



SHU Ready Planning

2017

SACRED HEART UNIVERSITY

Department of Public Safety & Emergency Management

SECURITY PROTOCOL PLAN



Sacred Heart University



EM

Emergency Management

Security Protocol Plan

SHU Public Safety Mission Statement:

Vigilant, Prepared & Responsive

Compliance CGS 10a-156a (Biannual Report)

Update July 1, 2017

Preface

The information in this publication is presented in compliance with the requirements of Connecticut General Statute 10a-156a and the provisions of the Jeanne Clery Disclosure of Campus Security Policies and Crime Statistics Act.

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Public Safety Leadership Team

The Department of Public Safety is entrusted with fostering and maintaining a safe and secure environment for the University Community to pursue their academic, professional and personal ambitions. Dedicated to supporting the educational mission of the university, 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.

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The information in this publication has been compiled and presented in compliance with the requirements of Connecticut General Statute 10a-156a *Security Protocol Plan*. The purpose of this report is to provide a valuable resource to the University Community with regards to campus crimes and security policies. Additionally, the report is in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and Federal Public Law 101-542, 110-315. *(See separate SHU Public Safety Clery Annual Crime Statistical Report for details.)*

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, the University was the first Catholic university in the United States to be led and staffed by lay people.

Campus Policing and Security Policies

34 CFR 668.46 (b) (4) and CGS 10a-55c (1); (2); (3)

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, fire, and medical first responder agencies. SHU Public Safety has MOU's with each municipal jurisdiction where we have owned or leased facilities to include Fairfield, Bridgeport and Trumbull. These memorandums of understanding outline the procedural guidelines that will be used in the event of any emergency at any SHU facility. Upon request, the Department of Public Safety will assist crime victims with reporting to the local police any matter 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, Trumbull, Griswold and Stamford.

Public Safety Officers, as University Officials on private property, possess the authority to question, seek photo identification from, and detain or deny access to unauthorized person on campus and at off-site University leased facilities. SHU Public Safety utilizes card access systems and video surveillance to monitor campus buildings and property. The Department of Public Safety is located in the Main Academic Building and can be reached at 203-371-7995; for emergencies 203-371-7911 (On campus dial the last 4 digits – 7995 or 7911 for emergencies). We encourage students, faculty and staff to program our number 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 throughout the year.

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 alarms systems. Officers patrol the campus and near-by University properties on foot, in vehicles and on bicycles.

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 the Department as needed. The Department is responsible for access key control and issuance, including residential access; the department employs a locksmith as part of its team, who oversees the access control and key issues.

Every year, new officers are sent to Fairfield University's Campus Security Officer Academy for in-depth training, which covers the procedural and operational aspects of their job responsibilities.

The Department of Public Safety reports to the Vice-President for Information Technology and Security, who reports to the Senior Vice-President for Finance and Administration, who in turn reports to the University President.

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 school 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 a "dean of students, director of athletics, team coaches, and faculty advisors to students' groups" would be required to report.

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

- Publish an annual report every year by October 1st, which contains 3 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, as well as 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.”

Annual Crime Report

34 CFR 668.41 (e) and 34 CFR 668.41 (c) (2) and CGS 10a-55a (c) ;(7) (b)

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 annually. Copies of the Annual Campus Crime Report are available from the university website or a written copy can be obtained at the Public Safety Dispatch Office.

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 statistics to the US Department of Education annually.

Reporting Criminal Incidents, Students at Risk and Other Emergencies

34 CFR 668.46 (b) (2)

The Department of Public Safety provides a comprehensive program of security, emergency management, crime prevention, fire safety, locksmith services, and emergency medical, parking and related public safety services to help ensure the University community remains a safe and pleasant place in which to study, live, and work. 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 the local police, fire, and medical first responder agencies. At:

<http://www.sacredheart.edu/officesservices/publicsafety/>

Members of the Sacred Heart University community are strongly encouraged to immediately report crimes, suspicious activities, students showing signs of being at risk of harming themselves or others, general concerns for safety and security or any 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. SHU has multiple ways to report matters to Public Safety directly and confidentially if desired:

1. Call Public Safety Dispatch at (203) 371-7995 24 hours day.
2. Silent Witness Program <http://www.sacredheart.edu/officesservices/publicsafety/silentwitnessprogram/>

3. The mobile application SHUsafe / I-Reports function can be confidential at:

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

All reports received by Public Safety from the university community or any other source are investigated to discern the facts at issue and assigned to the appropriate university entity (Behavioral Intervention & Response Team) with the expertise to assist in resolving any pending matter.

Identifying Students at Risk of Harming Themselves of Others

At-risk students are students who are not experiencing success in college and may be dismissed. Usually, they are not high academic achievers who exhibit low self-esteem. Generally they are from lower socioeconomic status families. At-risk students tend not to participate in extra college activities and have a minimal identification with the college. They have disciplinary and attendance problems that often lead to academic credit problems. They exhibit impulsive behavior and their peer relationships are problematic. Family problems, drug addictions, and other problems prevent them from participating successfully in college. As they experience academic failure and fall behind their peers, college becomes a negative environment that reinforces their low self-esteem.

Student Participation > Support for Disengaged and at Risk Students > Identifying Students at Risk



A student's engagement in college is demonstrated across three dimensions: behavioral, emotional and cognitive. Generally speaking, a student is engaged when they:

- participate in all areas of the college including academic, social and extracurricular activities (behavioral engagement)
- feel included in the college and has feelings of belonging to the college (emotional engagement)
- are personally invested in and take ownership of their learning (cognitive engagement).

Disengagement refers to a situation where a student demonstrates none of these characteristics, and/or they or have poor college attendance. Presence of only some of these characteristics may indicate a student is at risk of disengagement.

Risk Factors

There are a range of factors that may contribute to a student becoming disengaged, or at risk of disengaging from college. These include:

- Family and community factors such as poverty, parental unemployment and/or low educational attainment, being away from home, cultural background differences, family breakdown/relationship issues and domestic violence.
- Personal factors such as physical or mental health issues, disability, behavioral issues, offending behavior and/or contact with police or justice system, substance misuse or dependency, resulting in learning difficulties.

- College-related factors such as negative relationships with faculty or peers, unsupportive cultural differences, limited academic schedule options and lack of student skills in decision making and/or time management.
- Young people may often experience multiple risk factors, which may be interdependent. For example, family breakdown may be a factor in substance misuse, which may itself contribute to other problems such as offending behavior.

The impact of risk factors on engagement, health and wellbeing will vary between individuals, depending on their levels of resilience and protective factors such as support from a trusted adult. While the presence or one or more risk factor does not inevitably mean a young person will become disengaged, it is important that colleges have an awareness of these factors to be able to identify and address issues as early as possible through faculty, peer mentors and/or staff counselors.

Community Reporting Capabilities: All reports submitted to Public Safety, Silent Witness program web portal, SHU Safe App or directly to Residential Life Offices are assigned to an appropriate member of the SHU Behavioral Intervention & Response Team with expertise to discern the facts at issue and satisfy the safety or security matter under the Dean of Students or other university official. (See page 39 BIRT)

Red Flag – Negative Behaviors:

A “*red flag*” behavior is a questionable, suspicious or inappropriate behavior that may be presented through the students’ appearance, spoken or written words, or specific actions.

Examples of “*red flag*” behaviors include:

- Behaviors which regularly interferes with classroom environment or management
- Notable change in academic performance – poor or inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thoughts – verbally or in writing
- Overly aggressive behaviors toward others; inability to set limits or re-direct focus
- Poor decision making and coping skills
- Inappropriate or strange behavior
- Low frustration tolerance
- Overreaction to circumstances
- Lack of resiliency
- Writings and comments endorsing violence; unusual interest in violence
- Indirect or direct threats in writings or verbalizations
- Lack of empathy and concern for others; inability to care
- Anger management problems
- Threats to others
- Appearance of being overly nervous, tense or tearful
- Expression of suicidal thoughts or feelings of hopelessness

The SHU Student Handbook / Conduct Code / Student Responsibilities & Proceedings

The Student Conduct Code is designed to clarify expectations for student conduct on and off campus (academic and social behavior).

- Faculty and staff should be aware of the Student Conduct Code and feel comfortable referring to it. The Code is available in the Student Handbook and online.

Tips for Preventing Misconduct in the Classroom

- Just as instructors determine academic standards and evaluate student performance according to those standards, it is recommended that instructors determine social conduct standards for their classroom (no chatting in class, reading newspapers, sleeping, using cell phones, etc.). For courses with online components, it is recommended that expectations regarding electronic communications be included.
- Provide specific information in the syllabus regarding your classroom expectations in addition to a reference to the Student Handbook Conduct Code.
- This not only sends a message to potentially disruptive students but also communicates to all other students that you will ensure a classroom environment free from disruption.

~ Behavior Threat Assessment Checklist ~



This checklist is designed to be used by the behavioral intervention/Early Care Team in assessing risks for potential violence by a student who has made a threat (verbally or in writing) or whose actions are suspicious enough that a reasonable person might believe that the student may be prone to violence. This checklist will be used in conjunction with other assessment and intervention tools.



Student Last Name	First	Middle Initial	Student ID or Date of Birth
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Observed or known behaviors:

- has access to weapons
- appears to have fascination with weapons or explosives
- is knowledgeable about or has used weapons
- has made recent threats to act out violently
- has provided evidence of making plans to act out violently, named a specific target for violence
- history of arrests/convictions for violent acts
- identifies contingencies that would provoke an act
- is brooding over an event in which he/she was perceived to be unfairly treated
- expresses unreasonable feelings of being persecuted by others
- has experienced a recent life stressor or event
- appears to be a loner and reveals having no close friends
- has a history of being bullied or teased
- does not show concern for legal or personal consequences
- appears to lack appropriate empathy or remorse
- has threatening and/or loud speech, disorganized speech
- is observed as maintaining prolonged stares
- is observed with signs of agitation (pacing, clenched fists, etc.)
- reveals feelings of depression, hopelessness, despair
- refuses to communicate
- known to abuse alcohol or to use illicit drugs
- constantly blames others and refuses to take responsibility
- identifies with offenders, praises other school violence events
- engaged in property damage
- other students/staff/faculty are afraid of this student
- says they have no options or there is no way out for them
- appears suicidal
- prior suicide attempts and self-infliction of injuries
- history of obsessively following or stalking others
- has thought insertion, someone putting thoughts into their head
- auditory, command, or visual hallucinations
- diminished self-care (dirty, disheveled, poor hygiene)
- psychiatric disorder diagnosis
- gang membership

Behavioral Intervention & Response Team – Early Care Team Assessment:

- High Risk
- Moderate Risk
- Low Risk

Recommendations for Responding to Misconduct in the Classroom

(Use progressive discipline steps to insure compliance with due process requirements)

Please note that progression through these steps depends upon the level and repetition of misconduct. Ideally, most incidents of misconduct will be remedied at Step 1 or Step 2.

Step 1:

- Provide an oral warning to the student at the time that inappropriate behavior occurs.
- Consider reminding the entire class regarding your expectations.
If the oral warning does not remedy the situation and the inappropriate behavior continues:

Step 2:

- Talk to the student individually after class or ask them to schedule a meeting with you. If you are not able to talk with the student individually prior to the next class period, you may contact the student by phone, email or letter.
- During the discussion with the student, clarify your expectations for classroom conduct and seek the student’s cooperation in meeting those expectations. Indicate that you will give them a written warning because of their failure to correct their behavior following the oral warning. Provide a copy of the written warning to the student. Indicate in the written warning that further incidents may result in the student being asked to leave class for the day and that if such response is necessary, a report will also be submitted Office of the Dean of Students for further disciplinary action.
- In addition to the written warning, DOCUMENT all other information relevant to the student’s misconduct.
- Provide a copy of the written warning and other documentation to the appropriate Dean. Also send a copy to the Dean of Students to be placed on file in the event of continued misconduct in this class or another campus site.

NOTE: Step 1 and 2 may both occur during a single class period if a student fails to correct their behavior after being warned by the instructor. If the written warning does not remedy the situation and the inappropriate behavior continues:

Step 3:

- If the behavior persists beyond the written warning or is so disruptive that immediate action is necessary, ask the student to leave the class for the remainder of the class period. If the student refuses to leave the class, call SHU Public Safety. If necessary, temporarily adjourn the class and ask another student to call Public Safety.
- Contact your academic Dean and the Dean of Students Office immediately to discuss the situation.
- DOCUMENT all relevant information.
- Provide a copy of the documentation to the Dean and to the Dean of Students along with your behavioral misconduct report.

NOTE: Instructors may direct a disruptive student to leave for the remainder of a class period. Longer suspensions or involuntary withdrawals require further disciplinary action through the student disciplinary process and the Dean of Students Office. Instructor documentation of the sequential events, adequate warnings, and actions are critical.

Step 4:

- Upon receipt of the instructor's behavioral misconduct report, the Dean of Students will investigate the student's violation of the Code and take appropriate action according to the Disciplinary Procedures outlined in the Student Handbook.
- The investigation may include review by the SHU Behavioral Intervention & Response Team (BIRT), consultation with the student, faculty member, and Dean. The faculty member and Dean will be informed of the results of the BRIT investigation.
- If disciplinary action is to be taken, a student has the right to a formal hearing on the charges and actions. If a student requests a formal hearing by the Student Conduct Code, the faculty member may be called upon to present a description of the events or to answer questions.

Meeting with an Angry or Potentially Threatening Student

- Do not meet alone with a student who you feel may be a threat to your personal safety. Instead of asking to meet after class, schedule a specific appointment so that you have time to prepare for the meeting. Call the Dean of Students Office for consultation prior to the meeting.
- Alert and confer with your academic Dean and/or colleagues of when the student will be meeting with you and ask one of them to either be on standby or to join in the meeting.
- Public Safety is always available to assist.

A Note on Due Process

To be in compliance with a student's right to due process regarding disciplinary actions, it is important that the university:

1. Provide a warning describing the nature of the misconduct including information on what section of the Code of Conduct the student has violated;
2. Provide the student a reasonable opportunity to correct the behavior; and
3. Provide a procedure to appeal the assessment of the conduct and any disciplinary actions taken (Amada, 1999).

Links:

The National Center for Higher Education Risk Management – go to: www.nchem.org

- Look for: <http://www.nchem.org/pdfs/2009NCHERMwhitepaper.pdf>

The National Behavioral Intervention Team Association – go to: www.nabita.org

- Look for: <http://www.nabita.org/docs/2009NABITAWhitepaper.pdf>

References:

- Armada, G. (1999). Coping with Misconduct in the Classroom: A Practical Model. Asheville, NC: College Administration Publications.
- Pavela, G. (2000). A Model Code of Student Conduct: Applying the Power of Association on Campus. Asheville, NC: College Administration Publications. Available at www.collegepubs.com.

Crime Reporting & Community Communication Methods

CFR 668.46 (b) (2)

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

- **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 1st 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 request at the Department of Public Safety Dispatch Center located in the Main Academic Building. SHU has a voluntary system under Silent Witness Program and through the Wellness Center for persons to report criminal activities that after investigation and/or analysis will be included in the annual crime statistics.
- **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.
- **Campus Wide Electronic Mail:** Email is utilized to inform members of the community of Public Safety Alerts, or other issues or concerns.
- **Residential Life:** The Department of Public Safety regularly communicates with members of the Residential Life staff, who are in communication with all resident students.
- **Public Log:** A chronological record of all crimes and incidents reported to the Department of Public Safety is maintained at the Dispatch Center, and is available for viewing at any time.
- **Prospective Students:** Open House events sponsored by Academic Enrollment officials.

Student Responsibility

The cooperation, involvement and support of all students in taking an active role in crime prevention are crucial to its success. 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, utilizing 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 at the Public Safety Office in the Main Academic Building. *(Public Safety programs such as SHU SAFE mobile app and the web based Silent Witness programs provide students with resources to report and ensure campus safety and security.)*

Emergency blue light call boxes have been installed throughout campus and can be utilized to contact the Department for emergencies or requests for service. Pressing the red button on the call boxes will allow users to directly communicate with the dispatcher and all officers. The call box will first announce the location of the call before the initial transmission.

Overview of the Conduct Process

This overview gives a general idea of how Sacred Heart University's student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of the University's Code. (In Title IX related issues, the "administrator" is any "responsible employee" as defined under Title IX and/or campus policy.)

NOTICE. Once notice is received from any source (victim, RSA, third party, online, etc.), the University may proceed with a preliminary investigation and/or may schedule an initial meeting with the responding student to explain the conduct process to the responding student and gather information.

A. Authority

The Dean of Students is vested with the authority over student conduct by the Vice President for Enrollment Planning and Student Affairs. The Dean of Students appoints a Director of Student Conduct & Community Standards to oversee and manage the student conduct process. The Dean of Students and Director of Student Conduct may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The Director of Student Conduct (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing. Anonymous complaints may alert an administrator to an existing problem, but cannot serve to initiate disciplinary action.

C. Conflict Resolution Options

The Director of Student Conduct has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Director of Student Conduct may also suggest that complaints that do not involve a violation of the Code be referred for mediation or other appropriate conflict resolution.

D. Composition of the Student Conduct Board

The Director of Student Conduct will be responsible for assembling the Student Conduct Board according to the following guidelines:

- 1) The membership of the panel is selected from a pool of at least 6 students, 6 faculty, and 6 staff/administrative members appointed and trained at least 8 hours annually by the Director of Student Conduct

- 2) For each complaint, a panel will be chosen from the available pool, and is usually comprised of one student, one faculty member, and one staff member or administrator. The Director of Student Conduct appoints the non-voting chair of the Hearing Panel, who assures that Sacred Heart University procedures are followed throughout the hearing. The Chair of the Board only votes in case of a tie.
- 3) Availability may determine a different composition for the Board, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Director of Student Conduct will refer the case to the Title IX Coordinator for review. The Title IX Coordinator reserves the right to convene a hearing panel as described in the University's Title IX grievance procedures to investigate instances of misconduct qualifying as Title IX cases.

E. Student Conduct Officers

Student conduct officers are chosen from a pool of annually trained administrators or staff members selected by the Director of Student Conduct.

F. Interpretation and Revision

The Director of Student Conduct will develop procedural rules for the administration of hearings that are consistent with provisions of the Code. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Director of Student Conduct may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Director of Student Conduct may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code will be referred to the Dean of Students, whose interpretation is final. The Code will be updated annually under the direction of the Director of Student Conduct.

Student Conduct Procedures

A. Sacred Heart University as Convener

Sacred Heart University is the convener of every action under this Code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a student, employee, visitor, member of the community, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the University has obtained regarding the allegations.

B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

C. Amnesty

1) *For Victims*- Sacred Heart University provides amnesty to victims who may be hesitant to report to Sacred Heart University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result. (Records regarding the provision of amnesty, however, should be maintained.)

2) *For Those Who Offer Assistance*- To encourage students to offer help and assistance to others, Sacred Heart University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Conduct, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result. (Refer to the Good Samaritan Policy in the handbook for further clarification.)

3) *For Those Who Report Serious Violations*- Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Director of Student Conduct not to extend amnesty to the same person repeatedly.

4) *Safe Harbor*- Sacred Heart University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

D. Notice of Alleged Violation

Any member of the Sacred Heart University community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code by notifying the Dean of Students, Director of Student Conduct (or designee), Department of Public Safety, or accessing the following link:
<https://online.sacredheart.edu/silentwitness/>

Notice may also be given to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Director of Student Conduct (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

E. Notice of Hearing

Once a determination is made that reasonable cause exists for the Director of Student Conduct (or designee) to schedule a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in official Sacred Heart University records; or emailed to the student's Sacred Heart University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

- 1) Include the alleged violation, date/time/location of the hearing, and notification of where to locate the Code of Student Conduct and University procedures for resolution of the complaint; and
- 2) Direct the responding student to contact the Director of Student Conduct (or designee) listed in the notice within a specified period of time to respond to the complaint if unable to attend the scheduled hearing date and time.

A meeting with the Director of Student Conduct (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Director of Student Conduct (or designee), whether they admit to or deny the allegations of the complaint.

I. Interim Action

Under the Code of Student Conduct, the Dean of Students or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Code when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. In such instances, this hearing should be scheduled in a timely fashion that is fair to all parties involved. If a student is charged with a civil offense by a governmental entity, the University will not institute proceedings of its own relating to the charges unless its own interests as an academic community is directly involved as determined by the Dean of Students. If the University chooses to take action in these cases, the charges will act independently of outside community action. In such cases SHU reserves the right to sanction accordingly.

During an interim suspension, a student may be denied access to University housing and/or University campus/facilities/events. As determined appropriate by the Dean of Students or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Director of Student Conduct and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

J. Student Conduct Hearing

A student who is formally charged with an alleged violation of the Code will be notified in writing via e-mail by the student conduct officer regarding:

1. The alleged violation(s) and date of the incident(s) as well as the hearing date, time and location;

2. The student(s) has the responsibility to review the Code found in the Student Handbook so that the student(s) is aware of her/his rights and overall procedures;

3. The student will be required to enter a plea of “responsible” or “not responsible” for each violation with which they have been charged at the student conduct hearing. If a student neglects to attend a scheduled student conduct hearing, cases may be heard as scheduled in the student’s absence. Students who fail to attend their hearings will forfeit the ability to appeal the finding(s) and sanction(s) in the case.

At the time of the student conduct hearing, the student conduct officer will:

1. Review the incident report;
2. Review with the student the alleged violations for which they have been charged;
3. The conduct officer engages in a conversation with the student and further reviews the incident and allows the student to ask questions, and present their version of what occurred;
4. The student may enter a plea of responsible or not-responsible regarding the listed violation(s);
5. Once all information has been gathered, the student conduct officer will then determine the student’s level of responsibility for any/all violations and then either decides on appropriate sanction(s) or dismisses the violations(s) accordingly;
6. The student will be notified in writing at the time of the hearing, by the student conduct officer regarding the sanctions and expectations for completion. If necessary, the student conduct officer may delay sanctions if further discussions and considerations are needed.
7. The student conduct officer will also notify the necessary University offices/staff, and when applicable and appropriate, any victim of the hearing results and the sanctions.

[Victims will be notified of outcomes in Title IX cases and their ability to appeal the original decision if applicable.]

8. If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. [The party bringing the complaint may request that the Dean of Students and the Title IX Coordinator reopen the investigation and/or grant a hearing. This decision shall be in the sole discretion of the Dean of Students and the Title IX Coordinator and will only be granted for extraordinary cause].

9. The standard used to determine responsibility for a violation of the Code is a “preponderance of the information,” in other words, it is more likely than not that the violation did/did not occur.

10. Any student with questions regarding the student conduct process prior to the start of the student conduct hearing, or feels there is a conflict of interest, should request to speak with the Director of Student Conduct & Community Standards.

Reasonable Accommodation for Students with Disabilities – Any student with a disability involved in the student conduct process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the Office of Special Learning Services. Students do not have to disclose information about the complaint or charge to OSLS to request reasonable accommodation, except to the extent that it

may assist in the determination of reasonable accommodations. Accommodations are determined on an individual basis by OSLs staff and implemented in consultation with the Director of Student Conduct and Community Standards or designee. Examples of reasonable accommodation include but are not limited to sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

K. Student Conduct Board Hearing

In certain cases, the Director of Student Conduct reserves the right to have a case referred to a Student Conduct Board Hearing. The Director of Student Conduct will appoint one panelist as the Chair for the hearing. The involved parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student’s responsibility to notify the Director of Student Conduct no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled in his/her absence. If the party bringing the complaint fails to appear, the complaint may be dropped unless the University chooses to pursue the allegation on its own behalf, as determined by the Director of Student Conduct.

The Director of Student Conduct (or designee), the Chair, and the Board will conduct hearings according to the following guidelines:

- 1) Hearings will be closed to the public.
- 2) Admission to the hearing of persons other than the parties involved will be at the discretion of the Chair and the Director of Student Conduct.
- 3) In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Director of Student Conduct may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
- 4) Students have the right to be assisted in a student conduct hearing / appeal hearing by one, SHU administrator, faculty member or student of their choice provided that individual is not legal counsel/attorneys, parents/family members. This individual may not address the Board, but may consult freely with the student. (If at any time the adviser’s participation interferes with the stated hearing procedures, s/he will be dismissed from the hearing.)
- 5) The party bringing the complaint, the responding student, the Board, and the Director of Student Conduct (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the panel Chair and/or the Director of Student Conduct.
- 6) Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Board and the Director of Student Conduct. Formal rules of evidence are not observed. The Chair and/or the Director of Student Conduct may limit the number of character witnesses presented or may accept written statements of character instead.

7) All procedural questions are subject to the final decision of the Director of Student Conduct or panel Chair.

8) After a hearing, the Board will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Code. The Director of Student Conduct (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the Board will determine an appropriate sanction(s). The Director of Student Conduct (or designee) is responsible for informing the Board of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The panel Chairperson will prepare a written deliberation report and deliver it to the Director of Student Conduct, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Director of Student Conduct within two (2) days of the end of deliberations.

9) The Director of Student Conduct will consider the recommendations of the Board, may make appropriate modifications to the Board’s report and will then render a decision and inform the responding student and party bringing the complaint (if applicable by law or Sacred Heart University policy) of the final determination within 72 business hours (three business days) of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in official Sacred Heart University records; or emailed to the student’s Sacred Heart University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each (unless otherwise stated by the Title IX Coordinator.)

10) There will be a single verbatim record, such as an audio recording, for all Board hearings. Deliberations will not be recorded. The record will be the property of Sacred Heart University and maintained according to the University’s record retention policy.

11) A student seeking to appeal the decision render by the panel hearing will need to contact the Director of Student Conduct and submit a Request for Appeal Form within 72 business hours (three business days). Request for appeals from the hearing will be reviewed by the Dean of Students unless otherwise designated at his/her discretion.

L. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

1) *Warning*: An official written notice that the student has violated Sacred Heart University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.

2) *Restitution*: Compensation for damage caused to the University or any person’s property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and

expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

3) *Fines*: A specific monetary fine that a student is required to pay which is deemed appropriate for the offense.

4) *Community/ University Service Requirements*: For a student or organization to complete a specific approved University service for the good of the community and relevant to the nature of the violation.

5) *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.

6) *Confiscation of Prohibited Property*: Items whose presence is in violation of University policy will be confiscated. Prohibited items may not be returned to the owner at the discretion of the Director of Student Conduct or designee.

7) *Referral for Counseling*: Required scheduled appointments with the Wellness Center to discuss issues/concerns noted through the student conduct hearing process.

8) *Alcohol & Other Drug Assessment Referral*: Require scheduled appointments with the Alcohol and Other Drug Intervention and Prevention Specialist utilizing the BASICS intervention tool.

9) *Educational Sanction*: An assigned appropriate sanction that will promote growth, learning and understanding. This includes but is not limited to reflection paper, letter of apology, attend a program/meeting, plan a program, create a poster series, meeting with specific staff/administrators etc.

10) *Disciplinary Probation/Restriction*: A designated period of review and observation during which a student is under an official warning that his or her conduct, although not serious enough to warrant a form of suspension, violated the Student Conduct Code. Subsequent violations of University rules, regulations or policies could result in a more severe sanction(s). The student's actions are subject to close examination, and a loss of rights, privileges and/or additional responsibilities may also be levied to be given over a specific period.

11) *Termination of Residency*: Temporary or permanent loss of on campus housing (without refund) as well as a loss of residence hall visitation privileges.

12) *Suspension*: Separation from the Sacred Heart University (without refund) for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from University property, functions, events and activities without prior written approval from the Dean of Students or designee. This sanction may be enforced with a trespass action as necessary. The Dean of Students or designee may issue a partial (non-academic) suspension and restrictions of deemed appropriate given the nature of the misconduct.

13) *Expulsion*: Permanent separation from Sacred Heart University. The student is banned from University property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

14) *No Contact Order*: A University directive that restricts contact between individuals in any way, including in person, via e-mail, telephone, text messaging, social networking or any other method of communication. Any direct or indirect contact would be considered a violation of harassment and/or

failure to comply. Violation of such a directive can be grounds for suspension from the University or residence halls.

15) *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the Code of Student Conduct:

- 1) One or more of the sanctions listed above,
- 2) Deactivation, de-recognition, loss of all privileges (including status as a Sacred Heart University registered group/organization), for a specified period of time.

M. Parental Notification

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Students under the age of 23 are considered to be financially dependent upon parents/guardians unless the Dean of Students is otherwise notified.

N. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Sacred Heart University will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the University concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the University determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, the University may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and non-negligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offences
- 10) Non-forcible sex offences

O. Failure to Complete Conduct Sanctions

All students, as members of the University community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Conduct or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University and may be noted on, or with, the student's official transcript at the end of the semester. In such situations, resident students will be required to vacate University housing within 24 hours of notification by the Director of Student Conduct or designee, though this deadline may be extended upon application to, and at the discretion of, the Director Residential Life and Housing or Director of Student Conduct. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Conduct.

P. Appeals & Records Keeping

Each case that appears before a conduct officer may be appealed by the student involved only once. A Request for Appeal Form may be obtained from the Director of Student Conduct & Community Standards and submitted within 72 hours (three business days) of the time the (verbal or written, whichever is first) student conduct hearing decision is given to the student, barring exigent circumstances. The student submitting the appeal, must state in writing the grounds for the appeal which may be as follows:

- (1) The sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student;
- (2) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction (A summary of this new evidence and its potential impact must be included);
- (3) A procedural or substantive error occurred that significantly impacted the outcome of the hearing

In order to file a request for appeal, the student must complete an appeal form, and submit a formal letter detailed their request and the grounds for said review. Sanction(s) imposed by the conduct officer may be held in abeyance until the appeal is acted upon by the appeal officer. All appeal hearings will be heard by the Director of Student Conduct & Community Standards. If the initial hearing was conducted by the Director of Student Conduct & Community Standards, the appeal hearing will be conducted by the Dean of Students or designee. When the initial hearing is conducted with the Dean of Students, the appeal hearing will be conducted with the Vice President for Student Affairs. A decision made by the authority which hears the appeal is final. A request for an appeal does not guarantee a new hearing. The appeal officer determines whether or not there are grounds for an appeal meeting. If the appeal officer determines that an appeal meeting should be granted, he or she may conduct a formal appeal hearing. An appeal is automatic if the initial sanctions(s) imposed by the conduct officer includes expulsion, dismissal or suspension from the University. Students who fail to attend their initial student conduct hearing forfeit the right to request an appeal. The appeal officer may decide:

- (1) To uphold the findings/sanctions of the original conduct officer. In this case, the initial decision is final;
- (2) Modify the finding(s) and/or sanction(s) decided by the conduct officer(s). The appeal decision is final. It is understood that the appeal officer can reduce, uphold or increase the original sanction(s).

Q. Disciplinary Records

All conduct records are maintained by Sacred Heart University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely. Requests for student disciplinary records should be made to the Director of Student Conduct at vidalc@sacredheart.edu.

R. Approval and Implementation

This Code of Student Conduct & Community Standards was approved on August 1, 2016 by Lawrence Wielk, Dean of Students, and implemented on August 1, 2016.

Student Residential Facilities

34 CFR 668.46 (b) (3) and CGS 10a-55c (7)

Sacred Heart University houses approximately 4,000 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 the identification and admission of visitors. Under the Dean of Students, Residential Life employees conduct training with students concerning housing security and enforcement procedures. The Student Handbook is available at web link: <http://www.sacredheart.edu/campuslife/lifeonoffcampus/studenthandbook/>

Access to Campus Facilities

34 CFR 668.46 (b) (3)

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 8:00 a.m. and conclude at 10:30 p.m. weekdays. Event publications will list hours and location for special activities.)

Community Standards & Residence Hall Conduct - The success of a residential community depends upon mutual respect between all residents. The Office of Residential Life has established guidelines to develop and foster a living-learning atmosphere within the Sacred Heart residential community. All residents are expected to abide by the policies contained in the student handbook as well as those established by the Hall Staff. Failure to abide by the guidelines will lead to disciplinary action and possible loss of housing.

These policies may change at the discretion of the Office of Residential Life. Identification Card (SHU Card) Students must carry their student identification card at all times and must show it to campus officials or their designees upon request. Students should NOT lend out their ID card to other students or friends to provide access to the building or rooms. If ID cards are lost or stolen, students should contact Public Safety immediately and obtain a new card from the Student Union.

Guest Policy - Residents are permitted to have two overnight guests of the same sex in their residence hall room. With this right comes the responsibility of registering that guest through the use of an Overnight Guest Registration Form.

Guests and visitors in residential halls must be sponsored prior to entry and accompanied by that sponsor whenever in the residential 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.

Overnight Guest Registration - All hosts must obtain authorization from their RSA/RHD for their guest at least 24 hours in advance, in addition to all roommate(s) signature(s) of consent. A resident accepts all responsibilities for his/ her guest while on campus. For overnight guests of the opposite sex, it is the host's responsibility to find students of that gender with whom the guest may reside. Students may not have overnight guests of the opposite gender staying in their resident hall room. The host must accompany guests at all times.

Visitation Hours & Guidelines - Non-student and other SHU student guests are permitted in the halls from 9am to 1am (Sundays - Thursdays) and 9am to 2am (Fridays & Saturday). All non-residents of that hall/floor and guests must leave the hall no later than the designated time (1am or 2am). Guests may not be in an opposite sex room, apartment, or hallway when visitation hours are concluded. All non-SHU student guests to the halls must be registered and accompanied by a SHU resident at all times. Guests must stay in the room of a person of the same sex and can only visit for no more than two consecutive nights, with permission of staff and roommates. Guests must check-in at the area office with a picture ID, and the resident must confirm their guest. Resident students assume all responsibility for the conduct of their guest (s) while on campus or at SHU sponsored events. If a guest has a vehicle, a visitor parking permit should be obtained from Public Safety after receiving their overnight pass from the Hall Staff. The permit should be displayed on the vehicle while on campus, or it is subject to ticketing. During mid-terms and finals, there are NO overnight guests permitted.

Residential halls are equipped with intrusion alarms on the exterior doors. When any of these fire doors are used, a local alarm will sound until it is reset by a Public Safety Officer. 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 reside in each residence facility, and are available to provide assistance to students. Sacred Heart University does not have any off-campus student organizations recognized by the University.

Security & Housing Policy Notice to Staff, Prospective Staff, Students and Prospective Students

Information regarding security, enforcement of housing policies is provided to all prospective new students or staff during university open house and/or orientation events and is contained on the university web site under Human Resources and Residential Life Departments. Additionally the annual Clery Report contains this information and booklets are available at Public Safety Dispatch.

Emergency Medical Services

All Public Safety officers are certified in CPR, first aid, ICS 100 and 700 and fire safety procedures. Several officers are certified Emergency Medical Technicians (EMT) and Emergency Response Technicians (ERT). Some officers are also State Certified Firefighters. Each patrol vehicle has a fully stocked first aid bag, and an Automatic External Defibrillator (AED) and oxygen, is kept in one of the patrol vehicles for use on campus. The Athletic Training Department also has several AEDs placed at

the William Pitt Center for use there. They are maintained by the Athletic Training Department. There is also an AED located at the Cambridge Campus.

Title IX Policy on Sexual Misconduct & Gender Based Discrimination

34 CFR 668.46 (b) (11) and CGS 10a-55a

It is important that all members of the University community take precautions and act responsibly towards the goal of reducing vulnerability for crime. Should you become the victim of a crime, immediately call the Department of Public Safety at (203) 371-7911 (*Emergency line*).

The great majority of sexual assaults reported to the Department of Public Safety are committed by acquaintances. Victims of sexual assault are urged to report the incident to the Title IX Coordinator and the Department of Public Safety as soon as possible, regardless of where the crime took place, and whether or not the offender is known to the victim. The Title IX Coordinator will work closely with the victim to ensure that the appropriate emergency, medical care, counseling, support services any housing or academic accommodations are made available and will assist the victim in notifying the Department of Public Safety and/or the appropriate local law enforcement agency, if applicable.

Victims of sexual assault are not required to file formal charges, even if they report the incident to the Department of Public Safety. The Title IX Coordinator will present the victim with a full range of options and services available, enabling the victim to choose the most appropriate course of action. Some of the options available to the student victim if sexually assaulted on or off campus are immediate medical attention, counseling, police referral for investigation, immediate relocation to a different residence facility if the offender lives in the same residential facility, and changes in the victim’s academic class schedule if the victim wishes and if such a change is reasonably available. (*See Student Handbook*)

Students accused of sexual assault are subject to disciplinary action in accordance with the provisions set forth in the Sexual Misconduct Policy found under the policy section of the Student Handbook, whether or not formal criminal charges are filed by the victim. Both the victim and the accused student are entitled to the same opportunity to have witnesses present during Sexual Misconduct Hearing Panel proceedings, and both are informed of the outcome. A student found to have committed a sexual misconduct violation is subject to disciplinary action, up to and including suspension or expulsion from the University.

Victims are also advised of the importance of preserving any and all physical evidence that may be present for potential use for criminal proceedings (if desired), and not to use the bathroom or shower until after a hospital examination. After reporting the incident to the Title IX Coordinator, victims of sexual assault are strongly encouraged to report the crime to the local police. The Title IX Coordinator and the University Counseling Center will provide assistance to victims reporting sexual misconduct.

On Campus assistance for sexual assault victims includes:

- Title IX Coordinator 203-396-8386 (Leonora P. Campbell)
- 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*)

- Dean of Students Office 203-371-7916
- Office of Residential Life 203-416-3417
- Office of English as a Second Language (203) 365-7518

Off campus assistance is available at:

- The Center for Family Justice (203) 334-6154
- 24Hr Hotline (203) 333-2233
- Women & Families Center, Sexual Assault Crisis Services in CT
- 24Hr Hotline 1-888-999-5545
- V.E.D.A.S. (Español)- 1-888-568-8332
- CT Domestic Violence Hotline 1-888-774-2900 or local (203) 384-9559
- CT Office of the Victim Advocate (860) 550-6632
- Local Domestic Violence Hotline (203) 384-9559
- The National Sexual Assault 24 Hour Hotline 1-800-656-HOPE (4673)
- National Domestic Violence Hotline 1-800-799-SAFE (7233)
- St. Vincent's Hospital (203) 576-6000
- Bridgeport Hospital (203) 384-3000
- Fairfield Police (203) 254-4800
- Bridgeport Police (203) 576-7671
- Trumbull Police (203) 261-3665

University wide – Educational Programming and Training

In an effort 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 utilizes a range of campaigns, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming. It is the policy of the University to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) 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 an incoming student's first semester.

These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including bystander intervention, and the interactions of sexual assault and substance use), and discuss institutional policies on sexual misconduct as well as Connecticut definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. 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. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. The following programs/trainings are planned and presented by the Title IX Coordinator, The Center for Family Justice in conjunction with a number of offices and organizations at Sacred Heart University:

- Culture of Respect (CofR) Team (203) 396-8386
- (CRT) Campus Resource Team (203) 396-8386
- Resident Success Assistant and Residence Hall Directors – Staff Training and development
- Sexual Misconduct Policy, Introduction, Training and awareness.
- SWEET Peer Educators – programs on awareness
- Take Back the Night Event
- Bystander Intervention Training – *Step Up*
- It's on US National Campaign - ***Not Anymore*** online course for all students
- Sexual Misconduct Prevention Training classes
- Faculty & Staff trainings and educational information
- Residence Life – Residential Hall & Classroom Presentations
- Counseling Department Trainings
- Greek Life Presentations
- Athletic Team presentations and awareness programs
- Sexual Assault Awareness Month – Tables
- Delta Tau Delta White Ribbon Campaign
- *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

In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence does occur, Sacred Heart University takes the matter very seriously. The University employs interim protection measures such as no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, s/he is subject to action in accordance with the Sexual Misconduct Policy in the student handbook.

A student wishing to officially report such an incident may do so by contacting the Title IX Coordinator, Leonora P. Campbell at campbell@sacredheart.edu or 203-396-8386.

Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.

Violence Against Women Act

The Violence Against Women Act (VAWA) is a federal law enacted in 1994 to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault, and stalking. The reauthorization of VAWA (2000, 2005, and 2013), along with the Campus Safe Act and the Jeanne Clery Act, have worked together to improve the safety of college campuses and enhance the outlook for abuse victims.

Sacred Heart University is committed to maintaining a safe and secure work and academic environment, free of any form of sexual misconduct, including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women Act shall constitute grounds for disciplinary action, up to and including dismissal from the University.

Sacred Heart University Policy on Sexual Misconduct

I. Introduction

Sacred Heart University is firmly committed to maintaining a learning, living, and working environment for the University community free of sexual misconduct. The Sexual Misconduct policy describes the University's policy toward Sexual Misconduct and zero tolerance policy towards sexual violence. It also provides guidance for those who have been involved in an incident of sexually misconduct, outlines the University's disciplinary response to alleged incidents of sexual misconduct, and identifies the relevant organizations within the University responsible for managing the policy and programs associated with it. Sacred Heart University's policy is intended to comply with relevant state and federal statutes and it applies to faculty, staff and students.

Policy Statement

Sacred Heart University is committed to an environment that promotes a spirit of responsibility, dignity, and respect in matters of sexual misconduct. All students and employees are entitled to pursue their work and education free of sexual misconduct or sexual violence in any form, including assault, acquaintance or date rape. When sexual misconduct or sexual violence occurs at Sacred Heart University, the standards of the University, as well as the criminal laws of the state of Connecticut, are violated. Sacred Heart University is dedicated to preventing sexual misconduct by providing information and resources to the Sacred Heart University community about the risks and myths that contribute to sexual misconduct; providing assistance, support and procedures to a person who has experienced or been involved in an incident of sexual misconduct; and by providing a process for investigation and adjudication that includes appropriate disciplinary sanctions for those who commit sexual misconduct violations.

All complaints or reports of Sexual Misconduct will be investigated. Sexual misconduct committed by students, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other University programs. Sacred Heart University urges individuals who have been involved in an incident of sexual misconduct, to pursue criminal charges against the person or persons they believe to have committed the sexual misconduct. A person who has experienced a sexual misconduct involving a member of the campus community is also urged to make a complaint to the University. A criminal charge and an internal complaint may be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation or pursues legal action is prohibited, will not be tolerated and will result in disciplinary action.

Students, faculty members, and staff members should understand that consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University does not condone sexual relationships between staff or faculty members and students, and between supervisors and their employees.

Members of the University community are encouraged to contribute to the prevention of,

intervention in, and effective response to student sexual misconduct. All members of the community may play a role in building a safe and just educational environment.

The University is committed to:

- Educating students about the implications and consequences of their behavior;
- Providing proper support and resources to aid any students harmed by sexual misconduct;
- Encouraging students to take responsibility for their behavior;
- Providing a process for investigation and adjudication that includes appropriate disciplinary sanctions;
- Modeling healthy and respectful behavior in personal and professional relationships;
- Increasing personal awareness of what constitutes sexual misconduct;
- Speaking out against behavior that encourages sexual misconduct or discourages reporting;
- Developing the necessary skills to be an effective and supportive ally to survivors of sexual misconduct;
- Intervening in situations that can lead to sexual misconduct and related misbehavior; and
- Interrupting an incident of sexual misconduct if it is safe to do so.

The University has created or identified resources, both across campus and in the larger community, to reduce, eliminate, and address the effects of sexual misconduct involving students. Many programs or units serve to ensure a safe campus, educate about and prevent sexual misconduct, assist and advocate for survivors of sexual misconduct, and ensure a fair process when sexual misconduct is reported.

The University creates, supports, and evaluates education and support programs aimed at the eradication of sexual misconduct involving members of the Sacred Heart University student community. To support these programs the Title IX Coordinator will coordinate sexual misconduct education and prevention programs. As necessary and appropriate, funds will be allocated to this program each year to advance the goals of this policy and educate the University community.

The Title IX Coordinator in conjunction with the Dean of Students shall provide a yearly orientation for new students and shall make known to all students:

- The existence of the sexual misconduct policy and the University's commitment to enforce it.
- The process and responsibility of reporting sexual misconduct offenses to the Title IX Coordinator, Deputy Title IX Coordinators, Public Safety Office and the Dean of Students On-going wellness promotion programs that address issues including, but not limited to, sexual health and wellness, drug and alcohol education in collaboration with the University Counseling Center.
- Through Bystander awareness programs, students will become knowledgeable and supportive of efforts to identify and prevent incidents of sexual misconduct.

II. Definitions:

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may also be used in other contexts.

Complainant - An individual who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the University at any point.

Consent - Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a “no”; a clear “yes,” verbal or otherwise, is necessary. Lack of protest does not imply consent. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present, continued or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by physical force, threats, intimidation, or coercion. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. If at any time during a sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to continue. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

Guidance regarding Sexual Consent - Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon factors (such as but not limited to: clothing, alcohol consumption, or inappropriate bodily gestures) are unwarranted, and should not be considered as evidence for consent. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual respect and willingness.

Incapacitation - This term is defined as lacking the physical and/or mental ability to make informed and rational decisions or judgments. This term includes, but is not limited, to the following: persons, who are intoxicated, passed out, or asleep. Use of alcohol or drugs shall not diminish one's responsibility to obtain consent and does not excuse conduct that constitutes sexual misconduct under this policy.

Investigator - An appropriately trained individual who may be a University employee, who reviews and investigates reports of sexual misconduct under this policy.

Reporter - This is an individual who reports to the University a concern regarding a possible sexual misconduct. The Reporter need not be a Complainant. Without a statement from the actual Complainant, an investigation may be limited in its scope.

Respondent - A university student or participant in a University program, who is reported to have allegedly engaged in some form of sexual misconduct and/or has been charged with a violation of the sexual misconduct policy.

Sexual Misconduct - Umbrella term used to encompass unwanted or unwelcome conduct of a Sexual nature that is committed without valid consent, including sexual misconduct and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that result in

negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant's or Reporter's allegations under this policy.

Sexual Misconduct can include but is not limited to:

Sexual Assault - Is defined as any type of sexual contact or behavior that occurs without explicit consent. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, unwanted or unwelcome touching of a sexual nature, including hugging, kissing, fondling, oral sex, anal or vaginal intercourse, or other physical sexual activity that occurs without valid consent.

Some examples of sexual assault, but are not limited to:

- Someone had sex/inappropriate sexual contact with you while you were incapacitated from alcohol or drugs. You may have been asleep, passed out, too intoxicated to know what was happening, or have the ability to stop their actions.
- You agreed through words or actions to do one thing, but were forced to do more.
- You were kissing someone, and the physical intimacy escalated. You said no, but the other person continued. You did not willingly participate. The other person had sex with you anyway.
- An individual forced you to have sex when you did not want to.
- An individual refused to use a condom even though clearly communicated to use one.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature if: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a University-related activity or University Program; (2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, living environment, employment, or participation in a University-related activity; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, employment, or participation in a University-related activity.

Examples may include, but are not limited to, the following: unwanted sexual statements; unwanted personal attention including stalking and cyber-stalking; unwanted physical or sexual advances that would constitute sexual assault, as defined in this policy; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; touching oneself sexually for others to view; and voyeurism (spying on others who are in intimate or sexual situations).

Some examples of sexual harassment may include, but are not limited to:

- Unwelcome jokes, comments, erotic material, language, flirtation, advances or propositions that are frequent and may occur within the classroom, workplace, residence/ room and on/off campus.
- An individual won't stop calling, texting, following you or showing up at your residence/room, place of work, or any location on/off campus, even after you have asked them to stop.

- Your Professor, Supervisor or an individual of authority makes frequent sexual jokes, comments, stares at you, inappropriate touching or insinuates that you will receive a better grade or other reward if you develop a special relationship.
- An individual/neighbor in your residence/room places sexually graphic material and/or verbiage on your door/personal residence and/or personal property.

Domestic Violence - Includes violent offenses committed by the complainant's current or former spouse or significant other, current or former roommate/cohabitant, person similarly situated or protected under domestic or family violence law.

Dating/Relationship Violence - This term is defined as the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse used to control a partner in an intimate relationship constitute intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.

Stalking - This term is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety, for the safety of a third person, or to feel extreme emotional distress, bodily injury or death. Stalking behaviors include, but are not limited to: non-consensual communication by any means, collecting information by any means, use of surveillance in person or via electronic means (telephone, mail, email, text, social networking or any other like method), collecting information about a person's routine, friends, family, or coworkers, uninvited visits to a residence, workplace, classroom, worship location, or other locations where an individual is commonly found.

1. Course of conduct - means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.
2. Emotional distress - means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
3. Reasonable person - means a reasonable person in the victim's circumstances.

Support Person - An individual chosen by a Complainant, Respondent or Reporter, to provide support during the review of a report and/or during the hearing process of possible sexual misconduct. The person(s) chosen may not already be directly involved in the investigative process (for example, a witness, or Reporter) and may not speak on behalf of the person they are supporting, but instead may be present only to assist or advise the individual they are supporting, in a non-advocacy role.

Title IX - Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex based discrimination, including sexual harassment and sexual misconduct, in education programs that receive federal financial assistance.

Title IX Coordinator and Deputy Title IX Coordinators - The University officials charged with ensuring the University's overall compliance with Title IX and related University policy.

III. Policy Coverage/Jurisdiction

Sacred Heart University will adjudicate incidents of sexual misconduct in the following situations:

- Incidents that occur on or off campus;
- The alleged violator is a current student;

Reports of sexual misconduct from an individual outside of the University community and not relating to University conduct may be investigated if Sacred Heart University determines the described conduct described in the complaint constitutes a sufficient threat to the University community to warrant investigation. The Complainant can file a report as long as the Respondent is still a student at Sacred Heart University. If the Respondent is not a student, individuals are advised to file a report with the local law enforcement authorities. Students are advised that a delay in reporting could have a negative impact on evidence.

IV. Confidentiality of Information

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 counseling, advocacy, health, mental health, or sexual-assault-related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers).

As required by law, all disclosures to Sacred Heart University employees of an on-campus sexual misconduct are tabulated for statistical purposes by the Public Safety Department, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually. The Title IX officer will also be notified, in writing, that a sexual misconduct complaint has been filed.

The Family Educational Rights and Privacy Act (FERPA) prohibits the disclosure of conduct records to any third party without written permission from the student(s) involved. Requests from parents, family members, and concerned students for information about the Complainant and/or the Respondent will not be honored without written permission from the student(s) involved.

HIPAA Health Insurance Portability and Accountability Act- HIPAA provides for the protection of individually identifiable health information that is transmitted or maintained in any form or medium. Any release and/or transfer of healthcare information is only permitted with written permission.

V. Filing a report of Sexual Misconduct

The University strongly encourages the prompt reporting of a sexual misconduct. The report may be made by:

- A person who believes they experienced sexual misconduct (a “Complainant”); or
- A person who has information that a sexual misconduct may have been committed by a either a University student or a participant in a University Program (a “Reporter”).

If the Reporter or Complainant chooses not to participate in the University review of the report, the University may, as described below, pursue the report without that person’s participation. The student will be informed of their right to file a criminal complaint with local law enforcement authorities. The University reserves the right to initiate an investigation on its own if it perceives an imminent and/or on-going threat to the University community.

File a Report with the Public Safety and Police Department

For a sexual misconduct that took place on-campus or in a Sacred Heart University facility, students can contact Public Safety at (203-371-7999) and/or call the respective (Fairfield or Bridgeport) Police Departments directly at 911 to file a report with the police. Campus authorities can assist in notifying the local police if the student chooses.

File a Report with the Title IX Coordinator and/or Deputy Title IX Coordinators

Whether a student elects to report a sexual misconduct to the police, he or she is urged to make an official report directly to the Title IX Coordinator and/or Deputy Title IX Coordinators. Public Safety can also assist in this process, particularly if the misconduct is being filed after business hours. Public Safety can be reached at (203-371-7999). A report should be filed with the Title IX Coordinator or the Deputy Title IX Coordinators.

False Reports

An allegation that is both intentionally false and malicious maybe a violation of the Sacred Heart University Student Conduct Code and will be investigated and adjudicated accordingly.

VI. University Response to Investigating an Allegation of Sexual Misconduct

Services

Sacred Heart University encourages students who have been involved in a sexual misconduct incident to file an official report. Students are also advised to seek medical attention as soon as possible and within 72 hours of a sexual misconduct. Students can choose one of a combination of options to create the most appropriate plan for them.

The Dean of Students Office will first suggest that the student attend to any medical needs immediately. The student will receive information on hospital procedures and resources available. Accompaniment to the hospital will be provided if desired by the student.

Obtain Medical and Counseling Attention Medical - Legal Evidence Collection

A person who has experienced sexual misconduct is encouraged to request of medical-legal evidence. Collection of evidence entails interaction with police and medical professionals. Prompt collection of physical/medical evidence is essential should a person later decide to pursue criminal

prosecution and/or a civil action. The sooner a sexual misconduct incident is reported, the more likely physical/medical evidence will still be present.

Medical Treatment - A person who has experienced a sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible, ideally within 72 hours of the incident.

Support and Counseling - Counselors at a variety of agencies both on- and off-campus can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, and reporting to authorities. Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct. In the event a sexual misconduct incident has or has not occurred, and whether or not the person seeking information is a complainant, respondent or is a third party will be provided.

Students May Consult

Sacred Heart University Counseling Center	(203) - 371-7955
Sacred Heart University Health Services	(203) - 371-7838
Dean of Students Office	(203) - 371-7916
Office of Campus Ministry	(203) - 371-7840
Title IX Coordinator	(203) - 365-7633
The Center for Family Justice	(203) - 334-6154
Hotline Information Domestic Violence Local Hotline	(203) - 384-9559
Domestic Violence CT Hotline	1(888) - 774-2900
Domestic Violence National Hotline	1(800) - 799-SAFE
Rape Crisis Services Hotline	(203) - 333-2233
V.E.D.A.S. Hotline (Español)	1(888) - 568-8332

Interim Interventions

Students who have been involved in an alleged incident of sexual misconduct will have access to other available assistance in changing academic and living situations. If requested by the student and if such changes are reasonably available no formal complaint, or investigation, campus or criminal need occur before this option is available.

Accommodations may include:

- Change of an on-campus student's housing to a different on-campus location;
- Assistance from University support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections';
- Temporary withdrawal;
- Alternative course completion options.

No Contact Letter - The Dean of Students will issue no contact letters upon receipt of a report of sexual misconduct in which the respondent and complainant are Sacred Heart University students. Students may also request a no contact letter towards students who have engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.

Decision to Proceed with Investigation - The Title IX Coordinator will supervise an investigation into the incident. The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all cases, the University will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, the University will strive to complete its review within sixty (60) calendar days.

Immediate Response - The Title IX Coordinator in coordination with the Dean of Students will initiate an immediate response to separate the Complainant and Respondent from engaging each other in common areas, residence halls, campus buildings, and student activities; and will outline options to change the Complainant's or Respondent's academic and/or living situations if those changes are requested by the Complainant or Respondent and are reasonably available.

The Title IX Coordinator and the Dean of Students have the discretion to remove the Complainant or Respondent from a hostile living situation. All Incident Reports and directions to the Respondent and Complainant will be forwarded to the Director of Public Safety.

The Title IX Coordinator or designee will meet with the Complainant to review the details of the allegation and to explain the subsequent steps involved in a sexual misconduct investigation.

The Title IX Coordinator has the discretion to consult with and/or refer the Complainant to Public Safety which will assist the Complainant to write the Incident Report. The completed Incident Report will be promptly forwarded to the Title IX Coordinator. The Complainant may also directly submit the Incident Report to the Title IX Coordinator. Nothing herein shall preclude an immediate suspension in order to preserve the safety of the campus community.

Preliminary Investigation

Both parties will be informed of the respective time and place of the interviews and that contact between the parties will be limited to necessity. During this stage of investigation, the Complainant and Respondent have the right to be accompanied by a support person.

The Title IX Coordinator will investigate the incident by separately questioning the Complainant, Respondent, and any identified witnesses. The purpose of the preliminary questioning is to ascertain to reasonable suspicion if there may have been a violation of Sacred Heart University's Sexual Misconduct Policy and what immediate responses need to occur. Should this questioning not produce a reasonable suspicion, the hearing will not proceed. However, Complainants may still seek options such as filing a no contact letter and reporting the incident to the local police department. At the conclusion of the interviews, a preliminary report of the findings of the investigation will be prepared for presentation to the Hearing Panel as well as the Complainant and Respondent. It's important at this stage that all members of the University Community respect the role of the Title IX Coordinator and the Dean of Students and not engage in behavior that compromises the process. During any stage of the investigation, if the Title IX Coordinator or the Dean of Students reasonably

suspects that the Respondent poses an imminent threat of harm or disruption to the campus community, he or she may immediately be removed from campus housing and/or be restricted from movement on campus.

Standard of Proof

The Investigator's findings will be made using the "preponderance of the evidence" standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

Hearing Panel

The Title IX Coordinator will appoint a permanent hearing panel comprised of three (3) individuals chosen as follows: Each Vice President (Student Affairs, Academic Affairs, and Human Resources) shall choose one (1) individual to serve as a hearing officer. The Academic Affairs representative shall be a full-time faculty member.

The Title IX Coordinator will provide training for hearing officers initially and within 30 days of the appointment of new members to the hearing panel. The panel will hear the facts of the case from both parties and shall determine by a preponderance of the information gathered whether the Respondent has violated the specific charge under the Sexual Misconduct Policy. Ordinarily, no information will be permitted concerning the sexual history of the Complainant or Respondent except in those instances where there was a prior sexual relationship between the parties and the testimony may be relevant to the issue of consent. The hearing will be closed to the public, and a support person may accompany either party. Either party may make a request for accommodations during the hearing procedures such as indirect questioning, special seating arrangements in the hearing room, or speaking to the panel without the other party and the corresponding advocate present in the hearing room provided the other party has audible access to the testimony. The panel will select a chair from among its membership. Panel members will deliberate in private and the chair will issue the panel's decision to the Title IX coordinator regarding whether the Respondent is found to be responsible or not responsible for the charges. The deliberations of the panel will not be recorded.

Disciplinary Sanctions

Sanctions against a student who has violated the Sexual Misconduct Policy will vary depending on the severity of the violation. The Hearing Panel will recommend sanctions to the Dean of Students, who has final approval. Action against a student found to have violated the policy may include but are not limited to one or more of the following:

1. Expulsion from campus housing
2. Mandated brief intervention, and/or may include censure Suspension from the University
3. Expulsion from the University.

Both the Complainant and Respondent must be informed of the outcome of a sexual misconduct proceeding within three (3) business days of the panel's decision. To assist the Title IX Coordinator in

formulating appropriate sanctions, the Complainant may make a statement of the impact of the misconduct.

Appeal Process

Any disciplinary action against a student who has violated the Sexual Misconduct Policy may be appealed to the Senior Vice President of Enrollment Planning and Student Affairs of the University whose decision shall be final.

Retaliation

1. Both Title IX and Sacred Heart University prohibit retaliation against any person for using this reporting system, or for participating in investigations or subsequent proceedings. The University will take steps to prevent retaliation and take strong responsive action if it occurs.
2. Retaliation is defined as any action by any person what is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and investigation of the report.
3. Complainants or Respondents should report any subsequent problems of harassment or retaliation. The Title IX Coordinator or a designee will follow up with complainants periodically to determine whether any retaliation or new incidents of harassment have occurred, and handle such reports accordingly.

VII. Institutional Responsibilities

Recording Investigative Materials and Reports - The permanent disciplinary record of a student who violates the Sexual Misconduct Policy will reflect this violation if and only if the allegations of the Complainant are found to be true. However, a separate file including the incident report, findings of the hearing panel, and the Title IX Coordinator's final report will be maintained for at least seven (7) years from the date of the final report.

Disciplinary Action for Faculty and Staff - A violation of this policy will be addressed according to applicable faculty and staff personnel policies. For a proven violation, possible sanctions range from censure to separation from the University.

Legal Options - In addition to University disciplinary actions, a person who engages in a sexual misconduct may be the subject of criminal prosecution and/or civil litigation. A police report must be made for criminal prosecution to be considered by the state's prosecuting authority. The chances of successful prosecution are greater if the report is timely and is supported by the collection of medical legal evidence.

Managing the Interests of the Alleged Respondent - It must be recognized that the alleged Respondent in a University investigation has legal and other rights, and that complaints in which each of the parties are members of the campus community are the most ethically and legally complex. A presumption of guilt should not be made as the result of any allegations.

Insofar as it is possible, the University shall act to protect the identity of the Respondent until such time as allegations against the individual are confirmed through the procedures outlined in this policy.

In the event that a student is accused of sexual misconduct against another individual and a formal complaint is lodged with the Title IX Coordinator, the Respondent shall be encouraged to seek advice from a member of the University community on the following;

- A copy of any relevant documentation about conduct proceedings depending on the nature of the allegation, the Respondent should consider seeking qualified legal advice should criminal or civil action result; and the student's capacity to access confidential counseling from someone with no contact with the Complainant.
- The Respondent has a right to select a support person within the guidelines of this policy. Counseling and/or support can only be offered to a Respondent who is a Sacred Heart University student.
- When the parties are members of the University community, arrangements will be made limiting or ceasing any on-going contact during the investigation phase. This will occur in conjunction with Public Safety and the Dean of Students or designee.

Public Notification of Incidents - As required by state and federal law, the University collects and reports annually statistical information concerning sexual misconduct incidents occurring in its jurisdiction. To promote overall public safety, the department of Public Safety will also alert the campus community to incidents and trends of immediate concern.

Sexual Harassment Policy

It is the policy of Sacred Heart University that any practice or behavior that constitutes sexual harassment will not be tolerated, and the University is committed to providing and preserving an atmosphere free from harassment in any form. Sexual harassment is illegal and is prohibited by the Connecticut Discriminatory Employment Practices Act (Section 46a-60(a) (8) of the Connecticut General Statutes) and Title VII of the Civil Rights Act of 1964 (42 United States Code Section 2000e et. seq.) The University condemns any offensive or inappropriate sexual behavior at work and within the academic community of the institution. More specifically, the faculty, staff and students of the University will not condone nor be subject to actions and words that constitute sexual harassment, gender discrimination or any other unreasonable interference with their performance based on an individual's gender. Individuals who engage in sexual harassment will be severely disciplined up to and including discharge.

Any employee who feels that he/she is being sexually harassed by anyone including supervisors, co-workers, faculty, students or vendors should immediately report the incident to Human Resources.

Some examples of prohibited conduct are:

- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or other promises.
- Continued or repeated sexual jokes, language, flirtation, advances or propositions.
- Verbal abuse of a sexual nature.
- Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies.
- Sexually degrading or vulgar words to describe an individual.
- Leering, whistling, touching, pinching, brushing the body, assault or suggestive, insulting or obscene comments or gestures.
- Name calling, gossip, comments or jokes that may be derogatory towards a particular sex.

The University will investigate every reported incident as soon as possible. Any employee, supervisor or agent of the University who has been found to have sexually harassed an employee will be subject to appropriate disciplinary action, up to and including termination. Investigations will be conducted as thoroughly, discreetly and confidentially as possible. The University recognizes that every investigation requires a determination based on all the facts in the matter.

The employee who has reported the complaint and any employee involved in the investigation has the University's assurance that no retaliation will be taken as a result of the harassment complaint. It is our policy to encourage discussion of the matter to help protect others from being subject to inappropriate behavior.

The University cannot resolve a sexual harassment issue unless it is communicated to Human Resources. It is the employee's responsibility to bring any incidents to the attention of Sacred Heart University so that we can take whatever measures necessary to correct the situation.

All supervisors, managers and exempt employees will receive sexual harassment training.

Employees who are interested in attending a refresher session should contact Human Resources.

Campus Sex Crimes Prevention Act

34 CFR 668.46 (b)(12) and CGS 10a-55c (b)

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community of where information concerning registered sex offenders may be obtained. In Connecticut, this information is accessible from the Connecticut State Police at the following website: <http://www.ct.gov/dps>. You can find a link to this website on the Public Safety web page: <http://www.sacredheart.edu/publicsafety.cfm>.

Sacred Heart University has a written policy concerning sexual harassment and new employees receive training from the Department of Human Resources. Sexual Harassment is also a violation of the student code of conduct. Sexual harassment means with respect to an individual, any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature by an agent or an employee of an institution of higher education.

Sacred Heart University Wellness Center

34 CFR 668.46 (b)(12)

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: Public Safety encourages pastoral and professional mental health counselors to refer persons 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 wellbeing, 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 34 CFR 668.46 (b)(8) and 34 CFR 668.46 (b)(10)

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 nationwide. Therefore, we strive to educate students about alcohol effects and the prevention of alcohol abuse. The University enforces all Federal and State underage drinking laws. Drug or alcohol abuse education programs are provided by the Counseling Center.

Janice Kessler, Alcohol and Other Drug Coordinator
SHU Counseling Center
kesslerj@sacredheart.edu / 203-371-7955.

Alcohol Guidelines & Regulations

CGS 10a-55c (14)

The University maintains the position of zero tolerance for those 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 (Bergoglio Hall, Roncalli Hall, Seton Hall, Merton Hall, Christian Witness Commons, and Scholars Commons) of the university.
4. An individual, 21 or older, may consume alcohol on university property (Red's) or at university sponsored events 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 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.
13. The use or possession of grain alcohol, regardless of age is prohibited.
14. 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.
15. 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.

16. Operating a motor vehicle while under the influence of alcohol is prohibited.
17. Open containers including cups and squeeze bottles of alcohol are not permitted in public areas such as hallways, lobbies, stairwells, elevators, community or common areas at any time.
18. Alcohol use is allowed for students of CT legal age (21) who reside in off campus residential halls (The Ridge, Taft, Pioneer Gardens, and Oakwood) and only in apartments in which all the residents as well as their guest(s) who are age (21) the CT legal drinking age. All other residence hall units and/or apartments in Oakwood, The Ridge, Taft, and Pioneer Gardens are considered "dry," and no alcohol or alcohol containers are permitted in these areas, as residents are under the CT legal (21) drinking age.

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 The Red's Pub area) without authorization through an approved alcohol registration form.

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

Sale of Alcohol: Beer is sold only in the Red's Pub area during designated hours. Any other sale of alcohol on campus must have approval through an alcohol registration form and state resources. Employees of the Red's Pub have the right and responsibility to deny the sale of beer 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 address appropriately. An announcement will be made that entry to the room will take place. If the occupants of the room do not voluntarily allow access, 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 Affairs Office by the Associate Dean of Students. 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 Associate Dean of Students 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 Associate Dean of Students. 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 Associate Dean of Students in the Student Affairs 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 cancelled. Any function which provides an alcoholic beverage must also provide a non-alcoholic 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 the Red's Pub) with alcohol must be registered and approved by the Director of Student Union. A six week notice is needed to file for Connecticut 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. 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 AM. 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. It is your responsibility as the host and/or permittee to make sure that your 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 card every customer or guest. Have a plan for carding (either at the door or at the bar). Serving to underage guests can pose serious legal problems.
- Always deny some 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 in order to effectively obtain proof of age and to prohibit “sharing” drinks or having others purchase and deliver alcohol to underage guests.

Drugs

34 CFR 668.46 (b)(9) and CGS 10a-55c (4)

The possession, use, manufacture, distribution, possession with intent to sell and/or sale of illegal/unauthorized drugs, drug paraphernalia (including but not limited to pipes, bongs, bowls, etc) or 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.

For students with alcohol or drug addictions, the Counseling & Health Services offices serve as a resource to assist the student in receiving the appropriate assistance for recovery.

Weapons

CGS 10a-55c (5)

Sacred Heart University enforces state laws concerning the possession of illegal weapons on campus. Weapons, including but not limited to firearms, explosives, 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 the possession of anyone on campus (or their residence) any item which 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*34 CFR 668.46 (b) (5)*

The SHU emergency preparedness program includes an experienced Emergency Management Team that meets regularly and consists of cross-representation from throughout the University. The team developed the SHU Comprehensive Emergency Management Plan to prepare the University to respond to a wide range of potential emergencies.

We have tested these plans through emergency exercises, practicing responses to scenarios including severe weather, infectious disease outbreaks and evacuation of sporting events if needed. We also participate with the Region One Connecticut Department of Emergency Management & Homeland Security. You can view the plan and other key publications on the SHU Public Safety website at: <http://www.sacredheart.edu/officeservices/publicsafety/emergencymanagement/>

The emergency management plan supplements ongoing emergency measures that are always in place, such as:

- An emergency alert system (EAS) that includes text, voice and e-mail alert capabilities and notices on the SHU home page to quickly alert the community in an emergency
- An emergency management page (under [Campus Safety](#) on the website home page) that contains our emergency plan, Student Emergency Guide, incident-specific guides and more
- A new mobile app called **SHU SAFE** that has just been deployed on campus



The primary function of SHU SAFE 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). If you are experiencing or come upon an emergency, you can open the SHU Safe app and choose the type of emergency assistance that you need.

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 locations that can only identify a building, SHU Campus Security can identify exact locations within buildings through the app, which can drastically reduce response times.

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

For the convenience of faculty we created an **Emergency Management icon** that can be found on all classroom computers. When you click on the icon, you will link to the Public Safety site screen: *Know what to do in an Emergency.*



This page addresses emergency procedures such as lockdown, evacuate, and seek shelter or shelter-in-place. We encourage faculty members to review these procedures with students.

Historical events have made us all understand that the unthinkable can happen anywhere at any time, so knowledge regarding emergency procedures is important.

All faculty should also stress to their students the importance of registering their contact phone number in the SHU Emergency Alert System (EAS). If anyone needs to add, verify or update their emergency contact number in EAS, visit <https://webadvisor.sacredheart.edu>.

SHU's EAS will officially notify all community members of emergency situations on campus. Messages will be text, voice and e-mail. In addition, classroom wall-mounted phones will also be activated by the EAS system to send messages to faculty and students in all classrooms. If a faculty member would like to schedule time for Public Safety to review these procedures with students, please call the Public Safety non-emergency number (203) 371-7995 to schedule.

The University will continue to conduct safety and preparedness sessions at orientations, staff meetings and other meetings, as appropriate, to ensure continued awareness and preparedness. All university departments can schedule a meeting with Public Safety for emergency training procedures or discussion for their department or organization.

For additional information use this link:

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

- A new Emergency Management web link was created to answer the question: **What do I do in the event of an emergency?**
<http://www.sacredheart.edu/officeservices/publicsafety/emergencymanagement/frequentlyaskedquestions/>

On the website community members will find the answers to commonly asked questions about how you will be notified regarding an emergency and what measures you should take, as well as our continued communication plan while the emergency is ongoing.

- SHU Info Line - An information update number, 203-365-7669 or x7669, that can be called during unplanned closures. This includes delayed openings or early closures due to weather or other unforeseen circumstances.
- Social Media Communications - The ability to disseminate updates through social media (<http://www.twitter.com/sacredheartuniv> and <http://www.facebook.com/sacredheartuniversity>)
- Training – Safety and preparedness training opportunities such as EMT training through Public Safety and training to participate in the Emergency Reserve Corps

Sacred Heart's ERC— Emergency Reserve Corps / a comprehensive program that has volunteers working with health departments and other agencies in the 16 Southern Fairfield County towns that run from Greenwich to Stratford—Connecticut's Homeland Security Region 1, as well as providing much-needed relief in towns like Bridgeport, Westport and Weston, where community-based disaster response teams already exist. The ERC consists of three teams:

1. Medical Reserve Corps—licensed health-care professionals or students trained to work in locations like hospitals, clinics and out in the community to assist with the delivery of medical and preventive care, health education, disease detection and vaccinations and to respond to mass casualties.
2. Community Emergency Response Team—volunteers trained to assist firefighters, police officers and other first responders when catastrophic events overtax the ability of available resources. Team members work closely with these and other agencies to provide essential communications, assist with shelter operations, help organize community events and more.
3. State Animal Response Team — sponsored by the American Veterinary Medical Association, team members will be first responders when a community emergency threatens the life of animals. Responsibilities include assessing veterinary needs and providing appropriate field care when other resources are overwhelmed.

SHU Behavioral Intervention and Response Team (BIRT) This group of campus professionals are appointed by the President and includes representatives from across the community. The head of the group is the Dean of Students with representatives from the Wellness Center, Residential Life, Public Safety, Human Resources, academic deans and Campus Ministry who confidentially evaluate cases of troubled students. *(In conjunction with SHU Public Safety Silent Witness Program and former Early Care Team / ECT – same members as BIRT)*

In compliance with CGS PA 13-3 Sec. 92 Section 10a-156 SHU the University President formed the Behavioral Intervention and Response Team in collaboration with campus security officials and appointed representatives from the following: Dean of Students, Executive Director of Public Safety, Provost, Director of Counseling, Director of Residential Life, Executive Director of Human Resources, Director of Public Safety, Director of Campus Ministry, Assistant Athletic Director, Risk Manager, Assistant Dean of Students, and Title XI Coordinator.

During 2014, the team received training from the Threat Assessment Regional Team (TARgET) sponsored by the New Haven Office of the FBI through Agents Lisa Skelly and Cory Scott. The training program hosted at SHU included intimate partner violence presented by Dr. Mary Cheyne and Autism behavior presented by Dr. Stephanie Leite. Additionally the topics of threat assessment, vulnerability and risk were discussed by presenters and attendees from law enforcement, sister universities and other nonprofit organizations. Additionally, members of the team participated at SHU in Crisis Intervention Team Training offered by CABLE – mental health training for law enforcement. (June 22 through June 26, 2015)

SHU has posted training materials and related documents on how to identify persons at risk of harm themselves or others on its Public Safety website program entitled Silent Witness at:

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

- The Silent Witness Program that encourages community members who wish to remain anonymous for any number of reasons to report any behavioral-related issues or concerns that they may have about anyone in the community using an [online form](#) on the Public Safety page of the SHU website.
- Enterprise Risk Management - A full-time risk manager located in the Office of University Counsel who is assigned to support all safety and compliance measures across the University.
- Resources are also available to the SHU community at any time through:
 - Campus Ministry at 203-371-7840
 - Counseling Center at 203-371-7955
 - Dean of Students at 203-371-7916
 - Public Safety at 203-371-7955
 - Residential Life at 203-416-3417

Fire Safety and Prevention

The Department is responsible for maintaining fire extinguishers in all University buildings on campus. A contract company is utilized to annually inspect and certify all fire extinguishers, recharging and/or replacing units as required by the NFPA code. All buildings on campus are equipped with fire alarm systems, which when activated sound horns/sirens or voice recordings, and activate visual strobe lights throughout the building. These fire alarms systems consist of 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 if activated, also sound the building fire alarm system. SHU Emergency Evacuation Coordinators assist Public Safety Officers whenever the fire alarm is activated in the Main Academic Building. These persons will walk through their assigned areas and ensure all persons leave upon hearing the audible alarm and proceed to a designated point of egress monitoring that location to prevent persons from entering until the all-clear notice has been given by Public Safety. Important Reminder – If a Lockdown / Shelter in place EAS message is sent, do not leave your designated area if the fire alarm sounds unless you see smoke or fire, as the alarm could have been activated by a person with criminal intent to harm persons. (Example – Active Shooter situation)

Fire Drills - In conjunction with the 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.

Rape Aggression Defense (RAD)

34 CFR 668.46 (b) (11)

The Department of Public Safety offers the Rape Aggression Defense program. This free self-defense class, designed specifically for women, is a nationally recognized course that gives women the skills needed to prevent and survive a violent attack. The program is usually offered each semester. Further information about the program can be found at www.rad-systems.com

Crime Prevention and Security Awareness

34 CFR 668.46 (b) (6)

The Sacred Heart University Department of Public Safety believes it is more beneficial to prevent crimes than to react to them after the fact. A primary vehicle for accomplishing this goal is the Department’s crime prevention program. This program is based upon 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.

Silent Witness Program and Missing Student Reporting / *If you see something – Say Something!*



YOU CAN HELP!

Silent Witness - The program was designed as a means for members of the campus community to provide anonymous information to help:

- Prevent Violence on Campus.
- Assist Persons at Risk from Harming Themselves or Others.
- Report Improper Conduct.
- Report General Safety & Security Concerns.
- Report a Concern for a Possible Missing Student.

The program is a computer portal on the Public Safety web site providing a campus wide communication method for anyone to submit information of concern or improper conduct. The program is in compliance with Connecticut Public Act PA 08-157 and Public Act 13-3 sec 92a.

The SHU Behavioral Intervention & Response Team (BIRT) - Silent Witness Program Information is available at web link: <http://www.sacredheart.edu/officesservices/publicsafety/silentwitnessprogram/>

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 should immediately notify SHU 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 to be contacted by Sacred Heart University officials in the event the student is officially reported as missing by a concerned person. (This contact information will only be used for this purpose by university officials and police.) After investigating the missing person report, should Public Safety determine the student is missing and has been missing for more than 24 hours, Public Safety will notify the municipal police department of jurisdiction and the student’s emergency or confidential contact. Police will also 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 no more than 24 hours after a student under the age of 18 is determined to be missing.

If SHU Public Safety is unable to ascertain the location of the missing student within a reasonable time based on existing information, the municipal police of jurisdiction will be notified to conduct an

investigation. SHU Public Safety will offer assistance to said municipal police agency and continue internal investigative efforts until this matter is resolved. Should the investigation determine the student is missing prior to 24 hours, notification procedures will be implemented.

Safety Committee – The Public Safety Director is the co-chair along with the University Risk Manager to review all campus incidents that have occurred in order to institute best practices and mitigate any further incidents that could impact health and/or safety on behalf of the university community. The Safety Committee is made up of inter-disciplinary members from all university divisions to ensure compliance and safety matters.

Building Assessments – Public Safety conducts vulnerability assessments for all facilities consistent with the emergency management all-hazards approach to emergency management. The assessments include the examination of the structure, life safety measures and devices, security card access, surveillance cameras, occupancy schedules, MSDS and OSHA safety standards. Each facility is given a rating and improvements are prioritized for follow up action by the appropriate department and consolidation with the Safety Committee.

Blue Light Call Boxes – The Department maintains 15 blue light call boxes on its Main Campus. They allow an individual in need of 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 party.

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

New 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. Also prospective students receive information concerning persons at risk and safety procedures in the annual Clery publication.

New Employee Orientation Program - In conjunction with the Human Resources Department, a representative of the Department of Public Safety speaks with new employees and prospective employees about security on campus, sexual harassment, how to recognize person at risk of harming themselves or others and methods for reporting any form of misconduct or concern to supervisors or Public Safety. At this time, the annual department brochure is distributed to all.

Key Control & Security Card Access - The University Locksmith reports to the Director of Public Safety. The Department of Public Safety provides students with key cards and, where applicable, “metal” keys for their residence facilities. Lost or stolen keys or key cards should immediately be reported to the Department of Public Safety. Faculty and staff are also issued keys and may request keys or lock changes through the Department of Public Safety Locksmith. The University has upgraded to a One-Card system where a student’s SHU ID is programmed to be used as their keycard 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.

Security Surveys - Security surveys are conducted of exterior lighting, facility perimeters, doors, locks, and the grounds of the University. Deficiencies are promptly reported to the Campus Operations Department. The Department works with the University Safety Committee, to make regular checks and surveys of the University property as well. The Departments of Public Safety and Campus Operations work together to rectify any problems or deficiencies found during these surveys. We request that employees and students also promptly report any concerns they notice as soon as possible, so that they may be addressed.

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.

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 which 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.

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.

SHU Emergency Management

34 CFR 668.46 (b)(2)



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.

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 for Finance and Administration
- Vice President for Athletics and Student Affairs
- Vice President for Human Resources
- Vice President for Marketing & Communications
- Vice President for Information Technology and Security
- Vice President for Finance (Liaison to EPT)
- Other members for professional and/or technical expertise:
- Dean - College of Education & Health Professions
- 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 and uses NIMS – National Incident Management System to handle any type of emergency. EPT members are activated, based on the type and nature of the incident, 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 EM & PS, Director or Assistant Director of Public Safety will test the emergency response and evacuation procedures on an annual basis, documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Campus Communication Team (CCT)

The Campus Communication Team meets to receive and analyze information and data in order to issue timely communications to the university community for any emergency event that may impact SHU directly or indirectly in accordance with the SHU Comprehensive All-Hazard Emergency Plan. It is the responsibility of this group to ensure the campus community is kept informed and safe in times of any emergency or significant event that may impact the university to conduct normal educational and social services to all constituent groups.

- President
- Provost and Vice President of Academic Affairs
- Senior Vice President for Finance and Administration
- Senior Vice President for Athletics and Student Affairs
- Vice President for Human Resources
- Vice President for Marketing & Communications
- Vice President for Information Technology and Security
- Executive Director of EM, Public Safety and Campus Operations
- Executive Director of University Communications

BIRT – Behavioral Intervention & Response Team

See page 46 for information about BIRT

Emergency Response and Evacuation Procedures

34 CFR 668.46 (g)

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 an order to evacuate is given by university officials. The position of a building “Evacuation Coordinator” plays a critical role in assisting the Department of Public Safety in many emergency response procedures in each building on campus.

Procedures - An evacuation may be required any time a condition exists which has been deemed an emergency or potential hazardous condition by the Department of Public Safety or University Officials. Therefore, when the fire alarm sounds, the designated Evacuation Coordinators will:

- Announce that all persons must exit the department 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. (If LOCKDOWN order given DO NOT EVACUATE if fire alarm rings unless you see fire or smell smoke, as active shooters use alarms to coax people out into open.)
- The Evacuation Coordinator will wear an identifying jacket stating - SHU Evacuation Coordinator.
- The Evacuation Coordinator will conduct a quick sweep of their designated area to ensure all persons are complying with the alarm notification.
- (Office and department doors should be closed as you exit leaving room lights on.)
- Assist with communication by informing building occupants of emergency issues and consolidating response functions, such as maintaining a “call tree” to communicate with department heads and others during normal hours, who may be absent at the time of an emergency.
- Act as the point of contact for discussions with SHU Public Safety officials in evacuation procedures.
- ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!
- Remember, elevators are reserved for use by the handicapped.
- Report any missing or persons who need special assistance to a Public Safety Officer immediately upon exiting the building.
- 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 Evacuation Coordinators will respond and notify building occupants of the need to evacuate.

When the building alarm sounds or an oral evacuation order is given, all persons should remain calm. Persons should quickly shutdown any hazardous operations or processes and render them

safe, if it is possible to do so. If an unsafe situation exists that will not allow a shutdown before evacuating, report this to a Public Safety Officer or Evacuation Coordinator as you exit the building. *(Note: When the fire alarm sounds only DPS officials can silence the alarm upon determining the incident is not an emergency condition. Therefore, if the alarm is sounding an emergency situation exists and you must exit the building.)*

Students, Faculty and Staff - Actions required:

When a building is in full alarm (horns, sirens, strobe lights), immediately evacuate the building. 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 & staff should lead students by example. Classes should assemble together 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.
- 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.

SHU EM Symbols - The two symbols below are of great importance in our mission to communicate to the campus community "timely notices" of conditions or events involving safety or security matters. We ask that you become familiar with each symbol and read all notices bearing these emergency management symbols.



1. WARNme - When you see the "WARNme" symbol know that SHU Public Safety is informing YOU of important information to increase you're "Situational Awareness" regarding campus Safety or Security matters. YOUR ACTIONS AND AWARENESS WILL ASSIST PUBLIC SAFETY IN RESPONDING TO POTENTIALLY HAZARDOUS OR IMPORTANT SITUATIONS THAT COULD IMPACT THE SHU CAMPUS.



2. CAMPUS ALERT - When you see the "Campus Alert" symbol know that SHU Public Safety has activated a level (3) or (4) emergency incident on campus and immediate action is required by YOU for safety and security reasons. SHU Public Safety will deploy the SHU/EAS text message "Emergency Alert System" to inform YOU of the incident conditions and further instructions.

FOLLOW INSTRUCTIONS IMMEDIATELY!

SHU Public Safety & University Officials will keep you informed!

The SHU (4) emergency levels and campus notification communication methods:

Level – (1) covers a short-term internal "routine" emergency involving only university facilities and employees. Limited outside agency involvement may be required. Notification by: No campus wide notice – communication from DPS directly to person(s), standard global email.

Level – (2) includes an emergency with a predictable duration at a single site involving the university and a single outside agency such as the fire department. Notification by: No campus wide notice – communication from DPS directly to person(s), standard global email.

Level – (3) involves an emergency with an unpredictable duration with a multi-agency response. Notification by: = SHU web based Emergency Broadcast System
SHU EAS = Blackboard Connect – Emergency Alert System
Also: Phone tree calls, radio broadcast and social media.

Level – (4) relates to a widespread emergency impacting a large segment of the university with long term implications. Notification by: = SHU web based Emergency Broadcast System SHU EAS = Blackboard Connect – Emergency Alert System
Also: Phone tree calls, radio broadcast and social media.

SHU Emergency Notification – will be given to the campus community, without delay, having taken into account the safety of the community, 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 Notification Systems

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 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 - Emergency Broadcast System announcements. Persons 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 Notification & Crime Alert Policy

34 CFR 668.46 (b) (2)

Purpose - The purpose of this policy is to codify this department’s policy and procedures concerning the Timely Notifications & Crime Alerts issued by the SHU Department of Public Safety. This will include all possible vulnerabilities under the doctrine of “All-hazards” as defined by the U.S. Department of Emergency Management and Homeland Security. SHU is taking an affirmative step under its “warn me” procedure to bring information to the University community that meets or exceeds the statutory requirements of the HEA and serves to protect life and property.

Policy - It is the policy of the Department of Public Safety to issue Timely Notifications & Crime Alerts in effort to notify 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 EM&DPS, 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 EM&DPS, Director of Public Safety or his/her absence these alerts will be approved by an Assistant Director.

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 Institutional Advancement 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.



Other Important Public Safety Resources

34 CFR 668.46 (b) (5)

These are available 24/7 on the Public Safety Website and safety tips are sent.

1. SHU Municipal Emergency Services Partners (Fairfield, Bridgeport and Trumbull)
<http://www.sacredheart.edu/officesservices/publicsafety/municipalemergencyservicespartners/>
2. Student Emergency Guide is available at web link:
<http://www.sacredheart.edu/officesservices/publicsafety/emergencymanagement/studentemergencyguide/>
3. Campus Emergency Handbook is available at web link:
http://www.sacredheart.edu/media/sacredheart/publicsafety/1015_emhandbook-2.pdf
4. Emergency Evacuation Procedures and Coordinators information is available at web link:
<http://www.sacredheart.edu/officesservices/publicsafety/emergencymanagement/evacuationcoordinatorsprocedures/>
5. Information on Identity Theft Prevention is available at web link:
<http://www.sacredheart.edu/officesservices/publicsafety/crimepreventionreporting/identitytheft/>
6. Emergency Notification Sign up Information is available at web link:
<http://www.sacredheart.edu/officesservices/publicsafety/emergencynotification/>
7. Campus Safety 101 Video and Interactive Quiz is available at web link:
<http://www.sacredheart.edu/officesservices/publicsafety/crimepreventionreporting/campussafety101video/>

IMMEDIATELY DIAL - 911

**RESPONSE ACTION OPTIONS
IN AN ACTIVE EVENT.....**

RUN AWAY & Dial 911

- If you decide it is safe to run away, make sure you have an escape route and plan in mind.
- Leave personal items, move quickly, keep hands visible, and follow instructions of Police and Security.
- Do not move injured people; notify First Responders of their location as soon as possible.

HIDE & Dial 911

- Lock and/or barricade door, hide under furniture, turn out lights & remain quiet.
- If your room can't be locked, determine if a nearby room with a lock can be reached safely, or if you can safely exit the building.

FIGHT & Dial 911

- If an active shooter enters your office or classroom, try to remain calm.
- Alert police to the shooter's location. If you can't speak, leave the phone line open so the dispatcher can listen to what is taking place to assist police.
- If there's no opportunity for escape or to hide you may attempt to negotiate. However, if you are hearing "shots" you may need to **TAKE OUT** the shooter with any means available inclusive of heavy or sharp objects. There is strength in numbers – work together.
- If the shooter leaves the area, **STAY IN PLACE** and await Police. Call 911.

How you respond must take into account your specific circumstances and abilities. Your location may be close to the shooter or there may be more than one shooter.

ACTIVE SHOOTER - Steps for Survival
Response procedure action options:

Get Out

- Move quickly; do not wait for others.
- Leave belongings behind.
- Chances of survival increases if you leave the area where the shooter is or go to a place where you can't be seen.

Call Out

- Inform authorities by Calling 911 and tell them name of shooter (If known), shooter description, location, number and type of weapons. Answer Dispatcher questions.
- Inform others while leaving and direct them away from the area.

Hide Out

- If the shooter is between you and the only exit, find a suitable hiding place:
 - Well hidden and well protected.
 - Room that can be locked with objects to hide behind.
 - Avoid places that might trap you or restrict movement.

Keep Out


- Blockade door with heavy furniture.
- Turn out lights, become totally silent.
- Turn off noise-producing devices.
- Call 911 (if you can do so without alerting the shooter) and await Police.
- Don't open the door unless Police show ID.

Spread Out

- If you are in a room with others, do not huddle together in one place:
 - This gives you options and makes it harder for the shooter to target multiple victims.
 - Quietly develop plan of action if the shooter enters.
 - Remain calm and keep others focused on survival.

Take Out – LAST RESORT ACTION

- If the shooter enters the room you are in, assume their intentions are lethal and be prepared to do whatever it takes to neutralize the threat:
 - Throw things, yell, use improvised weapons (i.e., office supplies and sharp or blunt objects).
 - There is strength in numbers – make a plan to overcome the shooter.
 - Do the best you can - choose to survive by overpowering shooter.



MITIGATION → PREPAREDNESS → RESPONSE → RECOVER

ACTIVE SHOOTER RESPONSE GUIDE (FACULTY & STAFF)

Historical events have made us all understand that the unthinkable can happen anywhere at any time, so **KNOWLEDGE** will give you strength in What to Do!

January 2014

**PROGRAM THESE NUMBERS INTO
YOUR CELL PHONE:**

**SHU Public Safety
Emergency Phone Number
203-371-7911**

POLICE CALL - 911

WHAT TO DO ...

MAKE A PLAN NOW IN ADVANCE

HOW TO RESPOND – STUDENTS WILL LOOK TO FACULTY FOR GUIDANCE
GIVE DIRECTION AS OUTLINED BELOW. POLICE AND PUBLIC SAFETY WILL RESPOND.

ASSESSMENT OF CONDITIONS:

DEPENDING ON
YOUR
LOCATION
AND THE
SITUATION:

ACTION 1

RUN AWAY ...
If you can safely
do so, put distance
between you and
danger.

RUN

HIDE

HIDE where you
are out of sight -
conceal; lock or
barricade doors;
turn out lights;
remain quiet.

FIGHT

FIGHT ... as a
last resort, fight
to defend
yourself.

An active shooter is a person's actively engaged in killing or attempting to kill people with a firearm. In the event of an active shooter, quick and accurate assessment of conditions is critical to surviving.

SHU's Emergency Alert System (EAS) will officially notify you of an emergency on campus, plus provide direction and updates. Try to remain calm and use these guidelines to help you plan a strategy for survival.

Classroom wall mounted phones will also be utilized to send messages to faculty and students in classrooms. SHU EAS messages will be text, voice, email and social media.

PRE EVENT - IS YOUR CLASSROOM OR OFFICE SECURE? MAKE A PLAN

***** General Classroom Tactics:

- For your personal protection, make a habit of identifying multiple exits in the facility where you work. Be aware of the exits, so when a threat is identified you will know where to go.
- In your mind identify and rehearse escape plans and exit route for you and your students.
- Secure the door every day:
 - Lock the door while you are teaching.
 - Identify how to stop the door from opening if it cannot be locked (i.e., stopper) to restrict opening.
 - Identify what can be put in front of the door in case of emergencies (table, file cabinet, desk, or any other large objects).
- Are the students prepared? Discuss the possibilities of a situation happening and what to do in the event something does happen.
- Eliminate the ability to see into the classroom from the hallway if possible (paper over window, draw shades) plan ahead each day.

IN AN ACTIVE EVENT - INFORMATION TO PROVIDE TO PUBLIC SAFETY AND/OR POLICE:

1. Your name, exact location (building name/room number) and cell number.
2. Location of the active shooter (building name/room number).
3. Number of shooters, if more than one.
4. Physical description of shooter/s (i.e., race, gender, clothing, physical features, etc.).
5. Number and type of weapons held by the shooter/s (i.e., handgun, long gun, explosives, etc.).
6. Shooter's direction of movement.
7. Number of potential victims at the location and types of injuries if known.
8. LOCKDOWN means to Shelter in Place.

EMERGENCY ALERT SYSTEM

Please be sure your emergency contact number is in EAS. If you need to add, verify, or update your emergency contact number in EAS, visit <https://webadvisor.sacredheart.edu>.

Emergency Alert System (EAS)

SHU is committed to providing timely notification and instruction to its community in the event of an emergency. Because an emergency often involves a life-threatening situation, initial notification will be guided by first responders. Subsequent notifications will contain updates and more detailed information as it becomes available to SHU officials. Those in active or imminent danger will receive emergency alerts with instructions—**SEEK SHELTER, LOCKDOWN** or **EVACUATE**. The timing of notifications will depend upon the nature of each incident, as well as whether the emergency has a campus-wide or limited area impact.

SHU's EAS is designed to be redundant and may utilize all or any combination of the following communication methods:

- Text messages
- Phone calls/Voice messages
- Classroom Phones
- Emails
- SHU website
- Social Media (Facebook & Twitter)
- Building public address systems
- Runners & Bullhorns

Be sure to keep your contact number updated at webadviser.sacredheart.edu

Rectangular Snip

Know What To Do in an Emergency



SHU PUBLIC SAFETY
Vigilant • Prepared • Responsive





What is an emergency?

An emergency is an event that threatens people, property, business continuity or communities and may develop into a disaster or critical incident.

How will I be notified?

SHU's Emergency Alert System (EAS) is designed to be redundant and may utilize all or any combination of the following communication methods:

- * Text messages
- * Phone calls/Voice messages
- * Classroom Phones
- * Email
- * SHU website
- * Social Media (Facebook & Twitter)
- * Building public address system
- * Banners & Billboards

Classrooms are equipped with black phones for audio visual support that also function as a reverse 911 system. If the phone rings, faculty should answer immediately and follow instructions provided through the EAS.

How can I contact Public Safety?

Public Safety recommends you program the following phone numbers into your cell phone:

- (303) 371-7991 (emergency)**
- (203) 371-7995 (routine calls)

Be prepared to provide the Dispatcher with all incident-related information.



LOCKDOWN

WHEN:
Lockdown when an active shooter or other violence has been reported in your area.

- ACTIONS:**
- * Depending on the situation: **run away**, or **hide** where you are, under furniture; lock or barricade door; turn out lights; remain quiet. As a last resort **fight** to defend yourself.
 - * **Warn** others if possible.
 - * **Call 911** if you have information for the police.
 - * **Wait** for official notice from the SHU EAS or first responders that it is safe to resume normal activities.



EVACUATE

WHEN:
Evacuate in the event of a fire, chemical spill or other danger reported in the building.

- ACTIONS:**
- * **Take** your cell phone and other valuables with you.
 - * **Assist** persons with disabilities and alert first responders to their location.
 - * **Leave** the building - do not use elevators.
 - * **Proceed** to a designated assembly area outside and away from the building.
 - * **Wait** for official notice from the SHU EAS or first responders that it is safe to resume normal activities.



SEEK SHELTER

WHEN:
Seek shelter when severe weather is imminent or an environmental hazard has been reported in the area.

- ACTIONS:**
- * **Take** shelter inside a building and remain there.
 - * **Go** to the lowest level of the building and stay in interior hallways away from glass doors and windows.
 - * **Monitor** television, radio and online news for weather updates.
 - * **Wait** for official notice through the SHU EAS or first responders that it is safe to resume normal activities.