

CAPITAL COMMUNITY COLLEGE
DEPARTMENT OF PUBLIC SAFETY

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY

AND

CAMPUS CRIME STATISTICS

ISSUED SEPTEMBER 2007 FOR THE YEAR 2006

Submitted by: Master Sergeant James Griffin

CAPITAL COMMUNITY COLLEGE
REPORT ON CAMPUS SAFETY

ISSUED SEPTEMBER 2007
For the period of
January 1---December 31, 2006

Capital Community College provides its 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 in either the Talcott Street Garage at 1 Talcott Plaza, or at the Morgan Street Garage located at 155 Morgan Street. There are 89 spaces set aside for Capital Community College at the Talcott Street Garage. The Talcott Street garage is patrolled by State Buildings and Grounds Officers whenever open and by Command Security between the hours of 0730 and 1730. The security and administration of the Morgan Street garage is by the 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) can be reached by dialing 9-911.

It is the policy of the college to call the Hartford Police department for any incident on campus that requires police intervention. The Police Department’s main H.Q. is located at 50 Jennings Road. There are several smaller precincts located throughout the city. The College Security/Police have an excellent working relationship with the city police.

Emergency intercoms are located throughout the college. They are positioned under blue lights. By touching one button, an emergency intercom is automatically connected to the college Security office and interfaces with the college closed camera security system. Security will answer the call and respond at once.

The Department Of Public Safety is in charge of the college's lost and found. Please turn in any found items into the office. If you think that you may have lost something on campus, you should check with this office. Please continue to check the 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.

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 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 Security Office 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, stop by, or contact the Security Office.

The college's normal hours of operation are 7:30 AM--10:00 PM Monday through Friday. The building is open on Saturdays and Sundays from 7:30 Am--4:30 PM when classes are in session. College Security is present at all times when the building is open and the college is open for business.

No administrator of an institution of higher education shall interfere with the right of a student or an 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/dps/Sor.htm>. Capital Community College Public Safety routinely reviews the registry, and the college is notified if any convicted sex offender registers for classes.

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

Emergency intercoms are located throughout the college. They are positioned under the blue lights. By touching one button, an emergency intercom is automatically connected to the Department of Public Safety office and interfaces with the college closed camera security system. Security will answer the call and respond at once to any emergency.

It is the policy of the college to call the Hartford Police department for any incident on campus that requires police intervention. The Hartford Police Departments main Headquarters is located at 50 Jennings Road. There are several smaller precincts located throughout the city. The Capital

Community College Department of Public Safety has an excellent working relationship with the city police.

The Capital Community College Department of Public Safety maintains a “Daily Crime Log”. This log contains entries of all incidents reported to the Department of Public Safety. This log is updated on a daily basis. The log is open to inspection by any member of the public upon request, during normal business hours. Any request for information that is over sixty days prior, will be made available in two working days.

Located on the third floor of the College is The Capital Prep. Magnet School. This school consists of approximately 267 students. One hundred twenty-five are middle school students. One hundred twenty-one are in the High School program. These students are part of the Hartford Public School System, which leases space in this building. The Magnet School has a security force of two (2) special police officers on duty at all times when the Magnet School is open.

The college maintains an extensive series of fire prevention and alarm devices, including sprinklers and extinguishers, alarms, and warning systems. A loud horn sounds, lights flash, and a fire warning message through speakers is automatically sent to each floor in the event of fire alarm activation. The college also performs a minimum of one “Fire Drill” each semester. Several direct voice connect boxes to Public Safety are located on each floor. They are placed directly below a “Blue Light” for easy location.

A copy of this report may be viewed at the Capital Community College Web site. Please go to: **www.ccc.commnet.edu**

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, or 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 with 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 of help.

SEXUAL HARASSMENT 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 employee, student or visitor that would constitute sexual harassment. Should you find yourself in a situation which you suspect may be a type of sexual harassment, you are urged to speak with the Academic Dean or Director of Human Resources. Either of these persons will advise you of appropriate channels available to you and will respect the confidentiality of the situation.

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.

HATE CRIMES

Under the Clery Act, Capital Community College is required to report the listed crimes and other crime 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:

2004	2005	2006
0	0	0
0	0	0
0	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 force or violence and/or by putting the victim in fear.

AGGREGATED 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 to produce death or great bodily harm.

BURGLARY---The unlawful entry of a structure to commit a felony or theft,

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

MOTOR VEHICLE THEFT---The theft or attempted theft of a motor vehicle.

ARSON---Any willful or malicious burning or attempt to burn, a dwelling, building, motor vehicle or 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.

*** Crime definitions from the Uniform Crime Reporting Handbook

Capital Community College, in compliance with the federal Jeanne Clery Campus Security Act, is required to annually prepare a Uniform Crime Report. This report reflects the crime statistics on the College's campus, as defined in the act, 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. For the fall 2006 semester, Capital Community College's FTE was 2705. The FTE for employees in the year 2005 was 166.

For the 2004, 2005, 2006 calendar years the crime statistics for Capital Community College are as follows:

<u>CATEGORY</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2006 RATE</u>
CRIMINAL HOMICIDE: MURDER & NON-NEGLIGENT MANSLAUGHTER	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0
ROBBERY	1	0	0	0
AGGREVATED ASSAULT	2	2	2	0.000698
LARCENY	12	17	16	0.00557
M.V. THEFT	0	0	0	0
ARSON	0	0	0	0
SEXUAL ASSAULT; FORCIBLE	0	0	0	0
NON-FORCIBLE	0	0	0	0

WEAPONS POLICY

Persons carrying firearms, fireworks, dangerous weapons, or unauthorized chemicals into the building or onto the grounds may be subject to disciplinary action.

WEAPON, DRUG, ALCOHOL VIOLATIONS

The Cleary 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.

<u>CATEGORY</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
WEAPON LAW VIOLATIONS	0	1	0
DRUG ABUSE VIOLATIONS	1	2	0
LIQUOR LAW VIOLATIONS	0	0	0

WEAPON, DRUG, ALCOHOL ARRESTS

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

<u>CATEGORY</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
WEAPONS LAW ARRESTS	0	0	0
DRUG ABUSE ARRESTS	1	0	1
LIQUOR LAW ARRESTS	0	0	0