



# Sacred Heart UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY

# 2022

## SACRED HEART UNIVERSITY

*Department of Public Safety & Emergency Management*

*Annual Campus Crime & Fire Safety Report*

### The Jeanne Clery Disclosure Report



*Mission Statement*

*"Vigilant, Prepared & Responsive"*

Updated / Compliance Date: October 1, 2022

# 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

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## **Public Safety Command Staff**

The Department of Public Safety is entrusted with fostering and maintaining a safe and secure environment for the University Community to pursue academic, professional and personal ambitions. Dedicated to supporting the University's educational mission, we value experiential learning and emphasize conflict resolution in all our interactions with students. Committed to serving with professional excellence, we strive to be approachable, reliable and truly service-oriented in the performance of our duties. The department maintains strong, professional relationships with municipal police, fire and health personnel to ensure continuous collaboration on emergency planning efforts and familiarity with our campus in the event of an emergency.

### **Gary MacNamara, Chief/Executive Director of Public Safety and Government Affairs**

Office 203-396-6875  
[macnamarag4@sacredheart.edu](mailto:macnamarag4@sacredheart.edu)

### **Jack Fernandez, Director**

Office 203-371-7996  
[fernandezj@sacredheart.edu](mailto:fernandezj@sacredheart.edu)

### **Michael Gagner, Public Safety Captain**

Office 203-396-8322  
[mgagner@sacredheart.edu](mailto:mgagner@sacredheart.edu)

### **Edward Greene, Public Safety Lieutenant**

Office 203-371-7990  
[greenee@sacredheart.edu](mailto:greenee@sacredheart.edu)

### **Peter Bravo, Supervisor of Investigations & Safety Programs**

Office 203-396-8212  
[bravop@sacredheart.edu](mailto:bravop@sacredheart.edu)

### **Frank Novak, Fire Marshal & EM Trainer**

Office 203--396-8211  
[novakf@sacredheart.edu](mailto:novakf@sacredheart.edu)

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## **Overview of Sacred Heart University Community**

Sacred Heart University, distinguished by the personal attention it provides its students, is a thriving, dynamic university known for its commitment to academic excellence and community service. Founded in 1963 by the Most Rev. Walter W. Curtis, Bishop of Bridgeport, Sacred Heart was the first Catholic university in the United States to be led and staffed by lay people.

## **A Community of Learning**

Sacred Heart University is first and foremost a community of learning that offers its students—undergraduates, graduates and adults learning part time—a wide range of interesting academic programs. The University offers undergraduate graduate degree, doctorate degrees and certification programs within six distinct colleges and two schools: College of Arts & Sciences; School of Communication, Media & the Arts; School of Computer Science and Engineering; College of Health Professions; Dr. Susan L. Davis, RN & Richard J. Henley College of Nursing; Isabelle Farrington College of Education; St. Vincent's College; School of Social Work, and the AACSB-accredited Jack Welch College of Business & Technology

## **Equal Employment Opportunity Policy**

It is the policy of Sacred Heart University to comply with the law regarding equal opportunity for all qualified persons so as to prohibit unlawful discrimination against anyone because of race, gender, sexual orientation, pregnancy, color, marital status, veteran status, religion, age, disability or handicap, and national origin or ancestry in its employment policies and its education and admissions programs. Sacred Heart University promotes the full realization of equal opportunity throughout the University. Admissions and employment practices and activities are conducted on a non-discriminatory basis as required by law. This policy also is supplemented with a strong commitment to policy against harassment or retaliation of any kind.

While Sacred Heart University is committed to complying with applicable federal and state statutes, the pursuit of diversity and fairness is, more importantly, grounded in its mission and educational goals. This Affirmative Action Plan is a means for Sacred Heart University to implement its Equal Opportunity Policy.

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## **Campus Policing and Security Policies**

### **Public Safety Authority and Interagency Relationships**

The SHU Department of Public Safety is a non-sworn, proprietary organization acting as the designated campus entity to handle all security and public safety functions under the direction of senior university officials. Although Public Safety Officers do not have law enforcement authority to make arrests, the Department of Public Safety enjoys a cooperative working relationship with the local police, state police, fire and medical first-responder agencies. Upon request, the Department of Public Safety will assist people with reporting criminal complaints to the local police for investigation. In addition to our main campus in Fairfield, Sacred Heart University owns and/or leases property in other cities and towns, including Bridgeport, Fairfield, Griswold, and Stamford Connecticut.

Public Safety Officers, as University officials on private property, possess the authority to question, seek photo identification from and detain or deny access to any unauthorized person on campus and at off-site, University-leased facilities. Sacred Heart's Department of Public Safety uses card-access systems and video surveillance to monitor campus buildings and property.

The Department of Public Safety is in the lower level of the WSHU Broadcast Center and can be reached at 203-371-7995; or for emergencies at 203-371-7911. (On campus, dial the last 4 digits—7995, or 7911 for emergencies). We encourage students, faculty and staff to program our numbers in their cell phones and report all crimes properly to Public Safety or municipal police departments. The department is open 24 hours a day, 365 days a year. Officers are on duty at all times.

The Public Safety Dispatch Center is staffed by either a dispatcher or an officer who answers calls for service, assigns officers to incidents or calls for service and monitors security cameras, fire and other alarm systems. Officers patrol the campus and nearby University properties on foot, in vehicles, and on bicycles.

Most off campus properties or residential halls are staffed by Public Safety Officers, but are supplemented by contract security officers when necessary. The department also has several administrative staff members who assist as needed.

The Department is responsible for access-key control and issuance, including residential access. It employs a locksmith as part of its team to handle access control and key issues.

All Public Safety Officers are trained and certified in FEMA emergency procedures, including the National Incident Management System (NIMS) and Incident Command System (ICS), as are all our municipal emergency services partners for police, fire and health services. New officers attend a public/campus Safety academy for in-depth training, which covers the procedural and operational aspects of their job.

The Department of Public Safety reports to the Senior Vice-President for Administration and Planning, who in turn reports to the University president.

The Campus Security Act of 1990, also known as the Clery Act, requires universities to:

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- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to (or running through) the campus, and non-campus facilities. The statistics must be gathered from the Department of Public Safety, local law enforcement and other University officials who have “significant responsibility for student and campus activities.”
- Provide timely warning notices of crimes or incidents that have occurred and pose an on-going threat to students, faculty and staff.
- Disclose in a public crime log “any crime that occurred on campus... or within the patrol jurisdiction of the campus police or campus security department and is reported to the campus police or security department.” The crime log does not contain any personally identifying information.

## **Annual Crime Report**

The SHU Department of Public Safety is responsible for compiling the information contained within and distributing this report. The report is distributed to the university community by email announcement prior to October 1<sup>st</sup> annually. Copies of the Annual Campus Crime and Fire Safety Report are available from the University website, or a written copy can be obtained at the Public Safety Dispatch Office. The daily crime log is maintained and available for review at the Public Safety Dispatch Office upon request.

The department works with the various University departments under the dean of students and outside municipal law enforcement agencies to compile this information.

Copies of the report are available for prospective students at the beginning of each academic year and University employees from the Public Safety Dispatch Office. An email notification is sent to all employees informing them of the report’s availability. Public Safety submits all crime and fire statistics to the U.S. Department of Education annually.

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## **Mission Statement**

Keep SHU Safe!

## **Reporting Criminal Incidents and Other Emergencies**

The department is the primary response agency for all crimes and incidents on campus, providing emergency assistance, investigating and documenting incidents, and is the liaison with local police, fire and medical first responder agencies.

Members of the Sacred Heart University community are strongly encouraged to immediately report crimes, suspicious activities or other emergencies to the Sacred Heart University Department of Public Safety. This provides immediate and professional assistance to victims, and also provides Public Safety and the University with an accurate statistical count of crimes. When requested, the Department of Public Safety will assist victims with reporting crimes to the local police.

## **Student Responsibility**

The cooperation, involvement and support of all students in taking an active role in crime prevention are crucial. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions.

Precautions include always locking residential room doors; not propping open either the room or the exterior building doors; not allowing anyone you do not know into your residential hall and engraving items of value with a personal identifying number or mark. Also, always locking motor vehicles and placing items of value out of sight, locking bicycles with sturdy locks, using the campus personal safety escort service and reporting any suspicious activity immediately to the Department of Public Safety.

All students, employees and visitors should report criminal activities to the Department of Public Safety by calling 203-371-7911. Individuals may also report incidents in person to the Public Safety Office in the lower level of the WSHU Broadcast Center. **Emergency blue light call boxes** have been installed throughout campus and can be used to contact the department for emergencies or requests for service. Pressing the red button on the call boxes will allow users to communicate directly with the dispatcher and all officers. The call box will first announce the location of the call before the initial transmission.

## **Crime Reporting**

Numerous efforts are made to inform members of the campus community about campus crime and crime related issues and concerns on a timely basis. These efforts include:

1. **Annual Report:** This Safety and Security Annual Report contains comprehensive information on crime reporting and safety on campus, as well as crime statistics. On or before October 1 of each year, a global e-mail is sent notifying all students and employees that the Annual Report is available online. The email notice also advises that a written copy of the report is available upon

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request at the Department of Public Safety Dispatch Center on the lower level of the WSHU Broadcast Center. Sacred Heart has a voluntary system under the Silent Witness Program and through the Wellness Center for people to report criminal activities that, after investigation and/or analysis, will be included in the annual crime statistics.

2. Public Safety Alerts: When circumstances warrant, special printed Public Safety Alerts (or Timely Warnings) are prepared and distributed throughout the campus. The warning will be issued via the Sacred Heart University email system to students, faculty and staff. Alerts will also be posted in campus buildings and residential halls as may be desirable.
3. Campus-Wide Electronic Mail: Email is used to inform community members of Public Safety Alerts or other issues or concerns.
4. Residential Life: The Department of Public Safety regularly communicates with members of the Residential Life staff, who are in communication with all resident students.
5. Public Log: The Department of Public Safety maintains a chronological record of reported Clery crimes and criminal incidents at the Dispatch Center, and it is available for viewing at any time.

## **Access to Campus Facilities**

Most campus buildings and facilities, other than student residential halls, are accessible to members of the campus community, their guests and visitors during normal hours of business, and during designated hours on weekends and holidays, depending on the events and activities taking place outside the normal business hours. (Classes commence at 8 a.m. and conclude at 10:10 p.m. weekdays. Event publications will list hours and location for special activities.)

## **Student Residential Facilities**

Sacred Heart University houses approximately 3200 students in various accommodations, including dormitories, suites, apartments and townhouses. Exterior doors to student residence halls and apartment buildings remain locked 24 hours a day. Access to residential facilities and/or interior rooms is controlled by an electronic key access system, a traditional hard key lock, or combination of both. (Refer to the Student Handbook for specific times and administrative procedures, or ask your Resident Hall Director for updated information.) The Student Handbook defines the policies concerning visitors' identification and admission.

Under the Dean of Students, Residential Life employees conduct training with students concerning housing security and enforcement procedures. The Student Handbook is available at <https://www.sacredheart.edu/sacred-heart-life/life-on-campus/student-conduct--community-standards/student-handbook/>

Sacred Heart's Public Safety Officers or contract security officers conduct regular safety and security checks of all residence halls. Residential Life representatives are additionally on duty to assist students at all residence halls.



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Guests and visitors in residence halls must be sponsored prior to entry and accompanied by that sponsor whenever in the residence hall. Visitors are the responsibility of their sponsor and must follow University rules governing their stay (including visitation hours) and show photo identification to the on-duty security officer (or public safety officer) upon request.

Residence halls are equipped with intrusion alarms on the exterior doors. When any of these fire doors are used, a local alarm will sound until a public safety officer resets it. The assistance of all students in not propping secure doors or letting strangers into the residential facilities is very important.

A Resident Hall Director and student Resident Success Assistants live in each residential facility and are available to assist students. Sacred Heart University does not have any off-campus student organizations recognized by the University.

## **Emergency Medical Services**

The Department of Public Safety is certified by the State of Connecticut Office of Emergency Medical Services as a Supplemental First Responder agency. As a Supplemental First Responder agency, Public Safety Officers respond to medical emergencies and provide medical treatment until the local First Responders arrive on scene. As such, many Public Safety Officers are licensed as Emergency Medical Responders (EMR) at a minimum, while several are certified as Emergency Medical Technicians (EMT). Public Safety patrol vehicles are equipped with the State of Connecticut required First Responder equipment, including oxygen. All Public Safety Officers are certified in Cardio Pulmonary Resuscitation (CPR) and Automatic External Defibrillators (AED) are distributed to Patrol Officers to be kept in their vehicles while on shift. In addition, there are 22 other AED's in various locations throughout the Main Campus and West Campus that are maintained by Public Safety. Public Safety Officers are trained in the use of NARCAN and every Public Safety Officer carries NARCAN while on duty.

The Athletic Training Department also has several AEDs at the William Pitt Center for use there. They are maintained by the Athletic Training Department. Health Services maintains one AED in the Health & Wellness building.

## **Title IX Introduction, Overview of Important Information and Formal Grievance Policy**

Sacred Heart University is firmly committed to maintaining a learning, living and working environment for University community members, guests and visitors, free from all forms of gender-based discrimination, harassment and misconduct, including acts of sexual harassment, sexual assault, domestic violence, dating and domestic violence, and stalking.

Sacred Heart University does not tolerate Sexual Harassment (as defined in the Formal Grievance Policy, referred to as "the policy") by or against any member of its community, nor will it tolerate sexual or discriminatory harassing conduct that affects job or educational benefits or that interferes with an individual's work or academic performance, or that creates an intimidating, hostile, or offensive work or educational environment. All such conduct is expressly prohibited, and individuals who engage in conduct prohibited by the Policy may be subject to disciplinary action, up to and including termination or dismissal.

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Upon receiving a report of alleged violations of the Policy, the University will take prompt action, including a review of the matter and, where appropriate, an investigation and other appropriate action to stop the alleged harassment or misconduct. The University is also dedicated to responding quickly and thoroughly to all reported or alleged violations of the Policy, and to enforcing Section V. Retaliation to protect those who report and/or are involved in an investigation of conduct prohibited by the Policy.

Any person impacted by sexual assault, dating violence, domestic violence or stalking are urged to report the incident to the Title IX Coordinator as soon as possible, regardless of where the crime took place and whether or not you know the offender.

The Title IX Coordinator and appropriate designees and partners such as the Dean of Students and the Executive Director of Human Resources oversee all matters relating to sexual harassment on campus, including distribution of policies, educational programs, investigations, policy enforcement, and follow-up with complainants and respondents in investigations.

Any questions regarding this Formal Grievance Policy or Title IX generally may be directed to the Title IX Coordinator.

Any questions regarding this Formal Grievance Policy or Title IX generally may be directed to the Title IX Coordinator.

#### Title IX Coordinator Contact Information:

Mia (James) Westendorp

Melady Hall 216

Office of Human Resources

5151 Park Avenue

Fairfield, Connecticut

06825-1000

Tel: 203-396-8392

Email: jamesm118@sacredheart.edu

#### **Overview of Important Information**

The Title IX Coordinator works closely with those affected to provide information about all appropriate options including, medical care, counseling, housing or academic accommodations and all other supportive measures.

The Title IX Coordinator provides the following information to complainant:

#### ***There are a number of options available to you***

- Supportive Measures
- Filing a Formal Complaint
- Reporting to Law Enforcement
- Any combination of options available

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## ***Other considerations include***

- Seeking medical attention
- Preserving Evidence

None of these options or considerations are contingent upon another. This means, you can take advantage of one, some, all or none of these options. For example, you can choose to request Supportive Measures without a Filing a Formal Complaint or Reporting to Law Enforcement.

Further, you are not required to partake in any of the options available to you, and you have the right to decline.

More information is below.

## ***Supportive Measures***

Sacred Heart University offers and implements appropriate and reasonable supportive measures upon notice of alleged sexual harassment, or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to restore or preserve access to the university's education program or activity, including measures designed to protect the safety of all parties or the university's educational environment, and/or deter harassment, discrimination, and/or retaliation.

Supportive measures are considered when a complainant wishes to utilize them, and are determined on a case-by-case basis. The Title IX Coordinator or a designee works with the complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The University will keep any supportive measures provided confidential, to the extent possible. However, supportive measures that impact other members of the SHU community (e.g. mutual no-contact orders, where the other party must be made aware of the order and its implications), may be disclosed in order to enforce them. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## ***Supportive Measures may include, but are not limited to:***

*(the supportive measure we have discussed and coordinated thus far, if any, are highlighted below)*

- Implementing contact limitations (no contact orders) between the parties
- Referral to counseling, medical, and/or other healthcare services (confidential resources)
- Coordination of on-campus meeting with Campus Advocate from local [Center for Family Justice](#) (confidential resource)
- Safety planning, and addressing [on-campus safety concerns](#)
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Class schedule modifications, withdrawals, or leaves of absence

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- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Connection to other local and national resources such as [CT Safe Connect](#) and [RAINN](#), home of the 24/7 free & confidential National Sexual Assault Hotline
- Assistance and/or information about reporting to law enforcement (see below)
- Assistance and/or information about Temporary Restraining Orders/Protective Orders (see below)
- Connection to other [confidential resources](#)

## ***Seeking Medical Attention***

Your health and safety are most important. Seek medical assistance immediately if you are physically hurt.

Even if you don't identify any urgent medical needs, you may be injured or at risk of contracting a sexually transmitted infection or becoming pregnant. By visiting a local emergency department, a trained health care professional can assist you in discussing your healthcare options, provide you with appropriate medical care, and help in the preservation of evidence.

Many hospitals have trained professionals in their emergency departments dedicated to working with those who have experienced sexual assault or rape. You can choose to see a Sexual Assault Nurse Examiner (SANE). SANEs are skilled in assisting with concerns as related to sexual assault such as sexually transmitted infections and pregnancy, as well as performing exams and collecting evidence from patients who may have experienced a sexual assault.

It is encouraged that you seek medical care as soon as possible, and within 120 hours (5 days) for an evaluation.

## ***Local Medical Care Options:***

[Bridgeport Hospital Emergency Department](#)

[Saint Vincent's Medical Center Emergency Care](#)

[Other Connecticut SANE Options](#)

## ***Preservation of Evidence***

Regardless of whether or not you decide to report to law enforcement or move forward with a University investigation now, it is strongly encouraged that you preserve all information and tangible material related to the alleged incident.

Preserving evidence may help any future administrative or law enforcement investigations and may help preserve the individual's legal options in the future. Should you decide now or at a future date to report a crime or policy violation, seek a protective/restraining order, or file a civil lawsuit, the preservation of evidence is important.

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- Do not alter, dispose of, or destroy any physical evidence.
- If you suspect that a drink may have been drugged, inform a medical provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., by testing the drink, urine, blood, etc.).
- Save electronic communications by taking screen shots of text messages, instant messages, social networking pages, etc., and by keeping emails, voicemails, photographs, logs, or copies of documents that relate to the incident.
- If you have any physical injuries, seek medical attention, and take photos and date stamp the photos.
- It is recommended you do not bathe, change clothes, douche, use the toilet (if possible), smoke, urinate, or clean the bed/linen/area where the assault occurred. *Even if you did any of the above, you are encouraged to seek prompt medical attention and preserve any materials, as evidence may still be recoverable.*

## ***Filing a Formal Complaint with Sacred Heart University***

A Formal Complaint is a document filed by a complainant alleging sexual harassment, as defined by the Title IX Regulations, against a respondent, requesting that Sacred Heart investigate the allegations. A Formal Complaint must be in writing and may be filed with the Title IX Coordinator in person, by mail or by email. The Formal Complaint must contain the complainant's physical or digital signature, or some other indication that the complainant is the person filing it.

A formal complaint triggers the process outlined in the Formal Grievance Policy. More information about this process can be found by [clicking here](#).

Any student found responsible for violating the Formal Grievance Policy will likely receive a sanction ranging from warning to expulsion depending on the severity of the incident, and taking into account any previous disciplinary violations.

## ***Reporting to Law Enforcement/Restraining Orders***

You also have the option to report to local law enforcement such as the Fairfield (203-254-4800), Bridgeport (203-581-5100) or Trumbull (203-261-3665) police, depending on the location of the alleged incident. You also have the right to decline reporting to law enforcement.

Information about Applying for a Restraining Order can be found by [clicking here](#).

Please let me know if you are interested in discussing any of these options further. You may choose to do so now, or at any point during your academic tenure at Sacred Heart University.

Please keep in mind that law enforcement options may differ - expiring after a certain point in time or remaining available beyond your time as a student at Sacred Heart.

## **More information:**

***On-campus assistance includes:***

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- Title IX Coordinator: 203-396-8392 -Mia (James) Westendorp
- Public Safety: 203-371-7995 (routine) or 203-371-7911 (emergency)
- Counseling Center: 203-371-7955 (Reporting is Confidential)
- Campus Ministry: 203-371-7840 (Reporting is Confidential)
- Student Health Center: 203-371-7838 (Reporting is Confidential)
- Campus Advocate: 203-258-3702
- Dean of Students Office: 203-371-7916
- Office of Residential Life: 203-416-3417
- Office of Global Affairs: 203-365-7518

## **Off campus assistance is available at:**

- The Center for Family Justice: 203-334-6154
- Sexual Assault 24Hr Hotline: 203-333-2233
- Domestic Violence 24Hr Hotline: 203-384-9559
- Women & Families Center, Sexual Assault Crisis Services in CT 24Hr Hotline: 1-888-999-5545
- V.E.D.A.S. (Española): 1-888-568-8332
- CT Domestic Violence Hotline 1-888-774-2900
- CT Office of the Victim Advocate 860-550-6632
- The National Sexual Assault 24 Hour Hotline 1-800-656-HOPE (4673)
- National Domestic Violence Hotline 1-800-799-SAFE (7233)
- St. Vincent's Medical Center 203-576-6000
- Bridgeport Hospital 203-384-3000
- Fairfield Police 203-254-4800
- Bridgeport Police 203-576-7671

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- Trumbull Police 203-261-3665

## **Privacy & Confidentiality**

Sacred Heart University will preserve student confidentiality to the extent possible and allowed by law. The degree, to which confidentiality can be protected, however, depends upon whether or not the individual is legally protected to withhold this information. The person being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles at Sacred Heart University, including University Chaplain and minister, counseling, wellness and health services staff.

All reports and allegations of sexual harassment will be investigated and may be resolved through the procedures outlined in this policy, and will be conducted with regard for the privacy of all those involved. Information acquired during Title IX and Sexual Harassment procedures will be shared only with University investigators, identified witnesses, and other relevant parties. Only those individuals who need to be informed of the report will have access to the information acquired in any related investigation or subsequent proceedings. The reporting party and responding party are not restricted from discussing or sharing information related to the complaint with others if it may support them or assist them in presenting their case. However, the University encourages all parties involved to consider the privacy of other participating parties prior to divulging complaint related information.

Sacred Heart University maintains privacy and confidentiality in relation to any accommodations or protective measures afforded to a complainant or respondent provided to the extent it does not impair the institution's ability to provide the accommodations or protective measures. While the Title IX Coordinator, or designee, will review all requests for confidentiality or a request to not investigate, the Title IX Coordinator, or designee, will take appropriate steps to respond to the matter consistent with Title IX regulations and concerns for the greater University community.

## **On Campus Confidential Resources**

### **Campus Ministry**

*HC 109 - Academic Building, 203-371-7840*

The office of Campus Ministry, rooted in the Catholic tradition, is open to all currently enrolled University students and is a welcoming place for students of all faiths to explore and nurture their spiritual life. We offer a variety of programs and opportunities for students to discover what they believe and find where they belong.

### **Maureen Hamilton Wellness Center**

*4980 Park Avenue, Fairfield, CT 06825*

The Wellness Center houses the following services to students:

- **Counseling Services:** 203-371-7955

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- **Health Services:** 203-371-7838

The [Counseling Center](#) is a free, confidential resource providing individual and group counseling and other mental health support for students. By appointment only. **All contacts are confidential.**

The [Health Services Center](#) provides accessible, comprehensive and cost-effective primary health care and educational outreach. **All contacts are confidential.**

## **Off Campus Confidential Resources**

### [Center for Family Justice](#)

753 Fairfield Avenue, Bridgeport, CT 06604, Rape Crisis Hotline: 203-333-2233

Providing free, confidential, bilingual crisis services that help all people plagued by domestic and sexual violence restore their lives, and educating our communities to prevent future abuse. It is the comprehensive services our partners are providing that are streamlining the road to healing and self-sufficiency. Family Justice Centers (FJC) use a coordinated approach to offer services designed to break the cycle of violence, in a safe place, under one roof. Police, prosecutors, civil/legal providers, counselors and client advocates work together to streamline how they help people heal while reducing costs. **All contacts are confidential.**

### **Connecticut Office of the Victim Advocate**

505 Hudson Street 5th Floor Hartford, CT 06106, 860-550-6632

## **University wide – Educational Programming and Training**

To reduce the risk of sexual misconduct, as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the University uses a range of campaigns, strategies and initiatives to provide awareness, educational, risk-reduction and prevention programming. It is the University's policy to offer programming to prevent domestic violence, dating violence, sexual assault and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout incoming student and employee's first semester.

These programs and others offered throughout the year to include strong messages regarding awareness, prevention, and discussion of institutional policies, as well as relevant state and federal laws and statutes.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.



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Most all-encompassing, all incoming students are trained using “Not Anymore” and all employees are trained using EVERFI’s Preventing Harassment and Discrimination Extended Version with Title IX and Clery.

Please see below for a comprehensive list:

- Resident Success Assistant and Residence Hall Directors – staff training and development
- Sexual Harassment Policy, introduction, training and awareness.
- Title IX Grievance Procedure Training for those employees involved in investigating, serving as a decision maker and/or appellate
- SWEET Peer Educators – programs on awareness
- Take Back the Night events
- Bystander intervention training
- It’s on US national campaign
- **Not Anymore** online course for all students
- Sexual misconduct prevention training classes for all faculty, staff and students who work with minors under 17 years of age
- Faculty and staff training and educational information
- Residence Life – Residence hall and classroom presentations
- Counseling Department training
- Greek Life presentations
- Athletic team presentations and awareness programs
- Domestic Violence Awareness Month –table information
- Sexual Assault Awareness Month – table information
- *Walk a Mile in Her Shoes* – Center for Family Justice
- Support groups through the Counseling Center
- Various legal issues panels through our Colloquia Series of programs
- OVW Grant
  - The University has received a \$300,000 grant from the Department of Justice and the Office of Violence Against Women. The grant focuses on prevention, education, training and awareness programs and events for the campus community. The programs focus specifically on the sexual assault, domestic and dating violence and stalking.

## **Sacred Heart University Title IX Formal Grievance Policy**

This Formal Grievance Policy will apply to “sexual harassment” in a SHU “education program or activity” against a person in the United States, per USDOE Regulations, effective August 14, 2020. 34 C.F.R. § 106.44(a). [Sexual Harassment Policy:](#)

This Policy is intended to define, address and remedy sexual harassment via a defined process required by the U.S. Department of Education (USDOE) under new Title IX Regulations, effective August 14, 2020. This Policy applies to all members of the SHU community, including students, faculty and staff. The scope of this Policy is set forth in Section II, below. This Policy contains citations to the applicable Title IX Regulations throughout. See 34 C.F.R. Part 106.

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SHU prohibits sexual harassment by faculty, staff, students and those who use SHU facilities. The prohibition applies regardless of the gender of the individuals involved and includes sexual relationships involving a status differential and those between peers, colleagues, and co-workers.

The terms of this Policy supersede any contrary school policies pertaining to the investigation or adjudication of sexual harassment, as defined herein.

SHU has designated a Title IX Coordinator to oversee the investigation and resolution of reports of sexual harassment and SHU's compliance with Title IX. Any questions about this policy, SHU's processes under Title IX, or reports of alleged sexual harassment should be directed to the Title IX Coordinator:

**Title IX Coordinator**

**Mia (James) Westendorp**

**Melady Hall 216**

**Office of Human Resources**

**Melady Hall 216**

**5151 Park Avenue**

**Fairfield, Connecticut**

**06825-1000**

**Tel: 203-396-8392**

**Email: [jamesm118@sacredheart.edu](mailto:jamesm118@sacredheart.edu)**

## **Definitional Requirement**

"Sexual harassment" is defined in the Regulations (§ 106.30) to be conduct on the basis of sex that satisfies one or more of the following:

1. A SHU employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct ("quid pro quo");
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SHU's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking. (These terms are defined in the Definitions section.) Definitions here

## **Jurisdictional Requirement**

An "education program or activity" includes locations, events, or circumstances over which SHU exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by SHU. USDOE's Regulations exclude any "education program or activity" that does not occur in the United States. (§ 106.44(a).)

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If alleged sexual misconduct does not satisfy the USDOE’s definitional or jurisdictional requirements, such as off-campus sexual misconduct alleged to have an on-campus effect, then SHU has discretion to address it outside of this Policy.

## **Other Definitions**

The terms “Complainant” and “Respondent” are used throughout this Policy. A Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. (§ 106.30.)

Other terms used within this Policy, like “Supportive Measures” and “Formal Complaint,” are defined below. All relevant terms, including Consent and Incapacitation, are defined in the Definitions section.

## **III. USDOE Statements of Equitable Treatment**

A. As required by USDOE’s Regulations, SHU’s Formal Grievance Process will “treat complainants and respondents equitably by [1] offering supportive measures ... to a complainant, and [2] by following a grievance process that complies with [the Title IX Regulations] before the imposition of any disciplinary sanctions or other actions that are not supportive measures ... against a respondent.” (106.44(a); 106.45(b)(1)(i).) This Policy explains the new Title IX Regulations’ requirements.

## **Supportive Measures**

Supportive measures also may be offered as needed to respondents and other members of the SHU community who may be affected by sexual misconduct.

B. The Title IX Regulations define “supportive measures” as “non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent.” They may be sought or provided before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. “Such measures are designed to restore or preserve equal access to the [school’s] education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the [school’s] educational environment, or deter sexual harassment.”

Supportive measures may include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

SHU will keep any supportive measures provided to the complainant or respondent confidential, to the extent possible. However, supportive measures that impact other members of the SHU community (e.g. mutual no-contact orders, where the other party must be made aware of the order and its implications), may be disclosed in order to enforce them. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

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C. An individual's status as a respondent will not be considered a negative factor during consideration of the grievance. Respondents are entitled to, and will receive the benefit of, a presumption that they are not responsible for the alleged conduct unless and until the grievance process concludes and a determination regarding responsibility is issued. Similarly, credibility determinations will not be based on a person's status as a complainant, respondent, or witness. (106.45(b)(1)(ii-iv).)

D. SHU's Formal Grievance Process will provide remedies to a complainant only if the grievance process described in this Policy results in a determination that the respondent is responsible for sexual harassment. Remedies are designed to restore or preserve equal access to the school's education program or activity, and they may include the same individualized services as supportive measures. Remedies may be disciplinary and punitive.

E. Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process (Title IX administrators) will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent in the grievance process. SHU will provide necessary and appropriate training to each administrator involved in the Title IX process. Training materials will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of sexual harassment. (106.45(b)(1)(iii).)

## **IV. Formal Grievance Procedure**

This portion of the Policy outlines the steps taken to initiate a grievance, as well as USDOE's procedural requirements for investigation and adjudication of Formal Complaints.

### A. Formal Complaint

i. The submission of a Formal Complaint triggers the Formal Grievance Process described herein when received by the Title IX Coordinator. (These terms are defined in the Definitions section.) [Definitions here](#)

Title IX Coordinator Contact Information:

Mia (James) Westendorp  
Melady Hall 216  
Office of Human Resources

Fairfield, Connecticut  
06825-1000  
Tel: 203-396-8392  
Email: jamesm118@sacredheart.edu

The Title IX Regulations define a Formal Complaint as "a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment [as defined by the Title IX Regulations] against a respondent and requesting that [SHU] investigate the allegation of sexual harassment."

At the time of filing a Formal Complaint, "a complainant must be participating in or attempting to participate in the education program or activity." A Formal Complaint must be in writing and may be

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filed with the Title IX Coordinator in person, by mail, by email, or through an online portal provided at submit a complaint here. The Formal Complaint must contain the complainant's physical or digital signature, or some other indication that the complainant is the person filing it. (106.30.)

ii. If SHU receives an allegation of sexual misconduct that falls within the Formal Grievance Policy's scope (it meets both the Title IX Regulations' jurisdictional requirements and definition of "sexual harassment" (see Section II)) but no Formal Complaint is filed, then the new Title IX Regulations prevent SHU from administering a formal grievance process that may permit "the imposition of any disciplinary sanctions or other actions ... against a respondent." Supportive measures, however, may still be given. According to USDOE, the purpose of the Formal Complaint is to clarify that the complainant (or the Title IX Coordinator) believes that the school should investigate the allegations of sexual harassment against the respondent. 34 C.F.R. § 106.44(a); 34 C.F.R. § 106.45(b)(1)(i); see also 34 C.F.R. § 106.8(c).

Accordingly, SHU strongly encourages complainants to file Formal Complaints, so that the required Formal Grievance Process described in this Policy can be initiated. If the alleged conduct meets the Regulations' definitional and jurisdictional requirements, the law now requires a Formal Complaint before SHU can pursue a full investigation or explore the possibility of an informal or early resolution, which occur before holding a disciplinary hearing or issuing sanctions.

iii. After filing a Formal Complaint, a complainant may withdraw their Formal Complaint at any time by providing written notice to the Title IX Coordinator. That withdrawal will result in dismissal of the Formal Grievance Process unless the Title IX Coordinator takes action under subsection A.iv immediately below. (See also Subsection D.v. below re permissive dismissal.)

iv. A Title IX Coordinator may sign a Formal Complaint to initiate or continue the Formal

Grievance Process described herein, if necessary to fulfill the school's duties under Title IX to not be deliberately indifferent to actual knowledge of sexual misconduct. Signing a Formal Complaint does not make a Title IX Coordinator a complainant or otherwise a party. (106.30.)

v. SHU may, but is not required to, consolidate Formal Complaints arising out of the same factual circumstances in two scenarios:

1. Where there is more than one complainant or respondent;
2. Where a complaint has also been filed by the respondent against the complainant. (106.45(b)(4).) In such cases, the Formal Grievance Process for a later-filed complaint may be consolidated into an earlier-filed process rather than re-start from the beginning (e.g., the new charges may be considered in the course of a pre-existing investigation).

vi. Mandatory Dismissal (106.45(b)(3)(i, iii).)

1. If a Formal Complaint is filed, SHU will investigate its allegations.
2. If the conduct alleged does not meet the Formal Grievance Policy scope requirements in Section II for "sexual harassment" as defined by USDOE, SHU must dismiss the Formal Complaint under this Policy.

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3. In such circumstance, SHU will promptly and simultaneously send written notice to each party of the dismissal of the Formal Complaint and the reasoning.

## B. Title IX Coordinator Initial Responsibilities

i. Upon receipt of any report of alleged sexual misconduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and explain the process involved in filing a Formal Complaint. The Title IX Coordinator will inform the complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and will consider the complainant's wishes with respect to supportive measures. (106.44(a).)

ii. Supportive measures will be assessed and may be offered as needed to complainants, respondents and other members of the SHU community who may have been affected by the allegations at issue. See Section III.B regarding supportive measures.

iii. The Title IX Coordinator may conduct a limited, threshold investigation:

1. to determine if the Formal Grievance Policy scope requirements in Section II for §106.30 "sexual harassment" have been met;

2. if the Complainant does not file a Formal Complaint, to determine whether the school's Title IX obligations require the Title IX Coordinator to "sign" a Formal Complaint; and

3. for other limited purposes; provided that if a Formal Complaint is filed or signed, the Title IX Coordinator will fulfill the terms of this Formal Grievance Process, including the notice provisions immediately below and the more thorough investigation process described below even if it is somewhat duplicative of the threshold investigation.

If the respondent is a current employee, the Deputy Title IX Coordinator for HR matters may conduct or participate in the threshold investigation.

iv. The Title IX Coordinator may remove a respondent from the education program or activity on an emergency basis, provided that the Title IX Coordinator undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The respondent must receive notice and an opportunity to challenge the decision immediately following such removal. (106.44(c).)

v. The Title IX Coordinator, or a Deputy Title IX Coordinator for employee matters, may place a non-student employee respondent on administrative leave during the pendency of a Formal Grievance Process. (106.44(d).)

## C. Notice of Allegations (106.45(b)(2))

i. Upon receipt of a Formal Complaint, SHU will provide written notice to known parties of the following:

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1. Notice of SHU's Formal Grievance Process by providing access to this policy.
  2. Notice of the allegations potentially constituting sexual harassment as defined in 106.30, including sufficient details known at the time. Sufficient details are defined in the Title IX Regulations to include:
    - a. The identities of the parties involved in the incident, if known;
    - b. The conduct allegedly constituting sexual harassment under 106.30; and
    - c. The date and location of the alleged incident, if known.
  3. Per the Title IX Regulations, the written notice must also include the following statements:
    - a. The respondent is presumed not responsible for the alleged conduct.
    - b. A determination regarding responsibility is made at the conclusion of the grievance process.
    - c. The parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
    - d. The parties may inspect and review evidence.
    - e. The parties are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.
  4. The notice must be given as soon as practicable and with sufficient time to prepare a response before any initial investigation interview.
- ii. If, at any point during the course of the investigation, SHU decides to investigate allegations that are not included in the original notice, it will provide notice of the additional allegations to the parties.

## D. Investigation Procedure

- i. The Title IX Coordinator will appoint an Investigator to investigate the allegations subject to the Formal Grievance Process. The investigation may include, among other steps, interviewing the complainant, the respondent, and any witnesses; reviewing law enforcement investigation documents if applicable; reviewing relevant student or employment files; and gathering and examining other relevant documents, social media and evidence.

The Investigator will attempt to collect all relevant information and evidence. While the Investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the Investigator so that they may be considered during the investigation. As described below in Section IV.E.iii.3., while all evidence presented at a hearing by the parties will be considered, the adjudicator(s) may, in its/their discretion consider relevant evidence.

The investigation file should contain all information gathered during the investigation that is potentially relevant to the alleged misconduct; the Investigator should not filter or exclude evidence or decide the

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weight or credibility of evidence, unless the evidence is clearly irrelevant or not pertinent to the facts at issue.

Following the investigation, the Investigator will draft an investigation report succinctly describing all collected information. The Investigator will not make any recommendation as to whether a Policy violation has occurred or potential sanctions.

## ii. Evidentiary Considerations

1. While investigating the allegations of any Formal Complaint of sexual harassment, the Investigator will conduct an objective evaluation of all relevant evidence. Relevant evidence is any evidence that may tend to make the allegations at issue more or less likely to be true (both corroborating and “exculpatory” or contradicting evidence). (106.45(b)(1)(ii).)

## 2. Standard of evidence

a. In assessing allegations of sexual harassment and conducting its Formal Grievance Process, SHU will use a preponderance of the evidence standard. (106.45(b)(1)(vii).) The “preponderance” standard means that the alleged sexual misconduct is “more likely than not” to have occurred.

b. That standard will apply to all Formal Complaints of sexual harassment, regardless of whether the Formal Complaint is against a student or an employee or faculty member. (106.45(b)(1)(vii).)

iii. As dictated by the Title IX Regulations at 34 C.F.R. § 106.45(b)(5), when investigating a Formal Complaint and throughout the grievance process, SHU will:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the school and not on the parties. (106.45(b)(5)(i).) This means that the school’s decision-makers will use the preponderance standard. See also Subsection D.i. above.

2. Provide an equal opportunity for the parties to present witnesses and other relevant evidence. (106.45(b)(5)(ii).)

3. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. (106.45(b)(5)(iii).)

a. That said, SHU expects the parties to respect the sensitive nature of allegations of sexual misconduct and to respect other parties’ sense of confidentiality.

b. While SHU cannot prevent a party from discussing the allegations under investigation, the Title IX Regulations and this Policy prohibit retaliation against any person because they participate or refuse to participate in any part of the school’s sexual misconduct processes. See Section V. below.

c. Consistent with FERPA’s prohibition on re-disclosure of confidential



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information, any person who receives another person's confidential information solely as a result of participation in any investigation or proceeding under this Policy, is prohibited from using or disclosing such confidential information outside of such forums without express consent or for any improper purpose. This provision only applies to other people's confidential information, as a party is never restricted from discussing their own experience. This provision does not apply to any information learned outside of an investigation or proceeding under this Policy.

4. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The advisor may be, but is not required to be, an attorney. SHU will not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding; however, SHU will restrict the extent to which the advisor may actively participate in the proceedings, which will apply equally to both parties' advisors. (106.45(b)(5)(iv).)

a. Advisors are not permitted to directly participate in any proceeding, except as specified in Section IV.E.iv. below related to hearings. Advisors may be present solely to advise or support the party and are prohibited from speaking directly to the investigator, adjudicators, other parties, or witnesses in such proceedings.

5. Provide written notice to each party of the date, time, location, participants, and purposes of each Formal Grievance Process meeting at which they are invited to participate, with sufficient time for the party to prepare to participate.

a. For all hearings, SHU will provide 10 days' notice;

b. For all non-hearing investigative interviews or meetings to which a party is invited or expected at SHU's discretion, SHU will provide 5 days' notice. (106.45(b)(5)(v).)

6. Provide both parties an equal opportunity to inspect and review any evidence SHU obtained as part of the investigation, whether obtained from a party or other source that is directly related to the allegations raised in a Formal Complaint. The provision of such evidence is intended to help each party meaningfully respond to the evidence prior to conclusion of the investigation. (106.45(b)(5)(vi).)

a. SHU will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party voluntarily consents in writing to their use in a Formal Grievance Process. (106.45(b)(5)(i).)

iv. Investigative Report (106.45(b)(5)(vi-vii).)

1. Prior to completion of the investigative report, SHU will send to each party, and the party's advisor if any, the evidence subject to inspection and review.

a. Such evidence also will be available at any hearing, to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

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b. SHU retains discretion to elect to send such materials in an electronic format or a hard copy. The provision of such evidence may include data security safeguards that prevent it from being downloaded, printed or forwarded. (See 85 Fed. Reg. at 30304.)

2. The parties will have 10 calendar days to submit a written response. The investigator will consider any such response prior to completion of the final investigative report.

3. The investigator will then create a final investigative report that fairly summarizes the relevant evidence. The final investigative report will not make any recommendation as to whether a policy violation has occurred or potential sanctions. At least 10 days prior to a hearing, SHU will send the final investigative report to each party, and the party's advisor if any, for their review and written response.

4. Any such response must be received by the Title IX Coordinator within five days of when the final investigative report was delivered to the party, so that the party's response may be available for consideration by the adjudicator(s). If warranted, the investigator may choose to update the final investigative report to take a party's response into account, in which case the hearing date may be postponed.

## v. Permissive Dismissal

1. At any time during the investigation or hearing, SHU may dismiss the Formal Complaint or any of its allegations if:

a. A complainant notifies the Title IX Coordinator in writing that he or she would like to withdraw the Formal Complaint or any allegation therein;

b. The respondent is no longer enrolled or employed by the school; or

c. Specific circumstances prevent SHU from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein. (106.45(b)(3)(ii).)

2. In all such circumstances, supportive measures may be continued.

3. Under the first circumstance, the Title IX Coordinator may choose in his or her discretion to sign the Formal Complaint to continue the Formal Grievance Process. See also Sections IV.A.iii-iv, above.

4. Under the second circumstance:

a. The respondent's student or employment records may be marked to indicate their departure during a disciplinary process (which may resume if they return to SHU), but will not indicate that such respondent was found or assumed responsible for any alleged misconduct pending at the time of departure.

b. The respondent may be required to notify the Title IX Coordinator if they intend to visit any building owned or controlled by SHU or a student organization that is officially recognized by SHU, or if they

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otherwise seek to attend any SHU education program or activity or event, so that the complainant may be given an opportunity to receive supportive measures if needed.

5. If permissive dismissal is granted under this section, the Formal Grievance Process will cease. Under the Title IX Regulations, effective August 14, 2020, no further investigation will occur, and no disciplinary sanctions or actions can be imposed against the respondent. See Section IV.A.ii. (citing 34 C.F.R. § 106.44(a); 34 C.F.R. § 106.45(b)(1)(i); 34 C.F.R. § 106.8(c).)

6. A permissive dismissal under this section differs from a mandatory dismissal under Section IV.A.vi. for alleged conduct that does not meet the Formal Grievance Policy scope requirements contained in Section II for § 106.30 “sexual harassment.”

## E. Adjudication

### i. Adjudication via hearing

1. SHU’s Formal Grievance Process will culminate in a live hearing before one or more adjudicators, who will consider all evidence presented (subject to the terms below) and determine whether a respondent is responsible or not responsible for a violation of this Policy, based on the criteria of a preponderance of evidence. Under that standard, the burden of proof is met, and a respondent may be found responsible for a policy violation, if the adjudicator(s) determine that it is more likely than not that the respondent committed the conduct alleged. Respondents are entitled to, and will receive the benefit of, a presumption that they are not responsible for the alleged conduct until the grievance process concludes and a determination regarding responsibility is issued. If the respondent is found responsible for a violation of this Policy, the respondent may be subjected to disciplinary action. (106.45(b)(6)(i).)

2. The adjudicators will be selected by the Title IX Coordinator and may vary based on the enrollment or employment status of the respondent.

a. Student-respondent cases typically will be adjudicated by a three-member panel of trained SHU faculty and/or staff. One of the three panel members will be designated as the chairperson. A separate adjudicator who is not a member of the three-member panel is also permitted to preside as a hearing officer and make evidentiary rulings at the hearing.

b. Employee and Faculty-respondent cases typically will be adjudicated by the Executive Director for Human Resources.

The adjudicators will not be the same person as the Title IX Coordinator or the Investigator.

3. At the request of either party, SHU will allow the live hearing to take place with the parties located in separate rooms. Technology must enable the adjudicator(s) and parties to simultaneously see and hear the party or witness answering questions. Live hearings may, then, be conducted with all parties physically present in the same location, or any or all parties, witnesses and other participants may appear at the live hearing virtually.

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4. SHU will create a transcript or recording (audio or audiovisual) of any adjudicative hearing. It will be available to the parties for inspection and review in compliance with FERPA.

## ii. Information Submission Pre-hearing

1. The Title IX Coordinator will identify the adjudicators to the parties five days in advance of the hearing. Either party may challenge a named adjudicator if believed to have a conflict of interest or bias. A challenge must be delivered in writing to the Title IX Coordinator at least two days in advance of the hearing, specifying the reasons for such belief. The Title IX Coordinator has sole discretion to keep or replace the challenged adjudicator, and if replaced, will postpone the hearing to allow for a replacement adjudicator.

2. Five days in advance of the hearing, the parties will identify their expected attendees (including any advisor) and their expected witnesses (including themselves), including the witnesses' expected sequence, via writing to the Title IX Coordinator, who will supply the disclosure to the other party so that they can be prepared. The parties will not be strictly bound to their disclosures, but they should be submitted in good faith.

3. Typically, the parties will be in charge of choosing and supplying their own witnesses at the hearing. When necessary for the pursuit of truth and to gather evidence sufficient to reach a determination, the adjudicators will have discretion to ask the Title IX Coordinator to request additional witnesses after receipt of the parties' witness lists; recognizing, however, that the school has no ability to compel any witness to attend. Any such requested witness will be disclosed to the parties.

## iii. Evidence

1. At the hearing, all relevant evidence will be objectively evaluated. Relevant evidence is any evidence that may tend to make the allegations at issue more or less likely to be true (corroborating and exculpatory or contradicting evidence). Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. (106.45(b)(1)(ii).)

2. The Title IX Regulations state that questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

a. "offered to prove that someone other than the respondent committed the conduct alleged" or

b. "if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent."

(34 C.F.R. § 106.45(b)(6)(i).)

3. Relevant evidence presented at a hearing by the parties will be considered.

## iv. Cross-examination

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1. As stated above in Section IV.D.iii.4., each party may be accompanied to the hearing by the advisor of their choice. The advisor may be, but is not required to be, an attorney. Advisors may be present solely to advise or support the party and are prohibited from speaking directly to the investigator, adjudicators, other parties, or witnesses during the hearing, except for conducting cross examination.
  2. At the hearing, each party's advisor is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice, and never by a party personally. (106.45(b)(6)(i).) However, the adjudicator(s) will typically ask questions before either advisor.
  3. If a party does not have an advisor present at the live hearing, SHU will provide without fee or charge to that party, an advisor who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. (106.45(b)(6)(i).)
    - a. If a party does not have an advisor for the hearing, the party must notify the Title IX Coordinator no later than the party's pre-hearing disclosures. (See Section IV. E.ii. 2., above.) Otherwise, the hearing may be delayed, and the appointed advisor may have less time to prepare for the hearing.
    - b. Process for appointing advisor: pool of trained advisors will be provided to the party for them to choose.
  4. Only relevant cross-examination and other questions may be asked of a party or witness. See Section IV.E.iii., above, regarding relevancy. Before a party or witness answers a cross-examination or other question, the adjudicator must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. (106.45(b)(6)(i).)
  5. If a party or witness does not submit to cross-examination at the live hearing, the adjudicator(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the adjudicator(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. (106.45(b)(6)(i).)
- v. Determination Regarding Responsibility
1. The adjudicator(s) will issue a written determination following the hearing. Based on the preponderance of the evidence, the adjudicator(s) will decide if the respondent is responsible for engaging in the conduct alleged, and if so, what disciplinary action may be appropriate.
  2. The written determination will include:
    - a. Identification of the allegations potentially constituting sexual harassment as defined in 106.30;
    - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;

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- c. Findings of fact supporting the determination;
  - d. Conclusions regarding the application of this Policy to the facts;
  - e. A statement of, and rationale for, the result as to each allegation, including:
    - i. A determination regarding responsibility;
    - ii. Any disciplinary sanctions the adjudicator(s) imposes on the respondent; and
    - iii. Whether remedies designed to restore or preserve equal access to SHU's education program or activity will be provided to the complainant; and
  - f. Procedures and permissible bases for the parties to appeal the determination. (106.45(b)(7)(ii).)
3. The written determination will be provided to the parties simultaneously.
4. Supportive measures also may be provided to the complainant that are designed to restore or preserve equal access to SHU's education program or activity, even if they are not listed in the written determination. Remedies and supportive measures that do not impact the respondent should not be disclosed in the written determination; rather, the determination should simply indicate that "remedies will be provided to the complainant." 85 Fed. Reg. at 30425. The Title IX Coordinator is responsible for effective implementation of any remedies and supportive measures. (106.45(b)(7)(iv).)
- vi. Range of Sanctions and Remedies (106.45(b)(1)(vi))
1. The following sanctions against a student who has been found responsible for violating the Formal Grievance Policy will vary depending on the severity of the violation. Information regarding the definition(s) of specific sanctions is located in the Student Code of Conduct and Community Standards. Each sanction has been formally defined in the Student Code of Conduct.
- i) Sexual Harassment Violations: Any student found responsible for violating the Formal Grievance Policy will likely receive a sanction ranging from warning to expulsion depending on the severity of the incident, and taking into account any previous disciplinary violations.
  - ii) Sexual assault/misconduct Violations: Any student found responsible for violating the policy by non-consensual or forced sexual contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations. Any person found responsible for violating the policy by non-consensual or forced sexual intercourse will likely face a sanction of suspension or expulsion.
  - iii) Intimate Partner/Dating Relationship Violence Violations: Any student found responsible for violating the policy by intimate partner violence will likely receive a sanction ranging from warning to expulsion depending on the severity of the incident, and taking into account any previous disciplinary violations.

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Stalking Violations • Any student found responsible for violating the policy by stalking will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.

## vii. Finality

The determination regarding responsibility becomes final either:

1. if an appeal is filed, on the date that SHU provides the parties with the written determination of the result of the appeal, or
2. if an appeal is not filed, the date on which an appeal would no longer be considered timely. (106.45(b)(7)(iii).)

## F. Appeals

i. Both parties may appeal from a determination regarding responsibility, or from a dismissal of a Formal Complaint or any allegations therein, on the following bases:

1. A procedural irregularity, meaning an alleged failure to follow the process outlined in this Policy, that affected the outcome of the matter;
2. New evidence that was not reasonably available to the appealing party at the time of the hearing or dismissal, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or adjudicator(s) 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. The notice of appeal must describe specifically the basis upon which such conflict of interest or bias is alleged and how it allegedly affected the outcome.

ii. Appeals must be submitted in writing to the Title IX Coordinator within 10 days of the date that the written adjudication determination is provided to the parties. The written appeal must state the grounds for the appeal, include the name of the appealing party, and bear evidence that it was submitted by the appealing party. The appeal statement must contain a sufficient description supporting the grounds for appeal. If the grounds for appeal is to consider new evidence that could affect the outcome of the matter that was not reasonably available to the appealing party before or during the time of the hearing or the dismissal, then the written appeal must include such information. The Title IX Coordinator retains discretion to verify and/or waive minor procedural variations in the timing and content of the appeal submission.

iii. Upon receipt of an appeal, SHU will

1. Notify the other party in writing when the appeal is filed and implement appeal procedures equally for both parties;

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2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the original determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

3. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that the decision-maker(s) for the appeal has received the appropriate and necessary training;

4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

(106.45(b)(8)(iii).)

iv. SHU will provide a copy of the appeal to the non-appealing party. The non-appealing party may submit a written statement within 10 days that may seek to affirm the initial decision and/or respond to the appeal statement.

v. The Title IX Coordinator has discretion to impose or withhold any applicable sanctions or supportive measures prior to the appeal deadline and prior to the resolution of any appeal.

vi. The decision-maker(s) for the appeal will issue a written decision describing the result of the appeal and the rationale for the result within a reasonably prompt time frame following receipt of all appeals materials. The appeal will determine whether the adjudicator(s) made an error on the grounds alleged in the appeal statement. The appeal is typically determined based on the existing record, but the appeal decision-maker(s) will have discretion to convene a limited or full hearing if needed. The appeal decision will be given simultaneously to both parties. (106.45(b)(8)(iii)(E-F).)

## G. Informal Resolution

i. At any time prior to reaching a determination regarding responsibility, SHU may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. SHU may not offer an informal resolution process unless a Formal Complaint is filed. Both parties must agree to participate in an informal resolution process, and if they do, the Formal Grievance Process stops. Either party may withdraw from the informal process and re-start the Formal Grievance Process at any time before an informal resolution is reached. SHU will not require the parties to participate in an informal resolution process, and will not require them to waive their rights to a Formal Grievance Process. (106.45(b)(9).)

ii. SHU will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. (106.45)(b)(9)(iii).)

iii. Prior to facilitating an informal resolution process, SHU will:

1. Provide written notice to the parties disclosing the following:

a. The allegations;



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- b. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
  - c. The fact that, at any time prior to agreeing to an informal resolution, any party may withdraw from the informal resolution process and resume the Formal Grievance Process; and
  - d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtain the parties' voluntary, written consent to the informal resolution process. (106.45(b)(9)(i-ii).)
- iv. If the parties agree to a resolution during an informal resolution process, the Formal Complaint will be deemed withdrawn and the Formal Grievance Process will be terminated. However, the resolution will be considered binding, and its breach will give rise to a new Formal Grievance Process, which may restart the Formal Grievance Process.

## V. Retaliation (34 C.F.R. § 106.71.)

A. No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulation, or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. "Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this [Policy], constitutes retaliation."

B. SHU will "keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted" by Title IX, FERPA, or as otherwise required by law, or to carry out SHU's Title IX procedures.

C. The exercise of rights protected under the First Amendment does not constitute retaliation.

D. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a sexual misconduct grievance proceeding does not constitute retaliation. A determination regarding responsibility alone, however, is not sufficient to conclude that any party made a materially false statement in bad faith.

E. Complaints alleging retaliation may be filed with the Title IX Coordinator.

In the event an individual alleges that the Title IX Coordinator retaliated against them, the individual may file a complaint with Robert M. Hardy, Vice President of Human Resources. The Title IX Coordinator will not oversee the investigation or adjudication of a complaint alleging that they engaged in retaliation.

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## **Sex Offender Registry**

In accordance with the Campus Sex Crimes Prevention Act of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974 Sacred Heart University is providing a link to the Connecticut State Sex Offender Registry. Connecticut General Statutes 54-250 through 54-261 mandate that the Connecticut Department of Public Safety establish and maintain a central registry of persons who have been convicted of certain sexual offenses and are required to register under law.

Please click on the below link:

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

## **Sacred Heart University Wellness Center**

**Counseling Center:** 203-371-7955 all sessions are by appointment. (Fax: 203-365-4786)

**Health Services:** 203-371-7838 Call for an appointment. (Fax: 203-365-4743)

*Note: The Department of Public Safety encourages pastoral and professional mental health counselors to refer people they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.*

## **Alcohol and Other Drug Policy Statement**

Sacred Heart University is dedicated to creating an environment that allows students to achieve their educational goals and grow spiritually, intellectually and socially. The University is also committed to supporting students in demonstrating responsible conduct in the best interest of their personal health and well-being, the community's general welfare, and the rights of others. The University does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. Every member of the University community is encouraged and expected to be aware the risks associated with alcohol and drug use and abuse. This responsibility obligates students to know relevant University policies and federal, state, and local laws and to conduct themselves in accordance with these laws and policies. Students are expected to assume responsibility for their behavior and must understand that being under the influence of alcohol/drugs in no way lessens accountability for their actions. Sacred Heart University complies with and enforces all federal, state, and local laws that regulate or prohibit the possession, use or distribution of alcoholic beverages or drugs. To these ends, the University publishes the following information regarding University policies and sanctions; laws and penalties concerning substance use and abuse; health and behavioral risks of drug use, and resources for treatment and educational programming.

## **Alcohol Awareness & Abuse Prevention Program**

Sacred Heart University acknowledges the fact that alcohol is a part of society, and supports the contention that use and abuse of alcohol is one of the most serious issues facing University students

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nationwide. Therefore, we strive to educate students about alcohol effects and the prevention of alcohol abuse.

## **Alcohol Guidelines & Regulations**

The University maintains the position of zero tolerance for underage students consuming alcoholic beverages.

1. No person under the age of 21 may acquire, purchase, obtain, possess, be in the presence of or consume alcoholic beverages.
2. Use or possession of alcoholic beverages and their sale, delivery, or service to individuals under the age of 21 is prohibited.
3. No person regardless of age is permitted to possess or consume alcohol within the on-campus residential areas (Roncalli Hall, Seton Hall, Merton Hall, Christian Witness Commons, Scholars Commons, Frassati Hall and Wiesel Hall) of the University, or the off-campus residential facilities at Pioneer Gardens.
4. An individual, 21 or older, may consume alcohol on University property or at University sponsored events (Red's) only in areas where the University expressly allows the sale and consumption of alcohol.
5. Any alcoholic beverage out of the original container or having a broken seal is considered an open container, which may not be carried or consumed on SHU grounds (except Red's pub area), and related facilities without authorization through an approved alcohol registration form.
6. Students in residence hall rooms where alcohol is present may be considered in violation of this policy for not leaving or reporting violations.
7. Residents are responsible for the actions/behaviors of their guests/visitors regarding alcohol possession and use and are expected to inform the guest of such policies.
8. Possessing, furnishing, consuming or serving from a common source of alcohol (i.e. kegs, beer balls, punch bowls, trash cans or other excessive equivalent number servings.) is prohibited.
9. Kegs and beer balls are not permitted on University property.
10. Creating, offering, or engaging in drinking games and contests (i.e. beer pong etc.) and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited.
11. No person may use a fake ID, the driver's license or SHU ID card of another, supply such cards to another, furnish false information in obtaining such cards, or deface or alter such cards.
12. Possession or using alcohol paraphernalia or beverage containers whether full or empty (including but not limited to beer bottles or cans, alcohol bottles, beer funnels, beer pong tables are not allowed in University residence facilities.

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13. The use or possession of grain alcohol, regardless of age is prohibited. Any public or private use of alcohol by students that leads to public or obvious intoxication to include but not limited to: (slurred speech, difficulty walking, requiring medical assistance, intrusive, destructive, disorderliness or violent behavior) is unacceptable for a Sacred Heart University student and will be treated as a disciplinary matter.

14. All students are responsible for discouraging alcohol-related behavior that is abusive to themselves or to others. Any effort to induce or force a student to drink against his/her expressed desire is prohibited.

15. Operating a motor vehicle while under the influence of alcohol is prohibited.

16. Open containers including cups and squeeze bottles of alcohol are not permitted in public areas such as hallways, lobbies, stairwells, elevators, balconies, porches, community or common areas at any time.

17. Alcohol use is allowed for students of legal age (over 21) who reside in The Ridge, Toussaint, Oakwood and Taft, and only in apartments in which all the residents as well as their guest(s) who are of the legal drinking age of 21.

All other residence halls and apartments in The Ridge, Taft, Pioneer Gardens, Oakwood, and Toussaint are considered "dry," and no alcohol or alcohol containers are permitted in these areas.

## **Definitions and Guidelines**

**Legal Age:** State law states that only individuals who are 21 years of age or older may purchase, possess and consume alcohol.

**Underage:** State law states that individuals under 21 years of age may neither, possess, consume nor purchase alcohol.

**Intoxication:** No student may be intoxicated while on-campus.

**Supplying:** No one may purchase for or provide alcohol to anyone underage. It is the responsibility of the host to comply with state and local laws. A social host may be held responsible for injuries and damages caused by a minor who is served alcohol.

**Open Container:** Any alcoholic beverage out of the original container or having a broken seal is considered an open container, which may not be carried or consumed on SHU grounds (except Red's area or other areas designated by University officials) or without authorization through an approved alcohol registration form. Designated areas by University officials include but are not limited to: Edgerton Lobby, Student Center Patio, and designated parking lots.

**Kegs/Beer Balls:** Kegs and beer balls or common containers over 64 ounces are not permitted on campus (except in Red's) without an approved alcohol registration form. Also, alcohol "punches" using wine or hard liquor are not permitted on campus.

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Sale of Alcohol: Beer is sold only in Red's area during designated hours. Any other sale of alcohol on campus must have approval through an alcohol registration form and State resources. Employees of Red's have the right and responsibility to deny the sale of beer or wine to anyone under the age of 21, anyone using or presenting a false ID, anyone intoxicated and for any other reason deemed necessary.

If illegal use or possession of drugs or alcohol is presumed to be taking place behind closed or locked doors in a residence facility, the Residential Life staff will respond appropriately. An announcement will be made that entry to the room will take place. If the room's occupants do not voluntarily allow access, then access will be made by the use of a key.

## **Events with Alcohol**

Every event with alcohol at Sacred Heart University must be registered and authorized through the Student Union Office by the Director of the Student Union. This is necessary for adherence to state and SHU guidelines for legal sale, distribution and consumption of alcoholic beverages. Failure to do so will result in event cancellation.

All applicants must make an appointment with the Director of the Student Union no later than 2 weeks before the event date (if a Connecticut state issued temporary permit is needed, applicants will need to make an appointment no later than one month before the event date).

The purchase of alcohol for an event cannot be made using money allocated by Student Government. Alcohol must be ordered by the Director of the Student Union. An event representative must be present to accept delivery and transfer alcohol to event location.

All events with alcohol REQUIRE THE ATTENDANCE of the CLUB/ORGANIZATION ADVISOR throughout the entire event. State law and SHU policy mandate that no person under the age of 21 years can purchase, obtain/possess or consume alcoholic beverages. All events at which alcohol beverages are being sold (entrance fee or per drink charge) must be in compliance with state law, requiring a permit from the Department of Liquor Control. Information on obtaining temporary permits can be found in the Student Union Office. Students who wish to hold an event with alcoholic beverages must contact the Director of the Student Union in the Student Union Office for event registration, guidelines, authorization and ordering. Any event not properly registered through the Student Affairs Office and/or State of Connecticut, will be canceled. Any function which provides an alcoholic beverage must also provide a nonalcoholic beverage alternative in sufficient quantity and food must be available and featured prominently. Consumption of alcohol is not an acceptable excuse for any behavior deemed inappropriate or in violation of University rules and policies.

## **Guidelines for Events with Alcohol**

- All student events (not in Red's Pub) with alcohol must be registered and approved by the Director of Student Union. A six-week notice is necessary to file for state-mandated, temporary permits. Registration forms, policy and procedure forms, and permit information are available in the Student Union Office.
- Alcohol should NEVER be the primary focus of any event.
- Always serve food with alcohol.

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High protein foods help moderate the effects of alcohol. At dinner parties, try to not let the cocktail hour extend for a great length of time.

- Never force drinks on your guests.

Drinks should be paced to help your guests observe their own personal limit. There are those who do not drink, so please be respectful of that decision and right.

- Always have non-alcoholic drinks available.

Create an atmosphere that is comfortable for both drinkers and non-drinkers.

- Close the bar at least one hour before the event ends.
- Always prevent an intoxicated individual from driving.

If you are having an event where alcohol plays a role, then it is the responsibility of your organization to contact the Student Union (203-396-8027) and arrange to have the shuttles extended to 1 a.m. There will be a cost charged to your organization for this, but safety comes first.

- The temporary permittee must not drink any alcohol before or during the event.

The host and/or permittee must ensure that guests are not overdrinking. Remember that there are safety and legal issues to consider.

- Always require proof of drinking age.

State law requires that servers of alcohol check every customer's or guest's ID card. Have a plan for carding (either at the door or at the bar). Serving alcohol to underage guests can pose serious legal problems.

- Always deny service when guests are already intoxicated or when they have had a large number of drinks.
- Control party entrances and exits.

If you are expecting any underage guests, it is important to control access to effectively obtain proof of age and to prohibit "sharing" drinks or having others purchase and deliver alcohol to underage guests.

## **Drugs**

The possession, use, misuse, manufacture, distribution, improper possession, possession with intent to sell and/or sale of illegal/unauthorized harmful drugs, prescription medication, drug paraphernalia (including but not limited to hookahs, pipes, bong, bowls, e-cigs etc.) misuse of any product to act as a drug is a violation of state and federal laws, and is contrary to Sacred Heart University policies. Students found responsible for violating any part of this policy, are subject to university disciplinary action and/or arrest and prosecution by state and/or federal authorities. Although some states have legalized medical marijuana and/or legalized it for recreational use, the possession and use of marijuana in any form remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for any student of Sacred Heart University whether on or off University property. Students who are concerned with their own or someone else's substance use/abuse or addiction may contact Prevention Specialist at the Wellness Center Counseling Service, at 203-371-7955.

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## Weapons

Sacred Heart University enforces state laws concerning the possession of illegal weapons on campus. Weapons, including but not limited to firearms, explosives, Tasers, fireworks, swords, and knives, are not permitted on any property owned or leased by Sacred Heart University. Violators are subject to criminal charges and University disciplinary action. The University also reserves the right to remove from anyone on campus (or in their residence) any item that may be deemed a threat to the safety and well-being of others on campus. Such items include, but are not limited to, knives, cap guns, and other objects, which in and of themselves may not be illegal.



## Public Safety Responsibilities and Programs

### **Fire Safety and Prevention**

The Department of Public Safety is responsible for maintaining fire extinguishers in all University buildings on campus. A contract company annually inspects and certifies all fire extinguishers, recharging and/or replacing units as required by the NFPA code. All campus buildings are equipped with fire alarm systems. When activated, the alarms sound horns/sirens or voice recordings, and activate visual strobe lights throughout the building. These fire alarm systems comprise smoke detectors, heat detectors, and pull stations.

Public Safety Officers respond to fire alarms in all buildings. In addition to the response of Public Safety Officers, the local fire department responds to all audible fire alarms in all residential halls. The residential halls and on-campus apartments are also equipped with sprinkler systems, which also sound the building fire alarm system if activated.

**Fire Drills** — In conjunction with local fire departments, fire drills are conducted in all residence facilities each semester. It is crucial that resident students comply with the University Fire Safety Regulations, which are published in the SHU Student Handbook.

**Annual Campus Fire Safety Report** *(See pages 69 thru 80 for details.)*

### **Crime Prevention and Security Awareness**

Sacred Heart University's Department of Public Safety believes preventing crime is more beneficial than reacting to them after the fact. A primary vehicle for accomplishing this goal is the department's crime prevention program. This program is based on the concept of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and safety. Brochures and posters carrying crime prevention and awareness information related to residence hall safety and security, sexual assault, bicycle security, personal escorts, motor vehicles security, and thefts are posted and distributed throughout campus.

Upon request, the Department of Public Safety provides safety presentations to the SHU community. Presentations can be created and tailored to address specific concerns of the requesting department. Presentations can be conducted in a variety of settings, such as residential halls, classes, and student activity meetings. The Department of Public Safety also issues safety tips, information, and reminders throughout the year via email to staff, faculty, and students.



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A mobile app called **SHU SAFE** has been deployed on campus. Its primary function is to serve as an emergency communication tool between the University community and campus security, as well as local emergency first-responders. SHU Safe offers three major features: Emergency Call, Safety Check and iReport (reporting of suspicious activities). [\(Click here\) or link](#)  
<https://www.sacredheart.edu/offices--departments-directory/public-safety/crime-prevention--reporting/shu-safe/>

Anyone who experiences or comes upon an emergency can open the SHU SAFE app and choose the type of emergency assistance needed.

Sacred Heart University is one of the first universities in the nation to launch a system so advanced that it can pinpoint where an individual is inside a building. Unlike traditional GPS locators that can only identify a building, SHU SAFE identifies exact locations within buildings, which can drastically reduce Campus Security's response times.

The iReports feature allows users to report suspicious activity or call for help in non-emergency situations. Users can report everything from a suspicious person to vandalism or theft. The feature also can be used to call for help with a flat tire, locked door or other non-emergency. The iReports feature may be used anonymously.

The safety check feature allows for a check-in with someone in the user's contact list. For example, if a student is going to be walking home from class late at night or going for a jog after dark, he or she can let a contact know the expected arrival time. If the feature is not deactivated by the appointed time, the contact will receive a text.

## **Silent Witness Program and Missing Student Reporting**



**YOU CAN HELP!**

**Silent Witness** — The program is a means for members of the campus community to provide anonymous information to help:

- Prevent violence on campus.
- Assist people who are at risk of harming themselves or others.
- Report improper conduct.
- Report general safety and security concerns.
- Report concern for a possible missing student.

The program is a computer portal on the Department of Public Safety web site providing a campus-wide communication method for anyone to submit information related to a concern or improper conduct. The program complies with Connecticut Public Act PA 08-157

***The Silent Witness Program is not for reporting emergency information.***

1. Silent Witness Program Information is available at web link: [\(Click here\) or link](#)  
<https://silentwitness.sacredheart.edu/>

**For emergency situations on campus, call Public Safety at 203-371-7911.  
For routine calls 203-371-7995**



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**Missing Student** — If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she immediately should notify SHU’s Department of Public Safety, Dean of Students or representative of Residential Life. Public Safety will generate a missing person report and initiate an investigation.

Students age 18 or older, including emancipated minors, living in on-campus housing will be provided the opportunity during each registration process to designate an individual for Sacred Heart officials to contact when the student is officially reported as missing. (University officials and police will use this contact information only for this purpose.) After investigating the missing person report, should Public Safety determine the student is missing, its officers will notify the municipal police department of jurisdiction and the student’s emergency or confidential contact. Police also will be contacted if the student has not registered a contact person under this program. Sacred Heart University is required to notify the custodial parent or legal guardian if a student *under the age of 18* is determined to be missing.

If SHU Public Safety Officers are unable to ascertain the location of a missing student within a reasonable time based on existing information, the municipal police of jurisdiction will be notified to investigate. Public Safety will assist municipal police and continue internal investigative efforts until this matter is resolved. Public Safety assesses each missing person report on a case-by-case basis, and notifies the police as needed.

## **Blue Light Call Boxes**

The Department of Public Safety maintains blue light call boxes on Main Campus and other leased or owned facilities. They allow an individual who needs assistance to contact the Dispatch Center and provide immediate, two-way radio communication. Every public safety officer receives the alert signal, and the closest available officer will respond to assist the person.

## **Safety Escorts**

For locations not served by the University Shuttle service (and when it is not operating), the Department of Public Safety provides escorts from dusk to dawn upon request from, and to, any on-campus location. Medical escorts are also provided to individuals who are injured or temporarily disabled.

## **Student Orientation Program**

A representative of the Department of Public Safety speaks with parents of new students during the summer orientation programs and to new students in the fall as part of their orientation program.

## **Employee Orientation Program**

In conjunction with the Human Resources Department, a representative of the Department of Public Safety speaks with new employees about security on campus.

## **Key Control & Security Card Access**

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The University Locksmith reports to the Director of Public Safety. The Department of Public Safety provides students with key-card access and, where applicable, “metal” keys for their residence facilities. Lost or stolen keys or key cards should be reported immediately to the Department of Public Safety. Faculty and staff also receive keys and may request keys or lock changes through the Department of Public Safety Locksmith. The University has upgraded to a One-Card system, through which a student’s SHU ID is programmed to be used as their key card to their residential hall. Students also use their SHU ID to access their meal plan, make purchases at the campus bookstore, access print/copy stations, access Mac-Gray laundry points, and make purchases through off-campus vendors.

## **Motor Vehicle Registration and Parking Enforcement**

The Department of Public Safety is responsible for parking and traffic on campus. Vehicles parked on campus must be properly registered with the University and have the appropriate parking decal. For parking decals or questions, email [parkingINFO@sacredheart.edu](mailto:parkingINFO@sacredheart.edu)

## **Parking Policy and Visitor Parking Procedures**

[\(Click here\)](#) or link

<https://www.sacredheart.edu/offices--departments-directory/public-safety/parking-procedures--visitor-parking-pass/>

## **Parking Lot Security**

Public Safety Officers in highly visible, well-marked vehicles patrol all parking lots on campus or at owned or leased facilities in Fairfield, Bridgeport, and Trumbull. University public safety or contract security officers conduct random foot or bicycle safety patrols through parking lots on campus.

## **Lost & Found**

- If you have lost property, you may come to the Public Safety Office or call to see if the property was turned in to us. Global emails should not be sent out concerning lost property. These matters will be handled by the Public Safety Dispatch Office for a determination of ownership.

## **Suspicious Mail & Packages**

- Any *suspicious packages* (backpacks/book bags) or other items should be reported to Public Safety for immediate investigation and a determination of ownership

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## Maintenance and Security of Campus Grounds and Facilities

The University maintains a strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Surveys of all exterior lighting, including parking areas, pedestrian walkways and building exteriors are forwarded to the Campus Operations Department, which expedites work orders (MOPS) that are submitted to them. Members of the University community are encouraged to report any exterior lighting deficiencies to the Department of Public Safety, or directly to Campus Operations.

A computer aided alarm system monitors a campus-wide network of intrusion, fire, and duress alarms. These systems are monitored 24 hours a day at the Public Safety Dispatch Center.

Public Safety Officers lock the exterior doors of campus buildings each evening after classes end for the day. Door and locking deficiencies are reported to the Campus Operations Department and the locksmith respectively for corrective action. Public Safety Officers also report to Campus Operations any shrubbery or trees that may pose a security hazard. Campus roadways, parking areas, walkways, buildings, and grounds are patrolled 24 hours a day, every day of the year by Public Safety Officers. Contract security officers supplement the public safety staff, providing a visible deterrent to crime and serving as additional “eyes and ears” for the Department of Public Safety. Additionally, Public Safety deploys a robust network of security surveillance cameras at University-owned or -leased facilities to assist with overall security and safety matters, including investigations of complaints.

Public Safety Officers lock the exterior doors of campus buildings each evening after classes end for the day. Door and locking deficiencies are reported to the Campus Operations Department and the locksmith respectively for corrective action. Public Safety Officers also report to Campus Operations any shrubbery or trees that may pose a security hazard. Campus roadways, parking areas, walkways, buildings, and grounds are patrolled 24 hours a day, every day of the year by Public Safety Officers. Contract security officers supplement the public safety staff, providing a visible deterrent to crime and serving as additional “eyes and ears” for the Department of Public Safety. Additionally, Public Safety deploys a robust network of security surveillance cameras at University-owned or -leased facilities to assist with overall security and safety matters, including investigations of complaints.

## F.B.I. Definitions of Reportable Crimes

The following definitions are outlined in the Federal Bureau of Investigation Uniform Crime reporting, National Incident-Based Reporting System (NIBRS), which colleges and universities are required to use in reporting crime statistics:

### Criminal Homicide

- **Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent homicide:** The killing of another person through gross negligence.

### Sex Offenses

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person’s will, during which the victim is incapable of giving consent because of his or her temporary or permanent

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mental or physical incapacity (or because of his or her youth).

- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will, when the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Incest:** Non-forcible sexual intercourse between people 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:** Taking or attempting to take anything of value from the care, custody, or control of a person or people 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 to inflict 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.
- **Simple Assault:** An unlawful physical attack by one person upon another in which neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (Except Arson):** To willfully or maliciously destroy, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.  
  
Included are the sub-categories of Burglary — Forcible Entry, Burglary — Unlawful Entry, No Force, and Burglary — Attempted Forcible Entry
- **Motor Vehicle Theft:** The theft or attempted theft of a motor 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, personal property of another, etc.

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## **Hate Crimes** 34 CFR 668.46 (b)(1) and 34 CFR 668.46 (c)(3)

- Any of the aforementioned offenses, and any other crime involving bodily injury, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.

The categories of bias are:

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity/national origin
- Disability

## **Below are additional hate crimes added in the Higher Education Opportunity Act of 2008**

**Larceny / Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6<sup>th</sup> Ed. As "where one does not have physical custody or possession, but is in a position to exercise dominion or control over the thing.")

- Pocket-picking: The theft of articles from another person's physical possession by stealth, when the victim usually does not become immediately aware of the theft.
- Purse-snatching: The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- Shoplifting: The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- Theft from Building: A theft from within a building that is either open to the public or where the offender has legal access.
- Theft from coin-operated machine or device: A theft from a machine or device that is operated or activated by the use of coins.
- Theft from motor vehicle: The theft of articles from a motor vehicle, whether locked or unlocked.
- Theft of motor vehicle parts or accessories: The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner that would make the item an attachment of the vehicle, or necessary for its operation.
- All other larceny: All thefts that do not fit any of the definitions of the specific subcategories of larceny or theft listed above.

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

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

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

## **Other Offenses**

**Liquor law violations**: The violation of state or local law or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession or use of intoxicating beverages, not including driving under the influence and drunkenness. Included in this classification are: the manufacture, sale, transporting, furnishing, possession, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing alcohol to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

- **Drug abuse violations**: Violations of laws prohibiting the possession, distribution and/or use of certain controlled substances and the equipment or devices used in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics- manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapons law violations**: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification includes offenses that are regulatory in nature. Included in this classification are: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; use, manufacture, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons.

## **Campus Security Authorities**

In addition to the Department of Public Safety, the United States Department of Education has defined those who must report crimes for the compilation of this annual report to be university officials “with significant responsibility for student and campus activities.” This includes, but is not limited to, “student housing...and campus judicial proceedings.” While job titles may vary from institution to institution, the rules indicate that anyone who monitors entry or access to a campus facility — such as an employee who checks in visitors to the dorms, dean of students, director of athletics, team coaches, and faculty advisors to a student groups, anyone who oversees student extracurricular activities, coordinator of Greek Life, resident assistants and directors, student union and student life staff and wellness counselor — would be required to report. We espouse that all SHU employees have a responsibility to report improper or criminal conduct, excluding clergy and counselors who must maintain confidentiality.

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The aforementioned University personnel are required to report all matters of misconduct including matters of possible criminal conduct to Public Safety for investigation and statistical compliance requirements.

Training and guidance can be obtained at the U.S. Department of Education web site.

*For additional information see: <http://www2.ed.gov/admins/lead/safety/campus.html>*

## Referred for Campus Discipline

The referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. This is the number of referrals, not the number found responsible.

## **SHU Emergency Management**

The SHU Comprehensive All-Hazard & Business Continuity Plan (CAH&BCP) encompasses both internal and external resources critical to our success in emergency situations to ensure the business continuation of education services at Sacred Heart University. SHU coordinates all emergency incidents with police, fire, EMS, health and hazmat officials in each municipality where we have owned or leased facilities. Additionally, police agencies inform SHU Public Safety regarding crimes or hazards that occur so as to keep the University community aware of safety and security matters.

## **Executive — Emergency Management Policy Group (EMPG)**

The EMPG's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and recovery from the incident, the long-term effects of the incident and the needs to restore the University to normal operations. The EMPG would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization. This team provides centralized direction and control of any or all functions as they pertain to Sacred Heart University. Members are as follows:

- President
- Provost and Vice President of Academic Affairs
- Senior Vice President of Administration and Planning
- Senior Vice President for Finance
- Senior Vice President for Enrollment, Student Affairs & Athletics
- University General Counsel
- Vice President for Human Resources
- Vice President for Marketing & Communications
- Vice President of University Advancement
- Vice President for Finance (Liaison to EPT)

Other ad hoc members for professional and/or technical expertise:

- Dean of the College of Health Professions

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- Dean of the College of Nursing
- Dean of the College of Arts and Sciences
- Dean of the College of Business
- Dean of the Farrington College of Education
- Dean of Students (Liaison to EPT)
- Director of the School of Communications and Media Arts
- Director of Wellness and Health Services (Liaison to EPT)

## **Managerial — Emergency Planning Team (EPT)**

The Emergency Planning Team is organized under the Incident Command System (ICS) and headed by the Incident Commander (SHU Public Safety Executive Director, Deputy Chief, and the Director). The EPT members are activated based on the incident's type and nature, to manage the operational aspects of the University's response to an emergency event. Each area identified as part of the EPT is determined to have critical responsibilities on a University-wide basis during emergency situations.

The Executive Director of Public Safety, the Deputy Chief, or the Director will test the emergency response and evacuation procedures annually, documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

## **Emergency Response and Evacuation Procedures**

**Policy:** To ensure the safety of students, faculty, staff and visitors, the following procedure has been developed and will be implemented in emergencies during an alarm or when University officials give an order to evacuate.

### **Procedures:**

The process of emergency response and communications is contained in the SHU Comprehensive All Hazard and Business Continuity Plan at Section VIII entitled Emergency Response Actions. An evacuation of University buildings may be required any time a condition exists that has been deemed an emergency or potentially hazardous condition by the Department of Public Safety or University officials.

### **Students, Faculty and Staff — Actions required:**

- When a building is in full alarm (horns, sirens, strobe lights), **immediately** evacuate. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Faculty and staff should lead students by example. Classes should assemble to ensure that everyone has evacuated the building.
- Instructors must ensure all students evacuate the classroom.
- Do not use elevators to exit a building.
- Report to the nearest exit and await further instructions from Public Safety Officers.
- If you are away from your office or classroom when an alarm sounds, you should exit the building immediately and not return to said office or classroom.



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- Do not reenter the building until Public Safety Officers and/or University officials give the “all clear” signal after the alarm has been silenced and reset.

Follow any instructions given by Public Safety Officers, municipal police or the fire department.

Sacred Heart’s Emergency Notification will be given to the campus community or the affected subsection of campus thereof, without delay, having taken into account the community’s safety, the content of the notification information, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

## **Emergency Alert System / EAS – Blackboard Connect**

EAS is activated under the authority of Public Safety officials as defined in the chain of command. EAS is tested a minimum of annually, as actual events may warrant use of the system. Also, the software tracks use and reports are generated on its deployment. The system has all-hazard templates to be used such as: active shooter, weather emergency, power outage with specific instructions for affect persons to follow. Also, municipal and state emergency services partners notify the Department of Public Safety of any event under the all-hazard FEMA guidelines concerning matters that may potentially impact the University community. Annual meetings are held with municipal and state partners to ensure operational preparedness.

- **SMS/Email/Phone/Fax - SHU EAS / Emergency Alert System.** A combination of cell phone numbers and e-mail addresses will be inputted in order to send text messages to cell phones, e-mail to e-mail address, and recorded messages to cell phones or voice-mail boxes. The message will advise University members that an emergency is occurring on campus. Sacred Heart University is using the Blackboard Connect platform for its mass notification system. Classroom phones (aka “bat phones”) will also be utilized to send messages to persons in classrooms.
- **Public Address System:** where applicable the public address systems in buildings will be utilized to make an emergency announcement. Public Safety Officers will also utilize vehicle and portable PA systems.
- **Sacred Heart website and social media accounts:** Emergency Broadcast System announcements. People logging onto the SHU website (from off campus) will be redirected to a page where emergency information will be displayed.
- **Global Outlook:** Email messages sent to all employees, faculty, staff and students advising them there is an emergency on campus and with instructions.

## **Timely Warning Policy**

### **Purpose**

The purpose of this policy is to codify this department’s policy and procedures concerning the Timely Warning Alerts issued by the SHU Department of Public Safety.

### **Policy**

It is the policy of the Department of Public Safety to issue Timely Notifications & Crime Alerts to notify

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community members about certain crimes in and around our community. For the purposes of this policy, “*timely manner*” generally means *within 24 hours after an incident* has been brought to the attention of a “campus security authority” as defined in the Clery Act and sufficient information has been gathered to define the nature and scope of the situation and there is a presence of a continuing threat.

Further in compliance with the "Timely Notice" provisions of the federal HEA Title IV, Section 485(f) of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 **SHU Public Safety will give “*immediate notice upon confirmation*” of a significant emergency or dangerous situation that could pose an “*immediate threat*” to the health or safety of students, faculty or staff**, occurring at locations within SHU’s Clery Geography, unless the issuing of a notification will compromise efforts to contain the emergency at the discretion of senior SHU DPS or Municipal Police officials.

## **General Operational Procedure**

The Executive Director of Public Safety, Deputy Chief, Director of Public Safety, or his/her designee are responsible for consulting with department staff, local police department(s), and with other campus authorities (as deemed necessary) in making the determination on a case-by-case basis of when “Timely Notification” information in the form of a Crime Alert is disseminated. These alerts should be approved by the Executive Director, Deputy Chief, Director of Public Safety or his/her designate in their absence.

When a Crime Alert is issued, it is the responsibility of the issuing authority to cause immediate notification to the representatives of the Dean of Students office, the Department of Marketing and Communications regarding external public communications and other necessary administration. Notification shall also be issued to municipal police departments, if applicable.

In relation to the Clery Act, a three-prong test shall be applied to determine if a Crime Alert will be issued:

1. Is the incident being reported to Public Safety, as campus security authorities or to municipal police agencies for criminal investigation?
2. Is the complaint identified as a Clery Act crime (Murder; Non-Negligent Manslaughter; Aggravated Assault; Robbery; Forcible Sex Offenses; Forcible Rape; Forcible Sodomy Sexual Assault with an Object; Burglary and new hate crimes: larceny / theft; simple assault; intimidation; and destruction, damage, or vandalism of property)?
3. Is the crime considered to represent a serious or continuing threat to students, faculty, staff, or visitors?

Determining whether to issue a Crime Alert for non-Clery Act crimes shall be evaluated on a case-by-case basis, taking into account both the frequency of offense and likelihood for additional occurrence.

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## **Other Important Public Safety Resources**

**1. SHU Municipal Emergency Services Partners (Fairfield, Bridgeport and Trumbull)**

<http://www.sacredheart.edu/officeservices/publicsafety/municipalemergencyservicespartners/>

**2. SHU Emergency Plan is available at web link:**

<https://www.sacredheart.edu/offices--departments-directory/public-safety/emergency-management/emergency-plan/>

**3. Campus Emergency Training materials is available at web link:**

<https://www.sacredheart.edu/offices--departments-directory/public-safety/emergency-management/training-materials/>

**4. Information on Identity Theft Prevention is available at web link:**

<http://www.sacredheart.edu/officeservices/publicsafety/crimepreventionreporting/>

**5. Emergency Notification Sign up Information is available at web link:**

<https://www.sacredheart.edu/offices--departments-directory/public-safety/emergency-notification/>

**6. Campus Safety 101 Video and Interactive Quiz is available at web link:**

<http://www.sacredheart.edu/officeservices/publicsafety/crimepreventionreporting/campussafety101video/>

**7. SHU SAFE mobile app for community access to 911 emergency services:**

<https://www.sacredheart.edu/offices--departments-directory/public-safety/crime-prevention--reporting/shu-safe/>

**8. SHU ACTIVE SHOOTER & ALL HAZARD EMERGENCY TRAINING VIDEO'S/BE SHU READY!**

<https://www.sacredheart.edu/offices--departments-directory/public-safety/emergency-management/training-materials/>

**9. EMERGENCY PREPAREDNESS**

<https://www.sacredheart.edu/offices--departments-directory/public-safety/emergency-management/emergency-preparedness/>

## **Fairfield Campus**

In accordance with Connecticut General Statute 10a-55a (b) and Public Law 101-542, the *Student Right-to-Know and Campus Security Act*, the following data is the statistical crime report for Sacred Heart University's Fairfield Campus in Fairfield, CT. The crime rate is determined by dividing the number of incidents reported by the total number of FTE (Full Time Equivalent) for students and employees for the same calendar period. The total FTE for students and employees for 2020 on Sacred Heart University's Fairfield Campus was (12159): students (9,785); employees (2374). Approximately 3200 students and 12 employees lived in campus housing during the 2020-2021 Academic Year.

**Note:** As the FBI in its own crime report notes: "Caution should be exercised in making any inter-campus comparisons or ranking schools, as university/college crime statistics are affected by a variety

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of factors. These include: demographic characteristics of the surrounding community, ratio of male to female students, number of on-campus residents, accessibility of outside visitors, size of enrollment, etc."

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

**Residential Facility** — a subset of “on campus” crimes, which includes only those crimes that were reported to have occurred in dormitories or other residential facilities for students, on campus.

**Non-Campus Building or Property** —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.

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

**Hate Crimes** — defined by the Department of Education in the Federal Register Part IX-34 CFR Part 668 as crimes involving bodily injury, larceny/theft, simple assault, intimidation, and/or destruction/damage/vandalism/ of property in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus authorities or local police agencies. The VAWA amendments added gender identity and national origin to the categories.

### **Fairfield Campus 5151 Park Avenue Fairfield, CT**

Type of Offense	Year	Number of Incidents	Crime Rate	On Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
<b>Arrest</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Drug Law Violations	2019	1	.0001	1	1	0	0	0
	2020	2	.0002	2	2	0	0	0
	2021	0	.0000	0	0	0	0	0

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Illegal Weapon	2019	0	.0000	0	0	0	0	0
Violations	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Judicial Referrals</b>								
Liquor Law	2019	539	.0495	539	539	0	0	0
Violations	2020	469	.0427	469	468	0	0	0
	2021	602	.0495	602	599	0	0	0
Drug Law	2019	89	.0082	89	89	0	0	0
Violations	2020	24	.0022	24	24	0	0	0
	2021	82	.0000	82	82	0	0	0
Illegal Weapon	2019	2	.0002	2	2	0	0	0
Violations	2020	2	.0002	1	1	0	0	0
	2021	0	.0006	0	0	0	0	0
<b>Criminal Homicide</b>								
Murder/Non-	2019	0	.0000	0	0	0	0	0
negligent	2020	0	.0000	0	0	0	0	0
homicide	2022	0	.0000	0	0	0	0	0
Manslaughter	2019	0	.0000	0	0	0	0	0
by Negligence	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Sex Offenses</b>								
Rape	2019	2	.0002	2	1	0	0	0
	2020	2	.0002	2	2	0	0	0
	2021	9	.0007	9	6	0	0	0
Forcible	2019	0	.0000	0	0	0	0	0
Fondling	2020	1	.0001	1	1	0	0	0
	2021	6	.0005	6	3	0	0	0
Incest	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Statutory Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Robbery</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Aggravated Assault</b>								

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	2019	1	.0001	1	0	0	0	0
	2020	1	.0001	1	0	0	0	0
	2021	3	.0002	3	3	0	0	0
<b>Burglary</b>								
	2019	5	.0005	5	3	0	0	0
	2020	4	.0004	3	2	1	0	0
	2021	2	.0001	2	1	0	0	0
<b>Motor Vehicle Theft</b>								
	2019	2	.0002	2	0	0	0	0
	2020	0	.0002	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Arson</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Domestic Violence</b>								
	2019	2	.0000	2	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	3	.0002	3	2	0	0	0
<b>VAWA-Dating Violence</b>								
	2019	1	.0001	1	1	0	0	0
	2020	2	.0002	2	1	0	0	0
	2021	7	.0006	7	6	0	0	0
<b>VAWA-Stalking</b>								
	2019	3	.0003	3	2	0	0	0
	2020	5	.0005	5	1	0	0	0
	2021	4	.0003	4	0	0	0	0
<b>Hate Crimes</b>								
<b>Murder/Non-Negligent Homicide, Manslaughter by Negligence, Rape, Forcible Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny, Intimidation, Vandalism</b>								
Race	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Gender	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Religion	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Sexual Orientation	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0

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	2021	0	.0000	0	0	0	0	0
Ethnicity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Disability	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Gender Identity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2022	0	.0000	0	0	0	0	0
National Origin	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

**Tandet Center at Stamford Hospital**  
**Address: 4 Hospital Plaza Stamford, CT 06902**  
**Stamford Police Department Website Link**  
<https://www.stamfordct.gov/police>

Type of Offense	Year	Number of Incidents	Crime Rate	On Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
<b>Arrest</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Drug Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Illegal Weapon Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Judicial Referrals</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

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Drug Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Illegal Weapon Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Criminal Homicide</b>								
Murder/Non- negligent homicide	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Manslaughter by Negligence	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Sex Offences</b>								
Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Forcible Fondling	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Incest	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Statutory Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Robbery</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Aggravated Assault</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Burglary</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Motor Vehicle Theft</b>								
	2019	0	.0000	0	0	0	0	0



## 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Arson</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Domestic Violence</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Dating Violence</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Stalking</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Hate Crimes</b>								
<b>Murder/Non-Negligent Homicide, Manslaughter by Negligence, Rape, Forcible Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny, Intimidation, Vandalism.</b>								
Race	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Gender	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Religion	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Sexual Orientation	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Ethnicity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Disability	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

# 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

Gender Identity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

**Griswold Campus**  
**Griswold High School**  
**267 Slater Avenue, Griswold, CT 06351**  
**P.O. Box 399, Griswold, CT 06351**  
**Town of Griswold, Ct Website Link:**

<http://www.griswold-ct.org/public-safety.html>

Type of Offense	Year	Number of Incidents	Crime Rate	On Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
<b>Arrest</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Drug Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Illegal Weapon Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Judicial Referrals</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Drug Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Illegal Weapon Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Criminal Homicide</b>								

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Murder/Non-negligent homicide	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Manslaughter by Negligence	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Sex Offences</b>								
Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Forcible Fondling	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Incest	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Statutory Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Robbery</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Aggravated Assault</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Burglary</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Motor Vehicle Theft</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Arson</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Domestic Violence</b>								
	2019	0	.0000	0	0	0	0	0

## 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

### VAWA-Dating Violence

	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

### VAWA-Stalking

	2018	0	.0000	0	0	0	0	0
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0

### Hate Crimes

**Murder/Non-Negligent Homicide, Manslaughter by Negligence, Rape, Forcible Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny, Intimidation, Vandalism.**

Race	2019	0	.0000	0	0	<b>0</b>	0	0
	2020	0	.0000	0	0	<b>0</b>	0	0
	2021	0	.0000	0	0	<b>0</b>	0	0
Gender	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Religion	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Sexual Orientation	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Ethnicity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Disability	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Gender Identity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

# 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

National Origin	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

## Luxembourg Campus Sacred Heart University at Luxembourg 7, Rue Alcide de Gasperi L-2981 Luxembourg

Type of Offense	Year	Number of Incidents	Crime Rate	On Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
<b>Arrest</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Drug Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Illegal Weapon Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Judicial Referrals</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Drug Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Illegal Weapon Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Criminal Homicide</b>								
Murder/Non-negligent homicide	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Manslaughter by Negligence	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

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<b>Sex Offences</b>								
Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Forcible Fondling	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Incest	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Statutory Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Robbery</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Aggravated Assault</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Burglary</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Motor Vehicle Theft</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Arson</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Domestic Violence</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Dating Violence</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Stalking</b>								

# 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

2019	0	.0000	0	0	0	0	0	0
2020	0	.0000	0	0	0	0	0	0
2021	0	.0000	0	0	0	0	0	0

**Hate Crimes**  
**Murder/Non-Negligent Homicide, Manslaughter by Negligence, Rape, Forcible Fondling,**  
**Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny, Intimidation,**  
**Vandalism**

Race	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Gender	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Religion	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Sexual Orientation	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Ethnicity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Disability	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Gender Identity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
National Origin	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0



# 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

**SHU Dingle Campus  
The Mall  
Dingle, Ireland**  
Sacred Heart University Dingle Campus

Type of Offense	Year	Number of Incidents	Crime Rate	On Campus	Residential Facility	Non-Campus Building or Property	Public Property	Unfounded
<b>Arrest</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Drug Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Illegal Weapon Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Judicial Referrals</b>								
Liquor Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Drug Law Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Illegal Weapon Violations	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Criminal Homicide</b>								
Murder/Non-negligent homicide	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Manslaughter by Negligence	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0



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<b>Sex Offences</b>								
Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Forcible Fondling	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Incest	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Statutory Rape	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Robbery</b>								
	2018	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Aggravated Assault</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Burglary</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Motor Vehicle Theft</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>Arson</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Domestic Violence</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
<b>VAWA-Dating Violence</b>								
	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0

# 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

## VAWA-Stalking

2019	0	.0000	0	0	0	0	0
2020	0	.0000	0	0	0	0	0
2021	0	.0000	0	0	0	0	0

## Hate Crimes

**Murder/Non-Negligent Homicide, Manslaughter by Negligence, Rape, Forcible Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny, Intimidation, Vandalism.**

Race	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Gender	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Religion	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Sexual Orientation	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Ethnicity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Disability	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
Gender Identity	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0
National Origin	2019	0	.0000	0	0	0	0	0
	2020	0	.0000	0	0	0	0	0
	2021	0	.0000	0	0	0	0	0



# 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

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## **Campus Fire Safety Procedures & Reporting**

In Compliance with Campus Fire Safety Right to Know Act  
HEA Title IV, Part G, Section 488 (i) (1) (Public Law 110-315)

The Campus Fire Safety Right-to-Know Act requires colleges and universities that maintain on-campus student housing to annually publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards for those institutions. Public Safety maintains a fire incident log at the dispatch office in the main academic building, which is available for review.

The act requires the annual report to contain the following information:

- The number of fires and the cause of each fire.
- The number of injuries and deaths related to a fire.
- The value of property damage caused by a fire.
- The number of regular mandatory supervised fire drills.
- The description of the fire protection equipment (alarms/sprinklers) in each on-campus housing unit.
- Policies, rules and regulations on portable electric appliances, smoking, open flames (i.e. candles, incense) evacuation procedures.
- Policies regarding fire safety education and training programs provided to students, faculty, and staff
- Plans for future improvements in fire safety, if determined necessary by such institution.

The Sacred Heart University Department of Public Safety is responsible for compiling the information contained within and distributing the report. SHU DPS works with Residential Life and Campus Operations along with municipal fire officials to compile this information.

# 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

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## 2018 Residential Hall Fires- No Fires Were Reported

## 2019 Residential Hall Fires

Incident #	Date/Time	Location	Description
1906-00483	June 14, 2019 @ 0717 HRS	The Ridge Apartments	Fire caused by a staff member leaving a lunch container on top of an electric stove burner. The stove top burner was turned on, igniting the container. Bridgeport Fire responded to the fire alarm activation. The apartment sprinkler system activated. No injuries or deaths resulted. The apartments were unoccupied at the time of the incident. Several apartments sustained damage due to fire, smoke and/or water. Estimated damage to the residential hall property was valued between \$25,000 - \$49,999.

## 2022 Sacred Heart University Department of Public Safety Annual Campus Crime & Fire Report

### 2020 Residential Hall Fires

Incident #	Date/Time	Location	Description
2010-00707	October 27 , 2020 @ 0404 HRS	Angelo Roncalli Hall	Fire caused by a burnt napkin. It was extinguished by residents. Bridgeport Fire responded to the fire alarm activation. No injuries or deaths. No property loss reported.

### 2021 Residential Fires

Incident #	Date/Time	Location	Description
2111-01099	November 7, 2021 @ 0259 HRS	Dorothy Day Hall	Fire caused by a Resident Student who had a lit candle inside of a bedroom, which ignited materials on top of a desk, and the desk itself. Bridgeport Fire responded to the fire alarm activation. No injuries or deaths resulted. The suite sustained damage due to fire, water, and smoke. Estimated damage to the residential hall property was valued between \$5,000 - \$10,000.

### FIRE DRILLS CONDUCTED (2019-2021)

Residential Hall	Date	Time	Results/Concerns/Issues Found
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#### 2019 Residential Fire Drills

Taft Commons	April 23, 2019	1707-1718 Hrs	Building was evacuated without issue.
Elizabeth Ann Seton Hall	April 23, 2019	1739-1750 Hrs	Building was evacuated without issue.
Toussaint Hall	April 23, 2019	1809-1816 Hrs	Building was evacuated without issue.
Augustine Hall	April 23, 2019	1830-1838 Hrs	Building was evacuated without issue.
Aquinas Hall	April 23, 2019	1830-1838 Hrs	Building was evacuated without issue.
Avila Hall	April 23, 2019	1830-1838 Hrs	Building was evacuated without issue.

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Thomas Merton Hall	April 23, 2019	1953-2004 Hrs	Building was evacuated without issue.
Newman Hall	April 23, 2019	1830-1838 Hrs	Building was evacuated without issue.
Christian Witness Commons - Donovan Hall - Romero Hall - Day Hall	April 23, 2019	1856-1909 Hrs	Buildings were evacuated without issue.
Bergoglio Hall	April 23, 2019	1930-1939 Hrs	Building was evacuated without issue.
The Ridge Apartments	April 23, 2019	2023-2036 Hrs	Buildings were evacuated without issue.
Pioneer Gardens	April 23, 2019	2046-2054 Hrs	Buildings were evacuated without issue.
Roncalli Hall	April 23, 2019	2145-2159 Hrs	Building was evacuated without issue.
Taft Commons	October 24, 2019	1640-1647 Hrs	Building was evacuated without issue.
Thomas Merton Hall	October 24, 2019	1706-1715 Hrs	Building was evacuated without issue.
Augustine Hall	October 24, 2019	1728-1736 Hrs	Building was evacuated without issue.
Aquinas Hall	October 24, 2019	1728-1736 Hrs	Building was evacuated without issue.
Avila Hall	October 24, 2019	1728-1736 Hrs	Building was evacuated without issue.
Newman Hall	October 24, 2019	1728-1736 Hrs	Building was evacuated without issue.
Angelo Roncalli Hall	October 24, 2019	1751-1806 Hrs	Building was evacuated without issue.
Christian Witness Commons - Donovan Hall - Romero Hall - Day Hall	October 24, 2019	1821-1833 Hrs	Buildings were evacuated without issue.
Pioneer Gardens	October 24, 2019	1844-1850 Hrs	Buildings were evacuated without issue.
Elizabeth Ann Seton Hall	October 24, 2019	1905-1920 Hrs	Building was evacuated without issue.
The Ridge Apartments	October 24, 2019	1931-1939 Hrs	Buildings were evacuated without issue.

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Bergoglio Hall	October 24, 2019	2002-2010 Hrs	Building was evacuated without issue.
Toussaint Hall	October 24, 2019	2020-2028 Hrs	Building was evacuated without issue.

### 2020 Residential Fire Drills

Fire Drills were not held during the 2020 Calendar Year due to COVID-19 Social Distancing Requirements.

### 2021 Residential Fire Drills

Fire Drills were not held during the 2021 Spring Semester due to COVID-19 Social Distancing Requirements

Augustine Hall	October 12, 2021	2050-2102 Hrs	Building was evacuated without issue.
Aquinas Hall	October 12, 2021	2050-2102 Hrs	Building was evacuated without issue.
Avila Hall	October 12, 2021	2050-2102 Hrs	Building was evacuated without issue.
Newman Hall	October 12, 2021	2050-2102 Hrs	Building was evacuated without issue.
Merton Hall	October 12, 2021	1644-1652 Hrs	Candle found burning in 223. RHD notified and will follow up with residents who were not on site at the time of the alarm
Seton Hall	October 12, 2021	1837-1845 Hrs	Building was evacuated without issue.
Donovan Hall	October 12, 2021	1749-1802 Hrs	Building was evacuated without issue.
Romero Hall	October 12, 2021	1749-1802 Hrs	Building was evacuated without issue.
Day Hall	October 12, 2021	1749-1802 Hrs	Building was evacuated without issue.
The Ridge 1 & 2	October 12, 2021	2002-2013 Hrs	Buildings were evacuated without issue.
Bowman Hall	October 12, 2021	1626-1631 Hrs	Building was evacuated without issue.
Pioneer Gardens	October 12, 2021	1941-1949 Hrs	Many hallway doors were found propped open. RHD notified to request that students

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			do not prop doors. Also requested RSA's to remove props while on nightly rounds
Bergoglio Hall	October 12, 2021	1816-1823 Hrs	Building was evacuated without issue.
Cabrini & Calcutta Halls	October 12, 2021	2030-2038 Hrs	Buildings were evacuated without issue.
Frassati & Wiesel Halls	October 12, 2021	1859-1909 Hrs	Buildings were evacuated without issue.
Toussaint Hall	October 12, 2021	1915-1925 Hrs	Building was evacuated without issue.
Roncalli Hall	October 12, 2021	1720-1735 Hrs	Building was evacuated without issue.
Oakwood North	October 24, 2021	1620-1637 Hrs	Building was evacuated without issue.
Oakwood South	October 24, 2021	1620-1637 Hrs	Building was evacuated without issue.
Oakwood East	October 24, 2021	1620-1637 Hrs	Building was evacuated without issue.
Oakwood West	October 24, 2021	1620-1637 Hrs	Building was evacuated without issue.

## **FIRE PROTECTION EQUIPMENT IN RESIDENTIAL HALLS**

### **Jorge Bergoglio Hall - Park Avenue Campus, 5151 Park Avenue Fairfield**

Bergoglio Hall is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public Safety Officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary. Fire extinguishers are present in key locations.

### **Pierre Toussaint Hall -Park Avenue Campus, 5151 Park Avenue Fairfield**

Toussaint Hall is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public Safety Officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary. Fire extinguishers are present in key locations.

### **Elizabeth Ann Seton Hall —Park Avenue Campus, 5151 Park Avenue Fairfield**

Seton Hall is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the



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Department of Public Safety via fire panel. Public Safety Officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary. Fire extinguishers are present in kitchens.

## **Thomas Merton Hall** — Park Avenue Campus, 5151 Park Avenue Fairfield

Merton Hall is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations.

Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public Safety Officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary. Fire extinguishers are present in kitchens.

## **Scholars Commons** — Park Avenue Campus, 5151 Park Avenue Fairfield

The residential complex consists of 4 buildings - Augustine Hall, Thomas Aquinas Hall, Teresa of Avila Hall and John Henry Newman Hall. They are similar and near exact in design. All four Scholars Commons buildings are equipped with fire detection equipment and have a building-wide sprinkler system. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes and horns. Alarms are transmitted to both the Department of Public Safety and to a central off-campus monitoring company via fire panel. Public Safety Officers respond to all fire alarms. Fire extinguishers are present in each room as well as in hallways and laundry rooms.

## **Angelo Roncalli Hall** — Park Avenue Campus, 4940 Park Avenue Bridgeport

Roncalli Hall is a 10-story residential hall equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. An Officer is posted 24/7 at the front lobby desk. Public Safety Officers respond to all fire alarms. Alarms are transmitted to both the Department of Public Safety and to a central off-campus monitoring company via fire panel. The monitoring company automatically contacts the Bridgeport Fire Department to respond to all fire alarms, in addition to SHU Public Safety. Fire extinguishers are present next to laundry rooms and in elevator lobbies.

## **Christian Witness Commons** — Park Avenue Campus, Bridgeport

1. Jean Donovan Hall, 5252 Park Avenue
2. Oscar Romero Hall, 5249 Park Avenue
3. Dorothy Day Hall, 5232 Park Avenue

The Christian Witness Commons residential complex consists of 3 buildings: Jean Donovan Hall, Oscar Romero Hall and Dorothy Day Hall. They are similar and near exact in design. All three buildings are equipped with fire detection equipment and have a building-wide sprinkler system. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Also, a Security Officer is posted 24/7 in the Romero Hall Public Safety Office. Alarms are transmitted to both the Department of Public Safety and to a central off-campus monitoring company via fire panel. The monitoring company automatically contacts the Bridgeport Fire Department to respond to all fire alarms, in addition to SHU Public Safety. Fire Extinguishers are present in each suite as well as in common areas.

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## **The Ridge Apartment/ Townhouses – Bridgeport**

1. The Ridge Apartments — 4314/4324/4336/4348/4360 Park Avenue
2. The Ridge Townhouses — 279/281/283/285/287/289/291 Geduldig Street

The Ridge residential complex consists of (2) styles of apartments. The Ridge building (1) has 28 ranch style apartments on two levels. The Ridge building (2) is comprised of (7) townhouse style apartments. All apartments have local smoke detectors. There is no direct central fire reporting system. The buildings are equipped with fire sprinkler systems. Public Safety Officers respond to alarms as called in by residents or discovered while on patrol. Depending on the scope of the incident, Bridgeport Fire is notified by SHU Public Safety. Residents have the ability to dial 911 for an immediate response by municipal Fire, Police and EMS agencies. SHU Public Safety provides security coverage from 8PM to 4AM daily. Fire extinguishers are present in each apartment and in Hallways and stairwells.

## **Oakwood Apartments – Bridgeport**

1. North Building — 3726-3750 Madison Avenue
2. South Building — 3730-3740 Madison Avenue
3. East Building — 3720-3724 Madison Avenue
4. West Building — 3800-3820 Madison Avenue

The Oakwood residential complex consists of (4) identical buildings containing ranch style apartments and are equipped with local smoke detectors. There is no direct central fire reporting system. Residents have the ability to dial 911 for an immediate response by municipal Fire, Police and EMS agencies. The buildings have fire sprinkler systems.

## **Thea Bowman Hall-Park Avenue Campus 5151 Park Avenue Fairfield**

Located in the Pioneer Village, Bowman Hall houses over 125 residential sophomores students. Bowman is also home to the Thea's Abbey Dining Hall. The building is staffed with 4 student Resident Success Assistants and one Residence Hall Director.

## **Pioneer Gardens – 51 Eckart Street Bridgeport**

The Pioneer Gardens residential complex is comprised of two connected buildings. The buildings are equipped with smoke detectors which report to a fire panel near the security office. The building also has sprinklers throughout. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Alarms are transmitted via fire panel to both the Department of Public Safety and to a central off-campus monitoring company. The monitoring company automatically contacts the Bridgeport Fire Department to respond to all fire alarms in addition to SHU Public Safety.

## **Elie Wiesel & Pier Giorgio Frassati Halls — Park Avenue Campus, 5151 Park Avenue Fairfield**

Elie Wiesel & Pier Giorgio Frassati Halls are an interconnected 4-story residential facility that is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public Safety Officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary.

## **Francis X. Cabrini & Mother Theresa of Calcutta Halls— Park Avenue Campus, 5151 Park Avenue Fairfield**

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Francis X. Cabrini & Mother Theresa of Calcutta Halls are an interconnected 4-story residential facility that is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public Safety Officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary.

**Fire / Evacuation drills are held at least once per semester in all residential facilities.**

## **Fire Safety Training**

The Department of Public Safety trains and reviews procedures with the Residential Life and Campus Operations staff yearly. Residential Hall Directors and Residential Success Assistants (RHDs & RSAs) are trained on proper procedures for building evacuation, fire extinguisher use and fire prevention.

## **Fire Extinguishers**

The Department of Public Safety is responsible for maintaining fire extinguishers in all University buildings on campus. A certified private vendor under contract is utilized to annually inspect and certify all fire extinguishers, recharging and/or replacing units as required by NFPA 10.

Fire Watch Procedure (Alarm failure or interruption of water flow to facilities)

In the event that the alarm system is not working due to system failure, a fire watch will be conducted in accordance with State and Local regulations. The Department of Public Safety will notify the local authority having jurisdiction (AHJ) regarding any University building in which the fire system is out of order and that a fire watch has been activated. The local AHJ has the statutory authority to determine what resources are needed for the duration of an outage where a University facility is temporarily without an active alarm or fire suppression capabilities. Malicious/False Activations of Fire Alarms and Tampering with Fire Safety Equipment any person found activating fire alarms or tampering with fire safety equipment when there is no fire or emergency, shall be subject to punishment by both the University Judicial process as well as local and state authorities. The Sacred Heart University Department of Public Safety considers any violations of fire safety to be serious.

Anyone found to be in violation of any fire safety regulation will be subject to arrest for violating applicable Connecticut criminal statutes and prosecution, along with administrative sanctions from the University in accordance with the SHU Student Handbook. For further details on the University's Conduct Code and Judicial System see the Student Handbook.

## **Fire Alarm Activation and Evacuation Procedures**

An evacuation may be required any time a condition exists which has been deemed an emergency or potentially hazardous by the Department of Public Safety or University Officials. Therefore, when the fire alarm sounds, persons must respond immediately.

- If the alarm sounds or an announcement is made, all persons must exit and proceed to nearest exit. The usual indication for evacuation will be the sounding of the fire alarm horn and the flashing strobe lights. Evacuation procedures will commence immediately at the sound of the alarm.

### **ASSIST PEOPLE WITH DISABILITIES TO A RESCUE STAIRWELL AREA**

- Remember, elevators are reserved for use by the handicapped.
- Report any missing person or person who needs special assistance to a public safety officer immediately upon exiting the building.

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- **Personal Items:** When evacuating the building, please take personal belongings with you that are immediately at hand.

It is important that you do not delay leaving your location.

- There may be other emergency situations that call for evacuation without the sounding of an alarm; in such a case, Public Safety Officers and/or University officials will respond and notify building occupants of the need to evacuate.
- The fire department shall be responsible for evacuating all persons with disabilities from the building, unless prior special arrangements have been made with the individual.

Follow any instructions given by SHU Public Safety, Municipal Police or Fire Personnel.

Residence Life Fire Safety Regulations (Portions from the SHU Student Handbook)

**APPLIANCES/COOKING:** All appliances must be UL listed. In Merton, Seton, and Roncalli Halls, cooking is not permitted in residence rooms; kitchenettes are provided on each floor. Do not leave appliances unattended while cooking.

Appliances prohibited in Merton, Seton, and Roncalli Halls include hot plates, toaster ovens, electric frying pans, heating coils, electric blankets (unless medically required), microwave ovens and refrigerators (except as provided by the University), and free-standing halogen floor lamps.

**CEILING/WALL COVERINGS:** Nothing may be hung from or affixed to the ceiling, or on any fire safety device such as a smoke or heat detector or sprinkler pipe or head. This includes decorations, lights, flags banners, or posters.

All objects placed on the wall must be at least six inches below the ceiling line. Any draperies or tapestries in rooms must be flame resistant and labeled as such by the NFPA (701).

There must be at least eighty percent of available wall space (subtracting doors and other openings) in resident rooms and hallways.

**CONFISCATION:** Residence Life and Public Safety staff is authorized to confiscate prohibited items that are considered a fire hazard. Items not permitted include, but are not limited to, specific appliances (see above), incense, candles, explosives, and fireworks of any kind. Confiscated items will be turned over to SHU Public Safety and/or the police. Residence Life staff, the Dean of Students, and the students involved are informed of all confiscations in accordance with disciplinary provisions of the Student Handbook. Confiscated items are not returned to students.

**EGRESS:** All hallways and stairwells must be kept clear and allow for egress at all times; property may not be stored in these areas. Any items found in these areas will be confiscated. (Any furniture which is moved into a hallway from a room will be billed as lost furniture to the residents of that room.)

**EXTENSION CORDS:** Extension cords are not permitted. Only authorized UL listed surge protectors with built-in circuit breakers are allowed. Surge protectors must not be plugged into each other, hung from the ceiling, laid over or under a rug, or have exposed wires. Only one surge protector may be used per outlet.

**EVACUATION:** All building occupants must evacuate immediately in an orderly manner whenever the building fire alarm sounds. Failure to promptly evacuate the building is cause for disciplinary action.

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**FIRE DOORS:** Hallway, stairwell, and residence room doors are considered fire doors and, as such, must be kept closed and unobstructed at all times; the exception are the magnetically controlled hallway doors in Merton, Seton, and Roncalli Halls.

**FIRE DRILLS:** Fire drills are conducted in all residence facilities. As with any building fire alarm, it is imperative that all occupants evacuate the building immediately. Failure to do so will result in disciplinary action.

**FIREWORKS:** As a violation of Connecticut State Law, the possession or use of all types of fireworks are strictly prohibited.

**FUEL:** Any fuel, including but not limited to, kerosene, propane, gasoline and charcoal lighter fluid is strictly prohibited in any University residence hall or apartment.

**HOLIDAY DECORATIONS:** Natural trees and wreaths, because they are highly combustible, are prohibited. All holiday lighting must be UL listed and lighting strings may not be plugged in to each other. Each lighting string must be plugged in to a separate outlet. Holiday decorations which are considered excessive and a potential fire hazard are prohibited. (See Residential Life or Public Safety for specific information on approved, fire retardant/flame resistant decorations.)

**OPEN FLAME DEVICES:** The possession or use of any open flame devices, such as candles, incense and oil burning lamps is prohibited.

**SMOKING:** State law prohibits smoking, including E-cigs in any building on campus.

**FIRE SAFETY & GUIDELINES - WHAT TO DO! .....** If There Is a Fire:

**SOUND THE ALARM** —If you discover or suspect a fire, sound the building alarm by activating the nearest pull station. If the building is not equipped with a fire alarm system, warn the other occupants by knocking on doors and shouting a warning as you leave  
(KNOCK ON DOORS AS YOU EXIT ONLY). Call x7911 or Public Safety (203-371-7911) immediately.

**LEAVE THE BUILDING** — Go to the building's Evacuation Assembly Point (EAP). An EAP has been determined for all campus buildings. Determine who is missing or unaccounted for. Try to help others only if you can do so safely. After exiting the building, remain at least 100 feet away from it. DO NOT go back into the building until a representative of the Department of Public Safety or Fire Department indicates it is safe to do so.

**To Survive a Building Fire** — CRAWL TO AN EXIT DOOR OR WINDOW IF THERE IS SMOKE.

If you get caught in smoke, get down on the floor and crawl on your hands and knees.

Cleaner, cooler air will be near the floor.

**FEEL DOORS BEFORE OPENING** — before opening any doors, feel the metal knob. If it is HOT, don't open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, do not enter and immediately close the door.

**GO TO THE NEAREST EXIT OR STAIRWAY** — if the nearest building exit is blocked by fire, heat, or smoke, go to another exit. DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Most elevators have features that deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time. Stairway fire doors will keep out fire and

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smoke-if they are closed-and will protect you until you get outside. Close as many doors as possible as you leave, this helps to confine the fire.

**IF YOU GET TRAPPED, KEEP THE DOORS CLOSED** — If you are trapped in a room, open the windows from the top to let out the heat and smoke and from the bottom to let in fresh air. If the window only opens from the bottom, open the window and stay on the floor, away from the window. Seal cracks and vents so smoke cannot enter the room. **SIGNAL FOR HELP**. Hang an object out the window (bed sheet, jacket, etc.) to attract attention. If there is a phone in the room, call for help dialing x7911 or Public Safety at 203-371-7911 and report you are trapped. Be sure to give your room number and location. **DO NOT JUMP FROM THE ROOM**. The fire department will make any rescue attempts. **IF YOUR CLOTHING IS ON FIRE, STOP DROP AND ROLL**. If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire. If you are burned, contact the Department of Public Safety immediately and they will respond to provide medical treatment.

For additional Fire and Safety tips, contact our municipal emergency services partners at the web links below:

Sacred Heart's Three Municipal Police and Fire Emergency Services Partners:

1. Fairfield, CT – Main Campus; Residential, Academic and Administrative Facilities

- Fairfield Police Department, <https://www.fpdct.com>

Fairfield Fire Department, <http://www.fdfairfield.com>

2. Bridgeport, CT – Adjacent or Near Main Campus; Residential and Academic Facilities

- Bridgeport Police, <http://www.bridgeportct.gov/police>
- Bridgeport Fire, <https://bridgeportct.gov/Fire>

3. Trumbull, CT – Near Main Campus; Academic and Administrative Facilities

- Trumbull Police Department, <http://www.trumbull-ct.gov/police>
- Trumbull Center Fire Department, <http://www.trumbullvfc.com/>

## **FIRE SAFETY COMPLIANCE**

Sacred Heart's Fire & Evacuation Planning has been developed to meet the needs of the University in case of an emergency evacuation situation. It is designed to comply with:

- National Fire Protection Association: Life Safety Code --- NFPA 101
- Occupational Safety and Health Administration: Employee Emergency Plans and Fire Prevention Plans — CFR 1910. 38C (2); 38E
- Connecticut General Statutes: Fire Officer Authority — CGS 7-313e

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## **Important University Public Safety Phone Numbers**

EMERGENCY >	203-371-7911
Routine Business or Non-emergency	203-371-7995
Fax	203-371-7989
SHU Info Line	203-365-7669
Roncalli Hall Lobby Desk	203-416-3424
Christian Witness Commons Public Safety Office	203-396-6502
Taft Commons Lobby Desk	203-416-3005
Martire Center Lobby Desk	203-396-8419
Center for Health Education (CHE) Public Safety Office	203-416-3538
West Campus Gatehouse	203-396-6700