

Annual Campus Security Report

Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics

October 1, 2011

University Police Department
C. G. McLaughlin, Jr., Chief
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INTRODUCTION

The Western Connecticut State University Police Department (WCSUPD) is pleased to submit the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report for 2011 to help inform and increase your awareness of the current programs that exist to assist you in protecting your safety and well being. The protection of our community has always been of the utmost importance and a top priority of the WCSUPD. We sincerely hope you will find useful information in this brochure that will help you to enhance the safety and security of our academic environment. As you will see in this report, WCSU has had very little serious crime, but such incidents do occur and all crime is serious to the victim. Students, faculty and staff are responsible for adopting measures to protect themselves and their possessions and this report is provided to enhance your safety and security. Campus Safety is everyone's responsibility and this report is part of the campus-wide initiative to create a safe and secure campus environment.

The report for 2011 includes mandated crime statistics for the 2008, 2009 and 2010 calendar years. These statistics represent certain reported crimes that occurred on campus, on non-campus property and on public property. Incidents occurring within residence halls are also listed and are a subcategory to the on-campus reportable crimes. These incidents are further categorized for each of WCSU's two campuses: Midtown and Westside.

Statistics for WCSU at Waterbury, housed on the grounds of Naugatuck Valley Community College (NVCC), can be obtained from NVCC's Public Safety Department or on the web at:

<http://www.nvcc.commnet.edu/Portals/0/Documents/PublicSafety/Clery-report-2010.pdf>.

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

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

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

wcsu.edu/police/pdf/securityreport.pdf.

Or, you can request a copy at the WCSUPD on Roberts Avenue on the Midtown campus, or at the Office of the Community Services Unit (CSU) and the Parking Office in the

Westside Classroom Building on the Westside campus. Copies also may be obtained from the WestConnect Office located in the basement of Old Main and from the Human Resources Office located on the first floor of University Hall. The report is available, upon request, to any potential student, faculty or staff person and to the general public.

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

Report Preparation and Security Authorities

The process to prepare this report involves several steps beginning with a review of the most recent calendar year's crime statistics. For this report the reported crimes in 2010 and investigated by the department were reviewed and categorized. Annually the department responds to approximately 300 reported incidents that fall under the criminal statutes of the State of Connecticut. Those incidents are categorized and the crimes reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are selected for this report.

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

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

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

University Police Authority and Mission Statement

The WCSUPD is established in accordance with Section 10A-142 of the Connecticut General Statutes, which provides for a special police force at WCSU whose members have the same duties, responsibilities and authority as members of a duly organized local, municipal or state police department.

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

felony cases. The WCSUPD is a community policing-oriented law enforcement agency primarily concerned with the protection of life and property, the prevention and suppression of crime, the apprehension and the assistance in the prosecution of offenders, the preservation of peace and the regulation of vehicular and other traffic.

Additionally, the WCSUPD provide those “called for” and specialized services essential for the good of the campus community. All departmental activities and efforts are directed toward fulfillment of these obligations in the most efficient and effective manner possible within the legal, ethical and moral framework of contemporary society.

Vision and Values Statement

The WCSUPD is committed to providing professional protection services to our university community. These services are characterized by fairness, compassion, respect, and inclusiveness, and a commitment to protect the dignity of every person with whom we come in contact.

The department will be recognized for its community service orientation and will strive to prevent crime through community involvement and aggressive problem solving. Our efforts will foster a safe living, learning and working environment supportive of the university's goal to foster educational excellence.

We will strive for professionalism and integrity by maintaining high ethical and performance standards. We will encourage technological advances, training, and professional skill development to enhance our effectiveness, to generate respect and to provide the maximum safety for our staff.

We will make every effort to uphold the constitution of the United States, the laws of the State of Connecticut and the rules and regulations of Western Connecticut State University.

Our Values

EXCELLENCE: We will strive for excellence in all of our protective services to our campus community. We will perform our duties with **DISTINCTION** in adherence to the best practices of community policing.

RESPECT: We believe in treating others as we would like to be treated, honoring individual dignity, and acknowledging and accepting community diversity.

INTEGRITY: We subscribe to the highest moral and ethical standards of conduct. By being responsible and accountable for our actions we will insure that our behavior builds credibility and respect.

TRUST: We believe that in order to provide effective service we must develop and maintain an atmosphere of mutual trust with our community.

DEDICATION: We believe in committing to our goal of providing a safe living, working, and learning environment to the community of Western Connecticut State University.

PROFESSIONALISM: We believe in delivering a level of service that will reflect the pride that we have in our department and our community. This service also will reflect our commitment to fair and impartial law enforcement and a belief in the precepts of our sworn oaths of office.

EDUCATION: We believe in educating our students, faculty and staff about how to take responsibility for their own safety.

COMMUNITY: We will strive to insure we are a part of our community and that our community is a part of the WCSUPD.

ORGANIZATIONAL STRUCTURE

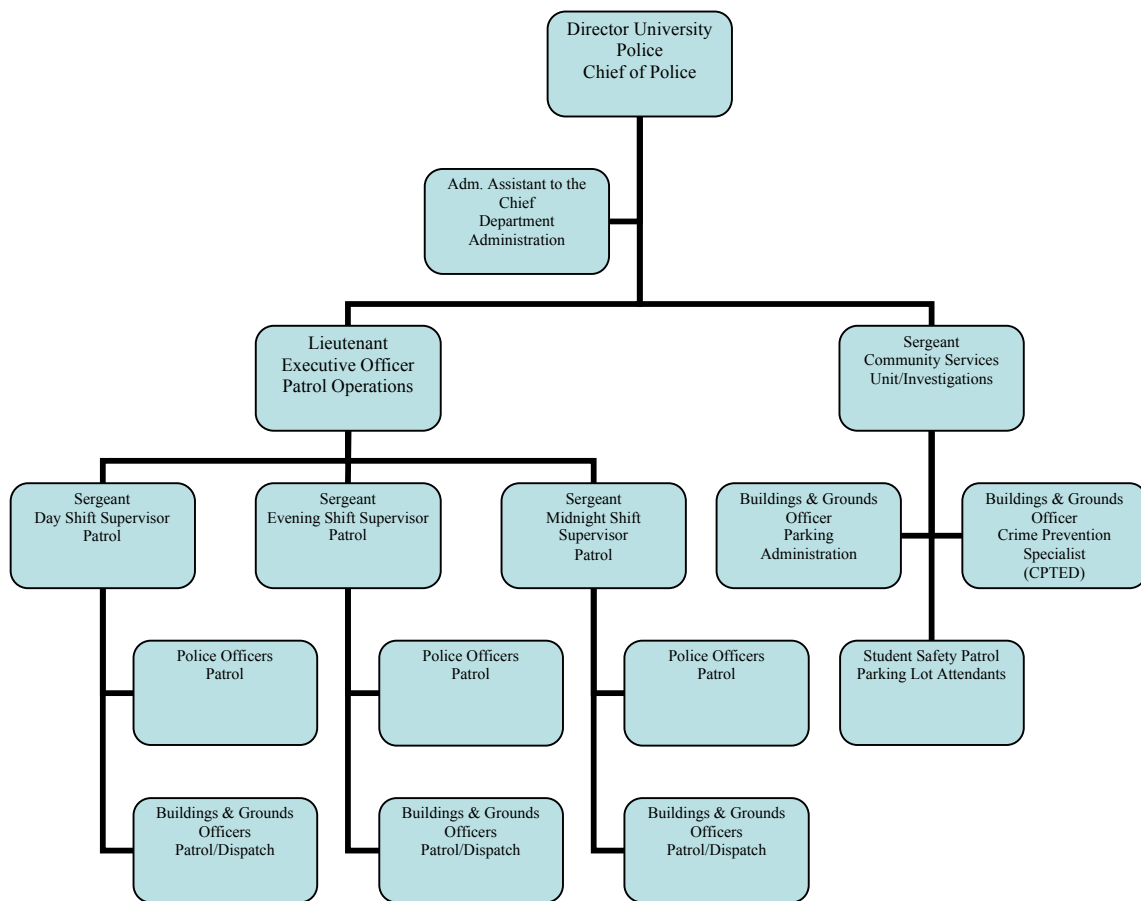
The WCSUPD reports to the chief of police/director of university police who serves as the chief law enforcement officer on campus. This department reports to WCSU's vice president for student affairs and works in cooperation with other departments and services on campus to provide a safe and secure campus environment. WCSUPD is currently organized into two segments, the patrol unit and the community services unit. The department also assigned an officer to follow up on criminal and other investigations in 2005. This investigative patrol officer is responsible for following up on major case investigations. Due to a reduction in staff, this position has been combined with the community service supervisor position.

The primary function of the patrol unit is to provide a visible deterrent to crime by patrolling the grounds and properties of WCSU in vehicles, on bicycle and on foot. Patrol is also responsible for the law enforcement functions of crime prevention; arrest and prosecution of criminals; crime suppression; order maintenance and crowd control; special events management; traffic regulation, both vehicular and pedestrian; traffic enforcement and parking control. A police lieutenant, who serves as the department's executive officer, manages this section. A police sergeant supervises each of the three patrol shifts. Sworn police officers are assigned to each shift and perform the primary law enforcement functions. Buildings and grounds (non-sworn) officers, who perform security patrol functions and serve as communications' dispatchers, support each shift.

The Community Services Unit (CSU) is currently supervised by a police sergeant and staffed with a buildings and grounds officer who oversees the parking control function. There is also a buildings and grounds officer, certified as a crime prevention through environmental design (CPTED) specialist assigned to this unit. This position was temporarily eliminated in 2009 as part of our reduction in force to meet budgetary constraints. The officer assigned has been reassigned to the CSU to assist with the parking operation and to further our crime prevention activities. This unit is responsible for managing parking administration, rules and regulation development and the appeals process; and the development and implementation of all crime prevention education and awareness activities conducted by the department. Student patrol officers also are a part of this unit and provide safety escorts along with our patrol staff on both campuses during the evening and early morning hours. Beginning in 2006, student patrols were assigned to oversee parking control duties and they are currently designated as parking control officers. They staff the White Street garage and the Old Main Visitor's Lot during restricted parking hours, Mondays through Thursdays. As we are able to increase staffing levels, we involve the student patrol in safety escort services during the evening hours to augment the police force.

The CSU, in concert with the patrol unit, is committed to the development and implementation of proactive programs that enhance public safety at WCSU. The unit offers a Rape Aggression Defense (RAD) program to our community each semester and participates in several crime prevention and safety awareness presentations in collaboration with our academic programs, sponsored by the Office of Housing and Residential Life, Student Life, Health Services and the CHOICES program. The department plans to continually strengthen this program and add resources to make our services more accessible to the campus community. The unit conducted two RAD classes in 2010 with 21 students participating and offered the program to the community each semester.

Western Connecticut State University Police Department October 2010



The WCSUPD maintains a close working relationship with all appropriate law enforcement agencies in the criminal justice system to include local police departments, the Connecticut State Police, the criminal courts system and federal law enforcement agencies within the state. Meetings are held on both a formal and informal basis and crime-related reports and statistics are routinely exchanged. The institution has no formal written memoranda of understanding with either the Danbury Police or the Connecticut

State Police, but historically has worked together in emergency situations on campus where all three agencies share concurrent jurisdiction. This working relationship is visible in the area of major crimes and emergency response events. The WCSUPD meets regularly with the Office of the State's Attorney and actively participates in emergency planning and coordination with police agencies in the northern Housatonic Region.

University Police: Patrol, Training, Phone Numbers

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

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

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

We currently deploy seven bike patrol officers across the three shifts: a sergeant, four police officers and two buildings and grounds officers. In 2005, a new concept was initiated that resulted in improved service to the university community. That year, all marked cruisers were equipped with bike racks so that an officer and his/her bike could respond to their area of patrol responsibility, park in a visible spot and conduct bike patrol in that sector. This initiative has proven most effective in providing bike patrol services to the Westside campus.

The WCSUPD currently has one instructional team of RAD instructors who can team teach courses offered to the community. In 2006, a police sergeant was certified in RAD for Men (RFM). The WCSUPD offered that program during the 2008, 2009 and in the 2010 academic year.

The acting CSU supervisor/investigator was certified as a Management of Aggressive Behavior (MOAB) instructor in 2006 and has offered this course to the Office of Residential Life as part of their in-service training. This officer also will recertify our

officers in MOAB annually. The MOAB course was offered to groups in WCSU's administration who may potentially have to deal with aggressive persons. Our CPTED Specialist became certified as a MOAB instructor in 2009 and was certified in the SAM (Student Anger Management) program in 2010. Similar to MOAB, the SAM program was designed specifically to address anger management in the academic environment.

In addition to providing trained personnel to offer services to the community the department also has strengthened its ability by certifying officers to provide in-house training to the department. We have certified instructors in various police skills who are able to qualify our officers annually in: firearms and use of force training; OC Spray (more commonly known as pepper spray); the police baton and handcuffing techniques; weapons of mass destruction awareness; intoxilizer training for drunk driving cases and radar and laser training for traffic control.

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

The CSU office is located in Room 238 in the Westside Classroom Building. Their number is (203) 837-9319 and office hours are 7 a.m. to 3 p.m. The unit supervisor/investigator and the CPTED specialist are sometimes located at this very accessible office on the Westside campus.

The police department's Parking Office has been established in Room 247d at the main entrance to the Westside Classroom Building. The parking office is open and issues parking permits from 9 a.m. until 5 p.m., Monday through Thursday and from 7 a.m. to 3 p.m. on Friday. They can be contacted at (203) 837-3289, Fax number is 203-837-3290.

Reporting a Crime

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

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

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

Confidential Reporting Procedures

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

Timely Notice

The department will publish a crime alert within 24 hours of an incident to aid in the prevention of similar crimes. The notices will be for crimes listed in the Clery Act that are reported to the WCSUPD or other campus security authority and/or the Danbury Police Department, or crimes that represent a threat to others on campus. Crime alerts will be printed on orange colored paper and posted on the primary bulletin board of each campus building. The department is currently implementing a system to send out these alerts through email blasts to our population to enhance the alerting process.

Daily Log

The Police Station maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time and general location of the crime and the disposition of the complaint if known. Entries or updates within two business days may be withheld if the information is protected by statute, if there is a danger to the victim or a need to keep the investigation confidential. If there is reason to believe that release of information will result in the perpetrator leaving the area or that evidence will be destroyed, information may be withheld until the jeopardy no longer exists. The daily log is open to public inspection at the Police Station for the most recent 60-day period, during normal business hours. Data more than 60 days old will be made available within two business days of a request for public inspection. Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. All records required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act will be retained for a period of three years following the publication of the last annual campus security report to which they apply.

Uniform Crime Reports (UCR) and the Clery Act Statistics

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

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

Hate Crimes

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

Midtown Campus

2008: Three "intimidation based on bigotry/bias" (one on racial bias and two anti-Jewish bias).

2009: Two crimes reported; One "intimidation" and One "Criminal Mischief" both crimes based on anti-Jewish bias.

2010: No hate crimes reported.

Westside Campus

2008: No hate crimes reported.

2009: No hate crimes reported.

2010: No hate crimes reported.

The following chart shows the mandatory statistics for the calendar years of 2008, 2009 and 2010. The chart reflects the specific crime categories specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act — Midtown and Westside. Specific crime definitions follow the chart and are in accordance with the UCR definitions.

Western Connecticut State University
 Crime Statistics
 for the years
 2010 - 2009 - 2008

	2010				2010				2010 Totals	2009				2009				2009 Totals	2008				2008				2008 Totals							
	MIDTOWN CAMPUS				WESTSIDE CAMPUS					MIDTOWN CAMPUS				WESTSIDE CAMPUS					MIDTOWN CAMPUS				WESTSIDE CAMPUS											
	OC	NCP	PP	RF	OC	NCP	PP	RF		OC	NCP	PP	RF	OC	NCP	PP	RF		OC	NCP	PP	RF	OC	NCP	PP	RF		OC	NCP	PP	RF			
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Robbery	0	0	0	0	0	0	0	0	1	0	0	0	2	0	0	2	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	4	0	4	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Burglary	5	0	0	2	7	0	0	4	12	4	0	0	1	2	0	0	1	6	12	0	0	7	17	0	0	16	29	0	0	0				
Sex Offenses, Forcible	3	0	0	3	0	0	0	0	3	1	0	0	1	0	0	0	0	1	2	0	0	1	2	0	0	2	4	0	0	0				
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Liquor Law Violations Referred For Disciplinary Action	53	0	0	45	76	0	0	74	129	48	0	0	39	68	0	0	66	116	43	0	0	39	70	0	0	70	113	0	0	0				
Drug Abuse Arrests	8	0	0	3	3	0	0	3	11	1	0	0	1	0	0	0	0	1	3	0	0	1	0	0	0	0	3	0	0	0				
Drug Abuse Violations Referred for Disciplinary Action	3	0	0	1	8	0	0	7	11	5	0	0	1	6	0	0	5	11	9	0	0	6	4	0	0	4	13	0	0	0				
Weapon Law Violation Arrests	1	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0				
Weapon Law Violation Referred for Disciplinary Action	4	0	0	3	1	0	0	0	5	2	0	0	2	2	0	0	1	4	3	0	0	1	2	0	0	2	5	0	0	0				
									173									154													167			
Definitions:																																		
OC = On Campus	(includes statistics reported in Residential Facilities)																																	
NCP = Non Campus Property	(includes properties owned or controlled by a recognized student organization or owned or controlled by the university in direct support of the institution's educational purposes)																																	
	This category includes the Armory in Danbury and the classrooms and offices assigned to WCSU at Naugatuck Valley Community College in Waterbury, CT.)																																	
PP = Public Property	(Reported by the Danbury Police Department or other Police Agencies for areas surrounding the campus)																																	
RF = Residential Facility	(This is a sub-set of the statistics reported under On Campus)																																	

CRIME DEFINITIONS AND CODES FROM THE UNIFORM CRIME REPORTING HANDBOOK

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could or probably would result in a serious potential injury if the crime were successfully completed. UCR code 13A.

ARSON: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind. UCR code 200.

BURGLARY: The unlawful entry of a structure 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. UCR code 220.

DRUG ABUSE VIOLATIONS: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives, e.g. (morphine, heroin, codeine), marijuana, synthetic narcotics, e.g. (Demerol, methadone), and dangerous non-narcotic drugs, e.g. (barbiturates, Benzedrine). UCR code 35A.

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.) UCR code 90G.

MURDER (NON-NEGLIGENT HOMICIDE): The willful (non-negligent) killing of one human being by another. UCR code 09A.

MANSLAUGHTER (NEGLIGENT): The killing of another person through gross negligence. UCR code 09B.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding.) UCR code 240.

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 or violence and/or putting the victim in fear. UCR code 120.

WEAPON LAW VIOLATIONS: The violation of laws or ordinance dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapon to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned. UCR code 520.

SEX OFFENSE DEFINITIONS AND CODES FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM EDITION OF THE UNIFORM CRIME REPORTING PROGRAM

SEX OFFENSES – 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.

- (a) **FORCIBLE RAPE** (UCR code 11A) The carnal knowledge of a person, forcible and/or against the person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent or physical incapacity (or because of his/her youth).
- (b) **FORCIBLE SODOMY** (UCR code 11B) Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- (c) **SEXUAL ASSAULT WITH AN OBJECT** (UCR code 11C) The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her temporary or permanent mental or physical incapacity.
- (d) **FORCIBLE FONDLING** (UCR code 11D) The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental incapacity.

SEX OFFENSES – NON-FORCIBLE: Unlawful, non-forcible sexual intercourse.

- (a) **INCEST** (UCR code 36A) Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- (b) **STATUTORY RAPE** (UCR code 36B) Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Response to Sexual Assault

Rape and all forms of sexual assault are not only crimes under Connecticut General Statutes but also a violation of the institution's rules and regulations. WCSU provides educational programs on campus to promote awareness of rape, acquaintance rape and other sex offenses. These programs take place regularly in the Student Center, in residence halls and elsewhere on campus. The CSU coordinates requests for police participation in these programs through departments such as Housing and Residential Life, Counseling Center, Health Service, social work department, nursing department, and others. All are responsible in seeing these programs are made available and implemented at WCSU.

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

Assistance is available to you on campus through the WCSUPD, the Office of Housing and Residence Life, the Counseling Center and the Health Service. Off-campus services also are available through the Women's Center and their Sexual Assault Hotline which is staffed 24-hours a day, 7-days a week, at (203)731-5204. The center also provides a Domestic Violence Hotline at (203) 731-5206. The Women's Center of Danbury has also stationed an advocate on campus who can be reached at (203) 837-3939. The Danbury Hospital Emergency Room also is a resource; their number is (203)797-7100.

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

Campus Judicial Action

In cases of an alleged sex offense, when the accused is a student, both victim and the accused are entitled to have others present during a disciplinary hearing. Additionally both the victim and the accused must be informed of the outcome of any university disciplinary proceeding.

Following a final determination of responsibility in the university's disciplinary proceeding regarding rape, acquaintance rape or other sex offense, the university judicial officer may impose any sanction or combination of sanctions, including expulsion, as authorized in the Student Rights and Responsibilities document for the academic year in question.

Victims' Assistance

All victims have rights that include:

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

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

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

Registration of Sex Offenders

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

www.wcsu.edu/police/

Sex Offender Registry Notice

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

www.communitynotification.com/cap_office_disclaimer.php?office=54567

Crime Prevention Programs, Security Awareness Programs and Other Services

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

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

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

Safety Escort Services

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

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

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

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

Emergency Telephones

The university has an emergency telephone system that places the caller in direct contact with the WCSUPD dispatcher. These phones are highly visible either in a bright yellow phone box (Y) or surround type stainless steel phone with blue strobe light (B) and are located at various places around campus (inside and outside of buildings). The phones have a single button operation which, when pushed, will immediately notify the dispatcher of the caller's location. The caller can speak directly into the phone box for hands-free communication. Please familiarize yourself with the location of emergency phones on campus.

Emergency Phone Locations (direct to WCSU Police Department)

<i>Building</i>	<i>Location</i>
Berkshire Hall	1st fl. lounge; elevator; handicap ramp; weight room
Centennial Hall	Front entrance/handicap ramp; Front Door; side near Loading Dock; Rear by benches in the quad; Rear entrance; basement laundry room; and one in each elevator
Centennial Hall Parking Garage	level 1: by stairwell 1 and 2 level 2: by stairwell 1 and 2 level 3: by stairwell 1 and 2 level 4: by stairwell 1 Elevator
Fairfield Hall	Elevator; front door; north wing
Grasso Hall	Elevator; front door
Haas Library	Cybercafe, 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor; elevator; basement
Higgins Hall	Annex 1st and 2nd floors; Annex handicap door; Annex north end
Ives Center for Performing Arts	Charles Ives Center on Westside Campus

Litchfield Hall	Elevator; front door
New 5th Avenue Student Parking Garage	Four on each level near stairwell and one in the elevator
Science Building	Outside Center Front Entrance: Right Side door; Outside Side Entrance-near Osborne and Dr. Roach Ave.; Outside Greenhouse exit; Outside near Osborne St. and Ninth Ave.
Newbury Hall	8th Ave. entrance; rear entrance; 1st floor
Old Main	Elevator
O'Neill Center	Arena; lobby; elevator; main entrance; pool; Weight room; gate 2
Pinney Hall	Elevators; front and rear lobbies; lower, middle, upper lots
Student Center (Midtown)	Elevators; theater exterior
University Hall	Elevator; rear lot
Warner Hall	Elevator
Westside Classroom Building	Elevator; front entrance; lobby; 4th floor by Library and restrooms
Westside football field	Sand Road
Westside Athletic Complex	Front entrance; inside elevator
Westside Campus Center	Bus stop on University Blvd. Inside Public Elevator and Service Elevator
White Hall	Handicap ramp; lobby; elevators
White Street Parking Garage	At entrance to all stairwells; bridge; ramps

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

Courtesy Phone Locations

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

Operation ID (Theft Protection)

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

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

OPERATION ID is conducted in the following manner:

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

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

Motorist Assistance Program (MAP)

The Motorist Assistance Program (MAP) is our chance to help stranded motorists on WCSU's campus. Services available under this program include retrieving keys from locked cars and jump-starting dead batteries. Our aim in the MAP program is to provide assistance to members of the campus community who are stranded, particularly at night or in adverse weather. We are not trained mechanics, but will do our best to either get you on your way or to find someone else who can help you. To summon the services of MAP, simply call the police at (203) 837-9300. Services provided by the WCSUPD under the MAP program are free of charge.

Other Community Education Initiatives

In addition to the crime prevention programs listed above, the WCSUPD has collaborated with a number of departments on campus to provide over 50 personal safety and security educational programs to the campus community annually. Although most of these activities are geared for students, a number of faculty and staff have attended and participated in these programs. In 2010, the department interacted through these programs with 636 students, 137 staff and faculty, 60 children and approximately 300 parents for a total of 1,133 contacts. The department assigns officers to participate in campus-wide student programs such as the Alcohol Awareness Week events and the annual Health Fair, sponsored by the CHOICES office and Health Services.

The Housing and Residence Life group also sponsors approximately 20 organized student education and awareness programs each semester and the WCSUPD is often invited to

participate. Regular presentations are given to both parent (10) and student (12) orientation groups in the summer and during Welcome Week at the start of the fall semester.

During the last year, the AccessAbility Services brought in speakers from the Danbury Women's Center to speak with incoming students about date rape prevention. They held a separate session for men and women. They offered a weekly social skills group for students with disabilities and much attention was paid to addressing bullying. Several of our students on the autism spectrum and with vision impairments had experienced bullying in high school. The office of AccessAbility developed a handout on what to do if you're bullied or if you're a witness to bullying. They also developed a handout on raising awareness about stereotypes and prejudice against veterans. One of our students who is a disabled veteran spoke at several campus events to raise awareness about veterans in an effort to prevent discrimination.

The WCSUPD conducts Crosswalk Safety programs at the beginning of each semester and presents safety orientation programs for the ConnCap/Upward Bound program, the Educational Access and Achievement Program, the Western Connection program and AccessAbility Services.

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

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

Our outreach to the Child Care center on campus has included tours of the police station and our equipment as well as an annual Halloween Safety program for the children at the center.

In the aftermath of the Virginia Tech tragedy, the WCSUPD also participated in information-sharing presentations with president of the university and the vice president of student affairs to review the university's preparedness and discuss how to best share these issues and ramifications with the campus community should they arise. Efforts to alert our community and recommended response activities also have been reviewed. These sessions were attended by students, faculty and staff.

With the development of our crime prevention team (certifying volunteer officers in crime prevention and CPTED) the department has the ability to conduct general security surveys to identify vulnerabilities and target hardening opportunities. This year, there was a risk assessments conducted for a specific department dealing with the potential for violent confrontation. The department, recognized for its expertise, was also asked and conducted an assessment for one of the state's community colleges during the last reporting period.

Community Oriented Policing Initiatives

In an effort to continue to implement best practices in campus law enforcement and to expand the scope of our community-oriented policing philosophy, the WCSUPD has implemented a number of new initiatives since 2008. These programs were designed to facilitate our outreach services by building bridges to our community. It is also an effort to include all officers in the department both police and buildings and grounds officers in these activities. The following programs were implemented and have been on-going since 2008:

Adopt an Officer: Six officers were voluntarily assigned to specific residence halls on each campus and make daily “Meet and Greet” visits to establish rapport and develop non-enforcement type relationships with the residents on a one on one basis. In addition, 12 Formal Meet and Greet projects for groups of up to 20 persons were conducted in 2009. In collaboration with the resident director, 20 residence hall meetings were attended by officers in 2009 in order to understand issues facing the residents and offer problem solving discussions to improve the quality of residential living. Once a semester, officers present an issues-related, crime prevention program for the residents of their hall. The objectives of this program are to:

- Reduce crime in the residence halls through education.
- Create opportunities to facilitate the resident’s understanding of good citizenship in our community.
- Serve as a conduit to ensure quality crime prevention programming in the residence halls.
- Facilitate the resource and referral services of the department on a personal level with their residents; and
- Create relationships and bonds with the community to enhance the reporting of risks, concerns and criminal activity.

An on going goal of this program will be to expand it from the residence halls to other departments on campus to achieve the same objectives. In light of the fiscal constraints we faced in 2010, this program was put on hold during the last academic year. We hope to re-institute this program during this year’s Crime Prevention initiative.

Community Survey of Police Services: The department launched two survey instruments in 2009 designed and developed to measure our efforts. Each was administered electronically during the fall semester and then again at the end of the spring semester. The results of the first survey to “Assess Police Services Actually Rendered” indicated 70 percent of the community was either satisfied or very satisfied with the quality of service they received from the department. Reported concerns and criticisms are now being used to strengthen the quality of services.

The second survey, “Police Services Awareness,” indicated 70 percent of respondents felt safe on campus. More than half were aware of department programs and felt they should be continued. The survey identified the Midtown campus, including garages and crosswalks, as areas of security concern. A little more than half of respondents identified a need for improved lighting and increased police presence/visibility as areas that should

be addressed. Both these surveys are available online and we encourage all students, faculty and staff to take them this semester and once again in the spring. Similar results were seen during the 2010 reporting period on both surveys.

Citizen’s Police Academy: Another campus law enforcement “Best Practice” is to provide the community with a hands-on exposure to the police department, its training and operation so that there can be a stake in the department’s success. The citizen’s police academy exposes the community to its officers, their activities and actions. Developed last year, this program was deferred until the 2009/2010 academic year because of resource limitations but may be offered during the semester to individual students, faculty and staff. The Academy may be offered again this year in the spring semester in early 2012.

Through these combined efforts, the WCSUPD hopes to strengthen our ties to our university community. We actively encourage its members to remain involved in accomplishing our mission and vision.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The WCSUPD regularly patrols both campuses and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the university community are helpful when they report malfunctioning equipment or unsafe conditions to the WCSUPD or to the Facilities Management Department.

Access to Campus Facilities

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



Residence Hall Access

Access Control

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

Guest Policy

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

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

Alcohol and Drug Policy

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

Other Alcohol Policies

1. Possession or consumption of alcoholic beverages by persons under the legal drinking age (21) is prohibited.
2. The possession or consumption of alcoholic beverages by persons of legal drinking age (21) is permitted in individual rooms only.
3. Possession or consumption of alcoholic beverages in public areas within and around the residence halls is prohibited. This includes the hallways, practice rooms, computer rooms, lounges, bathrooms and properties adjacent to the residence halls.
4. Possession or use of kegs, beer balls, and other containers of alcohol larger than a quart (and not intended or designed for individual consumption) is prohibited.
5. Alcoholic beverages may be transported into the residence halls by persons of legal age (21).

6. Room parties, with or without alcoholic beverages, are not permitted in the residence halls. A party is not contingent upon a set number of people, but upon the activities in which the people are involved.

7. The use of residence hall social fees for any event where alcoholic beverages are available is prohibited.

Firearms/Fireworks Policy

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

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

Any weapon or dangerous instrument on campus will be confiscated.

Emergency Response and Evacuation Procedures

WCSU, its sister universities and the systems office, have implemented an Emergency Notification System (ENS). The implementation of this system reflects the university’s commitment to the protection and preservation of the life, health and safety of the campus community and to safeguard the operations of the institution. The system is designed to quickly send emergency notifications and provide information and protective action to campus members through various electronic media to include voice, text messaging, cell phone, e-mail, land line and personal digital assistant (PDA). Those who wish to be included in the system and receive notifications must opt in and sign up on the WCSU homepage.

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

been developed involving key university administrators who will approve the release of the notification. In dire emergencies, this task may fall to the police department so as to not delay the notification. An implementation task force has developed the messages that will be used for this emergency notification.

- The university uses the Incident Command System structure for emergencies and the system would be implemented if and when the release of information is deemed necessary and appropriate. In most instances, activation of the system would involve approval of the university president.
- Notification measures to the larger community for emergency situations include the ENS, campus e-mail, vehicle and portable public address, the WCSU Information Line, student portal, WCSU radio and television and media release/press conferences. All measures involve the police department, the office of the vice president for student affairs, finance and administration, university relations, information technology resources, facilities and planning and engineering.
- The institution will test the ENS system annually in accordance with the Emergency Management Plan.
- The university has annually conducted training sessions presented by the Department of Emergency Management and Homeland Security on the NIMS structure and the interaction of the Incident Command and the Emergency Operations Center for the president's expanded cabinet and a number of invited faculty and staff. This training included a tabletop exercise focused on the EOC's support role in crisis situations and in 2010 a campus emergency involving a sewer back-up and evacuation of a residence hall. These exercises included the newly formed campus wide emergency management planning committee and various members of the existing crisis management teams.

Evacuation Procedures

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

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

- Contacting the police in an emergency situation - Call 911 from any campus phone;
- Fire or Fire Alarms - Evacuate;

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

The checklist also encourages you to “Opt-In for Safety” by signing into the Emergency Notification System on the WCSU home page. In 2010, all students entering the university were enrolled in this system with their campus email account. To receive the full benefit of the ENS, they must also “Opt-In” to activate other notification devices. During events of imminent danger you will be given information and instructions as to how to respond during the event. During the past year locking devices were installed on classrooms so that it is possible to secure the room from the inside in the event of an intruder in the buildings.

Missing Student Notification

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

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

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



Important Phone Numbers

Police/Fire/EMS Emergency	911
University Police Non-Emergency	(203) 837-9300
The Community Services Unit Operations	(203) 837-9319
Parking Office	(203) 837-3289
WCSU Counseling Center	(203) 837-8691
Danbury Hospital Emergency Room	(203) 797-7100
Sexual Assault Hotline 24 hour number	(203) 731-5204
Domestic Violence Hotline 24 hour number	(203) 731-5206
Campus Advocate, Danbury Women's Center	(203) 837-3939
The Commission on Victim Services	(800) 822-8428