programs dealing with safety concerns, etc.

Statewide 24-Hour Toll Free Hotline (When you dial the number below, your call is routed to the center closest to your location.)

1.888.999.5545 English

1.888.568.8332 Espanola

YWCA of New Britain Sexual Assault Crisis Services

New Britain Office: 22 Glen Street^[1]P.O. Box 2545, New Britain, CT 06051 Office: 860.225.4681 Hotline: 860.223.1787 (Local) Email: nbsacs@snet.net

Hartford Office 175 Main Street, Hartford, CT 06106 Office: 860.241.9217 Hotline: 860.547.1022 (Local)

Connecticut Coalition Against Domestic Violence (CCADV)

Connecticut Coalition against Domestic Violence (CCADV) is the state's leading voice for victims of domestic violence and those agencies that serve them. CCADV is a membership organization of Connecticut's 18 domestic violence service agencies that provide critical support to victims including counseling, support groups, emergency shelter, court advocacy, safety planning, and lethality assessment, among other services.

24/7 hotline: English: 1.888.774.2900 or Spanish: 1.888.774.2900

Interval House:

Interval House is dedicated to providing services to prevent and break the cycle of family and intimate partner abuse, which strives to reach all persons at risk and bring about social change

24-hour domestic violence hotline:
860.527.0550 or 1.888.774.2900

Office of Victim Services

The Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS contracts with non-profit and public organizations to provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, legal support, therapy, safety planning, group treatment/support, personal advocacy and assistance in filing applications for victim compensation. For more information, call 711 or 1.800.833.8134; go to 225 Spring Street, Fourth Floor, Wethersfield, Connecticut; or visit <http://www.jud.ct.gov/crimevictim/>.

VI. REPORTING A VIOLATION AND HANDLING OF COMPLAINTS

Confidentiality and Privacy

The University is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. In any report under this policy, every effort will be made to protect the privacy interests of all individuals involved

Privacy and confidentiality have distinct meanings under this policy.

Privacy. Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those University employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality. Confidentiality means that information shared by an individual with designated confidential campus or community professionals cannot be revealed to any other individual without express permission of the disclosing individual. Those campus and community professionals include medical providers, mental health providers, religious / pastoral counselors, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or the disclosure is otherwise legally permitted or required. Non-identifying, aggregate data may be shared for statistical purposes consistent with the Clery Act.

Any other University employee who is not designated as a confidential resource under this policy is required to share a report of sexual misconduct with the Title IX Coordinator. The Title IX Coordinator will conduct an initial assessment of the conduct, the Complainant’s desired course of action, and the necessity for any interim measures or services to protect the safety of the Complainant or the community. The goal is to eliminate any hostile environment.

If a report of misconduct discloses a serious or immediate threat to the campus community, the University will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the Complainant. The University may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. At no time will the University release the name of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

All University proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, Violence Against Women Act (VAWA), state and local law, and University policy. No information shall be released from such proceedings except as required or permitted by law and University policy.

A Complainant has a number of rights and options in connection with reporting Prohibited Conduct. The Complainant may choose to do one or more of the following:

- Report the incident to a Confidential Resource.
- Report the incident to the University.
- File a formal complaint with the University under the procedures set forth in this Policy.
- File a complaint with the police, with or without University assistance.
- File a complaint with other governmental agencies.

While Complainants are encouraged to pursue these options, with support available from various University and community resources listed in this Policy, a Complainant is under no obligation to file a complaint with local law enforcement or to file a formal complaint with the University. Each of these options is discussed below.

Any University employee who is told or otherwise learns about an incident of Sexual Violence or Sexual Misconduct against a student, employee, visitor or other third party must report that incident to the University's Title IX Coordinator. Any person who is not sure whether they have an obligation to report an incident should contact the Title IX Coordinator.

While prompt reporting is encouraged, there is no prescribed time limitation for reporting Prohibited Conduct. However, the University's ability to investigate or to take corrective or remedial actions may be limited by delay in reporting.

To report a violation or potential violation of this Policy, any person may contact any of the following:

Any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985

Gwaina Wauldon, Executive Director, Equal Opportunity Programs and Title IX Compliance
wauldon@hartford.edu 860.768.4281

Any incident which is not ongoing or require immediate reaction to avoid the risk of harm to one or more persons: A person may report a potential violation of Title IX by calling the Whistleblower Hotline/Confidential Telephone Reporting Line - 860.242.0138. Issues raised to the Whistleblower Hotline are taken seriously and will be researched and evaluated for appropriate follow up. However, because the Whistleblower Hotline is NOT monitored continuously, and calls to the Whistleblower Hotline will not be forwarded to Public Safety or law enforcement personnel, incidents that are ongoing or require immediate reaction to prevent harm to one or more persons should not be reported on the Hotline: instead, Public Safety, local law enforcement or 911 should be called immediately. Further information on the Whistleblower Hotline can be found at <http://hartford.edu/HRD/files/pdf-new/2014%20Website/Whistle%20Blower%20Hotline%202013.pdf>.

Finally, all community members that are aware of an incident involving violation of the University's Policy on Sexual and Gender-Based Interpersonal Violence and Harassment are encouraged to speak to the University's Title IX Coordinator, Residence Hall Director, Resident Assistant, Public Safety, Faculty, or other University staff member to make a formal report. Students and others may be reluctant to report incidents because of concerns that their own behavior may be a violation of University policies. Except to the extent necessary to avoid a likelihood of risk to self or others, the University normally will not pursue disciplinary actions against Complainants or third-party reporters who reveal information about a violation of University policies while reporting an incident of Sexual and Gender-

Based Interpersonal Violence and Harassment. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences of not reporting the incident.

A. Reporting to Confidential Resources

A number of Confidential Resources, both on-campus and off-campus, are available to provide Complainants assistance and advice on an entirely confidential basis. These Confidential Resources will not inform other University personnel or law enforcement agencies without the Complainant's permission. At the same time, Confidential Resources can be very helpful in advising Complainants on whether or not to make a formal report, and in assisting with that reporting process.

The following Confidential Resources are available to Complainants:

On-Campus Resources

- Counseling Services – 860.768.4482
- Student Health Services – 860.768.6601

Off-Campus Resources

- YWCA of New Britain Sexual Assault Crisis Service
- Hotline: 860.223.1787 Email: nbsacs@snet.net
- Interval House
- 24-hour domestic violence hotline: 860.527.0550 or 1.888.774.2900
- Connecticut Sexual Assault Crisis Services (CONNSACS)
- 24-hour confidential hotline – 1.888.999.5545

- Connecticut Coalition Against Domestic Violence (CCADV)
24-hour hotline:
English: 1.888.774.2900 Spanish: 1.888.774.2900

- Rape, Abuse, and Incest National Network (RAINN) crisis hotline – 1.800.656.HOPE
- Rape, Abuse, and Incest National Network (RAINN) online hotline
<https://ohl.rainn.org/online/>

The University offers a number of other resources to Complainants for receiving support, advice, counseling and assistance, and for reporting incidents of Sexual and Gender-Based Interpersonal Violence and Harassment, but while every effort will be made to preserve privacy to the greatest extent possible, those other resources may be obligated to take action when they learn about an incident. Only Confidential Resources can assure complete confidentiality under normal circumstances. Faculty members are not Confidential Resources and must contact the University Title IX Coordinator if they are alerted of an alleged violation of this Policy.

The following On-Campus Resources are available to Respondents:

- Counseling Services – 860.768.4482
- Student Health Services – 860.768.6601

B. Reporting to the University

(1) Designated University contacts

Any person who believes he or she has been subject to Sexual or Gender-Based Interpersonal Violence and Harassment in violation of this Policy is encouraged to contact any of the following designated University officials:

Any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985

Gwaina Wauldon, Executive Director, Equal Opportunity Programs and Title IX Compliance
wauldon@hartford.edu 860.768.4281

While these offices and individuals are specifically trained to respond to reports of Sexual and Gender-Based Interpersonal Violence and Harassment in violation of this Policy and to assist Complainant's of these incidents, if a Complainant chooses to inform other University staff and administration (such as supervisors, advisers, Human Resources, Residential Life and Student Affairs staff, academic administration, faculty, etc.), the University employee will make sure that a designated University official is informed. Notice to any University employee, other than Confidential Resources, triggers an obligation for that employee to report to a designated University official.

(2) Where the Complainant Requests Anonymity, that an Investigation Not Be Pursued, that a Complaint Be Withdrawn and/or that No Disciplinary Action Be Taken

When the University receives notice of an incident, whether from the Complainant, a third party or anonymously, the University has an obligation to take action in order to protect the health and safety of the University community. Any time a report of Sexual Violence or and Other Sexual Misconduct is investigated, only people with a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses and the accused person. However, investigations by their nature cannot be entirely confidential: in order to properly investigate a report of a possible violation of this Sexual Violence Policy, the identity of the victim, when known, may be revealed. The investigative process is explained further below.

If a Complainant of Sexual Violence or and Other Sexual Misconduct reports an incident, or is contacted by a University official investigating an allegation of Prohibited Behavior, and the Complainant specifically asks that the matter remain

confidential and not be investigated, the University will consider this request. When weighing a Complainant's request for confidentiality or that no investigation be pursued, the Title IX Coordinator will consider a range of factors, including, but not limited to, the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
- Whether there have been other Sexual Violence complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further Sexual Violence or other violence against the victim or others;
- Whether the Sexual Violence was committed by multiple perpetrators;
- Whether the Sexual Violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the University possesses other means to obtain relevant evidence of the Sexual Violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

While the University will seek to honor a Complainant's wishes, the presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action, even though the Complainant requests confidentiality and no action. If none of these factors is present; the University will normally respect the victim's request for confidentiality.

If the University determines that it must investigate in spite of a Complainant's request for confidentiality, the University will inform the Complainant prior to starting an investigation and will, to the extent possible, maintain as much privacy as possible and only share information with people as necessary to meet the University's obligations.

The University may not require a Complainant to participate in any investigation or disciplinary proceeding. The University also will not require a Complainant to notify law enforcement authorities or to cooperate in any criminal investigation, although the University may determine that it has its own obligation to notify law enforcement, based on the same considerations described above. Under all circumstances, the University will take all reasonable steps to be protective of the Complainants' wellbeing, and will work with the Complainant to create a safety plan as well as take ongoing steps to protect the Complainant from retaliation or harm. Retaliation against the Complainant, whether by students or University employees, will not be tolerated. The University will also:

- assist the Complainant in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see discussion of these resources, above);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the Respondent pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the Complainant of the right to report a crime to campus or local law enforcement – and provide the Complainant with assistance if the Complainant wishes to do so.

If the Complainant wishes to keep a matter confidential and the University determines that it can honor that request, the University will still

assess what actions the University can take in response to the reported incident without identifying the Complainant. Such actions may include, for example: targeted awareness and prevention programming for the community; assistance with transportation for victims; University housing reassignments, and academic accommodations and assistance for student victims, and workplace accommodations for employee victims.

Because the University is under a continuing obligation to address the issue of Sexual Violence and other Sexual Misconduct campus-wide, reports of Sexual Violence (including non-identifying reports) will also prompt us to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported Sexual Violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

C. Filing a Formal University Complaint

Students, faculty, and staff who are victims of Sexual Violence or Other Sexual Misconduct are encouraged to file a complaint under the University Complaint Process set out in Section VIII of this Sexual Violence Policy, below. The University Complaint Process is available to all University students, faculty and staff for accusations made against any individual who is a University student, faculty or staff.

D. Reporting to Law Enforcement

Community members who are victims of Sexual Violence or Other Sexual Misconduct have the option to notify or not notify law enforcement. University of Hartford community members are encouraged to report Sexual Violence and Other Sexual Misconduct, whether the incident occurred on or off campus, to local law enforcement. Any of the following resources can assist community

members who wish to make a report of Sexual Violence or Sexual Misconduct, whether the incident occurred on or off campus, to police:

- University of Hartford Department of Public Safety
860.768.7985
- YWCA of New Britain Sexual Assault Crisis Services
Hotline: 860.223.1787 Email:
nbsacs@snet.net
- Interval House
24-hour domestic violence hotline:
860-527-0550, or 1-888-774-2900

Electing not to report an incident to the police will not impact the University's investigation or Title IX complaint process, nor will it affect the victim's other rights and options under this Sexual Violence Policy and the law. If a victim is a minor, according to Connecticut state law, the University will make a report to the appropriate law enforcement agency.

To contact a local police department, contact Public Safety for assistance, or call:

- Hartford Police Department – 860.757.4000
- West Hartford Police Department – 860.523.5203
- Bloomfield Police Department – 860.242.5501

IF YOU NEED IMMEDIATE ASSISTANCE IN CASE OF AN EMERGENCY PLEASE DIAL 860.768.7777 (or 7777 FROM ANY UNIVERSITY PHONE) OR 911. Please be advised that dialing 7777 directly to the Department of Public Safety may speed up emergency response as Public Safety can guide emergency services to the proper location on campus.

Victims of Sexual Violence and Other Sexual Misconduct which constitutes a violation of criminal statutes – including, without limitation, Sexual Assault, Domestic Partner Violence, Dating Violence and Stalking – may be able to seek a protective order or temporary restraining order through the criminal or civil court system.

Any person who obtains a court-ordered protective order or temporary restraining order, whether or not related to a violation of this Sexual Violence Policy, may inform Public Safety of the existence of the protective or temporary restraining order. Information on the criminal justice system, including information on how to obtain and enforce a protective or restraining order, is contained in appendices at the back of this Sexual Violence Policy:

Criminal Complaint Process – See APPENDIX A
How Does a Restraining Order Works? – See APPENDIX B
Reporting Options for Victims of Relationship Violence – See APPENDIX C

E. Filing an External Complaint

In addition to the University offices, employees, students, and visitors to the campus can also direct their concerns about sex discrimination to federal and state offices. The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX. Generally, this covers students, employees, and visitors to the campus involved in the University-sponsored educational programs or activities.

Office of Civil Rights
U.S. Department of Education
5 Post Office Square, 8th floor
Boston, MA 02109-3921
Telephone: 617.289.0111
Fax: 617.289.0150
Email: OCR_Boston@ed.gov

Information concerning OCR's procedures and coverage is contained online:
<http://www2.ed.gov/about/offices/list/ocr/docs/hocto.html?src=rt>

The United States Equal Employment Opportunity Commission (EEOC) enforces the federal laws that prohibit sex discrimination in employment and educational activities and programs.

U.S. Equal Employment Opportunity Commission
John F. Kennedy Federal Building

475 Government Center
Boston, MA 02203
Telephone: 1.800.669.4000
Fax: 617.565.3196

Information concerning EEOC's procedures and coverage is contained online:

<http://www.eeoc.gov/field/newyork/charge.cfm>

Note: Federal law requires that a formal written complaint be filed with the EEOC within 300 days of the date when alleged discriminatory act occurred.

The Connecticut Commission on Human Rights and Opportunities (CHRO) enforces laws that prohibit sex discrimination in employment within the State of Connecticut.

Connecticut Commission on Human Rights and Opportunities

25 Sigourney Street
Hartford, CT 06106

Telephone 860.541.3400 or 1.800.477.5737

Fax 860.246.5068

Information concerning CHRO's procedures and coverage can be found at:

<http://www.ct.gov/chro/cwp/view.asp?a=2524&Q=315884&chroPNavCtr=1#45571>

F. Deciding Not to Report

If a community member decides not to file a complaint with the University, the University encourages the community member to seek out the available medical, mental health, counseling and advocacy resources listed in Section IV, above. Community members who wish to make a complaint at a later date may contact any of the staff mentioned in Section VI D through E, above. Please note that a delay in reporting could weaken the available evidence, or the University's ability to gather information, used to determine whether a person is responsible for Sexual Violence or Other Sexual Misconduct. The University therefore encourages all persons, even if they do not wish to report an incident of Sexual Violence or Other Sexual Misconduct to law enforcement or the University, to arrange for the preservation of any physical evidence, including if relevant preservation of medical evidence at a hospital. Assistance in the

preservation of evidence may be provided by Public Safety a local law enforcement agency or a hospital.

VII. Non-Retaliation Policy

The University encourages individuals to bring forward information and/or complaints about violations of state or federal law, University policy, rules or regulations. Retaliation against any individual who, in good faith, reports or who participates in the investigation of alleged violations is strictly forbidden. The University will take appropriate action, up to and including dismissal or expulsion, as applicable, against any employee or student who violates this non-retaliation policy.

This Sexual Violence Policy does not protect an individual who files a report or provides information as part of an investigation that he or she knows is false, files a bad faith retaliation claim or participates in any illegal conduct.

Such actions adversely affect or threaten to affect the employment rights or other interests of an individual and can take either work or social form.

Examples of work-related retaliation include, but are not limited to:

- Unsubstantiated adverse performance evaluations or disciplinary action;
- Unfounded negative job references;
- Arbitrary denial of salary increases, promotions or other job benefits; and
- Hostile work environment, described as conduct that is so objectively offensive as to alter the conditions of employment;
- Intimidation; and
- Unfounded reduced or limited work assignments.

Examples of social retaliation include, but are not limited to:

- bullying, such as repeated intimidation or humiliation, derogatory or insulting remarks, or social isolation and which occurs indirectly (e.g., via e-mail) or directly;
- physical threats and/or destruction of personal or state property.

Actions also considered retaliatory include any action taken or threatened to be taken by an employee that would dissuade a reasonable employee from engaging in activities protected by this Sexual Violence Policy.

If an individual believes that he or she has been subjected to retaliation as a result of filing a Title IX complaint, s/he should either contact the office to which the initial complaint was filed or any of the following University offices:

Title IX Coordinator:

860.768.4281

Public Safety

860.768.7985

VIII. University Complaint Process

The University of Hartford has adopted an equitable process for investigating and resolving Prohibited Conduct. “Complainant” means the Student or Employee who presents as the victim of any Prohibited Conduct, regardless of whether that person makes a report or seeks action under this Policy. “Respondent” means the Student or Employee who has been accused of violating this Policy. Each set of procedures referenced below is guided by the same principles of fairness and respect for Complainants and Respondents. A Student or Employee determined by the University to have engaged in Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third parties who commit Prohibited Conduct may have their relationship with the University terminated or their privileges of being on University premises withdrawn. The University’s jurisdiction over employees extends to any acts committed within the workplace or which negatively impact students, other employees or the working or educational environment. The University seeks to resolve Complaints of Prohibited Conduct within 60 days of receipt; however, there may be many reasons why an investigation takes longer than 60 days, including, but not limited to, the complexity of the case, the availability of witnesses, the University’s resources, breaks and periods where the University is closed. The Title IX Coordinator will keep the parties reasonably updated as to the timing of the process.

A. Process

For the most up to date information on the Process, please see the University’s website at <https://www.hartford.edu/about/policies/title-ix/>

B. Filing a University Complaint

All individuals are encouraged to promptly report conduct to the University that may violate this policy. Also, all individuals are encouraged to report conduct that may violate criminal law to both the University and law enforcement. Complainants may also file a complaint with the Title IX Coordinator, or Public Safety. The University Title IX Coordinator, or designee, reserves the right to investigate any incident that comes to the attention

of the University that may relate to this Policy, and, if necessary, refer that incident to this Process.

C. Interim Remedial Action

Upon receipt of a report of prohibited conduct, the Title IX Coordinator, or designee, may enact interim remedial actions in order to stop the alleged harassment or discrimination, and/or to protect the safety and well-being of the Complainant, the Respondent and the University community while an investigation, assessment and appeal is continuing under this Process. Interim remedial actions may be instituted at any point during the investigation, assessment and appeal process and can include, but are not limited to;

- For all Complainants or Respondents:
 - No Contact Orders;
 - Assistance with transportation;
- For students:
 - University housing reassignments and / or suspensions;
 - Academic assistance, course schedule adjustments and other academic accommodations;
 - University campus restrictions and/or bans;
 - Limitations on extracurricular and/or athletic activities;
- For employees:
 - Temporary work assignments, or temporary relocation of workplace; and
 - Temporary assignment of alternative supervision (when the supervisor has been named a Respondent in violation of this Policy).

These forms of remedial action, where appropriate, will be made available regardless of whether or not the individual chooses to file a complaint with law enforcement officials.

D. Procedural Standards and Rights

The University seeks to conduct all investigations, assessments and appeals under this Process in a

manner which is fair and impartial to both the Complainant and the Respondent, as set out in this Policy.

The completion of the investigation, assessment and, where applicable, determination of sanctions shall be completed in a prompt and fair manner as set out in this Policy. The Title IX Coordinator will not consider parallel police investigations to be a valid reason for delaying an investigation or reaching a conclusion about any alleged violation of University policy. Any appeal shall be handled in a similarly prompt fashion.

Both the Complainant and the Respondent shall have the right to be accompanied by an advisor or support person of their choice at any meeting or in-person proceeding under the Process, so long as the participation of a support person does not cause a postponement or delay of the meeting or proceeding. The advisor shall not be permitted to speak during any meeting or proceeding, although the Complainant or Respondent can request reasonable breaks which do not unreasonably delay or extend the meeting or proceeding in order to consult with the support person.

The identities of the Complainant and the Respondent shall be kept confidential to extent possible, except as required by law or for the purposes of conducting a fair and thorough investigation, assessment and appeal under this Process.

E. Investigation

Upon notification of a possible violation that may relate to this Sexual Violence Policy, the Title IX Coordinator or trained designee will make a preliminary assessment to determine if there is reasonable cause to believe a Respondent violated this policy and to assess whether or not there is sufficient information on which to base a formal Title IX investigation. The Title IX Coordinator or trained designee will also assess, pursuant to the standards on confidentiality discussed above, any request by the Complainant not to investigate.

In cases where the Complainant wishes to proceed or the University of Hartford determines it should proceed notwithstanding a request not to proceed, these Procedures offer two options for resolving reports of Prohibited Conduct: (1) Alternative Conflict Resolution – which includes alternative dispute mechanisms for resolving the reported Prohibited Conduct; and (2) Formal Resolution – which involves an investigation and review (and possible sanction) by a Decision Maker. This Procedure considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Alternative Conflict Resolution may only occur if selected by all parties and the Title IX Coordinator determines it is appropriate; it will not be utilized if the reported Prohibited Conduct poses a safety threat to others.

(1) Alternative Conflict Resolution

If alternative conflict resolution is elected by both Complainant and Respondent and is determined appropriate by the Title IX Coordinator given the nature of the alleged behavior, then the report does not proceed to investigation. Generally, Alternative Conflict Resolution will not be utilized to resolve reports of Sexual Assault.

Each party has the right to choose and consult with an advisor before selecting alternative conflict resolution, and advisors may offer support during the process.

The Title IX Coordinator may attempt to mediate the conflict between the parties or may request the assistance from a trained mediator. Alternative Resolution agreements may involve agreed upon restrictions upon interactions or activities, or other remedial or protective measures tailored to meet the needs of the parties. If the agreement reached is acceptable to the University, the Complainant and the Respondent, the terms will be implemented and the matter closed. If an acceptable agreement is not reached, or if one or more parties fail to comply with the

agreement reached, then the matter will be referred through Formal Resolution under these Procedures.

The Title IX Coordinator will maintain records of all reports and agreements referred for alternative conflict resolution.

(2) Formal Resolution

Formal Resolution will be commenced by the Title IX Coordinator when a Complainant requests an investigation and disciplinary action, or alternative conflict resolution fails, or the University determines based upon preliminary inquiry and threat assessment that investigation is necessary to ensure the safety of the Complainant or other members of the University community, or to address Prohibited Conduct which adversely impacts the workplace or educational setting.

If the decision is made to commence a formal investigation, the Title IX Coordinator will conduct a full investigation, or delegate this responsibility in whole or in part to the Associate Director, Equal Opportunity Programs and Title IX Compliance who functions as the primary Title IX Investigator for the University, a trained Title IX Investigator in the Office of Public Safety, or to an experienced, external retained investigator to conduct the Title IX investigation. All investigators shall have at least annual training on issues relating to sexual assault and gender-based violence and how to conduct a full, fair and impartial investigation. The Title IX Coordinator or investigator(s) will provide written notice to the responding party of the allegations constituting a potential violation of the University's sexual misconduct policy, including sufficient details and with sufficient time to prepare a response before any initial interview. The investigator(s) will provide sufficient time to both the Complainant and Respondent to prepare a response before any initial interview, as well as an equal opportunity for the Complainant and Respondent to provide information and evidence, and propose witnesses for interviewing. The Complainant and the Respondent will be apprised of the status of the investigation.

Generally, information on the Complainant's prior sexual conduct with anyone other than the accused, that is more likely to inflame or mislead than to inform, shall not be considered by the investigator(s). Evidence of prior consensual dating, sexual relationship or sexual conduct between the Complainant and Respondent shall not be considered by itself to imply consent or to preclude a finding of a violation of this Sexual Violence Policy.

At the conclusion of the investigation, the investigator(s) will supply a thorough report of the findings to the Title IX Coordinator. The investigation report will contain the relevant information and facts learned during the investigation, and may include direct observations and reasonable inferences drawn from the facts and any consistencies or inconsistencies between various sources of information.

The Title IX Coordinator will give the Respondent and Complainant the opportunity to review the report, and allow both the Complainant and the Respondent the opportunity to provide a written response within a reasonable period of time set by the Title IX Coordinator.

The Title IX Coordinator will review the complete report supplied by the investigator(s) and any submission(s) by the Complainant and Respondent, and will then make a determination as to whether there is enough evidence for a hearing. If so, then a hearing will be held before a trained internal or external adjudicator, chosen by the Title IX Coordinator, who will hear from both of the parties, any relevant witnesses (as determined by the adjudicator), and render a decision based on a preponderance of evidence standard. The parties will be given at least 5 business days' notice of the hearing, and will be informed of the person selected as an adjudicator before the hearing. The Title IX Coordinator shall serve as a process advisor to the adjudicator during the hearing. During the hearing, the parties will be entitled to be accompanied by an advisor of their choice, who is not permitted to speak during the hearing. Either party may participate in the hearing by alternative means, such as Skype. The parties will not be permitted to directly question each other; however, they may

submit questions to the adjudicator to be asked to the other parties, which the adjudicator will have the discretion to ask or not ask as he or she deems appropriate.

- If the Respondent has been found not responsible, the adjudicator will prepare a final outcome letter with a statement of the information in support of its finding.
- If the Respondent has been found responsible, the adjudicator will decide on necessary and appropriate sanctions per university policy and/or code of conduct. The adjudicator will prepare a final outcome letter with a statement of the information in support of its finding.

If the Respondent has accepted responsibility for some or all of the violations alleged, the adjudicator will include in its final outcome appropriate sanctions for any admitted violation, taking into account the contents of the investigative report and any material submitted by the Complainant and Respondent.

The following are possible sanctions for incidents reviewed under this Sexual Violence Policy:

- Students found responsible for committing Sexual Violence in violation of this Policy will likely receive a sanction ranging from probation to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Sexual Violence will likely receive a sanction ranging from suspension to termination.
- Students found responsible for committing Other Sexual Misconduct or other misconduct prohibited under this Policy will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Other Sexual Misconduct will likely receive a sanction ranging from a written warning to

termination.

- Faculty who are terminated under this Policy and who are tenured or in the middle of a contract term are entitled to additional procedural rights under Section 10, Dismissal, of the Faculty Policy Manual.
- The adjudicator will sanction students found responsible for violations of the Student Code of Conduct not related to this Policy in accordance with sanctions used in the general Student Conduct Process.

The final outcome letter will be sent simultaneously to the Complainant and the Respondent. The final outcome letter will include restatement of the original allegations and violations alleged to have occurred, explanation of the findings of the investigators for each separate charge to include Responsible, Not-Responsible and Unable to Determine. The final outcome letter will also include detail of all sanctions imposed. The final outcome letter will also advise the Complainant and Respondent of their right to appeal the findings. The grounds for which an appeal will be granted will be based on guidelines established in this Policy. Absent an appeal, the decision is final.

The Title IX Coordinator reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. The Title IX Coordinator also reserves the rights to include additional sanctions, educational or otherwise, in accordance with the general student conduct process.

G. Appeals

After receiving notification of the findings of the investigation and sanctions, when imposed, both the Complainant and the Respondent have five business days to notify the Title IX Coordinator or designee of their intent to appeal the finding. An appeal form may be obtained from the Title IX Office. A formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within three business days of the receipt of the appeal form. The Title IX Coordinator or designee has the discretion to extend the deadline for submission of a letter of appeal.

Sanction(s) imposed by the decision maker will remain in effect while the appeal is pending. The Title IX Coordinator or designee may put in place additional temporary remedial action, as described in Section VIII (B), above. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting.

Appellant's written materials will be provided to the other party and the investigator(s), each of whom may submit materials in response to the appeal. Title IX Investigations/Findings may be appealed to the University Title IX Coordinator. The accepted grounds for an appeal are:

- Additional and/or new relevant information that was not available at the time of the initial investigation.
- An error in process or an abridgement of rights, as outlined by this Policy, which materially impacted the outcome of the hearing.
- The sanction(s) assigned by the committee did not adhere to the sanction guidelines stated in this Process.

The Title IX Coordinator will determine whether or not the appellant has presented one of these three grounds for appeal. If the appeal letter(s) does not present grounds for appeal, the appeal will be denied and the matter will be closed and this decision is final.

The Title IX Coordinator has the discretion to determine whether an appeal should be considered because it presents a claim of an error in process or sanctions.

If an appeal is made on the sole basis that new material information was not available at the time of the initial investigation, the Title IX Coordinator has the discretion to review the new information to make a preliminary determination as to the likelihood of it having a material effect on the outcome and either grant or deny a review process. The Title IX Coordinator has the discretion to assign an investigator to amend the report with the

new information and present it to an appeal officer, who may make a determination about whether or not the new information changes the outcome or sanctions of the Title IX Coordinator.

The Appeal Officer may decide that the appeal is not valid. In this case, all sanctions remain in place. If the Appeal Officer finds that the appeal is valid, they may recommend adjustments in sanctioning to the Title IX Coordinator.

The Appeal Officer will prepare an appeal outcome letter with its conclusions, including an explanation of the basis for those conclusions and forward this letter to the Title IX Coordinator. The appeal outcome letter will be sent simultaneously to the Complainant and the Respondent. Decisions after appeal are final.

H. Compliance with Sanctions and Accommodations

At the conclusion of the complaint process, including any appeals, the Title IX Coordinator will be responsible for ensuring compliance with all assigned sanctions, and to take any other measures, such as additional awareness and prevention programming, which the Title IX Coordinator determines to be appropriate to further the purpose of this Sexual Violence Policy.

I. Confidentiality of Process

The University will limit the sharing of information and documents gathered and created during this Process, including any appeals, only to those persons who have a need to know in order to conduct the complaint process, implement interim measures, and enforce sanctions, if any, to comply with this Sexual Assault Procedure and other applicable University policy, and to comply with applicable law.

Appendix A

Criminal Complaint Process

It may seem intimidating or even frightening to consider filing a criminal complaint. If this is the case, there are people such as victim advocates who can support you through the process of a police interview, the subsequent investigation, and possible prosecution. Reporting to the police begins this legal process.

First Response by Police

Generally, there are two circumstances under which a police officer would come to speak with you about an assault:

1. The officer arrives at your residence or wherever you are, in response to an emergency call. In this case, the officer's first responsibility is to provide aid to you as a crime victim. This may mean arranging to have you transported to the emergency room for medical treatment, or simply interviewing you there.
2. A second scenario is when an officer is called to the emergency room in response to a call from the medical staff. In this case, the initial interview will occur in a private room at the hospital with your consent.

The responding officer will sit with you and ask you detailed questions about what occurred, where, when, and how. Many of the questions may feel difficult to answer. Well-trained officers understand how difficult it is to answer these questions, but if they are to aid in an investigation, they need as much detail as possible. It might be helpful to have a knowledgeable advocate sit with you to provide support throughout this process.

Investigation

If an officer is called to the scene of the incident, that person must protect the crime scene, determine the type and circumstances of the crime committed, as well as identify potential suspects and witnesses. An officer may need to interview other witnesses, asking very specific questions about the crime. The officer will then collect evidence, and may document the crime scene.

After the police conduct interviews and gather evidence, they will prepare a report summarizing their investigation. If probable cause exists, the police will also prepare an application for an arrest warrant. ("Probable cause" exists when the facts and circumstances within the knowledge of the officer, and of which s/he has reasonably trustworthy information, are sufficient in themselves to warrant a person of reasonable caution to believe that a crime has been committed.) Both the report and application are then given to the State's Attorney's office. Physical evidence, including the sexual assault evidence collection kit (if you choose to have it completed), is sent to the Connecticut Forensic Science Laboratory for analysis. Your case will be assigned a case number, which you may want to note. You may request a copy of the police report for your own files. If you see any errors, or you remember any further information that will aid the police or the State's Attorney inform the police. It is not unusual for victims to remember more detail as time passes.

Criminal Prosecution and Protective Orders

The process of prosecuting someone in the U.S. criminal justice system can seem onerous to victims of sexual assault, and yet research shows that the experience can be cathartic. Much depends on one's expectations and preparation. Below is an abbreviated description of how the system works, under ideal circumstances.

If the State's Attorney decides that there is enough evidence, criminal charges are brought against the assailant and an arrest warrant is issued. If the location of the assailant is known, an arrest takes place, and a bond hearing is held the next business day. While the criminal case is pending, you can also request that the court issue a protective order prohibiting the assailant from being within a certain distance of you and contacting you and/or family members. Although the protective order will not prevent the assailant from contacting you or approaching you, if s/he does so, the police can arrest him/her for violating the protective order. It may seem very impersonal, but from this point forward your role becomes solely that of "witness." It is the State of Connecticut, as represented by the State's Attorney that brings charges against the assailant with your testimony serving as evidence. Your testimony is essential to successful prosecution, but you are only required to be in the courtroom during the time you testify. That is because while you are the victim, the crime is considered to be against the State.

After criminal charges are filed, a series of hearings and courtroom proceedings take place. While both the prosecuting and defense attorneys may request "continuances," the number of continuances granted to the prosecution is limited by the assailant's constitutional right to a fair and speedy trial. This constitutional limitation does not limit the amount of continuances granted to the defense because the defendant can waive his/her speedy trial right. This is why many trials stretch out to as long as one year or more. Trials will take place in the Superior Court of Connecticut and you will be questioned on the witness stand about the assault.

Sentencing

If the assailant is found guilty, you may file a Victim Impact Statement with the judge prior to sentencing. This allows you to tell the judge how the assault has affected you and your family, emotionally and economically. The sentencing portion of the trial is separate from the proceeding to determine guilt or innocence. In Connecticut, the judge (rather than a jury) determines the appropriate sentence for the assailant (with the exception of death penalty cases).

Victim's Rights

In all criminal prosecutions, a victim, as the State Legislature has defined by law, shall have the following rights:

1. The right to be treated with fairness and respect throughout the criminal justice process;
2. The right to timely disposition of the case following arrest of the Respondent, provided no right of the Respondent is abridged;
3. The right to be reasonably protected from the Respondent throughout the criminal justice process;
4. The right to notification of court proceedings;
5. The right to attend the trial and all other court proceedings the Respondent has the right to attend, unless such person is to testify and the court determines that such person's testimony would be materially affected if such person hears other testimony;
6. The right to communicate with the prosecution;
7. The right to object to or support any plea agreement entered into by the Respondent and the prosecution and to make a statement to the court prior to the acceptance by the court of the plea of guilty or nolo contendere by the Respondent;
8. The right to make a statement to the court at sentencing;
9. The right to restitution which shall be enforceable in the same manner as any other cause of action or as otherwise provided by law; and,
10. The right to information about the arrest, conviction, sentence, imprisonment and release of the Respondent.

Appendix B

How Does a Restraining Order Work?

A restraining order is available to victims of domestic/family violence (including those that have experienced sexual assault) regardless of whether the abuser has been charged with a crime. This may be issued by a judge in the civil court (Family Division of the Superior Court) after the victim files an "[Application for Relief from Abuse](#)" form with the court. After completing the form, the clerk of the court will take the application to a judge who will read it over carefully and decide either to: (1) issue the order immediately and set a date for a hearing to occur within two weeks at which the judge will hear from both parties and decide whether the order should be continued and extended for 6 months ("temporary restraining order"); or (2) not issue the order immediately but, instead, set a date for a hearing to occur within two weeks at which the judge will hear from both parties and decide whether a restraining order should be issued for a 6-month period ("restraining order after a hearing"). There is no cost for filing the application for the restraining order and the State of Connecticut pays the marshal's fees to have the papers served on the Respondent.

The judge may issue a temporary restraining order if the applicant alleges an immediate and present danger from the Respondent. A restraining order (both a temporary restraining order and a restraining order after a hearing) can be issued to protect not only the applicant/victim, but also others, such as dependent children, as the court sees fit. The order may include temporary child custody or visitation rights and may include orders prohibiting the Respondent from:

- Imposing any restraint upon the person or liberty of the applicant;
- Threatening, harassing, assaulting, molesting or sexually assaulting, or attacking the applicant; or
- Entering the family dwelling or the dwelling of the applicant.

Obtaining protection for dependent children and child custody and/or visitation orders is one of the main differences between a restraining order (issued by a family court) and a protective order (issued by a criminal court). If the person who is the subject of the restraining order violates the order, s/he will be arrested and charged with the crime of Criminal Violation of a Restraining Order which is a Class D Felony. The person may also be charged with other crimes committed at the same time (e.g., assault, criminal trespass, risk of injury to a child, threatening, etc.).

Procedure for Applying for a Restraining Order

The person who applies for a restraining order is called the "applicant" in the process. The person against whom the order is sought is called the "Respondent."

STEP ONE: The applicant must complete the following forms:

[Application for Relief From Abuse](#); and
[Affidavit](#)

Follow the instructions on these forms carefully. If you are seeking temporary custody of children, you must also complete an "[Affidavit Concerning Children](#)" form. If more than two children are involved, you should use the form "Addendum to Affidavit Concerning Children" to supply the required information regarding these additional children.

There are no court fees for the filing of the initial Application or for any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the Respondent. Also, to protect a victim's actual location, participants in the [Address Confidentiality Program](#) are assigned a post office box at the Secretary of State's Office and receive forwarded mail from the agency. In filling out any court document, you may use the address supplied by this program to protect your location from the Respondent. For more information on the Secretary of the State's Address Confidentiality Program call the [Connecticut Coalition Against Domestic Violence](#) at 888.774.2900, or [Connecticut Sexual Assault Crisis](#)

Services at (888) 999-5545. For information in Spanish call 888.568.8332.

STEP TWO: The applicant must then submit the completed forms to the court clerk. Both the Application and the Affidavit must be signed in the presence of a clerk, notary public or an attorney. The Application and Affidavit will be carefully reviewed by a judge and the applicant may be required to testify in court when the judge reviews the Application.

If upon review of the information supplied by the applicant the court grants the Application for Relief from Abuse, the clerk's office will process the papers and return to the applicant two certified copies of the Order along with the original Application, Affidavit(s) and Order. If a temporary restraining order has been issued, the clerk will send a copy of the Order or information contained in the Order to law enforcement within 48 hours. The applicant should keep one of the certified copies of the Order with him/her at all times and the other certified copy should be kept in a safe place.

STEP THREE: The applicant should immediately bring the original Application, Affidavit(s) and Restraining Order or Order and Notice of Court Hearing to a State Marshal or any proper officer for service. (At certain court locations, a State Marshal will be at the courthouse at established times during the day to help facilitate service; check with the court clerk about this).

The State Marshal or other proper officer must serve a copy of these papers on the Respondent at least five days before the hearing date to notify the Respondent of the temporary restraining order, if any, and the hearing date.

STEP FOUR: The applicant must be present in court at the time and date scheduled for the hearing if s/he wants the court to issue a restraining order (if no temporary restraining order had been issued) or continue the restraining order (if a temporary restraining order was issued). If the Respondent wishes to be heard concerning the Application, that person must also appear at the time and date scheduled.

At the hearing, the applicant will have an opportunity to present to the judge the reasons for

seeking or continuing a restraining order. The Respondent will also have an opportunity to be heard. Witnesses or evidence that will support the applicant's claims or the Respondent's defense should be brought to court.

STEP FIVE: After the hearing, if the judge grants a restraining order, the applicant will receive two (2) certified copies of a new Restraining Order Relief From Abuse form. If the Respondent was present at the hearing, a copy will be given to him/her. If the Respondent did not attend the hearing, a copy will be mailed to him/her. The court clerk will send a copy of the Order or information contained on the Order to law enforcement within 48 hours.

The applicant should keep one of the certified copies of the Order with him/her at all times and the other certified copy should be kept in a safe place. The orders after a hearing are effective for six months unless a different period is ordered by the court. The applicant should contact the police department immediately and file a complaint if the Respondent violates any order issued.

If the applicant wants the Restraining Order to extend beyond the period ordered by the court, that person must submit a Motion to Extend to the court clerk's office. To help prevent the Order from lapsing, the Motion to Extend should be submitted at least two to three weeks before the Restraining Order expires. After the motion is submitted, the court clerk will schedule a hearing and return the motion to the applicant for service on the Respondent. On the hearing date, the same court procedures described above will apply. There are no court fees for the filing any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the Respondent.

Appendix C

Reporting Options for Victims of Relationship Violence

Victims of intimate partner violence have several avenues for redress, if they choose. The following provides a brief explanation of these options.

Criminal Prosecution

Victims have the option to report the abuse to the police, who will investigate what is reported, and possibly bring criminal charges against the abuser. Criminal prosecution might result in imprisonment of the abuser, or perhaps mandatory attendance in a batterers' intervention program. It could also result in probation, depending on the circumstances and the judge who hears the case. If the abuser is arrested, the victim may seek a protective order.

A protective order is a legal document issued by a state court that orders one person to stop harming another person, and can forbid an abuser from contacting the victim via phone and email, from being within a specified distance of the victim, from contacting the victim's family or friends, and more. If an abuser violates a protective order, the police are required by law to make an arrest.

The process for making a criminal complaint or obtaining a protective order can be quite

complicated and difficult. The Department of Public Safety, local Law Enforcement and/or The [Office of Victim's Advocate](#) can assist students, faculty and staff with information about these processes. The advocate can also accompany victims to court.

If you choose not to file criminal charges, you may still be able to obtain a restraining order against your abuser. A restraining order is also a legal document issued by a state court that can prohibit an abuser from being within a specified distance of the victim, from contacting the victim, and more. Some of the differences between a protective order and a restraining order are outlined on the next page.

Appendix C
Continued

Restraining Order

Processed through civil court after an application is filed by a victim.

Abuser must be a current or former family member, household member, dating partner, or spouse.

A judge may extend the restraining order to other family members including children and/or animals owned or kept by the victim.

A judge may grant the victim temporary custody of children.

Protective Order

Processed through criminal court after an arrest.

May be put in place by a judge if the abuser is arrested for activities such as assault, stalking, threatening, or harassment.

Orders may be put in place for a current or former family member, household member, dating partner or spouse and may protect animals owned or kept by the victim. Orders may protect minor children if they are identified as victims of the crime for which the abuser was arrested.

An advocate from the local domestic violence program may be available at criminal court to assist with orders and safety planning.

Civil Suit

In addition to criminal charges, victims can sometimes sue abusers for damages caused by the abuser. Civil suits offer the abused the opportunity to redress the injury and hold abusers accountable by seeking compensation and punitive damages. It is recommended that a person wishing to bring a case to court seek the assistance of an attorney.

SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer services or is a student.

Connecticut General Statutes mandate that the Connecticut Department of Public Safety establish and maintain a central registry of persons who have been convicted of certain sexual offenses and are required to register under the general statute.

For further information, you may access the internet site: <https://portal.ct.gov/Services/Public-Safety/Sex-Offender-Registry/>

CONNECTICUT STATE LAW

Forced sexual contact and forced intercourse (rape) constitute sexual assault and are serious crimes under Connecticut law. These crimes are punishable by imprisonment in jail, probation, a criminal record, and/or a monetary fine. The maximum penalty for conviction of sexual assault is a period of imprisonment not to exceed 20 years.

THE UNIVERSITY JUDICIAL CODE

The University Judicial Code specifically prohibits sexual assault in all forms as defined above. Sexual assault can result in the involvement of law enforcement officials and severe sanctions under the University Judicial Code, including no contact orders, residential ban, suspension or expulsion from the University. The University Judicial Code in no manner, stated or implied, intends to protect or shield students from their responsibilities under local, state, or federal laws. Therefore, a student may be held accountable under both systems. This, in fact, is not double jeopardy.

Please proceed to the next section, APPENDIX D, to view the Student Conduct Policies.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

APPENDIX D

CODE OF STUDENT CONDUCT

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of the whole student, and the betterment of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

The University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons. Thus, the primary goal for the administration of discipline under the Code is to develop ethically responsible students, as well as to protect the campus community. Those persons responsible for the administration of this Code shall make reasonable efforts to foster students' personal and social growth. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process in determining student accountability for violating the regulations, and the proper procedures to be followed in the process which protects the respondent from unfair impositions of penalties and sanctions. University of Hartford students are responsible for knowing the information, policies and procedures outlined in the Student Code of Conduct. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the University of Hartford's website for updated versions of all policies and procedures.

BASIC PREMISE

The University has the power and responsibility to take proper disciplinary action against students whose behavior threatens or disrupts the mission of the University. This is the general principle governing the jurisdiction of the disciplinary authorities of the University. It means that the disciplinary powers of the University extend to behavior that disrupts the educational process and other activities that are recognized as the lawful mission of the University. It also means that it extends to behavior that violates the peace and order of the University in such a manner that members of the University cannot go about their proper business secure in their persons and property. Behaviors that violate the Code of Student Conduct may also violate criminal or civil law, and as such may be additionally subject to proceedings under the external justice system. The Code of Student Conduct in no way precludes a person who incurs damage or injury from seeking redress in the civil or criminal courts. Students have responsibility for knowing and abiding by the policies of the University.

AUTHORITY AND RESPONSIBILITY

Daily responsibility for good conduct rests with students as individuals. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. The ultimate responsibility and authority to enforce the Code resides with the President of the University of

Hartford. The President may, and has, delegated responsibility for the administration of the Code of Student Conduct to the Dean of Students. The Dean of Students, in turn, delegates the authority to authorized and responsible staff for the implementation and enforcement of the Code of Student Conduct. This responsibility includes formulating and implementing appropriate policies and procedures, in conjunction with other appropriate University bodies, for the consideration of conduct complaints, infractions, and the imposition of sanctions in an efficient, consistent, legal, and equitable manner which supports the University's educational mission.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Code of Student Conduct was established in accordance with the concept of "due process." Due process, as used herein, shall mean generally that the student will be notified of a complaint alleging any violation of the Code of Conduct; be provided the opportunity to review the complaint; and, be given an opportunity to respond to the complaint before a decision is rendered. The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, conduct certain transactions and/or participate in University events. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the respondent has graduated, the University may invoke these procedures.

DEFINITIONS

- A. The term "University" means the University of Hartford.
- B. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled at the University. This Student Code of Conduct does apply at all University locations.
- C. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term "member of the University community" includes any person who is a student, faculty

member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Director of Student Conduct Administration.

- F. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- G. The term "organization" means any number of persons who have complied with the formal requirements for University recognition or registration within a particular College or School, Office of Greek Life, and/or by the Student Government Association (SGA).
- H. The term "hearing officer" means a Student Affairs professional staff member or designee appointed by the Dean of Students to determine whether a student has violated the Code of Conduct and to recommend and/or impose sanctions when a Code of Conduct violation has been committed.
- I. The term "administrative hearing" means an administrative proceeding implemented to determine responsibility and to devise appropriate resolutions, as needed. Administrative hearings are conducted with a hearing officer and student(s).
- J. The term "Student Conduct Board Hearing" is an administrative proceeding which is implemented to determine responsibility and devise appropriate resolutions. Student Conduct Board Hearings are comprised of University faculty and staff who serve as the hearing officers. The Director of Student Conduct Administration, or designee, will act as the Chair of a Student Conduct Board Hearing.
- K. The term "shall" is used in the imperative sense.
- L. The term "may" is used in the permissive sense.
- M. The Dean of Students or designee and the Director of Student Conduct Administration are the persons designated to be responsible for the administration of the Student Code of Conduct.
- N. The term "policy," "guidelines," "rules" means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, The Source, The Bulletin (University Course Catalog), The Housing Agreement, and/or the University website.
- O. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3)

the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

- P. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Q. The term "complainant" means any person who submits a complaint alleging that a student violated this Code of Conduct. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the complaint itself.
- R. The term "respondent" means the accused student.
- S. The term "Dean of Students" means the University of Hartford Dean of Students or individual appointed by the President to serve as a designee.
- T. The term 'day' refers to a business day, unless otherwise described.
- U. The term 'in writing' means communication sent via University e-mail or letter via U.S. mail.

CODE OF CONDUCT AUTHORITY

- A. The Dean of Students, or designee, shall determine who serves as hearing and appeal officers.
- B. The Director of the Office of Student Conduct Administration (OSCA) shall develop policies for the administration of the student conduct system and procedural rules for hearings that are consistent with provisions of the Code of Conduct.
- C. Decisions made by hearing officers shall be final, pending the normal appeal process.

STUDENT CONDUCT CODE OF REGULATIONS

- 1. This section establishes behavioral standards which all students of the University of Hartford are expected to follow. They are made in any exercise of the powers associated with the University's duty to protect its educational purposes by setting and distributing standards of student conduct and

scholarship, and by regulating the use of University facilities and premises. Students have a right to expect enforcement of these regulations. The University also has the right to expect students to abide by these regulations in a manner that benefits the responsibilities given to students as members of the University community. Knowledge of these regulations can prove most beneficial to students in utilizing and protecting their rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students have an individual obligation to ensure that the Code of Conduct is followed by taking an active role in reporting and discussing violations with the appropriate staff, administrator, or committee when they believe an offense has occurred. The following statements constitute the official record of Student Code of Conduct Regulations at the University of Hartford. Students are expected to abide by these regulations and administrators are required to enforce them. Additional rules and regulations may be promulgated from time to time. The Student Code of Conduct also applies to guests of community members. Hosts of guests may be held accountable for the misconduct of their guests.

A student who is found responsible for violation of any Code of Conduct regulation as set forth below shall be subject to the maximum sanction of Expulsion or any lesser sanction authorized by this Code:

- (a) On University premises; or,
- (b) In connection with University-sponsored activities on or off premises; or,
- (c) Off-campus where the Dean of Students, or designee, determines that the off-campus conduct affects a substantial University interest which may include, but is not limited to:
 - i. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of any member of the University community;
 - ii. Any situation that significantly impinges upon the rights, property or achievements of self or others;
 - iii. Any situation that significantly breaches the peace and/or causes social disorder;
 - iv. Any situation that is detrimental to the educational mission and/or interests of the University; or
- (d) In conjunction with behavior conducted online, via email, social media, or other electronic medium.

STUDENT CONDUCT-RULES AND REGULATIONS

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article VII, sub-section B. The Student Code of Conduct prohibits the following behaviors:

- 1. Acts of dishonesty, including but not limited to the following:

- (a) Cheating, plagiarism, or other forms of academic dishonesty.
 - (b) Furnishing false information to any University official, faculty member, or office.
 - (c) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- 2. Disruption or obstruction of classes, seminars, research projects, administration, or activities of the University willfully, or through careless disregard of the rights of others.
 - 3. Violation of the University's SEXUAL VIOLENCE AND MISCONDUCT POLICY. See page 73.
 - 4. Actual or threatened physical assault, or physical abuse or injury to persons. Threatened physical assault/abuse includes, but is not limited to, intimidation and/ or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
 - 5. Threatening harm or criminal activity against persons or property.
 - 6. Harassment and/or abusive behavior toward persons. This includes, but is not limited to:
 - a. Intimidation, invasion of privacy, verbal abuse, or any conduct constituting harassment, abuse or threats to the well-being of a person or group, including, but not limited to, communication via electronic means.
 - b. Harassment and/or intimidation of persons involved in a campus disciplinary hearing, or of persons of authority who are in the process of discharging their responsibilities.
 - 7. Behavior which is disorderly or which unnecessarily infringes on the rights of individuals or groups. Such conduct includes, but is not limited to, unwelcome physical contact, and/or disorderly conduct which is unreasonable for the area, time, or manner in which it occurs.
 - 8. Violation of the Controlled Substance/Drug Policy. See page 11.
 - 9. Violation of the Alcohol Policy. See page 10.
 - 10. Behavior or activities committed intentionally, recklessly, or negligently that either cause physical harm or endanger the health or safety of any person. This includes, but is not limited to: arson, tampering/damaging or misusing fire equipment, exit signs, defibrillators, striking others, creating a hazard, intoxication, and other behavior which does, or could, result in harm.
 - 11. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
 - 12. Violation of the Hazing Policy. See page 12 for policy.
 - 13. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to

identify oneself to these persons when requested to do so.

14. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
15. Unauthorized presence or entry in a University facility or University related premises, and/or the unauthorized attempted entry into a University facility or University- related premises.
16. False reporting of an emergency including, but not limited to, activating a fire alarm without evidence of fire and/or false report of a bomb, fire, or other emergency.
17. Illegal gambling or betting in any form.
18. Unauthorized use or possession of keys or access cards. No one may use or possess any University key without authorization by a University staff member. No student is allowed to duplicate a University key or be in possession of more than one access card.
19. Failure to report a violation of the Student Code of Conduct by a student who has witnessed the offense or has reason to believe that an offense has been committed. Students have an obligation to report or discuss such violations with the appropriate staff or administrator in a timely manner. Students, however, are not obligated to testify against themselves.
20. Violation of the Weapons Guidelines, as described in The Source. See page 15.
21. Rioting, or aiding, abetting, conspiring, encouraging, or participating in a riot.
22. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments. Falsification may include, but is not limited to: knowingly making false statements to any University staff member in performance of his/her duties, use or possession of a false ID card or, by falsely identifying oneself as a University staff member.
23. Unauthorized use of the name or insignia of the University by individuals or groups.
24. Misuse of University documents. Including but not limited to: forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration material, schedule card, other University identification, academic record, or any other document or record.
25. Use or attempted use of University property or services in a manner inconsistent with their designated purpose.
26. Public Exposure - deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
27. Violation of any student conduct code regulation while on disciplinary probation; or, failure to comply with any of the restrictions, conditions, or terms of any sanction resulting from a previously held disciplinary hearing.
28. Violation of the Responsible Technology Use Policy.
29. Discriminatory behavior based upon race, color, sex, age, national or ethnic origin, religion,

disability, sexual orientation, disability, gender identity, or veteran status directed toward an individual and/or group of people.

30. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
31. Violation of rules, regulations, or policies published in The Source, including but not limited to Residential Life policies.
32. Retaliatory behavior is prohibited. Any intimidating or threatening actions, harassment, making false statements about another person in print or verbally with intent to harm their reputation, or physical harm against an individual who is
 - a) reporting a violation of the Student Code of Conduct;
 - b) assisting someone with reporting a violation; or
 - c) participating in any manner in an investigation or resolution of a violation.
33. Violation of University publications, postings, agreements, or notices, where the violation in question is not otherwise proscribed in this Article.
34. Any behavior which is prohibited by local ordinance or by state or federal law that also interferes with aims, purposes, activities, and responsibilities of the University and is not otherwise proscribed in this Article.

VIOLATION OF LAW AND STUDENT CONDUCT PROCESS

1. The University student conduct process may be instituted against a student who potentially violated both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students, or designee.

Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

The University does not press or withdraw charges; nor does it attempt to persuade investigating/prosecuting authorities.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code of Conduct, the University may advise off-campus authorities of

the existence of the Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. University-Affiliated Organizational Discipline and the Student Conduct Process Behavior subject to review under separate organizational discipline (i.e. Greek Organizational-lettered Judicial Board review etc.) may be subject to the student conduct process as described in Article VII. Such a determination is made by the Dean of Students or designee.

STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Hearings

The following procedures relate to alleged violations of the Student Code of Conduct, except for those allegations involving potential violations of the University's Sexual Violence and Misconduct Policy. Please see page 73 for the University's response to sexual violence and procedures in place to address such complaints.

1. **Initiation of a Conduct Complaint**
Any member of the University community may bring a conduct complaint against a student for behavior in violation of the Student Code of Conduct by submitting a written complaint to stconduct@hartford.edu, by using University email. In order for the University to process a complaint, the complainant must submit a written incident report(s) detailing the incident(s), including:
(a) a narrative describing the incident(s), (b) all available information on the specific date, time, and location which the alleged violation(s) occurred, and (c) the name, address, telephone number, and e-mail address of the complainant. Complainants are also encouraged to include the following in with their complaint whenever possible: a) any written supportive documentation related to the complaint including authenticated written statements from identified individuals with knowledge related to the complaint; b) the known names and any known contact information of parties involved in the incident; c) a listing of the alleged behaviors prohibited by the Code of Conduct.

If the complaint involves alleged violation(s) of the University's Sexual Violence and Misconduct Policy, complainants are encouraged to follow the complaint process found in the University's Sexual Violence and Misconduct Policies and Procedures.

The complaint must be received within five (5) business days of the alleged violation(s) unless: the complaint involves unlawful behavior that may jeopardize the safety of individuals, may affect a substantial University interest, involves behavior of a continuing nature, involves behavior that has a continuing effect, or, calls into question the accused student's suitability as a member of the community. The Dean of Students, or designee, has the authority, at his or her sole discretion, to reasonably extend the time limit. When a conduct complaint is submitted, the complainant(s) consent to release of both their identity and written reports or summaries of written reports to the accused student and/or other individuals involved in investigation or review of the complaint. Individuals involved in conduct complaint proceedings, including complainants and accused students, are reminded that information introduced during conduct complaint proceedings may be subject to release as required by law, in conjunction with related criminal or civil proceedings.

Communication Regarding Complaints:
written notifications and communications regarding conduct complaints will generally be made via University email, although notifications may also be made by hard copy correspondence delivered by hand to an involved party's address of record with the University, or by other reasonable means.

2. Review of a Conduct Complaint

When a written complaint is received within the prescribed timeframe, or within an approved timeframe extended by the Dean of Students, or designee, an investigation and review of the complaint will be conducted to determine the applicability of cited Student Code of Conduct Regulations and whether, based on the information submitted and/or obtained through investigation, there is a reasonable basis for the complaint to be reviewed through the hearing process. The Dean of Students, or designee, at his or her discretion, has the authority to modify or dismiss all or some of a complaint if he or she determines that: a) the complaint has not been made within the proscribed timeline or an approved extended timeframe, or b) the Student Code of Conduct Regulations cited are not applicable to the complaint made, or c) that there is not a reasonable basis for the complaint to be reviewed based on the information provided. Whenever a complaint is modified or dismissed,

the Dean of Students, or designee, will notify the complainant in writing. If the University determines that the complaint is not properly filed, it will provide written notice to the complainant. The complainant(s) can request withdrawal of the complaint at any time. The Dean of Students, or designee, however, has the authority to either continue the hearing process or dismiss the complaint.

3. Notification of Complaint & Scheduling

When a complaint is referred to the hearing process, the respondent shall be informed of the complaint and notified of a scheduled hearing and hearing date. Notifications are generally sent to University email account(s). Confirmation of delivery by the University's email server will be considered the confirmed delivery date and time of notification when delivery is made via University email. Once notified of the complaint, the respondent is expected to check University student email account at least once each business day until the matter is resolved, including during vacation and summer periods. Conduct complaint proceedings, including hearings, are scheduled at times designated at the discretion of the hearing officer and are based on availability of staff. Scheduled meetings, hearings, and/or conferences are generally scheduled around the posted class schedule of the respondent and complainant. Requests to schedule around work, club, sport, or other schedules are generally not approved.

4. Advisors

The respondent(s), complainant(s), and/or student witnesses may have an advisor accompany him or her to any scheduled conduct complaint proceeding. The advisor must not be licensed or trained in the field of law but shall be a current full-time faculty or staff member of the University community and not otherwise involved in the incident. The respondent, however may consult with a lawyer outside the hearing procedures. An advisor's presence is contingent upon following this procedure. Advisors may not: (a) address any person involved in the hearing except for the student they are advising, or (b) disclose any student record information obtained through the student conduct process except as permitted by law. Advisors who do not comply with these requirements may be dismissed by the presiding administrator, required to immediately leave, and will not be allowed to participate in future proceedings unless authorized by the Dean of Students. In the event an advisor is dismissed from a scheduled proceeding, the proceeding will continue as scheduled. The student may request to have a different advisor, if available, for the duration of the hearing as well as for any additionally scheduled proceedings.

Hearings are not scheduled around advisor availability.

5. Hearings

Hearings are administrative proceedings which are implemented to determine responsibility and devise appropriate resolutions. There are Administrative Hearings and Student Conduct Board Hearings. Hearings follow an investigatory model, in which:

- a. involved student(s) are informed of how to access the Student Code of Conduct,
- b. involved student(s) are provided information and can ask questions regarding how the pending allegations will be reviewed, how information is communicated to involved parties, and availability of the appeal process.
- c. hearing officer(s) review the complaint,
- d. hearing officer(s) review and investigate the complaint with the respondent
- e. hearing officer(s) request that the respondent respond to the complaint,
- f. the respondent is provided with an opportunity to review the written complaint
- g. hearing officer(s) review and investigate the complaint with the complainant (in a board hearing)
- h. hearing officer(s) investigate the complaint further with witnesses, involved parties, or others as deemed appropriate by the hearing officer,
- i. hearing officer(s) consider documentation, records, reports, authenticated written accounts; additional information submitted by, or at the request of the involved student(s) related to the complaint; any other relevant documents,
- j. hearing officer(s) determine whether the accused student is responsible for one or more of the cited Student Code of Conduct Regulations based upon a preponderance of the evidence (determined by "what a reasonable person believes more likely than not to have occurred based upon the available information reviewed"),
- k. hearing officer(s) summarize information considered and set forth findings, sanctions, and rationale for findings.

Prior to the hearing, the student will be notified in writing that a complaint has been made and the Student Code of Conduct Regulations alleged to have been violated. The date, time, and location of the hearing and the name of the presiding hearing officer will also be provided in the notification. If a respondent fails to attend the hearing and the University has made a reasonable attempt to notify the respondent decisions will be made, and resolutions determined, based upon available information. Sanction(s), as deemed appropriate, will be assigned. The respondent will then be issued a written hearing resolution notification.

Student Conduct Board Hearings are a special type of hearing which may be convened in extenuating circumstances deemed warranted by the Dean of Students. At all Student Conduct Board Hearings, the community

member who initiated the complaint, or a designated member of Public Safety or Student Affairs staff shall attend and present information relative to the complaint made. When a case is referred to a Student Conduct Board Hearing, the Board will be comprised of three professional staff and/or faculty members appointed by the Dean of Students or designee. The Dean of Students or designee shall also appoint a fourth member to serve as nonvoting chair of the Board; this person will chair the hearing and ensure that appropriate records are made.

6. Additional Hearing Guidelines:

- i. The student will be provided written notice of the date, time, and location of a Hearing, delivered not less than three (3) business days before the hearing, unless the respondent requests that the notification period be waived.
- ii. All hearings shall be conducted in an informal manner, and technical rules of evidence will not apply. Statements of information purported to be relevant to the complaint may be considered at the discretion of the hearing officer(s).
- iii. All individuals providing such information are subject to be interviewed by the hearing officer.
- iv. If requested in advance prior to the hearing, and determined to be an appropriate and reasonable accommodation from the Access Ability Director or the Assistant Vice President for Student Health and Wellness, notices, reports and/or written materials will be provided in an alternate format.
- v. All hearings will be held in closed session.
- vi. The respondent will have the opportunity to state whether he or she is "responsible" or "not responsible" for each alleged violation of the Student Code of Conduct.
- vii. The accounts of individuals, other than the respondent or complainant, who are presented as having relevant information related to the complaint, may be considered by the hearing officer.
- viii. The respondent and the complainant will be given the opportunity to present information from individuals purported to have relevant information related to the complaint. The hearing officer will determine and weigh the relevancy of information presented as part of their investigation of the complaint. Individuals providing information must be available to answer questions directed by the Hearing Officer or Student Conduct Board during the hearing.
- ix. Only the hearing officer may directly question the respondent, complainant or any other individual involved in any Hearing.

- xi. The names of individuals asked to present information at a Student Conduct Board Hearing must be provided in writing to the Chair a minimum of 48 hours in advance of the hearing.
- xii. Supportive written documentation, data or information relevant to the hearing officer(s) determination of responsibility or recommendation of sanctions for violation of the Student Code of Conduct from a source who does not have direct information related to the complaint including, but not limited to: a medical or mental health provider providing unredacted supportive documentation, may, at the discretion of the hearing officer or Student Conduct Board Hearing Chair, be presented provided that the information submitted is signed and notarized or signed and submitted in person by the source to the hearing officer or Chair, submitted in a timely manner and with the agreement that the documentation's author/ source agrees to answer questions from the hearing officer or Chair.
- xiii. If the respondent does not attend a scheduled hearing, absence shall be noted without prejudice. The hearing shall proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair; and, may be conducted in the student's absence. If a complainant does not attend a scheduled hearing, the hearing may proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair and be conducted in the complainant's absence. Reported direct knowledge of incident(s) by the complainant may not be considered if the complainant is not present and available to answer questions directed by the hearing officer or Student Conduct Board Hearing during the hearing.
- xiv. Hearings will be controlled in order to complete the review within a reasonable amount of time and to avoid needless consumption of time and/ or repetition of information.
- xv. During summer, vacation periods, and in extenuating circumstances as determined by the Director of Office of Student Conduct Administration, the hearing officer may approve alternative arrangements for individuals to participate in hearings including, but not limited to, the use of audio or video technology.
- xvi. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or

- xx. hearing officer, may consider any written character references provided by the respondent.
- xxi. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any provided written statement(s) of impact submitted by the complainant(s).
- xxii. The respondent will receive written notice outlining the hearing resolution. Unless otherwise stated, notification will be made via University student email. University officials with a legitimate educational interest, and/ or those who can be legally notified, may also be informed of all or part of the hearing outcome.
- xxiii. In situations involving both a respondent(s) (or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
- xxiv. All written accounts, records and/or supportive documentation presented at a Student Conduct Board Hearing must be provided to the Director of Student Conduct Administration no less than 48 hours prior to the Student Conduct Board Hearing.
- xxv. The Dean of Students or designee may, at his or her discretion, approve alternative arrangements for parties to participate in a Student Conduct Board Hearing from separate locations provided a reasonable mechanism is arranged that allows for hearing and viewing information presented by both the complainant and the accused and allows for the Student Conduct Board Hearing Chair to communicate directly with involved parties remotely.
 - i. The respondent and complainant will be given the opportunity to respond to information presented at a Student Conduct Board Hearing and make a closing statement prior to deliberation by the Student Conduct Board.
- xxvi. In a Student Conduct Board Hearing, any committee member may request to go into private session to discuss or decide a matter. This request must be supported by a majority vote. The hearing can be recessed at any time by the chair. The chair will ensure that all procedures are appropriately followed.
- xxvii. Following a Student Conduct Board Hearing, decisions on each allegation and any related sanction recommendations shall be made by majority vote. A tie vote will constitute a vote of not responsible. The Chair cannot vote.
- xxviii. Hearing officer and Student Conduct Board Hearing deliberations and decisions will be made in private. The hearing officer or the Student Conduct Board Hearing Chair will notify the Dean of Students of their determination of whether the respondent was responsible for each alleged violation of the Student Code of Conduct. If there is a responsible finding, a recommendation of sanctions will be forwarded to the Dean of Students.

HEARING ACTIONS (SANCTIONS)

The disciplinary sanctions listed below may be imposed singly and/ or in combination upon any student found in violation of the Student Code of Conduct regulations set out in Article VII. The purpose of imposing sanctions includes: (a) to protect the University community from behaviors that are detrimental to the educational environment, and (b) to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to behavior in accordance with the Student Code of Conduct. Failure to complete any required sanction by the due date will result in the imposition of more severe sanctions. Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (see page 16). The record of Expulsion and all other disciplinary sanctions imposed shall be on file through the Office of Student Conduct Administration/ Dean of Students Office. The student's disciplinary file will be destroyed upon graduation with an advanced degree, or after the student is separated from the University for seven (7) consecutive years. In the event a student with a sanction imposed upon him or her becomes inactive or no longer a registered student, disciplinary probation, residence hall separation, and/or disciplinary warning periods will be continued to completion upon any re-admission to the University. Restrictions from facilities, restitution, and other assigned sanctions remain in effect.

- 1. Expulsion
Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date stated in the notice. A student separated from the University by Expulsion may not enter University premises, University-related premises, attend University sponsored activities or be present on campus without securing prior approval from the Dean of Students or designee. A student expelled is not entitled to any financial refund for the semester in progress.

2. University Suspension

Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No course work will be permitted during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include, but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students, or designee. A student suspended is not entitled to any financial refund for the semester in progress.

3. Deferred University Suspension

The serious nature of the violation would normally result in the student's suspension from the University, but given extenuating circumstances, suspension is not immediately put into effect. A student found responsible for a violation of any of the same policies while on Deferred University Suspension status will cause the suspension from the University for a specified period of time to be put into effect. Allegations that such a violation has occurred shall be promptly presented at a hearing, and the hearing authority shall determine whether such violation occurred and whether to impose the University suspension. Violation of the conditions of the Deferred University Suspension status may also constitute an independent violation the General Student Conduct Code Regulations and a further sanction, or sanctions, may be imposed in accordance with the procedures set forth in Article VII.

4. Suspension or Permanent Removal (Expulsion) from Housing

A student may be suspended or permanently removed (expelled) from housing. Suspension is involuntary removal from housing for a specific period of time. Expulsion is involuntary permanent removal from housing. Students suspended or permanently removed from housing are usually banned from all residential areas.

5. Disciplinary Probation

A period of review and observation during which a student has been officially notified that his or her conduct is considered a serious matter and subsequent violation of University rules, regulations, or policies could result in a more severe sanction, including suspension or expulsion from the University. Disciplinary Probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time not to exceed four full semesters. Restrictions, conditions, or terms of probation may include, but are not limited to ineligibility to participate in University activities or events; required meetings with a designated member of the University staff; restrictions on access to University facilities; and change or loss of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of probationary period except in the case of change of housing assignment. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Student Conduct Code Regulations during the probationary period, will likely result in more serious disciplinary action. Notation of disciplinary probationary status will be on file through the Student Conduct Office.

6. Residence Hall Restriction

Residence Hall Restriction involves removal from the University residence hall community for conduct which demonstrates unwillingness or inability to abide by Student Conduct Code Regulations or to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified time period. Restriction prohibits entry or attempted entry to all or designated residence halls, including lobbies and foyers. Visitation is not permitted. Residents restricted from the residence hall are to contact their RD or the RD on Duty to make arrangements to remove personal belongings, return keys and receive mail. A student separated or dismissed from University housing for disciplinary reasons is not entitled to any refund of housing charges for the semester in progress.

7. Loss of Privileges- Restrictions & Bans

- (a) Restriction or Revocation of Privileges is a temporary or permanent loss of privileges as an alternative to another sanction, or as a condition of a particular sanction resulting from a particular action found in violation of the Student Conduct Code. Such action includes, but is not limited to:
- (b) use of a specific University facility;

- (c) banned from specified areas;
 - (d) residence hall privileges;
 - (e) holding or running for an office in a campus organization;
 - (f) the representation of the University at any sporting event or intercollegiate function;
 - (g) campus motor vehicle parking and operating privileges;
 - (h) No Contact Order in which no contact with specific student(s) directly, by phone, electronically, via third party, or via written communication
8. **Disciplinary Warning**
Disciplinary Warning involves written notice to the student indicating that specific behavior or activity is in violation of the Code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Notation of the warning will be on file through the Student Conduct Office.
9. **Restitution**
Restitution is a reimbursement for damage, destruction, required services or the unauthorized use or misappropriation of University property or the property of any person which results from a conduct violation of this Code. It may also constitute reimbursement to offset the cost of a required educational sanction. The administrative hearing officer or Student Conduct Board Hearing will investigate and determine the amount of restitution charges.
10. **Special Assignment**
This may be a work project or special assignment imposed either as an alternative to another sanction or as a condition of a particular sanction. An effort will be made to select an assignment that is appropriate to the offense and does not inhibit academic progress or health. Special assignments may include, but are not limited to community service restitution; written reports; participation in co-curricular programs or counseling groups; and work in a specific campus office, building, or area. Failure to complete a special assignment by the date set will result in the imposition of more severe sanctions.
11. **Reprimand**
A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.
12. **Housing Selection Ineligibility**
A student may not participate in the Residential Life Housing selection process,

but may reapply for housing before the next academic year begins (usually in July).

13. **Organizational-based sanctions:**
- (a) Those sanctions listed above
 - (b) Loss of selected rights and privileges for a specified period of time.
 - (c) Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

INTERIM SUSPENSION

In certain circumstances, the Dean of Students, or designee, may impose a University or residence hall suspension prior to the commencement of the student conduct process.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students, or designee, may determine to be appropriate.
3. The interim suspension does not replace the regular student conduct process.

APPEALS

1. Eligibility, timeline, means, and grounds
 - (a) Only the respondent shall be entitled to appeal the hearing resolution decision.
 - (b) The appealing party shall submit an appeal to the Dean of Students, or designee, within five (5) calendar days of the party's receipt of the hearing resolution notification.
 - (c) Appeals will be transmitted electronically via the self-service portal.
 - (d) Appeals may only be submitted on the following grounds:
 - i. To allege a material procedural error within the investigation and resolution process that would substantially change the outcome; or
 - ii. To consider new evidence that was not known at the time of the investigation that would substantially change the outcome.
 - (e) Appeals will not be considered on any other basis.
2. Upon timely receipt of the appeal letter, the Dean of Students, or designee, shall transmit the appeal letter and associated hearing records to the Appeal Review Officer for review.
3. Appeal Procedures

- (a) The Director of the Office of Student Conduct Administration (OSCA), or designee, will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.
- (b) If the appealing party has presented a timely appeal on the basis of the grounds set forth above, the Director of OSCA, or designee, will notify the complainant that an appeal has been made.
- (c) If deemed appropriate, the Director of OSCA, or designee, will share the appeal with the complainant, who may file a written response.
- (d) If the appealing party has presented an appeal on the basis of the grounds set forth above, the Director of OSCA, or designee, will further review the appeal and make a determination to uphold, reverse or modify the Hearing Resolution. When deemed necessary, the Director of OSCA, or designee, may seek additional information and/or refer the matter back to the hearing officer, prior to making a determination.
- (e) Following review of the appeal, the Director of OSCA, or designee, will issue a written decision to the parties in which the decision may uphold, reverse or modify the original Hearing Resolution.
- (f) All appeal decisions are final.

ARTICLE VIII: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Code of Conduct shall be referred to the Director of Student Conduct Administration, or designee, for final determination.
- B. The Code of Conduct shall be reviewed annually under the direction of the Director of Student Conduct Administration.

Please proceed to the next section, APPENDIX E, to view Missing Student/Person Notifications and Procedures.

**THE REMAINDER OF THIS PAGE
IS INTENTIONALLY LEFT
BLANK.**

APPENDIX E

MISSING STUDENT/PERSON NOTIFICATION PROCEDURE

All reports of missing students/persons (or suspected missing students/persons) should be made to the University of Hartford Department of Public Safety (UHDPS) at (860) 768-7985. If any University faculty or staff member receives a report of a missing student/person, she/he should immediately contact the University of Hartford Department of Public Safety (UHDPS).

When a student who resides in on the University of Hartford residential halls or apartments is unaccounted for, a report must be made to Public Safety as soon as possible. In addition, this will be communicated to the Division of Student Affairs and/or the Office of Residential Life to assist Public Safety in identifying a thorough check within the student's residential hall and the academic areas as determine by the student's course schedule.

Public Safety will lead this investigation immediately to attempt to locate the student. Please note that a student does not need to be missing 24 hours for Public Safety to begin their efforts to locate the missing person. Missing student reports can be made by calling Public Safety dispatch at 860-768-7985 or by dialing 7777.

Residential students can register the name of a confidential contact person to be notified if they are later determined to be missing. This confidential name will be the first who will be contacted to confirm your whereabouts. This name can be the same or different from your emergency contact person. Only authorized university officials working on a missing person investigation will have access to this information.

To register a confidential missing person, contact the ResLife office.

Be advised that according to Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, this HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing. Information.

MISSING STUDENT POLICY

In accordance with the Higher Education Opportunity Act, the University of Hartford must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours when a student who resides in a University residential halls or apartments is unaccounted for, a report must be made to UHDPS as soon as possible. In addition, this will be communicated to the Division of Student Affairs and/or the Office of Residential Life to assist UHDPS in identifying a thorough check within the student's residential hall and the academic areas as determine by the student's course schedule. UHDPS will lead this investigation immediately to attempt to locate the student. Please note that a student does not need to be missing 24 hours for UHDPS to begin their efforts to locate the missing person.

Missing student reports can be made by calling UHDPS at 860.68.7985 or by dialing 7777. Residential students in campus housing will be informed annually that each student has the option to register the name of a confidential contact person to be notified by the University of Hartford no later than 24 hours, if they are later determined to be missing by the designated University officials authorized to make the determination specifically, UHDPS or the local law enforcement agency in which the student went missing. This confidential name will be the first who will be contacted to confirm the student's whereabouts. This name can be the same or different from the emergency contact person. Only authorized University officials and law enforcement working on a missing person investigation will have access to this information.

According to the Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, this HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing.

University of Hartford will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, University of Hartford must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, University of Hartford will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Suspected missing students should be reported immediately to the UHDPS. If members of the University of Hartford community believe that a student has been missing for 24 hours, it is critical that they report that information to UHDPS by calling 860.768.7777. A student is determined to be missing when the UHDPS have verified that reported information is credible and circumstances warrant declaring the person missing. Should the UHDPS investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the UHDPS. If the student is under the age of 18 and is not an emancipated individual, UHDPS will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, University of Hartford will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

All students attempting to register for campus housing will be notified of this policy at the time of application to student housing. During the online registration process, emergency contact information related to campus housing will be captured, and the student will have the opportunity to provide a separate missing person contact.

The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified.

All members of the University community should report any missing students or suspected missing students regardless of whether they reside on campus and without regard to how long they have been missing. If the reported missing student resides off-campus, the UHDPS will immediately notify the appropriate local law enforcement agency.

For a copy of the University Missing Student Policy go to: <https://www.hartford.edu/student-life/campus-safety/public-safety/>

MISSING STUDENT REPORTING

Suspected Missing student reports should be reported immediately by calling UHDPS at 860-768-7985 or by dialing 7777. If members of the University of Hartford community believe that a student has been missing for 24 hours, it is critical that they report that information to UHDPS by calling (860) 768-7985. Residential students in campus housing will be informed annually that each student has the option to register the name of a confidential contact person to be notified by the University of Hartford no later than 24 hours, if they are later determined to be missing by the designated University officials authorized to make the determination specifically, UHDPS or the local law enforcement agency in which the student went missing. This confidential name will be the first who will be contacted to confirm the student's whereabouts. This name can be the same or different from the emergency contact person. Only authorized University officials and law enforcement working on a missing person investigation will have access to this information.

According to the Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, this HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing.

The University of Hartford will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, University of Hartford must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, the University of Hartford will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

A student is determined to be missing when the UHDPS have verified that reported information is credible and circumstances warrant declaring the person missing. Should the UHDPS

investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the UHDPS and if the student is under 18 years of age and is not emancipated, UHDPS will notify the student's custodial parent or guardian and any other designated contact person within 24 hours regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor., The University of Hartford will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

Note: To view the University of Hartford's missing student procedure online, please visit the following UHDPS Website: <https://www.hartford.edu/student-life/campus-safety/public-safety/>

Please proceed to the next section, APPENDIX F, to view Clery Definitions.

**THE REMAINDER OF THIS PAGE
IS INTENTIONALLY LEFT
BLANK.**

APPENDIX F

CLERY ACT- GEOGRAPHIC CATEGORIES & DEFINITIONS

The Clery Act requires institutions to disclose statistics for reported crimes based on the following four criteria:

1. Where the crimes occurred
2. To whom the crimes were reported
3. Types of crimes reported
4. Year in which the crimes were reported

The first of the four reporting criteria “where the crimes occurred” is known as Clery Act Geography and commonly referred to as such. The definitions for Clery Act Geography are Clery Act-specific and are the same for every institution regardless of its physical size or configuration. There are three general Clery Act Geography categories:

1. On-Campus
2. Public Property within or immediately adjacent to the campus
3. In or on noncampus buildings or property that the institution owns or controls

CLERY ACT GEOGRAPHY DEFINITIONS

On-campus — any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including:

- a. residence halls
- b. property within the same reasonably contiguous geographic area of the institution that is owned by the institution but is controlled by another person
- c. is frequently used by students
- d. supports institutional purposes (such as food or other retail vendor).

On-Campus Subset: Student Housing

Facilities (*on-campus*)- Under the Clery Act, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics:

- The total number of crimes that occurred on campus, including crimes that occurred in student housing facilities; and
- The number of crimes that occurred in on-campus student housing facilities as a subset of the total.

Public Property — is defined as all public property (including thoroughfares, streets, sidewalks and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus.

Noncampus Buildings or Property — is defined as any building or property owned or controlled by a student organization *officially* recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that:

- a. Is used in direct support of, or in relation to, the institution’s educational purposes,
- b. Is *frequently* used by students, and
- c. Is not within the same reasonably contiguous geographic area of the institution.

CLERY ACT- DESIGNATED CRIME CATEGORIES & DEFINITIONS

The University of Hartford is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations (Clery Act Geography) as defined above. There are four (4) general categories of crimes, they are commonly referred to as Clery Act Crimes:

1. Criminal Offenses
2. Hate Crimes
3. VAWA Offenses
4. Arrests and Referrals for Disciplinary Action

Under the Clery Act, definitions for the above listed four categories of crimes are based on the definitions provided by the following federal systems:

- Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program
- Summary Reporting System (SRS) User Manual from the FBI’s UCR Program
- FBI’s National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR
- FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual
- Violence Against Women Act of 1994 (VAWA)

For additional information, please refer to the UCR, citation’s 34 CFR 668.46(c)(7) and 34 CFR 668.46(c)(6)(A)(i).

CRIMINAL OFFENSE DEFINITIONS (#1)

Murder/Non-Negligent Manslaughter – The killing of one human being by another.

Manslaughter by Negligence – The killing of another person through gross negligence.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

- **Rape:** *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. This definition includes any gender of victim or perpetrator.*
- **Fondling:** *The touching of the private parts of another person for the purpose 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:** *Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- **Statutory Rape:** *Non-forcible sexual intercourse with a person who is under the statutory age of consent.*

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.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – The theft or attempted theft of a vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

HATE CRIME DEFINITIONS (#2)

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

Bias – a preformed negative opinion or attitude toward a group of persons based on their: race, religion, gender, gender identity, disability, sexual orientation, or ethnicity/national origin.

Bias Crime – a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Although there are many possible categories of bias, under the Clery Act, only eight categories are reported. To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

1. **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, or African Americans, whites.
2. **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
3. **Sexual Orientation** – *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.* Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual perceived gender, e.g., male or female.
5. **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be lesbian, gay, bisexual, or transgender person but may be perceived as such.
6. **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
7. **National origin** – *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.* This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crimes must show evidence of bias and include any of the above listed criminal offenses. Additionally, on August 14, 2008, the Clery Act was amended to include the following as reportable categories for Hate Crimes only:

- Larceny
- Simple assault
- Intimidation
- Destruction/damage/vandalism (except arson)

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

For additional information regarding Hate Crimes, please refer to the UCR, citation 34 CFR 668.46(c)(4).

VAWA OFFENSES DEFINITIONS (#3)

The third category of crime statistics is the Violence Against Women Act (VAWA), which includes the following three categories:

1. Domestic Violence
2. Dating Violence
3. Stalking

Sexual Assault included by the FBI as a Criminal Offense and falls under VAWA offenses but is included in the criminal offenses category listed above for Clery Act reporting purposes. For additional information regarding VAWA Offenses, please refer to the UCR, citation 34 CFR 668.46(c)(1)(iv).

Domestic Violence: a felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- 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
- 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

Dating Violence: violence committed by a person;

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
 - the length of the relationship
 - the type of relationship

- the frequency of interaction between the persons involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress

For the purposes of this definition:

- *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, surveils, threatens, or communicates to or about, a person;
 - ✓ or interferes with a person's property
- *Reasonable person* - means a reasonable person under similar circumstances and with similar identities to the victim
- *Substantial emotional distress* - means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

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.

ARREST AND DISCIPLINARY REFERRALS FOR VIOLATION OF WEAPONS, DRUG ABUSE AND LIQUOR LAWS DEFINITIONS (#4)

The fourth category of crime statistics is the number of arrests and number of persons referred for disciplinary action for the following three law violations:

1. Weapons: Carrying, Possessing, Etc.
2. Drug Abuse Violations
3. Liquor Law Violations

The above listed violations may result in an arrest, disciplinary referral, or both. For additional information, please refer to the UCR, citation 34 CFR 668.46(c)(1)(ii).

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing

deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.

Unfounded Crime Reports – According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

CAMPUS SECURITY AUTHORITY (CSA)

The law defines a CSA as any official of a post-secondary institution who has significant responsibility for students and campus activities. Some examples of CSA's are:

- Anyone who monitors entry or access to a campus facility such as an employee who checks in visitors to the dorms
- Director of Athletics and coaches including Assistant Directors and Assistant Coaches
- Faculty Adviser to a student group
- Anyone who oversees student extracurricular activities
- Coordinator for Greek Affairs
- Resident Assistants and Resident Directors
- Student Center and Student Life Staff

WHAT IS THE ROLE OF A CSA?

The role of a CSA is to collect information on certain criminal offenses, if such offenses are reported to them and report that information to the proper authorities (Public Safety). Reporting of such crimes must be timely to allow for issuance of a Timely Warning if deemed necessary.

It is important that CSA's also refer victim's to seek other assistance if they so choose, including offering to help them

contact Public Safety, the University Counseling Center, Student Health Services or other outside agencies.

Please proceed to the next section, APPENDIX G, to review the Fire Safety Report and Statistical charts therein.

**THE REMAINDER OF THIS PAGE
IS INTENTIONALLY LEFT
BLANK.**

APPENDIX

G

FIRE SAFETY REPORT

On Aug. 14, 2008, the Higher Education Opportunity Act (HEOA), Public Law 110-315, reauthorized and expanded the Higher Education Act of 1965 (HEA), as amended. Specifically, HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions of higher education. The amendment added fire safety reporting requirements for institutions with on-campus student housing facilities.

In compliance with appropriate provisions of federal law, the University is required to make reports available to the University community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics, publish an Annual Fire Safety Report and keep a Fire Log.

ABOUT THE FIRE SAFETY REPORT

In addition to the disclosure of campus crime statistics and security information, the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as The Clery Act) requires institutions of higher education (public and private) to record and disclose campus fire statistics as well as fire safety policies and procedures. Disclosure occurs annually by October 1. Notification regarding the publication of the ASFSR is sent to students by electronic mail with hyperlinks to the report on the University's website.

The ASFSR includes information regarding UHart's fire safety policies, fire prevention programs and other important information regarding the University's fire safety system as well as fire statistics for all on-campus student housing facilities.

For more information regarding the Annual Security and Fire Safety Report (ASFSR) you may view The Handbook for Campus Safety and Security Reporting 2016 Edition at: <https://ifap.ed.gov/eannouncements/attachments/HandbookforCampusSafetyandSecurityReporting.pdf>

The ASFSR may be viewed on the University website at: <https://www.hartford.edu/student-life/campus-safety/public-safety/crime-statistics.aspx>

FIRE INCIDENT REPORTING

For EMERGENCIES, dial extension 7777 from any campus landline phone or dial 860.768.7777 from any other phone to be connected to UHDPS Dispatch. Dial 911 to be connected to a Local Emergency Dispatch Center

Per federal law, the University of Hartford is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, and then dial 911. All fire incidents should be reported to the UHDPS immediately. If a member of the University community finds

evidence of a fire that has been extinguished, the community member should immediately notify the UHDPS at 860-768-7985 or by dialing 7777 to investigate and document the incident. In the event of a fire incident, regardless of size, and regardless of when it occurred the incident is documented by the UHDPS through a departmental incident reporting system. Each incident is investigated by the UHDPS and either the City of Hartford Fire Department or the Town of West Hartford Fire Department, depending on jurisdiction. Pertinent information from each of these incidents is recorded into the UHDPS's daily fire log and for disclosure in the University's annual fire statistics.

EMERGENCY EVACUATION PROCEDURES: For Student Housing Evacuations

When the fire alarm sounds, all persons are to evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.

- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- Use the stairs. Do not use elevators.
- Shut doors behind you as you leave.
- Take keys and essential personal items only. Do not waste time by gathering too many items.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Upon evacuation from a building, move at least 100 feet away from the building to a safe area and that does not impede access of emergency responders. All building occupants shall await further instructions from emergency personnel before leaving the area.
- Do not re-enter the building until instructed by emergency personnel. (If the alarms have stopped sounding it is NOT an indication that it is safe to re-enter).

PROCEDURES STUDENTS AND EMPLOYEES SHOULD FOLLOW IN CASE OF A FIRE

- If you see a fire – pull the alarm – exit the building using the NEAREST exit, not the one you are most comfortable with.
- Know more than one way out of a building or area if possible.
- Students - DO NOT attempt to extinguish the fire yourself.

- Faculty/Staff – may use a fire extinguisher. But only if trained, it is safe to do so and as a last resort.
- Once safely outside a building, it is appropriate to contact **911** and **UHDPS**.
- If you hear an alarm – exit the building. Failure to leave may result in disciplinary action.
- If in a room of any kind, behind a closed door, before opening it, check the top of your door for heat – DO NOT open the door if it is hot to the touch.
- If there is only one way out of your area and you become trapped, find a room with a door and window if possible. Close the door to that room. Move toward the window and stay low to the ground. Use a phone if possible and call 911 or UHDPS at 7777 to report the fire and your location. Indicate that you are trapped! If you don't have a phone, try to signal for help by yelling out the window, by banging on the window, or as a last resort, break the window.
- Once outside do not stand near the exits. Move at least 100 feet away from the building as stated above. Residents shall gather outside the building at the location identified by your Resident Assistant as the meeting place for your floor.
- No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

DAILY FIRE LOG

A daily fire log is maintained by the UHDPS. The fire log is available for public viewing at the UHDPS Offices on Main Campus, the Handel Performing Arts Center and the Asylum Avenue Campus. Data is also collected from each incident report pertaining to a residence hall fire and included in a chart as part of this annual report. The data collected includes date and time of each fire, the cause of the fire, number of injuries or deaths related to the fire, and value of damage. This information is also submitted to the Department of Education (DOE).

The Fire Log is available on campus at the UHDPS in the Operations Building during normal business hours at the UHDPS, adjacent to Parking Lot E. Normal business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. and can also be viewed on the UHDPS website at <https://www.hartford.edu/publicsafety/clery/default.aspx>

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Fire Safety is every one's responsibility. The UHDPS, with the support of the Office of Residential Life, is dedicated to maintaining a safe and healthy environment for the campus community. The University and the UHDPS seeks the cooperation of the University community in fulfilling this responsibility. The University campuses are serviced by the Fire Departments of Hartford and West Hartford. The University's facilities consist of 54 on campus buildings 34 of which are residence halls. The University also owns two separate campuses that collectively consist of 12 buildings, one of which is a residence hall. Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught by local fire authorities. During Office of Residential Life floor meetings and routine rounds fire safety tips, evacuation procedures, and fire reporting procedures are discussed with the students.

SAFETY SYSTEMS AND EVACUATION DRILLS

In conjunction with the Office of Residential Life, the UHDPS conducts a minimum of two (1) evacuation drill each semester in each residential facility. During these drills, the fire alarm is activated, and occupants are required to evacuate the building and have three minutes to safely evacuate to the rally point. After three minutes, Residential Life Staff enter the building to verify that everyone has evacuated. Those failing to properly evacuate during a drill are subject to disciplinary action in the form of fire safety education. Across the country, one common reason for a decreased evacuation rate is false alarms caused by steam, hair spray or improperly vented cooking. These causes of false alarms cause the residents to form a sense of complacency. The department works hard to analyze the cause of each alarm in an attempt to reduce them and therefore keep the resident's diligence in evacuating. Evacuation drills are conducted periodically in academic facilities and done in a similar method as the residential buildings but are executed only by UHDPS.

RESIDENTIAL HALL FIRE PREVENTION INFORMATION

All living areas are equipped with smoke alarms and fire alarm pull boxes as part of a Simplex fire alarm system. In some cases, heat detectors are also present and part of the same system. Some areas are provided with battery operated or hard wired/battery backup smoke detectors for added protection. Complexes A, B, C, D, Hawk Hall, Park River Apartments and Regents Park Apartments all have a full fire sprinkler system. Each of the Village Apartments has a partial fire sprinkler system. In addition to these systems, Hawk Hall

is also equipped with Carbon Monoxide detection alarms. The smoke detectors, heat detectors and pull stations that are part of the Simplex fire alarm system as well as all sprinkler systems and the Carbon monoxide detection system in Hawk Hall are monitored 24 hours a day, seven days a week by the UHDPS Dispatch Center through a proprietary alarm system. Trained UHDPS Officers are dispatched to any alarm activation to assess the situation and summon the appropriate emergency services as necessary. Battery operated or back up devices as mentioned above are not monitored by UHDPS Dispatch. Response to these battery-operated devices is based on routine patrol observation by UHDPS officers and/or notification from a resident or residential life staff.

FIRE SAFETY POLICY

To minimize the potential for fire in residence halls, the University policy prohibits unsafe behavior and storage of certain items in residence halls. This policy is enforced by the Office of Residential Life and the UHDPS. Inspections are conducted monthly by Residential Life and UHDPS to identify prohibited items and unsafe conditions. If prohibited items are found, the items are subject to confiscation by either Residential Life Staff or UHDPS Officers and students are subject to referral to the Office of Student Conduct. If unsafe conditions are found, all efforts will be made to rectify the situation immediately without disruption to the students. If it is not feasible to rectify a situation without disruption or the situation is too severe students in the affected area or residence hall will be relocated to a safer location until the situation can be rectified. Follow-up inspections are conducted to ensure that the appropriate corrections were made.

POLICY ON PROHIBITED ITEMS AND MISCELLANEOUS FIRE SAFETY POLICIES

The following items or actions are prohibited. Prohibited items will be subject to immediate confiscation if found by Residential Life or UHDPS Officers.

- **Smoking:** Smoking is not permitted in any University residence hall, apartment, academic or administrative building. Unless otherwise prohibited and posted smoking is permitted on campus at least 25 feet from the entrance to any building.
- **Cooking or kitchen type Devices:** Residents are prohibited from using certain types of cooking equipment in the residence halls. This includes, but is not limited to, toaster ovens, oil-based popcorn makers, dishwashers, "George Foreman" type grills, Charcoal or Gas grills, hot-plates, crock pots, toasters or coffeemakers with an open-coil heating device. The use of toaster ovens and "George Foreman" type grills are permitted to be used in full kitchen areas in Park River, the Village Apartments and the Asylum Avenue Campus Townhouses. Coffeemakers with an auto shut off feature or "Keurig" type coffeemakers are permitted to be used in all residence halls. Charcoal and Gas grills are also prohibited from exterior use.

- **Portable Heaters and Other Electrical Devices:** Residents are prohibited from using certain electrical items in the residence halls. This includes but is not limited to space heaters, halogen lamps, multi-headed lamps with plastic covers, electric heating blankets, air conditioners, extension cords, multi-plug outlet adapters. Underwriters Laboratory (UL) approved surge protectors are permitted in all residence halls.
- **Open flames and Candles:** The use or possession of open flames, candles or incense is prohibited.
- **Flammable or Combustible Materials:** Possession, storage or use of flammable and/or combustible liquids are not permitted in any of the residence halls. Flammable/combustible liquids include but are not limited to gasoline, kerosene, motor oil, lighter fluid, paints and paint thinners. Flammable/combustible and/or wet materials may not be hung above heaters, on walls or on ceilings. This includes but is not limited to drapes, clothes or banners. Storage, possession or use of gasoline-powered machines, fireworks, oil lamps and oil warmers in a residence hall is also prohibited.
- **Holiday Decorations:** Residents are permitted to decorate their rooms during holiday periods, provided such decorations do not restrict access to and from residents' rooms and public areas. Items are not permitted to be attached to the ceiling, light fixtures, sprinkler heads, smoke detectors or exit signs. Decorations shall not impede the effective operation of sprinklers heads and smoke detectors and shall not obstruct the view of exit signs and emergency lights. Live cut Christmas trees and strands of holiday lights are not permitted. Artificial Christmas trees are permitted.
- **Tampering with Fire & Life Safety Equipment or False reporting of a fire:** Tampering with any fire/safety type device or falsely reporting a fire is a serious offense. Any individual found tampering with fire/safety equipment or falsely reporting a fire is subject to both a referral to the Office of Student Conduct and/or criminal arrest. Individuals are also subject to immediate and potentially permanent removal from on campus housing. Fire & Life Safety equipment includes but is not limited to Pull stations, Smoke Detectors, Heat Detectors, Carbon Monoxide Detectors, sprinkler system components, exit signs, emergency lights, evacuation maps, floor numbering signs and fire extinguishers. False reporting of a fire includes but is not limited to malicious activation of a pull station or an emergency phone call to UHDPS and/or 911.

FIRE SAFETY SYSTEMS AND FIRE SAFETY SYSTEMS INSPECTIONS

All University residence halls are equipped in some way with a fire alarm system, and/or an automatic fire sprinkler system.

Limited areas are also equipped with a Carbon Monoxide system, all of which are monitored 24 hours a day, 7 days a week by the UHDPS Dispatch Center. These systems are inspected quarterly, semiannually, or annually depending on the type of system and the requirements of the CT Fire Prevention Code. These inspections are conducted by trained and licensed contractor service providers. Fire Extinguishers, exit signs, emergency lighting and battery operated, or battery backup smoke detectors are inspected and tested monthly by University staff. Fire Extinguishers are further inspected annually by University staff and are tested at five- or six-year intervals, depending on the extinguisher type, by trained and licensed contracted service providers.

PLANS FOR FUTURE IMPROVEMENTS: FIRE SAFETY

The University is committed to maintaining fire safety equipment and assessing any potential needs for future improvements to fire safety systems. At this point there are no improvements scheduled to any of the fire safety systems. However, there are plans to improve the frequency and quality of evacuation drills in non-residence halls. There are also plans to improve the quality of fire safety awareness, tips and training for students and employees.

DEFINITIONS

Fire: For the purposes of fire safety reporting, a fire is “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

Arson: Any willful or malicious burning to attempt to burn—with or without intent to defraud—a dwelling house, public building, motor vehicle or aircraft, or personal property of another. All instances of arson are Clery Act-reportable crimes. Therefore, any fire that is determined to be arson must be reported both as a fire statistic and as a crime statistic.

On-Campus Student Housing Facility: For purposes of the Clery Act regulations, “any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.”

Fire Safety System: The Higher Education Opportunity Act defines a fire safety system as “any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.”

Fire Log: The HEOA directive requires an institution with on-campus student housing to maintain a log of all fires that occur in on-campus student housing. This fire log must include the date, time, nature of the fire and location of the

fire. Additions to the log must be made within two business days. The log must be available for public inspection for the most recent 60-day period. Log entries greater than 60 days must be available within two business days. The Fire Log must be kept for three (3) years following the publication of the last annual report to which it applies (in effect seven years).

Fire Safety Report: The statistics gathered for the present year and past two years are compiled and reported in the Annual Security and Fire Safety Report (ASR) to be published on October 1 of each year. The Fire Safety Report will contain statistics concerning the number of fires in the institution’s on-campus student housing, the cause of each fire, the number of injuries and deaths because of each fire and the amount of property damage caused by each fire, if applicable. To view the Fire Log, contact UHDPS. This report can be found on the University website at: <https://www.hartford.edu/publicsafety/clery/default.aspx>.

Please proceed to the next page to view the Fire Summary-Fire Statistics for the Main Campus and the Asylum Avenue Campus.

**THE REMAINDER OF THIS PAGE
IS INTENTIONALLY LEFT
BLANK.**

Campus Safety and Security Fire Summary 2016-2018
Fire Statistics for Main Campus at 200 Bloomfield Avenue, Hartford, CT 06117

Name of Facility	2018			2017			2016		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
A-Complex Andrews	0	0	0	0	0	0	0	0	0
A-Complex Barlow	0	0	0	0	0	0	0	0	0
A-Complex Crandall	0	0	0	0	0	0	0	0	0
A-Complex Olmstead	0	0	0	0	0	0	0	0	0
B-Complex Reeve	0	0	0	2	0	0	0	0	0
B-Complex Beecher	0	0	0	0	0	0	0	0	0
B-Complex Stevens	0	0	0	0	0	0	0	0	0
B-Complex Warner	0	0	0	0	0	0	1	0	0
C-Complex Poe	0	0	0	0	0	0	0	0	0
C-Complex Willard	0	0	0	0	0	0	0	0	0
C-Complex Malcolm X	0	0	0	0	0	0	1	0	0
C-Complex Dubois	0	0	0	0	0	0	0	0	0
D-Complex King	0	0	0	0	0	0	0	0	0
D-Complex Smith	0	0	0	0	0	0	0	0	0
D-Complex Occum	0	0	0	1	0	0	1	0	0
D-Complex Roth	1	0	0	0	0	0	1	0	0
E-Complex Bushnell	1	0	0	0	0	0	0	0	0
E-Complex Garvey	1	0	0	0	0	0	0	0	0
E-Complex Hillyer	0	0	0	0	0	0	0	0	0
E-Complex Whitney	0	0	0	0	0	0	0	0	0
F-Complex Gallaudet	0	0	0	0	0	0	0	0	0
F-Complex Barnard	0	0	0	0	0	0	0	0	0
F-Complex Webster	0	0	0	0	0	0	0	0	0
F-Complex Stowe	0	0	0	1	0	0	0	0	0
Hawk Hall	1	0	0	0	0	0	1	0	0
Park River	0	0	0	1	0	0	0	0	0
Regents Park	0	0	0	0	0	0	0	0	0
Village Apartment 1	0	0	0	0	0	0	0	0	0
Village Apartment 2	1	0	0	0	0	0	0	0	0
Village Apartment 3	0	0	0	0	0	0	0	0	0
Village Apartment 4	0	0	0	0	0	0	1	0	0
Village Apartment 5	0	0	0	2	0	0	2	0	0
Village Apartment 6	0	0	0	0	0	0	0	0	0
Village Apartment 7	0	0	0	0	0	0	0	0	0
TOTAL	5	0	0	7	0	0	8	0	0

Campus Safety and Security Fire Summary 2016-2018
Fire Statistics for Asylum Avenue Campus at 1265 Girard Avenue, Hartford, CT 06105

Name of Facility	2018			2017			2016		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Asylum Avenue Campus Townhouses	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

Please proceed to the next page to view the 2018 Safety Systems and Evacuation Drills section.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

2018 Safety Systems and Evacuation Drills
Main Campus at 200 Bloomfield Avenue, West Hartford, CT 06117

Residential Facilities	Fire alarm monitoring done on site	Partial sprinkler system	Full sprinkler system	Smoke detection	Fire extinguisher devices	Evacuation plans / placards	No. of evacuation (fire) drills each calendar year
A-Complex Andrews	X		X	X		X	2
A-Complex Barlow	X		X	X		X	
A-Complex Crandall	X		X	X		X	
A-Complex Olmstead	X		X	X		X	
B-Complex Reeve	X		X	X		X	2
B-Complex Beecher	X		X	X		X	
B-Complex Stevens	X		X	X		X	
B-Complex Warner	X		X	X		X	
C-Complex Poe	X		X	X		X	2
C-Complex Willard	X		X	X		X	
C-Complex Malcolm X	X		X	X		X	
C-Complex Dubois	X		X	X		X	
D-Complex King	X		X	X		X	2
D-Complex Smith	X		X	X		X	
D-Complex Occum	X		X	X		X	
D-Complex Roth	X		X	X		X	
E-Complex Bushnell	X			X		X	2
E-Complex Garvey	X			X		X	
E-Complex Hillyer	X			X		X	
E-Complex Whitney	X			X		X	
F-Complex Gallaudet	X			X		X	2
F-Complex Barnard	X			X		X	
F-Complex Webster	X			X		X	
F-Complex Stowe	X			X		X	

2018 Safety Systems and Evacuation Drills
Main Campus at 200 Bloomfield Avenue, West Hartford, CT 06117 (continued)

Residential Facilities	Fire alarm monitoring done on site	Partial sprinkler system	Full sprinkler system	Smoke detection	Fire extinguisher devices	Evacuation plans / placards	No. of evacuation (fire) drills each calendar year
Hawk Hall	X		X	X		X	2
Park River	X		X	X	X		2
Regents Park	X		X	X			2
Village Apartment 1	X	X		X	X		2
Village Apartment 2	X	X		X	X		2
Village Apartment 3	X	X		X	X		2
Village Apartment 4	X	X		X	X		2
Village Apartment 5	X	X		X	X		2
Village Apartment 6	X	X		X	X		2
Village Apartment 7	X	X		X	X		2

2018 Safety Systems and Evacuation Drills
Asylum Avenue Campus at 1265 Girard Avenue, Hartford, CT 06105

Residential Facility	Fire alarm monitoring done on site	Partial sprinkler system	Full sprinkler system	Smoke detection	Fire extinguisher devices	Evacuation plans / placards	No. of evacuation (fire) drills each calendar year
Townhouses	X			X	X		2

Thank you for reading the 2019 Annual Security and Fire Safety Report
-THIS CONCLUDES THE 2019 ASFSR-