

# **Asnuntuck Community College Annual Security Report**

## ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics for 2018***



**Issued September 25, 2019 for the Year 2018**

Asnuntuck Community College  
170 Elm Street  
Enfield, CT 06082

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Campus Crime Statistics for 2018**

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## **INTRODUCTION**

This publication of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics is a 1998 amendment of Public Law 101-542 which requires all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information.

The purpose of this publication is to:

- Provide an overview of campus security
- Share crime statistics required by the Clery Act
- Inform current and prospective students, staff, faculty, and visitors about the college's policies and programs to keep them safe
- Share information regarding emergency preparedness and planning

Asnuntuck Community College (ACC) distributes this publication annually by October 1 to our campus community of students, prospective students, employees and prospective employees. This publication is available on the Asnuntuck website at <https://asnuntuck.edu/student-life/campus-safety-and-security/>. Printed copies are available at the following locations:

- Information Desk (main building)
- Dean of Students Office (Room 101)
- Library/Learning Commons (Room 119)

The Dean of Students is responsible for preparing the Annual Security Report, and as such, all questions pertaining to this document should be directed to the Dean of Students in Room 101 or at either (860) 253-3020 or (860) 253-3011.

## **GEOGRAPHY**

Asnuntuck Community College has one campus located at:  
170 Elm Street  
Enfield, CT 06082

Asnuntuck Community College does not have any officially recognized student organizations with non-campus locations.

## **CAMPUS SECURITY/LAW ENFORCEMENT POLICY**

Asnuntuck Community College does not have campus police. Contract security guards are hired through Summit Security Services, Inc. to provide security coverage during hours of operation of the college. Two guards are on duty during each shift Monday – Saturday. Security guards have the authority to conduct investigations for disciplinary matters under the direction of the Dean of Students. They have the authority to ask for identification to determine if individuals meet the criteria to be on campus grounds and to report incidents to either the appropriate law enforcement agency and/or to the Dean of Students Office. Security guards do not have arrest powers.

All criminal offenses will be investigated by the appropriate law enforcement agency. As a state institution, Asnuntuck, the State Police under the Department of Emergency Services and Public Protection have jurisdiction over the college. The Enfield Police may be the first response to a campus emergency due to their approximation to the campus and they may investigate or assist the State Police with criminal offenses that occur on the Asnuntuck Community College campus.

College policy violations will be referred to the Dean of Students for review and disciplinary action. No administrator or employee will interfere with the right of a student or employee to file a complaint with

any law enforcement agency.

**POLICY FOR REPORTING CRIMES AND OTHER EMERGENCIES**

Asnuntuck Community College does not have campus police. State Police (Troop H) have jurisdiction over ACC as a state property. Enfield Police normally are first responders to incidents on campus. Students and employees are encouraged to report all crimes the State Police and/or Enfield Police

State Police – Troop H: 911 or (800) 968-0664 or 860-534-1000

Enfield Police Department: 911 or (860) 763-6400

It is the Policy of Asnuntuck Community College that incidents occurring on campus be reported to one of the following offices in a timely manner:

The Office of the Dean of Student Services (860) 253-3020 or (860) 253-3011

The Office of the Dean of Administration (860) 253-3048

Campus Security / Information Desk (860) 253-3012 or (860) 253-3013

Campus Security and Information Desk staff are available during the semester as follows:

	Monday – Thursday	Friday	Saturday
Information Desk	8:00 a.m. – 9:00 p.m.	8:00 a.m. – 4:30.m.	9:00 a.m. – 1:00 p.m.
Campus Security	7:00 a.m. – 11:00 p.m.	7:00 a.m. – 7:00 p.m.	8:00 a.m. – 4:00 p.m.

The College will assess the seriousness of all reported incidents and take appropriate action to protect the person and property of students, employees and guests. In the case of allegations of serious criminal acts, the College will seek the assistance of police authorities. Serious criminal acts include but are not limited to murder, rape or other sexual offenses, robbery, aggravated assault, arson, burglary, and motor vehicle theft.

In the event of an emergency, 911 should be called from any campus phone or blue light emergency phone in the parking lots immediately. When 911 is called from a campus phone, it automatically alerts the emergency line of appropriate law enforcement agencies. It also immediately rings to the campus security desk phone including email and the security cell phone, the Information Desk phone including email, the Dean of Students desk phone including email, the Dean of Administration’s desk phone including email, and the Building Superintendent’s desk phone including email. When the emergency phone rings these campus extensions, it indicates the location that the call is coming from so an immediate response takes place.

To report a non-emergency or public safety matter, call the Dean of Students at either (860) 253-3020 or (860) 253-3011. All incident reports are forwarded to the Dean of Students for review and potential action. If assistance is required from state or local police, the Dean and/or security will contact the appropriate agency. Crimes, suspicious activity should be reported to the Dean of Students to ensure inclusion in the annual crime statistics report and to ensure that timely warning notices can be provided to the campus and surrounding community when appropriate.

## **POLICY REGARDING CONFIDENTIAL REPORTING**

Asnuntuck Community College does not employ pastoral or professional counselors who have a privileged relationship with students. All faculty and staff are considered mandated reporters. Thus any crime including sexual violence, domestic violence, stalking or harassment must be reported. The College does not participate in a voluntary Confidential Reporting program.

## **SECURITY AWARENESS PROGRAMS**

Asnuntuck Community College addresses campus safety through a variety of programs/venues:

- Student handbook
- Posters/notifications on bulletin boards
- Campus-wide announcements to faculty, staff, and students
- Posting of evacuation, secure school, and shelter-in-place procedures in each classroom

## **TIMELY WARNING POLICY**

In the event that a situation arises, either on or off campus, that, in the judgment of the Dean of Students or other members of campus management, constitutes an ongoing or continuing serious threat, a campus wide “timely warning” will be issued. A timely warning will contain information that would promote safety and aid in the prevention of similar crimes. This warning will be issued through any/all of the college notification systems depending on the circumstances. These notification systems include but may not be limited to the myCommNet Alert messaging system, campus email, VoIP broadcasting, video bulletin boards, campus PA system, college website, social media, campus voicemail messages and face-to-face notifications as deemed appropriate. Anyone with information warranting a timely warning should report the circumstances to the Dean of Students by telephone at (860) 253-3020 or (860) 253-3011, Campus Security at (860) 253-3012 or in person at the Information Desk.

A timely warning will be issued for crimes:

- Reported to Campus Security Authorities, local or state police; and
- The crime is considered by ACC management to represent a serious continuing threat to students and employees.

The decision to issue a timely warning will be based on the following factors:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

The following individuals may issue a timely warning:

- President/CEO, Dean of Students, Dean of Academic Affairs, Dean of Administration, Dean of Workforce Development and Continuing Education, Dean of Advanced Manufacturing Technology Center, and Director of Human Resources.

## **OFF-CAMPUS CRIMINAL ACTIVITY**

The college’s contracted security staff does not provide law enforcement service off-campus. Criminal activity off-campus is monitored and recorded by both the Connecticut State Police and the Enfield Police Department. The College enjoys a close working relationship with both of those units when violations of federal, state or local laws are reported. Reported student incidents are processed through the College Student Code of Conduct. This cooperative team approach addresses situations as they arise and provides an opportunity for preventative collaborations.

## **POLICY FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The procedures for preparing the annual disclosure of crime statistics including reporting statistics to Asnuntuck Community College are obtained from the College's Incidents Reports and reports from the Enfield Police Department as well as the Connecticut State Police.

A request for statistical information is made on an annual basis to the College President/CEO and Deans, and the Title IX Coordinators. The college crime statistics along with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics are gathered, compiled and reported by the Dean of Students.

The campus community is notified of the availability of this publication on the college web site, at the Information Desk, at the Dean of Students Office and in the Library/Learning Commons of the College.

## **CAMPUS SECURITY AUTHORITIES**

Federal law defines four categories of Campus Security Authorities of CSA's:

- Campus police department or a campus security department;
- Individuals who have responsibility for campus safety;
- Any individual or organization to which students and employees should report criminal offenses;
- An official of an institution who has significant responsibility for student and campus activities

CSA's have the ability to train online via FirstNet, the Board of Regents' online training tool, as well as on-ground trainings and exercises held at the college. At Asnuntuck Community College, the following departments, offices, and individuals are identified as CSA's:

- President/CEO
- Deans
- Director of Student Activities
- Faculty Advisors to Students Groups
- Title IX Coordinator
- Building Superintendent
- Evening Coordinator
- Members of the Sexual Assault Resource Team
- Academic Advisors

## **EMERGENCY RESPONSE PROCEDURES**

The initial and primary source for all emergency information is the Dean of Students, (860-253-3020 or 860-253-3011). While the Dean of Students may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

1. Upon notification or observation of an emergency situation, the Dean of Students will:
  - a. Ensure that the appropriate alarms have been activated (fire, radio, the Emergency Broadcast Messaging System & Notification System) to alert the campus community of approaching/imminent danger.
  - b. Notify city and county emergency personnel as needed.
  - c. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.

- d. Notify the President of the emergency/disaster.
2. The Dean of Students will take the immediate steps necessary to intervene in the emergency to reduce the threat of potential injury or loss of life or property. He or she will inform the President of the emergency situation directly, and other key staff as appropriate.

Asnuntuck Community College tests the emergency response and evacuation procedures at least one time each semester during day and evening classes. These tests include building evacuations, secure school, and shelter-in-place exercises. Printed material with instructions for each of these scenarios are available in every classroom and are emailed to all faculty and staff. Weekly tests of the PA system and recording capabilities of the video recording system are conducted every Friday morning. Operational tests of the exterior emergency call boxes are conducted once a month with the Enfield Police Department.

### **EVACUATION PROCEDURES**

Evacuations of all or part of the campus grounds will be announced by the President/CEO and/or the Dean of Students. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

#### **BUILDING EVACUATION**

In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such evacuation will be constant ringing of the fire alarm or an Emergency Broadcast message will amplify from all campus phones/PA system. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

#### **MAIN BUILDING**

First Floor-Front Hallway  
 Second Floor-Front Hallway  
 First Floor-Back Hallway  
 Second Floor-Back Hallway  
 Tower Lobby

#### **ASSEMBLY POINT**

Front Lawn of Campus (across parking lot)  
 “ “  
 Back Lawn-Behind Building #2 | AMTC  
 “ “  
 Front Lawn of Campus (across parking lot)

#### **ADVANCED MANUFACTURING**

All AMTC areas

#### **ASSEMBLY POINT**

Back Lawn-Behind Building #2 | AMTC

The most important point is to leave the building as quickly as possible and gather in a location as far away from the building as possible.

#### **In the event of an emergency (Fire or medical):**

- Call 911.
- Give specific location and any possible information.
- If the emergency is a fire or chemical spill/gas leak, pull the nearest fire alarm.
- Alarms and fire extinguishers are generally located near each exit.
- Familiarize yourself with the location of the exits and extinguishers.
- Immediately notify the Information Desk: 860-253-3012.
- Inform Dean of Student’s Office: 860-253-3011/3020.

1. Elevators will not be used during the emergency; therefore, proceed as follows:
  - A. Move quickly, without running, to the designated area posted near the door of each room.
  - B. Close all doors after exiting room or office.
  - C. Move away from buildings to facilitate the maneuvering of emergency vehicles.
  - D. Guide, assist, and command, if necessary, to insure proper evacuation.
  
2. Disabled Persons
  - A. Course schedules of all mobility disabled students and staff will be kept in appropriate administrators' offices so that the individual's scheduled location will be available to fire and other emergency personnel.
  - B. Course schedules of mobility restricted/disabled students will be distributed to the following offices:
    - i. President's/CEO's Office
    - ii. Student Services
    - iii. Information Desk
  - C. Whenever possible, disabled individuals will be notified prior to fire drills so that they can use the elevator to leave the building.
  - D. In those building areas where direct evacuation through self-help by the disabled individual is possible, the first available staff person is requested to assist the disabled person with evacuation.
  - E. All personnel can assist the physically impaired by walking slowly by the individual's side, especially down the stairs.
  - F. At each building location where a wheelchair or other mobility restricted student is unable to evacuate the building, a fire evacuation location at the top of each stairwell will be designated for the individual to go to and await assistance from the fire emergency personnel.
  - G. The fire evacuation locations will be filed with the local fire department, local fire marshal, and state and local agencies.
  - H. In those areas where evacuation by fire emergency personnel is required, a staff member is requested to wait with the disabled individual to aid in the evacuation.
  - I. Disabled individuals should be assisted by the classroom instructor or the individual in charge of the area. The wheelchair-confined person should be accompanied to the nearest fire evacuation location where he/she should wait to be evacuated by fire department personnel.
  - J. The fire evacuation location will be one where fire emergency personnel can see a visual signal for help, if at all possible:

**Main building:**

- Second Floor-All five stairwell landing areas on the second floor
- First Floor-All five first floor stairwell areas

**Advanced Manufacturing Technology Center:**

- Foyers at each end of the main hallway

3. Emergency telephone numbers are posted by each classroom phone.
  
4. An emergency route chart will be posted in the classrooms and offices.

## **CAMPUS ACCESS POLICY**

Asnuntuck Community College is committed to free access to campus facilities by students and staff consistent with personal safety and preservation of personal property. During non-business hours, access to all College facilities is prohibited. Guests, contractors and community members who do not have an ACC ID must sign-in at the Information desk when coming on to the campus. Any individual who does not have a valid college ID or who is not signed-in will be asked to leave the premises.

## **CRIME PREVENTION PROGRAMS**

All college employees receive workplace violence training; sexual violence, domestic violence and stalking training, and emergency response training. Additionally, the threat Assessment Committee provides training programs and ongoing prevention education through Campus safety updates, campus newsletters and ongoing campus safety audits and findings reports. Students are also educated about safety and crime prevention in New Student Workshops and orientation programs. In addition to constant and on-going tabling, displays, educational posters and brochures, subliminal messaging events and resource information distribution, monthly programs addressing prevention, bystander intervention, and various prevention and awareness programs specifically related crime prevention, sexual violence, domestic violence, stalking, drug and alcohol abuse, mental health, suicide prevention and emergency response to criminal activity are implemented on campus for students, faculty and staff.

During the most recent calendar year and during the three preceding calendar years, there were no incidents on campus reported to College authorities or local police agencies including criminal offenses: murder, rape or other sexual offenses, robbery, aggravated assault, arson, burglary, or motor vehicle theft.

For the same period, there were no arrests on campus for crimes related to liquor law violations, drug abuse violations and weapons law violations.

## **POLICY ON SEX OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information may be obtained. It also requires sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state, at which the person is employed, carries on a vocation or is a student.

In the state of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit, pursuant to Connecticut General Statutes 54-250. The Sex Offender Registry information provided under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable by law. Asnuntuck Community College is notified by the Board of Regents and/or the State Police if any convicted sex offender registers for class, or applies for employment at the college.

The Connecticut Sex Offender Registry may be accessed online at:

[http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54567](http://www.communitynotification.com/cap_office_disclaimer.php?office=54567)

## **WEAPONS POLICY**

The use or possession of weapons (as defined in Section 53206 of the Connecticut General Statutes) is prohibited on college campuses or at college activities.

Sec. 53206:

“slung [sic] shot, air rifle, BB gun, black jack, sand bag, metal or brass knuckles, or any dirk knife, or any switch knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one half inches in length, or stiletto, or any knife the edged portion of which is four inches or over in length, or any martial arts weapon or electronic defense weapon, as defined in section 53a3, or any other dangerous or deadly weapon or instrument” Sec. 53a3(6): “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.”

## **POLICY ON DRUGS AND ALCOHOL AT THE COMMUNITY COLLEGES**

**THE FOLLOWING POLICY COVERING ALCOHOL AND DRUGS HAS BEEN ADOPTED BY THE BOARD OF REGENTS OF COMMUNITY TECHNICAL COLLEGES:**

The Board of Trustees of Community Technical Colleges endorses the Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, which is based on the following premise:

American Society is harmed in many ways by the abuse of alcohol and other drugs—decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society — all socioeconomic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use.

(1) The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state law and regulation and Board of Trustees policy, employees and students will not be discriminated against because they have these disabilities. All students and employees are considered to be responsible for their actions and their conduct.

**THESE PROVISIONS SHALL APPLY TO ALL COLLEGES UNDER THE JURISDICTION OF THE BOARD:**

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:
  - a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
  - b. when a college permit has been obtained;
  - c. when students bring their own beverages;
  - d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.

5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

(Adopted November 20, 1989)

(1.) Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

## **SEXUAL ASSAULT PREVENTION AND RESPONSE**

### **Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy**

#### ***Statement of Policy***

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

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

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

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and

Universities to implement the Policy stated above pursuant to the following provisions:

***Terms, Usage and Standards***

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

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

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

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

**Sexual misconduct** includes engaging in any of the following behaviors:

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

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender

- threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

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

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

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

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

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

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

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

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

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.

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

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

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

### ***Confidentiality***

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

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

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

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

### ***Mandated Reporting by College and University Employees***

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

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

### ***Rights of Parties***

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

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

**Who to Contact:**

**Confidential Sexual Assault, Intimate Partner Violence and Domestic Violence Resources**

211 –Confidential and free service that provides crisis intervention assistance to those in need. 211 or you may call 1-800-203-1234 or <http://www.211ct.org>

***The Network Against Domestic Abuse:*** Hotline phone number (860) 763-4542  
(24-hour crisis hotline) Statewide hotline Phone (888) 774-2900 (24 hour crisis hotline)

***YWCA–Sexual Assault Crisis Service:*** 24-hour hotline English – (888) 999-5545, Spanish – (888) 568-8332, local Hartford – (860) 547-1022

***Connecticut Alliance to End Sexual Violence:*** Please call their confidential 24-hour hotline English – (888) 999-5545, Spanish – (888) 568-8332, local Hartford – (860) 547-1022

***Community Health Resources*** –a private, non-profit, community-based system of behavioral health care. Additional information about CHR is available online: [www.chrhealth.org](http://www.chrhealth.org)

***Enfield Social Services:*** need based services to the community in order to sustain or improve the quality of life, with respect and appreciation for human and cultural differences. Enfield Social Services website <http://enfield-ct.gov/429/Social-Services>

***Enfield Police Department*** – (860) 763-6400

***Saint Francis Hospital and Medical Center, 114 Woodland Street, Hartford, CT*** (860) 714-4000

***National Suicide Prevention Lifeline 1-800-273-TALK (8255)***

***New Directions of North Central Connecticut*** (860) 741-3001

**Non-Confidential Resources/Contacts at Asnuntuck Community College**

Timothy St. James, Interim Dean of Students, (860) 253-3011 [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu)

Yhara Zelinka, Title IX Coordinator, (860) 253-3092 [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu)

Security: Monday to Thursday 7:00am to 11:00 pm, Friday: 7:00 am – 7:00 pm, Saturday 8:00 am -4:00 pm. Contact: (860) 253-3012 or (860) 253-3013

Any members of the Sexual Assault Resource Team (S.A.R.T) OR College Advocates:  
<https://asnuntuck.edu/student-resources/title-ix-at-acc/>

**Title IX Coordinators**

- Yhara Zelinka (Primary and Contact for Students)- (860) 253-3092
- Cheryl Cyr (Contact for Employees) – (860) 253-3045

## **PUBLIC INFORMATION NOTIFICATIONS**

Announcements regarding emergencies and/or weather closings are issued in an appropriate and timely manner. Information may be issued several ways:

- Posted on the Asnuntuck website [www.asnuntuck.edu](http://www.asnuntuck.edu)
- Television and radio
- Text message sent on myCommNet Alert
- Email sent to campus email (and personal email if provided through MyCommNet Alert)
- Posted on entrance doors and bulletin boards
- Flat panel television monitors posted around campus
- Phone broadcast over campus phones
- Phone message updated on campus main line (860-253-3000) and weather-emergency line (860-253-3000 or 1-800-501-3967)
- Updates on Facebook and Twitter

### Television

Channel 3	WFSB	
Channel 22	WWLP	Springfield
Channel 30	WVIT	
Channel 40	WGGB	Springfield
Channel 61	CT1	

### Radio

WACC FM 107.7

## **MEDIA INQUIRIES**

All media inquiries should be directed to the President's/CEO's Office. Do not attempt to answer media questions about campus emergencies.

## **CAMPUS SECURITY AUTHORITIES**

### President/CEO and Deans

Michelle Coach	Chief Executive Officer
Timothy St. James	Dean of Students & Campus Facilities
Dr. Teresa Foley	Dean of Academic Affairs
Gennaro DeAngelis	Dean of Administration
Eileen Peltier	Dean of Workforce Development & Continuing Education

### Academic Advisors and Title IX Coordinator

Jill Rushbrook	Director of Advising
Cat Carter	Academic and Career Advisor
Amanda Looney-Goetz	Academic and Transfer Advisor
Yhara Zelinka	Academic Advisor and Title IX Coordinator

### Director of Student Activities and Club Advisors

Director of Student Activities	Sherry Paquette
American Association of University Women	Yhara Zelinka
A Novel Idea	Joseph Finckel
Black Student Union	Yhara Zelinka/Laurie Chancey
Business Club	Samuel Irizarry
Campus Activities Board	Sherry Paquette
Cosplay Club	Chris Foster
Disability Advocacy Club	Debbie Kosior
Dungeons & Dragons	Joseph Berenguel
The Guild (Gaming Club)	Joseph Berenguel
Hispanic Organization of Latinas at Asnuntuck (HOLA)	Amely Cross
Intervarsity Christian Fellowship	Maria Patenaude/Samuel Irizarry
Muslim Student Association	Laurie Chancey
Newspaper Club	Marilynn Turner
Pantry Student Association	Sherry Paquette
Phi Theta Kappa	Heather D'Orlando/Thayre Trzepacz
Pride Club	Laurie Chancey
Outdoors Club	Jodi Weller
Spiritual Mind and Body Association	Suzanne Passini
STEM Club	Amely Cross
Student Veterans Association	Jim Wilkinson
Student Government Association	Sherry Paquette
WACC Radio Club	Adam Rivers
Wellness Center Student Association	Sherry Paquette

**CAMPUS SECURITY AUTHORITIES (CONT.)**

Sexual Assault Resource Team

Timothy St. James	Dean of Students & Campus Facilities
Yhara Zelinka	Academic Advisor and Title IX Coordinator
Dr. Teresa Foley	Dean of Academic Affairs
Jill Rushbrook	Director of Advising
Cat Carter	Academic and Career Advisor
Laurie Chancey	Sociology Instructor
Cheryl Cyr	Director of Human Resources
Angelina Hinojosa	Director of Academic Tutoring Center
Jenna-Marie Jonah	Interim Assistant to Dean of Academic Affairs
Tim McIntosh	Security Officer
Joseph Muller	Building Superintendent
Amanda Carrington	YWCA/Sexual Assault Crisis Service
Sgt. Quannah Leonard	Enfield Police Department
Sgt. Rebecca Leger	Enfield Police Department

Campus Security Officers (Summit Security Services, Inc.)

Tim McIntosh	Security Officer
Steve Ireland	Security Officer
Jorge Santiago	Security Officer
Charles McCrae	Security Officer

Campus Security Authorities Not Listed Elsewhere

Joseph Muller	Building Superintendent
Cheryl Cyr	Director of Human Resources
Roland Atkinson	Evening Coordinator

**Asnuntuck Community College is a non-residential campus.**

**Asnuntuck Community College  
Crime Statistics, 2016, 2017, and 2018**

# 2019 Campus Safety and Security Survey

Institution: Main Campus (128577001)

User ID: C1285771

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

No.

Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

Yes

No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

# Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2016	2017	2018
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
 "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	2
b. <u>Dating violence</u>	1	0	1
c. <u>Stalking</u>	3	3	1

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	0	0	1

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2016	2017	2018
a. <u>Total unfounded crimes</u>	0	0	0

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."