

CAPITAL COMMUNITY COLLEGE

DEPARTMENT OF PUBLIC SAFETY

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY

AND

CAMPUS CRIME STATISTICS

ISSUED SEPTEMBER 2015 FOR THE YEAR 2014



Submitted by: Master Sergeant James Griffin

**CAPITAL COMMUNITY COLLEGE
REPORT ON CAMPUS SAFETY**

**ISSUED SEPTEMBER 2015
FOR THE PERIOD OF
January 1 to December 31, 2014**

Capital Community College provides this report on campus safety in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act”. This report is available to any applicant, student, or employee who requests a copy. The report is published each September.

Capital Community College is a twelve story structure located at 950 Main Street in downtown Hartford. The College Department of Public Safety is located on the first floor of the main lobby in rooms 101 and 102. State Officers patrol the building and grounds in addition to electronic monitoring on a regular basis.

The Director of Public Safety/Security at C.C.C. is James Griffin. Mr. Griffin graduated from the Connecticut Police Academy and has special police powers granted by the state Commissioner of Public Safety under the provisions of Section 29-18 of the Connecticut General Statutes. Mr. Griffin supervises the security force which consists of police, state officers, and a private security company, selected through the state bid process. The current company is Command Security. The Public Safety/Security Department reports to Dean of Administration Lester Primus.

College students, employees, and visitors, park at the Morgan Street Garage located at 155 Morgan Street. Parking validation for employees and students is provided by the college. The security and administration of the Morgan Street Garage is provided by Hartford Parking Authority.

Any criminal or suspicious activity that takes place in the building, grounds or garage should be reported promptly to the campus police office at extension 5075, or by dialing ** from any college phone. All telephones in the building have the college’s security number affixed. City emergency services (Fire-Ambulance) are reached by dialing 9-911.

The Department of Public Safety is in charge of the college’s lost and found. Please turn-in all items found on campus to this office. If you think that you may have lost something on campus, you should check with this office. Please continue to check with this office as your items may be turned in at a later date. All items turned in are secured in a locked office until returned or disposed of after a six month holding period.

An emergency guide explaining protocol and contact numbers is posted in all classrooms, conference rooms, the auditorium, and the café.

In accordance with state law, Capital Community College has a smoke-free status. Smoking is not permitted anywhere in the college building.

Periodically the Department of Public Safety/Security will publish safety tips to encourage the college community to be more aware of safety. These tips are placed on bulletin boards throughout the college, or placed on the television monitors. Public Safety issues timely warnings when an issue poses a substantial risk of loss or harm to the college community. Security participates in the college's annual student orientation, held before fall semester, providing information about the college's security systems, policies, and emergency procedures. Informal security sessions have been implemented for college employees.

The college Department of Public Safety offers escorts to students, staff and guests to and from their vehicle parked in the Morgan Street and Talcott Street garages. To request an escort contact the Public Safety office at (860) 906-5075.

The college is open from 7:30 A.M. to 10:00 P.M. Monday through Friday, and Saturday from 7:30 A.M. to 3:30 P.M. when classes are in session. College security is present at all times when the building is open for business.

No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department, or special police force established under section 10a-142 of the Connecticut general statutes concerning crimes committed within the geographical limits of property owned or under the control of such institution.

The State of Connecticut has a sexual offender registry which contains the names of all the persons convicted of sex offenses. The registry can be viewed by anyone wishing to at <http://www.state.ct.us/dor/sor.htm>. Capital Community College Public Safety routinely reviews the registry, and the college is notified if any sex offender registers for classes.

Sex Offenders required to register under the terms of "Megan's Law" are also required to provide notice, as mandated under state law, of each institution of higher education in that state in which the offender is employed or a student. (Refer to page 115 of the Student Handbook for further information)

Fifty emergency intercoms are located in the college positioned under blue lights. Each intercom connects directly to Public Safety, and interfaces with the college closed circuit camera system. A Public Safety Officer will answer and respond at once to any emergency.

It is the policy of the college to call the Hartford Police Department for any incident that requires police intervention. The Police Departments main H.Q. is located at 253 High Street. There are several smaller precincts located throughout the city. The College Public Safety/Police have an excellent working relationship with the City of Hartford Police.

Capital Community College maintains a “Daily Crime Log”. This log contains entries of all incidents reported to Public Safety. The log is updated daily and is open for inspection by any member of the public upon request during normal business hours.

The college maintains an extensive series of fire prevention and alarm devices, including sprinklers, extinguishers, alarms, and warning systems. A loud horn, lights flash, and a verbal fire warning sound on each floor when an alarm is active. The college performs a minimum of one “Fire Drill” each semester. A separate emergency plan is in place for the Children’s Lab School located in the building.

Public Safety maintains compliance with all FERPA regulations. No student or employee’s personal or identifying information is released to outside agency, entity, or unauthorized person or Department within the college.

The college department of Public Safety and Security has specific policies concerning sexual assault and domestic violence. These policies are contained in the department policy manual under “Patrol Procedures” section 2-7. In addition to policy published on the college Website. These policies specifically state that all complaints of sexual violence and domestic violence will be investigated in a respectful, confidential manner. The policy states that in addition to the CCC Public Safety investigation, the Hartford Police and/or Connecticut State Police may be notified. Policy presents the victim with options for various referrals to additional sexual assault counseling, domestic violence counseling, mental health services, shelters and victims’ rights. Transportation to area hospitals is provided if required. Public Safety will assist the victim in contacting these services. The college advises the victim of criminal protective orders, out of state family violence protective orders, and will obtain an order if appropriate. The College offers assistance to victims of sexual and/or domestic violence support from initial investigation through the entire process. Capital Community College will investigate and make arrests where probable cause exists that a crime or violation of an order has taken place. All Public Safety officers receive domestic/sexual assault investigation and follow-up training annually. Master Sergeant Griffin is the campus contact person in matters of sexual assault/domestic violence. A CRIME-STOPPER TIP LINE has been established to facilitate the anonymous reporting of crimes and suspicious circumstance, in addition to a COMPLAINT & COMMENDATION field on the Department’s college web-site.

Public Safety conducts a series of sexual assault prevention, situational awareness, self-defense classes each semester to assist staff and students avoid becoming a target of violence. Education on applicable Connecticut general statutes and current case law is included.

Public Safety uses various measures to protect and follow up on all complaints of sexual violence. This will includes college sanctions, monitoring, and criminal justice system referrals.

Capital Community College promptly investigates all reports of suspicious circumstances or missing persons. This policy is contained in the department policy manual patrol

procedures under section 2-19. An investigating officer will be dispatched immediately. He shall enter the missing person as a **FILE 6 MISSING PERSON IN NCIC**. It is department policy to contact the Hartford Police and/or the Connecticut State Police in all cases that require further investigation.

Capital Community College has no dorms or on campus housing.

A copy of this report can be viewed at the Capital Community College Public Safety Website. Please go to: <http://capitalcc.edu/publicsafety/reports.htm>

Capital Community College maintains an extensive array of policies, procedures, and notification processes in the event of an emergency. These procedures are intended to be far reaching to the college and surrounding communities contacting as many people as possible in a short time. Included are procedures for immediate notification of Police---Fire---Emergency Services. All college emergency procedures are compiled and published on the college Website in a comprehensive manual entitled “Emergency Operations Manual”. This manual includes internal and external notification policy. Included is specific information on evacuation procedures, bomb threat procedures, and college lock down policy. Officers of the College Department of Public Safety perform annual training in each of these procedures. Training may include formal training at the Connecticut Police Academy, internal training conducted by qualified Dept. members, and various drills, including unannounced fire drills and shelter-in-place drills. All officers are required to maintain annual certification in First Aid and CPR. All officers have received training in emergency text alert notifications.

It is college policy that all notifications to the college and surrounding community will be made without delay. Policy dictates that information concerning any situation presenting a threat of physical harm or property damage will be passed on to the community at once. The method of notification will vary according to the specific situation. Notification processes may include any or all of the following: personal notification, loudspeaker, television, radio, horn/sirens, telephone, public address system, college e-mail, or college emergency text alert system that sends an individual text message to any person that registers a cell phone onto the system. There is no cost for this service. Registration is encouraged and actively advertised.

Capital Community College Department of Public Safety/Security has close ties and or letters of understanding with various state and local agencies. This includes the Hartford Fire and Police departments, Connecticut State Police, and 960 Management (a private mall that houses several business and state agencies).

Master Sgt. Griffin is an active member of CTACLEA – Connecticut Association of College Law Enforcement Administrators and The Hartford SCAN Group – comprised of over 70 Hartford business and public safety organizations dedicated to reducing crime in the downtown Hartford area thru exchange of intelligence.

Dean of Administration Lester Primus and Master Sergeant James Griffin are administrators for college notification systems.

Capital Community College Department of Public Safety Officers filed 225 incident reports for calendar year 2014 Capital Community College investigates all crimes reported to the college. The Department received no reports of part one crimes that were unfounded. Victims of crimes are notified in writing of the status of sensitive investigations and any complaint made against a college employee.

The Department of Public Safety will assist in proper referrals for victims of Domestic Violence or Sexual Assault. This includes assisting in contacting a Victim Advocate, Women's Shelters, and Restraining/Protective Orders.

ALCOHOL and DRUG POLICY

Capital Community College’s standards of conduct are in compliance with Public Law 101-226, The Drug Free Schools and Communities Act. The standards of conduct prohibit unlawful possession, use, and distribution of illicit drugs or alcohol by students, employees, or visitors on the college campus or at college activities. Any person knowingly and unlawfully possessing, using, transmitting, selling, or being under the influence of any dependency producing drug or alcohol on campus or at any college sponsored activity or event may be subject to disciplinary action.

SEXUAL ASSAULT POLICY

Capital Community College encourages victims of sexual assault to report the crime to the Security Supervisor on duty. Security will assist in filing a college incident report and contacting the Hartford Police Department or other appropriate agency. The college will provide counseling through the Counseling Center and/or Health Services and can provide information regarding other sources for help.

SEXUAL HARRASSMENT POLICY

Sexual harassment can take many forms, such as physical (touching, kissing, pinching), verbal (jokes or sexual innuendoes), visual (display of offensive pictures whether printed or computer displayed), or threatening harassment (implied or explicit abuse which threatens a person who does not comply with such requests).

Capital Community College does not condone or tolerate any behavior by a college student, employee or visitor that constitutes sexual harassment. Should you find yourself in a situation you suspect may be a type of sexual harassment, you are urged to speak to the Academic Dean or the Director of Human Resources. The college strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault, and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedy or both.

Dean of Students-----Doris Arrington-----Room 212
Director of Human Resources-----Josephine Agnello-Veley-----Room 214
Director of Public Safety-----James Griffin-----Room 102

Sexual Harassment as well as any reprisal or retaliation by an offender is illegal and punishable by law.

Use of the internet for viewing pornographic material or carrying on “chat” sessions is considered sexual harassment and is forbidden.

Mandated reporting requirements of the Child Protection Law may require a report be made to the Connecticut Department of Social Services whenever the college receives a report that a person under the age of eighteen years of age may have been sexually assaulted. In addition,, those College employees who qualify as Campus Security Authorities under the Jeanne Clery Act have a duty to report information that comes to their attention of a possible sexual assault regardless of the age of the reported victim. The College also employs individuals who are members of professions that are mandated reporters under Connecticut law, such as early childhood professionals, nurses and others. In order to comply with the ethical requirements of their professions and the law, any such professional who receives a report of sexual violence may not be able to maintain the confidentiality of the reported violence.

All reports of sexual violence will be thoroughly investigated by the college Department of Public Safety, dean of Students, and Title IX coordinator. Persons reporting such incidents are urged to report the incident as soon as possible. Capital Community College puts no time limit on receiving and investigation of incidents. However, timely reporting tends to have a very strong and positive impact on the fairness and success of the investigation. Recollections may fade, and witness become inaccessible, and physical evidence becomes unavailable with the passage of time.

Capital Community College has a variety of resources available on campus and in the community to assist in dealing with sexual violence. These resources are available whether or not the incident occurred on campus or off campus.

VAWA CRIME STATISTICS

| VIOLATIONS | 2014 |
|--------------------------|-------------|
| DOMESTIC VIOLENCE | 0 |
| DATING VIOLENCE | 0 |
| STALKING | 0 |
| FONDLING | 2 |
| ARRESTS REFERRALS | 2 |
| | 0 |

HATE CRIMES

Under the Clery Act, Capital Community College is required to report the listed crimes and other crimes involving bodily injury to a victim because that person was intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

| HATE CRIME STATISTICS | 2012 | 2013 | 2014 |
|------------------------------|-------------|-------------|-------------|
| | 0 | 0 | 0 |
| | 0 | 0 | 0 |
| | 1 | 0 | 0 |

DEFINITIONS:

MURDER and NON-NEGLIGENT MANSLAUGHTER---The willful (Non-negligent) killing of one human being by another.

NEGLIGENT MANSLAUGHTER---The killing of another person through gross negligence.

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

AGGREVATED ASSAULT---An unlawful attack of one person by another for the purpose of inflicting severe bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely

BURGLARY--- The unlawful entry of a structure to commit a Felony or theft.

LARCENY---The unlawful taking, leading, carrying, or riding away of property from the possession of another.

ARSON--- Willful or malicious burning or attempt to burn, a dwelling, building, motor vehicle, aircraft, or personal property of another with or without intent to defraud.

SEX OFFENSE/FORCIBLE--- Any sexual act directed against another person, forcibly and/or against another’s will.

SEX OFFENSE/NON-FORCIBLE---Unlawful, non-forcible sexual intercourse, or sexual act directed against another against their will or without their consent.

In compliance with the Federal Jeanne Clery Campus Security Act, Capital Community College is required to prepare a Uniform Crime Report annually. This crime report reflects the crime statistics for the preceding calendar year.

Each annual report includes the number of full time equivalent (FTE) students, the number of FTE employees, the number of incidents reported, and the crime rate. The crime rate is equal to the number of incidents reported divided by the number of FTE students and employees. The FTE for students during 2014 at Capital Community College was 3840. The FTE for employees for 2014 was 166. The total combined college FTE was 4006.

For the 2012, 2013, 2014 calendar years the crime statistics for Capital Community College are:

| CATEGORY | 2012 | 2013 | 2014 | 2014 RATE |
|--|------|------|------|-----------|
| CRIMINAL HOMICIDE | 0 | 0 | 0 | 0 |
| MURDER & NON-NEGLIGENT MANSLAUGHTER | 0 | 0 | 0 | 0 |
| NEGLIGENT MANSLAUGHTER | 0 | 0 | 0 | 0 |
| ROBBERY | 0 | 1 | 0 | 0 |
| AGGREVATED ASSAULT | 1 | 1 | 0 | 0 |
| LARCENY | 21 | 8 | 14 | 0.00349 |
| M.V. THEFT | 1 | 0 | 0 | 0 |
| ARSON | 0 | 0 | 0 | 0 |
| SEXUAL ASSAULT | 0 | 0 | 0 | 0 |
| SEXUAL ASSAULT/NON FORCIBLE | 0 | 0 | 2 | 0.0002498 |
| BURGLARY | 1 | 0 | 0 | 0 |

WEAPONS POLICY

Persons carrying firearms, fireworks, dangerous weapons, or unauthorized chemicals into the building or onto the grounds are subject to disciplinary action and/or criminal arrest.

WEAPON, DRUG, ALCOHOL VIOLATIONS

The Clery Awareness and Campus Safety Act requires Capital Community College to disclose the number of persons who were referred for campus disciplinary action for weapon, drug and alcohol violations.

| CATEGORY | 2012 | 2013 | 2014 |
|-----------------------|------|------|------|
| WEAPON LAW VIOLATIONS | 0 | 0 | 0 |
| DRUG ABUSE VIOLATIONS | 0 | 0 | 4 |
| LIQUOR LAW VIOLATIONS | 1 | 0 | 0 |

WEAPON, DRUG, ALCOHOL ARRESTS

In compliance with the Jeanne Clery Crime Awareness and Campus Safety Act, Capital Community College publishes statistics concerning the number of arrests for the following crimes occurring on campus:

| CATEGORY | 2012 | 2013 | 2014 |
|--------------------|------|------|------|
| WEAPON LAW ARRESTS | 0 | 0 | 0 |
| DRUG ABUSE ARRESTS | 0 | 0 | 2 |
| LIQUOR LAW ARRESTS | 1 | 0 | 0 |

| DISCIPLINARY REFERRALS | 2012 | 2013 | 2014 |
|------------------------|------|------|------|
| WEAPON | 0 | 0 | 0 |
| DRUG | 0 | 0 | 3 |
| LIQUOR | 0 | 0 | 0 |

September 1, 2015

Hartford Police Department
253 High Street
Hartford, Ct. 06120

Dear Sir/Madam,

I request the crime statistics for the locations listed below for the 2012 calendar year. Pursuant to the federal Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics (Clery Act), Capital Community College is required to compile and publish crime statistics. This report must contain statistics of specified crimes reported to local police agencies that occurred on or near campus and on college controlled property. The criminal offenses that the college is required to report are the following as defined by the FBI Uniform Crime Report: Murder: Non-Negligent Manslaughter: Negligent Manslaughter: Forcible Sex Offenses: Non-Forcible Sex Offenses: Robbery: Aggravated Assault: Burglary: Motor Vehicle Theft: and Arson. In addition, I need statistics concerning any of the above that manifest evidence of a Hate Crime.

Capital Community College is also required to request statistics for arrests in these categories: Liquor Law and Drug Violations, and Illegal Weapons Violations.

Therefore I request the required statistics for the following locations;

- The sidewalks directly in front of the college to the curb line to include Main Street, Market Street and Talcott Street
- Morgan and Talcott Street Parking Garages
- 950 Main Street
- 960 Main Street
- 10 Columbus Street Boulevard Parking Lot

I appreciate your cooperation in assisting us in complying with this federal law. If you have any questions, please contact me at (860) 906-5076.

Sincerely,

A handwritten signature in blue ink, appearing to read "James T. Griffin". The signature is stylized and cursive.

Master Sergeant James T. Griffin

15-SEP-2015 11:23
SWRXF03

Capital Community College PROD
Reg – FTE Enrollment Report
Capital CC – Spring 2014 (1)

| Status Head | Head-count | Cred-Hours | FTE |
|---------------------------|-----------------|------------------|------------------|
| 1 – Full Term - GF | | | |
| Full-time* | 657.00 | 8,472.00 | 584.800 |
| Part-time* | 3,036.00 | 19,576.00 | 1,305.067 |
| Total* | 4,693.00 | 28,048.00 | 1,869.867 |
| Status | | | |
| All Part-time | | | |
| Full-time* | 825.00 | 8,472.00 | 584.800 |
| Part-time* | 3,444.00 | 19,642.00 | 1,309.467 |
| Total* | 4,269.00 | 28,114.00 | 1,874.267 |

Note: *These numbers are run against live files and are accurate as of the run-time of this report. This report may not agree with the frozen extract data.

Parameters:
TERM = 110107
POT = 1,
SEATS = N,
TP-INCL=N

04-SEP-2012 14:07
SWRXF03

Capital Community College PROD
Reg – FTE Enrollment Report
Capital CC – Spring 2012 (1)

| Status Head | Head-count | Cred-Hours | FTE |
|---------------------------|--------------|---------------|-----------------|
| 1 – Full Term - GF | | | |
| Full-time* | 771 | 9,272 | 648.47 |
| Part-time* | 3,569 | 23,626 | 1,575.07 |
| Total* | 4,340 | 33,353 | 2,223.53 |
| Status | | | |
| All Part-time | | | |
| Full-time* | 775 | 9,777 | 651.80 |
| Part-time* | 3,653 | 23,950 | 1,596.67 |
| Total* | 4,428 | 33,727 | 2,248.47 |

Note: *These numbers are run against live files and are accurate as of the run-time of this report. This report may not agree with the frozen extract data.

Parameters:
TERM = 112107
POT = 1,
SEATS = N,
TP-INCL=N