

# Mitchell College

## 2022

### Annual Campus Security and Fire Safety Report



The Jeanne Clery Disclosure of Campus Security Policy and Campus  
Crime Statistics Act (Clery Act) of 1990 (34CFR668.46)

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## ***Chapter 1 – Overview;***

### **Mitchell College Mission Statement**

Mitchell College celebrates and develops the power of unique minds.

### **Overview**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (34CFR668.46), also known as the "Clery Act," is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The Annual Security Report is published to fulfill the requirements of this act. The complete Mitchell College Clery Act/Student's Right to Know Policy is contained in Appendix I on Page 31 of this document.

Mitchell College's annual security report presents campus safety information as well as College policies concerning alcohol and drug use, crime prevention, and the reporting of crimes. This report includes statistics for the three years from 2015 through 2017. These statistics include reported crimes that occurred on campus and on public property immediately adjacent to and accessible from the campus.

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

<http://community.mitchell.edu/CampusSafety?>

This report is also available in hard copy format upon request at the Campus Safety Office located in the Nathan Hale building, Room 105 (Telephone: 860-443-0214). Copies may also be obtained in the Human Resources office located in The Montauk House (Telephone: 860-701-5161). This report is available, upon request, to all students, faculty, staff members as well as the general public.

### **Campus Safety**

The Campus Safety Department is comprised of a Director, nine (9) full-time and six (6) part-time professional Campus Safety Officers. The Campus Safety Department provides security on the College's 68-acre campus 24-hours a day, seven days a week. Campus Safety Officers are trained in First Aid, CPR and AED use, along with emergency management procedures. The Campus Safety Department maintains a close working relationship with the New London Police Department and the New London Fire Department. The New London Police Department will respond to assist the Campus Safety Department with incidents believed to be criminal in nature.

### **Controlled Access**

Access to all Residence Halls, the Yarnall Center, Montauk and East Winds Apartments, and Thames at Mitchell are regulated by a proximity card reader system. This system is used to maintain appropriate access levels for students, faculty, and staff, during the academic year and during scheduled breaks. Access can also be granted remotely. The card access system has proven to be a valuable tool used to assist in investigations.

### **Surveillance Camera System**

The Campus Safety Department maintains 44 surveillance cameras used to support crime prevention efforts, and to aid in the investigation of incidents which occur on campus. Recorded surveillance information can be used by Campus Safety, Residence Life, and law enforcement in the investigation of incidents on campus. When used in conjunction with the card access system, a robust network of overlapping technologies exists, supporting the safety of the College's population.

## ***Chapter 2 – Emergency Management and Preparedness:***

The Campus Safety Department and other entities are intricately involved in the comprehensive safety and security of the College. All members of Campus Safety have received appropriate emergency management training, including Federal Emergency Management Agency (FEMA) training in the National Incident Management System (NIMS), and Incident Command System 100 (ICS-100) for Higher Education in addition to ICS-700a. Select members have achieved ICS-300, and ICS-400 certification. Members of the Incident Management Team have received enhanced FEMA training as well. Additional efforts to safeguard the campus include:

***1. Threat Assessment/Person of Concern Team (TACT);*** Monthly the TACT team convenes for purposes of identifying and managing concerning behavior, conditions, or circumstances that exist among the entire population on the Mitchell College campus. This multi-disciplinary committee is comprised of representatives from Student Affairs, Academic Affairs, Advising, Health and Wellness, Student Support Services, and Human Resources. The overarching goal is to provide appropriate support for, and monitoring of all members of the Mitchell College Community that might be experiencing academic, social, emotional, or other issues.

***2. Incident Management Team (IMT);*** Campus Security Forum(s) have been convened to generate conversation and discussion relative to the status of the College's security, and to educate College constituents on appropriate actions to take in an emergency.

***3. Mitchell College Comprehensive Emergency Management Plan;*** During the 2016-2017 academic year, the College completed an overhaul of the Comprehensive Emergency Management Plan. This new guidance document while maintaining all-hazards applicability, has been enhanced to provide a streamlined approach to addressing a crisis – in particular in the first minutes of an event. The guidance contained therein is intended to promote innovation, flexibility, and proactive performance in achieving the goal of safeguarding the Mitchell College campus from all hazards – real and potential. Its core values and guiding principles represent the best thoughts, actions and experiences of emergency responders and campus professionals.

***3. Transport Service;*** The Campus Safety Department provides transports, available on request, to students, faculty, and staff. These transports are provided to ensure the safety of everyone on the Mitchell College campus as well as to assist those individuals with disabilities or injuries. These services are available 24 hours a day, 365 days a year. Additional transportation is provided by members of the Student Affairs team.

### ***Chapter 3 – Fire Safety Report.***

At Mitchell College the Campus Safety Department is entrusted with maintaining fire safety practices on campus. The Campus Safety Department also provides relevant training and support for the Student Affairs staff. Fire drills are conducted every semester in each of the nine campus residence halls. The New London Fire Department provides additional support and training to Mitchell College personnel. Scheduled inspections of campus buildings and residence halls are carried out by the Fire Marshal's office. In addition to their standard duties the New London Fire Department provides fire prevention education for students on campus. The New London Fire Department has also maintained a fire prevention booth at the annual Halloween festival at Mitchell.

All buildings on the Mitchell College campus were inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Annual inspections and tests are conducted on all sprinkler systems, fire alarms and fire extinguishers on campus. Additionally, any event on campus which would include a bonfire must adhere to a specific procedures dictated by the New London Office of the Fire Marshal. During a bonfire event, Campus Safety remains in close proximity during the event, and a College Official is present during the entire event.

#### **Fire Evacuation Procedures**

Campus Safety Officers are trained to assist with fire evacuation procedures and communicate with the arriving Fire Companies in the event of an actual fire. Actions taken by Campus Safety Officers include:

1. Immediately activating the building fire alarm system which will automatically notify the New London Fire Department.
2. Assisting persons out of the building - advising occupants of the nature of the emergency in the process and directing them to pre-determined assembly points.
3. Assisting visitors during alarms/emergency situations as they may not be familiar with established procedures.
4. Closing doors as they evacuate to limit the potential spread of fire.
5. **In Residence Halls** - Hall staff assembles students at their assigned meeting points during the evacuation. These evacuation points have been identified and discussed during orientation and drills and are included in the College's comprehensive emergency management plan. As residence halls have multiple emergency exits, hall staff have directed residents to use them all to expedite evacuation.
6. **In Academic and Administration buildings**- Faculty and staff assemble students/building occupants at their assigned evacuation points. These meeting points have been identified and discussed during orientation and drills and are included in the College's comprehensive emergency management plan.
7. Upon exiting the buildings and proceeding to assembly points, evacuees are reminded to keep driveways and fire lanes clear, as Fire Department personnel will need access to these areas.
8. The following information has been provided to students, faculty, and staff **in the event they are unable to exit the building**:
  - a) Remain calm; do not panic
  - b) If there is smoke in the room, keep low to the floor, crawl if necessary
  - c) Place a cloth, wet if possible, over your mouth to serve as a filter
  - d) Before passing through any doors, feel the metal doorknob and the door. If it is hot, do not open the door. Attempt an alternative exit.
  - e) Open the windows from the top, if possible (to let out the smoke and the heat) and from the bottom (to let in fresh air).

- f) If you cannot exit out of the window, signal for help from a window. Hang something out of the window to attract the attention of the Fire Department, such as a pillowcase or shirt.
- g) If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure there is no heat or heavy smoke on the other side. If there is, then close it again.
- h) If you are able to leave the room through the door, close it as you exit.
- i) Go to the nearest exit or stairs. If the nearest exit is blocked by fire, heat, or smoke, go the alternate exit.
- j) If all exits on the floor are blocked, go back to your room/office, close the door, open the windows as described, wave something out the window and shout for help.

### **Residence Hall Fire Drill Schedules**

Fire evacuation routes are reviewed by residence hall staff with residents at floor/house meetings. Fire safety equipment is installed in each hall & fire drills are conducted every semester. Below is a description of fire suppression devices for each residence hall, its compliance to local fire codes, and the dates on which the last evacuation drills were conducted.

1. **East Winds** is located at 15 Gardner Drive and is protected by a full coverage fire alarm system with a full coverage automatic dry-pipe sprinkler system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Fire Drills were conducted at this facility on the following dates: **10/25/2021**
2. **Fair Haven** Residence Hall is located at 373 Pequot Avenue and is protected by a full coverage fire alarm system with a full coverage automatic dry-pipe sprinkler system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Fire Drills were conducted at this facility on the following dates: **10/25/2021**
3. **Harbor House** Residence Hall is located at 355 Pequot Avenue and is protected by a full coverage fire alarm system with a full coverage automatic dry-pipe sprinkler system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Fire Drills were conducted at this facility on the following dates: **10/25/2021**
4. **Moorings** Residence Hall is located at 361 Pequot Avenue and is protected by a full coverage fire alarm system with a full coverage automatic dry-pipe sprinkler system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety. Fire Drills were conducted at this facility on the following dates: **10/25/2021**
5. **Matteson Hall** is located at 80 DeBiasi Drive and is protected by a full coverage fire alarm system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Fire Drills were conducted at this facility on the following dates: **10/25/2021**
6. **Saunders Hall** is located at 60 DeBiasi Drive and is protected by a full coverage fire alarm system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Fire Drills were conducted at this facility on the following dates: **10/25/2021**
7. **Simpson Hall** is located at 48 DeBiasi Drive and is protected by a full coverage fire alarm system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Fire Drills were conducted at this facility on the following dates: **10/25/2021**
8. **Mariner Hall** is located at 81 DeBiasi Drive and is protected by a full coverage fire alarm system with a full coverage automatic wet-pipe sprinkler system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Fire Drills were conducted at this facility on the following dates: **10/25/2021**



9. **Montauk House Apartments** are located at 715 Montauk Avenue and are protected by a full coverage fire alarm system. This facility was inspected and determined to be in full compliance with the Connecticut State Fire Safety Code. Fire Drills were conducted at this facility on the following dates: 11-09-21

**Chapter 4 – Fire Data Summary.**

During calendar year 2021-22 there were no incidents of fire at Mitchell College.

***Fires (Residence Halls) – Summary***

Summary of Fires									
Name of Facility/Hall	2020			2021			2022		
	Fires	Injuries	Deaths	Injuries	Fires	Deaths	Fires	Injuries	Deaths
Thames	0	0	0	0	0	0	0	0	0
Fair Haven	0	0	0	0	0	0	0	0	0
Harbor House	0	0	0	0	0	0	0	0	0
Moorings	0	0	0	0	0	0	0	0	0
Matteson	0	0	0	0	0	0	0	0	0
Saunders	0	0	0	0	0	0	0	0	0
Simpson	0	0	0	0	0	0	0	0	0
Mariner	0	0	0	0	0	0	0	0	0
Montauk	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

## **Chapter 5 – Contact Information.**

### **Contacting Campus Safety**

The Campus Safety Department encourages anyone who is the victim or witness of a crime to promptly report the incident to Campus Safety or to the police once it is safe to do so. If you need to call the Campus Safety Department, please provide the following information:

- Your name
- Location of the incident you are reporting about
- A description of the scene and suspects
- A description of any vehicles involved in the incident, especially a license plate number

If you witness an event which you consider life threatening you should call 9-1-1. If you call 9-1-1, we request you contact Campus Safety immediately afterward to assist law enforcement in their response.

<b>CAMPUS SAFETY</b>	<b>CONTACT NUMBERS</b>
<b><i>Emergencies</i></b>	860- 443-0214
<b><i>Routine Calls or Text Messages</i></b>	860-941-9316
<b><i>Guard Booth</i></b>	860-701-5119
<b><i>Tips Line</i></b>	860-701-5118
<b><i>RAVE Guardian App</i></b>	<a href="https://getrave.com/login/mitchell">https://getrave.com/login/mitchell</a>

Incidents in which Campus Safety should be contacted immediately include:

- a) Any crime whether actual or suspected
- b) Any suspicious or unknown packages left anywhere on campus
- c) Any suspicious person observed on or near campus.
- d) Any injury or any request for EMS
- e) Any hazard to the safety and welfare of students, e.g. fire, electrical, slippery conditions

Incidents where Campus Safety should be contacted but may not require an immediate response:

- a) Lost and Found items
- b) Student or faculty escorts
- c) Student and faculty lockouts
- d) If you have any questions or concerns regarding anything that occurs on campus, please feel free to contact Campus Safety at any time.

### **Rave Alert Emergency Notification System**

Mitchell College has partnered with Rave Mobile Safety, for our emergency notification system. Rave Alert is capable of sending users text, voice, and email messages in the event of a true campus emergencies. Information and instructions on how to sign up for the RAVE system are posted on the Mitchell College website at: <http://community.mitchell.edu/CurrentStudents>

### **Rave Alert Text Messages**

In order to serve the Mitchell College Community, the Campus Safety Department also utilizes the Rave SMS opt in platform. This opt in feature is open to the entire Mitchell College community to receive text message for non-emergency notifications such as school closures, parking bans and sporting events.

## **Rave Guardian App**

Mitchell College also utilizes the Rave Guardian safety app. This downloadable app provides students, faculty and staff with the ability to contact 9-1-1, Campus Safety, report suspicious activity or behavior and set safety times all from their smart phone. The users can communicate directly with Campus Safety in real time with their name and location or do so anonymously.

## **Daily Crime Log**

The Daily Crime Log is maintained as a component of the Clery Act requirements to document all crimes reported to the Mitchell College Campus Safety Department. Required information in the Daily Crime Log includes;

1. Nature of the crime
2. Date and Time the crime was reported to Mitchell Campus Safety
3. Date and Time the crime occurred
4. General location of the crime
5. Disposition of the complaint, if known

The Daily Crime Log details are available upon request and maintained in the Office of Campus Safety.

## **Timely Warnings and Emergency Alerts**

If a situation arises either on or off campus, that in the judgment of the Director of Campus Safety and College Administration, constitutes an ongoing or continuing threat to the College community, a campus-wide *Timely Warning* will be issued. This may include a rash of burglaries in the neighborhood surrounding the College, or other criminal behavior that might impact the College community.

Similarly, *Emergency Alert* notifications are triggered as soon as there is confirmation of a dangerous situation or emergency on or near campus. The means employed to convey these notifications may include any or all of the following;

- The RAVE instant alert system,
- Campus e-mail to students, faculty, and staff,
- Written notices posted in the Residence Halls and on campus bulletin boards.

Anyone with information warranting a timely warning or campus alert should report the circumstances to the Campus Safety Department by calling **860-941-9316** from any campus phone.

## **Campus Security Authorities**

Campus Security Authority (CSA) is a Clery Act-specific term that identifies individuals on campus that students may approach for assistance, or to report an offense. These individuals are compelled by law to act, providing guidance to the student while informing other entities on campus about the report. Campus Security Authorities include the Campus Safety Department, *as well as* ***“an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.”*** An official is defined as, ***“any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”***

For a complete listing of the Mitchell College Campus Security Authorities, reference Appendix V of this document.

## Student Affairs

Campus Safety work closely with the Student Affairs and Health & Wellness staffs. The following is a comprehensive list of Student Affairs contacts.

<b>STUDENT AFFAIRS CONTACT NUMBERS</b>			
<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Office</b>
<b>Dean of Student Engagement</b>	<b>Alicia Martinez</b>	<b>(860) 701-7708</b>	<b>Duques Center 200</b>
<b>Director Health &amp; Wellness</b>	<b>Dr. Griselle Tricuit</b>	<b>(860) 701-7787</b>	<b>Wellness Ctr., 2nd fl, Yarnell</b>
<b>Coordinator of Health Services NEMG</b>	<b>Abigail Weymouth</b>	<b>(860) 701-5195</b>	<b>Wellness Ctr., 2nd fl, Yarnell</b>
<b>Campus Safety - Emergencies</b>	<b>Campus Safety</b>	<b>(860) 443-0214</b>	<b>X4590 on campus phone</b>
<b>Campus Safety –Routine Calls</b>	<b>Campus Safety</b>	<b>(860) 941-9316</b>	<b>860-443-0214</b>
<b>Director of Campus Safety</b>	<b>George Potts</b>	<b>(860) 701-5182</b>	<b>Nathan Hale 105</b>
<b>Duques Center Office Manager</b>	Jacob Rock	<b>(860) 701-3528</b>	<b>Duques Center 212</b>
<b>Resident Hall Director-Simpson</b>	<b>Christina Thompson</b>	<b>(860) 701-5146</b>	<b>Simpson 100</b>
<b>Resident Hall Director-Mariner/Saunders Hall</b>	<b>Brendon Gennotti</b>	<b>(860) 701-5746</b>	<b>Mariner 100</b>
<b>Resident Hall Director – Montauk Apartments/Waterfront Apartments</b>	<b>Tifererth Lambert</b>	<b>(860) 701-3506</b>	<b>Fair Havens</b>
<b>Resident Hall Director-Matteson Hall</b>	<b>Johnathan Atkinson</b>	<b>(860) 701-5213</b>	<b>Matteson100</b>
<b>Director of Thames</b>	<b>Beverly Scully</b>	<b>(860) 701-7795</b>	<b>Matteson 102</b>
<b>Director Residence Life</b>	<b>Alexandria Donkor</b>	<b>(860) 701-5045</b>	<b>Duques Center 210</b>
<b>Social Emotional learning Instructors-Thames</b>	Teresa Benner	<b>(860) 701-5162</b>	<b>Matteson 107</b>
<b>Social Emotional learning Instructors – Thames</b>	Karen D’Agostino	<b>(860) 701-3575</b>	<b>Matteson 108</b>
<b>Thames – Assistant Director</b>	<b>Ron Samul</b>	<b>(860) 701-7782</b>	<b>Matteson 103</b>
<b>Thames – Faculty &amp; Advisor</b>	<b>Kirsten Holmstedt</b>	<b>(860) 701-5044</b>	<b>Matteson</b>
<b>Thames – Faculty &amp; Advisor</b>	<b>Sarah Schnitman</b>	<b>(860) 701-7784</b>	<b>Matteson</b>

Rev. 9/22

## **Chapter 6 – Sexual Harassment and Sexual Misconduct Information.**

Mitchell College Policy contains specific language describing the College's expectations for students, staff, and faculty regarding the issues of Sexual Harassment and Sexual Misconduct. The complete Mitchell College Sexual Misconduct and Non-Discrimination Policy is contained in Appendix II of this document, as well as on the Mitchell college web site.

### **Mitchell College Student Code of Conduct**

#### **Student Affairs**

#### **Campus Conduct and Behavior**

#### **PURPOSE**

These policies are established for all students who are enrolled at Mitchell College. Students are bound by the policies of the College which are included but not limited to the ones listed as follows. All campus policies and procedures are subject to change at the discretion of the College.

#### **Sexual Harassment**

All Mitchell College community members are responsible for assuring that the institution is free of sexual harassment. Conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term/condition of an individual's employment or academic standing, (2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting the individual or (3) such conduct has the purpose/effect of unreasonably interfering with an individual's academic work performance or creating an intimidating/offensive working/ educational environment. Incidences of sexual harassment should be reported to the Dean of Students and will be investigated fully.

#### **Sexual Misconduct**

The College defines sexual misconduct as actual or attempted sexual assault, rape, inappropriate sexual acts, non-consensual sexual behavior, and sexual harassment. Sexual misconduct also includes nonconsensual intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature, committed by physical force, coercion, or threat, actual or implied by a person(s) known or unknown the victim. Non-consensual activity shall include, but not be limited to, situations where the victim is unable to consent because she/he is mentally incapacitated, fearful of harm or physically helpless due to drug or alcohol consumption or is unconscious.

Mitchell College also supports Connecticut laws and will notify local authorities of sexual misconduct (only) when the victim chooses to involve the local authorities. Victims of rape or sexual assault are strongly encouraged to seek medical and emotional assistance, and counseling resources are available at the Center for Health and Wellness. For resolution within the College's judicial system, students are encouraged to immediately file a report with Campus Safety. **Questions and concerns can be posed to the Sexual Assault Crisis Center, a 24-hour hot line, at 860-437-7766, please ask for the college counselor.**

#### **Sexual Assault Investigation and Prevention:**

Sexual assaults continue to be an under-reported crime with many sexual assaults never reported to the police. Mitchell College and its Campus Safety Department urge anyone who is the victim of such an assault to report the incident to the police. The police will vigorously investigate all reported sexual assault cases and will work closely with victims, other law enforcement agencies, and the courts.

If you are the victim of a sexual assault:

- Whether or not you choose to report the sexual assault to the police, you should seek medical attention immediately, even if you do not feel you have been seriously injured.
- A medical exam is important to check for sexually transmitted diseases or other infection/injuries and for pregnancy.
- Medical evidence needs to be collected within 72 hours of an assault - in case you decide now or later to pursue a police complaint.
- To preserve evidence, you should not wash, bathe, douche, brush your teeth or use mouthwash, comb your hair, change your clothes, or take other action to clean up before going to the hospital.
- If you may have been given drugs to facilitate an assault ("date rape drug"), it is best to wait to urinate until you reach the hospital and a urine sample can be collected.
- If you are a sexual assault victim, the police will not reveal your name to others except as provided by law. Even court records are afforded some degree of protection. Similarly, if you choose to report your victimization to a faculty or staff member, they will not reveal your identity to the police or others without your permission. The police and staff may share some demographic data for purposes of crime statistics, but this does not include a sexual assault victim's identity.

On campus support at Mitchell to assist the victim of a sexual assault can be provided with the following referrals:

- Campus Safety (860- 443-0214 or ext. 4590) to file a report
- Health Services if the student needs immediate medical attention (x 5195)
- Health & Wellness Counseling Services for assessment and counseling (x 7787)

### Victim Services

In addition to internal services available through Mitchell College's Health and Wellness Center, the following local and regional support services are available externally to assist those dealing with a sexual assault;

- **Office of Victim Services (OVS) - <http://www.jud.ct.gov/crimevictim/>**

The Office of Victim Services, Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS is located in Plainville, Connecticut and can be reached by calling:

Office of Victim Services	Phone	TDD	Toll-Free
Administration	860-263-2760	860-842-9710	800-822-8428
Services	860-263-2760	860-842-9710	800-822-8428
Compensation	860-263-2761	860-842-9710	888-286-7347

- **Sexual Assault Crisis Center of Eastern Connecticut, Inc. - <http://www.saccec.org/>**

The Sexual Assault Crisis Center is a private, non-profit agency offering free and confidential, comprehensive services to victims of sexual assault and abuse. SACCEC is a member center of the Connecticut Sexual Assault Crisis Services (CONNSACS), the statewide coalition of sexual assault crisis agencies. SACCEC has partnered with Mitchell College to provide immediate and ongoing victim support through its 24-hour hotline (860-437-7766 (for English) - 888-568-8332 (para Español)).

- **Safe Futures** - <http://www.safefuturesct.org/>

Is part of a membership organization of Connecticut's domestic violence service agencies that provide critical support to victims of domestic violence including counseling, support groups, emergency shelter, court advocacy, and safety planning. 24-hour Hotline: **1-888-774-2900**

**Registered Sex Offenders:**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The Campus Safety Department maintains a binder with information on registered sex offenders that live near the Mitchell College campus. This binder is available for public inspection at the Campus Safety office in Nathan Hale Room 105. A link to the Department of Public Safety - Connecticut Sex Offender Registry Unit is also listed on the Camus Safety website.

In the State of Connecticut, convicted sex offenders must register with the State of Connecticut's Department of Public Safety - Connecticut Sex Offender Registry Unit. To determine if a person is a registered sex offender, click on the following link to the State Police Sex Offender Registry:

<http://www.communitynotification.com/>.



## **Chapter 7 – Violence Against Women Act (VAWA) (Campus SaVE Act),**

The United States Congress, recognizing the severity of the crimes associated with domestic violence, dating violence, sexual assault, and stalking, passed the **Violence Against Women Act of 1994** (VAWA) as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA is described as “a comprehensive legislative package designed to end violence against women.” VAWA has since been reauthorized in 2000, 2005 and 2013. The intention of VAWA was to improve responses by the criminal justice system to domestic violence, dating violence, sexual assault, and stalking and to increase the availability of services for victims of these crimes.

The United States Department of Justice’s Office on Violence Against Women (OVW) was created specifically, to implement (VAWA) and subsequent legislation. The VAWA 2000 reauthorization strengthened the original law by improving protections for battered immigrants, sexual assault survivors, and victims of dating violence. In addition, it improved the enforcement of protection orders across state and tribal lines. The VAWA reauthorization in 2005 continued to improve the law by, (in OVW’s description), “providing an increased focus on the access to services for underserved populations.”

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

Beginning in 2014, every College and University participating in Title IV financial aid programs will be required to: 1. Compile statistics of incidents of sexual assault, domestic violence, dating violence, and stalking that occur within Clery geography and are reported to campus security authorities and, 2. Include within its Annual Security Report a statement of policy regarding procedures, explanations, educational programs and services afforded to the victims of such crimes. Below are the definitions of those crimes related with VAWA as described by the US Department of Justice OVW;

**What is Domestic Violence?** Domestic violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**What is Sexual Assault?** Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

**What is Dating Violence?** Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

**What is Stalking?** Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

## ***Chapter 8 – Information regarding Alcohol, Illicit Drugs and Weapons.***

### **Alcoholic Beverages:**

Mitchell College complies with Federal Alcohol Laws and Connecticut State Law on campus grounds, including Mitchell Woods, Mitchell Beach, the dock, and all other college property as they relate to alcohol consumption. Connecticut State Law defines 21 years of age as the minimum for possession and/or consumption of alcoholic beverages. The Mitchell College policies regarding Alcohol are contained in Appendix VII on Page 61 and Appendix IX on Page 67 of this document, as well as on the Mitchell college website.

### **Illicit Drugs/Narcotics:**

It is unlawful, to possess, manufacture, dispense or sell a controlled substance/ illicit drug except as expressly authorized within law. Students violating this policy are subject to disciplinary action and may be subject to the local legal system. Mitchell College expects that students **will not** choose to use illegal substances, on or off campus, during their enrollment as a Mitchell student. The odor of marijuana smoke may be considered enough evidence, when identified by a Campus Safety Officer and/ or a Residence Hall Staff member, to subject a student to disciplinary action as an illegal substance violation. For students with drug addictions, the Center for Health and Wellness serves as a resource to assist the student in receiving the appropriate assistance for recovery. The Center of Health and Wellness provides assistance to students who are considering treatment for substance dependence or addiction. Any student or employee of Mitchell College who violates federal, state, or local laws, may be prosecuted by the federal, state, or local authorities, and may be sentenced in accordance with the laws of those jurisdictions. Mitchell College does not protect individuals from legal consequences of violations. Any student in violation of the College's drug policy shall be subject to sanctions in accordance the Mitchell College judicial system and will be subject to disciplinary action by the College which may include expulsion. The Mitchell College policies regarding Illicit Drugs are contained in Appendix VIII on Page 65 and Appendix IX on Page 67 of this document, as well as on the Mitchell college website.

### **Weapons:**

Residents are not permitted to bring ANY type of weapon into the residence halls. This includes, but is not limited to guns, "BB" rifle/gun, air soft or pellet gun paraphernalia, martial arts implements, knives and bombs. Students in possession of a weapon, regardless of intent, will face disciplinary action by the College which may include expulsion. The Mitchell College policy regarding Weapons is contained in Appendix VI on Page 58 of this document, as well as on the Mitchell college web site.

## **Chapter 9 – Crime Statistics Definitions.**

The following list contains definitions on the types of Criminal Offenses which must be recorded in the Crime Statistics Report:

### **Criminal Homicide**

- 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.

### **Sex Offense**

- Sex Offense – Forcible: any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- Sex Offense – Non-forcible unlawful, non-forcible sexual intercourse: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law or sexual intercourse with a person who is under the statutory age of consent.

### **Robbery**

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

### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is 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 with the intent to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny; housebreaking, safecracking, and all attempts to commit any of the aforementioned.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Hate Crime**

A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual or a group's perceived race, religion, ethnic/national origin, gender, age, disability, or sexual orientation.

### **Liquor Law Violations**

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

## Chapter 10 – Crime Statistics Report.

The statistical report for calendar years 2021 and 2022 are shown below. A hard copy of the report can also be obtained by contacting the Campus Safety Department.

### Criminal Offenses; 2020 through 2022

<b><i>Criminal Offenses – On Campus</i></b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder and Non-negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	2	3	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	2	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
<b><i>Criminal Offenses – On Campus Student Housing Facilities</i></b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder and Non-negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	2	3	1
Incest	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	2	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b><i>Criminal Offenses – Public Property</i></b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Negligent manslaughter	0	0	0
Murder and Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

### Criminal Offenses - Reported by Local Police

	2020	2021	2022
Murder and Non-negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	1
Aggravated Assault	0	4	4
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

### Chapter 11 – Hate Crime Statistics Report.

#### Hate Crimes; 2020 through 2022

<i>2020 Hate Crimes- On Campus</i>	<i>Total</i>	<i>Race</i>	<i>Gender</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Ethnicity</i>	<i>Disability</i>
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	1	0	0	0

<i>2021 Hate Crimes- On Campus</i>	<i>Total</i>	<i>Race</i>	<i>Gender</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Ethnicity</i>	<i>Disability</i>
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0
<i>2022Hate Crimes- On Campus</i>	<i>Total</i>	<i>Race</i>	<i>Gender</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Ethnicity</i>	<i>Disability</i>
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0

Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0
<i>2020 Hate Crimes – On Campus Student Housing Facilities</i>	<i>Total</i>	<i>Race</i>	<i>Gender</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Ethnicity</i>	<i>Disability</i>
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0



Simple Assault	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0

<i>2021 Hate Crimes – Public Property</i>	<i>Total</i>	<i>Race</i>	<i>Gender</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Ethnicity</i>	<i>Disability</i>
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	1	0	0	1	0	0	0
<i>2018 Hate Crimes – Public Property</i>	<i>Total</i>	<i>Race</i>	<i>Gender</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Ethnicity</i>	<i>Disability</i>
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0
<i>2021 Hate Crimes – Public Property</i>	<i>Total</i>	<i>Race</i>	<i>Gender</i>	<i>Religion</i>	<i>Sexual Orientation</i>	<i>Ethnicity</i>	<i>Disability</i>
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0

**Chapter12 – Violence Against Women Act (VAWA) Offenses.**

**Violence Against Women Act (VAWA); 2021**

<b>VAWA Offenses – On Campus</b>			<b>2021</b>
Domestic violence			2
Dating violence			1
Stalking			0

<b>VAWA Offenses – On Campus Student Housing Facilities</b>			<b>2021</b>
Domestic violence			2
Dating violence			1
Stalking			0

<b>VAWA Offenses – Public Property</b>			<b>2021</b>
Domestic violence			0
Dating violence			0
Stalking			0

**Violence Against Women Act (VAWA); 2022**

<b>VAWA Offenses – On Campus</b>			<b>2022</b>
Domestic violence			0
Dating violence			1
Stalking			0

<b>VAWA Offenses – On Campus Student Housing Facilities</b>			<b>2022</b>
Domestic violence			0
Dating violence			1
Stalking			0

<b>VAWA Offenses – Public Property</b>			<b>2022</b>
Domestic violence			0
Dating violence			0
Stalking			0

### Chapter 13 – Arrests and Discipline on Campus.

#### Arrests; 2020 through 2022

<i>Arrests – On Campus</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
<i>Arrests – On Campus Student Housing Facility</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
<i>Arrests – Public Property</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

#### Disciplinary Actions; 2020 through 2022

<i>Disciplinary Actions – On Campus</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
Illegal Weapon Possession	0	0	0
Drug Law Violations	3	5	0
Liquor Law Violations	1	1	0
<i>Disciplinary Actions – On Campus Student Housing Facility</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
Illegal Weapon Possession	0	0	0
Drug Law Violations	3	5	0
Liquor Law Violations	1	0	0
<i>Disciplinary Actions – Public Property</i>	<i>2020</i>	<i>2021</i>	<i>0</i>
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

# Appendix I

## *Clery Act and Student's Right to Know Policy:*

### **Student Handbook - Other College Policies and Procedures**

#### **The Clery Act**

Mitchell College is dedicated to assisting students, staff, and faculty in providing their own safety and security and is in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics – 2019." The Clery Act is a subsection of US Code Title 20 § 1092. "Institutional and financial assistance information for students," and is found under subsection (f), titled, "Disclosure of campus security policy and campus crime statistics." The Clery Act deals with how schools report crimes on campus and the policies in effect to protect students.

Therefore, each year Mitchell College notifies all members of the campus community that they may view the Annual Campus Security and Fire Safety Report through a link on the Campus Safety link at [www.mitchell.edu](http://www.mitchell.edu). Students may obtain a hard copy of the report from the Campus Safety Office located in Nathan Hale Hall (860-443-0214 or extension 4590 from a campus phone) or the Human Resources Office in Mitchell Hall (860-701-5161).

#### **Student's Right-to-Know and Campus Security Act**

The "Student Right-to-Know and Campus Security Act" (P.L. 101-542), broader in scope than the Clery Act, requires schools eligible for Title IV funding to calculate completion or graduation rates and to disclose these rates to all students and prospective students. The act also requires each school that participates in any Title IV program to submit a report to the Secretary of Education annually. Section 203 of this act allows schools to disclose the outcomes of disciplinary proceedings to crime victims. Section 204 of this act has the same provisions as Clery with regards to the disclosure of campus security policy and campus crime statistics.

Thus, in accordance with requirements of the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) and Connecticut State Law (90-259), Mitchell College distributes, upon request, an annual security report to all enrolled students, employees, and prospective students. Copies of this report are available from the Admissions or Campus Safety Offices. The report includes the following information:

1. Campus policies regarding reporting crimes; policies regarding drugs, alcohol, and weapons; policies regarding the identification and admission of visitors to campus; description of campus safety and their relationship to local and state police; and orientation programs for students regarding campus safety; 29 2. A uniform campus crime report concerning crimes committed in the two preceding calendar years; 3. A crime report concerning arrest for alcohol and drug violations and for weapons possessions for the preceding calendar year; and 4. Students' statistics on undergraduate student graduation rates.

2. A uniform campus crime report concerning crimes committed in the two preceding calendar years.

3. A crime report concerning arrest for alcohol and drug violations and for weapons possessions for the preceding calendar year; and

4. Students' statistics on undergraduate student graduation rates.

## Appendix II

### Sexual Misconduct and Non-Discrimination Policy:

TITLE	Sexual Misconduct and Non-Discrimination Policy
Policy Number	P.2013.0001
Effective Date	01/22/2013
Approval Date	01/22/2013
Approved by	President's Cabinet

#### I. PURPOSE

Mitchell College depends upon an educational and work environment of tolerance and respect for the achievement of its goals. The College is committed to providing an educational and work environment free from all forms of sexual misconduct and discrimination. The purpose of this policy is to provide definitions and procedures for College employees; students should refer to the Student Code of Conduct. This policy complies with State and Federal law, including Title IX of the Higher Education Amendment of 1972 as amended and Connecticut PA 12-78-sHB 5031.

Employment with Mitchell College is voluntarily entered into, and employees are free to resign from their position at will, at any time, with or without cause. Similarly, the College may terminate the employment relationship at will at any time, with or without notice or cause, so long as there are not violations of applicable federal, state, or local laws. The procedures set forth in this policy are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the College and our employees. The provisions of this policy have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the College's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of Mitchell College.



## II. DEFINITIONS

The College defines sexual misconduct as actual or attempted sexual assault, rape, inappropriate sexual acts, non-consensual sexual behavior, and sexual harassment. Sexual misconduct also includes non-consensual intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature, committed by physical force, coercion, or threat, actual or implied by a person(s) known or unknown to the victim. Non-consensual activity includes but is not limited to situations when the victim is: (1) unable to consent because she/he is mentally incapacitated, (2) fearful of harm, and/or (3) unconscious or otherwise physically helpless due to drug or alcohol consumption.

The College defines sexual harassment as behavior that is not welcomed by the individual, is personally offensive to him/her, and undermines morale and/or interferes with the ability of the individual to work effectively. While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness: Verbal abuse of a sexual nature; Use of sexually degrading words; Jokes or language of a sexual nature; Conversation or gossip with sexual overtones; Obscene or suggestive gestures or sounds; Sexually-oriented teasing; Inquiries into one's sexual experiences; Verbal comments of a sexual nature about an individual's appearance or sexual terms used to describe an individual; Discussion of one's sexual activities; Comments, jokes or threats directed at a person because of his/her sexual preference; Unwelcome and repeated invitations (for lunch, dinner, drinks, dates, sexual relations); Physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching, or repeated brushing up against another's body; Demands or requests for sexual favors accompanied by implied or overt threats concerning an individual's employment status or promises of preferential treatment; Deliberate bumping, cornering, mauling, grabbing; Assaults, molestations, or coerced sexual acts; Posting or distributing sexually suggestive objects, pictures, cartoons, or other materials; Sexually-oriented letters or notes; Sending offensive or discriminatory messages or materials through the use of electronic communications (e.g., electronic mail, including the Internet, voice mail, and facsimile) which contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation; Staring at parts of a person's body; Sexually suggestive gestures, leering; and condoning sexual harassment.

The College defines gender-based harassment as including acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

The College defines Quid Pro Quo harassment as a situation where one is asked to give sexual favors in exchange for employment or academic decisions or expectations related to employment or academic performance.

The College defines a hostile environment as one where unwelcomed behavior creates a disruptive, intimidating, or offensive environment for a protected class.

The College defines domestic violence, or intimate partner violence, as physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from sexual assault, sexual assault in a spousal or cohabitating relationship, and domestic violence and third degree stalking.

## II. THE POLICY

Mitchell College takes allegations of sexual misconduct and discrimination seriously and will endeavor to respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, we will endeavor to act promptly to eliminate the conduct and impose such corrective action as is necessary, including discipline where appropriate.

All members of the Mitchell college community have the responsibility to uphold the standards of conduct set forth in the Code of Conduct. Each member of this community has the right to file a complaint when he or she believes these standards have been violated. In complaints alleging sexual assault, mediation is not an appropriate method of resolution due to the risk of re-victimization of the complainant; complainants may neither volunteer nor be required to mediate a sexual assault allegation.

This policy outlines the prompt and equitable procedures that will be applied to resolve any complaints. Appropriate sanctions may be applied when violations of the College's community standards have been determined. Employees and students have the right to appeal a sanction imposed upon them. A summary of the conduct process is outlined under the Procedures section of this policy.

It is important to note that while this policy sets forth our goals of promoting a workplace that is free of any form of sexual misconduct or discrimination, the policy is not designed or intended to limit our authority to take disciplinary or remedial action for workplace conduct that we deem unacceptable regardless of whether that conduct satisfies the definitions of sexual misconduct or discrimination.

Sexual misconduct is a form of behavior which adversely affects the employment relationship. It is prohibited by State and Federal law and will not be tolerated by the College. The College also condemns and prohibits sexual misconduct and discrimination by any vendor, student, or member of the general public.

Sexual misconduct is not limited to prohibited behavior by a male employee toward a female employee. Sexual misconduct can occur in a variety of circumstances. Here are some things to remember:

- A man as well as a woman may be the victim of sexual misconduct or discrimination, and a woman as well as a man may be the perpetrator;
- The victim does not have to be of the opposite sex from the perpetrator;
- The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by the misconduct or

discrimination, if the conduct creates an intimidating, hostile or offensive working environment for the co-worker or interferes with the co-worker's performance.

Examples of the prohibited type of sexual harassment known as Quid Pro Quo (literally "this for that" in Latin) could include requesting sexual favors in exchange for:

- Improved grades, assessment of academic performance;
- More favorable work hours or schedule;
- Academic or employment recommendations;
- Improved treatment.

Examples of a hostile work or educational environment could include:

- Sharing sexual images on a computer;
- Comments about a person's physical looks;
- Sexual talk that is unwelcome or inappropriate;
- Posting sexual images that are unwelcome or inappropriate.

It is therefore, against the policies of the College for any individual of the College, male or female, to exhibit sexual misconduct or discrimination, including making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an employee's employment;
- Submission to, or rejection of, such conduct by an individual is made the basis for employment decisions affecting the employee;
- Such conduct has the purpose or effect of interfering with an individual's work performance;
- Retaliation is threatened or undertaken against an individual who complains that such conduct is interfering with his or her work performance; or
- A hostile or intimidating work environment is created for the employee.

#### **A. Individual Responsibilities for Preventing Sexual Misconduct and Discrimination**

Each individual of Mitchell College is personally responsible for:

1. Ensuring that his or her conduct does not sexually harass or discriminate against any other person with whom he or she comes in contact on the job, such as an outside vendor, student, or member of the general public;
2. Cooperating in any investigation of alleged sexual misconduct or discrimination by providing any information he or she possesses concerning the matter being investigated;
3. Actively participating in efforts to prevent and eliminate sexual misconduct and to maintain a working environment free from discrimination;
4. Ensuring that an individual who files a sexual misconduct or discrimination claim or cooperates in an investigation may do so without fear of retaliation or reprisal.

Any individual who believes he or she has been the subject of any form of sexual misconduct or discrimination may advise the individual of the offensive nature of the conduct or action being

objected to or bring the alleged incident or situation to the attention of the VP of Human Resources or the Director of Campus Safety.

It is also against the policy of Mitchell College for an individual to harass any person with whom the individual comes in contact on the job or to engage in any harassment or inappropriate or unprofessional conduct in the workplace.

#### **IV. PROCEDURE**

##### **A. Documentation of Conduct Code Violations**

Violations can occur on or off the Mitchell College campus. Complaints will be addressed by the College regardless of whether they occurred on or off the physical campus.

In Connecticut, any employee could witness or receive a report of a violation. Once witnessed or received, the employee is obligated to appropriately report the complaint according to this policy. Alleged violations may be addressed and documented by Human Resources staff, the Title IX Coordinator or Title IX Investigators.

The College has designated an EEO Grievance Officer. The current EEO Grievance Officer is the Director of Human Resources. If any individual believes he or she has been subjected to sexual misconduct or discrimination, the individual (the complainant) should initiate a complaint by contacting the EEO Grievance Officer, their Supervisor or Department Head as soon as possible. The individual should file the complaint promptly following any incident of alleged sexual misconduct or discrimination. The employee should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the College to determine what occurred.

The employee will be requested to write out his or her complaint to document the charge. Should the employee be unable to write out the complaint for any reason, a record of the complaint will be documented by the EEO Grievance Officer, with the employee then approving the written account of the complaint.

**Note:** If an individual prefers to discuss a possible sexual misconduct or discrimination problem with his or her Supervisor or Department Head, the individual may always do so. However, individuals do not have to go through the regular chain of reporting procedures when reporting 35 such incidents. Moreover, if the individual is uncomfortable contacting the EEO Grievance Officer because he or she believes the EEO Grievance Officer may not receive the complaint impartially, the individual may contact the Director of Campus Safety.

If the alleged violation includes potential criminal conduct, the College will determine whether appropriate law enforcement or other entities are notified. Regardless of the college's decision, the complainant has the right to file the complaint with the appropriate law enforcement or other entities.

## **B. Jurisdiction**

Alleged violations may include College employees, students and/or third parties. To clarify procedures related to resolving alleged violations:

- If the perpetrator of the alleged violation is a College student, he or she will be subject to an investigation and conduct hearing as outlined in the Student Code of Conduct.
- If the perpetrator of the alleged violation is a College employee, he or she will be subject to an investigation and determination as outlined in this policy.
- Visitors and third parties not associated by Mitchell College employment or student status may seek remedy through this policy.
- Third parties working on location may seek remedy through this policy and/or through their employer of record.

## **C. Investigation of Conduct of Code Violations- Employees**

Mitchell College will conduct a full and timely investigation of the complaint. In most cases, this could take up to sixty (60) days; however, due to extenuating circumstances or the complexity of the allegation, this time frame may be extended. Should an extension be deemed necessary, both parties involved in the complaint will be notified, and periodic updates on the investigation will be provided to both parties.

The Director of Human Resources or his/her designee will review all alleged violations reported to his/her office. The investigation may be conducted by the Director of Human Resources or a designee, or the Director of Campus Safety in conjunction with the Director of Human Resources. The charged employee will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case. If, after the completion of the investigation, it is determined that there is reasonable cause for finding a violation of this policy, the Director of Human Resources or his/her designee will notify the complainant and the charged individual of the finding.

Should law enforcement be involved, the College will conduct an investigation of the complaint independent of law enforcement. If the College must allow law enforcement to collect evidence prior to the College investigation, the College will begin fact-finding upon notification from law enforcement that they have concluded collecting evidence.

## **D. Confidentiality**

Confidentiality will be maintained to the extent possible within the limitation of the law and the need to conduct a thorough investigation.

Should the complainant request that the complaint not be pursued, the College may take reasonable steps to conduct an investigation and respond to the complaint consistent with the request of the complainant. However, should the complainant request that his/her name remain confidential, or should the complainant refuse to participate in the investigation, the ability of the College to respond to the complaint may be limited.

Additionally, a request to not pursue a complaint or to maintain confidentiality of the name of the complainant will be weighed against the College's obligation to provide an educational and work environment free from sexual misconduct and discrimination. Such factors under consideration could include:

- the severity of the alleged violation;
- the complainant's age;
- whether there have been other complaints related to the same individual;
- the alleged perpetrator's right to receive information regarding the allegations if the information regarding is maintained by the school as an educational record under FERPA

The College encourages confidentiality from all parties involved with investigating and adjudicating the alleged violation.

#### **E. Retaliation**

Mitchell College prohibits retaliation against anyone who submits a complaint, investigates, or participates in an investigation, refuses to participate in an investigation, or is otherwise involved with the complaint. A substantiated complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal from employment, against the retaliating person. This prohibition against retaliation is not intended to prevent supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors and does not include immunity for any personal wrongdoing by the complainant that is substantiated.

#### **F. Burden of Proof**

The burden of proof lies with the College in any case brought before the Director of Human Resources or designate, or the conduct board. The facts must be proven to be more likely so than not to meet the burden of proof. More likely so than not means that after all of the incident reports, witness statements, and other information has been reviewed, it must be more than likely that an employee is responsible for the policy violations assessed. After all relevant information is gathered, the Director of Human Resources (or his/her designee) or the 37-conduct board will determine whether the employee is responsible or not responsible for the alleged violation of the Code. In the event that the employee is found responsible, then an appropriate sanction(s) will be imposed.

#### **G. Notification of Decision**

Notification of decisions will follow jurisdiction procedures and will be based on the classification of the parties involved (employee, student, third party). The Director of Human Resources or designee will notify both parties (the accuser and the accused) of the decision in writing within ten (10) business days of determination.

**Note:** FERPA permits a college to disclose to the harassed student information about a sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. When the conduct involves a crime of violence or a

non-forcible sex offense, FERPA permits the college to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the college concluded that a violation was committed. Also, the Clery Act requires that “both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense” 34 CFR § 668.46 (b) (11) (ii) (B). The complainant cannot be held to a nondisclosure agreement under the Clery Act.

## **H. Sanctions Employee**

Sanctions may be cumulative and include the following: verbal warning, written warning, final written warning, financial restitution for costs incurred during the investigation and hearing, termination of employment, and/or other sanctions as deemed appropriate by VP of Human Resources. Incomplete sanctions or sanctions in which an employee does not comply will result in further conduct sanctions or up to and including termination.

The VP of Human Resources, in consultation with the President or designee, has the right to immediately separate an employee from the college if his or her actions cause a risk and serve as a disruption to the Mitchell College campus community. An employee who has a warrant out for his or her arrest or an open court case cannot appeal a decision.

## **I. Appeals**

Employees have the right to appeal sanctions or outcomes of an investigation. Appeals must be submitted in writing within four (4) business days of notification. The employee must state, in the request for appeal, the grounds for appeal, which include only the following:

1. Failure to follow due process
2. Availability of new evidence
3. Severity of imposed sanction(s)

Written appeals submitted within four business days of notification will be reviewed by the President or designee. The petitioner will receive notification on the status of their appeal within ten (10) business days of the conclusion of the appeals investigation.

## **J. Grievance:**

A grievance is a formal complaint about a matter which is believed to be unfair or unjust. Students should refer to the Student Code of Conduct for procedures related to filing a grievance. Employees should contact the Director of Human Resources. Employees may also contact the Mitchell College Title IX Coordinator, Christina Chappelle, Assistant Dean of Student Support, Duques' room 202, phone 860-701-5043, and email [chappelle\\_c@mitchell.edu](mailto:chappelle_c@mitchell.edu).

All employees at Mitchell College have the right to be treated fairly according to the rules and guidelines set forth by Mitchell College. Any employee who feels she/he has been treated unfairly or unjustly is entitled to make a formal grievance.

#### Grievance Steps:

1. The employee should attempt to resolve the matter in an informal way by addressing the matter with the person who is being grieved. If the employee is grieving a Mitchell College policy, they should attempt to resolve the matter with the department head of the department responsible for the policy. In grievances alleging sexual assault, mediation is not an appropriate method of resolution due to the risk of re-victimization of the complainant; grievors may neither volunteer nor be required to mediate a sexual assault allegation.
2. The employee may write a letter of grievance to the Director of Human Resources within fifteen (15) days of the occurrence of the matter which is being grieved unless extenuating circumstances prevent the grievant from doing so. The letter should state the item being grieved, name of grievant, name of the individual(s) or policy being grieved and what actions the grievant has already pursued to try to resolve the matter.
3. The Director of Human Resources or his/her designee will conduct an investigation into the matter being grieved and determine how best to resolve the matter. The Director of Human Resources or his/her designee is responsible for the final decision and the implementation of the decision.

#### **K. Non-Discrimination Policy:**

Mitchell College provides an educational and work environment free from prohibited discrimination, in accordance with federal, state, and local laws and College policy. Discrimination by the members of the College community based on: race; color; sex; sexual orientation; gender identity, expression or characteristics; age; national origin; ancestry; citizenship status; religious belief or creed; political belief; marital status; status as a veteran, including veterans of the Vietnam era; disability, including pregnancy or any other protected criteria is not permitted.

If an employee believes that she/he has been discriminated against, she/he can make a formal grievance through the Mitchell College grievance process. Employees also have the right to file complaints of discrimination outside of the college. Complaints should be filed within 180 days of the date of the incident, unless the individual is granted extended time by the agency the complaint is being filed with. Listed below are the local and national contact information for The Office of Civil Rights:

##### Connecticut Office

Telephone: (617) 289-0111

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

##### National Office

Telephone: (800) 421-3481

Email: [OCR@ed.gov](mailto:OCR@ed.gov)



## **L. Disciplinary Records**

The Human Resources Office will maintain letters pertaining to sanctions and investigatory outcomes in individual personnel records. Complete files related to the investigation may be retained separately in the Human Resources Office.

## **V. References**

- A. State of Connecticut PA 12-78-sHB5031
- B. U.S. Department of Education Office for Civil Rights' Dear Colleague letter dated April 4, 2011
- C. Mitchell College Student Code of Conduct
- D. Mitchell College Employee Code of Conduct

## **VI. Appendice**

- A. College Resources for Reporting Alleged Violations of this Policy

### **APPENDIX A**

Alleged violations of this policy may be reported to:

EEO Grievance Officer	Scott Barnes Director of Human Resources Office: Montauk Office Building Phone: 860-701-3529 Email: <a href="mailto:Barnes-S@mitchell.edu">Barnes-S@mitchell.edu</a>
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Acting Title IX Coordinator(s)	Alicia Martinez Dean, Student Experience & Belonging Chief Student Affairs Officer Office: Duques Center 200 Phone: 860-701-7708 Email: <a href="mailto:Martinez_A@mitchell.edu">Martinez_A@mitchell.edu</a>
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Title IX Investigators	Director of Human Resources Director of Campus Safety Assistant Director Campus Safety
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## Appendix III

### Missing Student Policy:

#### **POLICY**

Mitchell College takes student safety seriously. To this end, the following policy and procedures have been developed in order to assist in locating Mitchell College student(s) living in college owned on-campus housing who, based on the facts and circumstances, known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety or Student Affairs / Residence Life. Every report will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Director of Student Affairs will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Mitchell College. This emergency information will be kept in the Office of Student Affairs and will be updated annually. This emergency information will be kept in the Office of Student Affairs or through available through SIS.

#### **PROCEDURE**

The Mitchell College official receiving the report will contact the Resident Hall Director on Duty and the Director of Student Affairs in order to update them on the situation and to receive additional consultation. The Campus Safety Department will initiate an investigation. The Director of Student Affairs will be notified in order to update them on the situation and to receive additional consultation. The Director of Student Affairs will ascertain if/when other members of the Cabinet and the Director of Communications need to be contacted. In addition, the person receiving the report will collect and document the following information at the time of the report:

1. The name and relationship of the person making the report;
2. The date, time, and location the missing student was last seen;
3. The general routine or habits of the suspected missing student (e.g. —visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor;
4. The missing student's cell phone number (if known by the reporter).

Upon notification that a student may be missing, Mitchell College officials may use any or all of the following resources to assist in locating the student:

1. Call or go to the student's residence hall room;
2. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen;
3. Secure a current student ID (from security) or other photo of the student from a friend;
4. Call and text the student's cell phone and call any other numbers on record;
5. Send the student an email;
6. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, fitness center, etc. The Campus Safety and the Student Affairs departments may be asked to assist in order to expedite the search process;
7. Contact or call any other on-campus or off-campus friends or contacts that are made known, including checking a student's social networking sites such as Facebook and Twitter;
8. Ascertain the student's car make, model and license plate number. A member of Campus Safety will also check the Mitchell College parking lots for the presence of the student's vehicle.

In addition, the Mitchell College Information Technology staff may be asked to obtain email logs in order to determine the last log-in and/or access of the Mitchell College network. Once all information is collected and documented and the Director of Student Affairs (or designee) is consulted, Mitchell College staff may contact the local police to report the information. The New London Police Department may be contacted any time there is a concern for the safety and wellbeing of the missing student.

## Appendix IV

### Workplace Violence Policy:

#### Workplace Violence Prevention Policy

##### PURPOSE

Acts and threats of violence in the workplace are one of the most serious and frustrating problems facing employers and employees alike. Mitchell College will endeavor to be consistent in the handling of these behavioral issues, which potentially could cause a serious problem for employees, students, and the general public. Employees need to know that hostility, threats, intimidation, and assaults will not be tolerated.

##### THE POLICY

Mitchell College seeks to have a workplace free of violence and the threat of violence. All employees should note that **THERE WILL BE ZERO TOLERANCE OF ACTS OR THREATS OF VIOLENCE IN OUR WORKPLACE BY EMPLOYEES, STUDENTS, MEMBERS OF THE GENERAL PUBLIC, AND/OR ANYONE WHO CONDUCTS BUSINESS WITH MITCHELL COLLEGE.**

It is the intent of Mitchell College to provide a workplace which is free from physical attacks, harassment, property crimes, threats, or any other violent act(s). The College has developed the following procedures and principles with regard to violence in the workplace. It is imperative that each employee familiarizes him/herself with these policies and regulations to facilitate the goals of the College in this regard.

##### Workplace Misconduct

- A. The possession of firearms, whether or not licensed, and including, but not limited to, models, replicas, or an object whose outline represents a firearm, and/or ammunition, in the workplace is grounds for discipline up to and including termination. The use of a weapon or any other dangerous instrument in a fight or disagreement with another employee or member of the general public is grounds for an immediate termination. Similarly, threatening anyone with a weapon also may be treated as grounds for immediate termination.
- B. An employee who starts a fight with anyone will be subject to discipline, up to and including termination.
- C. Employees who feel they are being provoked or harassed by co-workers or a member of the general public should discuss this problem with the Director of Human Resources or the Director of Campus Safety.
- D. All employees are required to meet the College's standards of courtesy to students, members of the general public, co-workers, and College officials.

## **Prevention**

The College subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting system within which to report incidents of violence without fear of reprisal.

## **PROCEDURE**

### **Reporting Procedures**

- A. It is the duty and obligation of all employees who either experience or observe any act or threat of violence in the workplace to immediately report such behavior to his or her Supervisor/Department Head. Failure to report such behavior may result in disciplinary action, up to and including termination, for the employee involved.
- B. Employees may sometimes be involved in personal disputes with family members, neighbors, etc., that can sometimes escalate to the point that injunctions, restraining orders, and other court orders are sometimes sought. We request that employees who have experienced domestic violence or who have restraining orders against individuals or who have experienced "stalking" problems, advise their Supervisor/Department Head, and provide a description of the individual(s). Even in the case where an employee has not secured a court order but fears for his or her safety, we request that the employee notify the police department immediately, and inform the Director of Human Resources and/or the Director of Campus Safety as soon as practicable.
- C. The Supervisor/Department Head will immediately investigate and evaluate the situation. In situations involving weapons, or, in situations where the threat of bodily harm is immediate and readily apparent, the Supervisor/Department Head may suspend the individual(s) in question and provide a written summary of the incident to the Director of Human Resources and/or Director of Campus Safety for further action. Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a member of the general public or vendor, must be reported. The College (police, or representatives, as appropriate) will assess and investigate the incident and determine the appropriate recommended action to be taken.
- D. In situations involving physical altercations or weapons, a Supervisor/Department Head may request the aid and presence of police personnel.
- E. Call 911 or 9-911, if you believe there is an immediate emergency.

### **Disciplinary Remedies**

- A. Each incident will be evaluated independently, and a proper remedy will be provided based upon the nature of the offense, duration, totality of the circumstances, and past offenses. Remedies could range from an oral reprimand to suspension and/or immediate termination, depending upon the severity of the offense. The employee may be subject to criminal charges and penalties.
- B. Incidents involving weapons or other dangerous instruments are grounds for immediate suspension and may be subject to further disciplinary action, up to including termination from employment.

- C. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the Director of Human Resources and/or the Director of Campus Safety for investigation and decision regarding proper action and sanctions. Conversely, false, or malicious reporting will also result in investigation and appropriate sanctions.

### **Exceptions**

Police called to the campus are exempted from these regulations concerning weapons or dangerous instruments.

# Appendix V

## CAMPUS SECURITY AUTHORITY CONTACT INFORMATION:

<b>CAMPUS SECURITY / AUTHORITY</b>	<b>CONTACT</b>	<b>EXTENSIONS</b>	<b>INFORMATION</b>
<b>Campus Safety – <i>Emergencies</i></b>	(860) 443-0214	Ext. 4590	
<b>Campus Safety - <i>Routine Calls or Text Messages</i></b>	(860) 941-9316	(860) 912-0192	
<b>Campus Safety - <i>Anonymous Tip Line</i></b>	(860) 701-6007	Ext. 6007	Rave Guardian App
<b>Campus Safety – <i>Guard Booth</i></b>	(860) 701-6163	Ext. 6163	Upper Campus
<b>Director of Campus Safety</b>	George Potts	860-701-5182	Nathan Hale 105

## Student Affairs

<b>Office of Student Affairs</b>	<b>Phone Number</b>	<b>Office Location</b>
Dr. Alicia Martinez <i>Dean of Student Experience and Belonging</i>	860-701-7708	Duques 200
Jacob Rock <i>Division of Student Affairs Executive Assistant</i>	860-701-5093	Duques 201
<b>Department of Residence Life</b>	<b>Phone Number</b>	<b>Office Location</b>
Alexandria Donkor <i>Director of Residence Life</i>	860-701-5045	Duques 211
Brendon Gennotti <i>Residence Hall Director Mariner, Saunders</i>	860-701-5746	Mariner 100
Johnathan Atkinson <i>Residence Hall Director Matteson</i>	860-701-5213	Matteson 100
Tifereth Lambert <i>Residence Hall Director Moorings, Fairhaven, Harbor House, Montauk Apt.</i>	860-701-3506	Moorings 100
Christina Thompson <i>Residence Hall Director-Simpson</i>	860-701-5146	Simpson 100

## Residence Hall Duty Numbers

Residence Hall	RA Duty Number	Staff
Mariner Hall	860-449-4612	Aizhane Glenn, Max Gayle, Sophie Arseneau, and Joshua Tucker (CA),
Simpson Hall & Montauk Apt.	860-449-4672	Jamyan McGregor, Kenyada Gedeon, Robert Campbell (CA), and Wilton Causey (Simpson Hall) Christa Mancuso (CA)
Matteson Hall	860-449-4651	Diamond Lopez, Lexi Watson, and Owen Murphy,
Saunders Hall	860-449-4810	Nia Gethers, Allison Romano, and Aidan Jacobson
East Winds – COVID-19 Isolation	N/A	N/A
Waterfront <i>Harbor House, Moorings, Fair Haven</i>	860-449-2551	Mauricea Francis, Yasmine Santos, and Ninoshka Pratts,
Off Campus Trip/Shuttle	860-449-2657	N/A
On Call RHD	860-449-2586	Brandon Gennotti, Johnathan Atkinson,Tiferth Lambert.Christina Thompson

## Student Relations

Student Relations	Administrator/Staff	Number	Location
Director of Bentsen Learning Center	Alice Murallo	860-701-3531	Duques Center 311
Director of Thames	Beverly Scully	860-701-7795	Matteson
Assistant Director of Thames	Ron Samul	860-701-5212	Matteson
Social Integration Specialist	Dorothy Hiralien	860-701-7765	Matteson
Thames- Faculty & Advisor	Karen D-Agostino	860-701-7782	Matteson
Thames- Faculty & Advisor	Teresa Benner	860-701-5044	Matteson



Thames- Faculty & Advisor	Kirsten Holmstedt	860-701-7790	Matteson
Director of Athletics	Matthew Finlayson	860-701-3540	Yarnall Center
Assistant Director of Athletics	Todd Peretz	860-701-5048	Yarnall Center
Assistant Director of Athletics /SWA	Kim Camara-Harvey	860-701-3500	Yarnall Center
Athletic Department Coaching Staff	Erin Miller	860-701-3521	Yarnall Center
Athletic Department Coaching Staff	Travis Beausoleil	860-629-6441	Yarnall Center
Athletic Department Coaching Staff	Dean Roberts (FAR)	860-701-5046	Yarnall Center
Athletic Department Coaching Staff	Cam Pilger	860-701-5053	Yarnall Center
Athletic Department Coaching Staff	Courtney Burns	860-701-5058	Yarnall Center
Athletic Department Coaching Staff	Tim Strong	860-701-5049	Yarnall Center
Athletic Department Coaching Staff	Dylan Neisler	860-701-5056	Yarnall Center
Athletic Department Coaching Staff	Ashley Snow	N/A	Yarnall Center
Athletic Department Coaching Staff	Marc Davis	860-701-5047	Yarnall Center
Athletic Department Coaching Staff	Tony Nocera	860-701-5010	Yarnall Center
Athletic Department Staff	Chris Leonard	N/A	Yarnall Center
Head Athletic Trainer	Stephanie Birch	860-701-3518	Yarnall Center
Assistant Athletic Trainer	Madalyn Ide	860-701-3522	Yarnall Center
Yarnall Center Building Supervisor		860-701-5050	Yarnall Center
Interim Director of Human Resources	Scott Barnes	860-701-3529	Montauk House
Registrar	Amy Van Oot	860-701-5019	Duques Center
Associate Dean for Academic Affairs	Jennifer Welsh	860-701-3514	Duques Center
Assistant Dean of Student Support	Christina Chappelle	860-701-5024	Duques Center 202
Academic Advisor	Kathleen O'Brien	860-701-5335	Duques Center 207
Academic Advisor	Dre Goode	860-701-3501	Duques Center 206
Academic Advisor	William Peter	860-701-5012	Duques Center 208
Academic Advisor	Luis Rodriguez	860-701-3505	Duques Center 204
Academic Advisor	Cheri Ouimet	860-701-5186	Duques Center 203

## **Appendix VI**

### **Mitchell College Weapons Policy:**

#### **Mitchell College Policy Manual - Student Affairs**

##### **Campus Conduct and Behavior**

###### **PURPOSE**

These policies are established for all students, who are enrolled at Mitchell College students are bound by the policies of the College which are included but not limited to the ones listed as follows. All campus policies and procedures are subject to change at the discretion of the College.

###### **THE POLICY**

###### **Weapons**

Weapons are not permitted and include but not limited to firearms, facsimile firearms, explosives, and knives, handgun or long guns, "BB" rifle/gun, air soft or pellet gun paraphernalia, martial arts implements, knives and bombs Violators are subject to disciplinary action.

##### **Residence Life and Housing Policy**

###### **PURPOSE**

Residential living is an integral part of the academic success. The residence halls are communities where students take responsibility for their actions and their environment, promote understanding and respect, and foster opportunities and activities to make lasting friendships. Faculty and Staff involvement through study groups, lectures and workshops make the residence halls a living/learning environment, which provides an extension of the formal classroom education. The halls are not "dorms;" they are living-learning centers that provide a community based on mutual respect and shared living experiences. Detailed information about residence hall living is listed in the section on residence hall policies.

Mitchell College believes in the importance of on-campus residential living as part of the college experience. As such, all full-time Mitchell students must live in residence halls unless they live in a home year-round with a parent, spouse, or guardian. The College does consider petitions of older and upper-class students to live independently in the local community.

## **THE POLICY**

The success of a residential community depends upon mutual respect between and the shared community responsibility of all residents. Residents need to be concerned for the safety, rights, and property of others. All residents are expected to abide by the policies found here, as well as those established by the Residence Life Staff and the Inter-Residence Hall Association (IRHA). Failure to abide by these guidelines will subject the individual to disciplinary action and possible loss of Mitchell College housing. These policies may change at the discretion of the College and subsequent notice of such to students.

### **Weapons**

Residents are not permitted to bring **ANY** type of weapon into the residence halls or onto any part of the campus. This includes, but is not limited to guns, “BB” rifle/gun, air soft or pellet gun paraphernalia, martial arts implements, knives and bombs. Students in possession of a weapon, regardless of intent, will face disciplinary action by the College which may include expulsion.

## **Appendix VII**

### **College Alcohol Policy:**

#### **Mitchell College Policy Manual - Student Affairs**

##### **Campus Conduct and Behavior**

###### **PURPOSE**

These policies are established for all students, who are enrolled at Mitchell College students are bound by the policies of the College which are included but not limited to the ones listed as follows. All campus policies and procedures are subject to change at the discretion of the College.

###### **THE POLICY**

###### **Alcoholic Beverages**

The College enforces Federal Alcohol Laws on campus grounds, including Mitchell Woods, Mitchell Beach, the dock, and all other college property. For other alcohol guidelines particular to the residence halls, please refer to the residential life section of this handbook.

###### **Residence Life and Housing Policy**

###### **PURPOSE**

Residential living is an integral part of the academic success. The residence halls are communities where students take responsibility for their actions and their environment, promote understanding and respect, and foster opportunities and activities to make lasting friendships. Faculty and Staff involvement through study groups, lectures and workshops make the residence halls a living/learning environment, which provides an extension of the formal classroom education. The halls are not “dorms;” they are living-learning centers that provide a community based on mutual respect and shared living experiences. Detailed information about residence hall living is listed in the section on residence hall policies.

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###### **THE POLICY**

The success of a residential community depends upon mutual respect between and the shared *community* responsibility of all residents. Residents need to be concerned for the safety, rights, and property of others. All residents are expected to abide by the policies found here, as well as those established by the Residence Life Staff and the Inter-Residence Hall Association (IRHA).

Failure to abide by these guidelines will subject the individual to disciplinary action and possible loss of Mitchell College housing. These policies may change at the discretion of the College and subsequent notice of such to students.

### **Alcohol**

Mitchell College now permits students of at least 21 years of age to drink alcohol on campus responsibly and to possess an amount not to exceed 1 pint of liquor (80 proof) OR 750 mL of wine OR 6 beers at one time per student. This policy exists as an acknowledgment that students at Mitchell College are adults. As a student who is at least 21 years of age, you must adhere to the policies outlined in the Code of Conduct to have the privilege of consuming or possessing alcohol on campus. Students over the age of 21 who choose to consume alcohol on campus must also complete a contract for the responsible use of alcohol with his/her Campus Life Coordinator.

# Appendix VIII:

## Mitchell College Drug Policy:

### Mitchell College Policy Manual - Student Affairs

#### Campus Conduct and Behavior

##### PURPOSE

These policies are established for all students, who are enrolled at Mitchell College students are bound by the policies of the College which are included but not limited to the ones listed as follows. All campus policies and procedures are subject to change at the discretion of the College.

##### THE POLICY

##### Drugs

It is unlawful, to possess, manufacture, dispense or sell a controlled substance/ illicit drug except as expressly authorized within law. Students violating this policy are subject to disciplinary action and may be subject to the local legal system. Mitchell College expects that students will not choose to use illegal substances, on or off campus, during their enrollment as a Mitchell student.

The odor of marijuana smoke may be considered enough evidence, when identified by a Campus Safety Officer and/ or a Residence Hall Staff member, to subject a student to disciplinary action as an illegal substance violation. Medical marijuana and edibles are not allowed on Mitchell College campus.

For students with drug addictions, the Center for Health and Wellness serves as a resource to assist the student in receiving the appropriate assistance for recovery. The Center of Health and Wellness provides assistance to students who are considering treatment for substance dependence or addiction.

In compliance with the Drug Free Workplace Act (1988) and the Drug Free Schools/ Communities Act (1989), the College distributes, in writing, to each student & employee:

- a. Standards of conduct prohibiting the unlawful possession, use or distribution of illicit drugs/alcohol by students/employees
- b. Disciplinary sanctions for violations of standards of conduct that include dismissal from the College 54
- c. A description of applicable local, state/federal sanctions for unlawful possession, use or distribution of illicit drugs or alcohol
- d. A description of health risks associated with the usage of illicit drugs or abuse of alcohol (see Appendix IX)

- e. Resource information on drug and alcohol counseling, treatment, rehabilitation, and re-entry programs (see Appendix IX)

Students should be aware of the following Connecticut state statutes regarding drugs and illegal substances:

Illegal Possession-Sec.21a-279 (a) - For the first offense, not more than 7 years imprisonment, or not more than \$50,000 fine, or both; for second offense, not more than 15 years imprisonment, or not more than \$100,000 fine, or both; for each subsequent offense, not more than 25 years imprisonment, or not more than \$250,000 fine, or both. 1. A person possesses or has under his control any quantity of any narcotic substance, and 2. The actor is not authorized under this Chapter (42b) to do so.

Illegal Possession-Sec.21a-279 (b) - For the first offense, not more than 5 years imprisonment, or not more than \$2,000 fine, or both; for each subsequent offense, not more than 10 years imprisonment, or not more than \$5,000 fine, or both. 1. A person possesses or has under his control any quantity of a hallucinogenic substance other than marijuana or four or more ounces of cannabis-type substance, and 2. The actor is not authorized under this Chapter (420b) to do so.

Illegal Possession-Sec.21a-279 (c) - For the first offense, not more than \$1,000 fine, or not more than 1-year imprisonment, or both; each subsequent offense, not more than 5 years imprisoned, or not more than \$3,000 fine, or both. 1. A person possesses or has under his control any quantity of a controlled substance that is not a narcotic substance and not a hallucinogenic substance or less than four ounces of a cannabis type substance, and 2. The actor is not authorized under this Chapter (420b) to do so.

Any student or employee of Mitchell College who violates federal, state, or local laws, may be prosecuted by the federal, state, or local authorities, and may be sentenced in accordance with the laws of those jurisdictions. Mitchell College does not protect individuals from legal consequences of violations. Any student in violation of the College's drug policy shall be subject to sanctions in accordance the Mitchell College judicial system and will be subject to disciplinary actions up to separation from the College.

## **Appendix IX:**

### ***Alcohol and Drug Impact Information & Policy:***

#### **Student Handbook - Other College Policies and Procedures**

##### **Alcohol and Drug Use Impact Information**

##### **Drug-Free Schools and Campuses Act Amendments of 1989**

The Drug-Free Schools and Campuses Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. As part of its drug prevention program for students and employees, Mitchell College annually distributes in writing to each student and employee the following information:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- Description of applicable local, state, and federal legal sanctions pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol;
- Description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- Description of available drug and alcohol counseling, treatment, rehabilitation, and re-entry programs;
- Clear statement of the disciplinary sanctions that the college will impose on students and employees who violate the standards of conduct.

##### **Standards of Conduct**

Mitchell has adopted standards of conduct concerning the use and abuse of illicit drugs and alcohol, the relevant college policy, and regulations are provided to all current students and employees. The policies and procedures detailed below apply to all members of the College, and to all College-sponsored events and activities that occur on and off campus.

- The unlawful manufacture, possession, use, dispensation, or distribution of illicit drugs and alcohol by students or employees on Mitchell College property or as part of any College activity is prohibited. Students and employees must comply with this policy as a condition of enrollment or employment.
- Employees as well as students are reminded that the College considers it the responsibility of the members of this community, both individually and collectively, to comply with the applicable local, state, and federal laws controlling drug and alcohol possession, use, or distribution.
- The use of alcohol does not excuse misconduct.



***Statutes and Sanctions Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol are as follows:***

**City of New London, Connecticut**

**Code of Ordinances: Chapter 3: Alcoholic Beverages**

Sec. 3-2. Consumption and carrying in public places restricted.

(a) Except as specifically exempted in subsection (b), no person shall consume or carry any opened beer, wine, or any other alcoholic beverage, the sale or distribution of which is regulated by the liquor control act of the state, upon the public streets, highways, sidewalks or alleyways of the city, nor in any building or upon any land owned by the city, nor in any motor vehicle regardless whether such motor vehicle is parked or in motion.

(b) Nothing contained in subsection (a) shall be construed to apply to those public lands and parks owned by the city and designated as follows: Ocean Beach Park in those areas designated by the Ocean Beach Park Board, and in such public places where temporary special events are authorized by specific vote of the city council.

(c) Any person who shall violate any of the provisions of this section shall be fined not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00).

(Ord. of 5-21-73, §§ 1—3; Ord. of 7-11-77, § 1; Ord. of 8-4-86, § 1)

**Connecticut State Statutes**

**A. Drugs**

**1. Penalties for Illegal Manufacture, Distribution, Sale, Prescription, or Dispensing of Controlled Substances**

a. Hallucinogenic or narcotic substances other than marijuana. First offense: Prison sentence not to exceed 15 years and/or fine not to exceed \$50,000. Second offense: Prison sentence not to exceed 30 years and/or fine not to exceed \$100,000. Each subsequent offense: Prison sentence not to exceed 30 years and/or fine not to exceed \$250,000. (See Connecticut General Statute 21a-277.)

b. Other controlled substances excluding marijuana. First offense: prison sentence not to exceed seven (7) years and/or fine not to exceed \$25,000. Each subsequent offense: Prison sentence not to exceed 15 years and/or fine not to exceed \$100,000. (See Connecticut General Statute 21a-277.)

**2. Penalties for Illegal Manufacture, Distribution, Sale, and Prescription or Administration by Non-drug dependent Person**

See Connecticut General Statute 21a-278

### **3. Penalties for Illegal Manufacture, Distribution, Sale, Prescription, or Administration Involving Minors**

See Connecticut General Statute 21a-278

### **4. Penalties for Possession**

See Connecticut General Statute 21a-279

## **B. Alcohol**

### **1. Sale of Alcohol to Minors and Intoxicated Persons (see Connecticut General Statute 30-86)**

a. Any permittee who sells or delivers alcoholic liquor to any minor, or to any intoxicated person, or to any habitual drunkard shall be fined not more than \$1,000 and/or imprisoned not more than one (1) year.

b. Any person who delivers or gives alcoholic liquor to any minor, except on the order of a practicing physician, shall be fined not more than \$1,500 and/or imprisoned not more than 18 months.

### **2. Inducing Minors to Procure Liquor (see Connecticut General Statute 30-87)**

a. Any person who induces any minor to procure alcoholic liquor from any person permitted to sell the same shall be fined not more than \$1,000 and/or imprisoned not more than one year.

### **3. Misrepresentation of Age (see Connecticut General Statute 30-88a)**

a. Any person who misrepresents his age or uses or exhibits for the purpose of procuring alcoholic liquor an operator's license belonging to any other person shall be fined not less than \$200 nor more than \$500 and/or imprisoned for not more than 30 days.

### **4. Procuring Liquor by Persons Forbidden and Public Possession of Liquor by Minors (see Connecticut General Statute 30-89)**

a. Any person to whom the sale of alcoholic liquor is by law forbidden who purchases or attempts to purchase such liquor or who makes any false statement for the purpose of procuring such liquor shall be fined not less than \$200 nor more than \$500.

b. Any minor who possesses any alcoholic liquor on any street or highway or in any public place or place open to the public, including a club that is open to the public, shall be fined not less than \$200 nor more than \$500.

### **5. Dram Shop Act (see Connecticut General Statute 30-102)**

a. If any person, by himself or his agent, sells any alcoholic liquor to any intoxicated person, and such purchaser, in consequence of such intoxication, thereafter, injures the person or property

of another, such seller shall pay just damages to the person injured, up to the amount of \$20,000, or to persons injured in consequence of such intoxication up to an aggregate amount of \$50,000.

**6. Operating a Motor Vehicle While Under the Influence of Liquor or Drug or While Impaired by Liquor (see Connecticut General Statute 14-227a)**

a. Any person who operates a motor vehicle while under the influence of intoxicating liquor or drug or both or who operates a motor vehicle while his ability to operate is impaired by the consumption of intoxicating liquor shall, for conviction of a first violation, be fined not less than \$500 and be imprisoned for not more than six months, and shall have his operator's license suspended for one year.

b. This statute provides for greater penalties for subsequent offenses.

**Information relative to Federal Penalties and Sanctions for Illegal Possession of a Controlled Substances can be found in the Student Handbook published on the web at:**

**<http://community.mitchell.edu/StudentHandbook/OtherPolicies#ad>**

**Health Risks Associated with Alcohol and other Drug Use**

**Controlled Substances: Type of Drug and Possible Health Risks**

**1. Tobacco**

**Nicotine:** cigarettes, cigars, bidis, and smokeless tobacco

Increased blood pressure, and heart rate/chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction.

**2. Alcohol**

**Alcohol:** liquor, beer, wine, spirits

In low doses, euphoria, mild stimulation, relaxation, lowered inhibitions; in higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose.

**3. Cannabinoids**

**Marijuana:** blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed and edible.

Euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis/cough, frequent respiratory infections; possible mental health decline; addiction.

**Hashish:** boom, gangster, hash, hash oil, hemp

See Marijuana effects

#### 4. Opioids

**Heroin:** Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white; cheese [with OTC cold medicine and antihistamine])

Euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing/constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose

**Opium:** Laudanum, paregoric: big O, black stuff, block, gum, hop).

See Heroin effects

#### 5. Stimulants

**Cocaine:** Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot.

Increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy, mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis/weight loss, insomnia; cardiac or cardiovascular complications; stroke; seizures; Nasal damage from snorting [cocaine only]; addiction.

**Amphetamine:** Biphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers

See Cocaine effects.

**Methamphetamine:** Desoxyn: meth, ice, crank, chalk, crystal, fire, glass, go fast, speed

See Cocaine effects, also severe dental problems.

#### 6. Club Drugs

**MDMA** Methylenediooxymethamphetamine: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers

Mild hallucinogenic effects; increased tactile sensitivity; empathic feelings; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping/sleep disturbances; depression;

impaired memory; hyperthermia; addiction.

**Flunitrazepam** \*\*\*Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies

sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination/addiction.

**GHB**\*\*\* Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X

drowsiness; nausea; headache; disorientation; loss of coordination; memory loss/unconsciousness; seizures; coma.

\*\*\* Associated with sexual assaults

## 7. Dissociative Drugs

**Ketamine:** Ketalar SV: cat Valium, K, Special K, vitamin K)

Feelings of being separate from one's body and environment; impaired motor function/anxiety; tremors; numbness; memory loss; nausea. Analgesia; impaired memory; delirium; respiratory depression and arrest; death (Ketamine only).

**PCP and analogs:** Phencyclidine: angel dust, boat, hog, love boat, peace pill  
See Ketamine effects, also analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations.

**Salvia divinorum:** Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D  
See Ketamine effects.

**Dextromethorphan:** DXM: Found in some cough and cold medications: Robotripping, Robo, Triple C

See Ketamine effects, also euphoria; slurred speech; confusion; dizziness; distorted visual Perceptions

## 8. Hallucinogens

**LSD (Lysergic acid diethylamide):** acid, blotter, cubes, microdot yellow sunshine, blue heaven

Euphoria; slurred speech; confusion; dizziness; distorted visual perceptions. Also, increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness, dizziness, weakness, tremors; impulsive behavior; rapid shifts in emotion (LSD & Mescaline specific). LSD can also result in flashbacks and Hallucinogen Persisting Perception Disorder.

**Mescaline:** Buttons, cactus, mesc, peyote

See LSD effects.

**Psilocybin:** Magic mushrooms, purple passion, shrooms, little smoke

See LSD effects, also nervousness; paranoia; panic.

## 9. Other Compounds

**Anabolic steroids:** *Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise:* roids, juice, gym candy, pumpers

No intoxication effects/hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; in adolescents—premature stoppage of growth; in males—prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females—menstrual irregularities, development of beard and other masculine characteristics.

**Inhalants Solvents:** paint thinners, gasoline, glue, gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets.

(varies by chemical)—Stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; wheezing/cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death

## 10. Prescription Medications:

Prescription drugs can help patients manage chronic or severe pain, restore emotional or behavioral balance, control sleep disorders, or fight obesity. When prescription medications are abused, however, the consequences—including addiction—can be dangerous, even deadly. Three classes of commonly abused prescription drugs are as follows: (1) opioids; (2) central nervous system (CNS) depressants, including sedatives and tranquilizers; (3) stimulants.

### **What are opioids and what are the potential consequences of their use and abuse?**

Opioids, include morphine, codeine, and related drugs such as oxycodone (OxyContin), hydrocodone (Vicodin), and meperidine (Demerol) and are commonly prescribed to relieve pain. Opioids can produce drowsiness and, in higher doses, depress respiration. Opioid drugs also, can cause euphoria.

Taken as prescribed, opioids can be used to manage pain effectively without untoward side effects. Chronic use of opioids can result in tolerance, which means that users must take higher doses to achieve the same effects. Long-term use also can lead to physical dependence and addiction: withdrawal can occur when an individual discontinues use of the drugs. Withdrawal symptoms may include restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold

flashes with goose bumps, and involuntary leg movements. Individuals who are addicted to opioids are more likely to overdose on the drugs, which could be fatal.

### **What are CNS depressants and what are the potential consequences of their use and abuse?**

Among the most commonly prescribed CNS depressants are barbiturates, such as mephobarbital (Mebaral) and pentobarbital sodium (Nembutal), which are prescribed to treat anxiety, tension, and sleep disorders; and benzodiazepines, such as diazepam (Valium) and alprazolam (Xanax), which typically are prescribed to treat anxiety, acute stress reactions, and panic attacks. Other benzodiazepines, such as triazolam (Halcion) and estazolam (ProSom), are prescribed for short-term treatment of sleep disorders.

Although the various classes of CNS depressants work differently, they all produce a beneficial drowsy or calming effect in individuals suffering from sleep disorders or anxiety. If one uses these drugs over a long period of time, the body will develop tolerance, and larger doses will be needed to achieve the initial effects. In addition, continued use can lead to physical dependence and when use is reduced or stopped, withdrawal. Both barbiturates and benzodiazepines have the potential for abuse and should be used only as prescribed. As with opioids, overdose of these drugs can be fatal.

### **What are stimulants and what are the potential consequences of their use and abuse?**

Stimulants enhance brain activity, increasing alertness, attention, and energy, raising blood pressure, and elevating heart rate and respiration. Stimulants such as methylphenidate (Ritalin) and dextroamphetamine (Dexedrine) are prescribed for the treatment of narcolepsy, attention deficit/hyperactivity disorder, and depression that has not responded to other treatments. They also may be used for short-term treatment of obesity.

Individuals may become addicted to the sense of well-being and enhanced energy that stimulants can generate. Taking high doses of stimulants repeatedly over a short time, however, can lead to feelings of hostility or paranoia. Additionally, taking high doses of stimulants may result in dangerously high body temperatures and an irregular heartbeat.

\*For more information on addiction to prescription medications and/or controlled substances, please visit the National Institute on Drug Abuse (NIDA) website: [www.drugabuse.gov](http://www.drugabuse.gov).

## **Counseling and Treatment for Alcohol and Other Drug Abuse**

### **Prevention and Education for Students**

The Student Affairs staff members coordinate alcohol and other drug prevention education activities. These efforts consist of educational outreach activities with the goal of informing and educating the Mitchell community about the use and abuse of alcohol and other drugs. Our program is aimed at creating an environment on campus in which responsible choices about alcohol and drug use are supported. For information on Health Education programs offered by

Student Affairs, please contact the Director of Health and Wellness, 860-701-7787.

## **Counseling and Treatment for Students**

Any student who has personal concerns regarding the use or abuse of any drug is urged to contact Counseling Services in the Student Health and Wellness Center for confidential assistance, consultation, and referral. Call the Student Health and Wellness Center at 860-701-7787 to make an appointment with a personal counselor.

## **Ongoing Support for Students in Recovery**

Professionals are available in the Health & Wellness Department for Students in need of ongoing counseling and support. Twelve-step support programs are available locally; for more information contact the Department of Health & Wellness at 860 701-7787.

## **Individualized Reentry Program**

This program is for those students who are returning to the College following treatment (usually inpatient) for drug/alcohol abuse. When the student returns to campus, he/she will meet with a therapist to develop an individualized plan for his/her successful return to the College. This plan will be coordinated with the treatment facilities with which the student was involved.

## **Alcohol and Drug Treatment Programs available in the Greater New London Area**

### **Southeastern Council on Alcohol and Drug Dependence (SCADD) -**

<http://www.scadd.org/>

932 Bank Street, New London, CT 06320, P (860) 437-2383

### **Stonington Institute - <https://stoningtoninstitute.com/>**

75 Swantown Hill Road, North Stonington, CT 06359, 1-800-832-1022

### **Chemical Addiction Recovery**

258 Bank St, New London, CT 06320, (860) 442-3380

### **Hartford Dispensary New London Clinic**

931 Bank Street, New London, CT 06320, (860) 447-2233

### **Alcoholics Anonymous (AA)**

1-866-783-7712 website: [www.ct-aa.org](http://www.ct-aa.org)

### **Cocaine Hotline**

1-800-COCAINE website: [www.ca.org](http://www.ca.org)

### **Marijuana Anonymous (MA)**

<http://www.ma-online.org>



**Narcotics Anonymous (NA)**

1-800-627-3543 website: [www.ctna.org](http://www.ctna.org)

**Other Information Sources**

For more information on addiction to prescription medications, visit

<https://www.drugabuse.gov/>

## ***Appendix X.***

### ***Mitchell College Restricted Items Policy:***

#### **Mitchell College Policy Manual - Student Affairs**

##### **Campus Conduct and Behavior PURPOSE**

These policies are established for all students, who are enrolled at Mitchell College students are bound by the policies of the College which are included but not limited to the ones listed as follows. All campus policies and procedures are subject to change at the discretion of the College.

##### **Residence Life and Housing Policy**

###### ***PURPOSE***

Residential living is an integral part of the academic success. The residence halls are communities where students take responsibility for their actions and their environment, promote understanding and respect, and foster opportunities and activities to make lasting friendships. Faculty and Staff involvement through study groups, lectures and workshops make the residence halls a living/learning environment, which provides an extension of the formal classroom education. The halls are not “dorms;” they are living-learning centers that provide a community based on mutual respect and shared living experiences. Detailed information about residence hall living is listed in the section on residence hall policies.

Mitchell College believes in the importance of on-campus residential living as part of the college experience. As such, all full-time Mitchell students must live in residence halls unless they live in a home year-round with a parent, spouse, or guardian. The College does consider petitions of older and upper-class students to live independently in the local community.

###### ***THE POLICY***

The success of a residential community depends upon mutual respect between and the shared community responsibility of all residents. Residents need to be concerned for the safety, rights and property of others. All residents are expected to abide by the policies found here, as well as those established by the Residence Life Staff and the Inter-Residence Hall Association (IRHA). Failure to abide by these guidelines will subject the individual to disciplinary action and possible loss of Mitchell College housing. These policies may change at the discretion of the College and subsequent notice of such to students.

## Restricted Items

A complete list of restricted items may be found in the Student Handbook, published online at: <http://community.mitchell.edu/StudentHandbook>

## Room Entry/Search

If a Mitchell College Student Affairs staff member requests to enter a room for a reasonable cause, the resident(s) must permit entry. A failure to do so represents a “failure to comply” violation. Except in specific and defined circumstances staff members will enter a room only after seeking a resident’s consent. If a resident refuses consent, the staff member may still enter (after identifying self and staff role) for reasonable cause. Reasons for which staff may enter a room are: to perform routine safety/maintenance inspections/repairs; to verify room occupancy; to respond to an emergency/crisis situation; and to investigate probable violations of College policy. Mitchell College reserves the right to search a room and/or the belongings of any student upon reasonable belief that violations of federal, state, or local laws or Mitchell College policy are occurring. Such searches occur only with the approval of the Director of Students Affairs or his/her designee after being requested by the Student Life Staff. **In the event of a significant emergency, the Director of Campus Safety may authorize a room search.**

## ***Appendix XI.***

### ***New London Police Department Letter:***



#### **Department of Campus Safety**

Sgt. Cassiere

I would like to request crime statistics for the below listed areas. Specifically, I am looking for 2021-22 crime statistics for the following crime categories: Murder/Non-Negligent Manslaughter Negligent Manslaughter Sex offenses (forcible, i.e. rape, sodomy, sexual assault with an object and forcible fondling) Sex offenses (non-forcible, i.e. statutory rape & incest) Robbery Burglary Aggravated Assault, Motor Vehicle Theft Arson Domestic violence Dating violence Stalking In addition, I need to know if any of the above listed offenses were categorized as hate crimes. In addition, I need to know if there were any incidents of larceny; simple assault; intimidation; vandalism or destruction of property, or other crimes involving bodily injury that were classified as hate crimes. If you provide me with statistics regarding hate crimes, I also need the category of prejudice for each hate crime according to the six categories we are required to report, which includes race, gender, religion, sexual orientation, ethnicity/national origin, gender identity and disability. I also need the statistics for arrests only for the following categories: Liquor Law Violations Drug Law Violations Illegal Weapons Possession.

According to federal law specifically The Student Right to Know and Campus Security Act of 1990 (renamed the Clery Act in 1998), Universities/Colleges are required to report all crime statistics that occurred in/on campus property and on public property adjacent to University/College owned buildings to all students and employees. We are required to report statistics that are reported to our department as well as to the local police department.

Also the areas of:

351- 511 Pequot Ave  
629-715 Montauk Ave  
Lower end of Gardner Ave.  
Westomere Terrace

Thank You,

George Potts  
Director of Campus Safety  
Mitchell College  
437 Pequot Avenue  
New London, CT 06320  
T 860-701-5182  
[www.mitchell.edu](http://www.mitchell.edu)

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## **Appendix XII:**

# **Crisis and Emergency Communications Policy:**

## **Crisis and Emergency Communications Policy**

### **1. PURPOSE**

The purpose of effective crisis and emergency communication is to mitigate the identified emergency, crisis, or controversial incident and protect the safety of the faculty, staff, students, and community by providing accurate information to all constituencies.

### **2. DEFINITIONS**

**Crisis Communications:** Crisis communication is a function of the Department of Campus Safety and is designed to protect and defend the College. Challenges or crises may come in the form of an incident on campus risking harm to member or members of the campus community, criminal allegation, a media inquiry, or any of a number of other scenarios involving the legal, ethical or financial standing of the College.

**Emergency Communications:** Emergency communication is a function of the Department of Campus Safety and is designed to notify the campus. Emergencies on the campus may come in the form of college closings, changes to parking situations, dorm, or building closing in non-life-threatening situations, closing parts of the campus, and/or situations that make it prudent for the campus to communicate quickly to the entire or part of the population.

### **3. THE POLICY**

During an emergency or crisis, College personnel should immediately notify Campus Safety at 860-443-0214 or call 911. An emergency or crisis includes fires, bomb threats, floods, pandemic flu, crime, accidents, etc. Campus Safety will notify the Dean of Student Experience and Belonging, who in turn, will notify the President and the Communications department.

After an assessment of the emergency, crisis, or controversial issue, the Director of Campus Safety will determine whether the Crises Response Team should be activated.

**Media Inquiries:** All media inquiries should be forwarded to [mediarelations@mitchell.edu](mailto:mediarelations@mitchell.edu). Only the CIO or their designee is authorized to speak to the media on behalf of the College.

#### **Incident Management Team Members**

Director of Student Affairs

Vice President of Academic Affairs

Vice President of Finance and Administration

Director of Campus Safety  
Dean of Student Experience  
and Belonging  
Chief Information Officer  
Director of Facilities

Depending on the nature of the crisis or emergency, the leader may augment the Crisis Communication team with other college or external personnel. Back-up team members will also be designated.

## PROCEDURE

**Assess the Situation:** A fact sheet of the emergency, crisis, or controversial issue is developed. The fact sheet contains a summary statement of the situation including all known details to be released to the media, and other constituencies. This information is made available to (and approved by) the President of the College and appropriate Vice Presidents. This fact sheet is analyzed with respect to the public's right to know and concerns for privacy and security, in consultation with General Counsel when appropriate.

**Designate a spokesperson:** In most cases, the designated spokesperson is the Director of Communications.

In case of a significant crisis, the President or the highest-ranking College official must take the lead in conveying the administration's response to the crisis, showing that the college has control of the situation, calming public concern, and setting an example for the entire campus.

Determine if photography/videography is required for documentation or media releases.

**Contact appropriate constituencies:** Depending on the nature of the situation, appropriate constituencies will be contacted. Constituencies may include:

Full and part-time general and teaching faculty, on and off campus  
Full and part-time staff, on and off campus  
Students, on and off campus  
Parents  
College Board  
Alumni/Donors  
Business community/opinion leaders  
Vendors, College partners, granting entities  
Mass Media  
General Public

**Determine appropriate communication vehicles:** The Incident Management Team will determine the appropriate vehicle(s) to communicate information and their priority order, which may include:

Key campus individuals (land line/ mobile phone/email)

Web Site (Home Page, Facebook/Twitter)

Facsimiles

Media releases and/or interviews for Broadcast and Print Media

Press Conference

Mass Meetings

Direct Mail

**Post incident:** Anxiety and rumors often linger after an incident. In most cases, within three days after the close of a crisis, a public forum will be held for all interested members of the campus community. Representatives from Campus Safety, Human Resources, and Student Affairs should attend and be prepared to answer questions and share pertinent information. Specific departments and/or individuals also may be requested to attend and participate depending upon the nature of the crisis. Factual information should be available through several communication vehicles for a period of time after the incident, as determined by the Director of Communications. Follow-up and appreciation letters to external agencies or organizations who assisted will be sent.

The Crises Response Team will meet within 10 days of each incident to conduct an after action review.





437 Pequot Ave, New London, CT 06320 [Mitchell.edu](http://Mitchell.edu)