2017 ANNUAL CAMPUS SECURITY & FIRE REPORT

Clery Report
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Including Statistics for 2015 to 2017
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

2015-2017
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The CCSU community offers numerous advantages to students, staff, and visitors. While CCSU is a great place to live, work and study, it is not immune from the kinds of problems that concern the rest of the nation—including crime.

To diminish the likelihood of crime, the University undertakes a variety of measures. Included are not only the services of the Police Department, but also those of other departments whose policies and services support a safe campus. However, no matter how effective the University’s programs may be, the primary responsibility for safety and security lies with each of us. No police department or set of procedures can be effective unless individuals exercise reasonable care and prudence. Let’s work together; safety and security is everyone’s responsibility.
Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Act

“A Compliance and Reporting Overview

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety.

Annual Security Reporting

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of response to sexual assault, domestic or dating violence, and stalking.”

Clery Center, 2018

Central CT State University
Preparation of the Clery Report for 2015 to 2017

The Records Manager at the CCSU Police Department is responsible for gathering the statistical data used in the preparation of this report. The manager relies upon the computerized records system of the CCSU Police for the bulk of this information as well as the Office of Student Conduct and the Office of Victim Advocacy. A request is also made annually to surrounding police departments for any information that may be relevant.

The Fire Incident section is prepared by the CCSU Public Safety Division of Administrative Affairs and submitted for inclusion in this publication.

This Clery Report is published annually, in October of each year, by the CCSU Police Department via the CCSU Police website. An email is sent to every student and employee each year that includes a brief description of the report’s contents along with the address of the website where the report is published. Copies of the report are also available at the CCSU Police Department at 1500 East Street, New Britain, CT. Information regarding the Clery report is also noted on Human Resources Job Opportunities website for all position announcements.

Police Log: A publicly accessible log of all crimes is available at the CCSU police headquarters. As noted elsewhere, serious incidents may require notification of the campus community to help the police or to help prevent further crimes.
The CCSU Police Department is headed by a Chief of Police who reports to the President of the University through the Chief Administrative Officer.

The Police Department’s primary mission is the protection of lives and property at CCSU. It is committed to carry out this role in a manner that respects and protects the rights of all individuals to learn, create, grow, live and work in an atmosphere of mutual respect. For us, “quality” not only reflects the kind of service we pledge to provide, but also describes the kind of life on campus we support.

The police are on campus and on call 24 hours a day, 365 days a year. Their duties include, but are not limited to:

- Patrolling the University around the clock.
- Responding to a full range of emergency and routine calls for service.
- Crime prevention/education activities.
- Investigation of crimes.
- Enforcement of state criminal and motor vehicle laws and campus regulations.
- Dispatch and emergency communications, 24/7.

Additionally, because public safety is everyone's concern, an important role of the Police Department is to act as a safe campus advocate by sharing ideas and proposals that help shape the public safety dimensions of the services, programs and policies of other public safety “stakeholders.”
**Authority of the CCSU Police**

Each of Connecticut's 4-year universities has its own police department accountable to the president of each university. Each of these police agencies is also empowered to act in the same capacity as municipal police departments and each maintains a well equipped and highly trained department that operates 24 hours a day, 365 days a year. Officers are armed and possess full authority pertaining to arrest, search and seizure. The jurisdiction of the CCSU Police is generally limited to the geographic limits of the University. However, CCSU officers also have the authority to act anywhere in Connecticut regarding a felony and may also use their powers off campus under a regional mutual aid compact. Under this agreement and at the request of the New Britain Police Department, CCSU officers routinely assist the New Britain Police in patrolling and responding to calls for service in the neighborhood surrounding the campus.

**Relationships with other Law Enforcement Agencies**

The University and its Police Department enjoy excellent relationships with the New Britain Police Department, other municipal police departments, the Connecticut State Police and various federal law enforcement agencies. While the CCSU Police Department exercises primary police jurisdiction on the campus, the New Britain Police, the Connecticut State Police and other municipal law enforcement agencies have the authority to act on the campus as well.

*NOTE: Other police agencies and the New Britain Police Department in particular, may notify the CCSU Police Department and/or the University if CCSU students are arrested off campus. In some cases, this may also lead to University sanctions for the misconduct.*

**Police Officer Selection and Training**

The staff of the University Police Department consists of approximately 30 people, 22 of which are sworn police officers. Full-time and part-time civilian employees, including students, provide support in such functions as administration, security, communications, and parking enforcement. All of our police officers are subject to the stringent requirements imposed upon all police officers in Connecticut. To be selected, potential police officers must pass a written examination, physical fitness evaluation, oral interview and a background investigation that includes a polygraph examination, psychological screen and drug screen. Upon selection, CCSU recruits train with police recruits from municipalities across the state at the Connecticut Police Academy in Meriden. The basic training course (spanning about 22 weeks) is supplemented by at least 10 additional weeks of field training and continual training in specified areas to maintain their certification. Similarly, our dispatchers must meet certification standards through training in the skills of managing a communications center.
Crimes, Emergencies and Evacuation

This section includes:

- Reporting Crimes and Emergencies
- Confidential and Voluntary Reporting
- LiveSafe—Reporting
- Emergency Notification System & Timely Warnings
- Evacuation Procedures
**Reporting Crimes and Emergencies**

Crimes in progress and other emergencies should be reported by dialing 911 from any phone. Whenever possible, the actual victim or witness of the crime should call directly. First hand information is always more accurate and complete. If someone merely gives you the information and leaves, please include this information.

Emergency phones, known as “Code Blue Telephones,” are strategically located across the campus and are connected directly to the police dispatch center on campus. A call to the police also activates the blue strobe light at many of these telephones.

The CCSU PD Communications Center is staffed 24 hours a day by trained public safety dispatchers. The dispatchers receive calls from the Code Blue phones, campus business lines and 911 calls relayed from the City of New Britain Public Safety Answering Point. Upon receiving calls for service, dispatchers assign the appropriate police officers, firefighters, or emergency medical staff to respond.

When calling 911 or the CCSU PD to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect carried, where and when the suspect was last seen, description of the suspect (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information. In addition to the importance of accurate and prompt reporting of all crimes, timely information assists in developing information and warnings for the campus.

**Calling for Other Police Assistance**

For non-emergency assistance, please call the CCSU PD at 860-832-2375. The University Police Department is located at 1500 East Street in New Britain, CT and is open 24 hours a day. The administrative services portion of the department is open from 8 a.m. to 4 p.m., Monday through Friday.

**Voluntary and Confidential Reporting of Crimes**

Except as noted below, the University does not have a reporting system for annual crime statistics that is both voluntary and confidential. Victims or witnesses to a crime are encouraged to report what they know about a crime to the police. The CCSU Police welcome all such information and, under some circumstances, will safeguard confidentiality. However, neither the police nor the University can guarantee confidentiality in all instances, particularly where the information pertains to an offense or an alleged offender that may affect the safety of others on campus. Indeed, in such cases a University employee (except a medical practitioner or professional counselor) may be required to divulge information to the police or others on a need to know basis. Pastoral and professional mental health counselors are encouraged to gather information on crimes reported to them, on a voluntary and confidential basis, for inclusion in the annual security report.

**Anonymous Reporting of Crimes**

To report any crime anonymously, go to [www.ccsu.edu/police/](http://www.ccsu.edu/police/) and select “Anonymous Crime Report” from the left menu. This form is for reporting crimes anonymously to both the CCSU Police Department and other University Departments as needed. The information in this form will assist in the compilation of statistical records for crimes that occur on the CCSU campus or surrounding area in compliance with federal and State laws and Board of Regents policies. A person who has been a victim of a crime may fill out this form him/herself or may ask a third party (such as a friend or a counselor) to do so. If this is an emergency, please call 911!
Other Campus Security Authorities (CSA)
You may also report crimes to individuals who are not members of the Police Department or the Office of Diversity and Equity. Other CSA’s may include RAs, athletic coaches, Title IX coordinators, or an ombudsperson.

LiveSafe—Crime Reporting
LiveSafe is a mobile safety communications platform, which provides users the tool to do something right from their mobile phone. From sharing information on concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that include location-tagged text, calls, photos and videos; scalable mass notifications; relevant safety resources and peer-to-peer safety tools.

LiveSafe puts a mobile security system in the hands of everyone, deputizing faculty, staff and students so they can feel involved and empowered to do something when they see something. Users can send text, photos, videos and precise location information to report incidents ranging from routine maintenance needs, to suspicious activity and/or to safety threats. LiveSafe’s cloud-based command dashboard receives tips in real time and allows security officials to respond via secure live chat. It is the “Do Something” for “See something, Say something”

CCSU Emergency Notification System & Timely Warnings

Timely Warnings for Crimes
In the event that a crime (listed in the Clery Act) or a series of crimes constituting a serious or continuing threat to the campus community, a campus wide “timely warning” will be issued. This is a decision made by the Chief of Police. Depending upon the situation, the CCSU Police will work with the Office of Marketing and Communications on distribution through campus email, LiveSafe or other means, (e.g., postings, direct distribution of flyers, the campus’ student newspaper, and campus websites). CCSU may also use its CCSU ALERT system if warranted.

CCSU Emergency Notification Systems
CCSU has an Emergency Notification System (CCSU ALERT) that focuses on emergency notifications in concert with a public safety response to avert threats and minimize the potential consequences of campus emergencies. Emergency notifications are sent to the entire campus community.

What to Expect
Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the CCSU Police will activate (unless doing so will compromise efforts to contain the emergency):

- External loudspeakers, tones and voice messages (Whelen System)
- SMS Text/Voice messaging system (Everbridge System—all employees and students are enrolled)
- Computer alert system
- Messages directly through the LiveSafe app or an SMS text, push notification or email.

What Should You Do and Why?
- Evacuate the building in case of a fire alarm or other specific instructions to do so.
- Otherwise seek shelter immediately in the nearest building away from doors and windows.
- Secure your area, lock doors and windows, close blinds, prevent suspect from accessing victims.
- Only call 911 if you or others are in danger (Calling 911 for information prevents the receipt of emergency calls.)
- Do three things: remain calm, do not take unnecessary risks, follow instructions.
Time is of the essence in an emergency and the police may not have or be able to convey very much detail about the emergency. Therefore, initial messages will merely alert you that a particular type of emergency (e.g., crime or hazardous condition) is taking place on campus. As soon as it is practical, additional information will be posted through the CCSU website or via the Everbridge system.

**How are Notification Decisions Made?**
When a situation is reported to CCSU Police, the department will immediately respond and investigate. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, CCSU will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notifications UNLESS the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims, contain or mitigate the emergency.

**System Activation**
The confirmation of a “significant emergency” and, therefore, the activation of the alert is generally the responsibility of the Chief of Police based upon the police response to an emergency and in consultation with the Chief Administrative Officer in accordance with the Emergency Response Management Plan. In other emergencies where the need for notice is less immediate, the decision to activate a CCSU ALERT will be made by senior management officials. Such alert messages may be more specific and may take advantage of other supplemental notification methods depending upon the situation. CCSU ALERT is pre-loaded with a series of emergency messages to streamline the notification process which can all be modified to address specific threats.

**When it’s Over**
When the emergency is over the CCSU ALERT system will also be used to make that notification.

**Are the Notification Systems Tested?**
Yes. Both of the primary notification systems (Everbridge and Whalen) are tested at least annually. Tests as well as drills (i.e. University officials practicing their roles for a staged incident) are announced to the campus community in advance and coincide with a reminder regarding emergency response and evacuation procedures. A standard emergency message is sent at the beginning of the drill/test. Another notification is sent at the conclusion of the test/drill. The notifications are sent to the campus community via notifications on computer screens, voicemail, and text messaging. An actual emergency that results in an activation of CCSU ALERT will be considered an unannounced test of the system.
Introduction

This Evacuation Plan identifies procedures for: evacuation; emergency shut down; evacuation rally points and headcounts; safe distances, places of refuge and shelter-in-place. This Plan complies with the requirements of 29 CFR 1910.38. Evacuation maps for dormitory buildings are posted in each dormitory room. The purpose of this Plan is to ensure a safe, orderly evacuation of CCSU employees, students, visitors, and contractors.

Evacuation Procedures

The decision to evacuate all or part of the campus will be made by the Chief of Police, Director of Facilities, Director of Environmental Health and Safety, or his/her designee, in conjunction with approval from the President. If there is an immediate threat to lives, the on-scene Incident Commander may order an evacuation. If necessary, the CCSU Police Dispatch Officer will give evacuation notice by activating fire alarms or by phone, radio, the Everbridge emergency notification system, or by individual contact as the situation warrants. Anyone recognizing the immediate need to evacuate a building should do so by manually pulling a fire alarm and calling 911 or CCSU Police at 860-832-2375.

In the event of a building evacuation, CCSU students, personnel, and visitors should follow the following procedures:

1. Evacuate the building immediately. Exit routes in all buildings are marked with illuminated exit signs. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate immediately.
2. Personnel should evacuate by means of the nearest available marked exit.
3. Upon evacuation, do not stop to take any belongings, etc. from the building. Use stairways and not elevators.
4. Staff in labs or in locations with power machinery should ensure equipment is placed in a safe condition prior to leaving. This should be done as expeditiously as possible and only if it can be accomplished safely.
5. When out of the building, stay at a safe distance from the building (at least 300 feet away) and out of the way of emergency personnel.
6. If you suspect that anyone is still inside the building, notify the emergency responders at the scene.
7. Stay upwind from smoke or chemical clouds.
8. Stay at a safe distance from the building until told to reenter or receive other directions from authorities onsite.
9. Stay with classmates, fellow CCSU employees, etc. so that a head count may be taken if necessary.
10. Follow any further directions authorities on site might give.

New Britain Fire Department and/or CCSU Police personnel will check the incident site and make sure everyone has evacuated. A decision to evacuate the campus may cause specifically trained employees to properly shut down certain operating equipment, according to established departmental procedures and for employees, visitor and contractor to leave the campus quickly and safely.

Evacuation Routes

All personnel should take the step of advanced planning to learn where the exits are located in the building in which they normally work. University students and personnel are in many different buildings during the day and may not be familiar with the nearest exits. Make note that the nearest exit may not be the main entrance to the building.

Faculty and instructors should become familiar with the locations of exits from the classrooms where they teach in order to inform their students of the nearest exits if an evacuation is ordered.
If a campus-wide evacuation is necessary, which is extremely unlikely, the employees and students will follow the directive issued by the Incident Commander. CCSU will provide instruction, transportation, and shelter in a safe place when necessary. Evacuation centers will provide only temporary shelter until the emergency is over.

People Needing Assistance

Personnel who cannot evacuate a building without assistance should seek areas of refuge and notify someone of your location by calling 911 or CCSU Police 860-832-2375. In all buildings, the stair landings are a safe area. In some buildings, there are actually designated areas of refuge with which you should become familiar.

In buildings that have a full sprinkler system, areas of refuge are not required. Go to any room and close the door to block smoke and ensure that someone is notified of your location.

Personnel needing assistance, who have disclosed this condition to the university, are listed in building locations according to where they live or work. Upon building evacuation, Police Dispatch is alerted to the locations of these people and will respond accordingly.

Accounting for People During an Evacuation

A University poses a unique problem for accounting for all students and personnel in the event of an evacuation. The number of people in a building can change by over a thousand in a period of minutes. To account for this, the following approach will be used to ensure the safety of staff, students, and visitors.

Each department head or chairman should have a copy of a current list of all employees in his/her department, to be updated annually. This person is responsible for accounting for their employees and communicating with emergency response personnel.

During an evacuation of a building, it is the responsibility of all university employees as they evacuate to look for any person who cannot evacuate the building for any reason and to notify emergency personnel outside the building.

In classrooms and labs, the instructor should be the last one out of the room to ensure that all students have left. Instructors should direct their classes to the most expedient way of exiting the building and instruct them to move at least 300 feet from the building after exiting. After evacuating, the instructor shall remain with his/her class and communicate any pertinent information to emergency responders.

Once outside, it is the responsibility of all university employees to assist in moving people at least 300 feet from the building and to ensure that nobody remains around the exit.

Building Re-entry

Emergency response personnel will notify students and employees when the building may be re-entered. All employees should assist in ensuring that nobody enters the building until emergency personnel have given the clearance to re-enter the building. Many times audible alarms are silenced to allow emergency personnel to communicate within the building. The silencing of alarms is NOT a signal to re-enter the building.

Active Shooter—Special Instructions for Acting When There’s an Armed Intruder

- Run—If an escape route is accessible, attempt to evacuate the premises. Warn others and call 911 when you can.
- Hide—If you cannot escape, find a place to hide where a shooter is less likely to find you.
- Fight—As a last resort take action against the shooter when facing imminent injury or death. Attempt to disrupt and/or incapacitate the shooter.
Seek additional information via the CCSU website

**Shelter in Place — Hazardous Materials (HAZMAT) Release**
- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility.
- Close and lock all windows, exterior doors and any opening to the outside.
- If possible, move to an interior room above ground floor with fewest windows and vents.
- Do not leave the building until authorized by fire or police officials.

**Emergency Building Evacuation for People With Physical Disabilities**
In the event of an emergency that may require a building evacuation, the following procedure is recommended:
- Call 911 and tell the dispatcher your location and remain where you are by sheltering in place. If you are unable to call 911, tell others of your location to inform emergency personnel.
- Have a sounding device, such as a whistle, to alert emergency personnel, and a small flashlight.
Crime Prevention and Programming

This section includes:

- Crime Prevention
- Student Responsibility
- Student Conduct
- Drugs and Alcohol
- Missing Student Notification
Crime Prevention and Programs

- **Education**: The CCSU Police Department works closely with Residence Life to provide up-to-date and meaningful presentations to the resident community about crime on the CCSU campus. Upon request, CCSU police officers are available for presentations on:
  1. Campus Safety
  2. Drug/Alcohol Abuse
  3. Sexual Assault Awareness on Campus
  4. Domestic Violence
  5. DUI Laws and Enforcement
  6. K-9 Demonstration
  7. Vandalism
  8. Bicycle Safety
  9. Date Rape Drugs and Other Drugs

- **Crime Analysis**: On an ongoing basis, the Police Department monitors and analyzes reports of all crime on campus and, according to the results of that analysis, modifies patrols.

- **LiveSafe Safety Map**: Staying aware of your surroundings is one of the key steps to staying safe, regardless of where you are. The Safety Map enables you to quickly see where you are and what’s around you in both familiar and new locales.

- **Safety Escorts**: Using student workers, public safety assistants or police officers, concerned students will be escorted within the campus.

- **Engraving**: The Police Department will assist students in engraving items of value.

- **Emergency Telephones**: The University has installed many well-placed emergency telephones (Blue Light Phones) on campus that automatically dial into the police dispatch center on campus.

- **Student Patrol**: Students are employed by the Police Department to provide escorts and perform building security checks.

- **ID Cards**: All full-time students, faculty and staff have been issued photo ID cards, which they are required to possess at all times and must show upon request.

- **E-CHUG (Electronic Check-Up to Go)**: A required interactive web survey for incoming CCSU students that allows college and university students to enter information about their drinking patterns and receive feedback about their use of alcohol. The assessment is self-guided, and requires no face-to-face contact time with a counselor or administrator.

- **The Sexual Violence Prevention Program (SVPP)**: A required on-line program for all incoming CCSU students to complete. The interactive program provides information on healthy versus unhealthy relationships, consent, different forms of sexual violence, strategies for identifying and interrupting sexual violence, and how to help victims/survivors.

Security of and Access to Campus Facilities

- **Facilities Upkeep**: Facilities and grounds are maintained with safety in mind. The Facilities Management Department inspects campus facilities regularly, promptly make repairs affecting safety and security and responds to reports of potential safety and security hazards such as broken windows and locks. The grounds crew of the Facilities Management Department regularly monitors and responds to problems in landscaped areas of campus that may cause a safety hazard, for example shrubbery that impedes lighting.

- **Locked Residence Halls**: Residence halls are locked 24 hours a day, seven days a week. Students gain entry to the residence halls by a card access system that closely monitors access of all people in these areas.

- **Residence Hall Staff**: Each residence hall has a full-time, live-in Director with Residence Assistants on each floor.

- **Access Control and Security Cameras**: The University has invested significantly in the technology necessary to implement electronic access control and closed-circuit television cameras.
**Student Responsibilities and Crime Prevention**

The cooperation and involvement of students in a campus safety program is absolutely necessary. The potential for problems is reduced when students follow sound safety-oriented practices. The residence halls will quickly feel like home—but you have to remember that you are not home. You must assume responsibility for your own personal safety and the security of your personal belongings by taking simple commonsense precautions. Look out for one another and behave as good citizens. Below are some helpful hints to help you reduce the chance of becoming a crime victim.

Remember, you are part of the “security system” at CCSU. If you do not engage in safe practices, you place yourself and others at great risk.

- Lock your door when you leave and take your keys with you, no matter how long you will be gone. It only takes a few seconds to be “ripped off.”
- Lock your door when you and/or your roommate are sleeping.
- Do not leave notes on your door telling the world that no one is in or when you will return. It’s an open invitation for theft.
- Keep wallets, purses, checkbooks and jewelry out of sight and locked up if possible. Do not keep large sums of money on hand and routinely check your checkbook to see if any checks are missing.
- Keep a record of all your valuable items, noting description, serial number and approximate value of the items. In some cases you should consider taking pictures of them. These records should be kept in a secure location. Also, keep a copy with your parents.
- Check with your parents’ insurance company to see if your property is covered under their homeowner’s policy while you’re living at school.
- Do not loan your room keys or access control card to anyone.
- Do not attach your keys to your University ID; it’s another invitation for theft.
- Do not allow strangers into your room.
- Only allow responsible visitors to your residence halls. You are responsible for their behavior.
- Register your residence hall guests.
- Do not open your door unless you know who is on the other side, especially at night.
- Do not allow door-to-door salespeople to enter the residence hall or your room. CCSU policy prohibits soliciting in any building without prior written approval from the University.
- Do not leave valuables, particularly electronic devices such as a cellphone, in your vehicles.
- Lock your car!
- Do not prop doors open.
- Use only the authorized exits, except in an emergency.
- Do not use your identity to allow a stranger into the residence halls.
- Report any suspicious person or activity to the University Police, (860) 832-2375.
LiveSafe—Crime Prevention

LiveSafe application can be used from the user’s cell phone as a means to improve safety and prevention efforts. For instance, faculty, staff and students can utilize the SafeWalk option. 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 off 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. Additionally, the Safety Map option can help navigate unknown areas by highlighting key locations, customized to the university. It also can be used to alert travelers to potentially dangerous areas.
**Student Conduct**
- Students have the same responsibility to obey the law, on and off campus, as any other citizen.
- Misconduct by anyone may violate either University policy or the law, or both.
- Misconduct that is ONLY a violation of University policy may subject one to campus disciplinary processes, e.g., the Student Code of Conduct.
- Misconduct that is a violation of the law may subject one to arrest and prosecution, AND if the law violation is ALSO a violation of University policy, the University may take administrative action as well.

**Drugs and Alcohol**
The University has a strong commitment, not only to a safe campus, but also to an environment that supports the development of healthy lifestyles. CCSU regards the abuse of drugs and alcohol as inappropriate behaviors that are inconsistent with the goals of the University. In support of this view the University has promulgated restrictive policies regarding the possession and use of drugs or alcohol on campus. Education and counseling programs support these policies. The policy statements related to alcohol and other drug abuse may be found in the Student Handbook. In addition to possible violations of University policy, the CCSU Police, as well as other municipal, state or federal agencies will enforce the laws pertaining to alcohol and drugs including statutes relating to underage drinking.

*NOTE: Both the New Britain Police Department and the CCSU Police Department have stepped up enforcement measures related to complaints of alcohol abuse and/or loud parties in the neighborhood surrounding the campus. Underage drinking is illegal.*

**Alcohol and Drug Education**
Please see the Student Handbook section related to this topic at: Student Wellness Services, Office of Wellness and Education. The Student Handbook can be accessed by clicking on the link: [Student Handbook](#)

**Weapons**
The possession or use of firearms, fireworks, dangerous weapons or unauthorized chemicals is strictly prohibited and in many cases also violates state or federal law.

**Monitoring of Off-Campus Student Organizations**
CCSU does not recognize any off-campus student organizations including any with off-campus housing facilities. Therefore, CCSU has no policy regarding the monitoring and recording of such facilities through the local police.
Missing Student Notification Policy

How to Report
If a member of the University community has a reason to believe that any community member is missing or that foul play may be involved, he or she should immediately notify CCSU Police (860) 832-2375.

Notification of Emergency Contact
CCSU Police will generate a missing persons report, initiate an investigation, notify other law enforcement agencies and notify the student’s emergency contact after determining that the student is missing.

In the case of any missing student under the age of 18 and who is not an emancipated individual, the CCSU PD will notify the student’s parent or legal guardian immediately after a determination that the student has been missing. For any student, if the CCSU PD is unable to contact an emergency contact person or parent/guardian as provided above, the CCSU PD will contact that person’s local law enforcement agency in order to make contact with such person.

Maintaining Emergency Contact Information
Students are required to review and update their own contact information, as well as the name and address of an Emergency Contact, before registration. This requirement ensures that CCSU is able to alert students about campus emergencies and to reach emergency contacts in the event a student is involved in an emergency. Students can update their Emergency Contact Name and Address by clicking on the Central Pipeline link at the top of www.ccsu.edu page and choosing “Students.” On the Central Pipeline Students page, click on the WebCentral-Banner Web link. Log into the WebCentral and click on “Update Contact Information” on the “Home” tab. A student’s confidential contact information will be accessible only by authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
Sexual Violence

This section includes:

- Reporting Sexual Violence
- Limited Confidential/Privileged Contacts
- Rights
- Sanctions
- BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy
- CCSU Procedures and Timetables
- Student Code of Conduct and Statement of Disciplinary Procedures
- Sexual Assault and Interpersonal Violence Prevention Programs
- Sex Offender Notification
- Emergency Contacts
Sexual Violence

Sexual violence (sexual assaults and other forms of intimate partner violence) continues to be of great concern on campuses nationwide. CCSU wants you to know first and foremost that sexual violence is a crime. The CCSU Police will vigorously investigate all reported sexual violence and will work closely with victims, victim’s service agencies, other law enforcement agencies and the prosecutor’s office to bring perpetrators to justice.

CCSU policies on sexual violence cover four vital areas:

1. Reporting/Reporting Options
2. Contact Information
3. Rights
4. Sanctions

Reporting Sexual Violence

In any emergency, call 9-1-1. If no immediate emergency exists and the assault...

- Occurred off campus, contact local police for assistance. (At your request, CCSU Police will assist you in making contact with appropriate officials.)
- Occurred on campus, call CCSU Police at 860-832-2375.
- If you become a victim of a sexual assault, you should seek medical attention immediately. Do not wash, eat, use a restroom, bathe, douche, change your clothes or straighten up the area where the attack occurred. Call the Police, Sexual Assault Crisis Service or simply go to a hospital emergency room. Why? Because sexual assault is one of the only crimes in which the victim’s body is also the crime scene. If a victim doesn’t take these precautions, evidence of the crime may be lost.
- Time is of the essence. Medical evidence needs to be collected within 72 hours of an assault in case you decide – now or later – to press charges. Collecting the evidence keeps your options open.
- If you are still wearing the clothing you had on during the assault, take a change of clothes with you to the hospital, as your clothes may be needed for evidence. If you have already changed, the clothes worn during the assault will be needed at the hospital. Do not transport the clothes in plastic bags or containers – to preserve the evidence use clean paper bags, clean sheets, or a clean pillowcase to wrap your items.
- Do not keep the incident bottled up inside you; seek help from a support group and talk about it. You have the right to report all cases of sexual assault to the University Police Department even if you don't wish to press charges. The information you provide to the University Police Department may be helpful in preventing further attacks and even lead to the arrest of the offender. The most important point to remember is to get the medical attention and the support you need.

Q. Why Report?  A. Because reporting preserves your options.

Because sexual assaults seldom occur with witnesses present, physical evidence may be crucial in helping to establish the facts of the case or to link a suspect to the crime. Therefore, to the extent possible, the scene of the assault should be preserved for the police and you should seek medical attention before bathing. If you choose to report the matter to the police, either directly or with assistance, they will begin their investigation immediately. This will maximize their chances of gathering the amount of evidence necessary to justify an arrest and conviction of the suspect. If you change your mind after making an initial report, the police will not compel you to proceed. Conversely, if you elect not to report the matter to the police initially, but change your mind later, you may do so. However, while the police will do their best, delays in beginning the investigation may result in lost physical evidence or otherwise diminish the ability of the police to establish the level of proof necessary to either arrest or convict a perpetrator.
Reporting Options/Protective Measures

While the university encourages victims to report crimes to the police, this is a very personal decision. Some find it more comfortable to first seek medical attention and/or counseling or mental health services. HELP is AVAILABLE in the form of professional assistance in accessing and utilizing campus, local advocacy, counseling and health services (including mental health). The service options listed on the chart on page 49 describes their availability and the degree of confidentiality. Regarding the issue of confidentiality, the University will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations. However, CCSU reserves the right to designate which University officials have a need to know about individual conduct complaints. Additionally, the University has an obligation to scrutinize reports of sexual assaults, whether or not the police investigated the matter. To help you decide upon seeking assistance, the reporting options below describe two types of confidentiality.

It is important to note that the ODE/OSC and police processes are separate. You have the right to file reports with both, one or neither systems. CCSU’s Office of Victim Advocacy can provide information on options and can assist you with making reports.

Sarah Dodd – CCSU’s Office of Victim Advocacy
860-832-3795
sarahdodd@ccsu.edu
Carroll Hall, Room 248
M-F, 9 AM – 5 PM from mid-August thru mid-June

Limited Confidential Contacts/Confidentiality

- Will guard your privacy to the extent permitted by the law;
- Have an obligation to ensure notice to appropriate campus authorities so that the University may take necessary steps to protect the community as a whole and to consider and impose appropriate disciplinary measures;
- Must share non-personally identifiable information with the police for statistical purposes to comply with federal law;
- Must share enough information to allow officials to consider whether or not a “timely warning” is warranted to alert the campus to a serious and ongoing threat to their safety;
- Must share enough information so that University officials may determine any need to undertake action;
- To the extent possible, will limit communications to a finite group of people on a need-to-know basis; and
- May have to disclose information upon request unless an exception applies under Connecticut’s Freedom of Information Act.

Privileged Contacts

- Cannot disclose communications without the reporter’s consent to any other person, except under very limited circumstances such as an imminent threat of danger to self or others;
- Offer you options and advice without any obligation to tell anyone, unless you want them to;
- Will help you report incidents to the police or others who can take action against a perpetrator – with your permission;
- Keep you in full control over what happens next; and
- Permit you to seek assistance from them without starting a chain of events that takes things out of your control or violates your privacy.
Rights

Victim Rights: As a victim of sexual violence you have the right to:

- Notify law enforcement of such assault or violence.
- Receive assistance from campus authorities in making any such notification.
- Obtain a “protective order” and/or apply for a temporary “restraining order” through the court or seek enforcement of an existing protective or restraining order.
- Seek changes in academic, living, campus transportation or working conditions in response to your victimization. Options will be considered on a case-by-case basis, if so requested by the victim.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police or to pursue criminal charges.

Immediately following a crime, victims have rights, including the right to:

- Help in obtaining emergency care.
- Be notified about arrest and court proceedings. Arraignment may occur the day after the arrest. Contact the clerk of the court to check on status, court date and location.
- Timely disposition of the case after the arrest of an accused.
- Reasonable protection from the accused.
- Get information on services and agencies that help victims.
- Apply to the Office of Victim Services for crime-related financial assistance.
- Return of property that the police took for investigating the crime.
- Be treated with fairness and respect throughout the criminal justice system process.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police or to pursue criminal charges.

Sanctions

University Sexual Assault Protocols unequivocally state that sexual assault is a crime, as well as a violation of the Student Code of Conduct and/or other University policies.

Sexual assault offenders, in addition to arrest and the full processes of the criminal justice system, may also be subject to the campus disciplinary system (students or staff). For example:

- If the person who assaulted you is a student, you may seek disciplinary action against this person through the Office of Student Conduct.
- Human Resources may impose sanctions against an employee based upon an investigation by that department, the Police Department, or the Office of Diversity and Equity.

You may take these actions in conjunction with, or independently of, a criminal prosecution. The University Police will assist you in this process as well. With respect to student offenders, procedures and penalties are enumerated on the next page, which is also located in the Student Handbook. Campus disciplinary procedures include provisions that allow both the accused and the accuser to have others present during the hearing and to ensure that both are informed of the outcome of the proceeding including any sanctions that are imposed.
BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy

Central Connecticut State University Statement

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of intimate partner violence, sexual assault, sexual exploitation or sexual harassment, as defined in the BOR policy. In an ongoing effort to prevent sexual misconduct and intimate partner violence on the CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

CCSU is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract. As noted in CCSU’s Violence Free Campus Policy, members of the University community have the right to a safe and welcoming campus environment. Acts of sexual misconduct and intimate partner violence threaten personal safety and violate the standards of conduct expected of community members.

Individuals and Entities Affected by this Policy

This policy applies to anyone on the property of Central Connecticut State University, as well as anyone present at CCSU-sponsored programs or events. This policy extends to off-campus violations of both students and employees in limited circumstances as noted below:

Students: “Off-campus misconduct may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized student organization; or (ii) a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the accused student poses a threat to the life, health or safety of any member of the University community or to the property of the University.”

Employees: The decision of whether to investigate and discipline employees for off-campus misconduct will be made by the appropriate university administrator on a case-by-case basis in accordance with collective bargaining agreements, CSU/university policies, and state regulations.

Statement of Policy

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and intimate partner violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution’s designated recipient any disclosure or

1CCSU Student Code of Conduct, Part B
report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff, faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

Terms, Usage and Standards

Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

Report of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

Disclosure is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

Sexual misconduct includes engaging in any of the following behaviors:

(a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- Sexual flirtation, touching, advances or propositions
- Verbal abuse of a sexual nature
- Pressure to engage in sexual activity
- Graphic or suggestive comments about an individual’s dress or appearance
- Use of sexually degrading words to describe an individual

CCSU Clery Report 2017
Display of sexually suggestive objects, pictures or photographs
- Sexual jokes
- Stereotypic comments based upon gender
- Threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent.

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(d) **Intimate partner, domestic and/or dating violence means** any physical or sexual harm against an individual by a current or former spouse or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as “domestic violence” are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
• Emotional abuse includes but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.
• Cohabitation occurs when two individuals dwell together in the same place as if married.
• The determination of whether a “dating relationship” existed is to be based upon the following factors: the reporting victim’s statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(e) Stalking, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

Confidentiality

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University’s geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

Mandated Reporting by College and University Employees

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution’s designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution’s designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.
Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

Rights of Parties

Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus’s Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Options for Changing Academic, Housing, Transportation and Working Arrangements

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

Support Services Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
   - standing criminal protective orders;
   - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
- temporary restraining orders or protective orders prohibiting the harassment of a witness;
- family violence protective orders.

**Employee Conduct Procedures**

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee’s classification of employment.

**Student Conduct Procedures**

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

**Dissemination of this Policy**

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution’s website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

12/5/2014 – BOR Academic & Student Affairs Committee; 1/15/2015 – Board of Regents; 6/16/2016 – Board of Regents

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To report an incident at Central Connecticut State University

Office of Diversity and Equity (All complaints)
Rosa Rodriguez, Chief Diversity Officer and Title IX Coordinator
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06053
Davidson Hall, Rm. 102
860-832-1653
rosa.rodriguez@ccsu.edu or TitleIXReport@ccsu.edu

Office of Student Conduct (Complaints against students)
Director
Carroll Hall, Rm. 202
860-832-1667
swreis@ccsu.edu

University Police (All criminal complaints except sexual harassment) 860-832-2375

Human Resources (Complaints against employees)
Anna E. Suski-Lenczewski, Chief Human Resources Officer
Davidson Hall, Rm. 101
860-832-1757
lenczewskia@ccsu.edu

Office of Student Affairs (Complaints against students)
Dr. Peter Troiano, Interim Vice President for Student Affairs Davidson Hall, Rm. 103
860-832-1605
Troianop@ccsu.edu

If you want to speak with someone at CCSU

Office of Victim Advocacy and Violence Prevention
Victim Advocacy and Violence Prevention Specialist
860-832-3795
sarahdodd@ccsu.edu

Women’s Center
Jacqueline Cobbina-Boivin, Coordinator
860-832-1655
cobbina-boivinj@mail.ccsu.edu

Counseling and Wellness Center (Confidential)--860-832-1945

If you want to speak with a Community Partner

Sexual Assault Crisis Services (Confidential)--860-223-1787 (English); 888-568-8332 (Español)

Prudence Crandall Center for Domestic Violence (Confidential)--888-774-2900 (24-hour hotline)

To report an incident to an Outside Agency

An individual has the right to file his or her complaint of discrimination with any or all of the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the University's Internal Discrimination Grievance Procedure.
1. The Connecticut Commission on Human Rights & Opportunities (All)

Capitol Region
999 Asylum Avenue
Hartford, CT 06105
Tel: (860) 566-7710

Eastern Region
100 Broadway
Norwich, CT 06360
Tel: (860) 886-5703

Southwest Region
1057 Broad Street
Bridgeport, CT 06604
(203) 579-6246

West Central Region
Rowland State Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
(203) 805-6530

Complaints should be filed with the Commission on Human Rights and Opportunities no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

2. The Equal Employment Opportunities Commission (Employees)

John F. Kennedy Federal Office Building
Government Center, Room 475
Boston, MA 02203
Tel: 1-800-669-4000

Complaints should be filed with the Equal Employment Opportunities Commission no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.


Contact Human Resources Office or union representatives for Grievance forms and/or procedures.

4. U.S. Department of Education, Office for Civil Rights (Students)

33 Arch Street Ninth Floor Boston, MA 02110
Tel: (617) 289-0111
Fax: (617) 289-0150
Central Connecticut State University

Procedures and Timetables for Processing of Discrimination, Harassment Intimate Partner Violence and Sexual Misconduct Complaints

In accordance with Section 46a-68-46 of the Affirmative Action Regulations of Connecticut State Agencies, the following procedures provide an internal process for the handling of complaints involving claims of discrimination or harassment, including sexual misconduct/violence.

This procedure is designed to further implement the Nondiscrimination in Education and Employment and BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes policies by providing a process through which individuals alleging violation of these policies may pursue a complaint. This includes allegations of retaliation, discrimination, harassment based on age, ancestry, color, disability, gender identity or expression, genetics, national origin, marital status, race, sex (including pregnancy, transgender status, sexual harassment and misconduct), religious creed, veteran status, sexual orientation, prior criminal conviction and any other status protected by federal or state laws.

When responding to an internal complaint, disclosure of information relating to the internal complaint and the identity of the complainant will be handled with appropriate sensitivity and in accordance with applicable laws.

A. Process for Filing Internal Complaints of Alleged Discrimination or Sexual Harassment and Misconduct

1. Who may file:

Any employee, applicant for employment, student, applicant for admission or any other person, including visitors.

2. When to file:

To provide adequate opportunity for a prompt investigation, complainants are encouraged to file as soon as possible but, except in cases involving sexual misconduct, must file no later than ninety (90) calendar days following the complainant’s first knowledge of the alleged discriminatory act.

For cases involving allegations of sexual misconduct, there is no time limit for the filing of complaints. In extenuating circumstances, the Chief Diversity Officer has the discretion to waive the deadline for the filing of complaints involving matters other than sexual misconduct. Once filed, the internal complaint must be resolved within ninety (90) calendar days unless the complainant consents to extend this time period.

3. Where to File:

The Office of Diversity and Equity handles internal complaints alleging violations of the Nondiscrimination Opportunity in Education and Employment and/or the BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes policies. The Chief Diversity Officer (CDO) or his/her designee reviews and, if necessary, conducts an investigation into each complaint that, if proven, would constitute a violation of CCSU policies. Complaints against students are file with the Office of Student Conduct.
The CDO serves as the Title IX officer. Complaints against students may be referred to the Office of Student Conduct.

Reports against the President, Chief Diversity Officer or Office of Diversity and Equity Employees

If a discrimination complaint is made against the President, Chief Diversity Officer or an Office of Diversity and Equity employee alleging that these employees directly or personally engaged in discriminatory conduct, the complaint shall be referred to the Commission on Human Rights and Opportunities (CHRO) for review and, if appropriate, investigation by the Department of Administrative Services, except if any such complaint has been filed with the Equal Employment Opportunity Commission or the Commission on Human Rights and Opportunities, the CHRO or Department of Administrative Services may rely upon the process of the applicable commission in lieu of such investigation.

4. Process for filing complaints

At the time an individual makes his/her complaint, the CDO or designee will provide the individual with the University’s respective policies on CCSU Nondiscrimination in Education and Employment Policy and/or the BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes Policy and the procedures and timetables for processing internal complaints.

No Basis to Proceed.

At any point during the processing of the complaint, the CDO or designee may determine that there is no basis to proceed under the Nondiscrimination in Education and Employment Policy, BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes Policy. The CDO or designee shall refer the complaint as appropriate. The CDO or designee shall notify the complainant and, if necessary, the respondent of the outcome as appropriate, in accordance with applicable state and federal laws.

Investigatory Process.

The Office of Diversity and Equity shall provide the respondent with a written summary of the complaint, including a description of the alleged discriminatory acts, within ten (10) business days of the filing of the complaint. If the complaint is in writing, the Office of Diversity and Equity shall provide the respondent with a copy of the written complaint or summary of the complaint. Disclosure of information shall be in accordance with applicable state and federal laws.

The CDO or designee shall weigh all evidence pertaining to the internal complaint, make findings of fact, recommendations, and, with the consent of the parties and appropriate executive officer, propose settlements to the University President. Without investigation, the CDO or designee may also mediate issues between parties where the allegations, if proven, would not constitute a violation of CCSU policies.

The complainant and the respondent (person accused) will be allowed to have one non-participating support person present for the interview(s). For represented employees, this support person could be a union representative; however, if the support person is not a union representative, the employee who is the respondent will be asked to sign a union waiver. For more information, see the Right to Union Representation section.
Timeline

Internal complaints shall be investigated and resolved within ninety (90) calendar days of the receipt of the complaint, including the written notification to the complainant(s) and respondent(s) regarding the results of the investigation. Whenever possible, complaints should be resolved in accordance with relevant University policies at the supervisory, Dean or Director's level with the concurrence of the CDO.

Right to Union Representation.

In accordance with federal law and applicable collective bargaining agreements, represented employees may have the right to request and receive union representation during an investigatory meeting. Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel policy or law.

Determination.

Upon the conclusion of its investigation, the CDO or designee will determine whether or not discrimination or harassment in violation of CCSU policy occurred. A preponderance of the evidence standard is used to make this determination. A copy of the investigatory report will be provided to the University President.

1. Unsupportable Complaints. If the CDO or designee determines that the evidence is insufficient to support the allegation, he or she shall dismiss the complaint.
2. Supportable Complaints. If the CDO concludes that the allegations are supported by the evidence, he or she will report his or her findings and recommendations to the appropriate administrator.

5. Disciplinary Action
If the CDO or designee believes that disciplinary action against the respondent may be warranted at this or a subsequent stage, a recommendation will be made to the Chief Human Resource Office (for employees) or the Office of Student Conduct (for students).

B. Process for Filing an Appeal

Within fifteen (15) calendar days of the issuance of the Chief Diversity Officer’s determination, the complainant or respondent may file an appeal of the determination. The appeal and all supporting documentation shall be submitted in writing to the University President, with copies to the CDO and other parties to the complaint.

The President or designee shall review the investigation and determine whether to affirm or modify the decision. The President or designee may receive additional information if the President or designee believes such information would aid in the consideration of the appeal.

If an appeal of the CDO’s determination is filed, the University President or designee shall conduct a review of said appeal and issue a written decision within thirty (30) calendar days of the appeal. The University President shall notify all parties in writing of his/her decision.

AAUP members have the option of appealing the decision using a review panel as outlined in the AAUP Complaint Procedure.
The decision on appeal exhausts the complainant's and the respondent’s administrative remedies under this procedure except as provided herein.

Appeal Process for AAUP Members

The complaint will be processed according to an agreed-upon procedure consistent with the CSU-AAUP Collective Bargaining Agreement, Appendix F. See AAUP Complaint Review Procedure.

C. Records Maintenance

The CDO shall create and maintain a file of each internal complaint received under these procedures. All information, including records and correspondence pertaining to said internal complaint will be kept in this file. Access to the file will be in accordance with applicable State and Federal statutes and collective bargaining agreements. The CDO will secure these files. All such files shall be maintained indefinitely, unless otherwise required by applicable State and Federal statutes and collective bargaining agreements.

All records of internal complaints and dispositions shall be reviewed on a regular basis by the Office of Diversity and Equity to discern any pattern in the nature of the internal complaints.

Related policies and procedures:

- Nondiscrimination in Education and Employment Policy
- BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes
- Consensual Relationship Policy
- Student Code of Conduct and Statement of Disciplinary Procedures

Revised October 25, 2011

Revised June 6, 2014—added BOR Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy, and revised the following sections: Investigatory process; Reports against CDO

Revised June 15, 2016 the following section: Investigatory Process: removal of sexual harassment policy from related policies and procedures; update notification timeframe for responding parties; clarification of support person for represented employees

Revised June 12, 2017 the following section: Investigatory Process: The right to a support person has been modified to expressly state a respondent or complainant is entitled to only one support person during the investigatory process.

Revised November 27, 2017 the following section: Introduction: added veteran status to protected class listing. Revised April 23, 2018 the following section: When to file section.

Revised May 6, 2018 – updated the name of the BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes and records retention section to maintain files indefinitely.

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Student Code of Conduct and Statement of Disciplinary Procedures

This Student Code of Conduct (hereinafter the “Student Code” or “Code”) is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

Prohibited Conduct

Sexual misconduct may include engaging in one of more behaviors:

1. (a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

   • sexual flirtation, touching, advances or propositions
   • verbal abuse of a sexual nature
   • pressure to engage in sexual activity
   • graphic or suggestive comments about an individual’s dress or appearance
   • use of sexually degrading words to describe an individual
   • display of sexually suggestive objects, pictures or photographs
   • sexual jokes
   • stereotypic comments based upon gender
   • threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

(b) Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).
Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

2. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 1 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 1 above or, (5) sexual exploitation, as defined in section 1 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.

3. Stalking, which is defined as repeatedly contacting another person when:

a. The contacting person knows or should know that the contact is unwanted by the other person; and
b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.
Disciplinary Procedures – Nonacademic Misconduct

The following procedures shall be followed in addressing allegations of non-academic misconduct.

1. Providing Information leading to a Complaint: Any person may provide information leading to the filing of a complaint against a Student or a Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University’s Disciplinary Officer or Conduct Administrator.

2. Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code: University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (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 Student Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the Accused Student. Determinations made or sanctions imposed under this Student Code 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.

3. Disciplinary Proceedings Against a Student Charged with Sexual Assault, Sexual, Intimate Partner, Domestic Violence or Other Sex Related Offense: See Section I.E.

4. Pre-Hearing Investigation and Administrative Disposition:
   a. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Disciplinary Officer or Conduct Administrator may also present the case for the University at any subsequent hearing, but if he or she does, he or she shall not serve as a member of the Hearing Body.
   b. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if there is reason to believe the student has committed a violation of any part of Section I.D. of the Code and, after considering both the possible violation and the prior conduct record of the student, if the Disciplinary Officer or Conduct Administrator determines that a sanction of less than residential hall separation or suspension or expulsion from the University is appropriate, the Disciplinary Officer or Conduct Administrator shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Disciplinary Officer’s or Conduct Administrator’s consideration. At the conclusion of the administrative conference, the Disciplinary Officer or Conduct Administrator shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than residential hall separation, or suspension or expulsion from the University. The Disciplinary Officer or Conduct Administrator shall provide the student with a written explanation for the determination. The decision of the Disciplinary Officer or Conduct Administrator shall be final.

5. Hearing Bodies: A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concern surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination. Any Hearing
regarding an accusation of sexual assault, sexual misconduct, intimate partner, domestic violence or other sex related offense or intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.

6. **Hearing Procedures:**

   a. **Notice of Hearing:** Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

   The notice shall advise the Accused Student of each section of the Student Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, including the approximate time when and the place where such acts or omissions allegedly occurred.

   The Accused Student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than three (3) Calendar Days. The Accused Student, the Reporting Party and/or any alleged victim may request a delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the Disciplinary Officer or Conduct Administrator or by the Hearing Body, or by the designee of the Vice President for Student Affairs.

   b. **Hearing:** Hearings shall be closed, but the Hearing Body may, in its discretion, admit any person into the hearing room. The Hearing Body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

   The Accused Student, the Reporting Party and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the Hearing Body and the presentation of sanctions. In hearings involving more than one Accused Student, the Hearing Body may determine that, in the interest of fairness, separate hearings should be convened.

   In any Hearing alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim and the Accused Student are entitled to:

   1) be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;

   2) present evidence and witnesses on their behalf;

   3) in accordance with the Family Educational Rights and Privacy Act (FERPA), to have their identities kept confidential.

   In addition, the alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense is entitled to request that disciplinary proceedings begin promptly.

   c. **Record of Hearing:** When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the
University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

d. Opportunity to Present a Defense: The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(es) the Hearing Body may choose to call to testify.

e. Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense: The Accused Student who is present at the hearing shall be advised by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.

f. Non-Appearance of Accused Student at Disciplinary Hearing: If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of “not responsible” on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.

g. Advisors and Support Persons: The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.

h. Presentation of Evidence: Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.

i. Evidence of Prior Convictions or Disciplinary Actions: Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.

j. Accommodation of Witnesses: The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.

k. Written Notice of Decision: The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of “responsible” or “not responsible,” and the
sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally
will not be released to third parties without the prior written consent of the Accused Student. However, certain
information may be released if and to the extent authorized by state or federal law.

With respect to Hearings alleging sexual assault, sexual, intimate partner, domestic violence or other sex related
offense, any alleged victim shall receive written notice of the decision of the Hearing Body at the same time as the
Accused Student, normally within one (1) business day after the conclusion of the Hearing.

In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any alleged victim of
sexual assault, sexual, intimate partner, domestic violence or other sex related offense shall contain only the
following: the name of the student, the violation committed and any sanction imposed against the student.

7. Review: An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for
Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student
Affairs or his or her designee within three (3) Calendar Days of the Accused Student’s receipt of the written notice of
decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day
limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered
by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.

a. Grounds for Review: The Accused Student has the right to request a review of the decision of the Hearing Body
on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was
substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which
the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or
other relevant facts were not brought out in the original hearing because such information and/or facts were not
known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the
record except as required to explain the basis of new information.

b. Review Procedures: In order to prepare for the review, the Accused Student may review the recording of the
original hearing in a designated University office but will not be permitted to remove the recording from that
office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall
be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.

If a request for review is granted, the matter shall be referred to the original Hearing Body for reconsideration of
its original determination or to a newly-constituted Hearing Body for a new hearing, or the sanction imposed
may be reduced, as appropriate. If a request is not granted, the matter shall be considered final and binding upon
all involved.

c. Status of Student Pending Review: All sanctions imposed by the Hearing Body shall be and continue in effect
pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must
be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.

d. With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex
offense, the alleged victim shall have the same right to request a review in the same manner and on the same
basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is
granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be
increased.
Upon review, if the decision or sanction of the disciplinary proceeding is changed, any alleged victim must be notified in writing of the change in decision or sanction at the same time that the Accused Student is notified.

**Hearing procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports**

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student’s choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;

3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of “affirmative consent” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;

5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.

6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.
Disciplinary Sanctions

Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the Hearing Body may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction when deemed appropriate. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

1. Sanctions Which May Be Imposed for Violations of the Code: The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code, and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the Division of Student Affairs and shall not be released without the written consent of the Student except to appropriate University enforcement personnel, University police, staff and administrators, or as required by law.

a. **Warning**: A disciplinary warning is a written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

b. **Fine**: A sanction involving the imposition of a specified dollar amount due and payable by a specified date.

c. **Probation**: Disciplinary probation is a designated period of time during which a Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within University Community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required. If the Student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.

d. **Loss of Privileges**: Denial of specified privileges for a designated period.

e. **Restitution**: Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.

f. **Discretionary Sanctions**: Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required.

g. **Residence Hall Warning**: A written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the
commencement of more serious disciplinary action by the University.

h. Residence Hall Probation: Residence hall probation is a designated period during which an Accused Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the Student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the Accused Student fully complies with the terms and conditions imposed in connection with the residence hall probation, full residence hall privileges will be restored to the Student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.

i. Residence Hall Separation: Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.

j. Residence Hall Expulsion: Permanent separation of the Student from the residence halls.

k. Suspension: Suspension is temporary disciplinary separation from all universities among CSCU and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the Accused Student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to the University. A Student separated from all universities within CSCU by suspension may under the terms of the suspension be excluded from the premises of all CSCU premises when in the judgment of the suspending authority, the Student’s continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended Student’s home University or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student’s home University for designated purposes.

l. Expulsion: Expulsion is permanent disciplinary separation from all universities within CSCU and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the Accused Student, or later, if so stated in the notice. A student separated from all universities of CSCU by expulsion may under the terms of the expulsion be excluded from all CSCU Premises when in the judgment of the expelling authority the Student’s presence would constitute a danger to persons or property or a threat to the academic process.

m. Revocation of Admission and/or Degree: Upon the recommendation of the Hearing Body, admission to a degree awarded from the University may be revoked by the University, acting through its President (or his or her designee) for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree.

**Protective Measures for Victims Following An Allegation of Dating Violence, Domestic Violence, Sexual Assault or Stalking**

Options for Changing Academic, Housing, Transportation and Working Arrangements.
The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence. Protective measures may also include no contact orders and interim suspensions.

**Sexual Assault and Interpersonal Violence Prevention Programs**

CCSU prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as they are defined for the purposes of the *Clery Act*. Dating violence, domestic violence, sexual assault, stalking and affirmative consent are defined in Connecticut as follows.

- There is no definition for “dating violence” in Connecticut law.
- “Domestic violence” is defined in Section 46b-38h of the General Statutes of Connecticut:
  - If any person is convicted of a violation of section 53a-59, 53a-59a, 53a-59c, 53a-60, 53a-60a, 53a-60b, 53a-60c, 53a-62, 53a-63, 53a-64, 53a-64a, 53a-64aa, 53a-64bb, 53a-64cc, 53a-70, 53a-70a, 53a-70b, 53a-70c, 53a-71, 53a-72a, 53a-72b, 53a-181, 53a-181c, 53a-181d, 53a-181e, 53a-182, 53a-182b, 53a-183, 53a-223, 53a-223a or 53a-223b, against a family or household member, as defined in section 46b-38a, the court shall include a designation that such conviction involved family violence on the court record for the purposes of criminal history record information, as defined in subsection (a) of section 54-142g.
  - “Sexual assault” shall include but is not limited to a sexual act directed against another person without the consent of the other person or when that person is not capable of giving such consent. Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b, and 53a-73a of the Connecticut General Statutes.
- **“Stalking”,** which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.
- As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.
- Stalking is further defined in sections 53a-181c, 53a-181d, 53a-181e, and 53a-181f of the General Statutes of Connecticut.

“Affirmative Consent” is defined in Section 10a-55m of the General Statutes of Connecticut which says that affirmative consent means an active, clear, and voluntary agreement by a person to engage in sexual activity with another person

**Risk Reduction**

Beginning with Freshman Orientation, Central takes an active role in raising awareness and creating a safe space for open dialogue and action to end sexual assault and any form of intimate partner violence. Educational programs and prevention initiatives are primarily coordinated by the CCSU Office of Victim Advocacy, the Office of Diversity and Equity, Residence Life, Student Activities and Leadership Development, Counseling and Wellness Center and the Women’s Center. These offices each contribute to a wide range of events, workshops, social media activity, campaigns, keynote speakers and training focused on sexual and intimate partner violence.
Central’s Office of Victim Advocacy (OVA) also provides professional advocacy services for any CCSU community member who has been impacted by sexual assault, intimate partner violence and/or stalking. OVA provides information on different reporting options, assists in connecting with resources and counseling services and provides ongoing emotional support. The Office of Victim Advocacy is located in Carroll Hall, Room 248 and can be contacted at 860-832-3795.

**Programs**

**Orientation Programs:** CCSU offers a comprehensive orientation for new students each summer. At Orientation 2016 students were required to attend “Sex Signals” a 90-minute, interactive program facilitated by two trained professionals. The program focuses on beliefs, attitudes and behavior that can lead to sexual violence, the difference between seduction and coercion, consent, how to identify predatory behavior and how to intervene to support members of the CCSU community.

**Prosocial Bystander Training:** A team of CCSU staff, faculty, students and administrators have been trained to facilitate a 90-minute training entitled *Bringing in the Bystander*. Students who attend this 90-minute program will better understand their role and the impact that they can have in creating a safer campus. Discussion and activities help students identify a continuum of inappropriate sexual behavior, develop empathy for survivors, and build skills to safely and effectively intervene as an active bystander in situations that could lead to sexual violence.

**The Red Flag Campaign:** This campus wide initiative uses an evidence-based, bystander intervention strategy to address sexual assault, dating violence and stalking on college campuses. At CCSU the campaign includes the distribution of red flags on campus, a poster series, classroom presentations and several key note speakers. The Red Flag Campaign is developed and implemented each year by a committee of faculty, staff and students.

**Stand Up CCSU:** This campaign is a central initiative of the CCSU Office of Victim Advocacy and is focused on preventing sexual violence through a bystander intervention model. Each year *Stand Up CCSU* is led and developed by CCSU students, with guidance from OVA and key faculty members. The campaign includes educational workshops, classroom presentations, a student developed poster campaign, major outdoor events and a keynote speaker.

**Other Helpful Links**

- [www.knowyourix.org](http://www.knowyourix.org)
  Provides information on Title IX and student rights. Created by and for students.
- [www.ccsu.edu/diversity/](http://www.ccsu.edu/diversity/)
  Links to CCSU Title IX policies and procedures and staff contact information
- [www.ccsu.edu/studentconduct/resources.asp](http://www.ccsu.edu/studentconduct/resources.asp)
  Links to the CCSU Student Code of Conduct

**Sex Offender Notification**

The Campus Sex Crimes Prevention Act requires institutions to inform members of the campus community of the means by which you may obtain information about registered sex offenders who may be present on campus. The main webpage for the CCSU Police contains a link to the State of Connecticut sex offender registry. Additionally, in accordance with Chapter 969, Section 54-258 of the General Statutes of Connecticut, the CCSU Police Department keeps a record of all registration information transmitted to it from the Connecticut Department of Public Safety and can be found at the front desk of the police department. This registration information is accessible to the public online at: [http://www.communitynotification.com/cap_office_disclaimer.php?office=54567](http://www.communitynotification.com/cap_office_disclaimer.php?office=54567)
<table>
<thead>
<tr>
<th>Reporting office</th>
<th>Location</th>
<th>Availability</th>
<th>Type of Communication</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCSU Police</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td><strong>Emergency - Call 911.</strong> Special confidentiality rules apply regarding sexual assaults.</td>
</tr>
<tr>
<td>YWCA Sexual Assault Crisis Service</td>
<td>Both</td>
<td>X</td>
<td>Privileged</td>
<td>Licensed Support and Advocacy Services for Victims of Sexual Assault - Statewide 24 hour toll free Hotlines 1-888-999-5545 English 1-888-568-8332 Spanish</td>
</tr>
<tr>
<td>Hospital of Central Connecticut</td>
<td>Off</td>
<td>X</td>
<td>Privileged</td>
<td>Emergency care, including sexual trauma care. 860-224-5671</td>
</tr>
<tr>
<td>CCSU Women's Center</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td>Support, counseling and advocacy for victims. 860-832-1655</td>
</tr>
<tr>
<td>CCSU Student Wellness Services/Counseling</td>
<td>On</td>
<td>X</td>
<td>Privileged</td>
<td>Licensed counselors available for students. 860-832-1945</td>
</tr>
<tr>
<td>CCSU Student Wellness Services/Health</td>
<td>On</td>
<td>X</td>
<td>Privileged</td>
<td>Medical assistance and referral for students. 860-832-1925</td>
</tr>
<tr>
<td>Clergy</td>
<td>Both</td>
<td>Varies</td>
<td>Privileged</td>
<td>Discussions with clergy are protected whether or not the clergy are affiliated with CCSU, e.g., through the Campus Ministry (a student organization).</td>
</tr>
<tr>
<td>Residence Life Staff</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td>Will contact the police and assist victims at residence halls.</td>
</tr>
<tr>
<td>Student Conduct Officer</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td>Conducts investigations into violations of this policy regarding students and pursues disciplinary action against students who have violated this policy. 860-832-1667</td>
</tr>
<tr>
<td>Human Resources</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td>Conducts investigations into violations of this policy by employees and make recommendations for appropriate administrative action. 860-832-1760</td>
</tr>
<tr>
<td>Diversity &amp; Equity Office</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td>To conduct investigations regarding sexual harassment, including sexual assault 860-832-1652</td>
</tr>
<tr>
<td>CCSU Faculty and other Officials</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td>All will attempt to assist victims to the best of their ability.</td>
</tr>
<tr>
<td>CT. Coalition Against Domestic Violence</td>
<td>Off</td>
<td>X</td>
<td>Privileged</td>
<td>Shelter, support and advocacy to victims of domestic violence. 888-774-2900</td>
</tr>
<tr>
<td>Office of Victim Advocate</td>
<td>Off</td>
<td>X</td>
<td>Privileged</td>
<td>Information, advocacy, counseling referral, notification, &amp; victim compensation. 1-800-822-8428</td>
</tr>
<tr>
<td>CCSU Office of Victim Advocacy</td>
<td>On</td>
<td>X</td>
<td>Limited Confidential</td>
<td>Advocacy and support for students and employees 860-832-3795</td>
</tr>
</tbody>
</table>
Disciplinary Policies

Subsequent to an investigation by either the Office of Diversity and Equity and/or the University Police Department, the Human Resources Department conducts an administrative investigation if an employee has been alleged to have violated the BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy. The discipline administered is dependent on numerous factors with a just cause standard needing to be met first. Prior to discipline being administered, the severity of the misconduct, the employee’s prior service record and a review of prior similar acts by other employees and the outcome of those cases must be considered. The actual discipline process varies and is detailed the individual collective bargaining agreements. Excerpts from each bargaining agreement follows.

CSU-AAUP Collective Bargaining Agreement 2016-2021

ARTICLE 16
REPRIMAND, SUSPENSION AND TERMINATION

16.1 Discipline shall be defined as reprimand, suspension, or termination. No member shall be disciplined except for adequate cause. The parties agree that discipline should not be imposed without an investigation of the issue, notification of the charges, a description of the nature of the evidence and an opportunity for the member to respond. Discipline shall not be used to restrain members in the exercise of academic freedom or other rights of American citizens.

16.2 This article does not cover the retrenchment of a tenured member or a non-tenured member prior to the end of a specified term (Article 17). This article does not cover a member whose employment has ended following the completion of a special or final appointment or a decision not to renew a probationary appointment.

16.3 Action under this article may be effected by the President for (1) "adequate cause", including "falsification of credentials" or (2) "abandonment" as defined herein. The burden of proof to sustain an action rests with the university and shall be satisfied only by clear and convincing evidence in the record as a whole.

16.3.1 Adequate Cause
"Adequate cause" means behavior demonstrating unfitness of the affected member to discharge professional responsibilities.

16.3.2 Falsification of Credentials
"Falsification of Credentials" means knowingly providing false information as a basis for employment, promotion or tenure.

16.3.3 Abandonment
"Abandonment" means absence from scheduled duties for a period of two (2) consecutive weeks without informing the University.

16.3.4 Notice
"Notice" means written communication to the member. When notice is furnished to a member, it shall be provided to AAUP.

16.3.5 Mediation Committee
"Mediation Committee" is a committee consisting of three (3) members and three (3) alternates selected from the mem-
bers of the particular university by procedures developed by the Senate and approved by the President.

16.3.6 Termination Hearing Committee
"Termination Hearing Committee" is a committee consisting of five (5) members elected by the members of the particular university based upon procedures developed by the Senate and approved by the President.

16.4 In cases of abandonment, if the member cannot be located and has failed to contact the University, the member shall be suspended without pay, pending contact for a period of three (3) months and shall be terminated at the end of that time if all efforts for contact have failed. Such efforts shall include telephone calls to the last known number, letters posted by certified mail, return receipt requested, and attempts to contact known relatives. Termination of employment under these circumstances shall be construed as resignation. If the member is located within three (3) months from date of suspension, the President shall evaluate the situation and shall reinstate the member or refer the matter to the discipline process.

16.5 If, after a preliminary investigation, the Administration believes that the conduct of a member may justify imposition of discipline, the Administration shall promptly inform the member and shall investigate the circumstances surrounding the matter. At this or any subsequent stage the affected member shall have the right to representation.

16.5.1 If a member refuses to participate at any stage of the disciplinary process, the procedures shall go forward based on such evidence and testimony as are available.

16.5.2 If an appropriate investigation indicates a member may be a danger to persons or property, the Administration may immediately suspend the member with pay. In extreme cases when a member has been arrested and incarcerated, the Administration may suspend the member without pay for the duration of the incarceration. Once the incarceration ends, the member shall be immediately placed back on the payroll. The Administration may subsequently suspend the member with pay, pending disciplinary action under Article 16.6 and its subsections of this Agreement. If the Administration fails to initiate disciplinary action within thirty (30) calendar days after the incarceration ends, the member shall be paid all of his/her salary that had been withheld and he/she made whole.

The member or the CSU-AAUP Chapter at the member’s university may challenge the suspension without pay under this Article through an expedited grievance filed at Step 3 (Article 15.5.3). The Grievance Arbitration Committee shall be convened within ten (10) calendar days of the filing and shall announce its decision not later than three (3) calendar days after completion of its deliberations.

16.6 The parties recognize that it is their mutual interests to conduct investigations in a timely manner under Article 16.5. To that end, such investigations shall normally conclude within sixty (60) calendar days. In the event that a time period greater than sixty (60) days is required, the Administration shall notify the member of the reason for the delay and the anticipated conclusion date of the investigation. Following the investigation in Article 16.5, and prior to the imposition of any discipline, the Administration shall give notice to the member of the pending charges and sanctions.

The parties further recognize that it is in their mutual interest to provide all evidence generated by the investigation. To the extent that the Administration determines that countervailing interests necessitate withholding certain evidence, the Administration shall provide the member and the CSU-AAUP with a written explanation of the reason for the failure to disclose such evidence. If the evidence is withheld due to legal requirements, the Administration will provide the member and the CSU-AAUP with citation to applicable legal authority. In any event the Administration shall, to the extent allowed by applicable law, provide redacted copies of any such documents.
istration during the investigation may be used as a basis for suspension or termination unless it is provided to the member and the CSU-AAUP prior to the issuance of a notice of intent to discipline pursuant to Article 16.6.2 or Article 16.6.3.

At this point, upon the request of the member, confidential discussions between the President or designee and the member concerning possible resolution of the matter shall occur.

If settlement is achieved at the meeting, the issue shall be deemed resolved. A statement of the terms of the mutual settlement shall become part of the member's personnel file, if the member so requests. Such settlement shall not be inconsistent with the terms of this agreement.

If no mutually satisfactory resolution is reached within three (3) weeks, either the charge shall be withdrawn, or the President shall proceed with the imposition of the sanction.

16.6.1 If the sanction is a reprimand, it shall be placed in the member's personnel file and a copy sent to the member. The reprimand shall carry the date, if any, of planned removal from the member's personnel file. A member may contest the imposition of a reprimand and the prescribed time it will remain in the member's personnel file through the grievance system. A reprimand after its expiration date, if any, shall be removed. This may be accomplished either by an appropriate administrator or upon the request of the member.

16.6.2 If the sanction involves a suspension, the Administration shall issue in writing an intent to suspend the member without pay for a stated period. The member may contest said intent to suspend through an expedited grievance filed at Step 3 (Article 15.5.3). If the member elects to file such a grievance, the member shall do so within seven (7) calendar days of notification of said intent. The Grievance Arbitration Committee shall be convened within ten (10) calendar days of the filing and shall announce its decision not later than three (3) calendar days after completion of its deliberations.

16.6.3 If the sanction involves termination, the Administration shall send a written statement of charges framed with reasonable particularity to the affected member, the University Mediation Committee, the BOR President or designee, and the President of CSU-AAUP. The statement of charges shall be accompanied by a notice of the affected member's right to a hearing before the University Termination Hearing Committee. This notice shall be copied to the Termination Hearing Committee.

16.6.3.1 The Mediation Committee shall assist the parties in attempting to affect a resolution. Members of the Mediation Committee who are disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative and be replaced by an alternate. The Mediation Committee shall conclude its role within two (2) weeks of notice received pursuant to 16.6.3.

16.6.3.2 The Termination Hearing Committee shall, within five (5) days of the date of notification in 16.6.3, tentatively schedule a hearing no sooner than six (6) weeks and no later than eight (8) weeks from that date of notice.

16.6.3.3 The President of the BOR or designee and the CSU-AAUP President shall, within five (5) days of the date of notification in Article 16.6.3, select a Termination Hearing Officer (see Article 16.6.4). The Hearing Officer shall be selected from a list of nine (9) which will be determined by November 1, 2016: three (3) members selected by CSU-AAUP, three (3) managers selected by the Board, and three (3) arbitrators provided by the American Arbitration Association.

The selection method shall be as follows: The President of the BOR or designee and the CSU-AAUP President shall alternately strike one name from the list, until only one name remains; a toss of a coin shall determine who strikes the first
name. In the event the hearing officer selected by this process is not available on the hearing date(s), the hearing officer who was stricken last shall be sought. The cost of the hearing officer's fees and related expenses, if any, shall be borne by the Board.

16.6.3.4 If the affected member chooses to waive the right to a hearing, the member must so inform the President within three (3) weeks of receipt of the statement of charges described in Article 16.6.3; by waiving the right to a hearing, the member does not waive the right to contest the disciplinary action through arbitration. If the member does not waive a hearing by this time, the President shall direct the Termination Hearing Committee to confirm the tentatively scheduled hearing date(s) (see Articles 16.6.4 - 16.6.12).

16.6.3.5 After the Termination Hearing Committee has confirmed the hearing date, the Committee shall inform the affected member and the President confirming the date, place and time of the hearing. The Committee shall provide this information as expeditiously as possible, but in no case less than two (2) weeks prior to the commencement of the hearing. The Administration shall expeditiously notify the President of CSU-AAUP and the BOR President or designee, who shall notify the selected Hearing Officer.

16.6.4 The Termination Hearing Officer shall: (a) conduct the hearing for the purpose of insuring orderly procedures and presentation of the case by the Administration and by the member and/or AAUP for the benefit of the Termination Hearing Committee; and (b) advise the members of the Committee as required, on procedural or definitional matters identified herein, The Hearing Officer shall grant extensions or recesses to which both parties agree, The Hearing Officer shall grant reasonable recesses to enable either party to investigate evidence as to which a valid claim of surprise is made,

The Hearing Officer shall not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. In all other respects, the Voluntary Labor Arbitration Rules then in force of the American Arbitration Association shall prevail regarding the conduct of the hearing,

16.6.5 Prior to the hearing, the affected member shall determine whether the hearing should be public or private and no adverse inference shall be drawn from such determination,

16.6.6 The member shall be entitled to have an advisor and/or legal counsel attend and participate fully in the proceedings. If the member employs legal counsel, it shall be at the member's expense. CSU-AAUP and its counsel (if different from the individual's counsel) may also attend and participate in the proceedings.

16.6.7 If requested by either party, a verbatim record of the hearing or hearings shall be taken and a typewritten copy shall be made available to the requesting party. The cost of said material shall be borne by the requesting party and a copy shall be shared with the other party.

16.6.8 The Administration shall cooperate with the member to make available relevant documents and witnesses who are university employees.

16.6.9 The member and the Administration shall have the right to confront and cross-examine all witnesses. Members of the Committee may ask questions of the parties and of witnesses, under the general control of the Hearing Officer.
16.6.10 (See 16.3.) In the hearing of charges of gross incompetence, the University's burden shall include the proffering of witness(es) from these or other institutions of higher education.

16.6.11 The findings of fact and decision shall be based solely on the hearing record.

16.6.11.1 In weighing the case for dismissal for falsification of credentials, the Termination Hearing Committee must consider whether there is clear and convincing evidence that: (a) false information has been provided; (b) such action was known to the member; and (c) such information was a basis for the member's employment, promotion or tenure, as the case may be.

16.6.11.2 In weighing the case for dismissal for adequate cause other than falsification of credentials, the Termination Hearing Committee must consider whether there is clear and convincing evidence of unfitness of the affected member to discharge professional responsibilities.

16.6.12 At the conclusion of the hearing, the Hearing Officer shall declare the record closed. Within seven (7) days, the Termination Hearing Committee shall deliver a written decision and recommendation to the President. Said recommendation shall include a recommendation to: (a) dismiss the affected member; or (b) suspend, with or without pay, for a stated period; or (c) reprimand; or (d) dismiss the charges. The decision and recommendation shall be determined by majority vote of the committee. The Hearing Officer shall not participate in the substantive deliberations of the Committee but shall be available to advise on procedural and definitional matters.

16.6.13 Within seven (7) days of receiving said recommendations, or of receiving the affected member's waiver (Article 16.6.3.4) the President shall make a decision on the matter and shall inform in writing the affected member, the CSU-AAUP President, the BOR President or designee, the Hearing Officer and the Termination Hearing Committee, if applicable, of that decision.

16.6.13.1 If the President concurs with the recommendation of the Termination Hearing Committee or imposes a lesser sanction, the affected member shall have no further substantive appeal under this agreement.

16.6.13.2 If the President decides to impose a sanction of greater severity than recommended by the Committee, the President shall include the reasons in the written decision. In this instance, the member or CSU-AAUP may appeal, by written notice to the President within ten (10) days, to the grievance process beginning at Article 15.5.3 or 15.5.4.

16.6.14 A member terminated or otherwise disciplined under the provisions of Article 16 may, upon exhausting all appeals, seek reversal only on grounds of inadequate cause, by exclusive remedy either from the courts or from binding arbitration. The sole remedy an arbitrator may confer upon an aggrieved member is reversal of the decision to dismiss or discipline. If court action is not supported by CSU-AAUP, the cost of the legal fees in such action shall be borne by the member.


ARTICLE 20 - DISCIPLINE

20.1 Discipline of a member under this Article may include any written reprimand, demotion, suspension with or without pay, or dismissal from service. The Board subscribes to the principles of progressive discipline. No disciplinary action shall be instituted against any bargaining unit member without just cause. Any disciplinary action shall be predicated upon written charges related directly and substantially to the alleged unsuitability of the member.
to discharge his professional responsibilities. Discipline shall not be used to restrain members in the exercise of academic freedom or other rights of citizens.

20.2 When Management has reason to believe an incident(s) has occurred which might serve as grounds for discipline, it shall investigate prior to the application of Section 20.3 below. Interviews with the employee and others may be conducted during any such investigation. Before such interview occurs, the member shall be advised of his right to Union representation and shall acknowledge in writing that he has been given such opportunity. If the individual refuses to make such written acknowledgment, Management shall notify the Union prior to the meeting.

20.2.1 In cases where the President/Chancellor believes that an employee's presence on campus may endanger himself or others, the employee may be placed on a paid leave pending completion of the above process.

20.3 Prior to imposing any disciplinary action, the appropriate Management official shall meet with the member who shall be given the opportunity to be accompanied by a Union representative. The member shall acknowledge in writing that he has been given the opportunity to be accompanied by the Union representative. If the individual refuses to make such written acknowledgment, Management shall notify the Union representative prior to the meeting. At this meeting, written charges shall be presented to the employee.

If the matter is not disposed of by mutual agreement at the meeting and the appropriate Management Official decides to impose discipline, he shall send a written statement of the charges and the disciplinary action to the member and the Union simultaneously.

20.3.1 Written Reprimand
A written reprimand shall carry the date, if any, of planned removal from the personnel file not to exceed twenty-four (24) months. If a reprimand is not removed from the member's personnel file pursuant to the Grievance Procedure, it shall be the employee's obligation to request such removal after the reprimand's expiration date, if any, has passed.

An evaluation shall not be construed as a written reprimand.

20.3.2 Abandonment
Members who both fail to meet their assigned duties and to report their absence for more than ten (10) consecutive work days may be deemed to have abandoned their employment absent extenuating circumstances.

20.3.3 An administrative faculty member may grieve any suspension, demotion, or dismissal beginning at Step 2 of the grievance procedure.

20.4 If a disciplinary grievance proceeds through arbitration, the arbitrator may:
   (1) approve the disciplinary action imposed by the University;
   (2) reduce or modify such penalty as appropriate under the circumstances;
   (3) eliminate the penalty with a purging of the record and restoration of all pay and benefits.
Maintenance & Service Contract NP-2

Article 17
Dismissal, Suspension, Demotion and Other Discipline

Section One. No permanent employee who has completed the working test period shall be demoted, transferred for disciplinary reasons, suspended, discharged or otherwise disciplined except for just cause.

Section Two. The employer shall notify the Union In writing of all discipline Inclusive of any reprimand, demotion, disciplinary transfer, suspension (including the docking of pay for disciplinary reasons), or discharge concurrent with the written notice to the employee. Disciplinary action shall be timely. Such written notice shall cite the reasons for the discipline, effective date of discipline, and the notice of right of appeal. If the Union or the employee desires to grieve the disciplinary action, written notice thereof shall be submitted directly to Step III of the grievance procedure within fourteen (14) days of receipt of the notice of discipline, or else the grievance is waived notwithstanding any provisions of the Agreement to the contrary. A copy of such notice of appeal shall be sent concurrently to the employee's agency designee.

Section Three. The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve whether he/she participated in a violation of such article. If, in an arbitration proceeding, the employer establishes that the employee(s) breached the no Strike Article, the arbitrator shall have no power to alter or modify the discipline imposed.

Section Four. Employer Conduct for Discipline. If an employer has an immediate need to correct or counsel an employee it shall be done in a manner so as not to embarrass the employee in front of other employees or members of the public who happen to be in the vicinity of the employee's work station.

Section Five. In cases which involve a criminal investigation or the disposition of a criminal charge related to the employee's work or work performance, the employee may be placed on an unpaid leave of absence pending administrative action of the appointing authority. An employee may draw upon all his/her earned leave (except sick leave). The employer shall investigate alternative assignments for the employee in lieu of unpaid leave. In all other cases involving investigation, an employee shall be placed on a paid leave of absence and shall be informed of the nature of the alleged charges. If an employee is discharged or suspended as a result of the investigation, the effective date of such discharge or suspension shall be the effective date of the leave of absence. If the employee is not dismissed as a result of the Investigation, he/she shall be reinstated with full pay retroactive to the starting date of the leave. Such reinstatement, however, shall not preclude other disciplinary action.

Section Six. Investigatory Review. An employee who is being interviewed concerning an Incident or action which may subject him/her to disciplinary action shall be Immediately notified of his/her right to have a Union steward or other Union representative present, provided this provision shall not unreasonably delay completion of the Investigatory interview. This provision shall be applicable to investigation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

The provisions of this section shall not be interpreted to prevent a supervisor from questioning an employee at the scene of the Incident. No employee shall be requested to offer or to sign a statement to be used in a disciplinary proceeding against himself/herself without being advised of his/her right to Union representation. If the employee waives the right to representation in this Instance, such waiver shall be in writing and signed by the employee.
Section Seven. To the extent practicable, the investigation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an Intent to avoid overtime. When an employee is called to appear at any time beyond his/her normal work time, and actually testifies, he/she shall be deemed to be actually working. If the employee's steward is on duty at the time of the meeting, he/she shall be released for the meeting with pay.

Section Eight. The grounds presently spelled out in Section 5-240 for dismissal, demotion, suspension and reprimand including the consequences of unsatisfactory service rating(s) are hereby incorporated by reference.

Section Nine. When an employee is demoted, suspended or discharged, each party shall provide to the other, upon request, copies of all written documents to be submitted in evidence at a grievance hearing. Such documents shall be provided one week prior to the scheduled grievance conference.

Section Ten. An employee may be temporarily transferred within a twenty-five (25) mile radius for a period not to exceed ten (10) working days in order to investigate and/or resolve potential employee conflicts or situations of alleged sexual harassment. The Union will be notified of this transfer prior to its taking effect. No employee shall be involuntarily temporarily transferred more than one (1) time in a calendar year.

Article 18

Hours of Work, Work Schedules and Overtime

Section One. Work Schedules. (a) Standard Workweek. The standard workweek for full-time employees shall be thirty-seven and one half (37½) hours in five (5) consecutive days with regularly established starting and ending times.
(b) Nonstandard Workweek. A nonstandard workweek for full-time employees shall average no more than five (5) workdays and thirty-seven and one half (37½) hours per week (Friday through Thursday) over a period of eight (8) weeks or less.
(c) Unscheduled Workweek. An unscheduled workweek for full-time employees shall be thirty-seven and one half (37½) hours in five (5) days, with starting and ending times determined by the requirements of the position.
(d) Effective July 4, 1986, all employees who are assigned to a forty (40) hour workweek shall have all benefits calculated on that basis.

Section Two. Employees shall receive two (2) weeks written notice of any change in previously scheduled hours or workweeks, except in emergencies and then in no event less than twenty-four (24) hours.

Section Three. (a) During the life of this Agreement, prior to the establishment or disestablishment of nonstandard or unscheduled workweeks as defined in Section One (b) and (c), the State shall notify the Union and shall negotiate to the full extent required by law. The Union agrees to make every reasonable effort to conclude negotiations within thirty (30) days. If that is not possible, the State may implement the proposed schedule change or a modification thereof which may have resulted from the discussions with the Union.
(b) The employer shall notify the Union when it significantly changes agency operating hours and/or establishes significantly different work schedules. Upon request of the Union, the employer shall negotiate with the Union over the Impact of such changes on the employees.
(c) When it becomes necessary to involuntarily change an individual employee's work schedule, the employer shall select on the basis of inverse seniority, unless in his/her judgment, there is a significant difference in the qualifications or work records of those employees who
Administrative Clerical Bargaining Unit NP-3

ARTICLE 16
DISMISSAL, SUSPENSION, DEMOTION OR OTHER DISCIPLINE

Section One. No permanent employee who has satisfactorily completed the working test period shall be reprimanded, demoted, suspended or dismissed except for just cause. Just cause may include but is not necessarily restricted to incompetency, inefficiency, neglect of duty, misconduct or insubordination.

Section Two. The patty's jointly recognize the deterrent value of disciplinary action and, whenever appropriate, disciplinary action will be preceded by warning and opportunity for corrective action. Nothing in this Section shall prohibit the Employer from bypassing progressive discipline when the nature of the offense requires and the failure to apply progressive discipline shall not in and of itself be cause for overturning the disciplinary action.

Section Three. A permanent employee who is reprimanded, demoted, suspended or dismissed shall have the right to appeal such action through the grievance and arbitration process set forth in this Agreement.

Grievances concerning dismissal, demotion or suspension shall be submitted directly to Step III of the grievance procedure within twenty one (21) calendar days of the written notice. All grievances filed directly to Step III shall include a copy of the disciplinary notice and a copy of the grievance form shall be sent concurrently to the employee's agency designee. By mutual agreement, such grievances may be expedited directly to arbitration. All other disciplinary grievances shall be filed in accordance with Article 15.

The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and shall supersede all preexisting forums.

Section Four. Written notice of dismissal, suspension or demotion shall be sent to the employee by certified mail or served in person. Such written notice shall state the reason(s) for the disciplinary action, the effective date(s) and notice of the right of appeal. The Employer will notify AFSCME Council 4 (Attention: NP-3 unit) by certified mail of any dismissal, suspension or demotion within twenty-four (24) hours of the written notice to the employee.

When an employee is dismissed, suspended or demoted, each patty shall provide to the other, upon request, copies of all written documents to be submitted in evidence at the grievance conference. Such documents shall be provided one week prior to the scheduled grievance conference.

Section Five. Employer Conduct for Discipline. If an employer has an immediate need to correct or counsel an employee it shall be done in a manner so as not to embarrass the employee in front of other employees or members of the public who happen to be in the vicinity of the employee's work station.

Section Six. Interrogation. An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union steward or other representative present, upon request, provided, however, this provision shall not unreasonably delay completion of the interrogation. This provision shall be applicable to interrogation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.
The provisions of this section shall not be interpreted to prevent a supervisor from questioning an employee at the workplace.

**Section Seven.** Whenever practicable, any investigatory or disciplinary meeting with an employee shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. If such scheduling is not possible, and an employee is required to appear at any time beyond his/her normal work time, he/she shall be deemed to be actually working. If the employee's representative is on duty at the time of the meeting, the representative shall be released for the meeting with pay.

**Section Eight.** The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve said disciplinary action directly to Step III. If, in an arbitration proceeding, the Employer establishes that the employee(s) breached the No Strike Article, the arbitrator shall not substitute his judgment for that of the Employer as to the appropriateness of the discipline imposed, except that in cases of dismissal, the arbitrator may modify the penalty of dismissal if the Employer's judgment can be shown to be arbitrary, capricious or discriminatory.

**Section Nine. Reprimands.** A written reprimand or a written record of an oral reprimand which is placed in an employee's personnel file and which is not merged in the service rating next following shall be considered void for purposes of progressive discipline after eighteen (18) months, unless another disciplinary action is taken within that period of time.

An employee shall have the right to file a written response to any such reprimand or record, and such response will be attached thereto and placed in the personnel file. Any such response shall also be considered void if the reprimand to which it is attached is considered void under this section.

For purposes of this section, "void" means that the document shall be marked "void for employment purposes" or placed in a separate file and shall not be used for any employment-related purposes under this contract.

**Section Ten.** An appointing authority may, pending an investigation of alleged action which constitutes grounds for dismissal (including disposition of criminal charge against the employee), place the employee on an administrative leave of absence for a period of up to sixty (60) calendar days. The appointing authority may reassign the employee to an alternative assignment during the investigation, where practicable.

The paid leave under this section may be extended for the period of the pre-discipline procedure and the discipline notice period. An employee may be placed upon a paid leave of absence during the notice period prior to the effective date of a dismissal.

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arbitral awards, including awards on arbitrability, nor to restrict the authority of a court of competent jurisdiction to construe any such award as contravening the public interest.

**(d) Late Arbitration Awards.** On those cases in which an arbitrator fails without permission of the parties to render a decision within the contractual time limits: the award shall be void, the arbitrator shall be dropped from the panel and the arbitrator shall not be paid.

**Section Ten.** Notwithstanding any contrary provision of this Agreement, the following matters shall be subject to the grievance procedure but not subject to arbitration:

(a) Disputes over an employees job classification (reclassification grievances);
(b) Compliance with health and safety standards and COSHA except where specifically mandated by this Agreement.

The following matters shall not be subject to the grievance and arbitration procedure.
(a) the decision to lay off employees;
(b) classification and pay grade for newly created jobs; however, this clause shall not diminish the Unions right to negotiate on pay rates, hours of work and working conditions;
(c) dismissal of employees during the initial working test period;
(d) non-disciplinary termination of employment.

Section Eleven. The existing procedures for handling appeal of rejection from admission to examination and disputes over reclassification shall remain in force.

ARTICLE 17
DISMISSAL, SUSPENSION, DEMOTION AND OTHER DISCIPLINE

Section One. No permanent employee who has completed the Working Test Period shall be demoted, suspended, dismissed, or disciplined in any other manner except for just cause.

Section Two. Permanent employees shall submit grievances concerning dismissal, suspension or demotion directly to Step 3 within fifteen (15) days of official written notification.

All other disciplinary grievances shall be filed in accordance with Article 16.

Section Three. The State reserves the right to discipline or discharge an employee for breach of the No Strike Article.

In any arbitration, the arbitrator shall have no authority to alter or modify the discipline imposed where the State can show that:
(a) The employee intentionally engaged in an activity prohibited by said Article or
(b) Where the discipline imposed is less than a five (5) day suspension.

Section Four. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and shall supersede any pre-existing forums.

Section Five. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of his/her shortcomings, while avoiding embarrassment and public display.

Section Six. Placement of an employee on an unpaid leave of absence under 5-240-(d) shall be subject to the following:
(a) An employee may draw his/her accrued vacation even if he/she remains on an unpaid leave of absence under Regulation 5-248-3.
(b) In cases other than those which involve a criminal investigation or the disposition of a criminal charge the employee shall be placed on a paid leave of absence for the duration of the investigation into the situation
and/or event. At the conclusion of the investigation the employee will be informed of the disposition and whether he/she is to be disciplined.

(c) In all cases where practicable, the State will investigate the possibility of alternative assignment.

Section Seven. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When any employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to Union stewards. The applicability of this Section to employees on unscheduled work weeks shall be a subject of continuing discussion.

Section Eight. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's personnel file and which is not merged in the service rating (No. 1) following the issuance of such reprimand shall remain in the file no later than conclusion of the next annual service rating period (No. 2).

Section Nine. C.G.S. Section 5-240 and the regulations appurtenant thereto in effect on January 1, 1990 are hereby incorporated by reference.

ARTICLE 18
HOURS OF WORK, WORK SCHEDULES AND OVERTIME

Section One. Standard Workweek. The standard workweek for all full-time employees shall be forty (40) hours worked in five (5) eight (8) hour days. The standard workweek period shall be defined as commencing on a Friday and concluding on the following Thursday. The standard workday shall be defined as an eight (8) hour work period between the hours of 7:00 A.M. and 5:30 P.M.

A non-standard workweek for full-time employees shall be an average of forty (40) hours of work per week over a specific time period. Non-standard or averaging schedules shall only be provided where overtime premium can be legitimately exempt from the over forty (40) hours work requirement of FLSA.

An unscheduled workweek for full-time employees shall be an averaging work schedule of forty (40) hours with the starting and ending time and the number of work days determined by the concurrence of the arbitrator at or prior to the time of his/her appointment.

In cases of dismissals, demotions, or suspensions, in excess of five (5) days, either party may request the arbitrator to maintain a cassette recording of the hearing testimony. Costs of transcription shall be borne by the requesting party. A party requesting a stenographic transcript shall arrange for the stenographer and pay the cost thereof.

The State will continue its practice of paid leave time for witnesses of either party.

(c) The arbitrator shall have no power to add to, subtract from, alter, or modify this Agreement, nor to grant to either party matters which were not obtained in the bargaining process, nor to impose any remedy or right of relief for any period of time prior to the effective date of the Agreement, nor to grant pay retroactivity for more than thirty (30) calendar days prior to the date a grievance was submitted at Step I. The arbitrator shall render his/her decision in writing no later than thirty (30) calendar days after the conclusion of the hearing unless the parties jointly agree otherwise.
The arbitrator's decision shall be final and binding on the parties in accordance with the Connecticut General Statutes, Section 52-418, provided, however, neither the submission of questions or arbitrability to any arbitrator in the first instance nor any voluntary submission shall be deemed to diminish scope of judicial review over arbitration awards, including awards on competent jurisdiction, to construe any such award as contravening the public interest.

Effective July 1, 2006, the following expedited process may be applied for dismissed employees. After the Step 3 decision, the matter may be submitted directly to a mutually agreed upon designated arbitrator, who has previously agreed to hold such hearings within thirty (30) calendar days. The arbitrator shall then hold the arbitration hearing within thirty (30) calendar days. The parties by mutual agreement may extend the time limits described above.

Section Ten. In addition to those exempted and unless specifically stated otherwise, the following matters shall not be subject to the grievance and arbitration procedure:

(a) dismissal of employees during the initial working test period;
(b) dismissal of non-permanent employees;
(c) the decision to lay off employees;
(d) classification and pay grade for newly created jobs; however, this clause shall not diminish the Union's right to negotiate on pay grades;
(e) those inherent management rights not restricted by a specific provision of this Agreement in any way, directly or indirectly.
(f) Disputes over unlawful discrimination shall be grievable, but shall not be arbitrable if a complaint is or has been filed with the CHRO arising from the same common nucleus of operative facts.

Section Eleven. Any grievance which occurred before July 1, 2005 shall be grieved under the prior contract provided that the time limits specified therein are adhered to.

Section Twelve.

(a) Safety grievances regarding physical facilities must first be processed through Connecticut OSHA. If jurisdiction over the condition is declined by Connecticut OSHA, then the issue may be processed through the grievance and arbitration procedure. Grievances relating to matters other than physical facilities may be processed directly through the grievance and arbitration procedure.
(b) In any arbitration arising from a dispute over this Section, the arbitrator shall have the authority to direct the agency to correct the unsafe condition.

Section Thirteen. The conferences of the grievance procedure and arbitration hearings shall be closed to the public unless the parties mutually agree otherwise.

ARTICLE 15 - DISCIPLINE, SUSPENSION, DEMOTION AND DISMISSAL

Section One. No permanent employee in the classified service who has completed the working test period and no unclassified employee covered under 5 198(1) who has completed the working test period shall be demoted, suspended or dismissed, except for just cause. (The application of this Section to the employees of the Connecticut Agricultural Experiment Station is subject to the approval of the Station's Board of Control.)

Section Two. In the process of disciplining an employee, the employer representative shall meet with the Union representative and the employee to address the disciplinary situation, such meeting shall occur prior to the actual issuance of discipline. The employee retains the right to waive Union representation. Any disciplinary
action must be preceded by adequate warning and opportunity for corrective action except in cases of serious misconduct. In all cases, the grievance will be submitted at Step III. By mutual agreement, a grievance under Section One may be expedited directly to arbitration.

**Section Three.** The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve whether he/she participated in a violation of such Article directly to Step III. If, in an arbitration proceeding the employer establishes that the employee(s) breached the No Strike Article, the arbitrator shall not substitute his/her judgment for that of the employer as to the appropriateness of the discipline imposed.

**Section Four.** Definitions and Procedures. None of the following shall be imposed unless the corrective disciplinary step has been imposed except in cases of serious misconduct.

A. Suspensions.
   (a) An appointing authority may suspend an employee for just cause which may include, but is not restricted to misconduct, insubordination or neglect of duty.
   (b) Within three (3) working days after imposing a suspension on an employee, the appointing authority shall give the employee written notice thereof which must:
      (1) State the reason;
      (2) State in concise language the acts or omissions upon which the suspension is based;
      (3) Give the effective dates;
      (4) Notify the employee that he/she may reply to the charge and notify him/her of his/her right to grieve.
   (c) The appointing authority shall immediately report a suspension action to the Commissioner of Administrative Services on the prescribed form and shall attach a copy of the notice served on the employee.
   (d) Suspensions may be without pay or with partial pay but may not exceed in the aggregate sixty (60) days in any one (1) calendar year.

B. Demotion.
   (a) An appointing authority may demote for sufficient and just cause. A demotion for reasons of inefficiency or incompetency shall be made not earlier than three (3) months after the satisfactory completion of a working test period.
   (b) Notice. An appointing authority demoting an employee for reasons of inefficiency or incompetency shall give the employee written notice which must:
      (1) Be at least two (2) weeks in advance of the effective date of the demotion, (2) State the cause and give reasons to support it, (3) Notify the employee of his/her right to grieve.
   (c) Report of the demotion shall be immediately made to the Commissioner of Administrative Services on the prescribed form with a copy attached of the written notice given the employee.
   (d) When demotion is an alternative to a layoff due to lack of work, lack of funds or abolition of position, or similar causes, the appointing authority shall give the employee written notice to that effect as far in advance of the effective date as is practicable, but not less than two (2) weeks. This notice shall also advise the employee of his/her right to grieve only on the grounds that the possible layoff was not in the order prescribed by this Agreement. The demotion shall be immediately reported to the Commissioner of Administrative Services with a copy of the notice to the employee attached.
   (e) An appointing authority may arrange for the demotion of an employee to a lower class or grade for which he/she has the required qualifications at the request of the employee for his/her personal reasons either
within the agency or by transfer to another agency. Report of such demotion shall be made to the Commissioner of Administrative Services together with a copy of the employee's written statement that the lower class or grade is acceptable to him/her.

(f) Rate of pay. Any employee demoted, except in lieu of layoff, to a lower class, grade or salary range shall be paid at that lower rate of pay which he/she would have arrived at had he/she been serving in the lower instead of in the higher position.

(g) If the employee's grievance is upheld, he/she shall be reinstated with full pay retroactive to the date of demotion and any notation of the demotion shall be removed from the employee's roster card.

C. Dismissal.

(a) An appointing authority may dismiss an employee with permanent status from the classified service when the good of the service will be served thereby. Just cause for considering the good of the service shall be based on, but not necessarily restricted to, incompetency, inefficiency, neglect of duty, or misconduct.

(b) The following may be considered causes for the dismissal of any employee. This listing is not to be construed as all-inclusive:

1. Prohibited political activity as defined in the regulation pertaining to political activity;
2. Disloyalty to the government of the United States or of the State of Connecticut;
3. Conviction of a crime;
4. Offensive, indecent or abusive conduct towards the public, superiors, coworkers, inmates, or patients of State institutions;
5. Two (2) successive unsatisfactory service ratings, if filed within two (2) years of each other;
6. Fraud or collusion in connection with any examination or appointment in the classified service;
7. Theft, willful neglect or misuse of any State fund, property, equipment, material or supplies, including State owned motor vehicles;
8. Deliberate violation of any law, State regulation or agency rule;
9. Absence without leave for five (5) or more working days or failure to return to duty within five (5) working days following authorized leave;
10. Intoxication while on duty;
11. Neglect of duty;
12. Insubordination, including failure to work overtime if directed to do so;
13. Engaging in any activity which is detrimental to the best interests of the agency or of the State.

(c) An appointing authority dismissing an employee shall give the employee written notice which shall:

1. State the reason for dismissal;
2. State in concise language the acts or omissions upon which the dismissal is based;
3. State the effective date of the dismissal which shall be two (2) weeks from the date of the notice. Such advance notice need not be given in cases of serious misconduct by an employee affecting the public, the welfare, health, or safety of patients, inmates or State employees or the protection of State property;
4. Notify the employee that he/she may reply to the dismissal, and notify him/her of his/her right to grieve.

(d) An appointing authority may, pending a determination on discipline to be imposed, place an employee on a leave of absence with pay. Such leave could continue through the pre-disciplinary and post-disciplinary procedure periods as described in Regulations 5-240-7a and 5-240-SA.
leave may be continued during the notice period prior to the effective date of dismissal.

Section Five. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and will supersede any pre-existing forums.

Section Six. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of his/her shortcomings, while avoiding embarrassment and public display.

Section Seven. Interrogation. An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union designee upon request, provided, however, this provision shall not delay completion of the interrogation in excess of forty-eight (48) hours. This provision shall be applicable to interrogation before, during, or after the filing of a charge against an employee or notification to the employee of disciplinary action. No employee shall be subject to discipline as a result of refusal to be a witness against himself/herself at any step of the grievance procedure. The provisions of this Section shall not be interpreted to prevent a supervisor from questioning an employee at the workplace.

Section Eight. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with a intent to avoid overtime. When any employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to shop stewards.

Section Nine. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee’s official personnel file and which is not merged in the service rating next following shall be treated in accordance with the Personnel Record Article.

The parties agree that discipline should not be imposed without an investigation of the issue, notification of the charges, a description of the nature of the evidence and an opportunity for the member to respond. If the investigation results in no discipline, the employee and the Union shall be notified at the time that the decision is made by the employer.

ARTICLE 16. HOURS OF WORK

Section One. The standard work week of all full-time employees shall be thirty-five (35) hours and five (5) days, normally Monday through Friday with regular starting and ending time between the hours of 7:00 AM. to 5:00 P.M. for field personnel and 8:00 A.M. to 4:30 P.M. for office personnel, including a half-hour unpaid meal period.

A non-standard work week for full-time employees shall be an average of thirty-five (35) hours per week exclusive of meal-times over a specific time period.

An unscheduled work week for full-time employees shall be an average of thirty-five (35) hours per week exclusive of meal times with the starting and ending time and the number of days determined by the requirements of the position.

Current standard schedules and schedules which vary from the standard work week shall remain in effect until varied by the appointing authority. The establishment of non-standard or unscheduled work weeks or work schedules shall be made only to meet changing agency operational needs and only after advance approval by the Director of
the Office of Labor Relations, prior consultation with the Union and not less than two (2) weeks advance notice to affect employees, except when: (a) the standard work week is being established; or (b) an emergency situation exists. For such exception, notification and/or consultation shall be made as soon as practicable. As soon as the emergency is alleviated, the employee shall revert to his/her regular schedule.

The employer has the right to establish permanent bona fide second and third shifts. In the exercise of that right, the employer shall make every effort to staff those shifts with qualified volunteers. The establishment of permanent shifts is subject to the requirements and standards of paragraph 4 regarding changing agency operational needs, advance approval by the Director of the Office of Labor Relations, prior consultation with the Union, and the requirement with respect to two (2) weeks advance notice to affected employees.

Employees who are temporarily defined as the duration of the assignment or Project, but not more than six (6) months, assigned to work schedule different from the standard work schedule shall receive a premium of twenty percent (20%) of their straight time pay for all hours worked which are different from the standard schedule, or, shall be paid time and one-half in conformity with the requirements for overtime specified in the overtime article. The above is meant to apply to situation such as, but not limited to, Aragon Bridge or the Truck Weight Study but are not meant to apply to the Slattern case or Article 17, Section Five. Employees receiving this premium shall not be eligible to receive shift differential as provided for in Section Two.

40 Hour Workweek
The Employer and the Union, through negotiations, may agree in writing to establish a forty (40) hour workweek. Either party may initiate these negotiations by notice to the other party of its interest in such negotiations. Issues unresolved by negotiations shall not be subject to the grievance or arbitration procedure. Forty (40) hour workweeks shall not be established unilaterally. A forty (40) hour schedule shall not be established with individual employees on a voluntary or compulsory basis without the agreement of the Union, as outlined above.

The Office of Labor Relations shall be the State's representative in all such negotiations. If an agreement is reached between the parties to implement a forty (40) hour workweek, such agreement may be implemented without any additional legislative approval required. Any such agreement requires the signature of the Director of Labor Relations and the Executive Director of the Union.

The parties may negotiate over any other schedule in excess of a thirty-five (35) hour workweek. Such negotiations will be governed by the procedure outlined above.

Alternative Work Schedules For Employees Within The DOT Who Elected An Increased Workweek To 40 Hours
The State and the Union agree that the DOT will review, on a case-by-case basis, four (4) day workweek requests of employees who elected an increased workweek to 40 hours. There will be no blanket denials. The DOT's decision to grant or deny such requests shall not be grievable or arbitrable. In consideration of the foregoing, the Union agrees not to file a grievance regarding this issue and the grievance already filed shall be deemed settled hereby. Employees will make a request to their manager for an alternate work schedule. Such requests shall be either granted or denied. The reason for the denial shall be provided in writing. If denied, the employee may request review by a Panel within DOT consisting of one union employee and one member of management.

Section Two. A shift differential of sixty-five cents ($0.65) per hour shall be paid to all employees whose regularly assigned shift or tour of duty begins after 2:00 p.m. or before 6:00 a.m., except
ARTICLE 14
DISMISSAL, SUSPENSION, DEMOTION OR OTHER DISCIPLINE

Section One. (a) No employee shall be suspended, demoted, or reprimanded except for just cause.
   (b) No permanent employee in the classified service who has completed the Working Test Period and no unclassified employee who has completed six (6) months of service or the pre-tenure period, whichever is longer, shall be dismissed except for just cause.

Section Two. Grievances concerning dismissal, suspension or disciplinary demotion shall be submitted directly to Step II of the grievance procedure within fifteen (15) days of the receipt of official notification of such action. The fifteen (15) days referenced herein commence with receipt by the Union (Union representative) of a copy of the notification of discipline. In the event the notification is mailed to the Union, it shall be by certified mail. When feasible, the Union will provide the agency with a concurrent copy of the Step II filing. All other grievances shall be filed at Step I.

Section Three. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and will supersede any preexisting forums.

Section Four. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of shortcomings, while avoiding embarrassment and public display.

Section Five. Placement of an employee on a paid leave of absence shall be governed by Regulation 5-240- 5 to permit investigation. Provided, however, nothing shall preclude an employee from electing to be placed on an unpaid leave of absence for up to thirty (30) days. In such event, the employee may draw accrued vacation pay.

At the expiration of the thirty (30) day period, the employee shall be either:
   (1) charged with the appropriate violation;
   (2) reinstated and reassigned to other duties determined appropriate by the appointing authority pending completion of the investigation; or
   (3) reinstated from leave.

Section Six. Interrogation. (a) An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union Steward or other representative present upon request, provided however, this provision shall not unreasonably delay completion of the interrogation. The interrogation shall not in any case be delayed beyond twelve (12) working hours irrespective of the ability of the Union to provide the required representation. However, no employee will be forced to appear on the day/shift of such notice. This provision shall be applicable to interrogation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.
   (b) No employee shall be compelled to offer oral or written evidence against himself/herself in any investigation or (pre) disciplinary action. Statements by the employee in his/her own behalf shall constitute waiver of this protection.

Section Seven. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When any
employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to Union stewards. The applicability of this Section to employees on unscheduled work weeks shall be a subject of continuing discussion at local unit levels by the appropriate Labor Management Committees.

Section Eight. C.G.S. Section 5-240 and the regulations appurtenant thereto in effect on January 1, 1994 are hereby incorporated by reference.

ConnSCU Human Resources Policies

ARTICLE 8- NON-CONTINUATION, DISCIPLINE, REPRIMAND, SUSPENSION AND TERMINATION

8.1 Non-continuation

Presidents may be non-continued only by an action of the Board. Other management and confidential professional employees may be non-continued in their current positions without cause or explanation, at the option of the President of the Board, for System Office employees; or Presidents, for College and University employees. Permanent employees hired on or after January 1, 2013, shall receive three (3) months' notice, except for employees hired as campus Presidents whose notice periods shall be established in their initial appointment letters. Campus academic management positions at or above the level of Dean may receive up to twelve (12) months' notice. Permanent employees hired prior to January 1, 2013, shall have the greater of three (3) months' notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g. BOR/DHE, CCC, CSU or Charter Oak). The Board retains the authority to offer payment of salary in lieu of service or notice.

8.2 Discipline for Cause

No employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension or termination. Discipline does not include counseling.

Cause includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or supplies, including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

8.3 Reprimand

All reprimands shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one year anniversary of the date of its issuance unless, during that one year period there is additional discipline issued to the employee. It shall be the employee's responsibility to request removal of a reprimand after its expiration date has passed. Reprimands may only be removed by mutual agreement of the President, Chief Human Resources Officer and the employee.

8.4 Suspension
A President may suspend an employee with pay if the employee constitutes a threat of harm to him or herself or others pending investigation of conduct for which discipline may be appropriate.

A President may suspend an employee without pay for cause as specified in section 8.2. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension without pay prior to the imposition of the penalty.

8.5 Appeals of Discipline (not applicable to those non-continued based on 8.1)

To discipline an employee (per 8.2) the following steps shall be followed:

A. Before any disciplinary action is taken a meeting shall be arranged with the employee and the designee of the employer to discuss the situation. The employee shall have the opportunity to present relevant information. Upon the agreement of both parties discussion may be continued to a mutually agreed time.

B. After the employer has issued discipline the employee may request a formal hearing by presenting said request not later than five (5) days after the receipt of the disciplinary notice. Said hearing shall be scheduled within thirty (30) days following a timely request by the employee.

C. A hearing for non-President Staff shall be held before the Vice President for Human Resources or his/her designee. The hearing shall not be governed by formal rules or procedures. The Vice President for Human Resources or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. If the discipline that is being contested was imposed by the Vice President for Human Resources then the President of the Board of Regents may appoint a different hearing officer of his/her choosing.

D. Hearings for Presidential Staff shall be held by a committee of three appointed by the Chairman of the Board of Regents or his/her designee. Such hearings shall not be governed by formal rules or procedures. The committee appointed by the Chairman of the Board or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question.

E. In either a Presidential or non-Presidential hearing the hearings officers have ten (10) days from the conclusion of the hearing to notify the employee of his/her final and binding decision. Said decision(s) shall be without appeal.

F. Failure by an employee to adhere to the deadlines specified herein shall be deemed a waiver of the opportunity for a hearing on the matter.
Clery Reportable Crimes
2015 - 2017

This section includes:

- Definitions of Reportable Crimes
- Crime Statistics
- Hate Crimes
- Domestic Violence, Dating Violence and Stalking
- Weapon, Drug, and Liquor Law Violations
Crime Data

The crime data is displayed in a format that mirrors what is required by the Department of Education and may differ from data reported under federal or state Uniform Crime Reporting (UCR) programs. The difference exists because the Department of Education requires the inclusion of information that is not reportable under the UCR programs. The data that is presented here includes all crimes reported to the CCSU Police that occurred on campus, in the residence halls, non-campus and campus property as well as crimes that may have been reported to other campus security authorities. To give a broader picture of crime on campus and its immediate environs, this data also includes crimes committed at remote campus facilities as well as those occurring near the campus. Hate crime statistics, arrests and/or referrals for campus disciplinary action are also included. Requests are also made to local law enforcement as well.

Definitions of Reportable Crimes

These definitions are used in the Department of Education publications:

**Murder/Non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter:** The killing of another person through gross negligence.

**Sexual Assault** (rape, fondling, incest and statutory rape): Any sexual act directed against another person forcibly and/or against that person’s will or not forcibly or against the person’s will where the victim is incapable of giving consent.

**Consent:** is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision -indicated clearly by words or actions- to engage in mutually accepted sexual contact.

**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. Simple assaults are excluded.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor vehicle theft:** The theft or attempted theft of a motor vehicle.

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

**Non-campus Property:** Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** Public property (not residences or commercial property) immediately adjacent to and accessible from the campus including thoroughfares, streets, sidewalks and parking facilities, but not owned or under the control of the University. Crimes reported in this category are derived through contact with municipal police agencies when available.

**Unfounded:** A crime may be classified as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.
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<th>ON-CAMPUS STUDENT HOUSING FACILITIES*</th>
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* The student housing figure is a subset of the On-Campus total.
**Hate Crime Offenses**

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability.

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Violence Against Women Act

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. VAWA 2013 reauthorized and improved upon lifesaving services for all victims of domestic violence, sexual assault, dating violence and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.

Definitions

The definitions listed below are for the purposes of reporting Clery Act statistics. These may or may not differ from our institution’s local jurisdiction.

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

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. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—(i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence.

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

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* The student housing figure is a subset of the On-Campus total.
# Arrests and Disciplinary Action for Weapon, Drug and Liquor Violations

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* The student housing figure is a subset of the On-Campus total.
Campus Fire Safety

This section includes:

- Resident Hall Fire Statistics
- Resident Halls Fire Safety Systems
- Resident Hall Fire Safety Rules
- Fire Restricted Items in Resident Halls
- Fire Alarm Procedures
- Evacuation Procedures
- Fire Reporting
CCSU Clery Report 2017

**Annual Fire Safety Report**

A log is kept in the Office of the Environmental Health & Safety Coordinator that lists all fire alarm activations, fire department responses and alarm maintenance.

The CCSU Police Department maintains a log of all fire alarm activations and fire department responses. This log is available for public viewing during the normal business hours of the Records Division, i.e., between 8:00 a.m. and 4:00 p.m., Monday through Friday.

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
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<td>FIRE SAFETY SYSTEMS</td>
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<td>Barrows Hall 60 Paul J. Manafort Drive</td>
<td>24 hour detection with smoke detectors and central station monitoring</td>
<td>Sprinklers are located throughout the Residential Hall</td>
<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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<td>Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team</td>
<td>Evacuation routes listed in all Residential Rooms Also, see the following pages</td>
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Residence Hall Fire Safety Rules

Violation of residence hall policies and procedures may lead to disciplinary action that will be referred to either the Department of Residence Life or to the Office of Student Conduct. All students are responsible for reading and understanding the University’s Student Code of Conduct section of the Student Handbook.

Alcoholic Beverages/Drugs: Possession and/or consumption of alcoholic beverages, having alcoholic containers (i.e., empty cans, bottles, decorative containers, etc.) in a room and being in a room with alcoholic beverages and/or drugs or their containers is prohibited in the residence halls.

Cooking: Because of fire safety and health regulations, all cooking and food preparation is limited to kitchen areas only. Students must not leave any cooked food unattended. Deep frying is prohibited.

Curfews: There are no curfew hours for residential students. The residence halls are locked 24 hours a day. Resident students’ Blue Chip ID cards will open the main entrance to their assigned Residence Hall.

Fire Safety: Students are expected to exercise all precautions to prevent fires in the residence halls. No cooking is permitted in student rooms. The University has authorized a company to market microwave/refrigerator units in designated residence halls. These will be the only microwaves permitted in student rooms. Rooms should be cleaned and free of clutter in order to minimize fire hazards. Drapes must be made of fire-retardant material. No ceiling decorations, including decorative lights, can be hung from or on ceilings. The Residence Life staff conducts monthly health and fire safety inspections.

Fire Alarms, Sprinklers, Heat and Smoke Detectors: Devices have been installed in every residence hall room and fire drills are held periodically. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found tampering with fire safety equipment, heat or smoke detectors, or the fire alarm system will be subjected to disciplinary action and possible restitution. Criminal charges may also result.

Smoking: The State of Connecticut prohibits smoking (including e-cigarettes) in any residence hall or residence hall rooms. Please refer to the following webpage for the designated smoking areas on campus:

Fire Restricted Items for Residence Halls

- Alcoholic beverages
- Air conditioners
- Amplifiers
- B-B guns
- Candles (with or without wicks)
- Cardboard drawer units
- Ceiling fans
- Coffee pots or coffee makers including Keurig
- Drum sets
- Electric appliances
- Electric blankets
- Electric guitars
- Extension cords (only surge protectors permitted)
- Fire arms
- Fireworks
- Fishnets/other ceiling decorations
- Flammable liquids
- Gasoline
- Gasoline-powered equipment
- Halogen (pole) lamps
- Halogen desk lamps with tubular bulbs
- Heating elements (immersion type)
- Heating units
- Hookah
- Hot plates
- Hot pots
- Incense
- Kerosene
- Knives (other than kitchen knives)
- Lamps (kerosene, oil types)
- Lava lamps
- Lofts
- Microwave ovens
- Multi-outlet adapters
- Musical instruments that amplify
- Non-University mattress
- Oil/wax tart warmers
- Paint
- Paint thinner
- Paneling
- Pets (except fish)
- Table model ranges
- Full-size sofas/couches
- Space heaters
- Sun lamps
- Toasters
- Vaporizers
- Waterbeds
- Wicker wastepaper baskets
- Wicker furniture
Health & Fire Safety Inspections: For the health and safety of each resident, the Residence Life staff conducts monthly routine inspections for fire safety hazards, damages and the cleanliness of the rooms/suites. If a student is found in possession of prohibited items, these items will be confiscated by the Residence Life staff.

Fire Alarm Activation Procedures: Every residential hall room has a pre determined evacuation route and is posted in accordance with the Connecticut State Fire Codes. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found not exiting in a timely manor when the alarm is sounding will be subjected to disciplinary action. Criminal charges may also result.

Tampering With Alarms or Sprinklers: Under Connecticut law it is a felony (punishable by over a year in prison) to damage or tamper with fire alarms or fire suppressions systems, including the sprinkler heads or smoke alarms within residence halls. Don’t gamble with your life or the lives of others.

Fire Safety Training: In conjunction with the semi-annual fire drills the students are given access to the Residence Hall Rules 24 hours a day on-line. They may contact the Environmental Health and Safety Fire Coordinator, Terrence Ferrarotti, their resident hall director or the resident assistants at any time. The University Police Department may also assist any student who has an immediate fire or life safety question 24 hours a day.

All of the residential directors and assistants receive annual training on fire safety and they hold individual group meetings with their residents. The annual fire safety training includes the procedures outlined in the Emergency Evacuation Plan.

**Fire Evacuation Procedures**

Fire Evacuation Procedures: Refer to page 12 in this report for full evacuation procedures.

- Get out and close the door behind you.
- Pull the closest fire alarm on your way out.
- Know at least two escape routes.
- Never use the elevator during a fire alarm; always use the stairs.
- Call 911 from a safe place outside.
- Never re-enter a building for any reason; wait until you get the “all clear” from the fire department to go back inside.
- If you are not able to get out due to thick smoke and fire, you will need to shelter-in-place.
- If you are able, move to a room with an outside window.
- Call 911 if possible and let them know where you are trapped.
- Block the cracks from around the door to prevent smoke from coming in.
- Stay by a window where rescuers can see you; rescue in large buildings can take some time.

**REMEMBER TO NEVER USE THE ELEVATORS IN A FIRE EMERGENCY!**

**FIRE REPORTING**

Emergency response of Fire/Police or Emergency Medical Services: 911
Routine Phone calls may be made to the University Police Department: 860-832-2375
Fire Lieutenant Terrence Ferrarotti may also be contacted by calling the following
Normal Business Hours: 860-832-2386
After Hour Emergencies: 860-832-2375

PLEASE NOTE THAT TO REPORT OR REQUEST ANY EMERGENCY RESPONSE OF FIRE/ POLICE OR EMERGENCY MEDICAL RESPONSE YOU MUST DIAL 9 1 1 OR CONTACT THE UNIVERSITY POLICE ON CAMPUS AT 860-832-2375.

PLEASE REPORT ANY FIRE THAT HAS OCCURRED TO UNIVERSITY POLICE AT 860-832-2375.
* Student parking. All resident hall students should park in CG, SG, or WG. For more information visit: www.ccsu.edu/police
* Downtown Campus, 185 Main Street, New Britain

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<tr>
<th>MS</th>
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The Future

Central Connecticut State University, Office of Environmental Health and Safety (Fire) remains committed to life safety. In partnership with the Central Connecticut University Police Department, the Facilities Department, the Residential Life Department and the New Britain, Connecticut Fire Department, we will continually review policies and procedures and seek any safety advantage that may arise through emerging technology in field of fire safety.

CCSU Police Department Mission Statement

To help ensure a safe, healthy and stable work environment. To carry out the role in a collaborative and professional manner, which respects and protects the rights of all individuals through our commitment, service and integrity.

CCSU Police Department Goals

- Reduce crime
- Increase crime clearance rates through diligence of effort
- Develop and maintain partnerships between the community in an effort to identify concerns and crime problems
- Incorporate intelligence-led policing analysis with our service oriented and community policing philosophies
- Look for new and innovative ways to increase safety through crime prevention and environmental design methods
- Cultivate, enhance and nurture trustworthy relationships with the community we serve
- Create a campus culture that recognizes the importance of personal and community safety
- Develop strategies to recruit and retain employees and enhance employee satisfaction and staff development
University Police Department
Gregory B. Sneed, Chief of Police
Lt. Chris Cervoni, Administrative Services
Lt. Ed Dercole, Operations Commander

Central Connecticut State University is a university governed by the Connecticut State Colleges & Universities (ConnSCU) Board of Regents, which oversees the four Connecticut state universities (Central, Eastern, Southern, and Western), the state’s 12 community colleges, and the state’s only public online college.
For more information: http://ct.edu/regents.

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