



Mitchell College

Annual Campus Security
2024

CT Public Act 14-11

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Chapter 1 – Overview;

Mitchell College Mission Statement

Mitchell College is a transformative and inclusive learning community. We create a radically supportive, empowering environment where each individual's growth is nurtured and celebrated.

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 four years from 2021 through 2024. 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: **860-941-9316**). 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, an Assistant Director, and 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 – 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.

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

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 App, 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 is part of the Division of Student Affairs and works closely with Health & Wellness staffs and Residence Life. The following is a comprehensive list of Student Affairs contacts.

STUDENT AFFAIRS CONTACT NUMBERS			
Title	Name	Phone	Office
<i>Dean of Student Experience and Belonging/Chief Student Affairs Officer</i>	<i>Dr. Alicia Martinez</i>	<i>(860) 701-7708</i>	<i>Duques Center 210</i>
<i>Director Health & Wellness</i>	<i>Dr. Gizelle Tricuit</i>	<i>(860) 701-7787</i>	<i>Wellness Ctr., 2nd fl, Yarnall</i>
<i>Coordinator of Health Services NEMG</i>	<i>Abigail Weymouth</i>	<i>(860) 701-5195</i>	<i>Wellness Ctr., 2nd fl, Yarnall</i>
<i>Campus Safety - Emergencies</i>	<i>Campus Safety</i>	<i>(860) 941-9316</i>	<i>X4590 on campus phone</i>
<i>Campus Safety –Routine Calls</i>	<i>Campus Safety</i>	<i>(860) 941-9316</i>	<i>860-443-0214</i>
<i>Director of Campus Safety</i>	<i>George Potts</i>	<i>(860) 701-5182</i>	<i>Nathan Hale 101</i>
<i>Residence Hall Fellow -- Simpson</i>	<i>Luke Elson</i>	<i>(860) 701-5146</i>	<i>Simpson 100</i>
<i>Area Coordinator for Housing Operations (Mariner, Montauk Apartments)</i>	<i>Tiferth Lambert</i>	<i>(860) 701-5746</i>	<i>Mariner 100</i>
<i>Residence Hall Director Saunders Hall</i>	<i>John Brown</i>	<i>(860) 701-5541</i>	<i>Saunders 100</i>
<i>Area Coordinator for Residential Student Support – Matteson Hall and Waterfront Houses</i>	<i>Brandon Gennotti</i>	<i>(860) 701-5213</i>	<i>Matteson 100</i>
<i>Director Residence Life</i>	<i>Alexandria Donkor</i>	<i>(860) 701-5045</i>	<i>Duques Center 210</i>

Chapter 4 – 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 with 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 (860-941-9316 or 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 Campus 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 5 – 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.

Prevention and Awareness Programs/Campaigns: Each year the college requires all new incoming students to participate in Title IX training and awareness programming as a part of new Student Orientation. Additionally, all Residence Life Professional Staff undergo training, as well as student leaders including resident assistants, community assistants and orientation leaders.

Student Athletes participated in a workshop on Consent in the Spring of 23 and a second workshop on bystander intervention during Fall' 23.

Student Engagement and Health and Wellness collaborated on a 6 week program on healthy relationships with young women which covered dating and platonic relationships, communication and setting boundaries.

The Title IX Coordinator also hosted 3 trainings for individuals serving in various capacities connected to title IX.

Chapter 6 – Sexual Misconduct Report

The statistical report for calendar years 2021, 2022, 2023 and 2024 are shown below. A hard copy of the report can also be obtained by contacting the Campus Safety Department.

Sexual Misconduct Offenses; 2021 through 2024

<i>Sexual Misconduct – On Campus</i>	2021	2022	2023	2024
Rape	0	0	0	0
Fondling	3	1	0	2
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Domestic Violence	2	0	0	0
Dating Violence	1	1	2	2
Stalking	0	0	0	0
<i>Sexual Misconduct – On Campus Student Housing Facilities</i>	2021	2022	2023	2024
Rape	0	0	0	0
Fondling	3	1	0	2
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Domestic Violence	2	0	0	0
Dating Violence	1	1	2	2
Stalking	0	0	0	0
<i>Sexual Misconduct – Public Property</i>	2021	2022	2023	2024
Rape	0	0	0	0
Fondling	0	0	0	0
Statutory Rape	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Sexual Misconduct - Reported by Local Police

	2021	2022	2023	2024
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	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. 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

Mitchell College Title IX Policy Statement:

TITLE	Mitchell College Title IX Policy Statement
Policy Number	P.2024.0001
Effective Date	07/01/2024
Approval Date	07/01/2024
Approved by	President's Cabinet

Mitchell College adheres to all federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. The College does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a College of federal financial assistance for education activities, Mitchell College is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by College Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

Mitchell College also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any College faculty member, employee, or student who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of the College community on the basis of sex is in violation of the Title IX Sexual Misconduct, Harassment, and Nondiscrimination policy.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by telephone, or by email, using the contact information listed for the Administrators listed below. A report may be made at any time (including during non-business hours) by contacting Campus Safety at (860) 941-9316 or the Title IX Coordinator via email at Martinez_a@mitchell.edu.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Policy or more information, please visit <<link>> or contact the Title IX Coordinator.

For discrimination and harassment allegations [not based on sex]

Student Contact:

Dr. Alicia Martinez
Dean of Student Experience and Belonging
437 Pequot Avenue, New London, CT 06320
Martinez_a@mitchell.edu

Faculty and Staff Contact:

Christina Kydd
Human Resources Manager
437 Pequot Avenue, New London, Ct 06320

Kydd_c@mitchell.edu

For sex discrimination and sex-based harassment allegations:

Title IX Coordinator:

Dr. Alicia Martinez

Dean of Student Experience and Belonging

Duques 210

Martinez_a@mitchell.edu

Deputy Title IX Coordinator for Employees:

Christina Kydd

Human Resources Manager

437 Pequot Avenue, New London, Ct 06320

Kydd_c@mitchell.edu

Deputy Title IX Coordinator for Students:

Alexandria Donkor

Director of Residence Life and Student Conduct

437 Pequot Avenue, New London, Ct 06320

Donkor_A@mitchell.edu

Deputy Title IX Coordinator for Athletic Equity:

Ashley Kishorn

Associate Athletics Director

437 Pequot Avenue, New London, Ct 06320

Kishorn_A@mitchell.edu

Intake Coordinator (Students)

Emily Smith

Administrative Coordinator for Student Affairs

437 Pequot Avenue, New London, Ct 06320

Smith_e@mitchell.edu

Intake Coordinator (Employees)

Bessie Viar

Benefits and Wellness Coordinator

437 Pequot Avenue, New London, Ct 06320

Viar_B@mitchell.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, and/or another appropriate federal or state agency.

- **Office for Civil Rights (OCR),
Boston Office**
U.S. Department of Education

8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150
[Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

For Complaints involving employee-on-employee conduct:

- **CT Equal Employment Opportunity Office**
171 Bow Lane (AA Office - Cottage 20),
P.O. Box 351, Middletown, CT 06457
Telephone: 860-262-5862
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Within any Resolution Process related to this Policy, Mitchell College provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with federal and state law.

Appendix III

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.