



2023 ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORT

Clery Report

Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime Statistics Act
Including Statistics for 2020, 2021 and 2022



Lawrence J. Davidson Hall, 1615 Stanley Street, New Britain, Connecticut

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Introduction

Central Connecticut State University adheres to the standards and policies that strive to create and foster a safe and inclusive learning environment for its students, faculty, staff, and visitors. CCSU accomplishes this through transparency, educational programs, and initiatives which aid the community in being aware of crimes and offenses that may occur on our campus and its surrounding areas.

To protect the learning environment, CCSU has identified various programs and activities in support of combatting specific crimes and dangers that the campus community could face. Although we offer multiple programs and educational opportunities to attempt to thwart crime and danger, community participation is a vital part in keeping our community safe. The best way to do this is for everyone living, commuting to, and visiting our campus, to be alert, responsible and immediately report things that seem concerning. Effective Police services can only be obtained through shared responsibility between the Police Department and the community they serve.



Sean S. Grant
Police Chief

Summary of the Jeanne Clery 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 (<https://www.clerycenter.org/the-clery-act>), 2023

Preparation of the Clery Report for 2020 to 2022

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, which is pulled from arrests and citations made by CCSU Police. Additionally, information is gathered from the offices of Student Rights and Responsibilities and Victim Advocacy and Violence Prevention, as well as reports from campus security authorities. A request is also made annually to surrounding police departments for any information that may be relevant. These statistics include crimes which occur within all defined Clery geographic areas. Aside from the CCSU campus, this will include Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, and East Street.

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

This Clery Report is published by October 1st of each year by the CCSU Police Department via the CCSU Police website. An email is sent to every current 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. The Clery report is also made available to prospective employees on Human Resources' Job Opportunities website for all position announcements (<https://www.ccsu.edu/hr/jobopportunities.html>) as well as prospective students via our Admissions website (<https://www.ccsu.edu/admissions>).

Daily Crime Log

A publicly accessible log of all crimes is available at the CCSU police headquarters. The log includes the nature, date, time, general location, and disposition of each crime that occurs within our Clery defined geography and patrol jurisdiction. Entries are made within two business days of the reported incident unless the disclosure is prohibited by law or would jeopardize an ongoing criminal investigation or safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence. Information withheld must be disclosed once the adverse effect is no longer likely to occur. The daily log is available for public inspection at the CCSU Police Department located at 1500 East Street, New Britain, CT. As noted elsewhere, serious incidents may require notification of the campus community to help the police or to help prevent further crimes.

CCSU Police Department



The CCSU Police Department is headed by a Chief of Police who reports to the Chief Operations Officer.

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.

The Police Department's primary mission is the protection of lives and property at CCSU. It is committed to carrying 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."

Goals

- Reduce crime.
- Increase crime clearance rates through diligence of effort.
- Develop and maintain partnerships between the community 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.

Authority of the CCSU Police

Each of Connecticut's four-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. CCSU is in a neighborhood on the northern edge of New Britain, a city of over 73,000 people. As the largest of four universities within the Connecticut State University System, CCSU served 12,349 students, 9,778 undergraduates, and 2,638 graduate students during 2022. Additionally, CCSU employed approximately 1,400 full-time and part-time faculty, staff, and other employees.

The campus has nearly 165 acres and some 40 buildings nine of which are residence halls, housing 18 percent of students. Along with the CCSU campus, our jurisdiction includes Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, and East Street. CCSU officers also have the authority to act anywhere in Connecticut regarding a felony and may also use their powers of arrest 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.

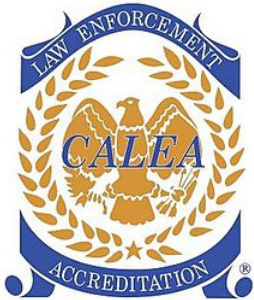
NOTE: Other police agencies and the New Britain Police Department in particular, may notify the CCSU Police Department and/or the University if CCSU students are arrested off campus. In some cases, this may also lead to University sanctions for the misconduct.

Police Officer Selection and Training

The staff of the University Police Department consists of approximately 30 people, 17 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 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.

CALEA® Accreditation



The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA) was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations:

- International Association of Chiefs of Police (IACP);
- National Organization of Black Law Enforcement Executives (NOBLE);
- National Sheriffs' Association (NSA); and the
- Police Executive Research Forum (PERF).

The Law Enforcement Accreditation Program was the first credentialing program established by CALEA after its founding. It was originally developed to enhance law enforcement as a profession and to improve law enforcement service delivery. That mission continues today through a tiered law enforcement accreditation program. Without regard to agency size, agencies may participate in either **CALEA Law Enforcement Accreditation** (Tier 1) which contains 183 mandatory standards or **CALEA Advanced Law Enforcement Accreditation** (Tier 2) containing 453 standards with a portion of those standards designated as other than mandatory.

The Advanced Law Enforcement Program is specifically designed for organizations striving to demonstrate professional excellence within a comprehensive range of operational and administrative functional responsibilities. Agencies participating in this program are prepared for the management of life, health and safety issues, ensuring issues ranging from community engagement to sound personnel practices are addressed. Advanced Law Enforcement Accreditation results in a highly performing organization with the capacity to address any operational or administrative challenges and serve as an industry leader. For college and university law enforcement, there are specific standards included in the tier options which **apply only to campus law enforcement agencies**, giving them the standards they need to address specific legal reporting requirements and provide more effective law enforcement service for the campus setting.

CCSU's Police Department will be moving to the Advanced program beginning with our next 4-year cycle in July of 2024.

CALEA accreditation awards are for four years. Reaccreditation occurs at the end of the award cycle, based on the result of four annual Web-based Assessments and pending a successful Site-based Assessment and review committee hearing. Participating in the accreditation program provides public safety agencies an opportunity to *voluntarily* demonstrate that they meet an established set of professional standards.

Reporting Crimes and Emergencies

The University encourages victims to report crimes to the police. 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. Firsthand information is always more accurate and complete. However, there may instances when the victim of the crime is either unable to or elects not to make such a report. If you are reporting on the victim's behalf, please include this information.

Emergency phones, known as “Code Blue Telephones,” are strategically located across the campus and connected directly to the police dispatch center on campus. Pushing the button on the emergency phone when you need police services immediately connects you to CCSU’s dispatch center. Some of the telephones are also equipped with a blue strobe light which will activate once you push the button.

The CCSU PD Communications Center is staffed 24 hours a day by trained public safety dispatchers. The dispatchers receive calls directly from the Code Blue phones and campus business lines. 911 calls are 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 to the campus police and appropriate police agencies timely information assists us in developing information and warnings for the campus community. Any information will assist us with our investigation, so please do not hesitate to call.

Calling for Other Police Assistance

For non-emergency assistance, please call CCSU Police 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

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 counselors are not mandatory reporters, and they have an obligation and duty of confidentiality. However, they are encouraged, if and when they deem it appropriate, to inform persons they are counseling of any procedures to report crimes on a voluntary and confidential basis for inclusion in the annual security report. As defined in CFR § 668.46, these are the only individuals who are exempt from disclosing information.

- *Pastoral counselor.* A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- *Professional counselor.* A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Anonymous Reporting of Crimes

To report any crime anonymously, go to <https://www.ccsu.edu/police/> and select “Anonymous Crime Report” from the menu on the right.

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)

Campus Security Authorities include members of the Police Department, the Office for Equity and Inclusion, Resident Assistants (RAs), athletic coaches, Title IX coordinators, and 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 texts, 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 texts, photos, videos, and precise location information to report incidents ranging from routine maintenance needs to suspicious activity and/or 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”.** Please refer to page 13 for more information.

CCSU Emergency Notification System & Timely Warnings

Timely Warnings for Crimes

If a Clery reportable crime (listed on pages 24-26) or a series of crimes occur within our Clery defined geography and represent 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 in collaboration with the University President and Chief Operations Officer. Depending upon the situation, the CCSU Police Chief also collaborates with the Associate Vice President of Communications and Media on the composition and distribution of the timely warning 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 all segments of the 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 the following (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*)
- Computer alert system
- Messages directly through the LiveSafe app or an SMS text, push notification or email.

**All current employees and actively enrolled students are automatically enrolled in the Everbridge System. Individuals should go to <https://webapps.ccsu.edu/ENS> to confirm their contact information and/or add additional contacts. Students should report errors to the Registrar's Office via this [form](#). Faculty, staff, and other employees should report errors to the Human Resources Department at 860-832-1756.*

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 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 the notification system UNLESS issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise 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 President and Incident Commander in accordance with emergency response protocols. 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. Institutional Marketing and Communications would assist with disseminating the notification to the surrounding community, if warranted, under the direction of the Chief of Police, University President, and Incident Commander.

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 primary notification systems (Everbridge and Whelen) 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. The community is directed to respond as if it were a true emergency. An actual emergency that results in an activation of CCSU ALERT will be considered an unannounced test of the system. These tests and drills are documented by the CCSU Police Department through our records management system.

Emergency Evacuation Procedures/Plan

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 residence buildings are posted in each residence 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, Chief Operations Officer, 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, visitors, and contractors 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 and should know two possible routes to exit the building. 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 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 Rescue Assistance (offices, stairwells) and notify someone of your location by calling 911 or CCSU Police at 860-832-2375. In all buildings, the stair landings are a safe area.

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 chairperson is provided 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, we encourage everyone to leave and notify emergency personnel if someone refused or was unable to do so.

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.
- Monitor the CCSU website for updated information during an active incident.

Shelter in Place — Hazardous Materials (HAZMAT) Release

- If advised to shelter for a HAZMAT incident, immediately seek shelter in the 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 Security Awareness

The CCSU Police Department works closely with the offices of Equity and Inclusion, Residence Life, and Victim Advocacy and Violence Prevention to provide up-to-date and meaningful presentations to the community about crime prevention and security awareness programs on the CCSU campus. Each semester, CCSU Police provide information on prevention and awareness for staff from Residence Life, Student Center, and Athletics. Additionally, information is provided each year during New Employee Orientation. Upon request, CCSU police officers are also available for class presentations on many areas, including:

1. Campus Safety
2. Drug/Alcohol Abuse
3. Sexual Assault Awareness on Campus
4. Domestic Violence
5. DUI Laws and Enforcement
6. Vandalism
7. Bicycle Safety
8. 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, faculty, or staff will be escorted within the campus upon request.

Emergency Telephones

The University has installed many well-placed emergency telephones (Code Blue phones) on campus that automatically dial into the police dispatch center on campus.

Student Patrol

Students are employed by the Police Department to 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.

Sexual Assault & Violence Prevention Program

Vector Solutions provides CCSU with the required courses that all new and returning students must complete through their e-learning software. The interactive content in their various training offerings provide information about consent, sexual violence, strategies for identifying and interrupting sexual violence, how to help victims/survivors, bystander intervention and resources available to victims/survivors on and off campus.

Security of and Access to Campus Facilities

CCSU organized a committee comprised of university administrators who developed and oversee our policy and procedures regarding access to campus facilities including security of residence halls, academic buildings, and administrative buildings. Policy review CCSU committee members include the Chief of Police, Chief Operations Officer, and the Director of Environmental Health and Safety. Administrative buildings are secured at the end of the business day and academic buildings are secured after evening classes. After hours, access is only granted with authorized key access or by the University Police Department. Some university-sponsored programs are open to the public, while others are restricted to students and staff with a valid CCSU ID.

Facilities Upkeep: Facilities and grounds are maintained with safety in mind. The Facilities Management Department inspects campus facilities regularly, promptly makes 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. All visitors to residence halls must be signed in and provide identification. Students are not permitted to share or give away their card access.

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 which includes plans to replace all analog cameras over the coming years as funding becomes available with infrared (IR), internet protocol (IP) and wireless IP cameras. The CCTV inventory currently stands at 1,100 cameras, over 700 of which are IP.

Facilities Management developed standards dictating that exterior doors of buildings are controlled by Andover, and interior doors are protected by Persona wireless or PoE (Power over Ethernet) locks. This configuration enables campus-wide exterior building lockdown to be performed entirely through the Andover system. Both Andover and Persona PoE provide instant access and updates to all points. Persona wireless receives updates two times daily or as required (when the lockset is manually accessed).

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 be 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 or in another location.
- Check with your insurance company to see if your property is covered under a 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 to improve safety and prevention efforts. For instance, faculty, staff and students can utilize the **SafeWalk** option. Using 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.

You can easily download and install the CCSU LiveSafe app by using the iTunes App Store or Google Play (select "Central Connecticut State University"). Be sure to fill in your user profile during the process.



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](#). You may view the entire Student Code of Conduct and/or the Student Handbook by going to the Office of Student Rights and Responsibilities website: <https://www.ccsu.edu/studentrights>.
- 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 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, use and sale 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](#) and in CCSU's Drug Free Schools and Communities Act (DFSCA) Biennial Report. The DFSCA report may be located on the Student Wellness Services website or by following this link [DFSCA Report](#). 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 and use of cannabis is illegal.

Alcohol and Drug Education

Please see the Student Handbook section related to this topic at: Student Wellness Services, Office of Wellness Education. The Student Handbook can be accessed by clicking on the link [Student Handbook](#), or by navigating to the Division of Student Affairs website and clicking the link on the left menu for “Student Handbook”. You may also view CCSU’s Drug Free Schools Act Biennial Report at this link: [DFSCA Report](#).

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. Other restricted items include toy guns known as Orbeez and splat guns.

Monitoring of Off-Campus Student Organizations

CCSU does not have any student organizations with off-campus locations to monitor.

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. A student does NOT need to be missing for 24 hours before beginning efforts to locate the individual. CCSU Police will also work with Residence Life staff members when the missing person is a resident student.

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 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 can alert students about campus emergencies and 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 <https://www.ccsu.edu/> page and choosing “Student Pipeline.” On the Central Pipeline Students page, click on the WebCentral link. Log into 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

Sexual violence encompasses dating violence, domestic violence, sexual assault and stalking, and continues to be of great concern on campuses nationwide. CCSU wants you to know first and foremost that any form of sexual violence **is a crime**. The CCSU Police will vigorously investigate all reported sexual violence and will work closely with victims, victim 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 Dating Violence, Domestic Violence, Sexual Assault, or Stalking

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 contacting 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 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 120 hours of an assault in case you decide – now or later – to press charges. Victims/Survivors may seek medical attention and evidence collection without reporting to police at that time. 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, link a suspect to the crime, and may be helpful in obtaining a protective order. 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 pages 90-91 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 Office for Equity and Inclusion, Office of Student Rights and Responsibilities, and CCSU Police processes are separate. You have the right to file reports with all, one, or none of the systems. CCSU's Office of Victim Advocacy and Violence Prevention can provide information on options and can assist you with making reports.

CCSU Office for Victim Advocacy & Violence Prevention

860-832-3795

Willard DiLoreto Hall, Room D-305

Monday-Friday, 8 AM – 4 PM

Responsible Employees (also refer to pgs. 90-91)

- 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/Confidential Contacts (also refer to pgs. 90-91)

- 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; 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.
- Request 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.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police, or to pursue criminal charges.
- Report the incident to the Title IX Coordinator. Refer to the *CSCU Statement of Title IX Policy* on page 41 for complete information.

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 Misconduct Policy and Protocol unequivocally states that sexual assault is a violation of the Student Code of Conduct and 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. This applies to both students and 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 Rights and Responsibilities.
- Human Resources may impose sanctions against an employee based upon an investigation by that department, the Police Department, or the Office for Equity and Inclusion.

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 following pages, which is also located in the Student Handbook. Campus disciplinary procedures include provisions that allow both the complainant and the respondent 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.

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 regardless of whether the victim chooses to report to campus police or local law enforcement. Each 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.

Restraining and Protective Orders

The University cannot apply for restraining or protective orders on behalf of the victim. However, the Office of Victim Advocacy and Violence Prevention discusses with victims their right to apply for a restraining order or civil protection order, depending on which applies to the situation, and refers the individual to legal services in the event there may be legal implications if pursuing a criminal case. The individual is also provided with a State of Connecticut Superior Court pamphlet titled, “Restraining Orders: How to Apply for Relief from Abuse” and directed to the State of Connecticut Judicial Branch website regarding Civil Protection Orders (https://jud.ct.gov/forms/grouped/civil/civil_protect_order.htm).

Protective/Restraining Order Glossary (from https://jud.ct.gov/statistics/prot_restrain/)

- *Family Violence Protective Order (section 46b-38c of the Connecticut General Statutes) is an order that is issued at the time of arraignment during a criminal proceeding. Usually these orders are recommended by either the family relations office or in some cases the state's attorney's office. These orders are usually in effect from the date they are issued until the criminal case is sentenced and/or disposed of. In some cases, a protective order can be removed prior to the underlying case being settled.*
- *Standing Criminal Restraining Order (section 53a-40e of the Connecticut General Statutes) is an order that is issued usually at the end of a criminal case. These are lifetime orders and remain in effect until further order of the court. This order type is generally issued when it is a more severe criminal case.*
- *Restraining Order Application (section 46b-15 of the Connecticut General Statutes) is an application for a restraining order ex parte (immediate). It is given out at the clerk's office to people who come in for relief from abuse in family cases. A Judge reviews the application and affidavit and decides whether or not to issue a restraining order relief from abuse. If one is issued, the application is then updated to an ex parte restraining order. The Judge can also deny the ex parte relief and issue an Order for Hearing and Notice Summons.*
- *Ex Parte Restraining Order (section 46b-15 of the Connecticut General Statutes) is an order issued by the family court when someone has completed the restraining order application. The Judge has reviewed the application and affidavit, and issues a temporary ex parte restraining order. A hearing date is scheduled, and the respondent must be notified. Generally speaking, this order is good for 14 days, or until the date of the hearing. (Hearings can be scheduled before the 14-day time limit).*
- *Restraining Order After Hearing (section 46b-15 of the Connecticut General Statutes) is issued after a hearing on an ex parte restraining order, or an Order for Hearing and Notice Summons. Again, this order type is issued out of the family court. Generally speaking, it is effective for 6 months from the date of the hearing. A*

victim/applicant can request that the restraining order after the hearing be extended when the 6 months is about to run out. They must file a motion to extend and the respondent must again get notice.

The University Police Department will keep protective and restraining orders on file in accordance with State regulations. Any victim/survivor of sexual assault, dating violence, domestic violence, or stalking is strongly encouraged to contact the University Police Department to verify that they have received from the court a copy of any protective or restraining order filed on their behalf. Additionally, victims/survivors are advised to report any violation of these orders to the University Police at (860) 832-2375 or 911 if an emergency. The University may also issue a persona non grata (PNG) if deemed appropriate. Persona Non Grata means a person who has exhibited behavior which has been deemed detrimental to the university community and thus is no longer permitted to frequent or be present in any university locations or specific locations as set forth in the notice.

The Offices of Victim Advocacy and Violence Prevention, Equity and Inclusion, Student Rights and Responsibilities, and Division of Student Affairs will work together with victims/survivors to help ensure their safety, work, and academic status are protected, pending the outcome of any formal university investigation. Financial aid at CCSU consists of federal and state funds that are used to assist our students with their educational costs. These funds can be used to assist our students with housing and/or food insecurities if they are Title IV eligible.

The University will also make every effort to protect the victim's personal identifiable information (PII) and share only with persons who have a specific need to know such as University Police who may be investigating the complaint. Any accommodations or protective measures would be kept confidential as well.

Sex Offender Notification

The Campus Sex Crimes Prevention Act requires institutions to inform members of the campus community of how 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:

https://www.communitynotification.com/cap_office_disclaimer.php?office=54567

To report an incident at Central Connecticut State University

Office for Equity and Inclusion (All complaints)

Title IX Coordinator
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06053
Davidson Hall, Rm. 119
860-832-1653

Office of Student Rights and Responsibilities (Complaints against students) Student Affairs' Office of Student Rights and Responsibilities is responsible for the administration of the non-academic misconduct portion of the Student Code of Conduct as detailed in the Student Handbook. This responsibility includes the investigation of allegations of student misconduct that violates University policy and taking appropriate administrative action. If required, the accuser and the accused will be afforded due process rights.

Director, Student Rights and Responsibilities
Mid Campus Residence Hall, Rm. 118
860-832-1667

osrr@ccsu.edu

University Police (All criminal complaints) The CCSU Police have a responsibility to uphold and enforce the law even if the victim does not want to make a complaint and/or participate in the process. As a result, once a report is made to the police, they have a duty to investigate the matter to the extent possible. This does not mean that a victim will be forced to participate in either a police investigation or a criminal prosecution. In addition, the CCSU Police will notify appropriate campus officials such as the Division of Student Affairs, the Human Resources Department and the Office for Equity and Inclusion.

CCSU Police Department
1500 East Street
New Britain, CT 06053
860-832-2375

Click "Anonymous Crime Report" from: <https://www.ccsu.edu/police>

Human Resources (Complaints against employees)

Chief Human Resources Officer
Davidson Hall, Rm. 201
860-832-1752

HumanResources-1@mail.ccsu.edu

Division of Student Affairs (Complaints against students)

Vice President for Student Affairs
Davidson Hall, Rm. 103
860-832-1605

student_affairs@ccsu.edu

If you want to speak with someone at CCSU

Office of Victim Advocacy & Violence Prevention Specialist

Victim Advocacy and Violence Prevention Specialist
Willard DiLoreto Hall, Rm. D-305
860-832-3795

Women's Center

Coordinator
Student Center, Rm. 215
860-832-1655

Counseling and Wellness Center (Confidential)

Willard DiLoreto Hall, W-101
Appointment Line: 860-832-1926
General Inquiries: 860-832-1927

If you want to speak with a Community Partner

YWCA Sexual Assault Crisis Services (Confidential)—888-999-5545 (English); 888-568-8332 (Español) (Both numbers are 24-hour hotlines)

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 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 and Central Office
450 Columbus Boulevard, Suite 2
Hartford, CT 06103
Tel: (860) 566-7710

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

Southwest Regional Office
350 Fairfield Avenue, 6th Floor
Bridgeport, CT 06604
(203) 579-6246

West Central Regional Office
Rowland 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 three hundred (300) days after the alleged act of employment discrimination occurred.

2. The Equal Employment Opportunity Commission (Employees)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800) 669-4000

Complaints should be filed with the Equal Employment Opportunity 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.

3. State of Connecticut: Employee Grievance Procedure

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

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

Boston Office
Office for Civil Rights
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-0111
Tel: (617) 289-0111
Email: OCR.Boston@ed.gov

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, but dating violence is addressed and covered under the law for “domestic” or “family” violence outlined below.
- “Domestic violence” is referred to as “Family violence” and defined in Section [46b-38a](#) of the General Statutes of Connecticut as follows, “means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members.” Verbal abuse or argument does not constitute family violence unless there is present danger and the likelihood that physical violence will occur. “Family or household member” means any of the following persons, regardless of the age of such person: (a) spouses or former spouses; (b) parents of their children; (c) persons related by blood or marriage; (d) persons other than those persons described in subparagraph (c) of this subdivision presently residing together or who have resided together; (e) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (f) persons in, or have recently been in, a dating relationship.”
 - 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-64aa](#), [53a-64bb](#), [53a-64cc](#), [53a-70](#), [53a-70a](#), [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, the University 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 for Equity and Inclusion, Residence Life, Student Activities and Leadership Development, Office of New Student Programs, 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 in Willard DiLoreto Hall, Room D-305 and can be contacted at 860-832-3795.

LiveSafe is a trusted and experienced leading 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 texts, calls, photos, and videos; scalable mass notifications; relevant safety resources and peer-to-peer safety tools. Users can send texts, 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.

Programs

Orientation Programs

During the Orientation program, students were required to attend "Sex Signals", a two-hour program facilitated by trained professionals from Catharsis Productions. Sex Signals has become one of the most popular sexual assault prevention programs on college campuses through its unorthodox, humor-facilitated and inclusive approach to examining out culture, sex, and prevention strategies like bystander intervention. A two-person team of highly trained educators takes the audience on an interactive, relevant and often hilarious exploration of the cultural messaging we receive about gender, sexuality, sexual health and intimate relationships. It examines what roles culture and privilege play in justifying unhealthy and dangerous beliefs about what is acceptable social and sexual behavior. The Office for Equity and Inclusion's staff was present to serve as a support for those attending the program as well.

Cultural Programming & Training

Title IX Training is mandatory for all CCSU faculty, staff, and students and occurs on a yearly basis. New employee orientation also occurs each Fall and Spring. These orientation programs inform new employees and students of the institution's policy prohibiting the crimes of dating violence, domestic violence, sexual assault, and stalking. Specifically, Title IX training includes Sexual Harassment Prevention and Sexual Assault and Interpersonal Violence and Stalking Awareness. The sessions provide real life examples and allow participants to work through case examples and scenarios. Employees may complete Title IX training on-line or in-person. Students complete Title IX training on-line. The training helps employees and students:

- Understand Title IX updates and best practices;
- Better understand Title IX and other laws that prohibit sexual harassment and gender-based violence;
- Define sexual harassment, sexual assault, interpersonal violence, & stalking;
- Recognize specific behaviors that constitute sexual harassment, sexual assault, interpersonal violence, & stalking;
- Deal with a case in your office, area, or department;
- Recognize and handle retaliation;
- Apply CCSU's policy to sexual harassment and Title IX cases;
- Understand and fulfill your responsibilities; and
- Use remedies and procedures available through the University

Put the Nail In It Campaign

The #PuttheNailInIt campaign was facilitated in the fall of 2022 by the Office of Victim Advocacy. It is a project dedicated to bringing awareness to prevalence of domestic violence victims. Created by the brand Safe Horizon, its mission is to provide support, prevent violence and promote justice for victims of domestic violence. In this campaign, students

would take a vow promising to take their part in ending domestic violence and not staying silent. There were several tablings in the student center throughout the fall of 2022 in which the CCSU community members signed a pledge and/or painted one of their fingernails purple, to show their support for victims of domestic violence.

The Clothesline Project

Organized by The Office of Victim Advocacy at Central Connecticut State University in the Spring of 2023. The Clothesline Project is a visual display that bears witness to the violence against women. During the public display, a clothesline is hung with shirts. Each shirt is decorated to represent a particular woman's experience, by the survivor herself or by someone who cares about her. This project is done to help with the healing process for people who have lost a loved one or are survivors of this violence; to educate, document and raise society's awareness of the extent of the problem of violence against women; and to provide a nationwide network of support, encouragement and information for other communities starting their own Clothesline Project. The OVA worked with teams, classes and the CCSU community at large to decorate shirts which were later displayed at a full day event in Willard-DiLoreto Hall.

Denim Day

Denim Day activities were facilitated by the Office of Victim Advocacy in the Spring of 2022 and 2023. This campaign began after a ruling by the Italian Supreme Court where a rape conviction was overturned because the justices felt that since the victim was wearing tight jeans she must have helped the person who raped her remove her jeans, thereby implying consent. The following day, the women in the Italian Parliament came to work wearing jeans in solidarity with the victim. Denim Day is now recognized worldwide and CCSU OVA organized for the community to wear jeans to stand in solidarity with rape victims. There were tablings held as well to raise awareness regarding this campaign.

Other Helpful Links

www.knowyourix.org

Provides information on Title IX and student rights. Created by and for students.

<https://www.ccsu.edu/OEI>

Links to CCSU Title IX policies and procedures and staff contact information.

<https://www.ccsu.edu/studentrights>

Links to the CCSU Student Code of Conduct

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 and campus security authorities that occurred within all defined Clery geographic areas. This includes the CCSU campus, residence halls, non-campus, and campus property. Crimes occurring on the streets immediately adjacent to CCSU such as Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, and East Street are included as well as any occurrences at our building located on 185 Main Street, New Britain. Data is also provided by New Britain and Newington Police Departments. 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.

Pursuant to Public Act 21-184 *An Act Requiring the Reporting of Accidents that Resulted in Serious Physical Injuries or Death at Institutions of Higher Education*, effective July 1, 2021, we have included statistics noting the crime rate in relation to Central Connecticut State University's population as well as the number of any accidents which may have occurred and resulted in serious injury or death in the immediately preceding calendar year.

Definitions of Clery Reportable Crimes

Crime definitions from the *Summary Reporting System (SRS) User Manual* from the FBI's UCR Program, as required by the Clery Act.

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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Criminal Homicide - Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide – Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

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

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.

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crime definitions from the *National Incident-Based Reporting System (NIBRS) User Manual* from the FBI's UCR Program, as required by the Clery Act.

Sexual Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- b) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- c) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Crime definitions from the *Hate Crime Data Collection Guidelines and Training Manual* from the FBI's UCR Program, as required by the Clery Act. *The UCR Program defines hate crime as a committed criminal offense that is motivated, in whole or in part, by the offender's bias(es) against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity. For UCR Program purposes, even if the offenders are mistaken in their perception the victim was a member of a certain group, the offense is still a bias crime because the offender was motivated by bias.*

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Intimidation: To unlawfully place another person in reasonable fear of harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.

Larceny-Theft (except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Definitions of Other Terms

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.

Non-campus Building or Property: (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution, or (ii) 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.

On-Campus Property: (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Serious physical injury (as defined in CGS 53a-3): Means physical injury which creates a substantial risk of death, or which causes serious disfigurement, serious impairment of health or serious loss or impairment of the function of any bodily organ.

Unfounded: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

During 2022, CCSU reported 7,775 FTE students and 1,042 FTE employees for a total of 8,817. Of that figure, 1,996 students and employees resided in campus housing over the course of the calendar year. There were no reports of accidents during 2022 resulting in serious injury or death. The crime rate shown in the table below is “equal to the number of incidents reported divided by the total number of full-time equivalent students and employees” per Public Act 21-184.

| OFFENSE Clery Reportable Crimes | 2022 | |
|--------------------------------------|--------------------|---------------|
| | FTE = | 8817 |
| | CRIMES REPORTED | CRIME RATE |
| MURDER/NON-NEGLIGENT MANSLAUGHTER | 0 | 0.00% |
| MANSLAUGHTER BY NEGLIGENCE | 0 | 0.00% |
| RAPE | 8 | 0.09% |
| FONDLING | 3 | 0.03% |
| INCEST | 0 | 0.00% |
| STATUTORY RAPE | 0 | 0.00% |
| ROBBERY | 0 | 0.00% |
| AGGRAVATED ASSAULT | 2 | 0.02% |
| BURGLARY | 0 | 0.00% |
| MOTOR VEHICLE THEFT | 0 | 0.00% |
| ARSON | 0 | 0.00% |
| ACCIDENTS: SERIOUS INJURY | 0 | 0.00% |
| ACCIDENTS: DEATH | 0 | 0.00% |
| DOMESTIC VIOLENCE | 4 | 0.05% |
| DATING VIOLENCE | 0 | 0.00% |
| STALKING | 1 | 0.01% |
| DRUG LAW VIOLATIONS | 1 | 0.01% |
| LIQUOR LAW VIOLATIONS | 1 | 0.01% |
| WEAPONS LAW VIOLATIONS | 0 | 0.00% |

Crime rate = number of incidents reported divided by the total number of FTE students and FTE employees per Public Act 21-184

| OFFENSE Clery Reportable Crimes | YEAR | GEOGRAPHIC LOCATION | | | | UNFOUNDED |
|---|------|-----------------------|--|----------------------------|--------------------|-----------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES* | NON- CAMPUS PROPERTY | PUBLIC PROPERTY | |
| MURDER/NON-NEGLIGENT MANSLAUGHTER | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| MANSLAUGHTER BY NEGLIGENCE | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| RAPE | 2022 | 8 | 8 | 0 | 0 | 0 |
| | 2021 | 5 | 4 | 0 | 0 | 0 |
| | 2020 | 4 | 4 | 0 | 0 | 0 |
| FONDLING | 2022 | 3 | 1 | 0 | 0 | 0 |
| | 2021 | 3 | 3 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| INCEST | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| STATUTORY RAPE | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 1 | 1 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| ROBBERY | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 1 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2022 | 2 | 1 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 1** | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| BURGLARY | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 1 | 0 | 0 | 0 | 0 |
| | 2020 | 1 | 0 | 0 | 3** | 0 |
| ARSON | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| *The Student Housing figure is a subset of the On-Campus total. | | | | | | |
| **New Britain Police Department | | | | | | |

Hate Crime Offenses

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes include: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property and are further broken down by the nature of the bias; which include, race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. Hate crimes occurring on-campus, in residential facilities, on non-campus buildings or property, and on public property to include Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, and East Street would be included in the report.

| Clery Reportable Hate Crime Offenses | | | |
|---|---------------------|--------------|----------------|
| Bias | Number of Incidents | Crime Type | Location |
| 2022 | | | |
| Race | 0 | N/A | N/A |
| Religion | 0 | N/A | N/A |
| Sexual Orientation | 1 | Intimidation | Residence Hall |
| Gender | 0 | N/A | N/A |
| Gender Identity | 0 | N/A | N/A |
| Ethnicity | 0 | N/A | N/A |
| National Origin | 0 | N/A | N/A |
| Disability | 0 | N/A | N/A |
| 2021 | | | |
| Race | 0 | N/A | N/A |
| Religion | 0 | N/A | N/A |
| Sexual Orientation | 0 | N/A | N/A |
| Gender | 0 | N/A | N/A |
| Gender Identity | 0 | N/A | N/A |
| Ethnicity | 0 | N/A | N/A |
| National Origin | 0 | N/A | N/A |
| Disability | 0 | N/A | N/A |
| 2020 | | | |
| Race | 0 | N/A | N/A |
| Religion | 0 | N/A | N/A |
| Sexual Orientation | 0 | N/A | N/A |
| Gender | 0 | N/A | N/A |
| Gender Identity | 0 | N/A | N/A |
| Ethnicity | 0 | N/A | N/A |
| National Origin | 0 | N/A | N/A |
| Disability | 0 | N/A | N/A |

Violence Against Women Act (VAWA)

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. The 2022 reauthorization of VAWA extended current grant programs through 2027 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.

VAWA Definitions

The definitions listed below are for the purposes of complying with the requirements of CFR § 668.46 and CFR § 668.41. Any incident meeting these definitions are considered crimes for the purposes of Clery Act reporting.

- **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. (i) The existence of such a relationship shall be determined 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. (ii) For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence:** (i) A felony or misdemeanor crime of violence committed— (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) 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 (E) 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.
- **Stalking:** (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition — (A) *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; (B) *Reasonable persons* means a reasonable person under similar circumstances and with similar identities to the victim; (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.



| OFFENSE Violence Against Women Act Violations (VAWA) | YEAR | GEOGRAPHIC LOCATION | | | | UNFOUNDED |
|---|------|---------------------------|--|----------------------------|--------------------|-----------|
| | | ON- CAMPUS PROPERTY | ON- CAMPUS STUDENT HOUSING FACILITIES* | NON- CAMPUS PROPERTY | PUBLIC PROPERTY | |
| DOMESTIC VIOLENCE | 2022 | 4 | 3 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| DATING VIOLENCE | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 2 | 1 | 0 | 1 | 0 |
| | 2020 | 2 | 2 | 0 | 0 | 0 |
| STALKING | 2022 | 1 | 0 | 0 | 0 | 0 |
| | 2021 | 3 | 2 | 0 | 0 | 1 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |

*The Student Housing figure is a subset of the On-Campus total.



Arrests and Disciplinary Action for Weapon, Drug and Liquor Violations

| ARRESTS | YEAR | GEOGRAPHIC LOCATION | | | | UNFOUNDED |
|---|------|---------------------|---------------------------------------|---------------------|-----------------|-----------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES* | NON-CAMPUS PROPERTY | PUBLIC PROPERTY | |
| WEAPONS: Carrying, Possessing, etc. | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 1 |
| DRUG LAW VIOLATION | 2022 | 0 | 0 | 0 | 1 | 0 |
| | 2021 | 0 | 0 | 0 | 1 | 0 |
| | 2020 | 0 | 0 | 0 | 1*** | 0 |
| LIQUOR LAW VIOLATION | 2022 | 1 | 1 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 3 | 3 | 0 | 0 | 0 |
| | | | | | | |
| DISCIPLINARY ACTION | YEAR | GEOGRAPHIC LOCATION | | | | UNFOUNDED |
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES* | NON-CAMPUS PROPERTY | PUBLIC PROPERTY | |
| WEAPONS: Carrying, Possessing, etc. | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 | 0 |
| DRUG LAW VIOLATION | 2022 | 5 | 5 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 | 0 |
| | 2020 | 6 | 5 | 0 | 0 | 0 |
| LIQUOR LAW VIOLATION | 2022 | 66 | 66 | 0 | 0 | 0 |
| | 2021 | 31 | 31 | 0 | 0 | 0 |
| | 2020 | 49 | 48 | 0 | 0 | 0 |
| | | | | | | |
| *The Student Housing figure is a subset of the On-Campus total. | | | | | | |
| **New Britain Police Department | | | | | | |
| ***Newington Police Department | | | | | | |

University Policies

CSCU Sexual Misconduct Reporting, Supportive Measures 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. (CCSU Student Code of Conduct, Part B)

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 ensuring 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, including, sexual harassment, sexual assault, intimate partner violence and stalking. 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 students, parents, bystanders, and employees to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking, and intimate partner violence. Title IX Coordinators will promptly address these matters and treat all parties equitably. In accordance with federal law Respondents will be presumed not responsible and receive no punitive treatment unless and until found responsible after due process. All BOR governed colleges and universities will provide complainants and respondents with supportive measures, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals, and general information regarding sexual misconduct.

All CSCU employees and support persons will make any limits of confidentiality clear before any disclosure of facts takes

place. Other than confidential resources as defined below and employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all CSCU employees are required to immediately communicate to the institution's Title IX Coordinator any disclosure or 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

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

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 means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the institution investigate the allegation of sexual harassment. At the time of filing the formal complaint, the complainant must be participating in or attempting to participate in an education program or activity of 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.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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
- 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 without the consent (as defined herein) of the other person or when that person is not capable of giving such consents.

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 of 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 complainant'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.

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, assisted, or participated in any manner in an investigation. No institution or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report of complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to a report or complaint related to sex discrimination.

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 complainant and respondent 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. 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 complainant or respondent 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 complainant 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 complainants and respondents 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 members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of either the complainant or respondent 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 complainant. 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 12 hours to their immediate supervisor and to the Department of Children and Families.

Rights of Parties

Complaints and respondents will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. Complainants and respondents shall be offered non-disciplinary, non-punitive individualized services as appropriate and available that are designed to restore or preserve equal access to the institution's education program or activity without unreasonably burdening the other party, which may include measures designed to protect the safety of all parties or the institution's educational environment or deter sexual harassment.

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.
- Information regarding 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.

Right to Notify Law Enforcement & Seek Protective and Other Orders

Complainants and respondents 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.

The institution will also honor 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.

Options for Changing Academic, Housing, Transportation, and Working Arrangements

College and university Title IX Coordinators will provide supportive measures to complainants and respondents. These supportive measures may include, but are not limited to, reasonably available options for changing academic situations, including but not limited to extensions of deadlines or other course related adjustments, modifications of work or class schedules, campus transportation and escort services, mutual restrictions on contact between parties, leaves of absence, increased security and monitoring, and housing or working situations.

Support Services Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report of sexual misconduct, the Title IX Coordinator shall immediately provide all parties 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, without fee. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

Sexual Misconduct Investigation and Procedures

All complaints of sexual misconduct will be reviewed by the college or university Title IX Coordinator who will determine supportive measures and whether the complaint falls within the scope of Title IX. If the institution's Title IX Coordinator determines that the alleged harassment is

- 1) so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or,
- 2) implicates an employee of the institution, alleging that the employee conditioned a provision of an aid, benefit, or service upon the complainant's participation in unwelcome sexual conduct; or,

- 3) alleges "Sexual assault" as defined, in 20 U.S.C. 1092(f)(6)(A)(v)¹ "dating violence" as defined in 34 U.S.C. 12291(a)(10)² "domestic violence" as defined in 34 U.S.C. 12291(a)(8)³, or "stalking" as defined in 34 U.S.C. 12291(a)(30)⁴ as defined in 34 U.S.C. 12291(a)(3)⁵

and

- 4) the alleged harassment occurred within the United States on property owned or controlled by the institution or any building owned or controlled by a student organization officially recognized by the institution; and
- 5) at the time of the filing the Complainant was participating or attempting to participate in the educational program or activity;

The Title IX coordinator will initiate the Title IX Process which shall be applicable to students, faculty and staff. The Title IX Process and Procedures are available online and through the Office of the Title IX Coordinator.

If the institution's Title IX Coordinator determines that the alleged harassment does not meet the factors above but the alleged misconduct violates BOR Policy, the following procedures apply:

- Each party 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 assault, stalking and dating, domestic, or intimate partner violence and shall use the preponderance of the evidence (more likely than not) standard in accordance with State law in making a determination concerning sexual assault, stalking, or domestic/dating/intimate partner violence.
- Both the complainant and respondent 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 party shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

¹20 U.S.C. 1092(f)(G)(A)(v), The term "sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

²34 U.S.C. 12291(a)(10) The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

³ 34 U.S.C. 12291(a)(8) The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

⁴34 U.S.C. 12291(a)(30) (30) The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

⁵ 34 U.S.C. 12291(a)(30) (30) The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

- Both parties 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 respondent the violation committed, if any, and any sanction imposed upon the respondent. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The complainant 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 respondent; however, in such cases, if a review by any complainant is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. Both the complainant and respondent 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.

If the institution's Title IX Coordinator determines that the allegations do not constitute a violation of either Title IX or Board policy and can make no finding of responsibility, complainant and respondent shall be notified that the matter shall be closed.

Employee sexual misconduct not subject to Title IX is subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

Review and Audit

The Title IX Coordinator will report to the President of the institution all findings on reported sexual misconduct matters. The Title IX Coordinator shall include within its annual Connecticut General Statute 10a-55m Sexual Misconduct Report a separate report specifically disclosing the number of complaints, the subject matter of each complaint, and the final outcome of each case processed under Title IX. At a joint meeting of the Human Resources and Administration Committee and the Academic and Student Affairs Committee, the CSCU Title IX Coordinator will report annually on CSCU data of complaints and outcomes of sexual misconduct matters reviewed under Title IX, BOR policies, and other applicable state statutes.

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, handbook, and catalogue. 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, 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. This includes but is not limited to the name, office address, email address, and telephone number of the Title IX Coordinators.

Approved by Board of Regents 1/15/2015 revised 6/16/2016, 7/29/2020

CSCU Statement of Title IX Policy

Consistent with Title IX of the Education Amendments of 1972 (“Title IX”)ⁱ, the Connecticut State Colleges and Universities (CSCU) does not and will not discriminate against students, faculty or staff based upon sex in any of its programs or activities, including but not limited to education programs, employment or admission. Further, retaliation against any person who made a complaint, testified, assisted, participated or refused to participate in a Title IX process will not be tolerated.

The Board of Regents for Higher Education (BOR) is committed to ensuring that each member of the CSCU 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 discrimination, including, sexual harassment, sexual assault, dating violence, and stalking. It is the intent of the BOR that each college and university provide safety, privacy, and support.

The BOR strongly encourages students, parents, bystanders, and employees to alert Title IX Coordinators to sexual discrimination, including sexual harassment. Title IX Coordinators will promptly address these matters and treat all parties equitably. In accordance with federal law, those accused of engaging in prohibited conduct will be presumed not responsible and receive no punitive treatment unless and until found responsible after due process. All BOR governed colleges and universities will provide complainants and the respondents with supportive measures, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals, and other relevant information.

Under Title IX, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioned in the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program, or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v)ⁱⁱ, “dating violence” as defined in 34 U.S.C. 12291(a)(10)ⁱⁱⁱ, “domestic violence” as defined in 34 U.S.C. 12291(a)(8)^{iv}, or “stalking” as defined in 34 U.S.C. 12291(a)(30).^v

ⁱ Title IX states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

ⁱⁱ 20 U.S.C. 1092(f)(6)(A)(v), The term “[sexual assault](#)” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

ⁱⁱⁱ 34 U.S.C. 12291(a)(10) The term “[dating violence](#)” means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

^{iv} 34 U.S.C. 12291(a)(8) The term “[domestic violence](#)” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or [youth](#) victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

^v 34 U.S.C. 12291(a)(30) The term “[stalking](#)” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

If the institution’s Title IX Coordinator determines that the alleged harassment meets the above definition of sexual harassment, as well as occurred within the United States on property owned or controlled by the institution or any building owned or controlled by a student organization officially recognized by the institution, and at the time of the filing the complainant was participating or attempting to participate in an educational program or activity at the particular College or University, the Title IX coordinator will initiate a Title IX process. If the Title IX Coordinator

determines that the alleged harassment does not meet the above factors, but the alleged misconduct violates BOR policy the Title IX Coordinator will comply with the BOR Sexual Misconduct Reporting, Supportive Measures, and Processes Policy. If the institution's Title IX Coordinator determines that the allegations do not constitute a violation of either Title IX or Board policy and can make no finding of responsibility, complainant and respondent will be notified that the matter will be closed.

Sexual harassment will not be tolerated.

Any inquiries about this policy should be directed to the Title IX Coordinator

07/29/2020

CSCU Statement of Title IX Grievance Procedures for Addressing Formal Complaints of Sexual Harassment September 23, 2020, Updated 9/17/2021, Updated 8/23/2022

1. Introduction

What is the purpose of the Title IX Grievance Procedures?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, the Connecticut State Colleges and Universities ("CSCU") will implement the following Title IX Grievance Procedures (referenced herein as "policy" or "grievance procedure"), effective August 14, 2020.

How does the Title IX Grievance Procedures impact other campus disciplinary policies?

In recent years, "Title IX" cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, CSCU must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. Incidents falling within the Final Rule's definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Procedures defined below.

CSCU and Central CT State University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our institutions have a

- **Student Code of Conduct** ("Code of Conduct") that defines certain behavior as a violation of campus policy, and
- **Sexual Misconduct Reporting, Supportive Measures and Processes Policy** ("Sexual Misconduct Policy") that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

To the extent that alleged misconduct falls outside the Title IX Grievance Procedures, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Code of Conduct and Sexual Misconduct Policy through a separate grievance proceeding.

<https://www.ct.edu/files/pdfs/5.2%20SexualMisconductReportingSuppMeasuresProcesses.pdf>.

Sanctions applicable to both Title IX and Sexual Misconduct violations are found in the Student Code of Conduct or through the applicable employee agreement.

The elements established in the Title IX Grievance Procedures under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Procedure. This Grievance Procedure does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other or process.

How does the Title IX Grievance Procedures impact the handling of complaints?

Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full throughout Section 2.

2. The Title IX Grievance Procedures

General Rules of Application

Effective Date

This Title IX Grievance Procedures will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the Title IX Grievance Procedures if a case is not complete by that date.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this grievance procedures or the invalidated elements of Title IX policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Procedures be revoked in this manner, any conduct covered under the Title IX Grievance Procedures shall be investigated and adjudicated under the existing Code of Conduct/ Sexual Misconduct Policy.

Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

Definitions

Covered Sexual Harassment

For the purposes of this Title IX Grievance Procedures, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person,

without the consent of the victim including instances where the victim is incapable of giving consent;

4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Connecticut domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Connecticut.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Sexual Misconduct Policy.

Consent

For the purposes of this Title IX Grievance Procedures, “consent” refers to “affirmative consent”. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

Education Program or Activity

For the purposes of this Title IX Grievance Procedures, a Central CT State University “education program or activity” includes:

- Any on-campus premises
- Any off-campus premises that the Central CT State University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the Central CT State University’s programs and activities over which the Central CT State University has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Procedures, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Central CT State University’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Procedures to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Procedures, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Respondent

For the purposes of this Title IX Grievance Procedures, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

School Calendar Days

For the purposes of this Title IX Grievance Procedures, “school calendar days” means the weekdays (Mondays through Fridays) when Central CT State University when classes are in session.

Privacy vs. Confidentiality

Consistent with the Sexual Misconduct Policy, references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean Central CT State University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. Central CT State University will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Disability Accommodations

This Grievance Procedure does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

Making a Report Regarding Covered Sexual Harassment to the Institution

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinator:

Name: Dr. Jill Bassett-Cameron
 Title: Senior Equity & Inclusion Officer/Title IX Coordinator
 Office Address: 1615 Stanley St. New Britain CT 06050
 Email Address: jbassett-cameron@ccsu.edu
 Telephone Number: 860-832-1653

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Confidential Reporting

The following Officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or designee

The following Officials may provide confidentiality:

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, on campus counseling where available, and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center.

- CCSU Counseling and Wellness
- Any employee not otherwise designed as a mandatory reporter

Non-Investigatory Measures Available Under the Title IX Grievance Procedures

Supportive Measures

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from Central CT State University regardless of whether they desire to file a complaint.

As appropriate, supportive measures may include, but not be limited to:

- Counseling
 - extensions of deadlines or other course-related adjustments
 - modifications of work or class schedules
 - campus escort services
 - restrictions on contact between the parties (no contact orders)
 - changes in work or housing locations
 - leaves of absence
 - increased security and monitoring of certain areas of the campus
- Supportive measures are non-disciplinary and non-punitive.

Emergency Removal

Central CT State University retains the authority to remove a respondent from Central CT State University's program or activity on an emergency basis, where Central CT State University (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If Central CT State University determines such removal is necessary, the respondent will be provided notice and an opportunity pursuant to the Code of Conduct to challenge the decision immediately following the removal.

Administrative Leave

Central CT State University retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with collective bargaining agreements and human resource policies.

The Title IX Grievance Process

Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) school calendar days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Grievance Procedure if they are currently participating in, or attempting to participate in, the education programs or activities of Central CT State University, including as an employee. For complainants who do not meet this criteria, the College will utilize existing policy in the Code of Conduct <https://www.ct.edu/files/pdfs/2.1%20StudentCodeofConduct.pdf> and/or Sexual Misconduct Policy <https://www.ct.edu/files/pdfs/5.2%20SexualMisconductReportingSuppMeasuresProcesses.pdf>.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. Central CT State University will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Grievance Procedure.

Nothing in the Title IX Grievance Policy or Code of Conduct prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

Informal Resolution

A complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. All Parties to a Formal Complaint must agree to enter the Informal Resolution Process through an informed written consent.

Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction

The Title IX Coordinator will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Central CT State University's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, Central CT State University will investigate the allegations according to the Grievance Process.

Allegations Potentially Falling Under Two Policies:

If the alleged conduct would constitute a Title IX sexual harassment policy violation as well as a violation of the Sexual Misconduct Policy, the Title IX Grievance Process will be applied to investigation and adjudication for the conduct. However, any conduct that is unrelated to the Title IX Policy or Sexual Misconduct Policy within the allegation or discovered during a Title IX investigation, will be adjudicated in accordance with the Student Code of Conduct or employee agreement, as applicable.

Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Procedures. Each party may appeal this dismissal using the procedure outlined in “Appeals,” below.

Discretionary Dismissal

The Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Procedures, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by {the institution}; or,
- If specific circumstances prevent {the institution} from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals,” below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, Central CT State University retains discretion to utilize the Code of Conduct and/or the Sexual Misconduct Policy to determine if a violation of the Code of Conduct and/or the Sexual Misconduct Policy} has occurred. If so, Central CT State University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution’s Title IX Grievance Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment and the policy

violated; and the date and location of the alleged incident, if known.

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi);
- A statement that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Ongoing Notice

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Procedures, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice

Central CT State University will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

The Central CT State University has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of Central CT State University.

Central CT State University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

Central CT State University's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Grievance Procedure, and Central CT State University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. Central CT State University will not be obligated to delay a meeting or hearing under this process more than five (5) school calendar days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by Central CT State University.

Notice of Meetings and Interviews

Central CT State University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) school calendar days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Director of Student Conduct, or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator or designee shall have sole judgment to grant further pauses in the Process.

Investigation

General Rules of Investigations

An investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

Central CT State University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of Title IX has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from Central CT State University and does not indicate responsibility.

Central CT State University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. Central CT State University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format or a hard copy. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) school calendar days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report.

REQUESTS TO EXTEND INSPECTION AND REVIEW

The institution may provide the parties five (5) school calendar days after the initial inspection and review of evidence, and before the investigator completes their Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the parties five (5) school calendar days to inspect, review, and respond to the party's additional evidence through a written response to the investigator. Those written responses may be disclosed to the parties.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors agree not to photograph or otherwise copy the evidence and must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process.

Inclusion of Evidence Not Directly Related to the Allegations:

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

Investigative Report

The investigator designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence, and will provide that Report to the parties at least ten (10) school calendar days prior the hearing in an electronic format or a hard copy for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

Hearing

General Rules of Hearings

Central CT State University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing unless otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at college/university discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through remote video conferencing. This technology will enable participants simultaneously to see and hear each other. At its discretion, Central CT State University may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through either an audio recording, audiovisual recording or transcript. That recording or transcript will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.

Continuances or Granting Extensions

Central CT State University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, Central CT State University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Newly-discovered Evidence

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Hearing Official/Panel will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly-discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Hearing Official/Panel answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- Central CT State University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- The hearing body cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.

The Hearing Body

- The hearing body will consist of 3 decision-makers.
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.

- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.
- If neither a party nor their advisor appear at the hearing, Central CT State University will provide an advisor to appear on behalf of the non-appearing party.

Witnesses

- Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The hearing body will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- The hearing body will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after the hearing body conducts its initial round of questioning; During the Parties' cross-examination, the hearing body will have the authority to pause cross-examination at any time for the purposes of asking the hearing body's own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the hearing body. A Party's waiver of cross-examination does not eliminate the ability of the hearing body to use statements made by the Party.
- The hearing body is allowed to consider statements made by parties or witnesses that are otherwise permitted under the regulations, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility in a Title IX grievance process.

Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the hearing body will determine if the question is relevant. See Relevance Procedures. Cross-examination questions that are duplicative of those already asked, including by the hearing body may be deemed irrelevant if they have been asked and answered.

Review of Transcript/Recording

Either the recording or transcript of the hearing will be available for review by the parties unless there are any extenuating circumstances. The record/transcript of the hearing will not be provided to parties or advisors of choice.

Determination Regarding Responsibility

Standard of Proof

Central CT State University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Grievance Procedure. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Grievance Procedure occurred.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Hearing Body.

The hearing body shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that the hearing body allow parties to call "expert witnesses" for direct and cross examination. Central CT State University does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Central CT State University allow parties to call character witnesses to testify. Central CT State University does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that Central CT State University admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the hearing body may draw an adverse inference as to that party or witness' credibility.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the Title IX/ Sexual Misconduct Policy/Code of Conduct, if any, the respondent has or has not violated.
5. For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility;
 - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
 - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by Central CT State University within ten (10) school calendar days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within five (5) school calendar days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter;
- The severity of sanctions.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12 point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by an Appeals Officer, who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

Retaliation

Central CT State University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Procedures, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Procedures.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Procedures.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation may be filed according to the Board of Regents Title IX Statement of Policy and Board of Regents Sexual Misconduct Reporting, Supportive Measures and Processes Policy.

Sanctions

See the applicable employee policy/agreement or the Student Code of Conduct for applicable sanctions.

CSCU 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.

Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.

Prohibited Conduct

1. Sexual misconduct may include engaging in one of more 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; 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, Supportive Measures 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. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic, or other devices to make a photographic, audio, or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record consensual sexual activity without a partner's knowledge, or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

4. 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.

5. Harassment, which is defined as conduct which is abusive or which interferes with a person’s pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

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.
 - c. 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.
 - d. 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.

- e. 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 Complainant and the Respondent shall each have the following rights:

1. All complaints of sexual misconduct will be reviewed by the Title IX Coordinator who will determine supportive measures and whether the complaint falls within the scope of Title IX.
2. If the institution's Title IX Coordinator determines that the alleged harassment is
 - (1) so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or,
 - (2) implicates an employee of the institution, alleging that the employee conditioned a provision of an aid, benefit, or service upon the complainant's participation in unwelcome sexual conduct; or,
 - (3) alleges "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v)¹, "dating violence" as defined in 34 U.S.C. 12291(a)(10)² "domestic violence" as defined in 34 U.S.C. 12291(a)(8)³, or "stalking" as defined in 34 U.S.C. 12291(a)(30)⁴ as defined in 34 U.S.C. 12291(a)(30)⁵
and
 - (4) the alleged harassment occurred within the United States on property owned or controlled by the institution or any building owned or controlled by a student organization officially recognized by the institution; and
 - (5) at the time of the filing the Complainant was participating or attempting to participate in the educational program or activity;

¹20 U.S.C. 1092(f)(6)(A)(v), The term "sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

² 34 U.S.C. 12291(a)(10) The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

³ 34 U.S.C. 12291(a)(8) The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

⁴ 34 U.S.C. 12291(a)(30)(30) The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

⁵ 34 U.S.C. 12291(a)(30)(30) The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

The Title IX coordinator will initiate the Title IX Process.

The Title IX Process and Procedures are available online and through the Office of the Title IX Coordinator.

3. If the institution's Title IX Coordinator determines that the alleged harassment does not meet the factors in Section 2 above, but the alleged misconduct violates the Student Code of Conduct, the following procedures apply:
 - a. At any meeting or proceeding, both the Complainant and Respondent (Respondent means the person who has been reported to be the perpetrator of conduct violating the Student Code of Conduct) 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);
 - b. Both the Complainant and Respondent are entitled to request that disciplinary proceedings begin promptly;
 - c. 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 Complainant and Respondent the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) provide both the Complainant and Respondent with equal access to any information that will be used during meetings and hearings; (vi) invoke the standard of "affirmative consent"⁶ in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity; (vii) presume that the Respondent is not responsible until the conclusion of the process; and (viii) the hearing will be held live.
 - d. In accordance with the Family Educational Rights and Privacy Act (FERPA), Complainant and Respondent have the right to keep their identities confidential;
 - e. Complainants and Respondents shall be provided written notice of the decision of the Hearing Body simultaneously, 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 parties to sexual misconduct shall contain only the following: the name of the parties, the violation committed, if any, and any sanction imposed against the Respondent.
 - f. Both parties 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; however, if a request for review 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 be increased or decreased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the Complainant and Respondent 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.

⁶ The standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services, and Processes Policy and is incorporated herein by reference.

If the institution's Title IX Coordinator determines that the allegations do not constitute a violation of either Title IX or Board policy and can make no finding of responsibility, complainant and respondent will be notified that the matter will be closed.

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.
2. **Revocation of Admission and/or Degree**: Upon the recommendation of the Hearing Body, admission to or 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.
3. **Consequences of Failure to Comply with a Duly Assigned Sanction**: Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:
- a. Denial of access to certain university services, including, but not limited to housing and parking.
 - b. Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration, and room selection; and/or

- c. Withholding of the privilege of participation in university sponsored activities and/or public ceremonies, or formal disciplinary charges under II.B. hereof.

Approved by Board of Regents 3/13/2014; amended 4/17/2014, 1/15/15, 6/16/16, 7/29/2020 – BR 20-104

CCSU Employee Disciplinary Policies

Subsequent to an investigation by either the Office for Equity & Inclusion 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 in the individual collective bargaining agreements. Excerpts from each bargaining agreement follows.

CSU-AAUP Collective Bargaining Agreement

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 members 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 without 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 without 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. No evidence withheld from disclosure by the Administration 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.

[SUOAF-AFSCME Collective Bargaining Agreement](#)

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/her 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/her right to Union representation and shall acknowledge in writing that he/she 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/herself 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/she 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. Written charges shall be presented to the employee at least five (5) days before this meeting.

If the matter is not disposed of by mutual agreement at the meeting and the appropriate Management Official decides to impose discipline, he/she 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 37 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 38 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.

[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 parties 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, electronically 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 email a scanned copy to AFSCME Council 4 Staff Representative and/or Service Representative 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 party shall provide to the other, upon written 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.

[Protective Services/CT Police & Fire Union Contract NP-5](#)

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 2 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 5-240-5a 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 first service rating following the issuance of such reprimand shall remain in the file no later than conclusion of the next annual service rating period.

Section Nine. C.G.S. Section 5-240 and the regulations appurtenant thereto in effect on January 1, 2016 are hereby incorporated by reference.

[Engineering, Scientific, and Technical Contract P-4](#)

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(I) 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. Suspension.

- (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 personnel file.

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 predisciplinary and postdisciplinary procedure periods as described in Regulations 5-240-7a and 5-240-8a. The paid 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 to 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 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 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 5-240-5a 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.

(c) An employee who is not the subject of the disciplinary investigation may be questioned by management regarding their knowledge or understanding of the matter under investigation. Said employee may request to be accompanied by a Union Steward or other representative at any meeting with management for the purpose of this questioning. Said request shall not be unreasonably denied.

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

Institution Presidents are employees at will and may receive notice of non-continuation of their employment for any lawful reason without cause, explanation, or advance notice. Non-continuation is not discipline and is not subject to process, recourse, or appeal. Notice of non-continuation typically takes the form of a notice period providing a terminal date of employment. Institution Presidents may be noncontinued by the System President as their appointing authority, with the consent of the Chair and Vice Chair of the Board of Regents. The length of notice period for Institution Presidents will be the time period provided in their appointment letters/agreements. Institution Presidents are not entitled to progressive discipline. During the notice period the Institution President is expected to continue working professionally and satisfactorily for the CSCU System in a capacity and location as determined by the System President. An Institution President who has received a notice of non-continuation may be eligible to receive payment in lieu of work during the notice period if the Institution President executes a separation agreement and general release in a form acceptable to the System President. All other management and confidential professional employees are also employees at will and may receive notice of non-continuation of their employment for any lawful reason without cause, explanation, or advance notice from their appointing authority. Non-continuation is not discipline and is not subject to process, recourse, or appeal. Notice of non-continuation typically takes the form of a notice period providing a terminal date of employment. During the notice period, the Management/ Confidential professional employee is expected to continue working professionally and satisfactorily within the CSCU System in a capacity and location as determined by their appointing authority. A Management/ Confidential employee who has received a notice of non-continuation may be eligible to receive payment in lieu of work during the notice period if the employee executes a separation agreement and general release in a form acceptable to the CSCU System Office. Non-temporary employees hired on or after January 1, 2013, are eligible to receive three (3) months' notice, however, campus academic positions at the level of Manager 3 or management positions at the level of Executive 1 or higher may be eligible to receive up to twelve (12) months' notice as established in their initial appointment letters or approved by their appointing authority. Non-temporary 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).

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 is defined as any conduct for which an employee may be disciplined e.g. suspended, demoted, or dismissed and 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 either the System President or Institution President, as appropriate, and Chief Human Resources Officer, and the employee.

8.4 Suspension

An Institution President or System President, or their designee, may suspend an employee with or 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 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 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 System President may appoint a different hearing officer of his/her choosing.
- D.** 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.
- E.** 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.

8.6 Abandonment

Failure to perform assigned duties for five (5) consecutive working days without prior approval of the appointing authority is abandonment of one's appointment/position. The employee who has abandoned his/her position will then be separated from State service and be deemed to have resigned not in good standing.

8.7 Layoff

In the event of a reduction in the ranks of Management and/or Confidential Professional employees resulting from retrenchment, reorganization or fiscal exigency, the notice provisions for non-continuation in 8.1 shall apply.

8.8 Notice of Retirement or Resignation (08/21/14)

It is recommended that employees planning retirement provide three (3) months of notice and employees resigning provide at least four (4) weeks of notice when possible. Scheduling of the last day at work should be discussed with the employee's supervisor or other designated individual to work out the best arrangement for all concerned.

Annual Fire Safety Report

A log is kept in the office of the CCSU Fire Lieutenant 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 normal business hours between 8:00 a.m. and 4:00 p.m., Monday through Friday.

| Annual Fire Safety Report | | | | | |
|---------------------------|-------------|-----------------|--------------------|------------------|--------------------------|
| Residential Facilities | Total Fires | Cause of Fire | Number of Injuries | Number of Deaths | Value of Property Damage |
| 2022 | | | | | |
| Barrows Hall | 0 | N/A | N/A | N/A | N/A |
| Beecher Hall | 0 | N/A | N/A | N/A | N/A |
| Gallaudet Hall | 0 | N/A | N/A | N/A | N/A |
| James Hall | 0 | N/A | N/A | N/A | N/A |
| Mid Campus Hall | 0 | N/A | N/A | N/A | N/A |
| Sam May Hall | 0 | N/A | N/A | N/A | N/A |
| Seth North Hall | 0 | N/A | N/A | N/A | N/A |
| Sheridan Hall | 0 | N/A | N/A | N/A | N/A |
| Vance Hall | 0 | N/A | N/A | N/A | N/A |
| 2021 | | | | | |
| Barrows Hall | 0 | N/A | N/A | N/A | N/A |
| Beecher Hall | 1 | Misuse of stove | 0 | 0 | <\$100 |
| Gallaudet Hall | 0 | N/A | N/A | N/A | N/A |
| James Hall | 0 | N/A | N/A | N/A | N/A |
| Mid Campus Hall | 0 | N/A | N/A | N/A | N/A |
| Sam May Hall | 0 | N/A | N/A | N/A | N/A |
| Seth North Hall | 0 | N/A | N/A | N/A | N/A |
| Sheridan Hall | 0 | N/A | N/A | N/A | N/A |
| Vance Hall | 0 | N/A | N/A | N/A | N/A |
| 2020 | | | | | |
| Barrows Hall | 0 | N/A | N/A | N/A | N/A |
| Beecher Hall | 0 | N/A | N/A | N/A | N/A |
| Gallaudet Hall | 0 | N/A | N/A | N/A | N/A |
| James Hall | 0 | N/A | N/A | N/A | N/A |
| Mid Campus Hall | 0 | N/A | N/A | N/A | N/A |
| Sam May Hall | 0 | N/A | N/A | N/A | N/A |
| Seth North Hall | 0 | N/A | N/A | N/A | N/A |
| Sheridan Hall | 0 | N/A | N/A | N/A | N/A |
| Vance Hall | 0 | N/A | N/A | N/A | N/A |

| RESIDENT HALL FIRE SAFETY SYSTEMS | SMOKE DETECTION | RESIDENTIAL HALL SPRINKLERS | FIRE DRILLS CONDUCTED | FIRE SAFETY POLICIES |
|--|--|--|---|--|
| Barrows Hall 60 Paul Manafort Sr. Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Beecher Hall 30 DiLoreto Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Gallaudet Hall 75 Wells Street | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| James Hall 80 Paul Manafort Sr. Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Sam May Hall 85 Wells Street | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Seth North Hall 100 Paul Manafort Sr. Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Sheridan Hall 65 Wells Street | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Vance Hall 55 Wells Street | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Mid Campus 169 Ella T. Grasso Boulevard | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Coordinator, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |

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 Rights and Responsibilities. All students are responsible for reading and understanding the University's Student Code of Conduct section of the Student Handbook.

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' BlueChip 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 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 and elevators. Please refer to the following webpage for the designated smoking areas on campus: ccsu.edu/smokingpolicy. Use of e-cigarettes in any Residence Hall or elevator may be subject to a citation issued by University Police and referral to the Office of Student Rights and Responsibilities.

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)
- Firearms
- 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 manner 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 Fire Lieutenant, Terrence Ferrarotti, their residence 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 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.

CCSU is a designated Heart Safe Campus by the State of CT Department of Health.

Central Connecticut State University is committed to the safety and well-being of not only our faculty, staff, and students but to our campus visitors as well. We are a CT Department of Health designated Heart Safe Campus. CCSU has over 40 AEDs on Campus with 25 of the units designated as public access. AEDs are vital in providing an electrical shock to those in cardiac arrest. With bystander CPR, public access AEDs, campus medical first responders and transporting EMS units, this gives the best chance of survival to those suffering from a sudden cardiac event. In the event of an emergency please dial 911. For routine issues needing urgent attention please contact the CCSU Police Department at 860-832-2375. For more information on the Public Access AED Program please contact the CCSU Fire Lieutenant at fire@ccsu.edu or 860-832-2386.



Public Access Naloxone

Public Access Naloxone (Narcan) Boxes: CCSU remains committed to being a drug free workplace and community. Though in the event it is necessary to help reverse the effects of an opioid overdose, and in accordance with the State of CT General Statutes, CCSU has Public Access Naloxone (Narcan) Kits available in numerous sites throughout campus.

Student Wellness Services - Office of Wellness Education, Willard-DiLoreto, W101
Jonathan Pohl, Ph.D., Coordinator of Wellness Education
Contact Appointment Line (860) 832-1926

The Wellness Education's mission is to equip the CCSU community with resources and information that foster healthy lifestyles. We provide informative events for students on alcohol, tobacco, and suicide prevention, and workshops on topics such as transitioning to the college experience and managing medical issues. All activities are FREE.

In accordance with the State of Connecticut Department of Consumer Protection, Drug Control Division Naloxone at Institutions of Higher Education (Public Act 19-191 Section 7).

Designated contact to oversee Naloxone Program: Fire Lieutenant Terrence Ferrarotti, 860-832-2386 or fire@ccsu.edu.

Fire Evacuation Procedures

Fire Evacuation Procedures: Refer to pages 12-13 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; rescues 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

NOTE:

To report or request any emergency response of Fire/Police or Emergency Medical Response, you must dial 911 or contact the University Police on campus at 860-832-2375.

Report any fire that has occurred to University Police at 860-832-2375.

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, Facilities Management Department, Residence Life Department, and Mutual Aid Fire and EMS Department, we will continually review policies and procedures and seek any safety advantage that may arise through emerging technology in the field of fire safety to ensure our Campus Safety.



University Police Department

Sean S. Grant, Chief of Police

Lt. Orlando Oliveira, Administrative & Operations Commander

Central Connecticut State University is a university governed by the Connecticut State Colleges & Universities (CSCU) 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: <https://www.ct.edu/regents>.

Central Connecticut State University is committed to a policy of non-discrimination, equal opportunity, and affirmative action for all persons regardless of race, color, religion, sex, age, national origin, marital or veteran status, sexual orientation, or disability.



Contact Information – Privileged

| FOR ALL EMERGENCIES – DIAL 9-1-1 | | | | |
|--|------------------|-------------------------|----------------------------|---|
| | Location | Availability | | Services Provided |
| Reporting Office | On or Off Campus | 24/7 (Around the Clock) | Normal Business Hours Only | |
| CCSU Counseling & Student Development | On | | X | Licensed counselors available for students. 860-832-1945 |
| CCSU Student Wellness Services/Health | On | | X | Medical assistance and referral for students. 860-832-1925 |
| Clergy | Both | Varies | | Discussions with clergy are protected whether the clergy are affiliated with CCSU, e.g., through the Campus Ministry (a student organization). |
| CT Alliance to End Sexual Violence | Off | X | | Statewide organization overseeing local sexual assault crisis agencies. Statewide 24-hour toll-free Hotlines 1-888-999-5545 (English) or 1-888-568-8332 (Spanish) |
| CT Coalition Against Domestic Violence | Off | X | | Statewide organization overseeing local domestic violence crisis agencies. Statewide 24-hour toll-free Hotlines 1-888-774-2900 (English) 1-844-831-9200 (Spanish). Online chat ctsafecconnect.com |
| CT Institute for Refugees and Immigrants | Off | | X | CIRI provides a compassionate array of high-quality legal, social, and educational programming for refugees, immigrants, and survivors of human trafficking and torture. https://cirict.org/ |
| CT Office of the Victim Advocate | Off | | X | Information, advocacy, counseling referral, notification, & victim compensation. 1-888-771-3126 |
| Hospital of Central Connecticut | Off | X | | Emergency care, including sexual trauma care and evidence collection. 860-224-5671 |
| Prudence Crandall Center | Off | X | | Emergency shelter, counseling, court-based services, transitional & permanent supportive housing, children's services. Statewide 24-hour toll-free Hotlines 1-888-774-2900 or 888-273-8255 |
| YWCA Sexual Assault Crisis Service | Both | X | | 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 |

Contact Information – Responsible Employee

| FOR ALL EMERGENCIES – DIAL 9-1-1 | | | | |
|-----------------------------------|------------------|-------------------------|----------------------------|--|
| | Location | Availability | | Services Provided |
| Reporting Office | On or Off Campus | 24/7 (Around the Clock) | Normal Business Hours Only | |
| CCSU Facilities | On | X | | Fire and EMS. Non-routine emergencies 860-832-2386. Outside departments will be used for EMS transport and fire suppression. |
| CCSU Faculty and other Officials | On | | X | All will attempt to assist victims to the best of their ability. |
| CCSU Financial Aid | On | | X | Financial aid at CCSU consists of federal and state funds that are used to assist our students with their educational costs. These funds consist of grants, loans, work study and scholarships. In addition, federal funds can be used to assist our students with housing and/or food insecurities if they are TITLE IV eligible. 860-832-2200 |
| CCSU LGBTQ Center | On | | X | Offer resources, programming, referrals, and support services as well as trainings and workshops for the entire campus community. 860-832-2090 |
| CCSU Office of Victim Advocacy | On | | X | Advocacy and support for students and employees 860-832-3796 |
| CCSU Police | On | X | | Special confidentiality rules apply regarding sexual assaults. 860-832-2375 |
| CCSU Women's Center | On | | X | Support, counseling, and advocacy for victims. 860-832-1655 |
| Human Resources | On | | X | Conducts investigations into violations of this policy by employees and make recommendations for appropriate administrative action. 860-832-1756 |
| New Britain Police Department | Off | X | | Special confidentiality rules apply regarding sexual assaults. 860-826-3000 |
| Office for Equity & Inclusion | On | | X | To conduct investigations regarding sexual harassment, including sexual assault. 860-832-1653 |
| Residence Life Staff | On | X | | Will contact the police and assist victims at residence halls. |
| Student Rights & Responsibilities | On | | X | Conducts investigations into violations of this policy regarding students and pursues disciplinary action against students who have violated this policy. 860-832-1667 |

Campus Map

