



# **ANNUAL CAMPUS SECURITY REPORT**

Jeanne Clery Disclosure of  
Campus Security Policy and Campus Crime Statistics

October 1, 2017



*University Police Department  
Roger B. Connor  
Chief of Police*

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## **INTRODUCTION**

The Western Connecticut State University Police Department (WCSUPD) is pleased to submit the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report for 2017 to help inform and increase your awareness of the current programs that exist to assist you in protecting your safety and well being.

The report for 2017 includes mandated crime statistics for the 2014, 2015 and 2016 calendar years. These statistics represent certain reported crimes that occurred on campus, on non-campus property and on public property. Incidents occurring within residence halls are also listed and are a subcategory to the on-campus reportable crimes. These incidents are further categorized for each of WCSU's two campuses: Midtown and Westside.

Statistics for WCSU at Waterbury, housed on the grounds of Naugatuck Valley Community College (NVCC), can be obtained from NVCC's Public Safety Department or on the web at: <http://www.nv.edu/cleryreport>.

Additionally, all Clery Act reportable crimes from NVCC occurring in the classrooms or offices assigned to WCSU are listed under the non-campus crimes on the statistical charts. This category also contains crimes occurring in the hallways and stairwells leading to those rooms and in the parking lot used by our students.

The report also contains various policy statements with regard to crime reporting; access to campus facilities and residence halls; security considerations used in maintenance; enforcement and arrest authority of the WCSUPD and their relationship with federal, state and local police agencies. These policy statements and others concerning crime reporting and sex offense procedures are mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the Campus Security Act of 1990.

Copies of this report are available to all students, faculty and staff on-line at:

<http://wcsu.edu/police/wp-content/uploads/sites/88/2017/10/securityreport-2017.pdf>.

Or, you may view a printed copy at the WCSUPD on Roberts Avenue on the Midtown campus.

The report is available, upon request, to any potential student, faculty or staff person and to the general public.

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) mandated a number of additions that are contained in this report and mandated that campuses also publish an Annual Fire Safety Report. Fire Safety at WCSU is under the supervision of the Environmental and Facilities Service Department located in the basement of University Hall. The Annual Fire Safety Report can be accessed on line at:

<https://www.wcsu.edu/efs/firereport.pdf>

### **Report Preparation and Security Authorities**

The process to prepare this report involves several steps beginning with a review of the most recent calendar year's crime statistics. For this report the reported crimes in 2016 and investigated by the department were reviewed and categorized. Those incidents are categorized and the crimes reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are selected for this report.

In addition, information received and contained in Anonymous Reports made to the police department are included in the statistical information for sex crimes, domestic violence and stalking, as per the provisions of the VaWA. (Violence against Women Act)

WCSUPD requests crime statistics under the Clery classifications from the Danbury Police Department. Those crimes are incidents that occurred on public properties surrounding the campuses. These crimes are recorded in the crime statistics under the public property classifications.

The WCSUPD also requests non-reported crimes from various staff and faculty members who are considered security authorities under the act. They include academic department heads and senior administrators, faculty members and staff who may have received anonymous reports from students who do not wish to pursue criminal complaints and various members of the Student Affairs staff who adjudicate policy violations, which may also include Clery Act violations. Although these reportable incidents are not investigated by the police, they are included in the statistical report to provide as complete a picture as possible of the safety and security environment on campus.

After these reportable incidents are tallied, they are analyzed and reported in the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report.

### **University Police Authority**

The WCSUPD is established in accordance with Section 10a-156b of the Connecticut General Statutes, which provides for a special police force at WCSU whose members have the same duties, responsibilities and authority as members of a duly organized local, municipal or state police department.

The jurisdiction of the department extends to the geographical limits of the property owned or under the control of WCSU. The department has statewide jurisdiction in felony cases.

WCSUPD provides other services essential for the good of the campus community. All departmental activities and efforts are directed toward fulfillment of these obligations in the most efficient and effective manner possible within the legal, ethical and moral framework of contemporary society.

## **ORGANIZATIONAL STRUCTURE**

The WCSUPD reports to the Chief of Police who serves as the chief law enforcement officer on campus. The department reports to WCSU's vice president for student affairs and works in cooperation with other university departments, offices and services on campus to provide a safe and secure campus environment.

The primary function of the police department, through the uniformed patrol function, is to provide a visible deterrent to crime by patrolling the grounds and properties of WCSU in vehicles, on bicycle and on foot.

Patrol is also responsible for the law enforcement functions of crime prevention; arrest and prosecution of criminals; crime suppression; order maintenance and crowd control; special events management; traffic regulation, both vehicular and pedestrian; traffic enforcement and parking control.

The police lieutenant, who serves as the department's executive officer, manages the patrol function as well as the community services and crime prevention activities of the department.

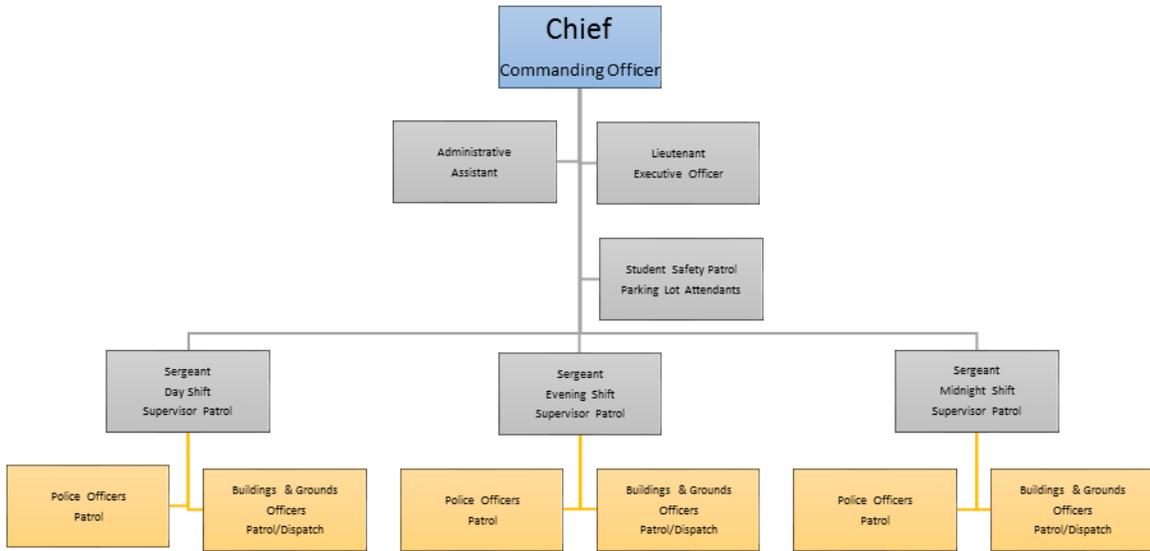
The lieutenant is in command of the department in the absence of the chief.

A police sergeant supervises each of the three patrol shifts. Sworn police officers are assigned to each shift and perform the primary law enforcement functions. Buildings and grounds (non-sworn) officers, who perform security patrol functions and serve as communications' dispatchers, support each shift.

The police department is committed to the development and implementation of proactive programs that enhance public safety at WCSU. The department offers a Rape Aggression Defense (RAD) program to our community each semester and participates in several crime prevention and safety awareness presentations in collaboration with our academic programs, sponsored by the Office of Housing and Residential Life, Student Life, Health Services and the CHOICES program. The department plans to continually strengthen this program and add resources to make our services more accessible to the campus community. The department conducted two RAD classes in 2016 and has offered the program to the community each semester.

The WCSU Police Department was honored during the past year by the Mothers Against Drunk Driving (MADD) for its efforts in conducting ongoing underage drinking education and awareness campaigns in the WCSU Residence Halls.

The Department also received an award from the Danbury Women's Center in recognition of its ongoing efforts to fight sexual assault and interpersonal violence.



**Western Connecticut State University Police Department  
October 2017**

The WCSUPD maintains a close working relationship with all law enforcement agencies including the Danbury Police Department, area local police departments, the Connecticut State Police, the criminal court system and federal law enforcement agencies. Meetings are held on both a formal and informal basis and crime-related reports and statistics are routinely exchanged. The institution has a formal written memorandum of understanding (MOU) for mutual aid as per CGS 7-277a (b) with the Danbury Police and all towns in Northern Fairfield County.

Further, the WCSUPD enjoys a close relationship with the Connecticut State Police and rely on the CSP for assistance in the investigation of serious crimes and incidents that occur on the WCSU campuses. The WCSUPD maintains a liaison with the Office of the State's Attorney and actively participates in emergency planning and coordination with police agencies in the northern Housatonic Region as well as Fairfield County.

### **University Police: Patrol, Training, Phone Numbers**

University police and buildings and grounds patrol officers patrol the campus 24 hours a day, seven days a week, and are always ready to provide emergency and non-emergency assistance and service.

All WCSUPD police officers are graduates of the Connecticut Police Academy and are empowered by state law to arrest, carry firearms and provide the same law enforcement services that local police provide for a city or town. In addition to police academy training, university police officers also regularly attend scheduled in-service training programs in areas such as legal updates, alcohol and substance abuse, police community relations, diversity and sensitivity training, the management of aggressive behavior, crisis intervention team training and defensive tactics. The department is certified in cardiopulmonary resuscitation (CPR) training and officers have been qualified to operate the automatic external defibrillators (AEDs) that are deployed in all of our marked police cruisers and in our athletic facilities. The department personnel also have completed all mandatory and elective recertification training provided by Police Officer Standards and Training Council.

Officers also are given the opportunity to attend professional development programs and courses geared to enhance their effectiveness on campus. We currently have five officers, four police and one buildings and grounds officer, who are certified as crime prevention specialists and another buildings and grounds officer is certified as a CPTED specialist. All of these officers were certified by the American Crime Prevention Institute of Louisville, KY.

The WCSUPD currently has one instructional team of RAD (Rape Aggression Defense) instructors who can team teach courses offered to the community.

The Police Department also maintains access to the NLETS (National Law Enforcement Telecommunications System) and has two way radio communication interoperability capabilities with the Danbury Police, Danbury Fire & Danbury EMS, Danbury Ambulance, Danbury Emergency Management as well as FAPERN (Fairfield County Police Emergency Network).

The police can be reached for any emergency by calling 911. For routine calls, (203) 837-9300 from any phone on campus anytime, day or night. An officer will be immediately dispatched to provide whatever assistance is required. 911 calls from the campus phones go directly to the City of Danbury Telecommunications Center and are concurrently displayed at our dispatch center's E-911 display computer. The city's Emergency Telecommunications Center, at the Danbury Police Headquarters, relays the call information to the WCSUPD, located on Roberts Avenue on the Midtown campus.

### **Reporting a Crime**

If you become the victim and/or are witness to a crime, you should immediately report it to the WCSUPD or the appropriate law enforcement agency if off campus. The sooner crime is reported, the better the chances of the police being able to solve the crime, apprehend the suspect, and recover any property that may have been taken. We encourage our community to accurately and promptly report all crimes to the appropriate police agency.

Crimes can be reported by calling the WCSUPD at (203) 837-9300 (911 for emergencies) or you can go to the police station on Roberts Avenue. Or, you may use one of the many emergency phones on campus. An officer will be dispatched to your location to begin an investigation of the crime. The officer will want to know some basic information about you as the complainant and the incident you are reporting. You may be asked to give a signed statement attesting to the facts of the incident.

Police generally take the information and develop other information through investigation, as they attempt to solve the crime. You are a vital link to the solution of crime through your observation and eyewitness account. You also can assist in the recovery of stolen property by insuring that you mark your property with some type of an identifier and maintain records of serial and model numbers. The police can help you recover stolen items if you get involved with our Operation Identification program.

### **Confidential Reporting Procedures**

If you are victimized by crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the chief of police or a designee of the WCSUPD can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep a matter confidential, while taking steps to ensure the future safety of yourself and others. This information allows the university to keep an accurate record of the number of incidents involving our community and determine if there is a pattern of crime with regard to a particular location, method, or assailant so the campus community can be alerted to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution. Pastoral and professional counselors also may encourage clients to make voluntary, confidential crime reports.

See attached link for anonymous reporting form and procedure:

<https://www.wcsu.edu/police/anonymous-incident-report/>

### **Timely Notice**

The department will publish a crime alert within 24 hours of an incident to aid in the prevention of similar crimes. The notices will be for crimes listed in the Clery Act that

are reported to the WCSUPD or other campus security authority and/or the Danbury Police Department and represent an ongoing threat to others on campus. The department has implemented a system to send out these alerts through email blasts to our populations to enhance and speed the alerting process.

### **Daily Log**

The Police Station maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time and general location of the crime and the disposition of the complaint if known. Entries or updates within two business days may be withheld if the information is protected by statute, if there is a danger to the victim or a need to keep the investigation confidential. If there is reason to believe that release of information will result in the perpetrator leaving the area or that evidence will be destroyed, information may be withheld until the jeopardy no longer exists. The daily log is open to public inspection at the WCSU Police Department web site [www.wcsu.edu/police](http://www.wcsu.edu/police).

Data more than 60 days old will be made available within two business days of a request for public inspection.

### **Uniform Crime Reports (UCR) and the Clery Act Statistics**

WestConn police participate in the Connecticut Uniform Crime Report (UCR) Program, and National Incident Based Reporting System (NIBRS). Every month, we, along with other law enforcement agencies throughout the state, submit UCR data indicating the number of offenses brought to our attention. The offenses that are reported are called Part I (crimes against the person) and Part II (crimes against property) crimes. Some of these crimes are murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson.

These crimes are mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to be reported and distributed annually on October 1, through the WCSUPD's Annual Report to all current students, faculty and staff. The statistics gathered for this report include: all reported crimes in these categories reported to the police department that occurred on campus and in residence halls; incidents that occurred on public property surrounding the campus that were reported to the WCSUPD; incidents that occurred on non-campus property; and incidents not reported to the police that may have been reported confidentially to a campus security authority. The report also contains statistics for arrests and referrals to the campus judicial process for liquor law violations, drug abuse violations and weapon law violations.

### **Hate Crimes**

Federal law also requires that all hate crime in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability. The revised regulation adds the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in hate crime statistics.

We have also reported hate crimes classified by state statutes to the State Police and they are listed as follows:

**Midtown Campus**

2014: None

2015: One (Residence Hall)

2016: None

**Westside Campus**

2014: None

2015: One (Residence Hall)

2016: None

The following chart shows the mandatory statistics for the calendar years of 2013, 2014 and 2015. The chart reflects the specific crime categories specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act — Midtown and Westside. Specific crime definitions follow the chart and are in accordance with the UCR definitions.

Western Connecticut State University  
Crime Statistics

	2016								2016	2015								2015	2014								2014
	MIDTOWN CAMPUS				WESTSIDE CAMPUS					MIDTOWN CAMPUS				WESTSIDE CAMPUS					MIDTOWN CAMPUS				WESTSIDE CAMPUS				
	OC	NCP	PP	RF	OC	NCP	PP	RF		Totals	OC	NCP	PP	RF	OC	NCP	PP		RF	Totals	OC	NCP	PP	RF	OC	NCP	
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	5	0	0	2	5	0	0	2	10	8	0	0	2	8	0	0	2	16	2	0	0	2	1	0	0	1	3
Sex Offenses, Forcible	1	0	0	1	1	0	0	1	2	3	0	0	2	3	0	0	2	6	1	0	2	1	0	0	0	0	3
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0	0	2	4
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred For Disciplinary Action	41	0	0	41	31	0	0	31	72	35	0	0	27	37	0	0	35	72	35	1	0	32	77	0	0	73	112
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Drug Abuse Violations Referred for Disciplinary Action	18	0	0	18	14	0	0	14	32	8	0	0	8	12	0	0	12	20	6	0	0	6	5	0	0	0	11
Weapon Law Violation Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violation Referred for Disciplinary Action	6	0	0	6	1	0	0	1	7	0	0	0	1	1	0	0	0	1	1	0	0	1	0	0	0	0	1
					SubTotal				125									115									134
<b>VaWA Statistics (required as of 2014)</b>																											
Domestic Violence	5	0	0	5	3	0	0	3	8	2	0	0	2	0	0	0	0	2	9	0	0	8	0	0	0	0	9
Dating Violence	3	0	0	3	3	0	0	3	6	18	0	0	18	18	0	0	0	36	11	0	0	5	0	0	0	0	11
Stalking	3	0	0	5	1	0	0	1	8	4	0	0	4	4	0	0	4	8	7	2	2	3	0	0	0	0	7
					SubTotal				22									46									27
					TOTAL				147									161									161

**Definitions:**

**OC = On Campus**

**(includes statistics reported in Residential Facilities)**

**NCP = Non Campus Property**

**(includes properties owned or controlled by a recognized student organization or owned or controlled by the university)**

**This category includes the classrooms and offices assigned to WCSU At Naugatuck Valley Community College in Waterbury, CT.)**

**PP = Public Property**

**(Reported by the Danbury Police for areas surrounding the campus)**

**RF = Residential Facility**

**(This is a sub-set of the statistics reported under On Campus)**

**Response to Sexual Assault, Interpersonal Violence, Dating Violence and Stalking:**

Sexual Crimes, interpersonal violence of any type, domestic and dating violence and stalking are not only crimes under the federal Violence against Women Act (VaWA), Connecticut General Statutes but also a violation of the institution's rules and regulations. WCSU provides educational programs on campus to promote awareness of rape, acquaintance rape and other sex offenses. These programs take place regularly in the Student Center, in residence halls and elsewhere on campus. The CSU coordinates requests for police participation in these programs through departments such as Housing and Residential Life, Counseling Center, Choices Office, Health Service, social work department, nursing department, and others. All are responsible in seeing these programs are made available and implemented at WCSU. Sexual assault and intimate partner violence primary prevention and awareness programming will be available for all students and the programming will:

1. Explain the definition of consent in sexual relationships; and
2. Provide information on the reporting of such assaults and violence, bystander intervention and risk reduction.

Ongoing prevention and awareness campaigns are also offered throughout the year.

If you become a victim of or witness to a sex offense, interpersonal violence or stalking report it immediately to the WCSUPD by calling 911 or (203) 837-9300, 24-hours a day, 7-days a week or contact any on-duty officer on campus. Your identity as a victim will be kept confidential by law. It is extremely important that sex offenses be reported immediately so that the crime scene and any evidence of the crime can be preserved and secured as soon as possible. It is also critical that you seek prompt medical attention so that you can be screened for sexually transmitted disease and pregnancy and so that a sexual assault evidence collection kit can be administered immediately.

Assistance is available to you on campus through the WCSUPD, the Office of Housing and Residence Life, the Counseling Center and the Health Service. Off-campus services also are available through the Women's Center and their Sexual Assault Hotline which is

staffed 24-hours a day, 7-days a week, at (203)731-5204. The center also provides a Domestic Violence Hotline at (203) 731-5206. The Women's Center of Danbury has also stationed an advocate on campus who can be reached at (203) 837-3939. The Danbury Hospital Emergency Department also is a resource; their number is (203)797-7100.

In addition to notifying law enforcement, you also have the right to receive services from campus authorities under the Campus Resource Team (CaRT).

See link to CaRT for full details and information.

<http://www.wcsu.edu/stuaffairs/CaRT.asp>

This program provides our community with a coordinated, caring and effective team response to survivors of sexual assault, sexual harassment, stalking and dating or domestic violence. This team that includes the WCSUPD can assist you in obtaining an order of protection, applying for a temporary restraining order, or seeking enforcement of an existing order. Please note that if you have an existing legal order of this nature, we request that you place it on file with the WCSU police department and of course, if there is any violation of such an order, report it to the police department immediately by calling 911 or 203-837-9300.

If you live on campus, the Office of Housing and Residence Life will, at your request, change your living situation to whatever extent is possible and reasonable. In addition, they can assist the dean of Students Affairs to have your academic situation changed if you choose to do so.

### **Campus Judicial Action**

In cases of an alleged sex offense, when the accused is a student, both victim and the accused are entitled to have others present during a disciplinary hearing. You can:

1. be accompanied to any meeting or proceeding by an advisor or support person of your choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
2. present evidence and witnesses on their behalf;
3. be informed in writing of the results of the disciplinary proceeding no later than one business day after it concludes; and
4. have their identities kept confidential, except as necessary to carry out a disciplinary proceeding or as permitted by state or federal law.

Additionally both the victim and the accused must be informed of the outcome of any university disciplinary proceeding. You have the right to request that disciplinary proceedings begin promptly and know that the proceeding must be conducted by an official trained in issues relating to sexual assault and intimate partner violence. The judicial process will use the "preponderance of evidence standard" (i.e., whether it is more likely than not that the alleged incident occurred).

Following a final determination of responsibility in the university's disciplinary proceeding regarding rape, acquaintance rape or other sex offense, the university judicial

officer may impose any sanction or combination of sanctions, including expulsion, as authorized in the Student Rights and Responsibilities document for the academic year in question.

### **Victims' Assistance**

All victims have rights that include:

- Assistance in obtaining immediate medical care, if required.
- The right to request to be notified of court proceedings, including arrest, arraignment and release of the offender.
- The right to be protected from harassment from an employer for appearing as a witness if you have received a subpoena.
- The right to have property returned if it was seized by police in the investigation or prosecution of the crime committed against you.
- The right to make an application for compensation for any bodily injuries you have suffered as a result of the crime.
- The right to request to be informed of services and agencies that can help you, including the assistance of a victim advocate.

To receive more information about these and other rights of crime victims and the services available to you, call:

The Office of Victim Services  
(800) 822-VICT (8428)  
(Monday – Friday, 8:30 a.m. – 4:30 p.m.)

### **Registration of Sex Offenders**

In accordance with Chapter 969, Section 54-258 of the General Statutes of Connecticut, the Western Connecticut State University Police Department keeps a record of all registration information transmitted from the Connecticut Department of Public Safety. This registration information is accessible to the public during WCSUPD's normal business hours, which are 8:30 a.m. to 4:30 p.m., Monday through Friday. There also is a direct link to the Sex Offender Registry through the WCSUPD Web page at:

[www.wcsu.edu/police/](http://www.wcsu.edu/police/)

### **Sex Offender Registry Notice**

The Department of Public Safety has published the Sex Offender Registry on their Web site. The public may access sex offender registry information at their local police department, their state police barracks or at the Web site link:

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

### **Crime Prevention Programs, Security Awareness Programs and Other Services**

Crime and criminality are problems of concern to the entire community, not problems of the police alone. The police are charged to prevent and suppress crime and to solve crime once it occurs and do these things to the utmost of their ability. However, they are realistically aware that they can neither prevent all crime from occurring, nor solve every crime that does occur. To attain the greatest possible degree of success in these endeavors, we require and strive to obtain the active cooperation, assistance, and moral support of the people we serve.

Crime takes place in our society at large, and unfortunately, the problem does not magically disappear at the edge of the campus. Thefts, assaults, and other violations of the law do sometimes occur at WCSU as at other colleges. It is not likely you will be a victim of crime here, but it is possible. Recognition of this fact is a good first step in avoiding becoming a victim of crime. We can all further reduce the risk of victimization by thinking about our personal safety and taking practical, precautionary measures.

The WCSUPD has a wide variety of pamphlets and flyers on such topics as self-protection, rape prevention, theft prevention, etc. In addition, there are specialized topics of interest, which include drug abuse and alcoholism, to name a few. Also, the department sponsors a speaker's bureau, where university police officers, experts in particular areas, go out and address the community and make appropriate contacts for expert lecturers.

### **Safety Escort Services**

This service is available to all students, faculty, staff and guests of the university. A safety escort is as close as the nearest telephone. To obtain a safety escort, simply dial the WCSUPD at (203) 837-9300 or activate any emergency or courtesy phone on campus.

When the dispatcher answers, let them know you wish to obtain an escort. The dispatcher will request your name, present location, and the location to which you wish to be escorted. The dispatcher will then dispatch an officer to meet you. Safety escorts are provided by uniformed police and buildings and grounds' officers of the department. A student safety patrol unit may also provide this service when available.

The WCSUPD provides safety escorts 24 hours a day, seven days a week on campus. Safety escorts may be provided by a foot patrol officer, a bike patrol officer or an officer in a marked police or buildings and grounds vehicle.

Student safety escorts will normally operate in pairs and carry two-way radios that place them in direct contact with the WCSUPD. The student safety patrols wear clearly identifiable security jackets while on duty.

### **Emergency Telephones**

The university has an emergency telephone system that places the caller in direct contact with the WCSUPD dispatcher. These phones are highly visible either in a bright yellow

phone box (Y) or surround type stainless steel phone with blue strobe light (B) and are located at various places around campus (inside and outside of buildings). The phones have a single button operation which, when pushed, will immediately notify the dispatcher of the caller's location. The caller can speak directly into the phone box for hands-free communication. Please familiarize yourself with the location of emergency phones on campus.

### **Emergency Phone Locations (direct to WCSU Police Department)**

<i>Building</i>	<i>Location</i>
Berkshire Hall	1st fl. lounge; elevator; handicap ramp; weight room
Centennial Hall	Front entrance/handicap ramp; Front Door; side near Loading Dock; Rear by benches in the quad; Rear entrance; basement laundry room; and one in each elevator
Centennial Hall	level 1: by stairwell 1 and 2
Parking Garage	level 2: by stairwell 1 and 2 level 3: by stairwell 1 and 2 level 4: by stairwell 1 Elevator
Fairfield Hall	Elevator; front door; north wing
Grasso Hall	Elevator; front door
Haas Library	Cybercafe, 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor; elevator; basement
Higgins Hall	Annex 1st and 2nd floors; Annex handicap door; Annex north end
Ives Center for Performing Arts	Charles Ives Center on Westside Campus
Litchfield Hall	Elevator; front door
New 5th Avenue Student Parking Garage	Four on each level near stairwell and one in the elevator
Science Building	Outside Center Front Entrance: Right Side door; Outside Side Entrance-near Osborne and Dr. Roach Ave.; Outside Greenhouse exit; Outside near Osborne St. and Ninth Ave.
Newbury Hall	8th Ave. entrance; rear entrance; 1st floor
Old Main	Elevator
O'Neill Center	Arena; lobby; elevator; main entrance; pool; Weight room; gate 2
Pinney Hall	Elevators; front and rear lobbies; lower, middle, upper lots
Student Center (Midtown)	Elevators; theater exterior
University Hall	Elevator; rear lot \
Visual and Performing Arts Center	Six exterior and interior phones, one at each entrance.
Warner Hall	Elevator

Westside Classroom Building	Elevator; front entrance; lobby; 4th floor by Library and restrooms
Westside football field	Sand Road
Westside Athletic Complex	Front entrance; inside elevator
Westside Campus Center	Bus stop on University Blvd. Inside Public Elevator and Service Elevator
White Hall	Handicap ramp; lobby; elevators
White Street Parking Garage	At entrance to all stairwells; bridge; ramps

In addition to emergency phones, the university has installed courtesy phones that provide intra-campus calling. Courtesy phones are located on each floor of classroom buildings, in Alumni Hall and residence halls. The WCSUPD can be reached from these phones by calling (203) 837-9300 or "911".

### **Courtesy Phone Locations**

<i>Building</i>	<i>Locations</i>
Alumni Hall	Main entrance
Berkshire Hall	1st fl. hallway near 105; 2nd fl. across from room 211
Centennial Hall	15 phones- 3 on first floor; 4 on 2nd, 3rd and 4th floor
Haas Library	Cybercafe, near pay phone
Higgins/Higgins Annex	1st floor by room 110; 2nd floor near room 210
New Science Building	1st floor Lobby Atrium next to stairs and inside Atrium Area. 1st floor across from rooms 134, 150, 163,183 1st floor adjacent to room 101 2nd floor next to rooms 202, 265, 281 2nd floor across from room 246 and near elevator 3rd floor deck adjacent to Observatory 3rd floor adjacent to room 346
Residence Halls (Newbury, Fairfield, Grasso)	Main entrance
Student Center (Midtown)	Shuttle lounge near room 007; front lobby near public coin phones
Visual and Performing Arts Center	Basement corridor, 1 <sup>st</sup> floor lobby and corridors, 2 <sup>nd</sup> and 3 <sup>rd</sup> floor lobbies and corridors.
Warner Hall	1st, 2nd, 3rd floors outside of elevators
Westside classroom Building	Student lounge under room 344 to the right of public payphone; front lobby
Westside Campus Center	Two phones ground floor- west and east of dining room. 2d floor main entrance info desk and hallways and in lounge; 3rd floor south near lounge and 3rd floor east
White Hall	1st floor lobby; 2nd floor near room 207; 3rd floor between rooms 305/306
Old Main	1st floor by elevator

### **Operation ID (Theft Protection)**

The most prevalent criminal incident that occurs on a college campus is theft. Thefts are not only the concern of the victim and the police, but of the entire university community. To help prevent thefts and other losses, your WCSUPD has initiated OPERATION IDENTIFICATION.

This program is designed to inform the community of crime prevention techniques which may be used to deter burglars and thieves and to assist police personnel in recovering, identifying, and returning stolen property whenever a property crime occurs.

OPERATION ID is conducted in the following manner:

- Participants living in campus housing are encouraged to list the make, model, serial number and value of the possessions they bring on campus and to provide that list to their building RD and/or the Housing Office to provide a ready reference if a crime occurs.
- Students and others who do not reside on campus are asked to create a similar list and turn it into the police department. These lists will aid in the recovery of your property in the event of a theft.

In conjunction with student organizations and housing staff, the WCSUPD will provide guidelines and assistance in establishing identification, marking and preventive education programs at the small group level.

### **Other Community Education Initiatives**

In addition to the crime prevention programs listed above, the WCSUPD has collaborated with a number of departments on campus to provide personal safety and security educational programs to the campus community annually. Although most of these activities are geared for students, a number of faculty and staff have attended and participated in these programs. The department assigns officers to participate in campus-wide student programs such as the Alcohol Awareness Week events and the annual Health Fair, sponsored by the CHOICES office and Health Services.

The Housing and Residence Life group also sponsors organized student education and awareness programs each semester and the WCSUPD is often invited to participate. Regular presentations are given to both parent and student orientation groups in the summer and during Welcome Week at the start of the fall semester.

The WCSUPD presents safety orientation programs for the ConnCap/Upward Bound program, the Educational Access and Achievement Program, the Western Connection program and AccessAbility Services.

Programs in the Management of Aggressive Behavior, Theft Prevention and the Emergency Management Plan have been presented numerous times in past years to various groups of employees.

These programs are designed to inform students, parents and employees about crime prevention and personal safety and to encourage everyone in our community to look out for themselves and for one another.

### **Access to Campus Facilities**

The academic and administrative buildings on campus are open to the public during normal business hours. Most facilities have individual hours, which may vary at different times during the year. Access to some of these buildings is controlled by card access after normal business hours. Access can be granted by making a request to the WestConnect Card Office in Old Main 013. For information about access protocol to a specific building, see the department manager or contact the WestConnect Card Office in the basement of Old Main 013.

### **Residence Hall Access**

#### **Access Control**

If you live on campus, the door to your apartment is locked by a card-reader mechanism. Your university identification card acts as the “key” to your apartment. Please make sure that you do not give your card to anyone else. If your card is lost, you should report this to your resident assistant immediately. There is a fee to replace an identification card.

#### **Guest Policy**

Guest, by the Board of Trustees policy, are permitted visitation during the hours of desk operation. Guests must present valid (non-expired) photo ID (drivers license, CSU student ID, State-issued non-driver ID, military ID, or passport) at the information desk in order to be admitted to the building. All guests must be 18 years of age. The only exception would be a CSU student that is currently not 18 years of age. (Special written permission is required for underage guests.) The visitor will then attempt to contact residents by phone. Residents must come to the desk to sign in their guest, and must escort them everywhere in the building.

If you'd like you may sign your guest out, relinquishing any responsibility for them or their actions. Guests who appear to have stayed in your room more than three days will be considered living illegally in your room and will not be permitted to continue to sign into the building. You may also not sign in more than two guests per resident.

#### **Alcohol and Drug Policy**

The university does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, sale, use, manufacture or distribution of illegal drugs. In addition to arrest and prosecution, administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the university, may be taken in order to protect the interests of the university and the rights and safety of others.

#### **Other Alcohol Policies**

1. Possession or consumption of alcoholic beverages by persons under the legal drinking age (21) is prohibited.
2. The possession or consumption of alcoholic beverages by persons of legal drinking age (21) is permitted in individual rooms only.

3. Possession or consumption of alcoholic beverages in public areas within and around the residence halls is prohibited. This includes the hallways, practice rooms, computer rooms, lounges, bathrooms and properties adjacent to the residence halls.
4. Possession or use of kegs, beer balls, and other containers of alcohol larger than a quart (and not intended or designed for individual consumption) is prohibited.
5. Alcoholic beverages may be transported into the residence halls by persons of legal age (21).
6. Room parties, with or without alcoholic beverages, are not permitted in the residence halls. A party is not contingent upon a set number of people, but upon the activities in which the people are involved.
7. The use of residence hall social fees for any event where alcoholic beverages are available is prohibited.

### **Firearms/Fireworks Policy**

All members of the WCSU community have a responsibility to use due care for their safety and to comply with all federal, state, and local laws and university regulations. In the interest of public safety, no employee, student, visitor, or guest (except authorized members of a duly organized law enforcement agency) shall bring any weapon or dangerous instrument as defined below anywhere on the property owned or under the control of WCSU. Anyone (faculty, staff, students, or guests) with a concern about personal safety is encouraged to contact the WCSUPD or the Human Resources Department.

Weapon means any firearm, including: a BB gun (loaded or unloaded); any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device; a stiletto; any police baton or nightstick or any martial arts weapon or electronic defense weapon. A 'dangerous instrument' is any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Any weapon or dangerous instrument on campus will be confiscated.

### **Emergency Response and Evacuation Procedures**

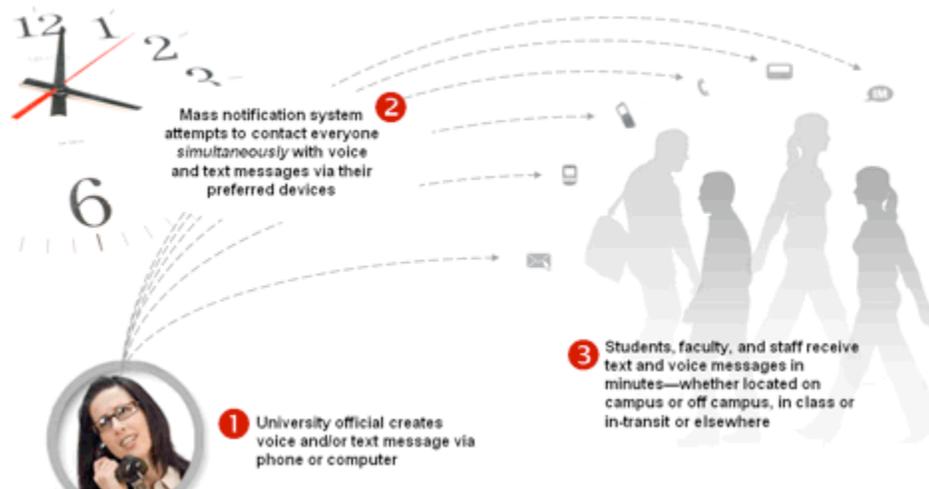
WCSU, its sister universities and community colleges, have implemented an Emergency Notification System (ENS). The EMS used is Everbridge. All students and faculty/staff are encouraged to register.

### **Emergency Notification System**

Your safety is Western Connecticut's top concern. In support of that, we recently launched an initiative to further strengthen our emergency preparedness and communication plan using Everbridge—a leading provider of critical communication solutions. This system enables Western Connecticut to deliver critical information to our Western family about a wide variety of situations, including campus safety alerts, public health emergencies, campus evacuations, and class cancellations.

Western's updated alert system enables university officials to communicate with students, staff, and faculty in minutes by sending a message through multiple contact methods—including email, text messaging, and phone calls. This is a free service to members of the Western community.

## How the Emergency Notification System works



## How can I manage my settings?

If you need to create or update your account in Everbridge, please visit: <https://member.everbridge.net/index/3091830992273673>, if you encounter any problems, please contact the Help Desk at (203) 837-8467 or email [requestIT@wcsu.edu](mailto:requestIT@wcsu.edu).

The implementation of this system reflects the university's commitment to the protection and preservation of the life, health and safety of the campus community and to safeguard the operations of the institution. The system is designed to quickly send emergency notifications and provide information and protective action to campus members through various electronic media to include voice, text messaging, cell phone, e-mail, land line and personal digital assistant (PDA).

- WCSUPD will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- The institution will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system unless the notification will, in the professional judgment of the police department, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- When a situation is reported to WCSUPD, the department will immediately respond and investigate. An activation approval process has been developed involving key university administrators who will approve

the release of the notification. In dire emergencies, this task may fall to the police department so as to not delay the notification.

- The university uses the Incident Command System (ICS) structure for emergencies and the system would be implemented if and when the release of information is deemed necessary and appropriate. In most instances, activation of the system would involve approval of the university president.
- Notification measures to the larger community for emergency situations include the ENS, campus e-mail, vehicle and portable public address, the WCSU Information Line, student portal, WCSU (WXCI) radio and television and media release/press conferences. All measures involve the police department, the office of the vice president for student affairs, finance and administration, university relations, information technology resources, facilities and planning and engineering.
- The institution will test the ENS system annually in accordance with the W.C.S.U. Emergency Management Plan.

### **Evacuation Procedures**

All campus buildings are equipped with a fire alarm system that when activated alert the building occupants to leave the premises. Some of these systems have voice public address capabilities and they may also be used if an individual building is involved in an emergency situation. The environmental and facilities department supervises the fire alarm systems on campus and has published the Annual Fire Safety Report cited on page 2 of this document.

The police department monitors those alarms around the clock and responds to all activations.

Take note of the WCSU Community Response Checklist posted in all classrooms and common areas on campus. It provides a quick guide to various emergency situations and how to respond to them including:

- Contacting the police in an emergency situation - Call 911 from any campus phone;
- Fire or Fire Alarms - Evacuate;
- Medical emergencies – Call 911;
- Bomb or suspicious packages - Evacuate;
- Shooting or sighting of an armed person – Escape if Safe to do so or Shelter in Place. Do Not activate the Fire Alarm system;
- Leaving a secured or safe area.

The checklist also encourages you to “Opt-In for Safety” by signing into the Emergency Notification System (Everbridge) on the WCSU home page.

<http://www.wcsu.edu/police/pdf/WCSU-Police-Check-List.pdf>

### **Missing Student Notification**

In the event that a student is deemed to be missing from our residence halls or from the campus, all persons are directed to report this fact to the university police department. Reports should also be made to the housing and residence life department and/or the dean of students' office. The university police will begin an investigation and attempt to find the missing person immediately upon receipt of the information. Under state law as well as police department protocols, the person does NOT have to be missing for 24 hours before these actions are taken, but rather as soon as it is determined that the person is missing.

Each student living on campus has the option to register a confidential contact person to be notified in the event that the student is determined to be missing. Only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information. All students, even if they have not registered a contact person, are advised that the local law enforcement agency will be notified the student is missing. The parent or guardian of any student under 18 years of age and not emancipated must be notified as well.

Official missing student reports are to be referred immediately to the WCSUPD and/or the local police department. Missing students can be reported by calling the dispatch center at WCSUPD (203) 837-9300 or by dialing 911.

### **Important Phone Numbers**

Police/Fire/EMS	Emergency	911
University Police	Non-Emergency (WS Office)	(203) 837-9300 (203) 837-3289
WCSU Counseling Center		(203) 837-8691
Danbury Hospital	Emergency Room	(203) 739-7100
Sexual Assault Hotline	24 hour number	(203) 731-5204
Domestic Violence Hotline	24 hour number	(203) 731-5206
Campus Advocate, Danbury Women's Center		(203) 837-3939
Commission on Victim Services		(800) 822-8428
Danbury Police Department	24 hour number	(203)797-4611
Conn. State Police Troop "A"	24 hour number	(800) 376-1554
W.C.S.U. Chief Diversity Officer And Title IX Compliance Off.		(203)837-8277