
NORWALK COMMUNITY COLLEGE

Security Protocol Plan

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Purpose

Norwalk Community College (NCC) is committed to the safety and welfare of students, faculty, staff and visitors through the establishment of reasonable practices that: (1) support a safe and secure environment in all buildings and grounds owned, leased and/or operated by NCC; (2) promote safety through policies and programs; (3) provide an appropriate level of security at college activities; and safeguard NCC's property and physical assets.

The NCC Security Protocol Plan provides an overview of existing college safety and security policies and programs that demonstrate compliance with CT Statutes 10a-55c.

This plan describes the authorities and responsibilities to carry out programs and operations that promote safety and security of individuals and property. The plan also defines the specific responsibilities of college management, contracted security and other college offices with responsibilities for campus safety and security, including compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Policy

NCC is dedicated to promoting the safety and security of the NCC community within a supportive and accessible learning and working environment. It is further committed to safeguarding physical resources, identifying conditions or circumstances that may pose risks to the safety and security of NCC, and preparing NCC to effectively respond to emergencies.

College facilities must be used in a safe and appropriate manner so as not to endanger the NCC community or the general public. All faculty, staff, students, and other members of the NCC community share responsibility for the safety and security of the institution and must conduct college activities and operations in compliance with applicable federal and state regulations and college policies.

Authorities and Responsibilities

By state statute, the Board of Regents (BOR) for Higher Education is charged with the care, preservation and improvement of all 17 Connecticut colleges and universities' property and with the protection and safety of students, faculty, and staff on BOR property.

As part of a college-wide commitment to a safe and secure campus, NCC has established offices and cross-functional teams charged with security and safety responsibilities.

Administrative Office Responsible for Security on Campus

The Office of the Chief Operating Officer oversees and coordinates with Norwalk Community College's Security Department. NCC does not have a campus police department. NCC contracts with Security Services of Connecticut (SSC) to provide security coverage during NCC's operating hours, year-round, weekends and evenings.

Title	Name	Location	Email	
Chief Operating Officer	Cheryl DeVonish	East Campus Room E305	203-857-7016	cdevonish@ncc.commnet.edu
Director of Security	Robert Studivant	East Campus Room E214	203-857-7219	rstudivant@ncc.commnet.edu

Departmental and Individual Responsibilities

Departmental responsibilities: Directors/Department Heads and individuals in supervisory roles are responsible for ensuring that personnel within their department are aware of safety and security policies and the procedures for reporting safety problems, accidents, emergencies, crimes, and threats. They are also responsible for ensuring that any emergency preparedness and continuity of operations plans are developed in accordance with college guidelines and communicated to all personnel in order to ensure familiarity with and coordination between departmental personnel and emergency responders. Departmental supervisors are encouraged to implement security and safety policies and programs in work areas under their supervision/control.

Individual Responsibilities

Individuals are responsible for being aware of and complying with school policies and procedures, and applicable laws. Employees and students should take any threat or violent act seriously and report acts of violence or threats to the appropriate authorities as set forth in this policy. Numerous employee and student policies outline responsibilities and acceptable behavior, and standards of conduct. Violations of community college policy are subject to the disciplinary actions under the appropriate policies, up to and including dismissal. Violations of the Student Code of Conduct would be reviewed by the Dean of Student Affairs. Each fall semester, employees and students are made aware of safety and security policies and procedures through the Annual Security Report and Monthly Security Newsletter. These publications are disseminated by the Chief Operating Officer and Department of Security.

Authority of Security Personnel, State and Local Police

Authorities

Summit Security, Inc. officers have the authority to ask persons for identification and to determine whether individuals have lawful business at NCC. Security officers do not possess arrest powers.

All criminal offenses will be investigated by the appropriate law enforcement agency. NCC is a state agency; therefore, the State Police, under the Department of Emergency Services and

Public Protection, have jurisdiction over NCC and its grounds. The Norwalk Police Department may investigate or assist the State Police with criminal offenses that occur on campus. NCC's Campus Security has a close relationship with both local and State Police departments.

Non-criminal violations of college policy will be referred to the Dean of Student Services for review and action. Major offenses such as murder, rape, aggravated assault, robbery and auto theft are reported to the State Police and/or Norwalk Police. 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 the property owned or under the control of such institution. Norwalk Community College is located at 188 Richards Avenue, Norwalk, CT 06854.

Committee Structure

Campus Emergency Response Team (CERT)

In order to provide for an organized response to major emergencies on campus, a Campus Emergency Response Team has been formed to assist NCC in responding to, managing, mitigating and recovering from an emergency. The Team will be responsible for interfacing with off-campus resources and agencies as needed such as local and state governmental agencies and the media. The Team will meet if it has been deemed that a campus emergency has occurred or might occur. The Team works under the direction of the President.

Behavioral Intervention Team (BIT) / Threat Assessment Team

The Behavioral Intervention Team (BIT) / Threat Assessment Team was created to heighten awareness of faculty, staff and students regarding potentially at-risk students and others on campus who may be at risk of doing harm to themselves or others. Included in, but not limited to, the list of behaviors are threats, aberrant or strange behavior, violent or perceived violent behavior, repeated threats of suicide or violence against others, etc. If there is a serious threat, the committee is to be called to meet within 72 hours. We utilize a Student of Concern Form, located on the public website, to help identify any potential risks. Anyone may fill out an electronic form. The BIT / Threat Assessment Team is a committee appointed by the President, and the members are:

Cathy Miller (Chair/Director of Counseling)

Michael Butcaris (Academic Dean)

Kellie Byrd-Danso (Dean of Students)

Bill Grodman (Faculty)

Robert Studivant (Director of Security)

Kelly Del Mazio and Wendy Mendes (Counselor)

Barbara Smith (Public Relations)

Gary Capobianco (Faculty)

The President and Chief Operating Officer attend as needed or if requested.

Crisis Response Team (CRT)

Members respond, along with security, to reports of a significant behavioral occurrence on campus. A significant behavioral occurrence is defined as a situation where students, faculty, staff, or others on campus are reported to be either displaying disruptive and/or threatening behaviors or making threats that will potentially endanger the safety of themselves and others. The crisis responder will provide another person to assess the situation. Members are trained throughout the year in multiple topics and will use the skills obtained in the provided training to focus on relevant information, instill hope, convey acceptance, and make appropriate suggestions to diffuse the situation. In some instances, members of the security team can be perceived as intimidating to the person in distress and the crisis responder can provide another perspective to the situation. Together, the Crisis Response Team Member and Security can determine next steps for the situation at hand.

Emergency Medical Response Team

The Emergency Medical Response is handled by security who are certified by the American Red Cross in First Aid, CPR, and use of NCC's four Automated External Defibrillators (AEDs). In the event of a medical emergency on campus, members of the security force are contacted to respond to the situation until first responders arrive on campus.

Campus Awareness Resource Team (CART)

The NCC Campus Awareness Resource Team (CART), is dedicated to promoting and supporting various mental health and wellness initiatives on the College campus. CART is comprised of NCC faculty, staff and student members along with professionals from the community who are collaborating to educate and resolve the stigma associated with mental health disorders as well as increase awareness and access to care and services.

Federal Directives

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act): The Clery Act defines the specific responsibilities for colleges and universities to make the campus community aware of crimes that have occurred and necessitate caution on the part of students and employees, and for providing annual reports on campus crime statistics.

As required by the Act, "timely warnings" will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the President, Chief Operating Officer or President's designee, that constitutes an ongoing or continuing serious threat to the NCC community. NCC will also "immediately" alert the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. The warning may be issued through the use of a variety of sources which may include, but are not limited to, email notices, phone messages, cellular phone and text messages; hallway electronic message signs; posters; and college website notices. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a notice may be placed on NCC webpage and/or the "myCommNet Alert" notification system will be utilized.

The Chief Operating Officer will be responsible for publishing annual crime statistics as required by the Clery Act. This information is available both in hard copy and on NCC website.

State Directives and Policies

NCC policies, programs and procedures comply with State of Connecticut statutes, including Public Act 14-11, An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus, Public Act, Sec.10a-55 and all applicable laws.

College and Board of Regents Policies

NCC and the Board of Regents have established policies that specifically address environmental and occupational safety, violence prevention, and employment practices. There are additional policies that cover authorized and emergency closings, safeguarding institutional assets and information, prohibited conduct regarding alcohol and drugs, anti-discrimination and harassment prevention. Policies listed in the catalog include the following:

- Racism and Acts of Intolerance
- Sexual Harassment
- Information Technology Resources
- Acceptable Use Policy - College
- Acceptable Use Policy – Board of Regents
- Electronic Communications Policy
- Electronic Device Policy
- Policy on Student Conduct
- Sexual Misconduct and Relationship Violence Statement
- Student Rights & Responsibilities
- Student Records
- Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)
- English as a Second Language
- Statement on Drug and Alcohol Abuse
- AIDS and Other Communicable Diseases
- Statement on Violence Prevention and Response
- Reporting Threats or Violent Acts
- Campus Safety Efforts
- Sex Offenders on Campus

Crime Reporting Procedure

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to a security officer and/or the Office of the Chief Operating Officer in a prompt and timely manner. Anyone who is a victim or witness to any crime is encouraged to promptly report the incident to Security or the Chief Operating Officer.

If assistance is required from the State Police, or Norwalk Police Department, NCC Security personnel will contact the appropriate unit. If a sexual assault or rape should occur, NCC will follow the procedures outlined in Public Act 14-11, including referral to

the Title IX Coordinator.

To report an emergency or any criminal or suspicious activities that occur on the grounds of NCC, you should call Security by dialing 203-857-7223, or use extension 7223 from any campus phone; or you may call the Director of Campus Safety and Security at 203-857-7219, or extension 7219 from any campus phone. A non-urgent message may be left at 203-857-7223. Operators are available to take your call during the semester whenever NCC is operational. When the semester is not in session, operators are available during business hours, Monday through Friday.

Each faculty and staff member has a silent alarm system they can activate during an emergency, which will immediately alert campus security to a possible threat. Any suspicious activity or persons seen in the parking lots, loitering around vehicles, inside or around buildings on campus should be reported to Security. Security Officers are posted at each main entrance. All incident reports and violations of student codes of conduct are forwarded to the Chief Operating Officer and the Dean of Students for review and potential action.

Sexual Misconduct Reporting, Support Services and Processes Policy

Norwalk Community College Statement

NCC will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of intimate partner violence, sexual assault, sexual exploitation or sexual harassment, as defined in the Board of Regents for Higher Education (BOR) policy. In an ongoing effort to prevent sexual misconduct and intimate partner violence on the NCC campus, the College provides education and prevention programs for the NCC community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

NCC is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract. As noted in NCC's Violence Free Campus Policy, members of the College community have the right to a safe and welcoming campus environment. Acts of sexual misconduct and intimate partner violence threaten personal safety and violate the standards of conduct expected of community members.

Individuals and Entities Affected by this Policy

This policy applies to anyone on the property of Norwalk Community College, as well as anyone present at NCC-sponsored programs or events. This policy extends to off-campus violations of both students and employees in limited circumstances as noted below:

Students: "Off-campus misconduct may be subject to the jurisdiction of the College and addressed through its disciplinary procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official College event, at a College-sanctioned event, or at an event sponsored by a recognized student organization; or (ii) a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the accused student poses a threat to the life, health or safety of any member of the

College community or to the property of the College. ”

Employees: The decision of whether to investigate and discipline employees for off-campus misconduct will be made by the appropriate College administrator on a case-by-case basis in accordance with collective bargaining agreements, Connecticut State Colleges and Universities (CSCU)/College policies, and state regulations.

Statement of Policy

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

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

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff, faculty and students are discouraged pursuant to BOR policy.

The BOR hereby directs the CSCU to implement the policy stated above pursuant to the following provisions:

Terms and Usage

Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent cannot be

assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.”

Sexual misconduct includes engaging in any of the following behaviors:

Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive educational or employment environment.

Examples of conduct which may constitute sexual harassment include but are not limited to:

- Sexual flirtation, touching, advances or propositions
- Verbal abuse of a sexual nature
- Pressure to engage in sexual activity
- Graphic or suggestive comments about an individual’s dress or appearance
- Use of sexually degrading words to describe an individual
- Display of sexually suggestive objects, pictures or photographs
- Sexual jokes
- Stereotypic comments based upon gender
- Threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

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

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

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

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

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

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

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

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

Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.

Emotional abuse includes but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

Cohabitation occurs when two individuals dwell together in the same place as if married. The determination of whether a "dating relationship" existed is to be based upon the following factors: the reporting victim's statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

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

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

Confidentiality

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

Confidential resources are defined as follows:

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

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

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

Mandated Reporting by College and University Employees

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct regardless of the age of the reported victim. A disclosure is the receipt of any communication of an incident of sexual misconduct not accompanied by a request for an investigation or adjudication by the institution. A report of sexual misconduct, on the other hand, is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution. Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

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

Rights of Those Who Report

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

All reports of sexual misconduct will be treated seriously and with dignity by the institution. Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.

Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.

Those who seek confidentiality may contact a College mental health counselor, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Options for Changing Academic, Housing, Transportation and Working Arrangements

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical

evidence.

Support Services Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

- notify law enforcement and receive assistance from campus authorities in making the notification; and,
- obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
 - standing criminal protective orders;
 - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
 - temporary restraining orders or protective orders prohibiting the harassment of a witness;
 - family violence protective orders.

Employee Conduct Procedures

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

Student Conduct Procedures

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be

accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

Dissemination of this Policy

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

The College provides literature that is available to students regarding measures they can take to guard against sexual assaults and date rape. Related literature is available in the Counseling Center, E104. Fairfield County Women's Center also hosts numerous sexual assault information sessions in conjunction with NCC. College student conduct proceedings, as well as the Chancellor's guidelines for cases involving sexual misconduct, are detailed in the Student Handbook <http://www.norwalk.edu/pdf/handbook.pdf>.

Policy on Drugs and Alcohol

The BOR endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise: American society is harmed in many ways by the abuse of alcohol and other drugs — decreased productivity, serious health problems, breakdown of the family structure, and strained social

resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society — all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off NCC campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and board of trustees policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and conduct. These provisions shall apply to all colleges under the jurisdiction of the Board:

No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on NCC campus or off NCC campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be in violation of this provision.

All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to the following conditions, as appropriate:

- when a temporary permit for the sale of alcoholic beverages has been obtained and Dram Shop Act Insurance has been purchased;
- when a college permit has been obtained;
- when students bring their own beverages;
- when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

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

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

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

Drug and Alcohol Education

The Counseling Office and the Office of the C.O.O. offer programming and resources for students and employees.

Policy on Weapons

The BOR Policy states, the use or possession of weapons, as defined in Section 53-206 of the Connecticut General Statutes, is prohibited on college campuses. All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation and response. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on campus. Violations of this policy may lead to disciplinary action up to and including dismissal from employment or expulsion from NCC. Violations may also result in criminal penalties.

Policy Statement Addressing Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where they can find information provided by the State of Connecticut concerning registered sex offenders (http://www.communitynotification.com/cap_office_disclaimer.php?office=54567.) It also requires sex offenders, who are already required to register in a State, to provide notice to each institution of higher education in that State, at which the person is employed, carries on a vocation or is a student.

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

Campus Safety and Crime Prevention Programs

NCC addresses campus safety and crime prevention programs and issues with the campus community through a variety of venues:

- Student handbook
- Posters
- NCC Website
- Student Orientation
- Employee campus-wide announcements on TV Screens
- Events sponsored by the Office of the Chief Operating Officer, Title IX Coordinator/Chief Diversity Compliance Officer office, Counseling Office, Student Government Association and Criminal Justice Department

MyCommNet Alert

The myCommNet Alert is the emergency messaging system used by the Board of Regents. Messages are sent via text, phone and email. Students may edit and/or update their contact information in Banner Self Service. Questions or concerns about myCommNet Alert may

be directed to the Chief Operating Officer. All students and employees are automatically entered into myCommNet Alert, the CSU emergency messaging system.

Annual Security Report Policy and Procedure

By October 1st of each year, all employees and all members of the NCC community are notified by email that the Annual Security Report is available on the NCC website at <https://norwalk.edu/wp-content/uploads/2017/01/annalsecurityreport.pdf>.

A copy of this report is available for your review in the Office of the Chief Operating Officer, and at all Security Stations.

Norwalk Community College Resources

On Campus Resources

Main Security Desk	203-857-7296
Information Desk	203-857-7223
Chief Operating Officer	203-857-7016
Dean of Student Affairs	203-857-7369
Director of Security	203-857-7219
Title IX Coordinators	203-857-7313 and 203-857-7121
Counseling Office	203-857-7033
Veterans' Oasis	203-857-7026

Off-Campus Resources

Norwalk Police Department
1 Monroe St, Norwalk, CT 06854
(203) 854-3000

<http://www.norwalkct.org/index.aspx?nid=139>

CT Department of Emergency Services & Public Protection CT State Police
Troop G

149 Prospect St, Bridgeport, CT 06604
(203) 696-2500

http://www.ct.gov/despp/cwp/view.asp?a=4201&q=494678&desppNAV_GID=2077&desppNav=

Support Agencies

Local Government Agencies

Police and Fire Emergency - 911
Norwalk Police Department (Non-Emergency) - (203) 854-3001
Norwalk Fire Department (Non-Emergency) - (203) 835-9411
Civil Preparedness - (203) 840-1636
Public Works - (203) 854-7791
Office of the Mayor - (203) 854-7701
Norwalk Office of Emergency Management – (203)-854-0238
Health Department - (203) 854-7776

State of Connecticut Agencies

Connecticut State Police - (860) 685-8190
Bridgeport (Troop G) – (203) 696-2500
Computer Crimes Division - (860) 685-8230
Office of the State Fire Marshal Headquarters - (860) 685-8380
Chief States Attorney Headquarters- (860) 258-5800
Office of the Chief Medical Examiner - (860) 679-3980
Employee Assistance Program – (860) 446-7348
Department of Environmental Protection - (860) 424-3000

Federal Agencies

Federal Bureau of Investigation (FBI) - (203) 777-6311
Center for Disease Control - (860) 509-7299
Federal Aviation Administration (FAA) - (860) 835-5322
Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) – (203) 773-2060
Secret Service – New Haven Field Office - (203) 865-2449

Hospitals and Medical Services

Norwalk Hospital - (203) 852-2000
Bridgeport Hospital - (203) 384-3000
Stamford Hospital - (203) 276-1000
Poison Control Center - 1(800) 222-1222
Suicide Prevention - (203) 358-8500
American Red Cross Mid Fairfield County Chapter – (203) 227-9505
Salvation Army Headquarters – (860) 543-8400 Local - (203) 384-6934
Rape Crisis – YWCA of Eastern Fairfield County - (203) 334-6154

Utilities/ Security

South Norwalk Electric and Water - (203) 866-4446
Eversource - (800) 286-2000
Petro (Oil/gas) - (203) 234-2671
SimplexGrinnell - (860) 438-3200
Security Solutions, Inc. - (203) 846-8466
Summit Security, Inc. - (203) 274-9206

Additional Resources:

Norwalk Community College Memorandum of Understanding

Norwalk Community College has a Memorandum of Understanding (MOU) with The Center for Sexual Assault Crisis Counseling and Education. This is a non-profit, community-based organization dedicated to the elimination of sexual violence in all its forms.