

# *University of Saint Joseph*



Photo by Mike Hopson

## **2017**

### ***Uniform Campus Crime Report***

### ***West Hartford Campus***



## Table of Contents:

| Chapter  |   | Page |
|----------|---|------|
| 1.       | Overview  | 3    |
| 2.       | Department of Public Safety   | 8    |
| 3.       | Crime Statistics Report   | 14   |
| 4.       | Sexual Misconduct – Title IX Policy                                 | 15   |
| 5.       | Missing Student Policy  | 22   |
| 6.       | Sexual Assault, Domestic Violence and Stalking Awareness Prevention | 25   |
| 7.       | University of Saint Joseph Resource Team Members 2016-201           | 30   |
| Appendix |   | Page |
| I        | Interval House MOU  | 32   |
| II       | YWCA MOU  | 36   |
| III      | CCADV MOU   | 40   |



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 Subsection (a) of section 10a-55a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2014*):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

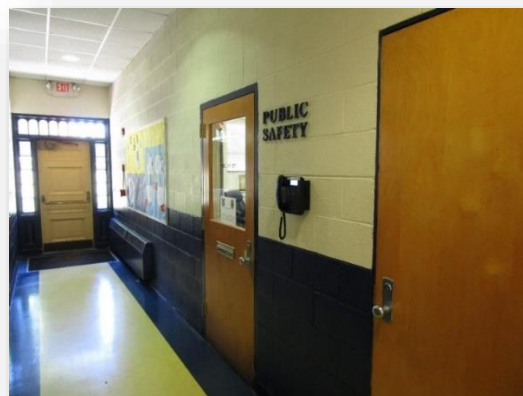
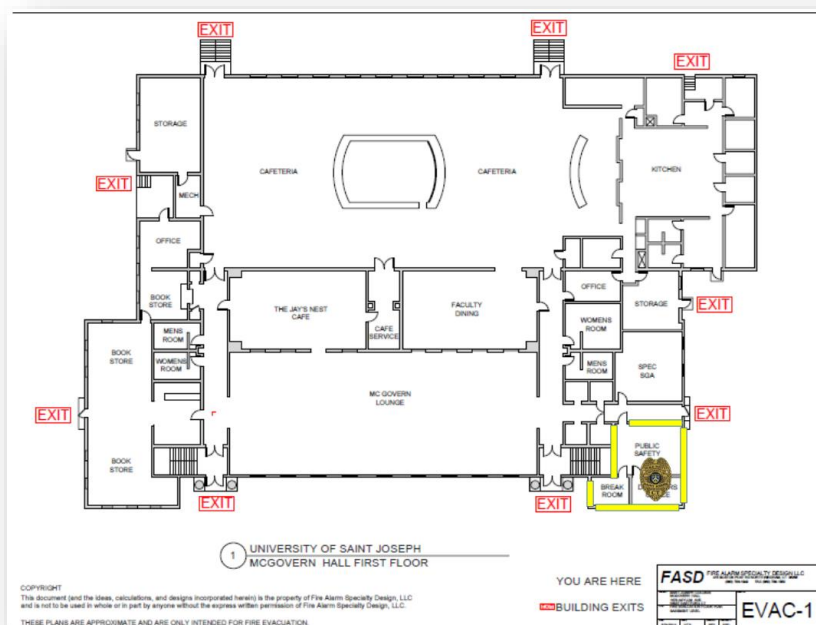




## Chapter 2;

### Department of Public Safety:

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 full-time professional Public Safety Officers. 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.

### **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 one of our routine lines. 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 introduced a new initiative designed to improve our service to the University of Saint Joseph community. The Department of Public Safety was 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 RCs 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 the students find solutions 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 a series of 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, (Refer to Appendix XI in this report).

### **Escort Provisions**

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. (refer to appendix XIII). The normal hours of operation for the shuttle bus is on Friday and Saturday evenings.

### **Crime Alerts and Timely Warnings – 2016**

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 Safety and Risk Management, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued.

In 2016 7 Timely Warnings were issued by the Department of Public Safety. In addition 2 Public Safety Advisories were also issued.

### **Crime Prevention Programs – 2016**

The Department of Public Safety in collaboration with the Residence Life staff has established crime prevention programs to help educate resident students. Among those offered in 2016 was a program in personal safety training; *"Empower The Girls"* This program is described as, *"a dynamic and interactive program geared toward all women."* The safety training is focused on high school and college-aged students. The program is a way to train young women practical personal safety skills to raise awareness and avoid dangerous situations while acquiring physical skills for self-defense. Two Public Safety officers have received instructor training and provide this program to our students. Last semester this safety training was conducted in conjunction with Residential Life programing. The program titled, *"YOU WERE NOT*

IN” was also continued in the Residence Halls to educate students on better ways to protect themselves and their property.

### **Lethality Assessment Program:**

The Lethality Assessment Program (LAP) began in Connecticut on September 15, 2012. LAP is an innovative partnership involving the CCADV and law enforcement to implement nationally recognized risk assessment strategies to better serve domestic violence victims in the greatest danger.

The program, which is a result of collaboration between CCADV and the Connecticut Police Officer Standards and Training Council (POSTC), was piloted through 8 CCADV member domestic violence service agencies with 14 municipal law enforcement agencies. As of March 2017 the program has been expanded to include all of CCADV's 18 member organizations and 88 police departments, including the CT State Police. Additionally, several college campus public safety departments also participate.

This programs provides an excellent outlet to offer services to those in need at any time. Two members of the University of Saint Joseph; Department of Public Safety received training as instructors in this program in April of 2016. The entire department was trained in the LAP program in January of 2017. A subsequent MOU was signed with the CCADV on February 23, 2017.

### **Department of Public Safety Training**

All members of the Department of Public Safety are trained in First Aid, CPR and AED use. The Department of Public Safety is currently sending officers through a Tactical Medical Training course. Officers have also received certification in compliance with the Connecticut Security Officer Certification training class. Public Safety Officers have received public licensing endorsements through the Connecticut Department of Motor Vehicles. In addition, Public Safety Officers have completed 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 ask that you contact Public Safety immediately afterward in the event there is a delay with the emergency response to the campus.

| <b><i>PUBLIC SAFETY CONTACT NUMBERS</i></b>            |                       |                               |
|--|-----------------------|-------------------------------|
| Public Safety – <b><i>Emergencies</i></b>              | <b>(860) 231-5222</b> | <b>5222 from campus phone</b> |
| 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**

- a) Any crime whether actual or suspected
- b) Any suspicious or unknown packages left anywhere on campus
- c) Any suspicious person observed on or near campus.
- d) Any injury whether accidental or intentional
- e) Any incident where a student can conceivably be considered missing
- f) Any request for EMS Any slip and fall on campus property and
- g) 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:

- a) Lost and Found items
- b) Student or faculty escorts
- c) Student and faculty lockouts
- d) 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



## 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 Crimes;</i>                            |      |                    |                                      |                 |
| Murder/non-negligent manslaughter                 | 2016 | 0                  | 0                                    | 0               |
| Rape (FBI Part 1 definition)                      | 2016 | 0                  | 0                                    | 0               |
| Sex Offense (CT State Statutes)                   | 2016 | 0                  | 0                                    | 0               |
| Robbery   | 2016 | 1                  | 1                                    | 0               |
| Aggravated Assault                                | 2016 | 1                  | 0                                    | 0               |
| <i>VAWA Related Crime;</i>                        |      |                    |                                      |                 |
| Domestic Violence                                 | 2016 | 0                  | 0                                    | 0               |
| Stalking  | 2016 | 2                  | 1                                    | 0               |
| Dating Violence                                   | 2016 | 1                  | 0                                    | 0               |
| <i>Property Crime;</i>                            |      |                    |                                      |                 |
| Burglary  | 2016 | 4                  | 0                                    | 0               |
| Larceny/Theft                                     | 2016 | 8                  | 1                                    | 0               |
| Motor Vehicle Theft                               | 2016 | 1                  | 0                                    | 0               |
| Arson   | 2016 | 0                  | 0                                    | 0               |
| Total   |      | 18                 | 3                                    | 0               |



## Chapter 4;

### **Sexual Misconduct – Title IX Policy:**

#### **Title IX**

##### 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.

**If you need immediate assistance in case of an emergency, please dial 860.231.5222 from any University phone or 911.**

#### **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:

Any report can be made to [TitleIX@usj.edu](mailto:TitleIX@usj.edu)

**Title IX Coordinator:** Deborah Spencer  
860.231.5390 or [dspencer@usj.edu](mailto:dspencer@usj.edu)

**Title IX Deputy:** Paul Lombardo  
860.231.5396 or [plombardo@usj.edu](mailto:plombardo@usj.edu)

**Title IX Deputy:** Zanira Shabazz  
860.231.5793 or [zshabazz@usj.edu](mailto:zshabazz@usj.edu)

#### **What to Do After an Assault:**

##### **1. Immediate Danger**

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



D. 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*

- A. You can take a support person with you to the hospital. Also, a sexual assault victim advocate from Connecticut Alliance To End Sexual Violence can accompany you or meet you at the hospital. Call 24 hours a day **888.999.5545** to request an advocate.
- B. 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.

## **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 Alliance To End Sexual Violence 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 Hartford 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 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 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](mailto:dspencer@usj.edu)

**Role:** Receiving/recording complaints from faculty, staff, and students, notifying appropriate Title IX Deputy/ies and other administrator/s, and tracking resolution.

**Title IX Deputy:** Paul Lombardo  
860.231.5396 or [plombardo@usj.edu](mailto:plombardo@usj.edu)

**Role:** Receiving and investigating to all complaints involving students and other members of USJ community.

**Title IX Deputy:** Zanira Shabazz  
860.231.5793 or [zshabazz@usj.edu](mailto:zshabazz@usj.edu)

**Title IX email address:** Reports can also be sent to the Title IX email address: [TITLEIX@usj.edu](mailto:TITLEIX@usj.edu).

**Reporting Anonymously:** The University of Saint Joseph Public Safety Department recognizes the importance of allowing individuals reporting an incident to Public Safety to remain anonymous. The Public Safety Department 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.

### **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](mailto: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: Wednesdays 2:30-6:30 pm

Student Affairs Suite

Room 339A

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 Public 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

Title IX Coordinator: Deborah Spencer, Director of Human Resources: (860)231-5390 or [dspencer@usj.edu](mailto:dspencer@usj.edu)

Title IX Deputy: Paul Lombardo, Director of Campus Safety: (860)231-5396 or [plombardo@usj.edu](mailto:plombardo@usj.edu)

Title IX Deputy: Zanira Shabazz, Academic Advisor: (860)231-5793 or [zshabazz@usj.edu](mailto:zshabazz@usj.edu)

*The Title IX coordinator/deputies 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 survivors receive assistance, including arranging changes in one's housing situation to avoid forced contact with the alleged offender.*

#### **Confidential Resources (Off-Campus)**

Connecticut Alliance To End Sexual Violence  
[info@endsexualviolencect.org](mailto:info@endsexualviolencect.org)

24-Hour Hot Line: 888.999.5545

All services are FREE and CONFIDENTIAL

*Connecticut Alliance To End Sexual Violence provides a 24 hour hotline, information, referrals, advocacy for children and families, short-term counseling for survivors and their family members and support groups. Connecticut Alliance To End Sexual Violence will also accompany a survivor 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

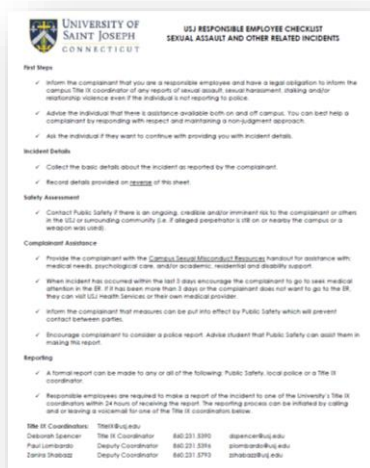
*The Office of the Victim Advocate (OVA) is an independent state agency charged with the responsibility of protecting and enforcing the rights of crime victim's throughout the state of Connecticut. The OVA monitor's services provided to crime victims by state agencies and private entities; receives and 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.*

#### Non-Discrimination & Title IX

The University of Saint Joseph is accredited by the New England Association of Schools and Colleges, Inc. and the State of Connecticut Board of Higher Education. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other characteristic protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment).

Inquiries concerning the University's non-discrimination policies may be referred to Deborah Spencer, Human Resources director /Title IX coordinator, telephone 860-231-5390 or email [titleIX@usj.edu](mailto:titleIX@usj.edu), or to the U.S. Department of Education, Office for Civil Rights, 8<sup>th</sup> Floor, Five Post Office Square, Boston MA 02109, telephone 617-289-0111, TDD 800.877.8339, fax 617-289-0150, or email [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov).

#### Responsible Employee Checklist



**UNIVERSITY OF SAINT JOSEPH**  
CONNECTICUT

**USJ RESPONSIBLE EMPLOYEE CHECKLIST**  
SEXUAL ASSAULT AND OTHER RELATED INCIDENTS

**First Steps**

- ✓ Inform the complainant that you are a responsible employee and have a legal obligation to inform the campus Title IX coordinator of any reports of sexual assault, sexual harassment, stalking and/or relationship violence even if the individual is not reporting to police.
- ✓ Advise the individual that there is assistance available both on and off campus. You can best help a complainant by responding with respect and maintaining a non-judgment approach.
- ✓ Ask the individual if they want to continue with providing you with incident details.

**Incident Details**

- ✓ Collect the basic details about the incident as reported by the complainant.
- ✓ Record details provided on [USJ-001](#) of this sheet.

**Safety Assessment**

- ✓ Contact Public Safety if there is an ongoing, credible and/or imminent risk to the complainant or others in the USJ or surrounding community (i.e. if alleged perpetrator is still on or nearby the campus or a weapon was used).

**Complainant Assistance**

- ✓ Provide the complainant with the [Campus Sexual Harassment Resource](#) handbook for assistance with medical needs, psychological care and/or academic, residential and disability support.
- ✓ When incident has occurred within the last 5 days encourage the complainant to go to seek medical attention in the USJ. If it has been more than 5 days or the complainant does not want to go to the USJ, they can visit USJ Health Services or their own medical provider.
- ✓ Inform the complainant that measures can be put into effect by Public Safety which will prevent contact between parties.
- ✓ Encourage complainant to consider a police report. Advise student that Public Safety can assist them in making this report.

**Reporting**

- ✓ A formal report can be made to any or all of the following: Public Safety, local police or a Title IX coordinator.
- ✓ Responsible employees are required to make a report of the incident to one of the University's Title IX coordinators within 24 hours of receiving the report. The reporting process can be initiated by calling and/or leaving a voicemail for one of the Title IX coordinators below.

**Title IX Coordinators:**

| Deborah Spencer  | Title IX Coordinator | 860.231.5390 | <a href="mailto:dsen@usj.edu">dsen@usj.edu</a>       |
|--|----------------------|--------------|--|
| Paul Lombardi <th>Deputy Coordinator</th> <th>860.231.5394</th> <th><a href="mailto:plomb@usj.edu">plomb@usj.edu</a></th>      | Deputy Coordinator   | 860.231.5394 | <a href="mailto:plomb@usj.edu">plomb@usj.edu</a>     |
| Zarina Shalash <th>Deputy Coordinator</th> <th>860.231.5393</th> <th><a href="mailto:shalash@usj.edu">shalash@usj.edu</a></th> | Deputy Coordinator   | 860.231.5393 | <a href="mailto:shalash@usj.edu">shalash@usj.edu</a> |



**INCIDENT DETAILS**

Name of Complainant \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

Location of Incident \_\_\_\_\_

Was any type of weapon used? Yes ☐ No ☐

Type of Incident \_\_\_\_\_

Record any other details volunteered by complainant below (please attach additional pages as needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

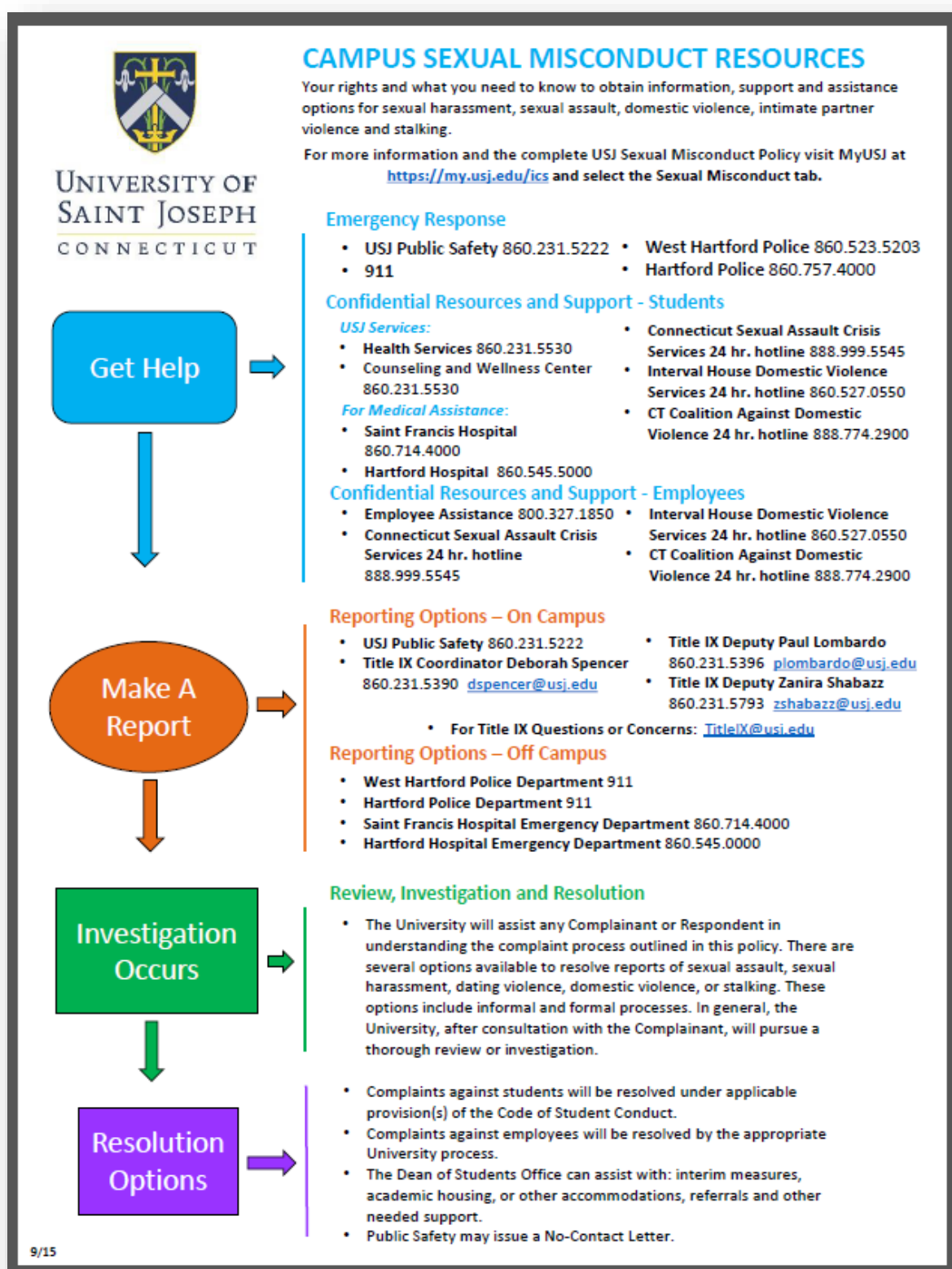
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return to a Title IX Coordinator or to Public Safety (open 24 hours) within 24 hours of report.

## Sexual Misconduct Resources Flowchart





## Chapter 5;

### **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 Department of Public Safety. When a student is reported missing the Department of Public Safety will:

- A. Initiate an investigation to determine the exigency of the missing person report;
- B. Advise and Inform Interim Coordinator of Residential Life and Residence Coordinator (if the student resides on campus);
- C. Inform the Interim Vice President of Student Affairs;
- 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)

| <b>Public Safety – Student Affairs Contact Information</b> |                       |                               |
|--|-----------------------|-------------------------------|
| Public Safety – <b><i>Emergencies</i></b>                  | <b>(860) 231-5222</b> | <b>5222 from campus phone</b> |
| 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        |                               |
| Interim Vice President of Student Affairs                  | (860) 231-5430        | 5430 from campus phone        |
| Interim Coordinator of Residential Life                    | (860) 231-5295        | 5295 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.



## 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 2016 – October 2017

|     | Date     | Program Title                      | Audience                          | Presenter                              | Type of Programming                                     |
|-----|----------|------------------------------------|-----------------------------------|--|---|
| 1.  | 8/24/16  | Title IX Part 2                    | Student Leaders                   | Deborah Spencer (HR)                   | Primary Prevention Programming<br>Awareness Programming |
| 2.  | 8/27/16  | Interpersonal Violence Prevention  | First Years/Residential Transfers | Sarah Quish (CWC) & Paul Lombardo (PS) | Primary Prevention Programming<br>Awareness Programming |
| 3.  | 8/28/16  | Bystander Training                 | First Years/Residential Transfers | YWCA                                   | Primary Prevention Programming, Bystander Intervention  |
| 4.  | 9/16/16  | New Employee Training*             | New Faculty & Staff               | Deborah Spencer (HR)                   | Primary Prevention Programming<br>Awareness Programming |
| 5.  | 9/16/16  | Responding to Students in Distress | New Employees                     | Sarah Quish (CWC)                      | Primary Prevention Programming<br>Awareness Programming |
| 6.  | 9/28/16  | New Employee Training*             | New Faculty & Staff               | Deborah Spencer (HR)                   | Primary Prevention Programming<br>Awareness Programming |
| 7.  | 9/28/16  | Responding to Students in Distress | New Employees                     | Sarah Quish (CWC)                      | Primary Prevention Programming<br>Awareness Programming |
| 8.  | 10/5/16  | YWCA Tabling                       | USJ Community                     | Amanda Carrington (YWCA)               | Primary Prevention Programming                          |
| 9.  | 10/10/16 | Informational Email                | USJ Community                     | Cheryl Barnard (SA)                    | Primary Prevention Programming<br>Awareness Programming |
| 10. | 10/12/16 | Victim Centered Interviewing       | USJ Resource Team                 | Kathleen Barrett (Faculty)             |   |
| 11. | 10/12/16 | Title IX Investigations            | USJ Resource Team                 | Public Safety                          | Awareness Programming                                   |
| 12. | 10/18/16 | Just Talking (Affirmative Consent) | USJ Community                     | Women of Wellness                      | Primary Prevention Programming                          |
| 13. | 11/14/16 | YWCA Tabling                       | USJ Community                     | Amanda Carrington (YWCA)               | Primary Prevention Programming                          |

|     |          |  |                     |   |   |
|-----|----------|--|---------------------|---|---|
|     |          |  |                     |   | Awareness Programming                                   |
| 14. | 11/15/16 | Just Talking (Affirmative Consent)   | USJ Community       | Women of Wellness                         | Primary Prevention Programming<br>Awareness Programming |
| 15. | 12/6/16  | Bystander  | Student Athletes    | YWCA                                      | Primary Prevention Programming, Bystander Intervention  |
| 16. | 12/7/16  | New Employee Training*   | New Faculty & Staff | Deborah Spencer (HR)                      | Primary Prevention Programming<br>Awareness Programming |
| 17. | 12/7/16  | Responding to Students in Distress   | New Employees       | Sarah Quish (CWC)                         | Primary Prevention Programming<br>Awareness Programming |
| 18. | 12/14/16 | Sexual Misconduct & Title IX: Addressing Advocacy, Safety & The Support Needs Of Survivors & The Accused | Title IX Committee  | Innovative Educations                     | Primary Prevention Programming                          |
| 19. | 1/13/17  | Policy and Procedure   | Resident Assistants | Resident Coordinator                      | Primary Prevention Programming<br>Awareness Programming |
| 20. | 1/14/17  | Conflict management  | Resident Assistants | Resident Coordinator                      | Primary Prevention Programming                          |
| 21. | 2/2/17   | Sexual Misconduct Posters Updated  | USJ Community       | Meredith Yuhas (CWC)                      | Primary Prevention Programming<br>Awareness Programming |
| 22. | 2/2/17   | Sexual Misconduct MyUSJ Page Updated   | USJ Community       | Meredith Yuhas (CWC)                      | Primary Prevention Programming<br>Awareness Programming |
| 23. | 2/15/17  | LGBTQ Survivors of Gender Based Violence   | USJ Resource Team   | YWCA                                      | Primary Prevention Programming<br>Awareness Programming |
| 24. | 2/15/17  | Title IX Case Studies  | USJ Resource Team   | Meredith Yuhas (CWC) & Paul Lombardo (PS) | Primary Prevention Programming                          |
| 25. | 2/15/17  | YWCA Tabling   | USJ Community       | Amanda Carrington (YWCA)                  | Primary Prevention Programming                          |
| 26. | 3/1/17   | New Employee Training*   | New Faculty & Staff | Deborah Spencer (HR)                      | Primary Prevention Programming<br>Awareness Programming |
| 27. | 3/1/17   | Responding to Students in Distress   | New Employees       | Sarah Quish (CWC)                         | Primary Prevention Programming<br>Awareness Programming |
| 28. | 3/9/17   | Pillow Talk  | USJ Community       | Anna Corbeil (RA-ORL)                     | Primary Prevention Programming<br>Awareness Programming |

|     |         |  |                     |   |   |
|-----|---------|--|---------------------|---|---|
| 29. | 3/15/17 | Just Talking (Affirmative Consent)   | USJ Community       | Women of Wellness   | Primary Prevention Programming<br>Awareness Programming                       |
| 30. | 3/27/17 | Sexual Misconduct Survey Report Email  | USJ Community       | Marketing   | Primary Prevention Programming<br>Awareness Programming                       |
| 31. | 4/5/17  | The 72 Hour Effect (Alcohol and Sexual Misconduct)                               | USJ Community       | Women of Wellness   | Primary Prevention Programming<br>Awareness Programming                       |
| 32. | 4/19/17 | Meet Your Title IX Coordinators/Fresh Check Day                                  | USJ Community       | Deborah Spencer (HR), Paul Lombardo(PS), Zanira Shabazz (ADV) | Primary Prevention Programming  |
| 33. | 4/19/17 | Alcohol Awareness  | USJ Community       | Women of Wellness   | Primary Prevention Programming<br>Awareness Programming                       |
| 34. | 4/26/17 | YWCA Tabling   | USJ Community       | Amanda Carrington (YWCA)                                      | Primary Prevention Programming  |
| 35. | 5/17/17 | Interpersonal Violence Prevention  | Student Leaders     | Meredith Yuhas (CWC)  | Primary Prevention Programming<br>Awareness Programming                       |
| 36. | 5/24/17 | Title IX Case Studies: Confidentiality Requests, Reporting & Disclosures         | Title IX Committee  | Innovative Educators  | Primary Prevention Programming  |
| 37. | 6/1/17  | My Student Body Sexual Assault, Domestic Violence, Bystander, Alcohol Awareness) | First Years         | Sarah Quish (CWC)   | Primary Prevention Programming<br>Bystander Training<br>Awareness Programming |
| 38. | 6/7/17  | New Employee Training*   | New Faculty & Staff | Deborah Spencer (HR)  | Primary Prevention Programming<br>Awareness Programming                       |
| 39. | 6/7/17  | Responding to Students in Distress   | New Employees       | Sarah Quish (CWC)   | Primary Prevention Programming<br>Awareness Programming                       |
| 40. | 6/21/17 | Sexual Misconduct Policy Revision  | USJ Community       | Title IX Committee  | Primary Prevention Programming<br>Awareness Programming                       |
| 41. | 8/15/17 | Policy and Procedures  | Resident Assistants | Megan Sniffin (ORL)   | Primary Prevention Programming  |
| 42. | 8/15/17 | Managing Students  | Resident Assistants | Megan Sniffin (ORL)   | Primary Prevention Programming<br>Awareness Programming                       |
| 43. | 8/16/17 | Public Safety-Case   | Resident Assistants | Paul Lombardo (PS)  | Primary Prevention Programming  |
| 44. | 8/18/17 | Behind Closed Doors  | Resident Assistants | Megan Sniffin (ORL)   | Primary Prevention Programming  |

|     |                 |   |   |  |   |
|-----|-----------------|---|---|--|---|
| 45. | 8/21/17         | Responding to Students in Distress                            | Student Leaders                             | Tracy Funke (CWC)                      | Primary Prevention Programming<br>Awareness Programming |
| 46. | 8/22/17         | Title IX Part 2   | Student Leaders                             | Deborah Spencer (HR)                   | Primary Prevention Programming<br>Awareness Programming |
| 47. | 8/22/17         | Bystander   | Student Leaders                             | YWCA                                   | Primary Prevention Programming                          |
| 48. | 8/22/17         | You Make the Call   | Student Leaders                             | Student Affairs                        | Primary Prevention Programming                          |
| 49. | 8/25/17         | Interpersonal Violence Prevention                             | First Year Students/Residential Transfers   | Sarah Quish (CWC) & Paul Lombardo (PS) | Primary Prevention Programming<br>Awareness Programming |
| 50. | 8/25/17         | Legal Issues: Title IX Review                                 | Faculty Development Day                     | Deborah Spencer (HR)                   | Primary Prevention Programming                          |
| 51. | 8/26/17         | Interpersonal Violence Prevention/Bystander                   | Graduate Assistants                         | On-line training                       | Primary Prevention Programming<br>Awareness Programming |
| 52. | 8/29/17         | How to Comply with NCAA's New Sexual Assault Training Policy  | Meredith Yuhaz (CWC) & Deborah Spencer (HR) | Compliance Development                 | Primary Prevention Programming                          |
| 53. | 9/13/17         | New Employee Training*  | New Faculty & Staff                         | Deborah Spencer (HR)                   | Primary Prevention Programming<br>Awareness Programming |
| 54. | 9/13/17         | Responding to Students in Distress                            | New Employees                               | Sarah Quish (CWC)                      | Primary Prevention Programming<br>Awareness Programming |
| 55. | 9/22/17         | Responding to Students in Distress                            | New Employees                               | Tracy Funke (CWC)                      | Primary Prevention Programming                          |
| 56. | 9/18/17         | Domestic Violence Tabling                                     | Mercy Week                                  | Women of Wellness                      | Primary Prevention Programming                          |
| 57. | 9/28/17         | Harassment, Discrimination & Bullying Awareness and Avoidance | Gengras Employees                           | Deborah Spencer (HR)                   | Primary Prevention Programming                          |
| 58. | 9/28/17         | Sexual Misconduct and Title IX                                | Gengras Employees                           | Deborah Spencer (HR)                   | Primary Prevention Programming                          |
| 59. | Ongoing at hire | Interpersonal Violence Prevention/Bystander                   | Student Employees                           | On-line training                       | Primary Prevention Programming<br>Awareness Programming |
| 60. | Every Sept.     | Interpersonal Violence Prevention/Bystander                   | Transfer Students                           | On-line training                       | Primary Prevention Programming<br>Awareness Programming |
| 61. | 3 Times a year  | Interpersonal Violence Prevention/Bystander                   | Graduate Students                           | On-line training                       | Primary Prevention Programming<br>Awareness Programming |

KEY:

ADV - Advisement

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 2016-2017**

#### **Fall 2016**

##### **University of Saint Joseph:**

Cheryl Barnard

Paul Lombardo

Michael Hopson

Meredith Yuhas

Sarah Quish

Beth Cocola

Deborah Spencer

Erika Dawson Head

Frank Kuster

Tracy Lake

Amber Estelle

Wayne Mora

##### **Outside:**

Amanda Carrington

Joanna Flanagan

David Rivera

Vicki Melchiorre

Spring 2017

**University of Saint Joseph:**

Sandra Affenito

Paul Lombardo

Michael Hopson

Meredith Yuhas

Sarah Quish

Beth Cocola

Deborah Spencer

Erika Dawson Head

Frank Kuster

Zanira Shabazz

Andrea Leschak

Amber Estelle

Wayne Mora

Nancy Cabelus

**Outside:**

Amanda Carrington

Joanna Flanagan

David Rivera

Vicki Melchiorre



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:

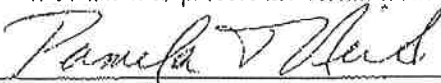
- a) Appoint a qualified staff member to serve as the liaison with The Organization.
- b) Provide training to The Organization staff about on-campus resources that are available to student and employee victims of intimate partner violence and stalking; the federal and state requirements for colleges 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

BS

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

And

University of Saint Joseph

BS

LS 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 (CONNACS), 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.
- h) Assist The University, if needed, with the development and provision of prevention and programming and training to faculty, students and school officials.
- i) Participate, where feasible, in The University Resource Team, as deemed appropriate.

*Some fees may apply for trainings (RS)*  
*Prevention RS*

#### 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.
- i) *Optional:* Provide office/meeting space for The Agency staff to meet with faculty, staff and students, *when feasible.*

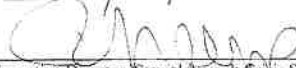
V. Confidentiality

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;

**Connecticut Coalition Against Domestic Violence-LAP Program MOU**



Connecticut Coalition Against Domestic Violence

**Application for Training and Technical Assistance  
To Implement to the  
Domestic Violence Connecticut Lethality Assessment Program (CTLAP)**

**I. Applicant Information**

An appointed representative for the team will serve as the team coordinator/point of contact for this project and will facilitate and coordinate the team's training and technical assistance activities as necessary, if selected, to fulfill the requirement of the training and technical assistance project.

Name of appointed representative Paul Lombardo

Title (and rank, if applicable) Director of Safety and Risk Management

Agency/Program University of Saint Joseph Department of Public Safety

Street Address 1678 Asylum Ave., West Hartford, CT 06117

City, State, Zip Code West Hartford, CT 06117

Telephone 860-231-5396

Fax 860-231-6767

e-mail plombardo@usj.edu

P. Lombardo  
Signature of Appointed Representative

2/22/2017  
Date



Connecticut Coalition Against Domestic Violence

## Attachment A

### CCADV Eligibility Requirements

1. ☒ At least one participating law enforcement agency and domestic violence victim services program on our team.

The current agency/program is: UNIVERSITY OF SAINT JOSEPH PUBLIC SAFETY

2. ☒ All of our participating law enforcement agencies and domestic violence victim services programs have language access policies and procedures in place that comply with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act of 1968.

3. ☒ All of our participating domestic violence victim services programs have policies and procedures in place that provide access for individuals with disabilities per the Americans with Disabilities Acts of 1990 and 1991.

We the undersigned certify that our team meets the three CCADV-mandated conditions set forth above.

#### Participating Team Law Enforcement Agency

P. Lombardo 2/23/2017  
Signature of Highest Ranking Official/Date

PAUL LOMBARDO  
Print Name

USJ PUBLIC SAFETY  
Law Enforcement Agency

#### Participating Team Victim Services Program

Mary-Jane Foster 2/23/17  
Signature of Highest Ranking Official/Date

MARY-JANE FOSTER  
Print Name

Interfaith House  
Domestic Violence Program



Connecticut Coalition Against Domestic Violence

**Attachment B**

**Lethality Assessment Program  
Implementation Readiness Checklist**

*This Readiness Checklist sets out the **minimum required criteria** needed for implementing the Connecticut Lethality Assessment Program (CTLAP).*

1. ☒ Does your team consist of *at least one* (1) law enforcement agency and *at least one* (1) community-based domestic violence victim services program serving the same jurisdiction?
2. ☒ Is there a 24/7 domestic violence hotline available for officers to call?
3. ☒ Is there a full-service domestic violence victim services program, including shelter, available?
4. ☒ Have you, the participating law enforcement agencies and domestic violence victim services programs, specifically communicated about the CTLAP, and do you wish to participate as a team in the CTLAP?
5. ☒ Is there an agreement by participating law enforcement agencies and victim services programs to use the Lethality Screen for First Responders, which is in the form of 11 questions that are asked of victims?
6. ☒ Is there an agreement by participating law enforcement agencies that their officers will utilize the CTLAP phone protocol, which consists of making the call to the domestic violence hotline from the scene of a domestic call for service?
7. ☒ Is there an agreement by participating law enforcement agencies that their officers will encourage high-danger victims to speak on the phone to the hotline worker from the scene?
8. ☒ Is there an agreement by participating domestic violence victim services programs to conduct immediate safety planning with the victim and encourage the victim to go into services?
9. ☒ Is there an agreement by participating law enforcement agencies that their officers will remain on the scene during the brief 5-10 minute phone conversation the victim has with the hotline worker?

We the undersigned certify that our team meets the implementation readiness checklist set forth above.

**Participating Team Law Enforcement Agency**

P. Lombardo 2/23/2017  
Signature of Highest Ranking Official/Date

PAUL LOMBARDO  
Print Name

USJ PUBLIC SAFETY  
Law Enforcement Agency

**Participating Team Victim Services Program**

Mary Jane Foster 2/23/17  
Signature of Highest Ranking Official/Date

MARY JANE FOSTER  
Print Name

Intervest House  
Domestic Violence Program

**Attachment C, Letter of Commitment**

**We, the undersigned, are submitting this Letter of Commitment as part of the Application for CTLAP Training and Technical Assistance. If our team is selected, our agency/program agrees to all of the following:**

- To comply with and agree to the minimum criteria set forth in the CTLAP implementation Readiness Checklist.
- To commit to having our respective law enforcement agencies and victim services programs participate as a team in the development, training and implementation of the CTLAP.
- To appoint a contact person who will serve as our team's coordinator and who will work with CCADV in scheduling training and technical assistance activities as necessary to fulfill the requirements of the program. Should the contact person leave their position or decide not to become involved in the program, we will promptly assign another individual to fulfill the duties of the contact person.
- To coordinate a train-the-trainer session so that CCADV-provided training is completed during a one-day session on a mutually agreed upon date within the timeframe specified in the "Scope of Project" in this application.
- To ensure that the train-the-trainer session is attended by both law enforcement agency officers and domestic violence victim services program staff who will train their respective staffs.
- To complete the in-serve or roll call training of participating law enforcement agency officers and victim services program staff, who will be in assignments where the CTLAP will be used, within the timeframe specified in the "Scope of Project" in this application.
- To implement the CTLAP in our jurisdiction by **March 1, 2015**.
- To collect CTLAP data and submit the collected data to the CCADV.
- To develop and implement a written policy & procedure for the CT LAP protocol.
- To give permission for participating officers and victim services program staff to be surveyed by the CCADV to assist in program evaluation.
- To make a good faith commitment to institutionalize the CTLAP within our participating agencies and programs.

**Participating Team Law Enforcement Agency**

PAUL LOMBARDO 2/23/2017  
Signature of Highest Ranking Official/Date

PAUL LOMBARDO  
Printed Name

USU PUBLIC SAFETY  
Law Enforcement Agency Name

**Participating Team Victim Services Program**

MARY JANE FOSTER 2/23/17  
Signature of Highest Ranking Official/Date

MARY JANE FOSTER  
Printed Name

Interrel House  
Victim Services Program Name





Connecticut Coalition Against Domestic Violence

## II. Demographic Information

1. City/Town USJ located in West Hartford

2. County Hartford

3. U.S. Census Bureau estimated population in your jurisdiction 2440

4. U.S. Census Bureau top five estimated populations by race/ethnicity:

|    | Race/Ethnicity              | Number                      | Percentage                  |
|----|-----------------------------|-----------------------------|-----------------------------|
| a. | <u>                    </u> | <u>                    </u> | <u>                    </u> |
| b. | <u>                    </u> | <u>                    </u> | <u>                    </u> |
| c. | <u>                    </u> | <u>                    </u> | <u>                    </u> |
| d. | <u>                    </u> | <u>                    </u> | <u>                    </u> |

5. U.S. Census Bureau estimated populations that are

Urban: Number                      Percentage                     

Rural: Number                      Percentage                     

Average number of intimate partner-related homicides per year since 2006, which also includes secondary victims such as children, law enforcement, victim-defenders, etc.: 0