

University of Saint Joseph Safety on Campus



2016 Uniform Campus Crime Report West Hartford Campus



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Chapter 1;

Overview:

Chapter 1 – Overview;

University of Saint Joseph Mission Statement

The University of Saint Joseph, founded by the Sisters of Mercy in the Roman Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population while maintaining a strong commitment to developing the potential of women. The University is a community which promotes the growth of the whole person in a caring environment that encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

Safety is a major concern for everyone on campus, and the University strives to provide an ideal environment for learning, working and living. The University has instituted numerous policies and procedures to enhance security. Members of the University community have a responsibility to use the security procedures and services available and must be accountable for their own well-being and also for the welfare of others. The University urges all members of the community to participate in maintaining safety by promptly reporting any suspicious circumstances, accidents or criminal activity to the Department of Public Safety at (860) 231-5222.

Connecticut General Statutes

The Connecticut General Statute which is applicable to this report;

Public Act No. 14-11

AN ACT CONCERNING SEXUAL ASSAULT, STALKING AND INTIMATE PARTNER VIOLENCE ON CAMPUS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (a) of section 10a-55a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2014*):

(a) On or before [September] October 1, 1991, and annually thereafter, each institution of higher education shall prepare in such manner as the president of the Board of Regents for Higher Education shall prescribe a uniform campus crime report concerning crimes committed in the immediately preceding calendar year within the geographical limits of the property owned or under the control of such institution. Such report shall be in accordance with the uniform crime reporting system pursuant to section 29-1c, provided such report is limited to those offenses included in part I of the most recently published edition of the Uniform Crime Reports for the United States as authorized by the Federal Bureau of Investigation and the United States Department of Justice, [and] sexual assault under sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a, stalking under sections 53a-181c, 53a-181d and 53a-181e and family violence as designated under section 46b-38h. The state police, local police departments and special police forces established pursuant to section 10a-156b shall cooperate with institutions of higher education in preparing such reports. Institutions with more than one campus shall prepare such reports for each campus.

Sec. 2. Section 10a-55m of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2014*):

(a) For purposes of this section and sections 3 to 6, inclusive, of this act:

(1) "Awareness programming" means [programming] institutional action designed to communicate the prevalence of sexual assaults, stalking and intimate partner violence, including the nature and number of cases of sexual assault, stalking and intimate partner violence reported at each institution of higher education in the preceding three calendar years, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;

(2) "Bystander intervention" means the act of challenging the social norms that support, condone or permit sexual assault, stalking and intimate partner violence;

[(2)] (3) "Institution of higher education" means an institution of higher education, as defined in section 10a-55, and a for-profit institution of higher education licensed to operate in this state;

[(3)] (4) "Intimate partner violence" means any physical or sexual harm against an individual by a current or former spouse of or person in a dating 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, stalking under section 53a-181c, 53a-181d or 53a-181e, or [domestic] family violence as designated under section 46b-38h;

[(4)] (5) "Primary prevention programming" means [programming] institutional action and strategies intended to prevent sexual assault, stalking and intimate partner violence before it occurs by means of changing social norms and other approaches, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;

[(5)] (6) "Sexual assault" means a sexual assault under section 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a; [and]

(7) "Stalking" means stalking under section 53a-181c, 53a-181d or 53a-181e; and

[(6)] (8) "Uniform campus crime report" means a campus crime report prepared by an institution of higher education pursuant to section 10a-55a, as amended by this act.

(b) Each institution of higher education shall adopt and disclose in such institution's annual uniform campus crime report one or more policies regarding sexual assault, stalking and intimate partner violence. Such policy or policies shall include provisions for (1) detailing the procedures that students and employees of the institution who report or disclose being the victim of sexual assault, stalking or intimate partner violence may follow after the commission of such assault, stalking or violence, regardless of where such incidences occurred, including persons or agencies to contact and information regarding the importance of preserving physical evidence of such assault, stalking or violence; (2) providing students and employees of the institution who report or disclose being the victim of sexual assault, stalking or intimate partner violence both concise, written contact information for and, if requested, professional assistance in accessing and utilizing campus, local advocacy, counseling, health and mental health services, and [written] concise information, written in plain language, concerning the rights of such students and employees to (A) notify law enforcement of such assault, stalking or violence and receive assistance from campus authorities in making any such notification, and (B) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing protective or restraining order, including, but not limited to, orders issued pursuant to section 46b-15, 46b-38c,

53a-40e, 54-1k, 54-82q or 54-82r, against the perpetrator of such assault, stalking or violence; (3) notifying such students and employees of [the] any reasonably available options for and available assistance from such institution in changing academic, living, campus transportation or working situations in response to such assault, stalking or violence; (4) honoring any lawful protective or temporary restraining orders, including, but not limited to, orders issued pursuant to section 46b-15, 46b-38c, 53a-40e, 54-1k, 54-82q or 54-82r; (5) disclosing a summary of such institution's student disciplinary procedures, including clear statements advising [such students] that (A) victims of such assault, stalking or violence shall have the opportunity to request that disciplinary proceedings begin promptly, (B) disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual assault, stalking and intimate partner violence and shall use the preponderance of the evidence standard in making a determination concerning the alleged assault, stalking or violence, (C) both the victim of such assault, stalking or violence and the accused (i) are entitled to be accompanied to any meeting or proceeding relating to the allegation of such assault, stalking or violence 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 (ii) shall have the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding, (D) both such victim and accused are entitled to be informed in writing of the results of any disciplinary proceeding not later than one business day after the conclusion of such proceeding, and (E) the institution of higher education shall not disclose the identity of the victim or the accused, except as necessary to carry out a disciplinary proceeding or as permitted under state or federal law; [and] (6) disclosing a summary of such institution's employee disciplinary procedures; and (7) disclosing the range of sanctions that may be imposed following the implementation of such institution's student and employee disciplinary procedures in response to such assault, stalking or violence.

(c) Each institution of higher education shall [, within existing budgetary resources, offer] provide (1) annual sexual assault, stalking and intimate partner violence primary prevention and awareness programming for all students and employees that includes an explanation of the definition of consent in sexual relationships, [and] information concerning the reporting of incidences of such assaults, stalking and violence [,] and strategies for bystander intervention and risk reduction; and (2) ongoing sexual assault, stalking and intimate partner violence prevention and awareness campaigns.

(d) Each institution of higher education may provide the option for any student or employee of such institution who is the victim of a sexual assault, stalking or intimate partner violence to report or disclose such assault, stalking or violence to such institution anonymously. Each such institution shall notify any such student or employee of the institution's obligations under state or federal law, if any, to (1) investigate or address such assault, stalking or violence and (2) assess whether the report triggers the need for a timely warning or emergency notification, as described in 34 CFR 668.46(e), which obligations, in limited circumstances, may result in the learning of such victim's identity.

(e) Each institution of higher education shall provide concise notification, written in plain language, to each student and employee of such institution who has been the victim of sexual assault, stalking or intimate partner violence, immediately upon receiving a report of such assault, stalking or violence, of such victim's rights and options under such institution's policy or policies regarding sexual assault, stalking and intimate partner violence adopted in accordance with subsection (b) of this section.

(f) Not later than October 1, 2015, and annually thereafter, each institution of higher education shall report to the joint standing committee of the General Assembly having cognizance of matters relating to higher education, in accordance with the provisions of section 11-4a, concerning, for the immediately

preceding calendar year, (1) a copy of its most recent policies regarding sexual assault, stalking and intimate partner violence adopted in accordance with subsection (b) of this section, or any revisions thereto, (2) a copy of its most recent concise written notification of a victim's rights and options under its sexual assault, stalking and intimate partner violence policy or policies required pursuant to subsection (e) of this section, (3) the number and type of sexual assault, stalking and intimate partner violence prevention, awareness and risk reduction programs at the institution, (4) the type of sexual assault, stalking and intimate partner violence prevention and awareness campaigns held by the institution, (5) the number of incidences of sexual assault, stalking and intimate partner violence reported to such institution, (6) the number of confidential or anonymous reports or disclosures to the institution of sexual assault, stalking and intimate partner violence, (7) the number of disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence, and (8) the final outcome of all disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence, including, but not limited to, the outcome of any appeals of such final outcome, to the extent reporting on such outcomes does not conflict with federal law.

Sec. 3. (NEW) (*Effective July 1, 2014*) (a) Not later than January 1, 2015, each institution of higher education shall establish a campus resource team responsible for and with representatives from each of its campuses. The campus resource team shall consist of individuals selected by the president of each institution of higher education, including, but not limited to, (1) the institution's Title IX coordinator and chief student affairs officer, or their designees, (2) not less than one member from its (A) administration, (B) counseling services office, (C) health services office, (D) women's center, (E) special police force, campus police force or campus safety personnel, (F) faculty, (G) senior and mid-level staff, (H) student body, (I) residential life office, and (J) judicial hearing board, provided such entities exist on campus, and (3) any other individuals designated by the president.

(b) Not later than January 1, 2015, the president of each institution of higher education shall invite at least one individual from each of the following to serve on its campus resource team: (1) A community-based sexual assault crisis service center; (2) a community-based domestic violence agency; and (3) the criminal justice system within the judicial district in which such institution of higher education is located, including, but not limited to, members of the state police and local police department and prosecutors employed by the Division of Criminal Justice.

(c) Each institution of higher education shall ensure that every member of the campus resource team is educated in (1) the awareness and prevention of sexual assault, stalking and intimate partner violence, and communicating with and providing assistance to any student or employee of the institution who is the victim of such assault, stalking or violence; (2) the sexual assault, stalking and intimate partner violence policies of such college or institution; (3) the provisions of Title IX of the Elementary and Secondary Education Act of 1972, 20 USC 1681 et seq. , and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC 1092(f); (4) victim-centered response and the role of community-based sexual assault victim advocates; (5) the role and functions of each member on such campus resource team for the purpose of ensuring a coordinated response to reported incidences of sexual assault, stalking and intimate partner violence, as such terms are defined in section 10a-55m of the general statutes, as amended by this act; and (6) communicating sensitively and compassionately with the victims of such assault, stalking or violence, including, but not limited to, an awareness of responding to victims with diverse cultural backgrounds, and providing services to or assisting in locating services for such victims. For purposes of this subsection, "victim-centered response" means a systematic focus on the needs and concerns of a victim of sexual assault, stalking or intimate partner violence that (A) ensures the compassionate and sensitive delivery of services in a nonjudgmental

manner, (B) ensures an understanding of how trauma affects victim behavior, (C) maintains victim safety, privacy and, where possible, confidentiality, and (D) recognizes that victims are not responsible for the assault, stalking or violence committed against them.

(d) Not later than July 1, 2015, the campus resource team shall review the sexual assault, stalking and intimate partner violence policies adopted by its institution of higher education in accordance with section 10a-55m of the general statutes, as amended by this act, and recommend to such institution protocols in accordance with such policies for providing support and services to any student or employee who reports being the victim of sexual assault, stalking or intimate partner violence. Such team shall meet not less than once per semester to review such protocols and ensure that they are updated as necessary.

Sec. 4. (NEW) (*Effective July 1, 2014*) Not later than January 1, 2015, each institution of higher education shall enter into and maintain a memorandum of understanding with at least one community-based sexual assault crisis service center and at least one community-based domestic violence agency for purposes of (1) ensuring that any student or employee of such institution who reports or discloses being the victim of sexual assault, stalking or intimate partner violence can access free and confidential counseling and advocacy services, either on or off campus, and (2) establishing a partnership with such service center and agency, including, but not limited to, (A) involvement of the institution's campus resource team, and (B) trainings between the institution and such service center and agency to ensure the understanding of each other's role in responding to reports and disclosures of sexual assault, stalking and intimate partner violence against students and employees of the institution and the institution's protocols for providing support and services to such students and employees, developed in accordance with subsection (b) of section 2 of this act.

Sec. 5. (NEW) (*Effective July 1, 2014*) (a) Each institution of higher education shall ensure that its Title IX coordinator and members of its special police force, campus police force or campus safety personnel employed by such institution of higher education are educated in the awareness and prevention of sexual assault, stalking and intimate partner violence, and in trauma-informed response.

(b) For purposes of this section, "trauma-informed response" means a response involving an understanding of the complexities of sexual assault, stalking and intimate partner violence through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding the causes and impact of trauma, understanding the behavior of perpetrators and conducting an effective investigation on behalf of victims who have suffered trauma.

Sec. 6. (NEW) (*Effective July 1, 2014*) (a) Members of state and local police departments who act as first responders to any reports of sexual assault, stalking or intimate partner violence at an institution of higher education shall receive training in the awareness and prevention of sexual assault, stalking and intimate partner violence and in trauma-informed response.

(b) For purposes of this section, "trauma-informed response" means a response involving an understanding of the complexities of sexual assault, stalking and intimate partner violence through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding the causes and impact of trauma, understanding the behavior of perpetrators and conducting an effective investigation on behalf of victims who have suffered trauma. Approved May 8, 2014

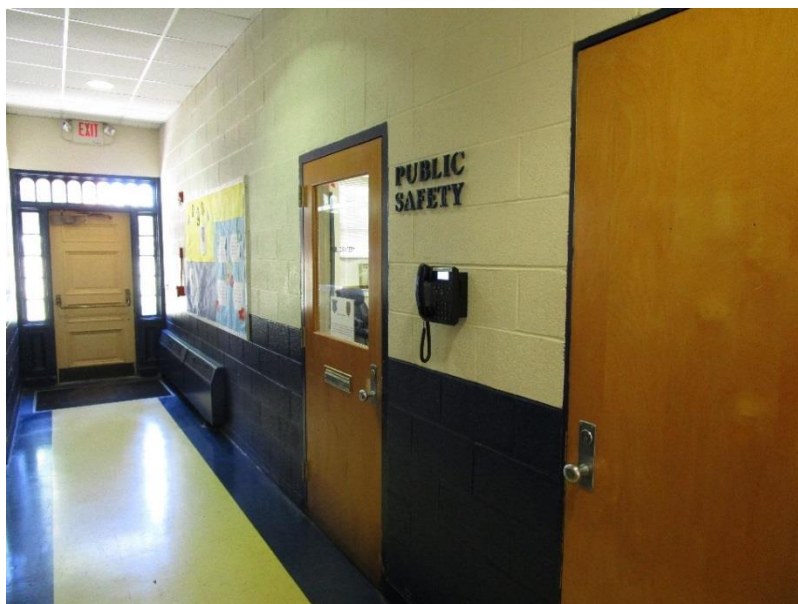
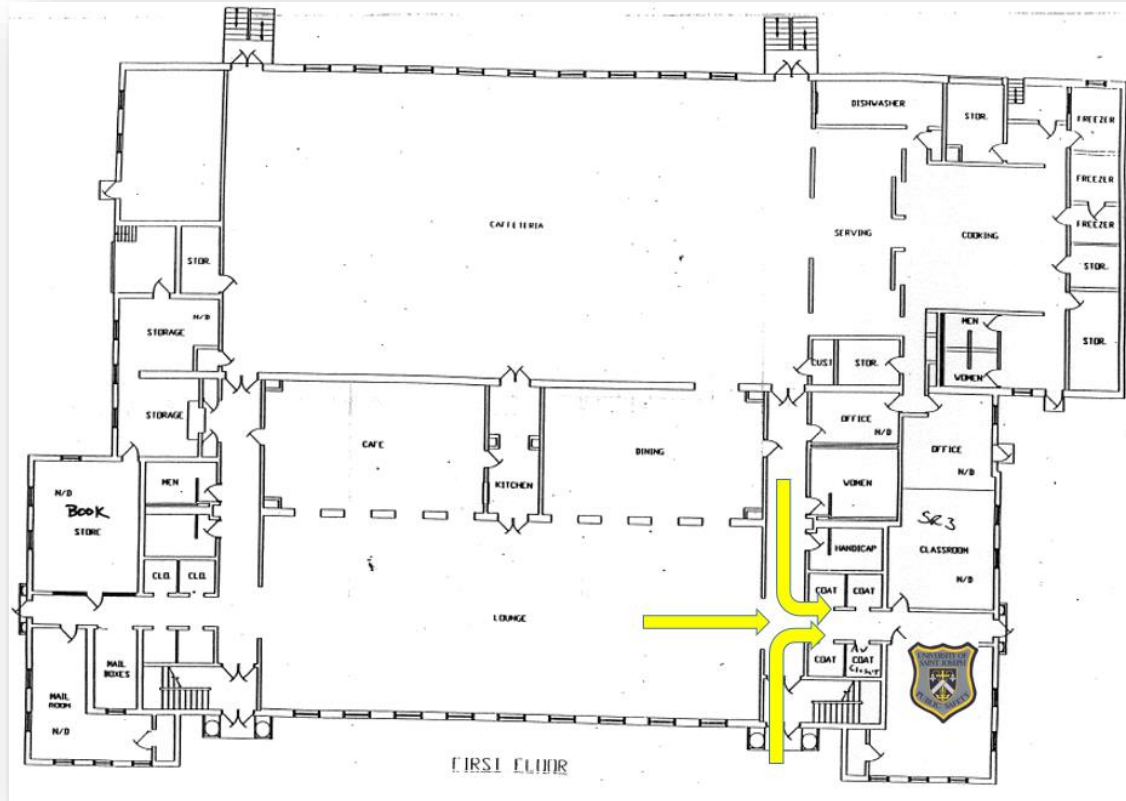


Chapter 2;

Department of Public Safety:

Department of Public Safety:

The Department of Public Safety is located on the first floor of McGovern Hall just off from the lounge and dining hall;



The Department of Public Safety which reports to the Senior Vice President, Finance and Strategy is comprised of a staff of 16 full-time professional Public Safety Officers and 1 full-time Transportation Specialist. The Department of Public Safety provides security on our West Hartford campus 24-hours a day, seven days a week. Public Safety Officers are trained in First Aid, CPR and AED use.

West Hartford Campus

At the West Hartford campus, the Department of Public Safety maintains a close working relationship with the West Hartford Police Department and the West Hartford Fire Department. Public Safety Officers cannot make criminal arrests but do enforce University rules and regulations on campus, including parking and traffic violations. Every effort is made to enforce these rules and regulations equitably and professionally.

Academic and administrative buildings on campus are secured with lockable entrances and, in many cases, intrusion-detection systems. Public Safety Officers may admit faculty, staff and students after normal business hours if an appropriate University official has contacted Public Safety and authorized such access. The Public Safety Officer will ask to see a University identification card for verification. Buildings that are open during the evening for classes and computer use are secured by Public Safety when the classes have concluded.

Faculty, staff, and students working in their offices, classrooms and laboratories are encouraged to follow these personal safety recommendations:

- Report any suspicious individuals to Public Safety immediately.
- Lock valuables in a file cabinet or desk when at work.
- Lock your office door even if you are leaving for a brief period of time.
- Notify Public Safety when you are working late, on weekends or holidays.
- Lock windows and doors when you leave for the day.

Residence halls are locked 24 hours a day. Access for resident students and staff is via the University identification card issued by Public Safety. Resident students are permitted to have guests visit them but must follow guidelines established by Residential Life. Resident students are not to prop open any doors or allow the entry of strangers into the residence hall. Maintenance staff, including maintenance mechanics, housekeepers, custodians and groundskeepers, continually wear their University identification cards. Vendors and contractors must be escorted into the residence halls by Public Safety Officers. No maintenance staff, including vendors or contractors, are permitted in residence halls prior to 9:00 a.m. or after 5:00 p.m. except in emergency situations. Any students or staff that observe an unauthorized person in a residence hall, are asked to please contact Public Safety immediately.

University of Saint Joseph School of Pharmacy

In addition to the West Hartford campus the Department of Public Safety maintains officers on duty at the University of Saint Joseph School of Pharmacy located at 229 Trumbull Street in Hartford during the hours of operation 7 days a week. The Department of Public Safety maintains a close working relationship with the Hartford Police Department and the Hartford Fire Department with regards to issues at the School of Pharmacy.

The Security Communication Access Network

The University of Saint Joseph is a member of SCAN. Founded in 1985, The Security Communication Access Network (SCAN) is a coalition of Hartford based security and property professionals [Hartford

SCAN] who work in partnership with local authorities to enhance the safety and security of people and property throughout Hartford.

As a member of SCAN, Public Safety Officers on post at the School of Pharmacy have radio communication capabilities with the Hartford Police 9-1-1 system, Hartford Guides as well as other security organizations in Downtown Hartford.

SCAN, a volunteer-driven organization sponsored by The Hartford Guides, Inc., provides the following program services to the community:

- An interactive network of over 150 security, public safety and emergency management professionals with links to state and federal homeland security agencies
- An email advisory program intended to alert the SCAN membership in a timely manner to the presence of criminal threats, unusually adverse weather conditions or other matters of significant security interest
- A dedicated communications linkage known as HARTSCAN, through the City of Hartford's public safety communications system, between and among strategically positioned security organizations providing instantaneous access to Hartford Police, Fire and other first responder organizations
- Monthly meetings providing a forum for the exchange of information and ideas regarding current security and public safety issues of interest.

Non-campus locations

As well as the West Hartford campus and the School of Pharmacy, the University of Saint Joseph presently has separate non-campus locations located throughout Connecticut. The Department of Public Safety has the responsibility to assess security for our students and faculty and document any incidents that may occur at those locations.

Crime Reporting Procedures

The Department of Public Safety is the central reporting center for criminal offenses that occur at The University of Saint Joseph. Community members are encouraged to report all crimes and Public Safety related incidents in a timely manner. Reporting incidents will aid in providing timely advisories to the University, and is crucial to maintaining the well-being of our community.

To report an incident on campus, please contact Public Safety.

In an emergency situation when police or fire personnel are required, contact them immediately and then contact Public Safety so that the emergency personnel can be directed to the proper location. Contact information is listed below.

Department of Public Safety

- Public Safety Emergency Line (860) 231-5222 [monitored 24 hours a day, 7 days a week]
- Anonymous Tip Line (860) 231-5742
- Public Safety Routine Line (860) 231-6766
- Public Safety Lead Officer Duty Cell phone (860) 965-2339
- Public Safety Director (860) 231-5396 Mon. – Fri., 8:30a.m. – 4:30 p.m.

Text Messages

In an effort to better serve the University of Saint Joseph Community the Department of Public Safety will begin to employ the Public Safety Duty cell phone as our routine line. This will provide Students, Faculty and Staff with the ability to send text messages to Public Safety for routine and/or emergency messages. As such it is now required that one officer on each shift carry that phone with them at all times while on duty. The telephone number for the Public Safety duty phone is: **(860) 965-2339**.

Anonymous Reporting

The University of Saint Joseph, Department of Public Safety recognizes the importance of allowing individuals reporting an incident to Public Safety to remain anonymous. The University of Saint Joseph, Department of Public Safety does utilize an anonymous reporting tip line. The phone number is **860-231-5742** or **5742** from any campus phone. All calls will remain confidential unless the caller states that they wish to be contacted.

Community Resource Teams

In 2015 the Department of Public Safety will be introducing a new initiative designed to improve our service to the University of Saint Joseph community. The Department of Public Safety will be formed into "Community Resource Teams" or CRTs. With these CRTs individual officers are assigned to specific Residence Halls and other University departments and locations. Their undertaking is to develop a rapport with the students, faculty and staff so that people feel comfortable with the officers, thereby making Public Safety officers more approachable and providing everyone with a sense of safety and wellbeing here on campus. Part of this assignment is to work closely with the RDs and RAs in their respective residence hall to help work with students on any difficulties that appear. CRT Officers will attend residence hall meetings, club meetings and other functions to connect with and better serve the students. An important facet with this program is to help find solutions for the students to solve problems without having to resort to any type of "traditional" enforcement actions such as tickets or referrals. To accomplish this goal, the Department of Public Safety works closely with the Residence Life, Health/Wellness and Student Activities staffs.

Door Access

For security reasons, exterior doors on each residence hall are equipped with a door access card system. A resident student may gain access to a residence hall by using the student's ID card. Unless instructed otherwise by University personnel, **a student is never permitted to duplicate or lend the student's room key or access card to anyone**. In addition, a student should never prop a door or place an obstructing object in a residence hall door that will cause it to remain ajar.

Any student who copies or lends a key or an access card to anyone, props a door or admits an unauthorized guest, will be subject to disciplinary action as determined by the Director of Residential Life and Housing. The fee for a lost room key is \$50.00. The fee for a lost key card is \$20.00. There is one designated entrance and exit for each of the halls. Students who tamper with emergency exit only doors will be subject to the disciplinary process. **Residents are urged to keep room doors locked. Doors leading to the stairwells are fire doors and must be kept closed at all times.** Entrance into a residence hall is only permitted through the door with an assigned key or ID card. Entrance through a residence hall window is prohibited.

Surveillance Camera System

The Department of Public Safety maintains 66 surveillance cameras as a deterrence and to aid in the investigation of incidents which occur on campus. The University of Saint Joseph has installed these cameras in several overt and covert locations on the campus, The School of Pharmacy, and other campus property. Cameras are never used in restrooms or dressing rooms, nor can they view into the windows of residence hall rooms. Taped surveillance information can be used by law enforcement, public safety, and residence life in the investigation and adjudication of incidents on campus.

Notice to Leave and/or Not to Enter University of Saint Joseph Property

The University of Saint Joseph including its parking lots and all managed lands is private property. Persons are permitted on this property at the discretion of the University of Saint Joseph and its agents. The University of Saint Joseph and its agents may revoke this permission at any time, pursuant to the General Statutes of the State of Connecticut, encompassing Trespassing, section 53a-107. The "Notice to Leave and/or Not to Enter form" allows University of Saint Joseph Public Safety Officers to convey notice to anyone that due to their actions, they are not permitted on any University property. This area is identified on a map printed on the Notice to Leave – Not to Enter form. A copy of this notice may be provided to the West Hartford Police Department. Any request for a termination of the ban can be made in writing to the Director of Safety and Risk Management after a period of six months.

Escort Service

The Department of Public Safety provides escorts, available on request, to students, faculty and staff. These escorts are provided to ensure the safety of everyone on the University of Saint Joseph campus as well as to assist those individuals with mobility difficulties. These services are available 24 hours a day, 365 days a year. Contact the Public Safety Officer on duty at (860) 231-5222 or extension 5222 and the officer will be glad to escort you anywhere on campus.

Shuttle Bus Service

The Department of Public Safety provides a shuttle bus service, available to students. This shuttle service is provided to area locations for shopping, dining, etc. The normal hours of operation for the shuttle bus is Tuesday through Friday from 9:00AM until 5:00PM and on Saturday from 2:00PM to 10:00PM.

Crime Alerts and Timely Warnings – 2015

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, [20 USC 1092 (f)] in the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. In 2015 1 such incident was reported to the respective campuses. The one timely warning was issued to the School of Pharmacy campus on October 15, 2015.

Crime Prevention Programs – 2015

The Department of Public Safety in collaboration with the Residence Life staff has established crime prevention programs to help educate resident students on ways to protect themselves and their property. In an incident last semester where an unknown guest entered students' rooms without their knowledge, it became evident that there were students on campus leaving their room doors unlocked. In response to this the Department of Public Safety in collaboration with Residence Life developed a proactive program to determine how many students are leaving doors unlocked and to advise all residential students about the safe steps they should be taking. The program titled, "*YOU WERE NOT IN*" was conducted again on Monday, September 21st. All of the rooms were checked in Madonna, Assumption, McAuley and Rosary

Halls. If a door was found unlocked a pamphlet was left with safety instructions and the door was then locked.

Department of Public Safety Training

All members of the Department of Public Safety are trained in First Aid, CPR and AED use. Officers have received training with on-line FEMA emergency preparedness NIMS courses. Public Safety Officers have received public licensing endorsements through the Connecticut Department of Motor Vehicles. In addition, Public Safety Officers have completed a Sexual Assault and Title IX Training sessions

Contacting Public Safety

The Department of Public Safety encourages anyone who is the victim or witness of a crime to promptly report the incident to Public Safety or to the police. All crimes occurring on campus should be reported immediately to the Department of Public Safety. If you need to call the Department of Public Safety, please provide the following information:

- Your name
- Location of the incident you are reporting
- A description of the scene and suspects
- A description of any vehicles involved in the incident, especially a license plate number

Remember if you witness an event which you consider “life threatening” you should call **9-1-1**. If you call **9-1-1**, we would ask that you contact Public Safety immediately afterward in the event there is a delay with the emergency response to the campus.

<i>PUBLIC SAFETY CONTACT NUMBERS</i>		
Public Safety – <i>Emergencies</i>	(860) 231-5222	5222 from campus phone
Public Safety - <i>Routine Line</i>	(860) 231-6766	6766 from campus phone
Public Safety - <i>Routine Line (Text or Call)</i>	(860) 965-2340	
Public Safety - <i>Routine Calls for Lead Officers</i>	(860) 965-2339	
Public Safety - <i>Anonymous Tip Line</i>	(860) 231-5742	5742 from campus phone

Incidents where Public Safety should be contacted immediately at **860-231-5222**

- Any crime whether actual or suspected
- Any suspicious or unknown packages left anywhere on campus
- Any suspicious person observed on or near campus.
- Any injury whether accidental or intentional
- Any incident where a student can conceivably be considered missing
- Any request for EMS Any slip and fall on campus property and
- Any hazard to the safety and welfare of students, i.e. Fire, electrical, slippery conditions

Incidents where Public Safety should be contacted but may not require an immediate response:

- Lost and Found items
- Student or faculty escorts
- Student and faculty lockouts
- If you have any questions or concerns regarding anything that occurs on campus, please feel free to contact Campus Safety at any time.

USJAlert Emergency Notification:

University of Saint Joseph has partnered with Omnilert, for our emergency notification system. USJAlert is capable of sending users text and email messages in the event of class cancellations or campus emergencies. Information and instructions on how to sign up for the USJAlert system are posted on the University of Saint Joseph website.

Anonymous Reporting

The Department of Public Safety recognizes the importance of allowing individuals reporting an incident to Public Safety to remain anonymous. The University of Saint Joseph, Department of Public Safety does utilize an anonymous reporting tip line. The phone number is **860-231-5742** or **5742** from any campus phone. All calls will remain confidential unless the individual states that they wish to be contacted.

Police/Fire Contact Information:**West Hartford Campus:****West Hartford Police Department**

- Emergency 911
- Non-Emergency (860) 523-5203

West Hartford Fire Department

- Emergency 911
- Non-Emergency (860) 523-2100

School of Pharmacy Campus:**Hartford Police Department**

- Emergency 911
- Non-Emergency (860) 757-4000

Hartford Fire Department

- Emergency 911
- Non-Emergency (860) 757-4500

Daily Incident and Fire Log

The Daily Incident and Fire Log is maintained as a component of the Clery Act requirements to document all crimes reported to the University of Saint Joseph Campus Safety Department.

Required information in the Daily Crime Log;

1. Nature of the incident
2. Date the incident was reported to the Department of Public Safety
3. The Public Safety Case Report number
4. General location of the crime Disposition of the complaint, if known

The Daily Incident and Fire Log is maintained at the Public Safety office and monthly log sheets are printed out each month. These log sheets are preserved in a binder. The Daily Incident and Fire Log is available for public inspection at the Public Safety office in McGovern Hall.

Crime Alerts and Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Depending upon the situation, the means employed to convey the information may include any or all of the following medium;

- The USJAlert system,
- Campus e-mail to students, faculty and staff,
- Written notices posted in the Residence Halls and on campus bulletin boards.

Anyone with information warranting a timely warning or campus alert should report the circumstances to the Department of Public Safety by calling **860-231-5222** or **5222** from any campus phone. The 2015 Timely Warning information is attached with this report, (see Appendix III).



Chapter 3;
Crime Statistics Report:

The uniform campus crime report listed below was prepared in accordance with Connecticut General Statutes Public Act No. 14-11. The report records those crimes committed in the immediately preceding calendar year (2015) within the geographical limits of the property owned or under the control of the University of Saint Joseph located at 1678 Asylum Avenue in West Hartford. As required, this report was prepared in accordance with the uniform crime reporting system pursuant to section 29-1c, and as such, the report is limited to those offenses included in part I of the most recently published edition of the Uniform Crime Reports for the United States as authorized by the Federal Bureau of Investigation and the United States Department of Justice. The data in this report was compiled in cooperation with the West Hartford Police Department.

Reported Criminal Offenses – West Hartford Campus				
Crime Categories	Year	On Campus Property	On Campus Student Housing Facilities	Public Property
<i>Violent Crime</i>				
Murder/non-negligent manslaughter	2015	0	0	0
Rape (FBI Part 1 definition)	2015	2	1	0
Sex Offense (CT State Statutes)	2015	0	0	0
Robbery	2015	0	0	0
Aggravated Assault	2015	2	0	0
<i>VAWA Related Crime</i>				
Domestic Violence	2015	6	3	0
Stalking	2015	5	1	0
Dating Violence	2015	0	0	0
<i>Property Crime</i>				
Burglary	2015	3	2	0
Larceny/Theft	2015	12	3	
Motor Vehicle Theft	2015	0	0	0
Arson	2015	0	0	0
Total		30	10	0



Chapter 4;

Sexual Assault Response:

Sexual Misconduct

University of Saint Joseph's Commitment to a Safe Environment

A report of sexual harassment, assault, intimate partner violence or stalking will be taken seriously, promptly investigated and addressed. While respecting the rights of all parties involved, the safety and well-being of the complainant and the campus community are the University's primary concern. Appropriate action will be taken to discipline an offending party. The University of Saint Joseph maintains an on record sexual misconduct policy, a commitment to investigation, support, and protection of any involved parties, annually published security reports, as well as prevention initiatives.

What to Do After an Assault:

1. Immediate Danger

- Get away from the attacker to a safe place as fast as you can.
- On -campus students call Public Safety at (860)231-5222 or 911.
- If immediate medical attention is needed, call Public Safety at (860)231-5222 who will call 911 or you may go directly to the nearest emergency room.
- Off Campus call 911.

2. Medical Attention

Resources for Medical Attention:

Seek treatment from participating hospitals with 24/7 access to a Sexual Assault Nurse Examiner (SANE). Participating hospitals in Connecticut include:

Saint Francis Hospital,

Hartford Hospital,

The Hospital of Central Connecticut (New Britain campus),

Manchester Hospital

Middlesex Hospital,

Windham Hospital

☑ You can take a support person with you to the hospital. Also, a sexual assault victim advocate from Connecticut Sexual Assault Crises Services (ConnSACS) can accompany you or meet you at the hospital. Call 24 hours a day **888.999.5545** to request an advocate.

☑ Students may also seek treatment from the USJ's Health Services located in the Little Red House on campus however this office is not open 24 hours per day nor does it complete the sexual assault evidence collection kit. To contact USJ Health Services call 860.231.5530.

Importance of Preserving Evidence/Before You Arrive at the Hospital

Hospital staff will ask to collect evidence. Whether or not you decide to have evidence collected, it is important that you DO NOT do the following prior to arriving at the hospital: change clothes, shower or bathe, douche, drink, eat, smoke, brush your teeth, use the bathroom unless absolutely necessary. Taking these precautions before the medical exam allows you to keep your legal options open as long as possible. So you are aware, it is possible to have evidence collected by medical professionals and have that evidence secured under a "Jane Doe" designation to preserve a person's confidentiality.

3. Filing a Report

You are encouraged to file a report with a Title IX coordinator, Campus Safety (860)231-5222 or West Hartford Police (860)523-5203.

4. Counseling

Speak with a counselor either on campus at the Counseling and Wellness Center located in the Little Red House by calling (Monday – Friday 8:30am-4:30pm at (860) 231-5530) or at Connecticut Sexual Assault Crisis Services' 24 hour hotline (888)999-5545.

Your Rights

1. You have the right to request confidentiality. If you file a report and would like to request confidentiality, the University will give serious consideration to that request. Only in rare situations will the University move forward with a Title IX investigation against the wishes of the Complainant. The Title IX Coordinator will consider several factors in deciding whether confidentiality will be honored, including the age of the Complainant, the pattern and severity of the misconduct, and whether there is a risk of safety to the Complainant and/or the USJ community. If the Title IX Coordinator determines it must proceed with a formal investigation based on these factors, the University will explain its reasoning to the Complainant.

2. You have the right to be notified of existing campus and community based medical, counseling, mental health services, advocates, information and referrals whether or not the crime is formally reported to campus or civil authorities.

3. You have the right to choose to report an incident of sexual misconduct to USJ Public Safety or local police. You also have the right to decline to inform USJ Public Safety or the Municipal Police of the sexual misconduct. The University will not contact law enforcement unless requested or unless there is a threat of immediate danger. You have the right to informally or formally report your incident to Title IX Coordinator (or deputy) and or Public Safety. You may decide to move from an informal report to a formal investigation at any time. You have the right to proceed simultaneously with a criminal investigation and Title IX investigation.

4. You have the right to accommodations regardless of whether you report the incident to the police or USJ public safety. The Complainant has the right to request that interim steps be taken to include but not limited to a change in living arrangements or other modifications to avoid forced contact with the alleged offender. A no contact letter is offered to students by USJ Public Safety whether or not they request the University to fully investigate the incident. Information is also given to the student about obtaining a restraining order from the court.

5. You have the right to a prompt and equitable internal disciplinary process. If you file a complaint with the University, you have the right to a fair and unbiased investigation. If you file a report, the investigation proceedings will be conducted in a timely manner with a resolution within 30 working days of the report. You may also stop the investigation at any time. You have the right to be informed of the status of the proceedings and to be notified in writing of the outcome of the investigation. If you believe the resolution of the investigation to be unfair, you may appeal the decision within two weeks of the resolution by contacting the Title IX Coordinator. For the full appeals policy, go to the TITLE IX: Sexual Misconduct, Domestic Violence, Relationships/Dating Violence, and Stalking Policy section of the Student Handbook.

Reporting Options

Reporting to Confidential Employees: “Confidential Employees” are those who are legally granted privileged communication and are not required to report sexual misconduct involving students to a Title IX Coordinator. Currently, these include employees in the Counseling and Wellness Center, the Office of Campus Ministry and Student Health Services. Additionally, community members can seek out assistance from an off-campus crisis center, which can maintain confidentiality. Faculty members and other University staff are *not* confidential resources and are required to contact a University Title IX coordinator.

Reporting to Responsible Employees (Non-Confidential): Responsible Employees are required to report to the University’s Title IX Coordinator all relevant details of which they have knowledge about an incident of alleged sexual misconduct involving any USJ student. Responsible employees include faculty and USJ staff members. This does not include counselors the campus minister or health services staff as these members are confidential employees.

Reporting Directly to Title IX Coordinator/Deputies: The Title IX coordinator and deputies are responsible for overseeing the prompt investigation and resolution of complaints of sexual misconduct.

Reports should be made to:

Title IX Coordinator: Deborah Spencer

860.231.5390 or dspencer@usj.edu

Role: Receiving/recording complaints, notifying appropriate Title IX Deputy and other administrators, and tracking resolution.

Deputy Coordinator; Title IX Investigator: Paul Lombardo

860.231.5396 or plombardo@usj.edu

Role: Receiving and responding to all complaints involving students and other members of USJ community, including investigations

Deputy Coordinator: Tracy Lake, MA, Asst. Dean of Student Affairs,

860.231.5447 - tlake@usj.edu

Role: Receiving and responding to all complaints involving students

Title IX email address: Reports can also be sent to the Title IX email address: TITLEIX@usj.edu.

Reporting Anonymously: The University of Saint Joseph, Department of Public Safety recognizes the importance of allowing individuals reporting an incident to Public Safety to remain anonymous. The Department of Public Safety utilizes an anonymous reporting tip line. The phone number for the **Anonymous Tip Line** is 860.231.5742 or x5742 from any campus phone. The **Anonymous Tip Line** voicemail will be reviewed by the Director of Public Safety.

Application for Relief From Abuse

In the past victims of sexually based crimes, domestic violence, stalking were reluctant to have the Police involved and as such were unable to obtain restraining orders to protect them from their abuser. The State of Connecticut now allows for the victim of abuse to seek relief without having to initially file a Police report. The complainant may fill out an APPLICATION FOR RELIEF FROM ABUSE (JD-FM-137) themselves and present this to the Court. The instruction for filling out this form are to;

“1. Use a typewriter, print clearly in ink, or fill out on-line. You must also fill out an Affidavit, form JD-FM-138. Give both forms to the Clerk of Court.

2. After your Application and Affidavit are processed, the clerk will give you the proper papers to have served on the Respondent.
3. Make sure the originals are returned to court after service."

The AFFIDAVIT - RELIEF FROM ABUSE (JD-FM-138) contains the complainant's explanation detailing why the APPLICATION FOR RELIEF FROM ABUSE should be issued by the court. The instructions to the complainant applying for Relief from Abuse are;

"This affidavit must be filled out completely and given to the clerk along with your filled out Application for Relief From Abuse, form JD-FM-137. Your affidavit must include a statement of the conditions you seek relief from and must be made under oath (you must swear that your statement is true and sign it in front of a court clerk, a notary public, or an attorney who will also sign and date the affidavit). The statement must be true to the best of your knowledge. State if any arrest was made related to the incidents outlined in this statement."

At the University of Saint Joseph, the Department of Public Safety is prepared to assist anyone with the preparation and/or filing of these forms. Copies of the APPLICATION FOR RELIEF FROM ABUSE (JD-FM-137) and the AFFIDAVIT - RELIEF FROM ABUSE (JD-FM-138) can be obtained on line, at the Superior Court or from the USJ Department of Public Safety. Examples of the forms can be found in Appendix XI of this report.

Sexual Misconduct Resources

Confidential Resources (On-Campus)

USJ Health Services

Location: Little Red House

Hours: Monday, Tuesday, Thursday, Friday, 8:30am – 4:30pm; Wednesday, 8:30am - 6:00pm

Open during the academic year; closed for winter and summer breaks.

Phone: 860.231.5530

Email: healthservices@usj.edu

Health services provides STD testing and will assist in arranging referral services for evidence collection and crisis counseling. Services are free and confidential.

USJ Counseling and Wellness Center

Offices are in The Little Red House

Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Telephone: 860.231.5530

School of Pharmacy - Trumbull Street Location

Hours: Every other Monday (off exam week) 10:00am-12:00noon Wednesdays 2:00pm-6:30 pm

Student Affairs Suite Room 339A (you may also email for appointment)

The Counseling and Wellness Center is open only during the academic year; closed for winter and summer breaks.

The Counseling and Wellness Center provides both immediate crisis intervention and counseling to recent or past victims of sexual violence. Services provided are free and confidential.

Reporting and Investigations (Non-Confidential)

USJ Public Safety Campus phone: x5222 Non-campus phone: 1.860.231.5222

Anonymous Tip Line: 860.231.5742

Located on the First Floor of McGovern

USJ Campus Safety is responsible for the timely investigation of all sexual misconduct complaints.

West Hartford Police Department (USJ Main Campus)

On campus phone dial: 9-911

Off campus dial: 911

103 Raymond Road West Hartford, CT 06107

Hartford Police Department (USJ School of Pharmacy)

Dial: 911

253 High St, Hartford, CT

Title IX Coordinators:

- 📞 Deborah Spencer, Title IX Coordinator 860.231.5390, dspencer@usj.edu or
- 📞 Paul Lombardo, Deputy Coordinator; Title IX Investigator 860.231.5396, plombardo@usj.edu
- 📞 Tracy Lake, Deputy Coordinator 860.231.5447 tlake@usj.edu

The Title IX coordinators are responsible for overseeing the investigation and resolution of complaints of sexual misconduct.

Non-Confidential Resources (On-Campus)

Office of Residential Life & Housing

860.231.5214

Second Floor of McGovern

Department of Residential Life staff members are knowledgeable about campus services and can help complainants receive assistance, including arranging changes in one's housing situation to avoid forced contact with the alleged offender.

Confidential Resources (Off-Campus)

Connecticut Sexual Assault Crisis Services, Inc.

info@connsacs.org

24-Hour Hot Line: 888.999.5545

All services are FREE and CONFIDENTIAL

Connecticut Sexual Assault Crisis Services (CONNSACS) provides a 24 hour hotline, information, referrals, advocacy for children and families, short-term counseling for complainants and their family members and support groups. CONNSACS will also accompany a complainant or meet them at the hospital to provide support.

Interval House

<http://intervalhousect.org/>

24 Hour Hotline: 860.527.0550

All Services are Free and Confidential

Interval house provides a 24 hour hotline, safety planning, domestic violence counseling, emergency shelter, support groups, legal advocacy, and programs for children.

Connecticut Coalition Against Domestic Violence

24-hour Statewide, Domestic Violence Hotline: 888.774.2900

Provides counseling services, support groups, emergency shelter and general support services. All services are free and confidential.

Non-Confidential Other Resources

Office of Victim Services

225 Spring St., Fourth Floor Wethersfield, Connecticut Call 711 or 1-800-833-8134

<http://www.jud.ct.gov/crimevictim/>

Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS contracts with non-profit and public organizations to provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, therapy, safety planning, group treatment/support, personal advocacy and assistance in filing applications for victim compensation.

Office of Victim Advocate

505 Hudson Street, 5th floor, Hartford, Connecticut 06106,

Email at: ova.info@ct.gov or <http://www.ct.gov/ova/site/default.asp>.

Call (860)550-6632 or Toll Free (CT) 1-888-771-3126

The Office of the Victim Advocate (OVA) is an independent state agency charged with the responsibility of protecting and enforcing the rights of crime victim's throughout the state of Connecticut. The OVA monitor's services provided to crime victims by state agencies and private entities; receives and investigates victims' complaints regarding their treatment in the criminal justice process. They can intervene in court cases to advocate for a crime victim when their rights have been violated. They make recommendations to the legislature, criminal justice professionals, and victim service providers for changes in state policies and laws to benefit crime victims. They also provide public education and outreach regarding services available to victims of crime and their families.

Violence Against Women Act (VAWA) (Campus SaVE Act);

The United States Congress, recognizing the severity of the crimes associated with domestic violence, dating violence, sexual assault, and stalking, passed the **Violence Against Women Act of 1994 (VAWA)** as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA is described as "a comprehensive legislative package designed to end violence against women." VAWA has since been reauthorized in 2000, 2005 and 2014. The intention of VAWA was to improve responses by the criminal justice system to domestic violence, dating violence, sexual assault, and stalking and to increase the availability of services for victims of these crimes.

The United States Department of Justice's Office on Violence Against Women (OVW) was created specifically to implement (VAWA) and subsequent legislation. The VAWA 2000 reauthorization strengthened the original law by improving protections for battered immigrants, sexual assault survivors, and victims of dating violence. In addition, it improved the enforcement of protection orders across state and tribal lines. The VAWA reauthorization in 2005 continued to improve the law by, (in OVW's description), "providing an increased focus on the access to services for underserved populations."

On March 7, 2014, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

Beginning in 2014, every College and University participating in Title IV financial aid programs will be required to; 1. Compile statistics of incidents of sexual assault, domestic violence, dating violence, and stalking that occur within Clery geography and are reported to campus security authorities and 2. Include within its Annual Security Report a statement of policy regarding procedures, explanations, educational programs and services afforded to the victims of such crimes.

Below are the definitions of those crimes related with VAWA as described by the US Department of Justice OVW;

What is Domestic Violence? Domestic violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

What is Sexual Assault? Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

What is Dating Violence? Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

What is Stalking? Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.



Chapter 5;
Sexual Misconduct Policy:



UNIVERSITY OF
SAINT JOSEPH
CONNECTICUT



CAMPUS SEXUAL MISCONDUCT RESOURCES

Your rights and what you need to know to obtain information, support and assistance options for sexual harassment, sexual assault, domestic violence, intimate partner violence and stalking.

For more information and the complete USJ Sexual Misconduct Policy visit MyUSJ at <https://my.usj.edu/ics> and select the Sexual Misconduct tab.

Emergency Response

- USJ Public Safety 860.231.5222
- 911
- West Hartford Police 860.523.5203
- Hartford Police 860.757.4000

Confidential Resources and Support - Students

USJ Services:

- Health Services 860.231.5530
- Counseling and Wellness Center 860.231.5530

For Medical Assistance:

- Saint Francis Hospital 860.714.4000
- Hartford Hospital 860.545.5000

- Connecticut Sexual Assault Crisis Services 24 hr. hotline 888.999.5545
- Interval House Domestic Violence Services 24 hr. hotline 860.527.0550
- CT Coalition Against Domestic Violence 24 hr. hotline 888.774.2900

Confidential Resources and Support - Employees

- Employee Assistance 800.327.1850
- Connecticut Sexual Assault Crisis Services 24 hr. hotline 888.999.5545
- Interval House Domestic Violence Services 24 hr. hotline 860.527.0550
- CT Coalition Against Domestic Violence 24 hr. hotline 888.774.2900

Reporting Options – On Campus

- USJ Public Safety 860.231.5222
- Title IX Coordinator Deborah Spencer 860.231.5390 dspencer@usj.edu
- Title IX Deputy Paul Lombardo 860.231.5396 plombardo@usj.edu
- Title IX Deputy Tracy Lake 860.231.5447 tlake@usj.edu
- For Title IX Questions or Concerns: TitleIX@usj.edu

Reporting Options – Off Campus

- West Hartford Police Department 911
- Hartford Police Department 911
- Saint Francis Hospital Emergency Department 860.714.4000
- Hartford Hospital Emergency Department 860.545.0000

Review, Investigation and Resolution

- The University will assist any Complainant or Respondent in understanding the complaint process outlined in this policy. There are several options available to resolve reports of sexual assault, sexual harassment, dating violence, domestic violence, or stalking. These options include informal and formal processes. In general, the University, after consultation with the Complainant, will pursue a thorough review or investigation.
- Complaints against students will be resolved under applicable provision(s) of the Code of Student Conduct.
- Complaints against employees will be resolved by the appropriate University process.
- The Dean of Students Office can assist with: interim measures, academic housing, or other accommodations, referrals and other needed support.
- Public Safety may issue a No-Contact Letter.

Title IX: Sexual Misconduct Policy

The University of Saint Joseph believes in the intrinsic value of all human beings. Moreover, it is committed to the full, peaceable participation of all of its members in the educational endeavor it fosters. The University is committed to maintaining a learning and living environment which is fair and respectful and will not tolerate any threats or acts of sexual harassment, sexual assault or sexual violence which are all a forms of sex discrimination that creates a hostile environment. A hostile environment occurs when the conduct interferes or limits a student's ability to participate in a school's program. The University has an obligation to consider the effects of off-campus conduct when evaluating whether there is a hostile environment in a University program of activity. Any reports of such behavior or action should be made to the Title IX Coordinator or Deputy:

- ☎ Deborah Spencer, Title IX Coordinator 860.231.5390, dspencer@usj.edu or
- ☎ Paul Lombardo, Deputy Coordinator; Title IX Investigator 860.231.5396, plombardo@usj.edu
- ☎ Tracy Lake, Deputy Coordinator 860.231.5447 tlake@usj.edu

Complaints can also be sent to TitleIX@usj.edu or made to the Office for Civil Rights, Boston Office, U.S. Department of Education, 8th floor, 5 Post Office Square, Boston, MA 02109-3921, 617.289-0111, OCR.Boston@ed.gov.

A report of sexual harassment, assault, violence or stalking will be taken seriously, promptly investigated and addressed. While respecting the rights of all parties involved, the safety and well-being of the complainant and the campus community are the University's primary concern. Appropriate action will be taken to discipline an offending party. The University of Saint Joseph maintains an on record sexual misconduct policy, a commitment to investigation, support, and protection of any involved parties, annually published security reports, as well as prevention initiatives.

Definition of Terms

Sexual Violence is any physical acts perpetrated against a person's will or where a person is unable to give consent. This includes all forms of sexual harassment including rape, sexual assault, sexual battery, and sexual coercion.

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or benefit or advantage another one other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offences. Examples include invasion of sexual privacy, non-consensual video or audio taping of sexual activity, engaging in voyeurism, exposing ones genitals and knowingly transmitting an STI or HIV to another student.

Intimidation implied threats or acts that cause an unreasonable fear of harm in another.

Economic abuse withholding economic resources to intimidate, threaten, or cause the victim to remain in a relationship because of lack of access to finances. Examples include but not limited to sabotaging employment opportunities and withholding money.

Emotional/Psychological Abuse any behavior verbal or non-verbal that the respondent does to control the complainant and or damage the complainant's emotional well-being. Examples include but not

limited to name-calling, mocking, yelling or making humiliating remarks, monitoring phone calls, texts, or computer use.

Technological Abuse the use of technology to control, harass, intimidate, or stalk another person. Examples include hacking or logging into a victim's email or other electronic accounts without permission, installing tracking devices on cellphone, manipulation through social media, violation of information privacy and sending insulting or threatening emails or messages.

Hazing are acts likely to cause physical or psychological harm or social ostracism to any person with in the university community, when related to the admission, initiation, pledging, joining or any other group-affiliation activity.

Sexual harassment can be defined as **unwelcome conduct** of a sexual nature. This can include such actions as making unwelcomed sexual comments about appearance, clothing, or body parts.

Sexual assault is a sexual act committed or attempted against one's will. It includes a range of acts from unwelcome sexual touching to forced sexual intercourse. Sexual assault refers to any sexual act without the explicit consent of the recipient.

Stalking involves any behaviors or activities occurring on more than one occasion that collectively instill fear in the complainant and/or threaten her/his safety, mental health, and/or physical health. Such behaviors or activities may include, but are not limited to non-consensual communications (face to face, telephone, e-mail), threatening or obscene gestures, surveillance, or showing up outside the targeted individual's classroom or workplace.

Relationship/Dating Violence is a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional and/or physical.

Domestic Violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological action or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. **Coercion** is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something they may not want to do such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting to having sex and is considered sexual misconduct.

Consent is defined as clear, knowing and voluntary agreement by an individual of legal age. Silence, on its own, cannot be interpreted as consent. Neither relationship nor prior permission implies future consent. Someone who is incapacitated (i.e. from drugs, alcohol, being asleep, unconscious or because of an intellectual or other disability) cannot consent. Consent can be withdrawn at any time. Coercion, force or threat invalidates consent.

Force may include, but is not limited to, the use or display of a weapon, physical immobilization, threats, intimidation or coercion. Another example of force is psychological pressuring or any attempt to take

advantage sexually of an individual under duress or incapable of making a decision on his or her own. This includes situations in which an individual is under the influence of alcohol, drugs, or otherwise physically incapacitated.

Know Your Options

An individual reporting an incident of sexual misconduct is considered the “complainant” and the individual who the incident is reported against is the “respondent”. The University encourages complainant of sexual harassment, assault, violence or stalking to talk to somebody about what happened – so the complainant can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- All other employees are required to report all the details of an incident (including the identities of both the complainant and respondent) to the Title IX coordinator. A report of these employees (called “responsible employees”) constitutes a report to the University – and generally obligates the College to investigate the incident and appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting a confidential disclosure options available to them – so they can make informed choices about where to turn should they become a complainant of sexual violence. The University encourages the complainant to talk to someone identified in one or more of these groups regardless if the respondent is an employee, student or a non-campus third party individual.

The Options

A. Privileged and Confidential Communications

Professional and Pastoral Counselors

Professional, licensed counselors and pastoral counselors (not including Campus Ministry employees) who provide mental-health counseling to members of the university community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a complainant’s permission.

A complainant who speaks to a professional counselor must understand that, if the complainant wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. Even so, these counselors will still assist the complainant in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A complainant who at first requests confidentiality may later decide to file a complaint with the University or report the incident to local law enforcement, and thus have the incident fully investigated. The counselors will provide the complainant with assistance if the victim wishes to do so.

B. Reporting to “Responsible Employees”

A “responsible employee” is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a complainant tells a responsible employee about an incident of sexual violence, the complainant has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the complainant and that the University will need to determine what happened – including the name(s) of the complainant and respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share information with law enforcement without the complainant’s consent or unless the complainant has also reported the incident to law enforcement.

Before the complainant reveals any information to a responsible employee, the employee should ensure that the complainant understands the employee’s reporting obligations – and, if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

If the complainant wants to tell the responsible employee what happened but also maintains confidentiality, the employee should tell the complainant that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the complainant’s request for confidentiality. Responsible employees will not pressure a complainant to request confidentiality, but will honor and support the complainant’s wishes, including for the University to fully investigate an incident. By the same token, responsible employees will not pressure a complainant to make a full report if the complainant is not ready to.

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to the Director of Public Safety regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses given) for publication in the annual Campus Security Report.

This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the complainant and may be done anonymously.

Complainants of sexual misconduct should also be aware that University of Saint Joseph administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a complainant’s name and other identifying information is not

disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Good Samaritan Policy

The health and safety of University of Saint Joseph students are a main concern for the institution. All students are expected to be concerned community members for themselves and active bystanders for others. There may be times when a student is in a situation under the influence of alcohol or drugs where medical attention is necessary. Students have an ethical responsibility by contacting a Residence Life or Public Safety staff member for immediate assistance.

Students that request medical assistance on their own behalf or for another individual will not face disciplinary action due to this policy. Any student who contacts the above departments on behalf of another student will also not receive any disciplinary action unless they are in violation of a major alcohol or drug policy. Under the Good Samaritan policy, the violation will be handled through an educational sanction instead of a disciplinary sanction.

Students will be granted to fall under the Good Samaritan policy only once. In order for this policy to apply to the student, she is required to read and abide by the protocol from the Transport Information and Release form. Repeat incidents will result in the student participating in the student conduct process. This policy does not negate any other policy violations in the Student Code of Conduct.

Reporting Procedures

Any member of the University of Saint Joseph Community who has experienced, witnessed as a bystander or learned about any sexual harassment, assault, domestic violence or stalking is encouraged on or off campus to contact the Title IX Coordinator/Deputy and/or Campus Safety. Reporting an act of sexual misconduct allows the institution to pursue safety and support for the complainant and the community. The complainant may request confidentiality, but should recognize this may limit the institution's ability to respond. Where the complainant provides consent, University personnel will strive to protect the privacy of any involved students during the reporting and investigation process. Where strict confidentiality is not possible, discernment and sensitivity will be used in sharing information on a need-to-know basis only.

If the University determines that it cannot maintain a complainant's confidentiality, the University will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

The safety and well-being of the complainant and the campus community are the institution's primary concern. It is the complainant's choice (if he or she is of legal age) whether to file a formal complaint with local law enforcement and/or the University at any point in the informal process. In addition the complainant may stop proceedings at any time.

In cases where University personnel have reason to believe an incident of sexual misconduct has occurred, the institution is legally obligated to investigate and respond. This may occur without the receipt of a formal complaint.

Title IX Coordinator/Deputy

The individuals responsible for Title IX compliance at the University of Saint Joseph are:

Title IX Coordinator: Deborah Spencer

860.231.5390 or dspencer@usj.edu

Role: Receiving/recording complaints, notifying appropriate Title IX Deputy) and other administrators, and tracking resolution.

Deputy Coordinator; Title IX Investigator: Paul Lombardo

860.231.5396 or plombardo@usj.edu

Role: Receiving and responding to all complaints involving students and other members of USJ community, including investigations

Deputy Coordinator: Tracy Lake, MA, Asst. Dean of Student Affairs,

860.231.5447 - tlake@usj.edu

Role: Receiving and responding to all complaints involving students

A complaint can also be sent through email to TitleIX@usj.edu. Formal complaints of Title IX noncompliance (including sexual misconduct) should be reported to a Title IX coordinator, who will oversee the investigation, resolution, appeals process and any report of retaliation. Complaints can also be made via the University's ethics line reporting at:

<https://secure.ethicspoint.com/domain/media/en/gui/33024/index.html>.

Anonymous Reporting

The University of Saint Joseph, Department of Public Safety recognizes the importance of allowing individuals reporting an incident to Public Safety to remain anonymous. The Department of Public Safety utilizes an anonymous reporting tip line. The phone number for the **Anonymous Tip Line** is 860.231.5742 or x5742 from any campus phone. The **Anonymous Tip Line** voicemail will be reviewed by the Director of Public Safety. All calls will remain anonymous unless the caller states that they wish to be contacted.

Investigation Procedures

Upon receipt of a formal complaint, a timely investigation will be conducted. An investigation will begin within 10 working days* of the received complaint and may include, but is not limited to the following steps:

- Both complainant and respondent have equitable rights during the investigation (i.e. have the same opportunities to produce evidence or witness).
- Fact finding interview with the complainant (procedures will be based on the "preponderance of the evidence standard").
- Interviews or written statements from witnesses.
- Interview with the respondent with opportunity to respond to all allegations.
- Written record of all interviews and pertinent information (confidentially maintained).
- Mediation is not an appropriate final decision in these cases.
- Notice of a student's right to file a criminal complaint and a Title IX complaint simultaneously

University of Saint Joseph may take interim steps to ensure the safety and wellbeing of the complainant before the final outcome of the investigation. The complainant has the right to request that immediate interim steps be taken to include but not limited to a change in living arrangements or other modifications to avoid forced contact with the respondent. A respondent may be asked to change their work schedule, alter their academic schedule, withdraw from a class, be suspended or removed from campus housing and/or declared an unapproved guest on campus, pending the outcome of the investigation. Also, when deemed appropriate the University can issue a no-contact letter between the parties involved.

Unapproved guests are subject to additional University disciplinary action or arrest if found on campus. The conclusion of the investigation can be expected within 30 workdays* and will be communicated in writing to the complainant and the respondent.

Incidents involving respondents who are nonmembers of the University community will be processed according to local and state laws.

*Workdays are defined by the days the University is open for business.

Disciplinary Response

Where there is sufficient evidence to conclude that sexual misconduct has occurred, the resolution for a student respondent will include disciplinary action. This may include, but is not limited to:

- Written Apology
- Personal Accountability
- Issuance of a “No Contact Letter”
- Ban from Campus
- Counseling- a University Counselor staff member will administer counseling for a set amount of time. University Counselors may recommend additional counseling or testing if needed.
- Suspension
- Removal from campus housing, but not classes
- Voluntary Withdrawal from campus housing and classes
- Dismissal from campus housing and classes

Results of Disciplinary Procedures

Both the complainant and respondent will receive simultaneous written notification of the outcome of disciplinary hearing, sanctions (if imposed) and the institution’s appeal process. The University maintains records for seven years according to Clery requirements or a specific length of time based upon Connecticut law. The following records will be kept: informal and formal complaint, including individuals involved, investigative steps taken, documentation received, individuals interviewed, decisions reached and reason(s) for the decision(s) reached.

Appeal Procedures

If either student party believes the resolution of the investigation to be unfair or unsubstantiated, he or she may contact the Vice President of Student Affairs/Dean of Students to appeal this decision. An appeal will be processed through a hearing with the Student Appeals Board. An appeal of the findings must be requested within 2 weeks from the date on the original resolution letter. This request must be made to the Vice President of Student Affairs/Dean of Students, located on the 2nd floor of McGovern, 860.231.5737 or cbarnard@usj.edu.

It is important to note that the Student Appeals Board only holds a hearing if it appears that the student was not treated equitably and that the appropriate procedures were not followed. Specific information regarding the Student Appeals Board can be found in the Student Handbook.

Incidents involving respondents who are nonmembers of the University community cannot be appealed through University proceedings, but rather will be processed according to local and state laws.

All participants will be reminded during the hearing that their participation and testimony must remain confidential following the hearing. Committee members shall not discuss the case with anyone outside of the hearing.

Retaliation

The University of Saint Joseph strictly prohibits any form of retaliation against individuals who report sexual misconduct or assist in the investigation. Retaliation is any action that could be perceived as intimidation, hostility, harassment, retribution, threats or violence in connection with the report or investigation of an incident of sexual misconduct. The University will respond to retaliation as a separate incident.

Care after a Sexual Assault

Individuals who have been sexually assaulted will be treated with dignity, respect and should immediately consider the following important steps:

1. Get away from the attacker to a safe place as fast as you can.
 - On-campus students should call their Resident Coordinators/Resident Assistant immediately or go directly to the nearest emergency room.
 - Off-campus students are encouraged to call a trusted friend or a member of Counseling and Wellness Center and/or Student Health Services.
 - If immediate medical attention is needed, call Campus Safety at 860.231.5222 and they will call 911.
2. Seek medical care due to possible exposure to health risks.

Resources for Medical Attention

Complainants of sexual assault should seek treatment from hospitals that participate in the SAFE program. The SAFE program is a complainant services program that provides participating hospitals with 24/7 access to Sexual Assault Nurse Examiner (SANE) who are sexual assault forensic examiners and use “rape kits” to collect forensic evidence. Participating hospitals in Connecticut include: Saint Francis Hospital, Hartford Hospital, The Hospital of Central Connecticut (New Britain campus), Manchester Hospital, Middlesex Hospital, and Windham Hospital.

You can take a support person with you to the hospital. Also a sexual assault complainant advocate from Connecticut Sexual Assault Crises Services (ConnSACS) can accompany you or meet you at the hospital. Call 24 hours a day 888.999.5545 to request an advocate. Hospitals can also call and request an advocate for you.

Students may also seek treatment from the USJ’s Health Services located in the Little Red House on campus however this office does not complete the sexual assault evidence collection kit. To contact USJ Health Services call 860.231.5530.

Importance of Preserving Evidence/Before You Arrive at the Hospital

Hospital staff will ask to collect evidence. Whether or not you decide to have evidence collected, it is important that you DO NOT do the following prior to arriving at the hospital: change clothes, shower or bathe, douche, drink, eat, smoke, brush your teeth, use the bathroom unless absolutely necessary. Taking these precautions before the medical exam allows you to keep your legal options open as long as possible. These activities can destroy vital evidence. If you have not changed your clothes, bring a

change of clothes with you. If you've changed your clothes since the assault, place the clothes you wore at the time of the attack in a paper bag (not plastic). Bring them with you to the emergency room. Let your nurse or doctor know you have them, and tell them if you have done anything else (washed, etc.) before you arrived.

Resources for preventable sexually transmitted diseases

Burgdorf Health Center, Hartford STD Clinic,
Disease Prevention and Health Promotion
131 Coventry Street, 1st Floor
860.757.4830 or 860.757.4772
No appointment necessary. Fee for service.

3. File a report with a Title IX coordinator, Campus Safety 860.231.5222 or West Hartford Police 860.523.5203.

4. Speak with a counselor either on campus at the Counseling and Wellness Center located in the Little Red House and also by calling (Monday – Friday 8:30am-4:30pm at 860.231.5530) or at:

Connecticut Sexual Assault Crisis Services, Inc.

96 Pitkin Street
East Hartford, CT 06108
info@connsacs.org

24-Hour Hot Line 888.999.5545

All services are FREE and CONFIDENTIAL and services provided include:

- Hotline Services 24 hours/day 7 days/week
- 24 hour crisis counseling
- Information & referral
- Advocacy for children and non-abusing parent
- Short-term counseling for complainants and their family and/or friends
- Support groups and more
- Community education programs dealing with sexual assault issues
- Community prevention programs dealing with safety concerns, etc.

Other Resources

Connecticut Coalition Against Domestic Violence

24-hour Statewide, Toll Free Domestic Violence Hotline 888.774.2900

For counseling services, support groups, emergency shelter and general support services, please call our 24-hour statewide, toll free domestic violence hotline at 888.774.2900 to be connected to the nearest domestic violence agency. An advocate can talk with you about your needs and help you identify shelters, programs and other resources. All services are free and confidential. Located at 912 Silas Deane Highway, Lower Level, Wethersfield, CT 06109 Phone: 860.282.7899 | Toll free (CT only): 800.281.1481 or <http://www.ctcadv.org/>.

Office of Victim Services

The Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS contracts with non-profit and public organizations to

provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, therapy, safety planning, group treatment/support, personal advocacy and assistance in filing applications for victim compensation. For more information, call 711 or 1.800.833.8134; go to 225 Spring Street, Fourth Floor, Wethersfield, Connecticut; or <http://www.jud.ct.gov/crimevictim/>.

Office of Victim Advocate

The Office of the Victim Advocate (OVA) is an independent state agency charged with the responsibility of protecting and enforcing the rights of crime victims throughout the state of Connecticut. *The OVA monitor's services provided to crime victims by state agencies and private entities; receives and investigates victims' complaints regarding their treatment in the criminal justice process. They can intervene in court cases to advocate for a crime victim when their rights have been violated. They make recommendations to the legislature, criminal justice professionals, and victim service providers for changes in state policies and laws to benefit crime victims. They also provide public education and outreach regarding services available to victims of crime and their families. For more information call 860.550.6632 or Toll Free (CT) 1.888.771.3126, go to 505 Hudson Street, 5th floor, Hartford, Connecticut 06106, or email at ova.info@ct.gov* <http://www.ct.gov/ova/site/default.asp>

Awareness and Education

The University of Saint Joseph recognizes that awareness and educational efforts are important steps in sexual assault prevention. The University commits to the following prevention initiatives:

- This and related policies are included in faculty, staff and student handbooks. The University's Student Handbook can be found online at: http://www2.usj.edu/PDF/StudentServices/student_handbook14-15.pdf
- New students receive information and training prior to the 15th of October.
- Current students are reminded during residence hall meetings each fall of the dangers and prevalence of sexual assault.
- Brochures and information on sexual assault are made available in key locations including the Student Health Services, Counseling and Wellness Center and the Office of the Vice President/Dean of Students.
- Residence Life staff receives yearly training on responding to sexual assault.
- Student Leaders, athletes, CAE academic tutors receive by-stander training.
- Campus Safety provides escorts for any student crossing campus in the evening hours. Call 860.231.5222 to request this service.
- Emergency phones can be found throughout campus.
- Title IX myUSJ webpage.



Chapter 6;

Sexual Assault, Domestic Violence and Stalking Awareness and Prevention Activities

University of Saint Joseph, West Hartford, CT

Sexual Assault, Domestic Violence and Stalking Awareness and Prevention Activities

October 2015 – October 2016

	Date	Program Title	Audience	Presenter	Type of Programming
1.	9/9/15	"Stereotype Night" Harassment and Bullying	USJ Undergrad Students	Jasmine McLean (RA/ORL)	Primary Prevention Programming
2.	9/28/15	"Drunken Nights" Alcohol/Dating Violence/Sexual Assault	USJ Undergraduate Students	Omayra Diaz & Janae Powell (RA/ORL)	Primary Prevention Programming
3.	10/13/15	SIM Lab: Boot Camps DV Scenarios (Domestic Violence)	All Undergrad Nursing Students	Nancy Cabelus, (Faculty)	Primary Prevention Programming
4.	10/15/15	SIM Lab: Boot Camps DV Scenarios(Domestic Violence)	All Undergrad Nursing Students	Nancy Cabelus, (Faculty)	Primary Prevention Programming
5.	10/26/15	"Date Night" Dating Violence/Sexual Assault	USJ Undergraduate Students	JoMari Lopez (RA/ORL)	Primary Prevention Programming
6.	11/3/15	"Let's Role Play" Harassment and Bullying	USJ Undergraduate Students	Jasmine McLean (RA/ORL)	Primary Prevention Programming
7.	11/4/16	"Sex in an Envelope" Dating Violence/Sexual Assault	USJ Undergraduate Students	Janae Powell (RA/ORL)	Primary Prevention Programming
8.	11/6/15	Student-Athlete Sexual Misconduct Training	Student Athletes	Jennifer Oliver (YWCA)	Primary Prevention Programming Awareness Programming
9.	11/23/15	Forensic Nursing (Domestic Violence/ Child Abuse)	ASD Nursing Students	Nancy Cabelus, (Faculty)	Primary Prevention Programming
10.	11/28/15	Africa Rising (Movie Presentation) Sexual Violence)	ALL USJ Community	Nancy Cabelus, (Faculty)	Primary Prevention Programming
11.	11/6/15	Supervisor Training	USJ Supervisors	Deborah Spencer (HR)	Primary Prevention Programming Awareness Programming
12.	12/9/15	New Employee Training*	New Faculty & Staff	Deborah Spencer (HR)	Primary Prevention Programming Awareness Programming
13.	1/6/16	New Employee Training*	New Faculty and Staff	Deborah Spencer (HR)	Primary Prevention Programming

					Awareness Programming
14.	1/13/16	Sexual Misconduct & Title IX Training	Staff and Faculty	Deborah Spencer (HR)	Primary Prevention Programming Awareness Programming
15.	3/10/16	Sexual Misconduct Posters Updated	USJ Community	Meredith Yuhas (CWC)	Primary Prevention Programming Awareness Programming
16.	3/10/16	Informed Consent Posters	USJ Community	Meredith Yuhas (CWC)	Primary Prevention Programming
17.	3/2/16	Self-Defense Course	USJ Community	Chris Martell, Modern Self Defense	Bystander Intervention Awareness Programming Primary Prevention Programming
18.	3/2/16	Responding to Students in Distress	New Employees	Sarah Quish (CWC)	Primary Prevention Programming Awareness Programming
19.	3/2/16	New Employee Trainings*	New Staff and Faculty	Deborah Spencer (HR)	Awareness Programming Primary Prevention Programming
20.	3/9/16	Lecture: Domestic Violence	Nursing 411 Students	Nancy Cabelus, (Faculty)	Primary Prevention Programming
21.	3/30/16	Lunch & Learn Lecture (Sexual Violence)	Nursing 411 Students	Nancy Cabelus, (Faculty)	Primary Prevention Programming
22.	4/5/16	"Beyoncé" Alcohol Awareness/Dating Violence/Sexual Assault	USJ Undergraduate Students	Jasmine McLean (RA/ORL)	Primary Prevention Programming
23.	4/13/16	Alcohol and Drug Education Tabling	USJ Students	Women of Wellness (WOW)	Awareness Programming Primary Prevention Programming
24.	4/15/16	Symposium Day (Dating Violence)	USJ Community	Nancy Cabelus, (Faculty)	Primary Prevention Programming
25.	4/21/16	Supervisor Training	USJ Supervisors	Deborah Spencer (HR)	Primary Prevention Programming Awareness Programming
26.	4/25/16	Research Day (Domestic Violence)	USJ Community	Nancy Cabelus (Faculty)	Primary Prevention Programming
27.	4/16/16	Supervisor Training	USJ Supervisors	Deborah Spencer (HR)	Primary Prevention Programming

					Awareness Programming
28.	5/12/16	Responding to Students in Distress	New Faculty and Staff	Sarah Quish (CWC)	Primary Prevention Programming Awareness Programming
29.	5/12/16	Title IX Training	USJ Student Leaders	Sarah Quish (CWC)	Primary Prevention Programming Awareness Programming
30.	6/1/16	My Student Body Sexual Assault, Domestic Violence, Bystander, Alcohol Awareness)	First Years	Sarah Quish (CWC)	Primary Prevention Programming Bystander Training
31.	6/1/16	New Employee Trainings*	New Faculty and Staff	Deborah Spencer (HR)	Awareness Programming Primary Prevention Programming
32.	6/1/16	Responding to Students in Distress	New Faculty and Staff	Sarah Quish (CWC)	Primary Prevention Programming Awareness Programming
33.	6/14/16	Sexual Misconduct & Title IX Training	Faculty and Staff	Deborah Spencer (HR)	Primary Prevention Programming Awareness Programming
34.	7/20/16	Supervisor Training	USJ Supervisors	Deborah Spencer (HR)	Primary Prevention Programming Awareness Programming
35.	8/19/16	Investigation Training	Residential Life Staff	Paul Lombardo (PS)	Primary Prevention Programming Awareness Programming
36.	8/19/16	Drug Awareness Training (Sexual Assault)	Residential Life Staff	West Hartford Police	Primary Prevention Programming Awareness Programming
37.	8/23/16	QPR Training Distress Response	Residential Life Staff	QPR Online	Primary Prevention Programming
38.	8/24/16	Title IX part 2 Training	Campus Leaders	YWCA & Deborah Spencer (HR)	Bystander Training Primary Prevention Programming
39.	8/24/16	Title IX Training for Employees	Student Leaders	Sarah Quish (CWC)	Primary Prevention Programming

					Awareness Programming
40.	8/27/16	Interpersonal Violence Training	First Year Students	Sarah Quish (CWC)	Awareness Programming Primary Prevention Programming Bystander
41.	8/27/16	Getting to Know You (Part 1)	First Year Students	Sarah Quish (CWC) & Paul Lombardo (PS)	Bystander Training
42.	8/28/16	Getting to Know You (Part 2)	First Year Students	Sarah Quish (CWC) & Paul Lombardo (PS)	Bystander Training
43.	9/13/16	"Drunken Nights" Alcohol Awareness/Dating Violence/Sexual Assault	USJ Undergraduate Students	Omayra Diaz & Janae Powell (RA/ORL)	Primary Prevention Programming
44.	9/16/16	New Employee Training*	New Faculty & Staff	Deborah Spencer (HR)	Awareness Programming Primary Prevention Programming
45.	9/28/16	New Employee Training*	New Faculty & Staff	Deborah Spencer (HR)	Awareness Programming Primary Prevention Programming
46.	10/5/16	YWCA Monthly Tabling	USJ Community	Amanda Carrington (YWCA)	Awareness Programming Primary Prevention Programming

KEY:

CWC - Counseling and Wellness Center

HR – Human Resources

HS – Health Services

ORL - Office of Residential Life

PS- Public Safety

SA - Student Affairs

*New Employee Trainings Include:

- Harassment, Discrimination & Bullying Awareness and Avoidance
- Sexual Misconduct & Title IX
- FERPA/Student Confidentiality
- Safety on Campus
- Recognizing & Responding to Students in Distress



Chapter 7;

University of Saint Joseph **Resource Team Members** **2014-2015**

University of Saint Joseph Resource Team Members 2014-2015

Title IX Coordinators

Title IX Coordinator
Ruth Foxman
Executive Assistant to the President/
Secretary to the Board of Trustees
860.231.5221 - rfoxman@usj.edu

Deputy Coordinator
Deborah Spencer
Director of Human Resources
860.231.5390 - dspencer@usj.edu

Deputy Coordinator
Paul Lombardo
Director of Public Safety
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USJ Members

Cheryl Barnard, Ph.D.
Vice President-Student Affairs/Dean of Students
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Elizabeth Cocola, APRN, FNP-BC
Director of Health Services
860.231.5272 - ecocola@usj.edu

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Director of Counseling and Wellness Center
860.231.5366 - myuhas@usj.edu

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Frank Kuster
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Tracy Lake
Assistant Dean of Student Affairs/
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860.231.5447 - tlake@usj.edu

Stacey Lalor
Senior Social Work/Biology Student,
Women of Wellness Team Leader
slalor@usj.edu

Sarah Quish, LCSW
Counselor, Counseling and Wellness Center
860.231.5440 - squish@usj.edu

Debbie Fiske
Associate Athletic Director, Athletics
860.231.5423 - dfiske@usj.edu

Community Members

Chelsea Culbert, Interim Advocate, YWCA/SACS
860.225.4681 ext.257 - cculbert@ywcaneubritain.org

Rosemary Padin, Director of Development, Interval House
860.246.9149 ext. 338 - rosemary.padin@intervalhousect.org

Vicki Melchiorre, Senior Assistant State's Attorney Office Hartford
860.566.3190 - vicki.melchiorre@ct.gov

Community Trainers

David Rivera, Community Relations Coordinator, Interval House
860-645-4034, Ext. 301 - david.rivera@intervalhousect.org

Jennifer Oliver, Community Educator, YWCA/SACS
860.225.4681 ext.203 - joliver@ywcaneubritain.org

USJ RESOURCE TEAM MEETING

FEBRUARY 25, 2015

AGENDA

9:00 am - 9:30 am

Welcome

Meredith Yuhas, PhD
Director, Counseling and Wellness Center
Chair, HEA Committee

Cheryl Barnard, PhD
Vice President for Student Affairs/
Dean of Students

Compliance Efforts

Polices and Additional Handouts

9:30 am - 10:00am

Getting to know the team

10:00 am - 11:00 am

*Responding to Domestic Violence and
Stalking*

David Rivera, Interval House

11:00 am - 12:00 pm

Responding to a Sexual Assault

Jennifer Oliver, YWCA/SACS



Chapter 8;

University of Saint Joseph **Resource Team Members** **2015-2016**

University of Saint Joseph Resource Team Members 2015-2016

Title IX Coordinators

Title IX Coordinator
Deborah Spencer
Director of Human Resources
860.231.5390 - dspencer@usj.edu

Deputy Coordinator
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Deputy Coordinator
Paul Lombardo
Director of Public Safety
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USJ Members

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Community Members

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Vicki Melchiorre, Senior Assistant State's Attorney Office Hartford
860.566.3190 - vicki.melchiorre@ct.gov

USJ RESOURCE TEAM MEETING

OCTOBER 15, 2015

AGENDA

9:00 am - 9:30 am

a. Welcome

Meredith Yuhas, PhD
Director, Counseling and Wellness
Center
Chair, HEA Committee

Cheryl Barnard, PhD
Vice President for Student Affairs/
Dean of Students

b. Update on Compliance Efforts

*c. Getting to know the team – New
Members*

9:30 am - 11:15am

View Movie “The Hunting Ground”

11:15 am - 12:00 pm

*Discuss Victim Centered Response on USJ
Campus*



Chapter 9;

University of Saint Joseph **Resource Team Members** **2016-2017**

University of Saint Joseph Resource Team Members 2016-2017

Title IX Coordinators

Title IX Coordinator
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Development
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Deputy Coordinator
Title IX Investigator
Paul Lombardo
Director of Safety and Risk Management
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Frank Kuster
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Public Safety Office/Compliance, Public Safety
860.231.5222 - mhopson@usj.edu

Graduate Student Masters in Social Work
Women of Wellness Graduate Assistant
Amber Estelle
aestelle@usj.edu

Community Members

Amanda Carrington, Campus Advocate, YWCA/SACS
860.225.4681 ext.257 - cculbert@ywcaneubritain.org

Joanna Flanagan, Community Educator, YWCA/SACS
860.225.4681 ext.203 – jflanagan@ywcaneubritain.org

David Rivera, Community Relations Coordinator, Interval House
860.645.4034 ext. 301 – david.rivera@intervalhousect.org

Vicki Melchiorre, Senior Assistant State's Attorney Office Hartford
860.566.3190 - vicki.melchiorre@ct.gov

The crest of the University of Cambridge, featuring a shield with a cross and four lions, surrounded by a circular border.

Appendices:



Appendix I;
Interval House – MOU

AGREEMENT**Between****Interval House****And****University of Saint Joseph**

This Agreement is entered into by Interval House/hereinafter referred to as "The Organization" and University of Saint Joseph/hereinafter referred to as "The University." This Agreement formalizes the commitment of the parties to work together to provide trauma-informed services to student and employee victims of domestic violence and stalking and to improve the overall response to domestic violence and stalking at University of Saint Joseph. The parties share the goal of preventing domestic violence and stalking on the campus and in the community and responding appropriately to students and employees who are victims of domestic violence and stalking.

I. Description of the Partner Organization

- The Agency is a non-profit, community-based organization which has a primary area of focus the provision of services to individuals who are victims of domestic violence, and their children. The Agency provides free, confidential prevention and intervention services and support to include 24-hour hotline, emergency safe housing, risk assessment, counseling, court-based victim advocacy, information and referral.
- University of Saint Joseph was founded in 1932 by the Sisters of Mercy in the Roman Catholic tradition and serves approximately 2,600 students. Its mission, provides a rigorous liberal arts and professional education for a diverse student population while maintaining a strong commitment to developing the potential of women. The University is a community which promotes the growth of the whole person in a caring environment that encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

II. History of Collaboration

The University and The Organization have collaborated for many years to provide information to students about domestic violence and stalking, to organize educational programs for students and as an internship/practicum location for University students. This Agreement builds on the previous collaboration to provide services to victims and training to additional school officials as resources and capacity allow.

III. The Role of The Organization

The Organization agrees to:

- a) Appoint a qualified staff member to focus on making services accessible to and appropriate for students and employees referred by The University.

- b) Continue to make 24-hour domestic violence hotline numbers available in both English and Spanish to students and employees of The University.
- c) Provide confidential crisis intervention, counseling, information and referral, and legal advocacy as requested by students and employees.
- d) Provide students and employees of The University with information on reporting options, including how to file a complaint with The University, how to report a crime to campus or local law enforcement and offer to assist students throughout the process.
- e) Meet with The University's Title IX Coordinator or designee to share information about the needs of victims, trends in domestic violence and/or stalking services provided, additional services that are needed by students and employees and the effectiveness of The University's domestic violence and /or stalking prevention and response program.
- f) In coordination with The University, if needed, provide training opportunities to The University student services staff, officials involved in student conduct proceedings, and The University on the incidence and prevalence of domestic violence and stalking, types of domestic violence and stalking, the effects of domestic violence and stalking on victims, the crimes of family violence and stalking, orders of protection, the neurobiology of trauma as it relates to victims, safety planning and appropriate methods for interviewing and communicating with victims.
- g) Assist The University, if needed, with the development and provision of prevention and training to faculty, students and school officials.
- h) Participate, where feasible, in The University Campus Resource Team or other coordinated team efforts, as deemed appropriate.

IV. The Role of University of Saint Joseph

University of Saint Joseph agrees to:

- a) Appoint a qualified staff member to serve as the liaison with The Organization.
- b) Provide training to The Organization staff about on-campus resources that are available to student and employee victims of intimate partner violence and stalking; the federal and state requirements for colleges in responding to domestic violence and stalking; reporting procedures for victims who wish to file a report with campus security and/or a complaint with The University officials; the student code of conduct and disciplinary process; and the educational accommodations that can be provided to victims of domestic violence.
- c) Provide printed and online materials about reporting options for students and employees, including information about how to file a complaint with The University and how to report a crime to local law enforcement.
- d) Inform The Organization about the reporting obligations of The University employees and identify those school employees with whom students can speak confidentially (and any exceptions to that confidentiality.)
- e) Inform The Organization about The University prohibitions on retaliation, how allegations of retaliation can be reported, and what protections are available for students who experience retaliation.
- f) Ensure availability of the Title IX Coordinator or designee to meet with The Organization.
- g) Collaborate with The Organization on prevention approaches and activities.

- h) Conduct victim satisfaction surveys or use other methods to assess the effectiveness of the services provided to students and employees.
- i) Optional: Provide confidential office/meeting space for The Organization staff to meet with faculty, staff and students.

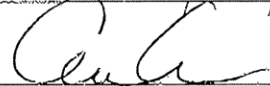
V. Confidentiality

The Organization and The University affirm the importance of providing students with options for confidential services and support. All services provided by The Organization to students and employees of The University will be kept confidential except in the following circumstances:

- a) If the student or employee wants information shared with The University or campus security, campus or local law enforcement, the Organization will obtain informed consent for release of information. When releases of information are required, they will be written, informed, and reasonably time-limited.
- b) The University is committed to maintaining the privacy of student record information, consistent with the law, especially with respect to matters pertaining to sexual violence. The Family Educational Rights and Privacy Act (FERPA) requires that the College/University not provide access to or disclose personally identifiable student information maintained in College/University records without the prior written consent of the student, unless access or disclosure is permitted or required pursuant to the limited provisions of FERPA that permits access or disclosure to such information without the student's prior written consent."
- c) If the federal or state law requires disclosure because there is an imminent risk of harm to self or others, the University Title IX Coordinator will determine 1) who will be notified, 2) in what form, 3) what information will be provided to the victim regarding this disclosure; and 4) what steps will be taken to protect the victim from the imminent risk.

By: 
President, University of Saint Joseph

Date: 11/21/14

By: 
Executive Director, Interval House

Date: 12/2/14



Appendix II;

YWCA – MOU

AGREEMENT

Between

 ~~Sexual Assault Crisis Service (SACS) YWCA New Britain~~

And

University of Saint Joseph 

 This Agreement is entered into by ~~Sexual Assault Crisis Service (SACS) YWCA New Britain~~ (herein after referred to as "The Agency") and University of Saint Joseph (hereinafter referred to as "~~The College~~" / "The University."). The Agreement formalizes the commitment of the parties to work together to provide trauma-informed services to student and employee victims of sexual violence and to improve the overall response to sexual violence at University of Saint Joseph. The parties share the goal of preventing sexual violence on the campus and in the community and responding appropriately to students and employees who are victims of sexual violence.

I. Description of the Partner Agencies

- The Agency is a non-profit, community-based organization dedicated to the elimination of sexual violence in all its forms. The Agency provides free, confidential and empowerment based sexual assault crisis and advocacy services including a 24-hour hotline, individual counseling, medical and legal accompaniment and support, and community education and training programs.
- University of Saint Joseph was founded in 1932 by the Sisters of Mercy in the Roman Catholic tradition and serves approximately 2,600 students. Its mission, provides a rigorous liberal arts and professional education for a diverse student population while maintaining a strong commitment to developing the potential of women. The University is a community which promotes the growth of the whole person in a caring environment that encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

II. History of Previous Collaboration

The University of Saint Joseph and The Agency have collaborated for a number of years to provide information to students about sexual violence, organize educational programs to address sexual violence and as an internship/practicum location for University students. In recent years, The Agency has attended and supported 2-3 educational programs a year including provided monthly informational tabling during the academic year for students at University of Saint Joseph. They have also provided professional consultation/training University of Saint Joseph staff. This MOU builds on the previous collaboration to provide services to victims and training to additional school officials as resources and capacity allow.

III. The Role of The Agency

The Agency agrees to:

- a) Appoint a qualified staff member to focus on making services accessible to and appropriate for students and employees referred by The University.

- b) Continue to make the 24-hour sexual violence hotline service numbers in both English and Spanish available to students and employees of The University.
- c) Provide confidential crisis intervention, counseling, information and referral, and accompaniment to medical and legal services as requested by students and employees.
- d) Provide students and employees of The University with information on reporting options, including how to file a complaint with The University how to report a crime to campus or local law enforcement and offer to assist students throughout the process.
- e) The Agency will provide, where feasible, The University the number of college students served on either a semester or academic year basis, to assist The University. No personally identifying information will be provided.
- f) Meet regularly with The University Title IX Coordinator or designee to share information about: the needs of victims, trends in sexual violence services provided, additional services that are needed by students and employees and the effectiveness of The University sexual assault prevention and response program.
- g) In coordination with The University and the Connecticut Sexual Assault Crisis Services (CONNSACS), provide training opportunities, if needed, to The University student services staff, officials involved in student conduct proceedings, and The University campus security on the incidence and prevalence of sexual violence, myths about sexual violence, the physical and emotional effects of sexual violence on victims, the neurobiology of trauma and appropriate methods for interviewing and communication with victims. *Some fees may apply for trainings (RS)*
- h) Assist The University, if needed, with the development and provision of ~~preventing and~~ programming and training to faculty, students and school officials. *prevention RS*
- i) Participate, where feasible, in The University Resource Team, as deemed appropriate.

IV. The Role of {Insert "The College"/"The University"}

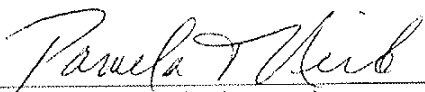
The University agrees to:

- a) Appoint a qualified staff member to serve as a liaison with The Agency.
- b) Provide training to The Agency staff about: on-campus resources that are available to student and employee victims of sexual violence; the federal and state requirements for colleges and universities in responding to sexual violence; reporting procedures for victims who wish to file a report with campus security and/or a complaint with The University officials; the student code of conduct and disciplinary process; and the educational accommodations that can be provided to victims of sexual violence.
- c) Provide the printed and online materials that are available for students regarding reporting options for students and employees, including the information provided to them on how to file a complaint with The University and how to report a crime to local law enforcement.
- d) Inform The Agency about the reporting obligations of The University employees and identify those The University employees, if any, with whom students can speak confidentially (and any exceptions to that confidentiality.)
- e) Inform The Agency about The University's prohibitions on retaliation, how allegations of retaliation can be reported and what protections are available for students who experience retaliation.
- f) Ensure availability of the Title IX Coordinator or designee to meet regularly with The Agency Coordinator, including for the purpose of facilitating referrals for confidential services.
- g) Collaborate with The Agency on prevention approaches and activities.
- h) Conduct victim satisfaction surveys or use other methods to assess the effectiveness of the services provided to students and employees by The University.
- RS* i) ~~Optional:~~ Provide office/meeting space for The Agency staff to meet with faculty, staff and students, *when feasible.*

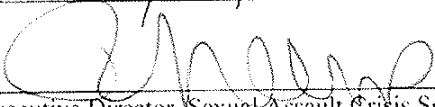
V. Confidentiality

The Agency and The University mutually affirm the importance of providing students with options for confidential services and support. All services provided by The Agency to students and employees of The University will be kept confidential in accordance with state statute C.G.S. Section 52-146(k) and the confidentiality policies of The Agency, except in the following circumstances:

- a) If the student or employee wants information shared with The University or campus security, campus or local law enforcement, The Agency will obtain informed consent for the release of information. When releases of information are required, they will be written, specific, and reasonably time-limited.
- b) The University is committed to maintaining the privacy of student record information, consistent with the law, especially with respect to matters pertaining to sexual violence. The Family Educational Rights and Privacy Act (FERPA) requires that the College/University not provide access to or disclose personally identifiable student information maintained in College/University records without the prior written consent of the student, unless access or disclosure is permitted or required pursuant to the limited provisions of FERPA that permits access or disclosure to such information without the student's prior written consent.

By: 
President, University of Saint Joseph

Date: 11/21/14

By: 
Executive Director, Sexual Assault Crisis Service (SACS), YWCA New Britain

Date: 3/3/15



Appendix III;

Campus Safety; Workplace and Campus Violence Prevention and Weapon Policies:



UNIVERSITY OF SAINT JOSEPH
CONNECTICUT

EMPLOYEE HANDBOOK

Effective July 1, 2010
Revised 1/1/2016

UNIVERSITY OF SAINT JOSEPH
EMPLOYEE HANDBOOK

III. WORK PRACTICES
A. CAMPUS SAFETY
(revised 1/1/2016)

Safety is a major concern for everyone on campus, and the University strives to provide an ideal environment for learning, working and living. The University has instituted numerous policies and procedures to enhance security. Campus Safety and Emergency policies and procedures are maintained up-to-date on the University's website, and all employees are required to read and comply with these policies and procedures.

Members of the University community have a responsibility to use the security procedures and services available and must be accountable for their own well-being and also for the welfare of others. The University urges all members of the community to participate in maintaining campus safety by promptly reporting any suspicious circumstances, accidents or criminal activity to the Department of Public Safety.

The University provides information to employees about workplace safety and health policies and issues through the University website, as well as other internal communication channels such as supervisor-employee meetings, e-mails, bulletin board postings, memos, and other written communications. It is the employee's responsibility to read and comply with these notices.

Workplace Injuries

In the case of an accident that results in an injury, no matter how insignificant the injury may appear, employees must notify the appropriate supervisor and the Human Resources and Public Safety departments as soon as possible, but not more than 24 hours, after the injury occurs. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits.

The Department of Public Safety

The Department of Public Safety provides security and other services for the main campus, School of Pharmacy and The School for Young Children. Public Safety Officers are trained in areas applicable to their position in a college setting and their orientation is towards service, prevention and detection. Officers are trained to solve problems and will assist employees and students to the extent possible. Officers patrol the campus constantly and are here for the benefit of all members of the campus community. Employees are encouraged to call upon them for assistance.

The Safety Committee

The Campus Safety Committee meets regularly to address issues concerning the health and safety of the campus community. The committee is comprised of faculty, staff and students and is chaired by the senior Public Safety administrator. Health and safety issues to be addressed by the committee can be communicated to the senior Public Safety administrator.

Personal Safety

The main campus is an open campus, meaning there are no outer protective boundaries and the campus is easily accessible to individuals not affiliated with the University. The School of Pharmacy is secured and accessed through card keys; Public Safety is available only as

UNIVERSITY OF SAINT JOSEPH
EMPLOYEE HANDBOOK

scheduled at the School of Pharmacy campus. Faculty, staff, and students working in their offices, classrooms and laboratories at either campus are encouraged to follow these personal safety recommendations:

- Report any suspicious persons to Public Safety immediately;
- Lock valuables in a file cabinet or desk when at work;
- Lock office doors even if leaving for a brief period of time;
- Notify Public Safety when you are working late, on weekends or holidays;
- Lock windows and doors when you leave for the day.

Escort

Public Safety offers a campus escort service on the main campus to all members of the University community. Contact Public Safety and a Public Safety Officer will gladly escort you anywhere on campus.

Emergency Blue Lights

There are Emergency Blue Lights located on the main campus. When utilized, these phones will automatically dial Public Safety, announce the caller's exact location to the Public Safety Officer and activate the flashing blue light on top of the tower. The caller may then speak with the Officer and provide the necessary details regarding your situation.

Fire Alarms

If the fire alarm sounds, all persons are required to immediately leave the building and keep a safe distance away from the building. The West Hartford or Hartford Fire Department and the Department of Public Safety will be notified automatically. Do not use elevators when evacuating a building.

Calling 911

Any situation in which life, physical well-being or property is in immediate jeopardy constitutes an emergency. In determining whether to call 911 in an emergency, employees should exercise judgment on the side of caution. If there is a question about the need for help, the employee should call for it.

When calling 911, the employee should be prepared to provide the dispatcher with as much information as possible about the emergency including exact location, type of emergency, extent of injuries, number of people involved, etc. Do not hang up the phone unless instructed to by the dispatcher or if your own personal safety is in jeopardy.

After calling 911, and if able to do so safely, the employee should contact Public Safety so that a Public Safety Officer can assist in directing emergency personnel to the appropriate location on campus.

Uniform Campus Crime Report (UCCR)

The Federal Student Right-to-Know and Crime Awareness and Campus Security Act of 1990 is federal legislation requiring colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are required to provide this information.

UNIVERSITY OF SAINT JOSEPH
EMPLOYEE HANDBOOK

The UCCR is available from the Department of Public Safety. All enrolled students and current employees are notified of the report's availability and paper copies are available from the Department of Public Safety. In addition, Incident Logs and Campus Safety Alerts are available for review upon request.

The Department of Public Safety is the central reporting center for possible criminal offenses that occur on campus. Community members are encouraged to report all crimes and campus safety related incidents in a timely manner. Reporting incidents will aid in providing timely advisories to the community, when appropriate, and will ensure inclusion of the incident in the annual disclosure of crime statistics for the institution. The University allows victims or witnesses to report crimes on a voluntary confidential basis for inclusion in the annual disclosure of crime statistics.

Safety Awareness & Training

The University of Saint Joseph has established an employee safety program which includes communications regarding potential hazardous conditions, material safety data sheets (MSDS), an employee safety handbook and employee training. Copies of these materials are available from the Department of Public Safety.

Employees with job duties that require safety training receive training within a timely manner upon employment and on an annual basis thereafter, as required. Employees whose jobs do not require training but would like to attend a program will be accommodated on a space available basis.

UNIVERSITY OF SAINT JOSEPH
EMPLOYEE HANDBOOK

III. WORK PRACTICES
B. WORKPLACE AND CAMPUS VIOLENCE PREVENTION
(revised 1/1/2016)

The University is committed to preventing campus and/or workplace violence and to maintaining a safe work environment. The college has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence or actual violence that may occur on its premises or related to its affairs.

All employees and community members should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the college.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, sexual orientation, religion or any characteristic protected by federal, state, or local law.

All threats of violence or actual violence, both direct and indirect, should be reported as soon as possible to Public Safety, the employee's immediate supervisor, and/or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor and the Public Safety department. Employees should not place themselves in peril by trying to intercede or see what is happening during a potentially violent situation.

The University will promptly and thoroughly investigate all reports of threats of violence or actual violence and of suspicious individuals or activities. The identity of the University employee making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the University may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of violence or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The University encourages employees to bring their disputes or differences with other employees to the attention of their supervisors and/or the Human Resources Department before the situation escalates. Employees who have been threatened with violence by people outside of the University community (e.g., family members) are encouraged to notify Public Safety of these concerns. The University is ready to assist in the resolution of employee disputes, and will not discipline employees for raising honest concerns.

UNIVERSITY OF SAINT JOSEPH
EMPLOYEE HANDBOOK

III. WORK PRACTICES
C. WEAPONS

The University of Saint Joseph takes the safety of its employees and students very seriously, and therefore all weapons are prohibited from campus. Weapons such as firearms, knives, explosives, handguns, or fireworks of any kind are not permitted on the University of Saint Joseph campus, including in employees' personal vehicles. Firearms include but are not limited to pistol, revolver, shotgun, machine gun, rifle, fire caps, explosive devices, fireworks and similar items. This prohibition includes the possession of all weapons, whether or not a permit might have been issued under the law for ownership, possession, or use.



Appendix IV;

Missing Student Policy:

UNIVERSITY OF SAINT JOSEPH MISSING STUDENT NOTIFICATION POLICY

Policy

Safety is a major concern for everyone on campus, and the University of Saint Joseph strives to provide an ideal environment for learning, working and living. The University has instituted the Missing Student Notification Policy to enhance the safety and security of our students.

It is the policy of the University of Saint Joseph, to carefully investigate any report of a missing student who is enrolled and attending classes at the University. Missing student investigations will be completed through the cooperation of the Division of Student Affairs and the Department of Public Safety.

This Policy applies to all University of Saint Joseph students, whether or not they reside in University student housing.

1. A student will be deemed missing when the student is reported absent from University housing without any known reason.
2. A student will be deemed missing when the student is reported absent from the University at any of its campuses or non-campus locations in a manner which is believed to be continual, uncharacteristic or suspicious.
3. In the event of statements made by a student indicating self-harm or suicidal ideations, that student shall be deemed as missing if the student is not in the company of a University official or family member.
4. Pursuant to 20 U.S.C. § 1092(j) and 34 C.F.R. § 668.46(h), it is required that any missing student report must be referred immediately to the University's Department of Public Safety at 860-231-5222,
 - a. Public Safety will investigate each report and make a determination whether the student is in fact missing in accordance with this policy.

Students have the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by the Public Safety Department that the student is missing. Confidential contact information will be kept separate from general emergency contact information. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the University will notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by the Public Safety Department that the student is missing.

The Public Safety Department will contact local police and other law enforcement agencies no later than 24 hours after the University receives a report that any student is missing.

The Division of Student Affairs shall have the responsibility to make the provisions of this policy and the procedures available to students.

Procedures

Any report of a possible missing student, from whatever source, must immediately be directed to the Public Safety Department. When a student is reported missing the Public Safety Department will:

- A. Initiate an investigation to determine the exigency of the missing person report;
- B. Advise and Inform the Residence Coordinator (if the student resides on campus);

- C. Inform the Vice President of Student Affairs/Dean of Students;
- D. Inform the Senior Vice President for Finance and Strategy and the President;
- E. Make a determination as to the status of the missing student;
- F. Notify local police or other appropriate law enforcement agencies within 24 hours after the University receives a report that the student is missing;
- G. The Senior Vice President for Finance and Strategy will contact the Director of Marketing and Communications.

Upon notification by the Public Safety Department of the likelihood that a student is missing, the Division of Student Affairs will:

- A. Notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing;
- B. If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing;
- C. Coordinate responses and actions of Health Services and Counseling Services
- D. Inform other University departments, such as the school in which the student is enrolled; and
- E. Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

Student Contact Information:

In addition to having the option to identify a "confidential contact person" as provided in this policy, all students will provide Contact Information upon enrollment as well as the student's emergency contact as stated on the student's housing information.

When students are instructed about their option to identify a confidential contact, it must be made clear that the information will be shared with the Division of Student Affairs. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Student Notification of This Policy:

- A. Included on USJ Student Affairs and Public Safety web pages and on the Student Handbook website.
- B. Included in student and parent enrollment communications.
- C. Discussed during orientation, welcome weekend and mandatory housing meetings.
- D. Included in the Annual Campus Security and Fire Safety Report.

Public Safety Investigative Procedures

During the initial stages of a missing student investigation, the Public Safety Department will attempt to obtain the following information as completely as possible:

1. Attempt to have direct contact with the student to ascertain if they are in fact missing.
2. Obtain a recent color photograph of the student,
3. Obtain the student's full name, Date of Birth, USJ ID Number,
 - a. Ascertain last time ID access card was used and where
 - b. Obtain video of card access use
4. Review any Public Safety case reports involving the student which could include;

- a. Domestic Violence issues,
 - b. Dating Violence issues
 - c. Stalking complaints,
 - d. Mental Health issues
5. Obtain Clothing description,
6. Develop a time frame from when the student was last seen until the report was made,
7. Obtain home address (apartment number if it applies),
8. Obtain cell and home phone number,
9. Obtain email address,
10. Check Social Media usernames (especially for children and teens),
11. Obtain work address and phone number,
12. Check vehicle information (make, model, color, body type, parking registration, license plates,
 - a. Condition of vehicle (i.e. was it recently worked on? They may have broken down somewhere)

Public Safety – Student Affairs Contact Information		
Public Safety – <i>Emergencies</i>	(860) 231-5222	5222 from campus phone
Public Safety - <i>Routine Line</i>	(860) 231-6766	6766 from campus phone
Public Safety - <i>Investigations (Text or Call)</i>	(860) 965-2339	
Public Safety - <i>Anonymous Tip Line</i>	(860) 231-5742	5742 from campus phone
Resident Assistants (duty phone)	(860) 944-8989	
Vice President of Student Affairs/Dean of Students	(860) 231-5737	5737 from campus phone
Director of Residential Life	(860) 231-5214	5214 from campus phone
Director of Safety and Risk Management	(860) 231-5396	5396 from campus phone
Director of Marketing and Communications	(860) 231-5297	5297 from campus phone

REFERENCES

Missing Student Notification Policy Disclosure Citation 34 CFR 668.46(b)(14); New York University;
National Center for Missing and Exploited Children.



Appendix V;

Harassment and Discrimination Policy:



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

EMPLOYMENT POLICY 6: HARASSMENT & DISCRIMINATION

Approved by: Executive Council
Approval Date: April 6, 2010
Revision Date: March 4, 2014
Responsible Official: Senior Human Resources Administrator (860) 231-5390

Related Policies: Nondiscrimination, Equal Employment Opportunity & Diversity Policy;
Sexual Harassment Policy; Dating Policy

The University of Saint Joseph community embraces employees of all backgrounds and welcomes, affirms, and encourages their rights to full participation. The University condemns any behavior that makes an employee feel inferior, intimidated, or uncomfortable because of race, color, religious creed, age, sex, gender identity, sexual orientation, transgender status, marital/civil union status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, or physical disability, including, but not limited to blindness, homelessness, or any other characteristic protected by law.

The University of Saint Joseph does not tolerate threats of violence or acts of hatred of any kind and any employee who harasses or discriminates against another person, regardless of protected class status, may be subject to disciplinary action. Behavior or activities that may endanger the physical or mental wellbeing of others, including idle or real threats, the possession and/or use of firearms, fireworks, hazardous chemicals, and other real or potential weapons are strictly prohibited.

Bullying behaviors are viewed by the University as a form of harassment and will be handled as such. Workplace bullying is on-going behavior that deliberately harms, intimidates, offends, degrades, or humiliates an individual and creates an environment of fear. Examples of harassment and bullying include, but are not limited to, the following:

- being sworn at, shouted at, called names or subjected to other humiliating behaviors;
- unwarranted or invalid criticism, or blame without factual justification;
- being treated differently than the rest of one's work group in a manner that is belittling;
- exclusion or social isolation;
- physical violence such as pushing, shoving or throwing objects.

Personal abuse in any form violates standards of appropriate discourse and civil conduct; substantiated instances of such behavior will result in disciplinary action up to and including termination.

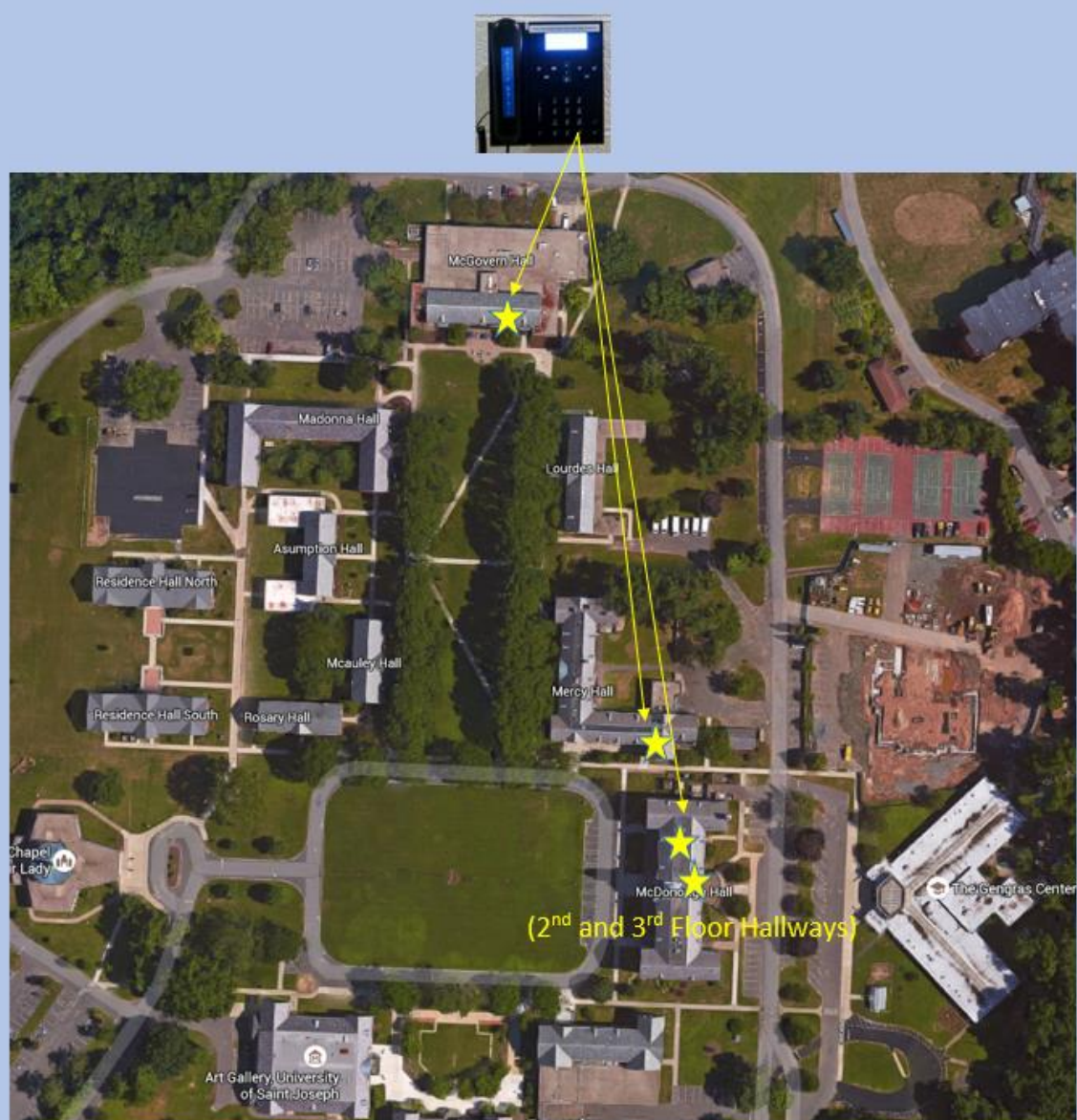
An employee who feels s/he has been the victim of harassment, bullying, violence or discrimination should report the incident to her/his direct supervisor. If s/he does not feel comfortable discussing the incident with the supervisor, s/he should contact the senior Human Resources administrator. All such concerns should be taken to the senior Human Resources administrator, who will initiate an investigation and work with appropriate management to determine appropriate resolution. If the senior Human Resource administrator is not deemed appropriate to handle the presenting issue, the Vice President of Administration & Finance will be the primary contact; if the Vice President of Administration & Finance is not deemed appropriate to handle the presenting issue, the President will be the primary contact.



Appendix VI;
Locations of Campus Blue
Lights, Public Safety
Emergency Telephones and
911 Telephones:

 Blue Light:	Location:
Number 1	Assumption walkway, in between Assumption Hall and North Hall
Number 2	Chapel Parking lot, in the middle of the parking lot
Number 4	Library Parking lot, by the walkway to the Pope Pius XII Library
Number 5	Library patio, on the front side of the Pope Pius XII Library
Number 6	Madonna Hall, on the north side of the building by the parking lot
Number 7	McGovern/O'Connell walkway
Number 8	Mercy Hall – rear by the walkway
Number 9	Athletic fields
Number 10	Rosary Hall, by the circle
Number 11	North Parking lot, on the west side of Madonna by the parking lot





University of Saint Joseph West Hartford Campus
Emergency Public Safety Telephones

Emergency 9-1-1 Telephones

Located in the stairwells on each floor of McDonough Hall.





Appendix VII;

University of Saint Joseph **Department of Public Safety** **Ban Notice and Connecticut** **Relief From Abuse Forms:**

Notice to Leave and/or Not to Enter Form



UNIVERSITY OF SAINT JOSEPH CONNECTICUT

DEPARTMENT OF PUBLIC SAFETY

Last Name	Incident Report Number
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NOTICE TO LEAVE AND/OR NOT TO ENTER

University of Saint Joseph
1678 Asylum Avenue
West Hartford, CT 06117-2764

The University of Saint Joseph including its parking lots and all property outlined on the attached map is private property. Persons are permitted on this property at the discretion of the University of Saint Joseph and its agents. The University of Saint Joseph and its agents may revoke this permission at any time. Pursuant to the General Statutes of the State of Connecticut, encompassing Trespassing, section 53a-107, the University of Saint Joseph and its agents give the following notice to:

First Name:	Middle Initial:	Last Name:
Street Address:		Date of Birth:
City, State, Zip Code:		Telephone Number:

Due to your actions on _____, you are not permitted on the property outlined on the map included, during the period of _____ to _____, and must depart immediately. Should you remain on this property or return to this property prior to the recession of this notice, the University of Saint Joseph and its agents may bring charges against you under the General Statutes of the State of Connecticut and any local ordinances. The University of Saint Joseph may also bring charges against you under Civil Law in the State of Connecticut.

By signing this form I acknowledge receipt of this notice:

Printed Name of Person Being Sanned:	Signature:	Date:
Printed Name of Issuing Campus Safety Officer:	Signature:	Date:
Printed Name of Witness:	Signature:	Date:

— SEE PROPERTY MAP ON THE REVERSE SIDE —

APPLICATION FOR RELIEF FROM ABUSE

In the past victims of sexually based crimes, domestic violence, stalking were reluctant to have the Police involved and as such were unable to obtain restraining orders to protect them from their abuser. The State of Connecticut now allows for the victim of abuse to seek relief without having to initially file a Police report. The complainant may fill out an APPLICATION FOR RELIEF FROM ABUSE (JD-FM-137) themselves and present this to the Court. The instruction for filling out this form are to;

“1. Use a typewriter, print clearly in ink, or fill out on-line. You must also fill out an Affidavit, form JD-FM-138. Give both forms to the Clerk of Court.

2. After your Application and Affidavit are processed, the clerk will give you the proper papers to have served on the Respondent.

3. Make sure the originals are returned to court after service.”

The AFFIDAVIT - RELIEF FROM ABUSE (JD-FM-138) contains the complainant’s explanation detailing why the APPLICATION FOR RELIEF FROM ABUSE should be issued by the court. The instructions to the complainant applying for Relief from Abuse are;

“This affidavit must be filled out completely and given to the clerk along with your filled out Application for Relief From Abuse, form JD-FM-137. Your affidavit must include a statement of the conditions you seek relief from and must be made under oath (you must swear that your statement is true and sign it in front of a court clerk, a notary public, or an attorney who will also sign and date the affidavit). The statement must be true to the best of your knowledge. State if any arrest was made related to the incidents outlined in this statement.”

At the University of Saint Joseph, the Department of Public Safety is prepared to assist anyone with the preparation and/or filing of these forms. Copies of the APPLICATION FOR RELIEF FROM ABUSE (JD-FM-137) and the AFFIDAVIT - RELIEF FROM ABUSE (JD-FM-138) can be obtained on line, at the Superior Court or from the USJ Department of Public Safety. Examples of the forms can be found below;

Application for Relief from Abuse

APPLICATION FOR RELIEF FROM ABUSE

JD-FM-137 Rev. 10-13
C.G.S. §§ 29-28, 29-32, 29-33,
46b-15, 52-231a, PA 13-3

STATE OF CONNECTICUT SUPERIOR COURT

www.jud.ct.gov

ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

Instructions To Person Filing Application (Applicant)

1. Use a typewriter, print clearly in ink, or fill out on-line. You must also fill out an Affidavit, form JD-FM-135. Give both forms to the Clerk of Court.
2. After your Application and Affidavit are processed, the clerk will give you the proper papers to have served on the Respondent.
3. Make sure the originals are returned to court after service.

Instructions To Clerk

1. If Ex Parte relief is ordered, prepare the following forms: Order of Protection, form JD-CL-99, and if applicable, Additional Orders of Protection, form JD-CL-100; Order and Notice of Court Hearing, form JD-FM-140; General Restraining Order Notifications (Family), form JD-CL-104.
2. If Ex Parte relief is NOT ordered, prepare the following forms: Order and Notice of Court Hearing, form JD-FM-140; Information Concerning Firearms in Relief From Abuse Cases, form JD-CL-104A.
3. Provide the Applicant with the original and one copy of the Application and Affidavit. Retain copies of each for court file.
4. Provide the Applicant with the Procedures For Relief From Abuse Process brochure JDP-FM-142 for further information.

Judicial District of	Court location (number, street, town, zip code)	Docket number
Name of applicant (Last, first, middle initial)	Date of birth (mm/dd/yyyy)	Sex (M/F) Race
Address to which mail is to be sent (Number, street)* (See NOTE below)	(Town)	(State) (Zip Code)
Home/residence address* (See NOTE below) ☐ Same as mailing address	(Town)	(State) (Zip Code)
Work address* (See NOTE below)	(Town)	(State) (Zip Code)

***NOTE:** The address or addresses you provide will be included on papers that are in the court file and will be provided to the respondent. The address or addresses you provide will also determine which law enforcement agencies are notified if a restraining order is issued. If you believe that giving out your home or work or school address would put you and/or your children's health, safety or liberty in danger, you may use a mailing address that is different from your home or work address. You can also file a Request for Nondisclosure of Location Information form (JD-FM-188) with the Clerk of Court. If you provide a mailing address that is different from your home address or work address, and you do not provide a home or work or school address, the protection you receive from the restraining order may be limited.

Information About The Respondent

Name of respondent (Person the application is filed against) (Last, first, middle initial)	Date of birth (mm/dd/yyyy)	Sex (M/F)	Race
Address of respondent (Number, street)	(Town)	(State)	(Zip Code)
Respondent's telephone number	Other identifiers (Examples include height, weight and approximate age)		
Respondent is ("X" all that apply)			
☐ My spouse or a person I have a civil union with ☐ Someone I have cohabited with as an intimate partner (romantic, spousal, or sexual relationship while living together)			
☐ My former spouse or a person I had a civil union with ☐ A person related to me by blood or marriage			
☐ Parent of my child ☐ A person I reside or resided with			
☐ My parent ☐ A caretaker who is providing shelter in his or her residence to a person 60 years of age or older			
☐ My child ☐ A person I have (or recently had) a dating relationship with			
☐ "X" here if a Protective Order or Restraining Order exists affecting any party to this Application (Enter docket number and court location)			
☐ "X" here if a dissolution of marriage (divorce), dissolution of civil union, custody or visitation action exists involving the same parties. (Enter docket number and court location)			

[Print Form](#)

Page 1 of 2 (continued on page 2)

[Reset Form](#)

Name of applicant	Name of respondent	Docket number
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Application For Relief From Abuse

I have been subjected to a continuous threat of present physical pain or physical injury, stalking or a pattern of threatening, by the Respondent named above as explained more fully in my attached Affidavit.

☐ 1. I request that the court order the following conditions: ("X" all that apply)

CT01 ☐ The Respondent not assault, threaten, abuse, harass, follow, interfere with, or stalk me. (CT01)

CT03 ☐ The Respondent stay away from my home or wherever I shall reside. (CT03)

CT05 ☐ The Respondent not contact me in any manner, including by written, electronic or telephone contact, and not contact my home, workplace or others with whom the contact would be likely to cause annoyance or alarm to me. (CT05)

CT14 ☐ The Respondent may return to the home one time with police to retrieve belongings. (CT14)

CT15 ☐ If the applicant has moved out of the home of the Respondent, the Respondent shall permit the Applicant to return to the Respondent's home on one occasion, with police, to retrieve the Applicant's belongings. (CT15)

CT16 ☐ The Respondent stay 100 yards away from me. (CT16)

CT19 ☐ That the order protect my minor children. (CT19)

Name (Last, first, middle initial)	Sex (M/F)	Date of birth (mm/dd/yyyy)
1		
2		
3		

Name (Last, first, middle initial)	Sex (M/F)	Date of birth (mm/dd/yyyy)
4		
5		
6		

CT31 ☐ That the order protect animals owned or kept by me. (CT31)

☐ 2. I request that the court make the following temporary child custody and visitation orders:

CT20 ☐ Award me temporary custody of the following minor child(ren) who is (are) also the child(ren) of the Respondent.

Name (Last, first, middle initial)	Sex (M/F)	Date of birth (mm/dd/yyyy)
1		
2		
3		

Name (Last, first, middle initial)	Sex (M/F)	Date of birth (mm/dd/yyyy)
4		
5		
6		

CT21 ☐ With visitation as follows:

CT22 ☐ Without visitation rights to the Respondent.

☐ 3. I request that the court order the following: (further order)

☐ 4. I am in school and I request that a copy of the restraining order, if it is granted, be sent to my school

Name of school	Fax number of school
Address of school (Number, street)	(Town) (State) (Zip code)

Request For Ex Parte (Immediate) Relief ("X" if this applies)

☐ 5. I request that the court order Ex Parte (immediate) relief because I believe there is an immediate and present physical danger to me and / or my minor children and / or animals owned or kept by me.

Signed (Applicant)	Subscribed and sworn to before me:	Signed (Clerk, Notary, Commissioner of Superior Court)	Date signed
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Optional to applicant (If you choose to answer, "X" the appropriate boxes below)

1. Does the respondent hold a permit to carry a pistol or revolver? ☐ Yes ☐ No ☐ Unknown
 2. Does the respondent possess one or more firearms? ☐ Yes ☐ No ☐ Unknown
 3. Does the respondent possess ammunition? ☐ Yes ☐ No ☐ Unknown

If you think you need more security when you are in court for your relief from abuse hearing, contact the Clerk's Office or the Court Service Center in the court where your hearing is scheduled.

[85]

Request for Nondisclosure of Location Information

REQUEST FOR NONDISCLOSURE OF LOCATION INFORMATION

JD-FM-188 Rev. 10-01
P.A. 01-186, §15

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov

INSTRUCTIONS TO PARTY

1. Complete the information below if you believe that disclosure of location information would jeopardize you and/or your child(ren)'s health, safety or liberty.
2. You must swear that your statement is true and sign it in front of a court clerk, a notary public or an attorney who will also sign and date it.
3. Keep a copy for your records.
4. Do not file anything further with the court containing location information other than to report a change in your mailing address.

INSTRUCTIONS TO CLERK

1. Seal any location information except disclosable mailing address.
2. Do not disclose the location information to the public, including anyone involved in the case, except by order of the court after hearing.

NAME OF CASE		DOCKET NO. (if known)
PLAINTIFF'S NAME (First, middle initial, last)		DEFENDANT'S NAME (First, middle initial, last)

1. I, the above-named (check one) ☐ plaintiff ☐ defendant believe that the health, safety or liberty of (check one or both)
- ☐ myself ☐ my child(ren) (Specify name(s)) _____
- would be jeopardized by disclosure of location information. I therefore request that no location information contained in this case pertaining to (check one or both)
- ☐ myself ☐ my child(ren) be disclosed to anyone including parties to this case and that this information be sealed.

2. (check one)

- ☐ I have an attorney representing me in this case. My attorney is:
- ☐ I do not have an attorney representing me in this case. Therefore, I am providing my mailing address below.
I understand that this address will be public information.

FULL MAILING ADDRESS:
(Public Information)

3. (check one)

- ☐ There have been no documents previously filed with the court that contain location information that poses the risk.
- ☐ There is location information posing the risk contained in documents previously filed with the court. The location information can be found in the following documents (Attach additional sheet if necessary).
(Do not indicate what the location information is.)

NOTICE TO APPLICANT:

**DO NOT FILE ANY PAPERWORK WITH THE COURT THAT CONTAINS ANY LOCATION INFORMATION
IN ANY FURTHER PLEADINGS OTHER THAN TO REPORT A CHANGE IN YOUR MAILING ADDRESS.**

I hereby certify that the foregoing statements are true to the best of my knowledge and belief	SIGNATURE	PRINT NAME OF PERSON SIGNING
SUBSCRIBED AND SWORN TO BEFORE ME (Asst. Clerk, Comm. of Superior Court, Notary Public)		DATE SIGNED

DISTRIBUTION: ORIGINAL - FOR THE COURT COPY - FOR YOUR RECORDS

PRINT

RESET