

University of Hartford

2020 Annual Security and Fire Safety Report



2019-2020 Academic Year

Contains Statistics for Calendar Years 2017 | 2018 | 2019

Main Campus | Asylum Avenue Campus | Mort and Irma Handel Performing Arts Center]

200 Bloomfield Avenue, West Hartford, CT 06117

ACKNOWLEDGEMENTS

The Clery Team is acknowledged for their time, hard work, and dedication with the preparation of this Annual Security and Fire Safety Report:

Aaron Isaacs, Dean of Students

David Stender, Director of Student Conduct & Conflict Resolution

Marian Antunes-Doran, Clery Compliance Officer & Investigator

Michael Kaselouskas, Chief, Department of Public Safety

Jen Conley, Associate Director of Human Resources

Tyler Casale, Investigator, Department of Public Safety

Timothy Metcalfe, Investigator, Department of Public Safety

Daniel Peeler, Fire Prevention Specialist

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ABOUT THE ANNUAL SECURITY REPORT

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

The Annual Security and Fire Safety Report also includes your annual notice regarding University policies and programs to prevent the use of illicit drugs and alcohol under the Drug-Free Schools and Communities Act.

Paper copies of the Annual Security and Fire Safety Report are available through the Department of Public Safety located on the Main Campus, 200 Bloomfield Avenue, West Hartford, CT in the Operations Building adjacent to Parking Lot E. The hours of operation are; 24 hours a day, 7 days a week, 365 days per year. You may contact the Department on the non-emergency phone line at 860.768.7985.

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

WHO WAS JEANNE CLERY



Jeanne Clery was a 19-year-old freshman student at Lehigh University in Pennsylvania when she was sexually assaulted and murdered in her campus dormitory. Her parents, Connie and Howard Clery, were unaware of the danger she was in because standards for campus crime reporting did not exist in 1986.

Following Jeanne's death, the Clerys put into motion transformative change that created the transparency of crimes occurring on college and university campuses.

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly The Campus Security Act, now commonly referred to as The Clery Act) is a federal statute that requires institutions of higher education (public and private) who participate in federal student aid programs (known as Title IV) to publish an

Annual Security and Fire Safety Report that accurately discloses campus crime statistics and security information. The report must also contain certain policies and procedures as well as campus fire statistics. These statistics are submitted to the U.S. Department of Education (DOE) annually by October 1. The statistical information submitted to the DOE is available to the public through their website at <https://ope.ed.gov/campusafety>

Crime and fire statistics that have been compiled by the Clery Compliance Officer and Fire Prevention Specialist are based not only on information reported directly to University of Hartford Department of Public Safety (UHDPS), but also from information provided by Local and National Police Departments and "Campus Security Authorities" (CSAs). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to Local and National Police departments, all CSA's (as defined by federal law) and may include University Deans, Directors, and Department Heads. CSAs are individuals or organizations that "have significant responsibility for students and campus activities including student housing, student discipline, and campus judicial proceedings," as defined by The Clery Act.

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

ANNUAL DISCLOSURE AND DISTRIBUTION

The Clery Compliance Officer is responsible for preparing and distributing the University of Hartford's Annual Security and Fire Safety Report annually by October 1. However, this year, due to the Novel Corona Virus, distribution of the report has been extended to December 31. Notification of the publication of the Annual Security and Fire Safety Report is sent to students by electronic mail, through a posting on the University of Hartford Department of Public Safety website, and to employees by electronic mail with hyperlinks to the report found on the University's website. The electronic address (URL) to obtain the report is: <http://www.hartford.edu/publicsafety/clery/default.aspx>

MESSAGE FROM THE CHIEF OF PUBLIC SAFETY

Thank you for reviewing this year's Annual Security and Fire Safety Report. After reviewing the report, I am proud to share with you that all members of the University of Hartford's community can learn, live and work in a safe environment. It is the vision of the Department of Public Safety to enhance and preserve the quality of life and learning opportunities for each member of our community.



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

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

- On our website at: <http://publicsafety.hartford.edu>
- By phone at: 860.768.7985
- By E-mail to: pubsafety@hartford.edu.

Sincerely,
Michael Kaselouskas
Chief of Public Safety

UNIVERSITY OF HARTFORD VALUES STATEMENT

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

UNIVERSITY OF HARTFORD CAMPUSES

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

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

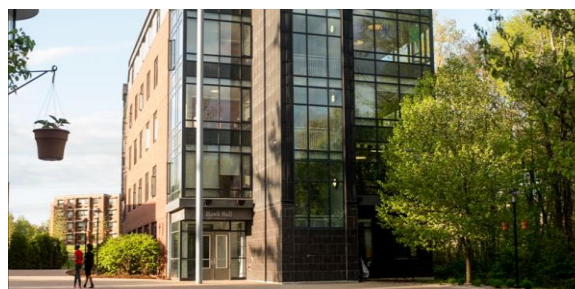
southeast of the Main Campus and is comprised of educational and administrative facilities.

Click links below for campus maps.

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

SECURITY AND ACCESS TO UNIVERSITY FACILITIES

The University's facilities are open and accessible to the public during normal hours of operation. Assisted access to closed facilities by authorized individuals is granted only with approval from the UHDPS Administration. Contractors are required to obtain identification badges and will then be placed on the authorization list for access to certain locations after normal hours of operation. The UHDPS conducts routine security patrols of campus buildings to monitor activity and assess buildings for potential security concerns.



ACCESS AND SECURITY IN THE RESIDENTIAL AREAS

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

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

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

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

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

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

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

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

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

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

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

MONITORING AND RECORDING OF CRIMINAL ACTIVITY AT NONCAMPUS LOCATIONS OF RECOGNIZED STUDENT ORGANIZATIONS

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

PUBLIC SAFETY AND LAW ENFORCEMENT



The University of Hartford maintains a full-service Public Safety Department whose primary concern is the safety and security of all members and guests of the campus community. University of Hartford Public Safety

Department's (UHDPS) vision is to enhance and preserve the quality of life, learning opportunities, and life experiences of each member of the university community. Public Safety staff members work 24 hours a day, seven days a week, providing security for both the academic and residential buildings on and off campus. The staff consists of the Chief, Deputy Chief, Operations Lieutenant, Operations Support Lieutenant, Investigators, Sergeants, Corporals, Officers, Dispatchers, and clerical support personnel.

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

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

UHDPS conducts vehicle, foot and bicycle patrols on campus and are charged with enforcing University policies and regulations, which includes monitoring conformity with federal, state and local laws; deters and investigates crime (in cooperation with local law enforcement); maintains a lost and found; supervises special events; and provides general

information to visitors and members of the University of Hartford community. UHDPS monitors the electronic access control system, closed-circuit television cameras, and emergency alarms.

INTERAGENCY COOPERATION WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT

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

UHDPS relies on the cooperation of all within the University Community in their efforts to ensure a safe and secure environment. Employees, students, guests, and visitors are required and expected to adhere to University policies and rules of conduct in addition to local, state, and federal laws.

CAMPUS SECURITY AUTHORITY (CSA)

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

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

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

Note: Faculty members who do not have any responsibility for students or campus activity beyond the classroom, as well as clerical and

cafeteria staff, are NOT considered CSAs. Additionally, campus pastoral and professional counselors are obligated to protect the confidentiality of communications with those they counsel and are NOT CSAs when functioning within the role of their pastoral or professional counselor duties.

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

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

STUDENT SAFETY AMBASSADORS (SSA)

The University of Hartford Department of Public Safety has implemented a new program named the Student Safety Ambassador Program (SSA). The program has been



established to augment public safety officer services available to the University community. The program strives to improve and adapt to the every-growing and evolving campus community and to help bridge the gap between campus safety and the campus community.

Features of the Student Safety Ambassadors Program include:

- Calls for Service (*Assist*)
- Visibility Patrol (*Engagement & Deterrence*)
- Walking Patrol (*Visibility & Accessibility*)
- Directed Patrol (*Building Security*)
- Directed Visibility (*Stationary Post Assignments*)
- Traffic Services (*Disabled Vehicle Assistance*)
- Lost and Found (*Identify Owners & Returns*)
- Special Events (*Assist w/Crowd & Traffic Control*)
- Crowd Control (*Assist w/Emergencies*)
- Escorts (*On Campus-Student, Faculty & Staff*)
- Dispatch (*Non-emergency calls & parking*)

For more information about the Student Safety Ambassador Program Please contact:

- Sergeant Chaun Jones at 860-768-4152
- Visit the Public Safety website at <https://www.hartford.edu/student-life/health-wellness/public-safety/default.aspx>
- Or visit the Public Safety Community Office (near Alumni Plaza)

PUBLIC SAFETY ANNOUNCEMENTS

The University of Hartford Department of Public Safety is excited to announce a new addition to the Chief's Administrative team. James (Jimi) Nealy has been named Assistant Chief of the University of Hartford Department of Public Safety.

Nealy oversees the day-to-day operations of the Department, including patrol, community public safety, and investigations. In addition, Nealy will be shaping the University's incident response, emergency management policies, and community initiatives.

Nealy began his career in law enforcement with the Department of Corrections, and then served as a Connecticut state trooper for 21 years. After retiring as a sergeant, with stints training new troopers at the academy, he joined the Bridgeport Public Schools first as Assistant Director of School Police and Security. He later served as director of all Bridgeport school public safety before going to work at Quinnipiac University in 2013 as Assistant Chief of Public Safety. Most recently, he was QU's interim Chief of Public Safety.

Nealy is a certified law enforcement trainer who has taught courses on a wide range of topics, including police and the law, diversity, unconscious bias and fair and impartial policing. In 2018, Nealy was appointed a member of the prestigious National Association of Black Law Enforcement Officers, an organization that leads nationally recognized programs to reduce gun violence and eliminate racial profiling.

The University of Hartford is proud to have Assistant Chief Nealy on our team.

REPORTING CRIMES AND OTHER EMERGENCIES.

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

The UHDPS follows all applicable policies and laws regarding the confidentiality of records and reserves the right to provide law enforcement agencies with any information obtained as a result of a criminal investigation. Members of the University community retain the right to file the complaint of a crime if they so choose. We strongly encourage complainants, victims and witnesses to promptly report crimes to the

UHDPS. Additionally, the UHDPS can offer assistance with contacting the appropriate local police department according to the jurisdiction of where the criminal act occurred.

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

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

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



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

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

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

Dispatchers are available at the respective telephone numbers 24 hours a day to answer your calls. In response to a call, UHDPS will take the required

action; either an officer will be dispatched to the reported location to meet with the complainant and to investigate the complaint or ask the victim to report to UHDPS to file an incident report. All reported crimes will be investigated by the University. Complainants and witnesses may be asked to provide a signed statement attesting to the facts of the incident. Persons reporting incidents may request to remain anonymous.

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

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

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

Criminal incidents should be reported to the UHDPS or Primary CSA's (listed in the next section) as soon as possible. Reports made immediately following a criminal incident will allow the UHDPS adequate time to issue a timely warning notice to the campus community if and when deemed necessary. Additionally, reporting criminal incidents gives the UHDPS an opportunity to assess crime trends, include an accurate recording of these incidents in the Annual Security and Fire Safety Report, and aids investigators in their effort to solve crimes.

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

MISSING STUDENT REPORTING

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

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

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

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

Note: To view the University of Hartford's missing student procedure, please see APPENDIX G located in the rear of this report. You may also visit the following UHDPS

Website: <https://www.hartford.edu/student-life/campus-safety/public-safety/>

VOLUNTARY CONFIDENTIAL REPORTING

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

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

THE LIVESAFE APP



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

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

Download the LiveSafe App

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

Features of The Livesafe App

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

SafeWalk: Utilizing GPS-enabled location technology, SafeWalk allows users to virtually walk family, friends and colleagues home or to another location by monitoring their location on a real-time map. Based

from the initial location and intended destination, hands-free smart alerts are sent to both parties if the user doesn't arrive at the intended destination by the estimated time of arrival. Alerts are also sent when the user is delayed, has arrived or has summoned for help.

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

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

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

Create A Profile

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

Please note: The LiveSafe does not replace the University of Hartford's emergency notification system. To confirm or add a cell phone number and assure text alerts are ready to be received, please click [here](#) or visit <https://www.hartford.edu/student-life/health-wellness/public-safety/text-alert-system.aspx>.

TIMELY WARNINGS, EMERGENCY NOTIFICATION AND EVACUATION

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

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

TIMELY WARNINGS

Timely Warning Notifications (TWN, also known as “Crime Alert Bulletin” to the University of Hartford community) are issued “campus wide” for any crime defined by the Clery Act that occurs within the University of Hartford Clery Geography that may present a serious or on-going threat to members of the University Community. Crime Alert Bulletins may be issued for other crime categories and for off campus crimes at the sole discretion of the University, if and when deemed necessary.

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

TWN’s will be distributed as soon as pertinent information becomes available. However, the name(s) of any complainant(s) or confidential complainant(s) are confidential and will be withheld, as the purpose and intent of a TWN is to aid in the prevention of similar occurrences.

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

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

Please see the notification flow chart provided below:

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

Backup Message Distributor	DPS	Reslife	OC	N/A	N/A
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DPS= Department of Public Safety
 OC=Office of Communications
 Reslife=Residential Life

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

- Murder/Non-Negligent Manslaughter
- Aggravated Assault
 - Cases involving assaults among known parties, such as two roommates’ fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the University of Hartford community.
- Robbery involving force or violence
 - Cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning notification but will be assessed on a case-by-case basis.
- Sexual Assault
 - **Considered on a case-by-case basis depending on the facts of the case;** when and where the incident occurred, when it was reported, and the information known by the Chief of Public Safety, or designee. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incident of Arson
- Other Clery crimes as determined necessary by the Chief of Public Safety or designee in his or her absence

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

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

Information contained within the Timely Warning notice may include, but is not limited to, the following:

the nature of the crime, date, and location of crime, suspect(s)/involved parties, and any additional details that would benefit members of the community. Timely Warnings may include information about the process to be followed for anyone having additional information regarding the incident and precautions that individuals may take to reduce any further risk of similar crimes being committed.

EMERGENCY NOTIFICATION

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

1. An active shooter on campus
2. Hostage/barricade situation
3. Civil unrest (riot)
4. Severe weather events with little or no warning
5. Fire/explosion
6. Suspicious death
7. Structural damage to a University of Hartford owned or controlled facility
8. Biological threat (such as anthrax, etc.)
9. Significant flooding
10. Hazardous materials incidents

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

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

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

efforts to assist a victim or efforts to contain, respond to, or otherwise mitigate the emergency.

METHODS OF EMERGENCY NOTIFICATIONS

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

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

- Text message
- Twitter
- E-mail
- Facebook

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

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

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

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

Note: Individuals who are not active students or employees and who wish to receive text and/or email alerts, such as parents and short-term visitors to

campus, may also sign up using the web address provided above.

OTHER METHODS OF NOTIFICATION

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

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

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

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

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

EVACUATIONS

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

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

In conjunction with other emergency agencies, the University conducts drills and exercise each year, such

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

EMERGENCY EVACUATION PROCEDURES

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The UHDPS does not tell building occupants in advance about the designated location for long-term evacuation because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, UHDPS staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

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

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

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

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

- Remain Calm
- Carefully follow instructions

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

EVACUATION PROCEDURES

Before an Emergency Requiring Evacuation

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

During an Evacuation

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify **UHDPS at 860.768.7777 or Local Police Emergency or dial 911.**

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

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

Evacuation of Individuals with Disabilities or Special Needs

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

SHELTER-IN-PLACE PROCEDURES- WHAT IT MEANS TO "SHELTER-IN-PLACE"

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

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

How Do I Shelter in Place?

1. **REMAIN CALM!**
2. Immediately seek shelter inside the closest sturdy building.
3. Do not wait until you physically see a tornado or severe weather event to react.
4. Resist the temptation to go outside and check the weather conditions yourself.
5. Once inside, stay away from windows, glass, and unsecured objects that may fall.
6. Seek shelter in interior rooms and corridors.
7. Avoid large free-standing expanses such as auditoriums and gymnasiums.
8. **DO NOT** use elevators.
9. Await further instruction from e2campus Text Alerts and emergency personnel.
10. **DO NOT** leave until an "All Clear" is received.
11. During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

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

DAILY CRIME LOG

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

Friday, 8:00 a.m. to 4:00 p.m. All records required by the Clery Act will be retained for a period of three years following the publication of the last annual campus security report.

CAMPUS SAFETY AND SECURITY REPORTING

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

CLERY GEOGRAPHY

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

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

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

CRIME STATISTICS

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

- 1) Criminal Offenses
 - Criminal Homicide
 - Murder
 - Non-Negligent Manslaughter
 - Manslaughter by negligence
 - Aggravated Assault
 - Robbery
 - Sexual Assault
 - Rape,
 - Fondling,

- Incest
- Statutory Rape
- Burglary
- Motor Vehicle Theft
- Arson

2) Hate Crimes

- *Must be motivated by Bias:*
 - Race
 - Religion
 - Sexual Orientation
 - Gender
 - Gender Identity
 - Ethnicity
 - National Origin
 - Disability
- *Must include any of the above Criminal Offenses or the following:*
 - Larceny-Theft
 - Simple Assault
 - Intimidation
 - Destruction/Damage/Vandalism of Property

3) VAWA Offenses

- Domestic Violence
- Dating Violence
- Stalking

4) Arrests and Referrals for Disciplinary Action

- Weapons: Carrying, Possessing, etc.
- Drug Abuse Violation
- Liquor Law Violations

CRIME STATISTICS REPORTING

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

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

Statistics are tallied using data accumulated from the following sources:

- Information reported to UHDPS and entered into CAD (Computer Aided Dispatch) throughout the year
- Local Law Enforcement according to jurisdiction within "Clery Geography" as defined by the Clery Act

- Out of State Law Enforcement and other Law Enforcement entities with jurisdiction as defined by the Clery Act
- Campus Security Authorities (CSA's), including but not limited to the following list:
 - Resident Assistants
 - Residence Life Staff
 - Greek Life Advisors
 - Coaches
 - Athletic Directors
 - Dean of Students
 - Faculty Advisors to Student Groups

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

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

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

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

- 2017
- 2018
- 2019

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

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

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

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

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

Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Murder / Non-Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Sexual Assaults					
Rape	2019	9	9	0	0
	2018	11	8	0	0
	2017	6	6	0	0
Fondling	2019	1	1	0	0
	2018	1	0	0	0
	2017	2	2	0	0
Incest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery					
Robbery	2019	2	1	0	0
	2018	0	0	0	0
	2017	1	0	0	0
Aggravated Assault	2019	2	2	0	0
	2018	0	0	0	0
	2017	1	0	0	0
Burglary	2019	14	14	0	0
	2018	2	1	0	0
	2017	7	7	0	0
Motor Vehicle Theft	2019	1	0	0	0
	2018	0	0	0	0
	2017	3	0	0	0
Arson	2019	0	0	0	0
	2018	0	0	0	0
	2017	2	1	0	0

UNFOUNDED – There were no unfounded crimes on the Main Campus in 2017, 2018, and 2019.

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

VAWA Reportable Offenses	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Domestic Violence	2019	2	2	0	0
	2018	5	4	0	0
	2017	5	4	0	0
Dating Violence	2019	12	10	0	0
	2018	1	1	0	0
	2017	0	0	0	0
Stalking	2019	3	2	0	0
	2018	0	0	0	0
	2017	4	2	0	0

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

Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Weapons Violation Arrest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrest	2019	3	2	0	0
	2018	3	2	0	0
	2017	13	11	0	0
Liquor Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Policy Violation Referrals	2019	7	7	0	0
	2018	10	9	0	0
	2017	1	0	0	0
Drug Policy Violation Referrals	2019	135	120	0	0
	2018	115	111	0	0
	2017	156	150	0	0
Liquor Policy Violation Referrals	2019	179	166	0	0
	2018	105	99	1	0
	2017	149	142	0	0

HATE CRIMES (Main Campus) - In **2019** the following Hate Crime was reported: (1) one incident of intimidation occurred on campus that was motivated by hate of sexual orientation. No hate crimes were reported in **2018**. In **2017** the following Hate Crimes were reported: (1) one incident of intimidation occurred on campus that was motivated by hate of race, and (2) two incidents of destruction/damage/vandalism of property occurred; one was motivated by hate of religion and the other hate of ethnicity.

Crime Statistics – Asylum Ave. Campus – 1265 Asylum Ave, Hartford, CT.					
Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Murder / Non-Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Sexual Assaults					
Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Fondling	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Incest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arson	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

UNFOUNDED – There were no unfounded crimes on the Asylum Avenue Campus in 2017, 2018, and 2019.

VAWA Offenses – Asylum Avenue Campus – 1265 Asylum Ave, Hartford, CT.					
VAWA Reportable Offenses	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Arrests & Referrals – Asylum Ave. Campus – 1265 Asylum Ave, Hartford, CT.					
Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Weapons Violation Arrest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Policy Violation Referrals	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Policy Violation Referrals	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Policy Violation Referrals	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

HATE CRIMES - No hate crimes were reported on the Asylum Avenue Campus in 2017, 2018, 2019.

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

Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Murder / Non-Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Sexual Assaults					
Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Fondling	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Incest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arson	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

UNFOUNDED – There were no unfounded crimes on the Performing Arts Center Campus in 2017, 2018, and 2019.

VAWA Offenses – Performing Arts Center – 35 Wes Bourne Ave, Hartford, CT.					
VAWA Reportable Offenses	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Arrests & Referrals – Performing Arts Center – 35 West Bourne Ave, Hartford, CT.					
Reportable Crime Categories	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Weapons Violation Arrest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violation Arrest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Policy Violation Referrals	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Policy Violation Referrals	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Policy Violation Referrals	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

HATE CRIMES - No hate crimes were reported on the Performing Arts Center Campus in 2017, 2018, 2019.

APPENDICES

2020 Annual Security and Fire Safety Report
Information for the 2019-2020 Academic Year

Containing Statistics for Calendar Years 2017 | 2018 | 2019

APPENDIX A

SECURITY AWARENESS PROGRAMS AND CRIME PREVENTION

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

In an ongoing effort to maintain an acceptable level of safety and security on campus, an officer assigned to Crime Prevention and other UHDPS staff members routinely present various security awareness and crime prevention programs throughout the year to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, Empower the Girls, and property protection strategies. Anyone interested in having the Crime Prevention Unit speak to his or her classroom or group, should contact them at 860.768.4152.

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

- URL: <https://www.hartford.edu/student-life/campus-safety/public-safety/crime-prevention.aspx>
- Email to: pubsafety@hartford.edu
- Phone: 860.768.4152

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

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

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

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

The University also operates shuttle and escort services. For information related to these and all other services call UHDPS at 860-768-4152.

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

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

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

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

PROGRAMS AND TRAININGS FOR STUDENTS

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

For additional information, please refer to the following:

- Contact: Cassandra Nine at nine@hartford.edu
- Online at: <https://www.hartford.edu/student-life/clubs-activities/clubs-organizations-index/wellness-health-clubs.aspx>

**Note: This program will not be offered in the 2020-2021 academic year.*

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

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

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

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

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

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

Lift-Off Programming for First Year Students – “Thriving at the University of Hartford – Being a Healthy Hawk”: In this interactive program, representatives of the Health Education & Wellness Center and UHDPS offer tips to help students make a smooth transition to college and develop habits that

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

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

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

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

This program is not be available during the 2020-2021 academic year due to the COVID pandemic. For additional information and inquiries regarding sign-up, please refer to the following:

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

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

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

- Contact: Health Education and Wellness Center at 860.768.4999

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

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

Program Name	Date Held	No. in Attendance
MARS & WARS	2/13/2019	13
	2/27/2019	6
	3/27/2019	12
	4/10/2019	10
	4/24/2019	8
	9/11/2019	13
	9/25/2019	16
	10/9/2019	8
	10/23/2019	6
	11/20/2019	17
	12/4/2019	12
Campus Clarity	8/1-9/30/2019	1,119
Hawk Life-Recovery Group	<i>was not offered in 2018</i>	N/A
Lift-Off Programming for First Year Students		
EmPower the Girls	2/19/2019	15
	2/26/2019	16
	3/5/2019	13
	9/24/2019	13
Sexual Violence Prevention Programming		

PROGRAMS AND TRAININGS FOR EMPLOYEES

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

Following are descriptions of some of the programs offered to incoming students and new employees to promote the awareness of dating violence, domestic violence, sexual assault and stalking:

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

This program may not be available during the 2020-2021 academic year due to the COVID pandemic. For additional

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

- Contact: Lynn Thibodeau at empower@hartford.edu

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

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

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

**Note: This program is expected to transition to an online platform during the 2020-2021 academic year.*

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

This program may not be available during the 2020-2021 academic year due to the COVID pandemic. For additional information and inquiries regarding sign-up, please refer to the following:

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

Sexual Violence Prevention Training: This program will provide participants with an understanding of the role that each of us play in creating a safer campus by addressing and preventing instances of sexual violence. The Title IX Office also runs an ongoing active campaign to include but not limited to discussions, definitions (consent, incapacitation, ETC.), multimedia information and product distribution and other activities. As a member of the University community, all faculty and staff are expected to participate in this educational program.

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

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

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

This program may will not be available during the 2020-2021 academic year due to program updates and restructure. For additional information and inquiries regarding sign-up, please refer to the following:

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

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

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

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

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

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

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

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

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

Program Name	Date Held	No. in Attendance
Red Flag Identity Theft Prevention Planning	2/15/2019	6
Sexual Harassment and discrimination Prevention in the Workplace	2/7/2019 3/8/2019 6/29/2019 8/27/2019 8/29/2019 9/11/2019 9/19/2019 11/20/2019	A total of 146 attendees combined
Supervisory Training	1/24/2019	6
Sexual Violence Prevention Training	<i>Did not run in 2019</i>	N/A
University of Hartford 101	<i>Did not run in 2019</i>	N/A
Threats on Campus		
Safe Passages	<i>Did not run in 2019</i>	N/A

INTERVENTION, PREVENTION AND RISK REDUCTION

HOW TO BE AN ACTIVE BYSTANDER:

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

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call DPS at (860) 768-7777 or the local police by dialing 911. This could be when a person is

yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

PERSONAL RESPONSIBILITY

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

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

RISK REDUCTION:

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

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

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

ANONYMOUS TIPS & ADDITIONAL PROGRAMS

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

Anonymous Tip Line

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

To Report an anonymous tip, "See Something, Say Something"

- Call: 860.768.7827 24 hours a day, seven days a week.

Additional Crime Prevention Programs

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

- Identity Theft Prevention
- Bystander Intervention (provided by the Department of Student Conduct)
- Alcohol/Substance abuse prevention and resources
- Sexual assault/Date rape prevention and resources
- MARS (Men Against Rape)
- WARS (Women Against Rape)

Additional information regarding the Tip Line and Crime Prevention Programs, please contact the Crime Prevention Unit at 860.768.4152. You may also visit the Crime Prevention Unit website at: <https://www.hartford.edu/student-life/campus-safety/public-safety/tip-line.aspx>

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APPENDIX B

ALCOHOL AND OTHER DRUG POLICIES

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

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

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

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

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

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

their activities that are reported to campus officials; and

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

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

ALCOHOL AND DRUG POLICIES – STUDENTS

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

ALCOHOL POLICY (s)

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

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

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

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

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

DRUG POLICY (s):

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

MEDICAL MARIJUANA (s)

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

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

ALCOHOL AND DRUG POLICIES – EMPLOYEES

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

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

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

MEDICAL MARIJUANA (e)

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

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

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

REPORTING CONDUCT OF CONCERN

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

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

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

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

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APPENDIX C

**“TITLE IX SEXUAL HARASSMENT” AND “COMMUNITY
STANDARDS SEXUAL MISCONDUCT” POLICY AND
PROCEDURES**

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

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I. STATEMENT OF NON-DISCRIMINATION

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

II. STATEMENT OF POLICY

The University of Hartford is committed to fostering a living, learning and working environment free of discrimination and harassment. University of Hartford is subject to Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §§ 1681, *et seq.*, which states that “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

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

III. SCOPE OF POLICY

The University of Hartford’s Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy and Procedures (“Policy”) applies to all the University of Hartford community members, including students, faculty, staff and third parties, such as volunteers, contractors, and visitors. Alleged misconduct subject to this Policy (“Prohibited Conduct”) includes both Title IX Sexual Harassment (which is defined by law) and Community Standards Sexual Misconduct (which includes allegations that do not meet the definitions under Title IX, but nonetheless violate the University’s community standards), as discussed further in the Definitions (Section V) below.

IV. TITLE IX COORDINATOR

The following individuals are responsible for coordinating the University’s efforts to comply with Title IX and this Policy:

DaQuana Carter

Interim Title IX Coordinator
Equal Opportunity Programs and Title IX Compliance
200 Bloomfield Avenue
Computer and Administration Building Room 321

West Hartford, CT 06117

860.768.4509

dcarter@hartford.edu or title9@hartford.edu

Justin Bell

Deputy Title IX Coordinator
Equal Opportunity Programs and Title IX Compliance
200 Bloomfield Avenue
Library Room 307
West Hartford CT 06117
860.768.4880
jbelle@hartford.edu

Please contact either of the above with questions regarding Title IX or this Policy. Questions may also be directed to:

Assistant Secretary for Civil Rights
U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: 800-421-3481
Email: OCR@ed.gov

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

V. DEFINITIONS

Terms used in this Policy have the following meanings:

Advisor: A person who has agreed to provide support and advice to a Complainant or Respondent, subject to the provisions of Section XI(C).

Appeal Officer: The individual responsible for determining an appeal under Section XIII. The Appeal Officer may be an employee or a non-employee such as an external contractor or consultant. The Appeal Officer shall not be the University’s Title IX Coordinator, or the Investigator or Hearing Officer assigned to the matter that is the subject of the Appeal.

Community Standards Sexual Misconduct: Conduct by an individual that does not constitute Title IX Sexual Harassment, but that (a) has continuing adverse effects on or creates a hostile work environment or hostile environment for individuals participating or attempting to participate in the University of Hartford’s education program or activity, or otherwise has a reasonable connection to the University of Hartford; and (b) constitutes one of the following:

- **Community Standards Sex Discrimination:** Discrimination on the basis of sex.

- **Community Standards Sexual Harassment:** Pursuant to Connecticut law, any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic grade, salary, benefit, or service; (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic grading, or other decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.
- **Gender-Based Harassment:** Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.

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

- Physical assaults of a sexual nature, such as (1) rape, sexual battery, molestation or attempts to commit these assaults; or (2) intentional physical contact which is sexual in nature, such as patting, pinching, brushing against another's body, etc.;
- Unwanted sexual advances, propositions or other sexual comments and jokes, including remarks about the individual's body or gender;
- Inappropriate verbal conduct, such as lewd or sexually suggestive comments, jokes, or innuendoes, or unwelcome comments about an individual's gender, sexual orientation, gender identity, or gender expression;
- Inappropriate written conduct, such as letters, notes, or electronic communications, containing comments, words, jokes, or images that are lewd or sexually suggestive or relate in an unwelcome manner to an individual's gender, sexual orientation, gender identity, or gender expression;
- Inappropriate physical conduct, such as unwelcome touching or sexual advances on campus or within the working or learning environment;
- Persistent and inappropriate personal attention from one colleague to another in the face of rejection;
- Sexual or discriminatory displays, publications, or other visual material on the University of Hartford property;

- Sexual gestures through body movements or hands or other types of nonverbal sexually explicit behavior.
- **Community Standards Sexual Assault:** Pursuant to Connecticut Law, penetration or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration or attempted penetration by a sex organ of another person, without consent.
- **Community Standards Non-Consensual Sexual Contact:** Pursuant to Connecticut law, intentional sexual touching however slight with any body part or object by a person upon another person that is without consent.
 - Sexual touching includes: Intentional contact with private parts of the body such as the breasts, groin, genitals, anus, or mouth of another, or making another touch you or their private parts.
- **Community Standards Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent pursuant to Connecticut law.
- **Community Standards Intimate Partner/Dating/Domestic Violence:** Pursuant to Connecticut law, relationship violence is a pattern of behavior in a domestic, intimate or dating relationship that is used to establish power and control over another person through fear and intimidation. This behavior can be verbal, emotional, or physical. Examples include, but are not limited to: striking another person, property damage, public humiliation, harassment, and verbal or physical threats. It includes threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of another person. Any such conduct or any offense under the University's Code of Community Standards will be considered Prohibited Conduct and resolved under this Policy if it arises out of an intimate partner, dating or domestic relationship (even if such relationship has ended). The University will evaluate the existence of the relationship taking into consideration such as the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship.
- **Community Standards Stalking:** Stalking includes any conduct prohibited by Connecticut

General Statutes 53a-181 or any course of conduct directed to a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer emotional distress, including but not limited to, two or more acts directly or through a third party which monitors, observes, surveils, threatens, or communicates to or about a person. This misconduct can involve, but is not limited to: (i) lying in wait or knowingly repeatedly running into the person; (ii) unwelcome excessive phone calls, text messages, notes, etc.; (iii) watching or recording the person; (iv) threats to harm a person or a person's family, friends, teachers, pets, or property whether the threats are delivered personally or through a third party; (v) vandalism of the person's property; (vi) sending unwanted gifts, or leaving items that hold significance within the relationship between the person and stalker. It also includes **CYBERSTALKING**, which occurs through electronic devices and includes, but is not limited to: (i) posting online, the use of websites, email, text messaging, online social media, phone calls, and instant messaging; (ii) creating multiple online accounts to harass a person; (iii) hacking into the person's personal website, email account(s), phone account(s) or social media account(s); or (iv) continuous posting of malicious or untrue information online to websites or social media.

- **Community Standards Sexual Exploitation:** Taking advantage of a person due to their sex or gender identity for personal gain or gratification, such as abuse of a position of vulnerability, differential power, or trust for sexual purposes. Examples include, but are not limited to:

- Recording, photographing, disseminating, or posting images of private sexual activity or a person's intimate parts (such as genitalia, groin, breasts, or buttocks) without consent;
- Threatening to disseminate sensitive personal material of a sexual nature (e.g. photos, videos) by any means to any person or entity without consent;
- Allowing third parties to observe private sexual activity from a hidden location without consent (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
- Stealing articles of clothing for personal sexual gain or satisfaction;
- Manipulation of contraception;
- Peeping or voyeurism;
- Prostituting another person;

- Intentionally or knowingly exposing another person to a sexually transmitted infection or virus without the other's knowledge; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

- **Community Standards Conflicts of Interest arising from Faculty/Staff Consensual Relationships with Students:**

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

- **Community Standards False Claims:** Deliberately false or malicious reports under this Policy (as opposed to allegations found to be erroneous but made in good faith) are a serious offense subject to disciplinary action under this Policy.

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

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

Complainant: An individual who is alleged to be the person of Prohibited Conduct.

Consent: A knowing, voluntary and mutual decision among participants to engage in sexual activity, as discussed further in Section VII.

Formal Complaint: A document submitted by a Complainant and bearing the Complainant's physical or digital signature, or otherwise indicating that the Complainant is the one filing the Formal Complaint, requesting that the University of Hartford investigate allegations of Prohibited Conduct. The Title IX Coordinator also may sign a Formal Complaint, as discussed in Section IX, but does not become the Complainant by doing so. In order to file a Formal Complaint for Title IX Sexual Harassment, a Complainant must be an individual participating in or attempting to participate in the University of Hartford's education program or activity at the time a Formal Complaint is filed.

Hearing Officer: The individual responsible for conducting the Hearing under Section XII(D), reaching a decision on responsibility, and assigning sanctions, if appropriate. The Hearing Officer may be a University of employee or non-employee such as an external contractor or consultant. The Hearing Officer shall not be the Institution's Title IX Coordinator, Deputy, or the Investigator who investigated the matter that is the subject of the Hearing.

Informal Resolution Facilitator: The individual responsible for facilitating Informal Resolution, as discussed in Section XI(D). The Informal Resolution Facilitator may be a University employee or non-employee such as an external contractor or consultant.

Investigator: The individual responsible for conducting the investigation of alleged Prohibited Conduct, as discussed in Section XII(A). The Investigator may be the University of Hartford's employee or an external contractor. The Title IX Coordinator or Deputy may serve as the Investigator.

Party or Parties: Party refers to a Complainant or a Respondent. Parties refers to Complainant and Respondent collectively.

Prohibited Conduct: Prohibited Conduct includes Title IX Sexual Harassment and Community Standards Sexual Misconduct.

Respondent: An individual who has been reported to have engaged in any form of Prohibited Conduct.

Title IX Sexual Harassment: (a) Definition. Title IX Sexual Harassment is defined as conduct on the basis of sex that involves an employee of the University of Hartford conditioning the provision of an aid, benefit, or service of the University of Hartford on an individual's participation in unwelcome sexual conduct; or an individual engaging in unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University of Hartford's education program or activity. Title IX Sexual Harassment also includes the following:

- **Title IX Sexual Assault:** Title IX Sexual Assault includes the following:
 - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ

of another person, without the consent of the alleged person.

- The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the alleged person.
 - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Title IX Dating Violence:** Violence, including sexual or physical abuse or the threat of such abuse, committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the alleged person; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.
 - **Title IX Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged person, by a person with whom the alleged person shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged person as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged person under the domestic or family violence laws of Connecticut, or by any other person against an adult or youth alleged person who is protected from that person's acts under the domestic or family violence laws of Connecticut.
 - **Title IX Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. For purposes of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the person; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(b) Jurisdiction. In order to constitute Title IX Sexual Harassment, the alleged misconduct must have occurred (i) in the United States, and (ii) in the University of Hartford's education program or activity, which is defined as locations,

events or circumstances over which the University of Hartford exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by the Institution.

VI. RETALIATION

Retaliation against an individual for participating in any way in a report, investigation, hearing, or other proceeding under this Policy is strictly prohibited. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. No one may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. In evaluating whether retaliation has occurred, the University of Hartford may consider factors including, but in no way limited to whether the conduct in question constituted the exercise of rights protected under the First Amendment or was covered by another Institutional policy, including with respect to freedom of expression or academic freedom.

VII. CONSENT

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

- Consent must be freely and actively given.
- Silence, the lack of resistance, or the lack of a negative response is not alone consent.
- A person, who is incapacitated by alcohol or drugs, whether voluntarily or involuntarily consumed, cannot give consent.
- A person who is asleep cannot give consent.
- Consent to one form of sexual activity does not indicate consent to another form of sexual activity.
- Neither past consent nor a past relationship indicates current or future consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
- Coercion, force, or threat of either invalidates consent.

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

Incapacitation is a state where someone cannot make rational, reasonable decisions due to a lack of

capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction).

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

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

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

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

VIII. REPORTING

Any person may report possible Prohibited Conduct to the Title IX Coordinator or Deputy in person, by mail, by telephone, by email or on-line through Maxient. The Title IX Coordinator or Deputy will promptly contact the Complainant to discuss the availability of Supportive Measures (*see* Section X) and to explain the process for filing a Formal Complaint.

Complainants are encouraged, but not required, to proceed with a Formal Complaint. If the Complainant desires to proceed with a Formal Complaint, the Title IX Coordinator or designee will begin the Formal Complaint Processes (*see* Section XI). If the Complainant decides not to submit a Formal Complaint, the Title IX Coordinator or designee may sign a Formal Complaint when the Title IX Coordinator deems doing so is necessary to address the possible Prohibited Conduct, including in order to provide a safe and nondiscriminatory environment for all members of the University of Hartford's community. In deciding whether to sign a Complaint if the Complainant elects not to do so, the Title IX Coordinator or designee may, but is not required to, consider factors such as whether the conduct alleged included threats, violence, serial predation, or weapons. A Complainant is not required to submit a Formal Complaint in order to receive Supportive Measures.

A. Anonymous Reporting

With the exception of Authorized and Responsible Employees, discussed in Section VIII(B), any individual may anonymously report allegations of Prohibited Conduct by telephone, email, or on-line through Maxient. Depending on the information provided, the University of Hartford's ability to take action in response to an anonymous report may be limited.

B. Reports to Authorized and Responsible Employees

There may be instances when a student or employee discloses alleged Prohibited Conduct to an employee of the University of Hartford. Whether that disclosure constitutes actual notice to the University of Hartford, triggering its response obligations under this Policy, depends on the role of the employee to whom the disclosure is made, as follows:

- **Authorized Employees:** A disclosure or report of Prohibited Conduct made to an Authorized Employee (regardless of whether the disclosure is made by the Complainant or a third party) constitutes a report to the Institution (*i.e.*, actual knowledge), triggering a response under this Policy. All Authorized Employees are required to promptly report disclosures of Prohibited Conduct to the Title IX Coordinator or Deputy, including all information that has been disclosed to the Authorized Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, **etc.** The following individuals are Authorized Employees:
 - Title IX Coordinator and Deputy
 - President
 - Provost (including assistant and associate provosts)
 - Deans of colleges
 - Athletic Director
 - Dean of Students
 - CFO

- COO
- Any cabinet level administrator

- **Responsible Employees:** A disclosure or report of Prohibited Conduct made to a Responsible Employee (regardless of whether the disclosure is made by the Complainant or a third party) does not constitute a report to the Institution (*i.e.*, is not "actual knowledge") triggering a response under this Policy. The University of Hartford, as a matter of policy, requires Responsible Employees to promptly report disclosures of Prohibited Conduct to the Title IX Coordinator or Deputy, including all information that has been disclosed to the Responsible Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, **etc.** With the exception of those expressly identified as confidential resources in this Policy, all employees are considered Responsible Employees.

All students and employees, even if not Authorized or Responsible Employees, are encouraged to report instances of possible Prohibited Conduct to the Title IX Coordinator or Deputy.

C. Privacy and Confidentiality

The University of Hartford respects the privacy of individuals involved in any report of alleged Prohibited Conduct, meaning the Title IX Coordinator and others responsible for carrying out this Policy will disclose information only as required to implement this Policy or by law. If a Complainant requests that a report of Prohibited Conduct remain confidential (*i.e.*, with the Complainant's identity not being disclosed to the Respondent and an investigation not being commenced), the Title IX Coordinator or designee will evaluate that request in the context of the University of Hartford's responsibility to provide a safe and nondiscriminatory environment for all members of its community. The University of Hartford may question an employee-Respondent about alleged Prohibited Conduct without disclosing the identity of the Complainant, provided that it does not take disciplinary action against that Respondent without implementing the Formal Complaint Processes in Section XII.

The Complainant is not required to file a Formal Complaint to receive Supportive Measures (*see* Section X), but there may be instances when disclosing the Complainant's identity is necessary to provide certain Supportive Measures (*e.g.*, where the Respondent would need to know the identity of the Complainant in order to comply with a no-contact order). The University of Hartford will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the Supportive Measures.

Only certain professionals at University of Hartford are legally required to keep information shared by an

individual truly confidential, without reporting it to the Title IX Coordinator.¹ Those confidential resources and support services are discussed further in Section XV.

IX. EMERGENCY REMOVALS

If at any point following the receipt of a report of Prohibited Conduct, the University of Hartford determines that the Respondent poses an immediate threat to the physical health or safety of the Complainant or any other person(s), including the Respondent, the University of Hartford may temporarily remove the Respondent from any or all of its programs or activities. The imposition of an Emergency Removal does not suggest a finding of responsibility for any Prohibited Conduct.

Before imposing an Emergency Removal, the Behavioral Intervention Team (BIT) will undertake an individualized safety and risk analysis concerning Respondent at the request of the Title IX Coordinator or designee. An Emergency Removal will be imposed only if the BIT concludes that the threat to physical health or safety arises from the allegations of Prohibited Conduct and warrants the removal.

An Emergency Removal may involve the denial of access to some or all of the University of Hartford's campus facilities, academic programs, or other programs or activities. While the University of Hartford may provide alternative academic or employment opportunities during an Emergency Removal, it is not required to do so. Non-punitive actions taken as Supportive Measures (*e.g.*, changes in housing) do not constitute Emergency Removals.

The Title IX Coordinator or designee will notify Respondent of the terms imposed in connection with an Emergency Removal. Respondent has the opportunity to challenge the Emergency Removal upon receipt of that notice. In order to challenge the Emergency Removal, Respondent shall submit an appeal via email to title9@hartford.edu within three (3) calendar days from the date of the notice of Emergency Removal, explaining why Emergency Removal is not appropriate. In deciding the appeal, the Dean of Students may seek additional information from Respondent or any other individual. The Emergency Removal will remain in place while the appeal is pending. The Dean of Students shall issue a decision as soon as possible under the circumstances. The decision is final and not subject to further appeal.

Separate from the Emergency Removal process, the Title IX Coordinator may request that the Provost place an employee-Respondent on an administrative leave, with or without pay.

X. SUPPORTIVE MEASURES

Supportive Measures are non-disciplinary, non-punitive individualized services that may be provided to Complainants or Respondents upon request, when deemed by the Title IX Coordinator or designee to be appropriate and reasonably available. Supportive Measures may also be imposed at the initiative and in the sole discretion of the Title IX Coordinator or designee. Supportive Measures are available beginning at any time after the submission of a report of Prohibited Conduct.

¹ Examples might include counseling services, clergy, etc.

A Complainant may seek and be provided Supportive Measures prior to or without ever filing a Formal Complaint.

Supportive Measures are designed to restore or preserve equal access to the University of Hartford's educational programs and activities, without unreasonably burdening the other party. Supportive Measures may be of any duration and may be modified at the discretion of the Title IX Coordinator or designee, as circumstances warrant. Supportive Measures will be kept confidential to the extent doing so does not impair the University of Hartford's ability to provide them.

Supportive Measures may include, but are not limited to, the following:

- Access to counseling services;
- Extensions of deadlines or other course-related adjustments;
- Modification of work or class schedules;
- Mutual restrictions on contact between the Parties (*i.e.*, "no contact" orders);
- Changes in work or housing locations;
- Leaves of absence;
- No Contact Orders;
- Employee Assistance Program ("EAP");
- Escorts;
- Increased security and monitoring of certain areas; or
- Any other measures deemed appropriate by the Title IX Coordinator or designee to preserve equal access to the University of Hartford's programs and activities.

A student or employee's failure to abide by the terms of any Supportive Measure may result in discipline and, depending on the circumstances, could be deemed to constitute Retaliation.

XI. FORMAL COMPLAINT PROCESSES

In order to commence Formal Complaint Processes, a Complainant must file a Formal Complaint with the Title IX Coordinator or Deputy. Alternatively, if the Title IX Coordinator or Deputy has received a report of Prohibited Conduct, but the Complainant elects not to submit a Formal Complaint or the Complainant is unknown, or for any other reason, the Title IX Coordinator or designee, has the discretion to sign the Complaint if the Title IX Coordinator, Deputy, or designee deems doing so is necessary to address Prohibited Conduct, including in order to provide a safe and nondiscriminatory environment for all members of its community. In doing so, the Title IX Coordinator, Deputy, or designee does not become the Complainant.

There is no time limit within which a Complainant must file a Formal Complaint. However, at the time a Formal Complaint is filed for Title IX Sexual Harassment, the Complainant must be participating or attempting to participate in the University of Hartford's programs or activities.

Pursuing a Formal Complaint does not preclude a Complainant from pursuing the filing of criminal charges.

However, it is important to understand that the standard for criminal prosecution is different from that used in student and employee conduct proceedings. As a result, decisions rendered in either forum are not determinative of what will happen in the other.

If the Title IX Coordinator or Deputy receives Formal Complaints against more than one Respondent or by more than one Complainant against one or more Respondents, or by one Party against the other Party (i.e., “counterclaims”), where the allegations of sexual harassment arise out of the same facts or circumstances and are so intertwined that the allegations directly relate to all of the Parties, the Title IX Coordinator or Deputy has the discretion to consolidate the Formal Complaints. If Formal Complaints are consolidated, all Parties must receive the same version of the written determination.

A. Written Notice

Upon the submission of a Formal Complaint, the Title IX Coordinator or Deputy will provide written notice to the Complainant and Respondent, if known, including the following:

- A copy of this Policy;
- Notice of the allegations of conduct that may constitute Prohibited Conduct, with sufficient detail for the Respondent to prepare a response before any initial interview, including, if known, the identities of the Parties involved and the date and location of the incident;
- Notice of option of Informal Resolution;
- The presumption that the Respondent is not responsible for the alleged Prohibited Conduct unless a determination of responsibility is reached at the conclusion of the Formal Resolution Process;
- Notice of the Parties’ entitlement to an Advisor of their choice at any meeting, interview or other proceeding related to the Formal Complaint, as discussed in Section XI(C).
- The identity of the Investigator as described in Section XII(A);
- Notice that the Parties may inspect and review evidence gathered during the investigation as discussed in Section XII(B);
- Notice that the University of Hartford prohibits knowingly making false statements or knowingly submitting false information during the Formal Complaint Processes.

If additional allegations of conduct that might constitute Prohibited Conduct are identified during the course of the investigation and will be included in the Formal Complaint Processes, the Title IX Coordinator or Deputy will issue an updated notice.

B. Dismissal for Purposes of Title IX Sexual Harassment

If any of the following circumstances are met, the Title IX Coordinator or Deputy will dismiss the Formal Complaint for purposes of any form of Title IX Sexual Harassment:

- Even if proved, the misconduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined in Section V;
- The misconduct alleged in the Formal Complaint did not occur in the University of Hartford’s education program or activity, which is defined as locations, events or circumstances over which the University of Hartford exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by the University of Hartford; or
- The misconduct alleged in the Formal Complaint is not alleged to have occurred in the United States.

Further, if any of the following circumstances are met, the Title IX Coordinator or Deputy may dismiss the Formal Complaint for purposes of any form of Title IX Sexual Harassment, in their sole discretion:

- Complainant notifies the Title IX Coordinator or Deputy in writing that Complainant wishes to withdraw the Formal Complaint or any allegation in it;
- Respondent is no longer enrolled or employed at the University of Hartford; or
- Specific circumstances prevent the University of Hartford from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegation.

The Title IX Coordinator or Deputy will promptly send notice of the dismissal, including the reasons for dismissal, to the Complainant and Respondent via email. The notice will advise the parties whether the Formal Complaint will proceed as possible Community Standards Sexual Misconduct. Both the Complainant and Respondent may appeal any decision to dismiss the Formal Complaint for purposes of Title IX Sexual Misconduct by submitting a request for appeal to the Title IX Coordinator or Deputy by email within three (3) calendar days. The appeal will be determined using the procedures set forth in Section XIII.

The decision whether the matter will proceed as potential Community Standards Sexual Misconduct is not subject to appeal.

C. Advisors

The Parties are entitled to identify an Advisor of their choice, who may accompany them to all investigative interviews, Hearings and other meetings or proceedings held in connection with a Formal Complaint (“Formal Complaint Process Proceedings”). An Advisor is a person who has agreed to provide support and advice to a Complainant or Respondent. The Parties are responsible for identifying their own Advisor, if they wish to have one. The University of Hartford will maintain a list of employees who have agreed to serve as Advisors at no

cost to Complainants or Respondents, whom the Complainant or Respondent may, but are not required to, contact to determine whether they are available for that purpose.

As discussed in Section XII(D)(5), the Parties must have an Advisor for purposes of conducting cross-examination at the Hearing. If a Party has not identified an Advisor to accompany them to the Hearing for purposes of conducting cross-examination, the University of Hartford will provide one for that limited purpose.

Except when conducting cross-examination as discussed in Section XII(D), Advisors may not speak aloud during any Formal Complaint Process Proceedings, including by addressing anyone other than the individual for whom they are an Advisor. The Advisor may confer with the individual whom they are advising quietly or by means of written notes. Parties may request a brief recess to consult with their Advisor, which may be granted at the sole discretion of the person conducting the Formal Complaint Process Proceeding. An Advisor whose presence is deemed by the person conducting the Formal Complaint Process Proceeding's sole discretion to be improperly disruptive or to be behaving in a manner inconsistent with Rules of Decorum established by the University of Hartford, as discussed in Section XII(D)(7), will be required to leave and may be prohibited from participating in future Formal Complaint Process Proceedings.

While the University of Hartford may consider short delays in scheduling to reasonably accommodate an Advisor's availability, whether to grant such a request is in the sole discretion of the University of Hartford representative responsible for the event in question.

D. Informal Resolution

Informal Resolution presents the opportunity for the Complainant and Respondent to resolve allegations of Prohibited Conduct without an investigation or hearing. Participation in Informal Resolution in lieu of the Formal Resolution Process is voluntary and must be agreed upon by both parties. Informal Resolution is available only when a Formal Complaint has been filed and the Parties agree to its use in writing. Informal Resolution may be used only with the approval of the Title IX Coordinator or Deputy. Informal resolution is not available to resolve a student-Complainant's allegation that an employee has engaged in Title IX Sexual Harassment. Prior to initiating Informal Resolution, the Title IX Coordinator or Deputy will provide the Parties with written notice disclosing the allegations, the requirements of the process, the right to withdraw from Informal Resolution to pursue formal resolution, and any consequences of participation (*e.g.*, as it relates to any subsequent formal resolution if Informal Resolution is not achieved).

Informal Resolution can be commenced at any point prior to the conclusion of the time for appeal under the Formal Resolution Processes. It is conducted by an Informal Resolution Facilitator appointed by the Title IX Coordinator or Deputy. The Complainant, Respondent,

Title IX Coordinator, Deputy, or Facilitator may terminate the Informal Resolution at any time prior to its completion. If Informal Resolution is terminated, the Formal Resolution Process will promptly commence or resume, as appropriate.

Informal Resolution may take many forms as agreed to between the Complainant, Respondent and Title IX Coordinator or Deputy, including, but not limited to:

- **Mediation:** Mediation may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Mediation does not require an admission of responsibility for the Prohibited Conduct by the Respondent.
- **Restorative Justice:** Restorative Justice may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Restorative Justice typically requires an admission of responsibility for the Prohibited Conduct, or certain allegations, by the Respondent.

If the Informal Resolution is terminated such that the matter resumes the Formal Resolution Processes, documents and other information produced or exchanged during the Informal Resolution can be used in the Formal Process. Additionally, the Informal Resolution Facilitator may serve as a witness in the hearing.

The outcome of the Informal Resolution will be documented in an agreement or other form that is signed by both the Complainant and the Respondent.

The Informal Resolution process typically should be completed within thirty (30) calendar days of the Parties documenting their agreement to participate. That period may be extended at the discretion of the Title IX Coordinator or Deputy.

XII. FORMAL RESOLUTION PROCESS

The University of Hartford strives to resolve Formal Complaints within a reasonable time after the submission of a Formal Complaint but balances its desire to achieve a prompt resolution with the need to conduct a thorough and complete investigation, which may delay that timeframe. Delays might also result from a number of factors, including but not limited to the appeal of a dismissal as discussed in Section XI(B), impacts of concurrent criminal processes, or an attempt at Informal Resolution. The Title IX Coordinator or Deputy may extend the time for completion of the Formal Resolution Process as determined in the sole discretion of the Title IX Coordinator or Deputy.

At the discretion of the Title IX Coordinator or Deputy, possible violations of the Student Code of Conduct or other policies that occurred directly in connection with the alleged Prohibited Conduct may be, but are not required to be, addressed under the Formal Resolution Processes here in lieu

of engaging in a separate decision-making process for those possible violations.

A. Investigation

The Title IX Coordinator or designee will also assess, pursuant to the standards on confidentiality discussed above, any request by the Complainant not to investigate.

The written notice described in Section XI(A) will identify the Investigator. Either Party may object to the Investigator on the grounds of conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, by submitting an objection to the Title IX Coordinator or Deputy in writing within three (3) calendar days of receipt of the issuance of the written notice. The Title IX Coordinator or Deputy, in their sole discretion, shall determine whether a different Investigator should be appointed.

The Investigator will conduct an investigation of the allegations in the Formal Complaint, and is responsible for interviewing the Parties and witnesses, and gathering relevant inculpatory and exculpatory evidence. The Investigator may not access, consider, disclose, or otherwise use records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Complainant or Respondent, unless the Investigator obtains the Complainant's or Respondent's, as appropriate, voluntary written consent to do so.

All Parties will have an equal opportunity to identify witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, for the Investigator. Parties will be provided with written notice of the date, time, and location of their interview, as well as who will be present, and the purpose of the investigative interviews. Parties may be accompanied by an Advisor of their choice at any investigative interview, as described in Section XI(C).

B. Investigation Report

The Investigator will prepare an investigation report summarizing all relevant evidence. The report will exclude all non-relevant evidence, as well as any evidence not subject to disclosure for reasons set forth herein (*e.g.*, medical records the Party has not authorized for disclosure).

Prior to completing the investigation report, the Investigator will send to both Complainant and Respondent, and their Advisors, if identified, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, regardless of whether it is anticipated that the evidence will be used at the hearing or in connection with any decision on responsibility. The Parties are strictly prohibited from disclosing or disseminating the evidence to any third parties, except their advisor, and from using it for purposes other than carrying out the Formal Resolution Processes. Complainant and Respondent will

have ten (10) calendar days to provide a written response by email to the Investigator concerning the evidence to the Investigator, including identifying additional evidence for the Investigator's consideration prior to completing the investigation report. The response must be by the Party, not the Party's Advisor. A Party's response will be shared with the other Party.

After receipt of the Parties' responses concerning the evidence and at least ten (10) calendar days before the hearing, the Investigator will provide the Complainant and Respondent, and their Advisors, if identified, a copy of the investigation report. The Complainant and Respondent may, but are not required to, provide written responses to the investigation report. The Complainant and Respondent will have five (5) calendar days to submit a written response to the investigative report by email to the Investigator. Any response must be by the Party, not the Party's Advisor. A Party's response will be shared with the other party.

C. Hearing Notice

After the investigation report has been provided to the Parties and not fewer than five (5) calendar days before the hearing, the Title IX Coordinator or Deputy will issue a Hearing notice via email advising the Parties of the following:

- The date, time and location of the Hearing;
- The specific charges of Prohibited Conduct subject to disposition at the Hearing and a brief description of the conduct resulting in the charges. In appropriate circumstances, such charges may include both Title IX Sexual Harassment and Community Standards Sexual Misconduct, as separate or alternative charges;
- The individual who will serve as the Hearing Officer; and
- That at the request of either party, the Hearing will take place with Parties located in separate rooms with technology enabling the parties to simultaneously see and hear the Party or witness answering questions. Requests for separate rooms must be submitted to the Title IX Coordinator or Deputy via email at least three (3) calendar days before the Hearing.

Any Party may challenge the appointment of the Hearing Officer for bias or conflict of interest by submitting a written objection to the Title IX Coordinator or Deputy via email within three (3) calendar days of the Title IX Coordinator or Deputy issuing the Hearing Notice. The Title IX Coordinator or Deputy, in their sole discretion, shall determine whether the Hearing Officer should be removed. Once the Hearing Officer is confirmed, the Title IX Coordinator or Deputy will provide the Hearing Officer with a copy of the investigation report.

D. Hearing

Hearings are governed by the procedures set forth below. The formal Rules of Evidence that may apply to any

courtroom proceeding do not apply to Hearings conducted under this Policy.

The only individuals who may appear at a Hearing are the Complainant and Advisor, Respondent and Advisor, and witnesses called by the Hearing Officer. The Parties and their Advisors may be present throughout the Hearing, with the exception of any recesses for which they are excused by the Hearing Officer. Witnesses are permitted to be present only when providing testimony. The Investigator, Title IX Coordinator, or Deputy may be present throughout the Hearing, as may other University of Hartford representatives at the discretion of the Hearing Officer, Title IX Coordinator, or Deputy. If a Party fails to attend a Hearing, the Hearing may be held in the Party's absence, at the discretion of the Hearing Officer.

1. Witnesses

At least three (3) days before the Hearing, the Hearing Officer will advise the Parties which witnesses will be requested to provide testimony at the Hearing. No later than two (2) calendar days after such notice, the Parties may request that additional witnesses be requested to be present at the Hearing. The request must be submitted to the Title IX Coordinator or Deputy in writing, including a brief description of why the information is relevant to the determination of responsibility. Whether or not to approve such request as potentially providing relevant information shall be in the sole discretion of the Hearing Officer. The Title IX Coordinator or Deputy will advise the requesting Party of the final decision. If the request is approved, the Title IX Coordinator or Deputy will advise the other Party as well.

2. Documents

All documentary evidence provided to the parties under Section XII(B) will be made available at the Hearing, as well as all evidence produced by the Parties in their response. The availability of such evidence does not suggest a determination on relevance, which shall be made by the Hearing Officer.

3. Relevance

The Hearing Officer is responsible for making all determinations of relevance as to witnesses, questions and documentary evidence presented at the Hearing. For purposes of this Policy, "relevant" means that the evidence is probative of any material fact.

Evidence that is not relevant will be excluded at the Hearing and may not form the basis for any decision by the Hearing Officer. Evidence that is duplicative of evidence already in the Hearing record may be deemed not relevant. Questions and evidence about the

Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct or if the questions and evidence concern a specific incident of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

4. Standard of Proof

The Hearing Officer will make decisions on responsibility using a preponderance of the evidence standard of proof.

5. Advisors at Hearings

The parties may be accompanied by their Advisor at the Hearing. As discussed in Section XI(C), the Advisor may not address the Title IX Coordinator, Deputy, Investigator, Hearing Officer, other Advisor, or any other individuals participating in the Hearing. The only exception is with respect to cross-examination as discussed below. Like the parties, Advisors are required to adhere to the Rules of Decorum applicable to Hearings, as outlined in Section XII(D)(7). An Advisor who fails to do so may, at the sole discretion of the Hearing Officer, be required to leave the Hearing.

The parties shall inform the Title IX Coordinator or Deputy whether they will be accompanied at the Hearing by their Advisor of choice by no later than five (5) business days before the Hearing. If a party has not identified an Advisor, the University of Hartford will provide one for the sole purpose of conducting cross-examination as discussed below. The Parties may not conduct cross-examination themselves; cross-examination must be performed by an Advisor. If an Advisor is required to leave a Hearing for failure to adhere to the Rules of Decorum or for any other reason, the Hearing Officer shall recess the Hearing until the University of Hartford appoints an Advisor for purposes of cross-examination. Advisors provided by the University of Hartford will be adults with an understanding of the purpose of cross-examination but will not be attorneys or have training commensurate to attorneys with respect to conducting cross-examination.

6. Hearing Procedures

The below procedures provide the general framework for any Hearing. The Title IX Coordinator, Deputy, or Hearing Officer may alter certain procedures as deemed appropriate in their sole discretion to aid in the equitable resolution of the matter.

a) Recording

The Hearing will be recorded by means of audiovisual technology. Recesses taken or approved by the Hearing Officer, including for the Hearing Officer to consult with the Title IX Coordinator, Deputy, Investigator, or any other University of Hartford representative, will not be recorded.

b) Opening Statements

Each Party will have the opportunity to make a brief opening statement. The Parties will make statements themselves, not through their Advisor.

c) Parties

Generally, the Hearing Officer will hear from the Complainant first, followed by the Respondent. Each Party will have the opportunity to provide relevant evidence to the Hearing Officer. The Hearing Officer will ask relevant follow-up questions of each party. Each Party's Advisor will have the opportunity to ask cross-examination questions of the other Party. Advisors are reminded of the importance of adhering to the Rules of Decorum in cross-examining the Parties and any witnesses. Pursuant to the Title IX law, in cases of Title IX Sexual Harassment only, if a Party does not submit to cross-examination, the Hearing Officer must not rely on any statement of that Party in reaching a determination regarding responsibility, regardless of where, when or in what forum the statement was made. The Hearing Officer cannot draw an inference regarding responsibility based solely on a Party's absence from the Hearing or refusal to answer questions.

With respect to cross-examination, Advisors are limited to asking only relevant questions. The Hearing Officer will determine whether questions are relevant prior to the Party answering the question. If the question is deemed not relevant, the Hearing Officer will provide a brief explanation and the question will be precluded. The Hearing Officer's decision is not subject to challenge or objection during the Hearing.

d) Witnesses

A similar process and the same rules that apply to Parties will apply to the testimony of witnesses. Like the Parties,

any witness may appear remotely, with technology allowing the Hearing participants to simultaneously see and hear the witness.

Pursuant to the Title IX law, in cases of Title IX Sexual Harassment only, if a witness does not submit to cross-examination, the Hearing Officer must not rely on any statement of that witness in reaching a determination regarding responsibility, regardless of where, when or in what forum the statement was made. The Hearing Officer cannot draw an inference regarding responsibility based solely on a witness's absence from the Hearing or refusal to answer questions.

The Investigator may be called as a witness. At the Hearing Officer's discretion, the Investigator may be asked to testify before the Parties to facilitate an efficient presentation of evidence.

e) Closing Statement

Each Party will have the opportunity to make a brief closing statement. The Parties will make any statements themselves, not through their Advisor.

7. **Rules of Decorum**

The following Rules of Decorum apply to parties, Advisors and witnesses participating in any Hearing. Individuals failing to follow the Rules of Decorum may be directed to leave the Hearing, at the Hearing Officer's sole discretion. Although the Hearing Officer may provide warnings or reminders of the Rules of Decorum before such removal, a pre-removal warning or reminder will not necessarily be provided depending on the nature of the conduct in question.

a) **Expectations of Decorum**

The following Expectations of Decorum are to be observed in the hearing and applied equally to all Parties, Advisors and witnesses:

- Questions must be conveyed in a neutral tone.
- Parties and Advisors will refer to other Parties, witnesses, Advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.

- No Party may act abusively or disrespectfully during the hearing toward any other Party, witness, Advisor, Hearing Officer, or person.
- While an Advisor may be an attorney, no duty of zealous advocacy should be inferred or enforced within this forum.
- The Advisor may not yell, badger, or physically “lean in” to a Party or witness’s personal space. Advisors may not approach the other party or witnesses without obtaining permission from the Hearing Officer.
- The Advisor may not use profanity or make irrelevant ad hominem attacks upon a Party or witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the question.
- The Advisor may not ask repetitive questions. This includes questions that have already been asked by the Hearing Officer, the Advisor in cross-examination, or the Party or Advisor in direct testimony. When the Hearing Officer determines a question has been “asked and answered” or is otherwise not relevant, the Advisor must move on.
- Parties and Advisors may take no action at the hearing that a reasonable person in the shoes of the affected Party would see as intended to intimidate that person (whether Party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination.
- A statement of factual findings supporting the determination.
- A statement of the conclusions regarding the application of this Policy to the facts.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
- An explanation of the disciplinary sanctions imposed on the Respondent, if any.
- A statement of whether remedies designed to restore or preserve equal access to the University of Hartford’s education program or activity will be provided to the Complainant. Specific remedies will be identified in the Hearing Outcome Letter only to the extent those remedies directly affect the Respondent. The Title IX Coordinator, Deputy, or designee is responsible for implementing such remedies.
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Hearing Outcome becomes final following the determination of the appeals, if any, or upon the date following the deadline for filing an appeal, if no appeal is pursued. No further appeals of any kind are permitted.

F. Sanctions and Remedies

1. Sanctions

If the Respondent is found responsible for any Prohibited Conduct, the Title IX Coordinator or Deputy will provide the Hearing Officer with the Respondent’s prior conduct record for consideration in the Hearing Officer’s assignment of a sanction or sanctions. The range of available sanctions includes:

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

E. Hearing Outcome Letter

Within a reasonable time after the conclusion of the Hearing, the Title IX Coordinator or Deputy will provide the Hearing Outcome Letter via email to the Parties simultaneously.

The Hearing Outcome Letter will include:

- A description of the allegations that lead to the Hearing, as potentially constituting Prohibited Conduct.

upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Other Sexual Misconduct will likely receive a sanction ranging from written reprimand to termination.

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

For Community Standards violations, the Title IX Coordinator or Deputy may increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. The Title IX Coordinator or Deputy also may include additional sanctions, educational or otherwise, in accordance with the general student conduct process.

2. Remedies

The Title IX Coordinator is responsible for the implementation of remedies designed to restore or preserve equal access to University of Hartford's education program or activity. While remedies might constitute Supportive Measures, they also might be in the form of Sanctions.

XIII. APPEALS

Either Party may appeal a determination of responsibility (or non-responsibility) as set forth in the Hearing Outcome by submitting a written appeal to the Title IX Coordinator or Deputy by email within five (5) calendar days of the Hearing Officer's issuance of the Hearing Outcome Letter. Appeals may be based on the following grounds:

- A procedural irregularity that affected the determination of responsibility;
- The existence of new evidence that was not reasonably available at the time of the Hearing that could affect the outcome of the matter; and
- The Title IX Coordinator, Deputy, Investigator, or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.

As discussed in Section XI(B), appeals may also be based on the dismissal of a Formal Complaint alleging Title IX Sexual Harassment.

The appeal must be in writing and clearly explain the basis for the appeal. If the appeal is from the outcome of a Hearing, the Parties shall have access to the record of the Hearing to prepare their appeal upon written request to the Title IX Coordinator or Deputy. Upon receipt of an appeal, the Title IX Coordinator or Deputy will notify the other Party that the appeal has been filed, permitting the Party three (3) calendar days to provide a response. The Party's response will be provided to the appealing party, but no further exchange of positions is permitted.

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

The Appeal Officer may decide that the appeal is not valid. In this case, all sanctions will remain in place. If the Appeal Officer finds that the appeal is valid, they may send it for a new hearing or recommend adjustments in sanctioning.

The Parties may challenge the appointment of the Appeal Officer for bias or conflict of interest by submitting a written objection to the Title IX Coordinator or Deputy via email within three (3) calendar days of the Title IX Coordinator or Deputy issuing the notice. The Title IX Coordinator or Deputy, in their sole discretion, shall determine whether a new Appeal Officer should be identified.

The Title IX Coordinator or designee will forward the appeal and the other Party's response to the Appeal Officer. The Appeal Officer will evaluate the appeal on the written record and recording of the Hearing, and may seek input from the Title IX Coordinator, Deputy, Investigator, or Hearing Officer as deemed appropriate in the Appeal Officer's sole discretion.

For appeals from a Dismissal in Section XI(B), the Appeal Officer will typically issue a written decision on the appeal, including the result and a brief rationale, within a reasonable time after the Appeal Officer's receipt of the appeal materials.

For appeals from a Hearing Outcome, the Appeal Officer will typically issue a written decision on the appeal, including the result and a brief rationale, within a reasonable time after the Appeal Officer's receipt of the appeal materials. If the Appeal Officer determines that:

- A procedural irregularity affected the outcome of responsibility, then send it back for a new investigation or hearing.
- New evidence exists that was not reasonably available at the time of the Hearing that could affect the outcome of the matter, then send it back for a new hearing before the same Hearing Officer.
- The Title IX Coordinator, Deputy, Investigator, or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter, then send it back for a new investigation or hearing before a new investigator or Hearing officer.

The Appeal Officer's decision is final. No further appeals are permitted.

XIV. COMPLIANCE WITH SANCTIONS AND ACCOMMODATIONS

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

XV. UNIVERSITY OF HARTFORD AND COMMUNITY RESOURCES

ON-CAMPUS RESOURCES

Title IX Office

The Title IX Office takes reports and complaints regarding sexual harassment, sexual violence, relationship violence, and stalking. The Title IX Coordinator or Deputy coordinates the investigatory process, can provide access to support services to Complainants and Respondents, and assist in making adjustments to academic, living, and work situations.

DaQuana "Dee" Carter
Interim Title IX Coordinator
Computer Center Room 321
dcarter@hartford.edu
860.768.4509

Justin Bell, JD
Deputy Title IX Coordinator
Library Room 307
jbelle@hartford.edu
860.768.4880

University Public Safety

Operations Building
Emergency 860.768.7777
Routine 860.768.7985

Residence Life

A professional staff member is on-call 24/7 every day of the year to assist students (including but not limited to Complainants and Respondents) with crisis response and may be paged through University Public Safety.

Residence Life

Staff available in each residence hall

Residence Life – Central Office

Barnard Hall, Ground Floor
860.768.7792

Counseling and Psychological Services (CAPS)

CONFIDENTIAL Counseling and support services available to students (including but not limited to Complainants and Respondents) on-campus, including education and support for sexual harassment, sexual violence, domestic and dating violence and stalking.

Genras Student Union, Room 313

860.768.4482

Health Services

CONFIDENTIAL Health Services offers health exams, gyn exams, birth control, pregnancy testing, emergency contraception, and STD testing for all students, and we can refer to specialists if needed.

Health Services Monday – Friday: 8:00 am – 4:30 pm
(Appointments are preferred)
Adjacent to Sports Center
860.768.6601

Campus Ministry

CONFIDENTIAL Spiritual guidance and counseling, regardless of religious affiliation or non-affiliation.

Protestant Ministry
pcm@hartford.edu

Hillel, Jewish Learning and Living
hillel@hartford.edu

Catholic Campus Ministry
Fr.Kane@aohct.org

OTHER RESOURCES

Local Police

City of Hartford Police
253 High Street, Hartford
Emergency 911
Routine 860.767.4000

West Hartford Police
103 Raymond Road
Emergency 911
Routine 860.523.5203

Local Hospitals: Medical care, emergency medical services, and sexual assault evidence collection.

St. Francis Hospital and Medical Center
114 Woodland Street
Hartford
860.714.4000

Hartford Hospital
80 Seymour St.
Hartford
860.545.5000

Sexual Assault Crisis Services YMCA of New Britain
www.ywcanb.org/sexual-assault-crisis-services Crisis Hotline
888.999.5545

Hartford Office
75 Charter Oak Avenue
Hartford
Hotline: 860.547.1022 (local)

New Britain Office
19 Franklin Square
New Britain
Hotline: 860.225.4681 (local)

Connecticut Coalition Against Domestic Violence
24/7 Hotline 888.774.2900

Interval House 24/7 Domestic Violence Hotline 888.774.2900 or
860.527.0550 (local)

Male Survivor Critical resources for male survivors of sexual trauma www.malesurvivor.org

APPENDIX D

STUDENT CODE OF CONDUCT

I. Introduction

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of the whole student, and the betterment of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons. Thus, the primary goal for the administration of discipline under the Code is to develop ethically responsible students, as well as to protect the campus community. Those persons responsible for the administration of this Code shall make reasonable efforts to foster students' personal and social growth. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process in determining student accountability for violating the regulations, and the proper procedures to be followed in the process which protects the respondent from unfair impositions of penalties and sanctions. University of Hartford students are responsible for knowing the information, policies and procedures outlined in the Student Code of Conduct. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the University of Hartford's website for updated versions of all policies and procedures.

II. Basic Premise

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

III. Authority and Responsibility

Daily responsibility for good conduct rests with students as individuals. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. The ultimate responsibility and authority to enforce the Code resides with the President of the University of Hartford. The President may, and has, delegated responsibility for the administration of the Code of Student Conduct to the Dean of Students. The Dean of Students, in turn, delegates the authority to authorized and responsible staff for the implementation and enforcement of the Code of Student Conduct. This responsibility includes formulating and implementing appropriate policies and procedures, in conjunction with other appropriate University bodies, for the consideration of conduct complaints, infractions, and the imposition of sanctions in an efficient, consistent, legal, and equitable manner which supports the University's educational mission.

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

IV. Definitions

- A. The term "University" means the University of Hartford.
- B. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled at the University. This Student Code of Conduct does apply at all University locations.
- C. The term "faculty member" means any person

- hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Director of Student Conduct & Conflict Resolution.
- F. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- G. The term “organization” means any number of persons who have complied with the formal requirements for University recognition or registration within a particular College or School, Office of Greek Life, and/or by the Student Government Association (SGA).
- H. The term “hearing officer” means a Division of Student Success professional staff member or designee appointed by the Dean of Students to determine whether a student has violated the Code of Conduct and to recommend and/or impose sanctions when a Code of Conduct violation has been committed.
- I. The term “administrative hearing” means an administrative proceeding implemented to determine responsibility and to devise appropriate resolutions, as needed. Administrative hearings are conducted with a hearing officer and student(s).
- J. The term “Student Conduct Board Hearing” is an administrative proceeding which is implemented to determine responsibility and devise appropriate resolutions. Student Conduct Board Hearings are comprised of University faculty and staff who serve as the hearing officers. The Director of Student Conduct & Conflict Resolution, or designee, will act as the Chair of a Student Conduct Board Hearing.
- K. The term “shall” is used in the imperative sense.
- L. The term “may” is used in the permissive sense.
- M. The Dean of Students or designee and the Director of Student Conduct & Conflict Resolution are the persons designated to be responsible for the administration of the Student Code of Conduct.
- N. The term “policy,” “guidelines,” “rules” means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, The Source, The Bulletin (University Course Catalog), The Housing Agreement, and/or the University website.
- O. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- P. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Q. The term “complainant” means any person who submits a complaint alleging that a student violated this Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the complaint itself.
- R. The term “respondent” means the accused student.
- S. The term “Dean of Students” means the University of Hartford Dean of Students or individual appointed by the President to serve as a designee.
- T. The term ‘day’ refers to a business day, unless otherwise described.
- U. The term ‘in writing’ means communication sent via University e-mail or letter via U.S. mail.
- V. Code of Conduct Authority
- A. The Dean of Students, or designee, shall determine who serves as hearing and appeal officers.
- B. The Director of the Office of Student Conduct & Conflict Resolution (OSCCR) shall develop policies for the administration of the student conduct system and procedural rules for hearings that are consistent with provisions of the Code of Conduct.
- C. Decisions made by hearing officers shall be final, pending the normal appeal process.
- VI. Student Conduct Code of Regulations
- This section establishes behavioral standards which all students of the University of Hartford are expected to follow. They are made in any exercise of the powers associated with the University’s duty to protect its educational purposes by setting and distributing standards of student conduct and scholarship, and by regulating the use of University facilities and premises. Students have a right to expect enforcement of these regulations. The University also has the right to expect students to abide by these regulations in a manner that benefits the responsibilities

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

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

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

A. Student Conduct—Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
 - (a) Cheating, plagiarism, or other forms of academic dishonesty.
 - (b) Furnishing false information to any University official, faculty member, or office.
 - (c) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of classes, seminars, research projects, administration, or activities of the University willfully, or through careless disregard of the rights of others. Violation of the University's: ["Title IX Sexual Harassment" and "Community Standards Sexual Misconduct" Policy and Procedures.](#)
3. Actual or threatened physical assault, or physical abuse or injury to persons. Threatened physical assault/abuse includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
4. Threatening harm or criminal activity against persons or property.
5. Harassment and/or abusive behavior toward persons. This includes, but is not limited to:
 - a. Intimidation, invasion of privacy, verbal abuse, or any conduct constituting harassment, abuse or threats to the well-being of a person or group, including, but not limited to, communication via electronic means.
 - b. Harassment and/or intimidation of persons involved in a campus disciplinary hearing, or of persons of authority who are in the process of discharging their responsibilities.
6. Behavior which is disorderly, or which unnecessarily infringes on the rights of individuals or groups. Such conduct includes, but is not limited to, unwelcome physical contact, and/or disorderly conduct which is unreasonable for the area, time, or manner in which it occurs.
7. Violation of the [Controlled Substance/Drug Policy.](#)
8. Violation of the [Alcohol Policy.](#)
9. Behavior or activities committed intentionally, recklessly, or negligently that either cause physical harm or endanger the health or safety of any person. This includes, but is not limited to: arson,

- tampering/damaging or misusing fire equipment, exit signs, defibrillators, striking others, creating a hazard, intoxication, and other behavior which does, or could, result in harm.
10. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
 11. Violation of the [Hazing Policy](#).
 12. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 13. Unauthorized possession, duplication or use of keys/University ID card to any University premises or unauthorized entry to or use of University premises.
 14. Unauthorized presence or entry in a University facility or University related premises, and/or the unauthorized attempted entry into a University facility or University-related premises.
 15. False reporting of an emergency including, but not limited to, activating a fire alarm without evidence of fire and/or false report of a bomb, fire, or other emergency.
 16. Illegal gambling or betting in any form.
 17. Unauthorized use or possession of keys or access cards. No one may use or possess any University key without authorization by a University staff member. No student is allowed to duplicate a University key or be in possession of more than one access card.
 18. Failure to report a violation of the Student Code of Conduct by a student who has witnessed the offense or has reason to believe that an offense has been committed. Students have an obligation to report or discuss such violations with the appropriate staff or administrator in a timely manner. Students, however, are not obligated to testify against themselves.
 19. Violation of the [Weapons Guidelines](#), as described in *The Source*.
 20. Rioting, or aiding, abetting, conspiring, encouraging, or participating in a riot.
 21. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments. Falsification may include, but is not limited to: knowingly making false statements to any University staff member in performance of his/her duties, use or possession of a false ID card or, by falsely identifying oneself as a University staff member.
 22. Unauthorized use of the name or insignia of the University by individuals or groups.
 23. Misuse of University documents. Including but not limited to: forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration material, schedule card, other University identification, academic record, or any other document or record.
 24. Use or attempted use of University property or services in a manner inconsistent with their designated purpose.
 25. Public Exposure - deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
 26. Violation of any student conduct code regulation while on disciplinary probation; or, failure to comply with any of the restrictions, conditions, or terms of any sanction resulting from a previously held disciplinary hearing.
 27. Violation of the [Responsible Technology Use Policy](#).
 28. Discriminatory behavior based upon race, color, sex, age, national or ethnic origin, religion, disability, sexual orientation, disability, gender identity, or veteran status directed toward an individual and/or group of people.
 29. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
 30. Violation of rules, regulations, or policies published in *The Source*, including but not limited to Residential Life policies.
 31. Retaliatory behavior is prohibited. Any intimidating or threatening actions, harassment, making false statements about another person in print or verbally with intent to harm their reputation, or physical harm against an individual who is
 - a) reporting a violation of the Student Code of Conduct;
 - b) assisting someone with reporting a violation; or
 - c) participating in any manner in an investigation or resolution of a violation.
 32. Violation of University publications, postings, agreements, or notices, where the violation in question is not otherwise proscribed in this Article.
 33. Any behavior which is prohibited by local ordinance or by state or federal law that also interferes with aims, purposes, activities, and responsibilities of the University and is not otherwise proscribed in this Article.
- B. Violation of Law and Student Conduct Process
1. The University student conduct process may be instituted against a student who potentially violated both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or

following civil or criminal proceedings off campus at the discretion of the Dean of Students, or designee.

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

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

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code of Conduct, the University may advise off-campus authorities of the existence of the Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. University-Affiliated Organizational Discipline and the Student Conduct Process Behavior subject to review under separate organizational discipline (i.e. Greek Organizational-lettered Judicial Board review etc.) may be subject to the student conduct process as described in Article VII. Such a determination is made by the Dean of Students or designee.

VII: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Hearings

The following procedures relate to alleged violations of the Student Code of Conduct, except for those allegations involving potential violations of the [“Title IX Sexual Harassment” and “Community Standards Sexual Misconduct” Policy and Procedures](#).

Initiation of a Conduct Complaint

Any member of the University community may bring a conduct complaint against a student for behavior in violation of the

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

If the complaint involves alleged violation(s) of the University’s Policy on Sexual and Gender-Based Interpersonal Violence and Harassment, complainants are encouraged to follow the complaint process found in the University’s:

[“Title IX Sexual Harassment” and “Community Standards Sexual Misconduct” Policy and Procedures](#).

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

Communication Regarding Complaints: written notifications and communications regarding conduct complaints will generally be made via University email, although notifications may also be made by hard copy correspondence delivered

by hand to an involved party's address of record with the University, or by other reasonable means.

1. **Review of a Conduct Complaint**
When a written complaint is received within the prescribed timeframe, or within an approved timeframe extended by the Dean of Students, or designee, an investigation and review of the complaint will be conducted to determine the applicability of cited Student Code of Conduct Regulations and whether, based on the information submitted and/or obtained through investigation, there is a reasonable basis for the complaint to be reviewed through the hearing process. The Dean of Students, or designee, at his or her discretion, has the authority to modify or dismiss all or some of a complaint if he or she determines that: a) the complaint has not been made within the proscribed timeline or an approved extended timeframe, or b) the Student Code of Conduct Regulations cited are not applicable to the complaint made, or c) that there is not a reasonable basis for the complaint to be reviewed based on the information provided or d) seek an alternate resolution process (i.e. guided/ facilitated conversation) separate from the Student Conduct hearing process. Whenever a complaint is modified or dismissed, the Dean of Students, or designee, will notify the complainant in writing. If the University determines that the complaint is not properly filed, it will provide written notice to the complainant. The complainant(s) can request withdrawal of the complaint at any time. The Dean of Students, or designee, however, has the authority to either continue the hearing process or dismiss the complaint.
2. **Notification of Complaint & Scheduling**
When a complaint is referred to the hearing process, the respondent shall be informed of the complaint and notified of a scheduled hearing and hearing date. Notifications are generally sent to University email account(s). Confirmation of delivery by the University's email server will be considered the confirmed delivery date and time of notification when delivery is made via University email. Once notified of the complaint, the respondent is expected to check University student email account at least once each business day until the matter is resolved, including during vacation and summer periods. Conduct complaint proceedings, including hearings, are scheduled at times designated at the discretion of the hearing officer and are based on availability of staff. Scheduled meetings, hearings, and/ or conferences are generally scheduled around the posted class schedule of the respondent and complainant. Requests to schedule around work, club, sport, or other schedules are generally not approved.
3. **Advisors**
The respondent(s), complainant(s), and/or student witnesses may have an advisor accompany him or her to any scheduled conduct

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

4. **Hearings**
Hearings are administrative proceedings which are implemented to determine responsibility and devise appropriate resolutions. There are Administrative Hearings and Student Conduct Board Hearings. Hearings follow an investigatory model, in which:
 - a. involved student(s) are informed of how to access the Student Code of Conduct,
 - b. involved student(s) are provided information and can ask questions regarding how the pending allegations will be reviewed, how information is communicated to involved parties, and availability of the appeal process.
 - c. hearing officer(s) review the complaint,
 - d. hearing officer(s) review and investigate the complaint with the respondent
 - e. hearing officer(s) request that the respondent respond to the complaint,
 - f. the respondent is provided with an opportunity to review the written complaint
 - g. hearing officer(s) review and investigate the complaint with the complainant (in a board hearing)
 - h. hearing officer(s) investigate the complaint further with witnesses, involved parties, or others as deemed appropriate by the hearing officer,
 - i. hearing officer(s) consider documentation, records, reports, authenticated written accounts; additional information submitted by, or at the request of the involved student(s) related to the complaint; any other relevant documents,

- j. hearing officer(s) determine whether the accused student is responsible for one or more of the cited Student Code of Conduct Regulations based upon a preponderance of the evidence (determined by “what a reasonable person believes more likely than not to have occurred based upon the available information reviewed”),
- k. hearing officer(s) consider(s) information available and set(s) forth findings, and if applicable, sanctions.

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

Student Conduct Board Hearings are a special type of hearing which may be convened in extenuating circumstances deemed warranted by the Dean of Students. At all Student Conduct Board Hearings, the community member who initiated the complaint, or a designated member of Public Safety or Division of Student Success staff shall attend and present information relative to the complaint made. When a case is referred to a Student Conduct Board Hearing, the Board will be comprised of three professional staff and/or faculty members appointed by the Dean of Students or designee. The Dean of Students or designee shall also appoint a fourth member to serve as nonvoting chair of the Board; this person will chair the hearing and ensure that appropriate records are made.

- 5. Additional Hearing Guidelines:
 - i. The student will be provided written notice of the date, time, and location of a Hearing, delivered not less than three (3) business days before the hearing, unless the respondent requests that the notification period be waived.
 - ii. All hearings shall be conducted in an informal manner, and technical rules of evidence will not apply. Statements of information purported to be relevant to the complaint may be considered at the discretion of the hearing officer(s). All individuals providing such information are

subject to be interviewed by the hearing officer.

- iii. If requested in advance prior to the hearing and determined to be an appropriate and reasonable accommodation from the Access Ability Director or the Assistant Vice President for Student Health and Wellness, notices, reports and/or written materials will be provided in an alternate format.
- iv. All hearings will be held in closed session.
- v. The respondent will have the opportunity to state whether he or she is “responsible” or “not responsible” for each alleged violation of the Student Code of Conduct.
- vi. The accounts of individuals, other than the respondent or complainant, who are presented as having relevant information related to the complaint, may be considered by the hearing officer.
- vii. The respondent and the complainant will be given the opportunity to present information from individuals purported to have relevant information related to the complaint. The hearing officer will determine and weigh the relevancy of information presented as part of their investigation of the complaint. Individuals providing information must be available to answer questions directed by the Hearing Officer or Student Conduct Board during the hearing.
- viii. Only the hearing officer may directly question the respondent, complainant or any other individual involved in any Hearing.
- ix. The names of individuals asked to present information at a Student Conduct Board Hearing must be provided in writing to the Chair a minimum of two business days in advance of the hearing.
- x. Supportive written documentation, data or information relevant to the hearing officer(s) determination of responsibility or recommendation of sanctions for violation of the Student Code of Conduct from a source who does not have direct information related to the complaint including, but not limited to: a medical or mental health provider providing unredacted supportive documentation, may, at the discretion of the hearing officer or Student Conduct Board Hearing Chair, be presented provided that the information submitted is signed and notarized or signed and submitted in person by the source to the hearing officer or Chair, submitted in a timely manner and with the agreement that the documentation’s author/ source agrees to answer questions from the hearing officer or Chair.

- xi. If the respondent does not attend a scheduled hearing, absence shall be noted without prejudice. The hearing shall proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair; and, may be conducted in the student's absence. If a complainant does not attend a scheduled hearing, the hearing may proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair and be conducted in the complainant's absence. Reported direct knowledge of incident(s) by the complainant may not be considered if the complainant is not present and available to answer questions directed by the hearing officer or Student Conduct Board Hearing during the hearing.
 - xii. Hearings will be controlled in order to complete the review within a reasonable amount of time and to avoid needless consumption of time and/ or repetition of information.
 - xiii. During summer, vacation periods, and in extenuating circumstances as determined by the Director of Office of Student Conduct & Conflict Resolution, the hearing officer may approve alternative arrangements for individuals to participate in hearings including, but not limited to, the use of audio or video technology.
 - xiv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any written character references provided by the respondent.
 - xv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any provided written statement(s) of impact submitted by the complainant(s).
 - xvi. The respondent will receive written notice outlining the hearing resolution. Unless otherwise stated, notification will be made via University student email. University officials with a legitimate educational interest, and/ or those who can be legally notified, may also be informed of all or part of the hearing outcome.
 - xvii. In situations involving both a respondent(s) (or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
 - xviii. All written accounts, records and/or supportive documentation presented at a Student Conduct Board Hearing must be provided to the Director of Student Conduct & Conflict Resolution no less than two business days prior to the Student Conduct Board Hearing.
 - xix. The Dean of Students or designee may, at his or her discretion, approve alternative arrangements for parties to participate in a Student Conduct Board Hearing from separate locations provided a reasonable mechanism is arranged that allows for hearing and viewing information presented by both the complainant and the accused and allows for the Student Conduct Board Hearing Chair to communicate directly with involved parties remotely.
 - xx. The respondent and complainant will be given the opportunity to respond to information presented at a Student Conduct Board Hearing and make a closing statement prior to deliberation by the Student Conduct Board.
 - xxi. In a Student Conduct Board Hearing, any committee member may request to go into private session to discuss or decide a matter. This request must be supported by a majority vote. The hearing can be recessed at any time by the chair. The chair will ensure that all procedures are appropriately followed. Following a Student Conduct Board Hearing, decisions on each allegation and any related sanction recommendations shall be made by majority vote. A tie vote will constitute a vote of not responsible. The Chair cannot vote.
 - xxii. Student Conduct Board Hearing deliberations and decisions will be made in private. The Student Conduct Board Hearing Chair will notify the Dean of Students of their determination of whether the respondent was responsible for each alleged violation of the Student Code of Conduct. If there is a responsible finding, a recommendation of sanctions will be forwarded to the Dean of Students.
- B. Hearing Actions (Sanctions)**
The disciplinary sanctions listed below may be imposed singly and/or in combination upon any student found in violation of the Student Code of Conduct regulations set out in Article VII. The purpose of imposing sanctions includes: (a) to protect the University community from behaviors that are detrimental to the educational environment, and (b) to assist students in identifying acceptable parameters of their activities and consequences of future behaviors.

The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to behavior in accordance with the Student Code of Conduct. Failure to complete any required sanction by the due date will result in the imposition of more severe sanctions. Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (see page 16). The record of Expulsion and all other disciplinary sanctions imposed shall be on file through the Office of Student Conduct & Conflict Resolution/Dean of Students Office. The student's disciplinary file will be destroyed upon graduation with an advanced degree, or after the student is separated from the University for seven (7) consecutive years. In the event a student with a sanction imposed upon him or her becomes inactive or no longer a registered student, disciplinary probation, residence hall separation, and/or disciplinary warning periods will be continued to completion upon any re-admission to the University. Restrictions from facilities, restitution, and other assigned sanctions remain in effect.

1. Expulsion

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

2. University Suspension

Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No course work will be permitted during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include, but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-

related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students, or designee. A student suspended is not entitled to any financial refund for the semester in progress.

3. Deferred University Suspension

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

4. Suspension or Permanent Removal (Expulsion) from Housing

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

5. Disciplinary Probation

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

and conditions of the probation, or additional behavior in violation of the Student Conduct Code Regulations during the probationary period, will likely result in more serious disciplinary action. Notation of disciplinary probationary status will be on file through the Student Conduct Office.

6. Residence Hall Restriction

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

7. Loss of Privileges—Restrictions & Bans

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

- (a) use of a specific University facility;
- (b) banned from specified areas;
- (c) residence hall privileges;
- (d) holding or running for an office in a campus organization;
- (e) the representation of the University at any sporting event or intercollegiate function;
- (f) campus motor vehicle parking and operating privileges;
- (g) No Contact Order in which no contact with specific student(s) directly, by phone, electronically, via third party, or via written communication

8. Disciplinary Warning

Disciplinary Warning involves written notice to the student indicating that specific behavior or activity is in violation of the Code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Notation of the warning will be on file through the Student Conduct Office.

9. Restitution

Restitution is a reimbursement for damage, destruction, required services or the unauthorized use or misappropriation of University property or the property of any person which results from a conduct violation of this Code. It may also constitute reimbursement to offset the cost of a required educational sanction. The administrative hearing officer or Student Conduct Board Hearing will investigate and determine the amount of restitution charges.

10. Special Assignment

This may be a work project or special assignment imposed either as an alternative to another sanction or as a condition of a particular sanction. An effort will be made to select an assignment that is appropriate to the offense and does not inhibit academic progress or health. Special assignments may include but are not limited to community service restitution; written reports; participation in co-curricular programs or counseling groups; and work in a specific campus office, building, or area. Failure to complete a special assignment by the date set will result in the imposition of more severe sanctions.

11. Reprimand

A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.

12. Housing Selection Ineligibility

A student may not participate in the Residential Life Housing selection process but may reapply for housing before the next academic year begins (usually in July).

13. Organizational-based sanctions:

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

C. Interim Suspension

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

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a student shall

be denied access to the residence halls and/ or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students, or designee, may determine to be appropriate.

3. The interim suspension does not replace the regular student conduct process.

D. Appeals

1. Eligibility, timeline, means, and grounds
 - (a) Only the respondent shall be entitled to appeal the hearing resolution decision.
 - (b) The appealing party shall submit an appeal to the Dean of Students, or designee, within five (5) calendar days of the party's receipt of the hearing resolution notification.
 - (c) Appeals will be transmitted electronically via the self-service portal.
 - (d) Appeals may only be submitted on the following grounds:
 - i. To allege a material procedural error within the investigation and resolution process that would substantially change the outcome; or
 - ii. To consider new evidence that was not known at the time of the investigation that would substantially change the outcome.
 - (e) Appeals will not be considered on any other basis.
2. Upon timely receipt of the appeal letter, the Dean of Students, or designee, shall transmit the appeal letter and associated hearing records to the Appeal Review Officer for review.
3. Appeal Procedures
 - (a) The Director of the Office of Student Conduct & Conflict Resolution (OSCCR), or designee, will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.
 - (b) If the appealing party has presented a timely appeal on the basis of the grounds set forth above, the Director of OSCCR, or designee, will notify the complainant that an appeal has been made.
 - (c) If deemed appropriate, the Director of OSCCR, or designee, will share the appeal with the complainant, who may file a written response.
 - (d) If the appealing party has presented an appeal on the basis of the grounds set forth above, the Director of OSCCR, or designee, will further review the appeal and make a determination to uphold, reverse or

modify the Hearing Resolution. When deemed necessary, the Director of OSCCR, or designee, may seek additional information and/or refer the matter back to the hearing officer, prior to making a determination.

- (e) Following review of the appeal, the Director of OSCCR, or designee, will issue a written decision to the parties in which the decision may uphold, reverse or modify the original Hearing Resolution.
- (f) All appeal decisions are final.

ARTICLE VIII: INTERPRETATION AND REVISION

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

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APPENDIX E

MISSING STUDENT POLICY

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

Missing student reports can be made by calling UHDPS at 860.768.7985 or by dialing 7777. Residential students in campus housing will be informed annually that each student has the option to register the name of a confidential contact person to be notified by the University of Hartford no later than 24 hours, if they are later determined to be missing by the designated University officials authorized to make the determination specifically, UHDPS or the local law enforcement agency in which the student went missing. This confidential name will be the first who will be contacted to confirm the student's whereabouts. This name can be the same or different from the emergency contact person. Only authorized University officials and law enforcement working on a missing person investigation will have access to this information.

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

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

Suspected missing students should be reported immediately to the UHDPS. If members of the University of Hartford community believe that a student has been missing for 24 hours, it is critical that they report that information to UHDPS by calling 860.768.7777. A student is determined to be missing when the UHDPS have verified that reported information is credible and circumstances warrant declaring the person missing. Should the UHDPS investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been

provided, within twenty-four (24) hours of the determination that the student is missing by the UHDPS. If the student is under the age of 18 and is not an emancipated individual, UHDPS will notify the student's parent of guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, University of Hartford will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

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

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

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

For a copy of the University Missing Student Policy, please contact the University of Hartford Department of Public Safety:

- Non-Emergency Line 860-768-7985

MISSING STUDENT REPORTING

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

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

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

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

NOTIFICATION PROCEDURE: Missing Students/Missing Persons

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

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

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

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

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

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

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APPENDIX F

CLERY GEOGRAPHY

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

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

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

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

CLERY GEOGRAPHY DEFINITIONS

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

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

On-Campus Subset: Student Housing

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

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

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

Noncampus Buildings or Property — is defined as any building or property owned or controlled by a student

organization *officially* recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that:

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

CLERY DESIGNATED CRIMES

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

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

CRIME CATEGORIES

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

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

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

CRIMINAL OFFENSE DEFINITIONS (#1)

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

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

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

- **Rape:** *The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.*
- **Fondling:** *The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
- **Incest:** *Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- **Statutory Rape:** *Non-forcible sexual intercourse with a person who is under the statutory age of consent.*

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

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

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

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

HATE CRIME DEFINITIONS (#2)

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

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

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

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

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

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

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

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

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

VAWA OFFENSE DEFINITIONS (#3)

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

1. Domestic Violence
2. Dating Violence
3. Stalking

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

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

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Dating Violence: violence committed by a person;

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

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

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

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

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

For the purposes of this definition:

- *Course of conduct* - means two or more acts, including, but not limited to:
 - ✓ acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person;
 - ✓ or interferes with a person's property
- *Reasonable person* - means a reasonable person under similar circumstances and with similar identities to the victim
- *Substantial emotional distress* - means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

For the purposes of complying with the requirements of this section and section §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

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

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

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

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

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

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

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

CAMPUS SECURITY AUTHORITY

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

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

WHAT IS THE ROLE OF A CSA?

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

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

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

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APPENDIX

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ABOUT THE FIRE SAFETY REPORT

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

The Annual Security and Fire Safety Report includes information regarding University of Hartford's fire safety policies, fire prevention programs and other important information regarding the University's fire safety system as well as fire statistics for all on-campus student housing facilities.

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

The Annual Security and Fire Safety Report may be viewed on the University website at: <https://www.hartford.edu/student-life/campus-safety/public-safety/crime-statistics.aspx>

FIRE SAFETY REPORTING STATUTE

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

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

FIRE INCIDENT REPORTING

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

Per federal law, the University of Hartford is required to annually disclose statistical data on all fires that occur in

on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, and then dial 911. All fire incidents should be reported to the UHDPS immediately. If a member of the University community finds evidence of a fire that has been extinguished, the community member should immediately notify the UHDPS at 860-768-7985 or by dialing 7777 to investigate and document the incident. In the event of a fire incident, regardless of size, and regardless of when it occurred the incident is documented by the UHDPS through a departmental incident reporting system. Each incident is investigated by the UHDPS and either the City of Hartford Fire Department or the Town of West Hartford Fire Department, depending on jurisdiction. Pertinent information from each of these incidents is recorded into the UHDPS's daily fire log and for disclosure in the University's annual fire statistics.

DAILY FIRE LOG

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

The Fire Log is available on campus at the UHDPS in the Operations Building during normal business hours at the UHDPS, adjacent to Parking Lot E. Normal business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

FIRE SAFETY POLICY

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

POLICY ON PROHIBITED ITEMS AND MISCELLANEOUS FIRE SAFETY POLICIES

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

- **Smoking:** Smoking is not permitted in any University residence hall, apartment, academic or administrative building. Unless otherwise prohibited and posted smoking is permitted on campus at least 25 feet from the entrance to any building.
- **Cooking or kitchen type Devices:** Residents are prohibited from using certain types of cooking equipment in the residence halls. This includes, but is not limited to, toaster ovens, oil-based popcorn makers, dishwashers, “George Foreman” type grills, Charcoal or Gas grills, hot-plates, crock pots, toasters or coffeemakers with an open-coil heating device. The use of toaster ovens and “George Foreman” type grills are permitted to be used in full kitchen areas in Park River, the Village Apartments and the Asylum Avenue Campus Townhouses. Coffeemakers with an auto shut off feature or “Keurig” type coffeemakers are permitted to be used in all residence halls. Charcoal and Gas grills are also prohibited from exterior use.
- **Portable Heaters and Other Electrical Devices:** Residents are prohibited from using certain electrical items in the residence halls. This includes but is not limited to space heaters, halogen lamps, multi-headed lamps with plastic covers, electric heating blankets, air conditioners, extension cords, multi-plug outlet adapters. Underwriters Laboratory (UL) approved surge protectors are permitted in all residence halls.
- **Open flames and Candles:** The use or possession of open flames, candles or incense is prohibited.
- **Flammable or Combustible Materials:** Possession, storage or use of flammable and/or combustible liquids are not permitted in any of the residence halls. Flammable/combustible liquids include but are not limited to gasoline, kerosene, motor oil, lighter fluid, paints and paint thinners. Flammable/combustible and/or wet materials may not be hung above heaters, on walls or on ceilings. This includes but is not limited to drapes, clothes or banners. Storage, possession or use of gasoline-powered machines, fireworks, oil lamps and oil warmers in a residence hall is also prohibited.
- **Holiday Decorations:** Residents are permitted to decorate their rooms during holiday periods, provided such decorations do not restrict access to and from residents’ rooms and public areas. Items are not permitted to be attached to the ceiling, light fixtures, sprinkler heads, smoke detectors or exit signs. Decorations shall not impede the effective operation of sprinklers heads

and smoke detectors and shall not obstruct the view of exit signs and emergency lights. Live cut Christmas trees and strands of holiday lights are not permitted. Artificial Christmas trees are permitted.

- **Tampering with Fire & Life Safety Equipment or False reporting of a fire:** Tampering with any fire/safety type device or falsely reporting a fire is a serious offense. Any individual found tampering with fire/safety equipment or falsely reporting a fire is subject to both a referral to the Office of Student Conduct and/or criminal arrest. Individuals are also subject to immediate and potentially permanent removal from on campus housing. Fire & Life Safety equipment includes but is not limited to Pull stations, Smoke Detectors, Heat Detectors, Carbon Monoxide Detectors, sprinkler system components, exit signs, emergency lights, evacuation maps, floor numbering signs and fire extinguishers. False reporting of a fire includes but is not limited to malicious activation of a pull station or an emergency phone call to UHDPS and/or 911.

FIRE EMERGENCY EVACUATION PROCEDURES: Student Housing

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

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

- Do not re-enter the building until instructed by emergency personnel. (If the alarms have stopped sounding it is NOT an indication that it is safe to re-enter).

PROCEDURES TO FOLLOW IN CAE OF A FIRE: STUDENTS AND EMPLOYEES

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

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Fire Safety is every one's responsibility. The UHDPS, with the support of the Office of Residential Life, is dedicated to maintaining a safe and healthy environment for the campus

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

SAFETY SYSTEMS AND EVACUATION DRILLS

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

RESIDENTIAL HALL FIRE PREVENTION INFORMATION

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

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

FIRE SAFETY SYSTEMS AND FIRE SAFETY SYSTEMS INSPECTIONS

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

PLANS FOR FUTURE IMPROVEMENTS: FIRE SAFETY

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

DEFINITIONS

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

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

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

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

Fire Log: The HEOA directive requires an institution with on-campus student housing to maintain a log of all fires that occur in on-campus student housing. This fire log must include the date, time, nature of the fire and location of the fire. Additions to the log must be made within two business days. The log must be available for public inspection for the most recent 60-day period. Log entries greater than 60 days must be available within two business days. The Fire Log must be kept for three (3) years following the publication of the last annual report to which it applies (in effect seven years).

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

<https://www.hartford.edu/publicsafety/clery/default.aspx>

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Campus Safety and Security Survey – Fire Summary
Fire Statistics for Main Campus at 200 Bloomfield Avenue, Hartford, CT 06117

Name of Facility	2019			2018			2017		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
A-Complex Andrews	0	0	0	0	0	0	0	0	0
A-Complex Barlow	0	0	0	0	0	0	0	0	0
A-Complex Crandall	0	0	0	0	0	0	0	0	0
A-Complex Olmstead	0	0	0	0	0	0	0	0	0
B-Complex Reeve	1	0	0	0	0	0	2	0	0
B-Complex Beecher	0	0	0	0	0	0	0	0	0
B-Complex Stevens	0	0	0	0	0	0	0	0	0
B-Complex Warner	0	0	0	0	0	0	0	0	0
C-Complex Poe	1	0	0	0	0	0	0	0	0
C-Complex Willard	0	0	0	0	0	0	0	0	0
C-Complex Malcolm X	0	0	0	0	0	0	0	0	0
C-Complex Dubois	1	0	0	0	0	0	0	0	0
D-Complex King	0	0	0	0	0	0	0	0	0
D-Complex Smith	0	0	0	0	0	0	0	0	0
D-Complex Occum	0	0	0	0	0	0	1	0	0
D-Complex Roth	1	0	0	1	0	0	0	0	0
E-Complex Bushnell	1	0	0	1	0	0	0	0	0
E-Complex Garvey	0	0	0	1	0	0	0	0	0
E-Complex Hillyer	0	0	0	0	0	0	0	0	0
E-Complex Whitney	0	0	0	0	0	0	0	0	0
F-Complex Gallaudet	0	0	0	0	0	0	0	0	0
F-Complex Barnard	1	0	0	0	0	0	0	0	0
F-Complex Webster	0	0	0	0	0	0	0	0	0
F-Complex Stowe	0	0	0	0	0	0	1	0	0
Hawk Hall	0	0	0	1	0	0	0	0	0
Park River	2	0	0	0	0	0	1	0	0
Regents Park	0	0	0	0	0	0	0	0	0
Village Apartment 1	0	0	0	0	0	0	0	0	0
Village Apartment 2	1	0	0	1	0	0	0	0	0
Village Apartment 3	0	0	0	0	0	0	0	0	0
Village Apartment 4	0	0	0	0	0	0	0	0	0
Village Apartment 5	0	0	0	0	0	0	2	0	0
Village Apartment 6	1	0	0	0	0	0	0	0	0
Village Apartment 7	0	0	0	0	0	0	0	0	0
TOTAL	10	0	0	5	0	0	7	0	0

Campus Safety and Security Survey – Fire Summary									
Fire Statistics for Asylum Avenue Campus at 1265 Girard Avenue, Hartford, CT 06105									
Name of Facility	2019			2018			2017		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Asylum Avenue Campus Townhouses	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0

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2019 Safety Systems and Evacuation Drills
Main Campus at 200 Bloomfield Avenue, West Hartford, CT 06117

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

2019 Safety Systems and Evacuation Drills
Main Campus at 200 Bloomfield Avenue, West Hartford, CT 06117 *(continued)*

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

2019 Safety Systems and Evacuation Drills
Asylum Avenue Campus at 1265 Girard Avenue, Hartford, CT 06105

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

Thank you for reading the 2020 Annual Security and Fire Safety Report
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