



SACRED HEART UNIVERSITY

*Department of  
Public Safety*



2008



# SACRED HEART UNIVERSITY

## Equal Employment Opportunity Policy

It is the policy of Sacred Heart University to comply with the law regarding equal opportunity for all qualified persons so as to prohibit unlawful discrimination against persons because of race, gender, sexual orientation, pregnancy, color, marital status, veteran status, religion, age, disability or handicap, and national origin or ancestry in its employment policies and its Education and Admissions programs. Sacred Heart University promotes the full realization of equal opportunity throughout the University. Admissions and employment practices and activities are conducted on a non-discriminatory basis as required by law. This policy is also supplemented with a strong commitment to and policy against harassment or retaliation of any kind.

While Sacred Heart University is committed to complying with applicable federal and state statutes, the pursuit of diversity and fairness is, more importantly, grounded in the mission and educational goals of our institution. This Affirmative Action Plan is a means for Sacred Heart University to implement its Equal Opportunity Policy.

### Sacred Heart University

5151 Park Avenue, Fairfield CT 06825-1000

## Overview of Sacred Heart University Community

Sacred Heart University, distinguished by the personal attention it provides its students, is a thriving, dynamic university known for its commitment to academic excellence and community service.

Founded in 1963 by the Most Rev. Walter W. Curtis, Bishop of Bridgeport, the University was the first Catholic university in the United States to be led and staffed by lay people. Located between New York City and Boston, the University's main campus is situated in beautiful suburban Fairfield, Connecticut, with branch campuses in Derby, Griswold and Stamford, Connecticut, and in the Grand Duchy of Luxembourg. The second-largest Catholic university in New England, the University currently has 3,100 full-time undergraduate students, almost 1,000 part-time undergraduate students and over 1,600 graduate students.

## A Community of Learning

Sacred Heart University is first and foremost a community of learning that offers its students - undergraduates, graduates and adults learning on a part-time basis - a wide range of interesting academic programs. The University offers more than 50 undergraduate and graduate degree programs within four colleges: [College of Arts and Sciences](#), [College of Education and Health Professions](#), [College of Business](#) and [University College](#).

### Sacred Heart University

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## Message from the Director

Welcome to Sacred Heart University. It is my pleasure, along with the men and women of the Department of Public Safety to welcome you to our community. We are a service orientated organization which aims to provide a safe environment conducive to living, learning, and working.

We take the issue of campus safety seriously and are determined to assure that our campus remains safe. A safe campus can only be achieved through cooperation and vigilance of all students, faculty, and staff. As such, safety and security is a shared responsibility. Please do your part to protect yourself and others from becoming victims of crime.

The information in this pamphlet provides a useful overview of the security policies and procedures related to crime awareness and reporting on campus. The University crime statistics are included and are in compliance with the Cleary Act of 1990.

Campus safety must be a priority for everyone in the Sacred Heart community. With your cooperation, our mutual efforts will raise awareness, deter crime, and maintain a secure campus. We urge you to provide feedback or ideas that will enable the Department of Public Safety to enhance our service to you. Please feel free to visit or contact us at anytime, or visit our website at [www.sacredheart.edu/publicsafety.cfm](http://www.sacredheart.edu/publicsafety.cfm)

*Jack Fernandez*  
*Director of Public Safety*

## **The Campus Security Act, legal requirements**

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1st, which contains 3 years of campus crime statistics and certain security policy statements.
- Disclose crime statistics for the Campus, public areas immediately adjacent to (or running through) the campus, and non-campus facilities. The statistics must be gathered from the Department of Public Safety, local law enforcement, as well as other University officials who have “significant responsibility for student and campus activities.”
- Provide timely warning notices of crimes or incidents that have occurred and pose an on-going threat to students, faculty, and staff.
- Disclose in a public crime log “any crime that occurred on campus... or within the patrol jurisdiction of the campus police or campus security department and is reported to the campus police or security department.”

The Sacred Heart University Department of Public Safety is responsible for compiling the information contained within and distributing this report. The Department works with several Departments both within and outside of the University to compile this information.



# The Sacred Heart University Department of Public Safety: Who we are- Our Mission and values.

## Mission Statement

To enhance the teaching, learning, working and living environment at Sacred Heart University by promoting and maintaining a safe and secure environment for students, faculty, staff, and campus visitors. Committed to serving with professional excellence, the members of the department will be known for reliability, approachability, calmness, fairness, and a respectful, caring attitude in the performance of their duties, especially in emergencies.

The Department's work and decisions are guided by values central to Sacred Heart University's mission.

- **The sanctity of human life:** Highest among our values is a most profound reverence for human life, the value of which far exceeds that of any property. We are committed to protecting personal, occupational and environmental safety for our community.
- **Respect:** We respect and safeguard the dignity and rights of all individuals. We treat all persons in a dignified and courteous manner. We demonstrate an appreciation for diversity and recognize that different viewpoints, experiences and backgrounds are central to our understanding and meeting the unique needs of the diverse community that we serve. We are committed to cultivating a community that aspires to the same level of respect for all.
- **Education:** Dedicated to supporting the educational mission of the University, we value experiential learning and emphasize problem solving and conflict resolution in all our dealings with students. In order to assure a safe and secure environment conducive to learning, research, and related activities, we seek solutions to any problem that might interrupt the educational process.
- **Service:** We value the opportunity to provide quality service in a manner that is fair, timely, courteous, responsive and efficient in the implementation of University's policies and regulations regarding safety and order on campus. In living out the University's mission, we also support service to the wider community by participating in University-wide efforts that extend beyond the physical boundaries of the campus.

- **Integrity and Trust:** We strive to maintain the trust and confidence of students, faculty, staff, and the public while working to improve the quality of life on campus. Integrity is the foundation for community support and trust. The University community trusts the Department to exercise its authority with discretion, good judgment, and respect for and commitment to honesty, justice, and diversity. We expect our officers to conduct themselves in a manner that is fair, ethical and legal and that exhibits a sense of duty and respect for the position entrusted to them.
- **Responsibility and Accountability:** We value the need for effective use of our resources and openness in our department's communication with our University community. We will be responsible for our decisions and actions to ensure that our behavior earns the support and trust of all segments of the public. We are committed to appropriate principles of leadership, management and supervision in exercising stewardship over the human and material resources of the Department. We strive to be both responsive and responsible to publics we serve.
- **Communication:** We encourage employee involvement and information sharing through clear and open communication and objectivity. We desire to foster an environment for active participation in problem solving and development. We support open communication among employees and our partners to enhance cooperation and build trust. We are a resource center for the collection, review, and evaluation of information pertaining to the safety and security of the community and actively share this information with the community in order to promote awareness and response to emerging needs.
- **Partnership, cooperation and teamwork:** We value a shared commitment to success through cooperation, partnership, and teamwork. We realize that only through internal cooperation can we foster external cooperation and accomplish our mission. We desire to work with our partners to educate members of the community about their crucial role in the overall safety and security of the community at large. We listen and respond to concerns of the community, and we involve the campus community in all policing activities that directly affect the quality of community life.
- **Excellence:** We strive for personal and professional excellence. We believe that learning and advancing competency are essential to our vitality as individuals and as an organization, and we welcome the challenge of learning whatever is necessary to grow personally and professionally. We actively seek new and better ways to fulfill our mission. We encourage innovation and the contribution of ideas to improve the Department and the quality of services.

- **Professionalism:** Professionalism is nurtured in an environment that encourages teamwork, innovation, and constant self-evaluation. A professional attitude is dedicated to quality, timeliness and excellence in our service to the community. We continually provide training and education to improve our knowledge, skills, and competencies to build and maintain a competent, well-trained, proactive professional workforce.
- **Pride in our profession:** We believe our work to be a source of enjoyment and satisfaction. We are proud of our accomplishments as an integral part of the University community. We believe that each of our responsibilities is essential to the overall mission of the Department. We are proud of our work, one another, our contributions to the community, and of the law enforcement profession. We take pride in all we do.

The Department of Public Safety is located in the Main Academic Building and can be reached 203-371-7995; for emergencies 203-371-7911 (On campus dial the last 4 digits). We encourage students, faculty and staff to program our number in their cell phones. The Department is open 24 hours a day, 365 days a year. Several Officers are on duty at all times throughout the year. The Dispatch center is staffed by either a Dispatcher or Officers who answer calls for service, dispatch Officers to incidents or calls for service and monitor fire and other alarms systems and CCTV systems. Officers patrol the Campus and near-by University properties on foot, in vehicle and on bike. Off campus properties or residential halls are staffed by Public Safety Officers, but are supplemented by contract security officers, when necessary. The Department also has several administrative staff members who assist the Department as needed. The Department is responsible for key control and issuance, including residential access; the Department employs a locksmith as part of its team, who oversees the access control and key issues.

Public Safety Officers can assist motorists by providing jumpstarts for their cars or vehicle unlocks at no charge.

### **Emergency Medical Services**

All Public Safety Officers are certified in CPR, 1st Aid, and fire safety procedures. Several members of the Department are certified Emergency Medical Technicians (EMT). Each patrol vehicle is equipped with a fully stocked first aid bag, 2 vehicles are stocked with a portable oxygen container, and an Automatic External Defibrillator (AED) is kept in one vehicle at all times.

## Campus Policing and security policies

### Public Safety Authority and Interagency Relationships

Although Public Safety Officers do not have law enforcement authority, the Department of Public Safety enjoys a cooperative working relationship with the local police, fire, and medical response agencies. Upon request, the Department of Public Safety will assist crime victims with reporting to the local police. In addition to our Main Campus, Sacred Heart University owns and/or leases property in other cities and towns, including Bridgeport, Trumbull, and Stamford.

Public Safety Officers, as University Officials on private property, possess the authority to question, seek photo identification from, and detain or deny access to unauthorized person on campus and at off-site University leased facilities.

Every year, new Officers are sent to the New Hampshire College and University Campus Safety Academy for in-depth training, which covers various aspects of their job.

The Department of Public Safety reports to the Vice-President for Information Technology and Security, who reports to the Senior Vice-President for Finance and Administration, who in turn reports to the University President.

### Reporting criminal incidents and other emergencies

The Department of Public Safety provides a comprehensive program of security, crime prevention, fire safety, locksmith services, emergency medical, parking and related public safety services to help ensure the University community remains a safe and pleasant place in which to study, live, and work. The Department is the primary response agency for all crimes and incidents on campus, providing emergency assistance, investigating and documenting incidents, and is the liaison with the local police, fire, and medical response agencies.

Members of the Sacred Heart University community are strongly encouraged to immediately report crimes, suspicious activities or other emergencies to the Sacred Heart University. This provides immediate and professional assistance to victims, and also provides Public Safety and the University with an accurate statistical count of crimes. When requested, the Department of Public Safety will assist victims with reporting crimes to the local police.

The Department's Office is located in the Main Academic Building, directly inside of the front doors of the building, to the left of the Edgerton Center

*continued*

Theatre. The Department can be contacted by dialing 203-371-7995 (x7995 from an on campus phone). To report emergencies of police, fire or medical nature, dial 203-371-7911 (or x7911 from an on campus phone).

The Department of Public Safety Dispatch Center is staffed, and calls are answered, 24 hours a day, 7 days a week, by full time trained Officers. In addition, Blue Light call boxes are located throughout the campus, which provide immediate communication to all Officers on duty. These may be used for any Public Safety concern, emergency or routine.

The Department maintains excellent working relationships with local police, fire, and emergency medical agencies, ensuring prompt assistance and support from these agencies when needed.

## Crime Reporting

Numerous efforts are made to advise members of the Campus community on a timely basis about campus crime and crime related issues and concerns. These efforts include:

1. **Annual Report:** This Safety and Security Annual Reports contains comprehensive information on crime reporting and safety on Campus, as well as crime statistics. A postcard notifying all students and employees that the Annual Report is available is sent yearly. A global e-mail is sent as well. This report is available upon request at the Department of Public Safety Dispatch Center.
2. **Student Newspaper:** A representative of the student newspaper The Spectrum communicates with the Director of Public Safety on a regular basis. Articles and notices are published to inform the community of information pertinent to safety and security on Campus.
3. **Public Safety Alerts:** When circumstances warrant, special printed Public Safety Alerts (or Timely Warnings) are prepared and distributed throughout the campus. The warning will be issued via the Sacred Heart University e-mail system to students, faculty, and staff. Alerts will also be posted in campus buildings and residential halls. Other methods of communicating timely warnings may be issued as technology develops.
4. **Campus Wide Electronic Mail:** E-mail is utilized to inform members of the community of Public Safety Alerts, or other issues on concerns.
5. **Residential Life:** The Department of Public Safety regularly communicates with members of the Residential Life staff, who are in communication with all resident students.
6. **Public Log:** A chronological record of all crimes and incidents reported to the Department of Public Safety is maintained at the Dispatch center, and is available for viewing at any time.

## Security Awareness and Crime Prevention

The Sacred Heart University Department of Public Safety believes it is more beneficial to prevent crimes than to react to them after the fact. A primary vehicle for accomplishing this goal is the Department's crime prevention program. This program is based upon the concept of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and safety.

### Fire Safety

The Department is responsible for maintaining fire extinguishers in all University buildings on campus. A contract company is utilized to annually inspect and certify all fire extinguishers, recharging and/or replacing units as required by the NFPA code.

All buildings on campus are quipped with fire alarm systems, which when activated sound horns/sirens or voice recordings, and activate visual strobe lights throughout the building. These fire alarms systems consist of smoke detectors, heat detectors and pull stations. Public Safety Officers respond to fire alarms in all buildings. In addition to the response of Public Safety Officers, the local fire department responds to all audible fire alarms in all residential halls. The residential halls and on-campus apartments are also equipped with sprinkler systems, which if activated, also sound the building fire alarm system.

**Fire drills-** In conjunction with the local fire departments, fire drills are conducted in all residence facilities each semester. It is crucial that resident students comply with the University Fire Safety regulations, which are published in the SHU Student Handbook.

### Rape Aggression Defense (RAD)

The Department of Pubic Safety offers the Rape Aggression Defense program. This self-defense class, designed specifically for women, is a nationally recognized course that gives women the skills needed to prevent and survive a violent attack. The program is usually offered each semester. Further information about the program can be found at [www.rad-systems.com](http://www.rad-systems.com)

## Reporting criminal incidents and other emergencies

All students, employees and visitors should report criminal activities to the Department of Public Safety by calling x7911. Individuals may also report incidents in person at the Public Safety Office in the Main Academic Building.

Several emergency blue light call boxes have been installed throughout Campus and can be utilized to contact the Department for emergencies or requests for service. Pressing the red button on the call boxes will send a signal to the Dispatch Center, as well as to all Officers, and users can directly communicate with the Dispatch Center. The call box will first announce the location of the call before the initial transmission.

### Statement of Recognition Municipal, State & Federal Partners

SHU through its Department of Public Safety and regional partners has undertaken many emergency management planning initiatives that have been and are on-going with the local, state and federal partners. SHU participates on a regular basis in the Connecticut Department of Emergency Management and Homeland Security- Region (1) planning group comprised of 14 municipalities in lower Fairfield County and sister Universities within the region.

SHU acknowledges the unique relationship we enjoy with our municipal partners in Fairfield, Bridgeport, and Trumbull for our primary campus facilities. SHU has entered into written “Partnership Agreements” with the aforementioned municipalities. In the event of an actual emergency, the appropriate municipality will mobilize and deploy personnel and resources from various departments, notify the public of the emergency and manage the emergency event to maximize resources and minimize any negative impact in conjunction with SHU Public Safety personnel. We also acknowledge our relationship with the municipalities of Stamford and Norwich where SHU maintains satellite facilities.

*-Excerpted from the SHU Comprehensive All-Hazard & Business Continuity Plan*

## **Blue light call boxes**

The Department maintains several blue light call boxes throughout the University property. They allow an individual in need of assistance to contact the Dispatch Center and provide immediate two-way radio communication. Every Public Safety Officer receives the alert signal and the closest available Officer will respond to assist the party.

## **Personal escorts**

For locations not served by the University Shuttle service (and when it is not operating), from dusk to dawn the Department of Public Safety provides escorts upon request from, and to, any on-campus location.

## **New Student Orientation Program**

A representative of the Department of Public Safety speaks with parents of new students during the summer orientation programs and to new students in the fall as part of their orientation program.

## **New Employee Orientation Program**

In conjunction with the Human Resources Department, a representative of the Department of Public Safety speaks with new employees about security on campus. At this time, the annual Department brochure is distributed to all.

## **Key Control**

The University Locksmith reports to the Director of Public Safety. Public Safety provides students with key cards and, where applicable, “metal” keys for their residence facilities. Lost or stolen keys or key cards should immediately be reported to the Department of Public Safety. Faculty and staff are also issued keys and may request keys or lock changes through the Department of Public Safety Locksmith. The University is currently upgrading to a One-Card system where a student’s SHU ID will be programmed to be used as their keycard to most residential halls.

## **Motor Vehicle Registration & Parking Decals Issued**

The Department of Public Safety is responsible for parking and traffic on campus. Vehicles parked on campus must be properly registered with the University, and obtain the appropriate parking decal.

## **Crime Prevention Materials**

Brochures and posters carrying crime prevention and awareness information related to residence hall safety and security, sexual assault, bicycle security, personal escorts, motor vehicles security and thefts are posted and distributed throughout Campus.

## **Parking Lot Security**

Public Safety Officers in highly visible, well-marked patrol vehicles patrol all parking lots on Campus as well as at Christian Witness Commons, Parkridge, Oakwood Apartments, and Taft Commons. Officer on foot patrol also provide patrol through the lots. The Department also utilizes work-study student to walk-through the parking lots and act as additional “eyes and ears” for the Department.

## **Security Alarm Systems**

A computer aided alarm system monitors a campus-wide network of intrusion, fire and duress alarms.

## **Security Surveys**

Security surveys are conducted of exterior lighting, facility perimeters, doors, locks, and the grounds of the University. Deficiencies are promptly reported to the Campus Operations Department. The Department works with the University Safety Committee, to make regular checks and surveys of the University property as well. The Departments of Public Safety and Campus Operations work together to rectify any problems or deficiencies found during these surveys. We request that employees and students also promptly report any concerns they notice as soon as possible, so that they may be addressed.

## **Student Responsibility**

The cooperation, involvement and support of all students in taking an active role in crime prevention are crucial to its success. Students must assume responsibility for their own personal safety, and the security of their personal belongings by taking simple, common sense precautions.

Precautions include always locking residential room doors, not propping open either the room or the exterior building doors, not allowing anyone you do not know into your residential hall, and engraving items of value with a personal identifying number or mark. Also, always locking motor vehicles and placing items of value out of sight, locking bicycles with sturdy locks, utilizing the campus personal safety escort service, and reporting any suspicious activity immediately to the Department of Public Safety.

## Access to Campus Facilities

Most Campus buildings and facilities, other than student residential halls, are accessible to members of the campus community, their guests, and visitors, during normal hours of business, and during designated hours on weekends and holidays, depending on the events and activities taking place outside the normal business hours.

### Student Residential Facilities

Sacred Heart University houses approximately 2100 students in various accommodations, including dormitories, suites, apartments and townhouses. Exterior doors to student residence halls and apartment buildings remain locked 24 hours a day. Access to residential facilities and/or interior rooms is controlled by an electronic key access system, a traditional hard key lock, or combination of both.

At Roncalli Hall and Christian Witness Commons, a Public Safety Officer (or contract security officer as needed) monitors access at all times. At Taft Commons, a contract security officer monitors access at all times. At Seton and Merton Halls, contract security officers provide access control at the front doors during the overnight hours.

Patrol Officers on duty also conduct regular periodic patrols through the residential halls.

Guests and visitors in residential halls must be sponsored prior to entry and accompanied by that sponsor whenever in the residential hall. Visitors are the responsibility of their sponsor and must follow University rules governing their stay (including visitation hours) and show photo identification to the on-duty security officer (or Public Safety Officer) upon request.

Residential halls are equipped with intrusion alarms on the exterior doors. When any of these fire doors are used, a local alarm will sound until it is reset by a Public Safety officer. The assistance of all students in not propping secure doors or letting strangers into the residential facilities is very important.

A professional Resident Hall Director and student Resident Assistants reside in each residence facility, and are available to provide assistance to students.

Sacred Heart University does not have any off-campus student organizations recognized by the University.

## **Fire Safety**

The Department of Public Safety is responsible for maintaining fire extinguishers in all University buildings on campus. A contract company is utilized to annually inspect and certify all fire extinguishers, recharging and/or replacing units as required by NFPA code.

All buildings on campus are equipped with fire alarm systems, which when activated, sound horns, sirens and/or voice recordings, and activate visual strobe lights throughout the building(s). These fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Public Safety officers respond to fire alarms in all buildings. In addition to the response of Public Safety, the local fire department responds to all audible fire alarms in all residential facilities. The dormitories and on-campus apartments are also equipped with sprinkler systems, which if activated, also sound the building fire alarm system.

In conjunction with the local fire departments, fire drills are conducted in all residence facilities each semester. It is crucial that resident students comply with the University Fire Safety regulations, which are published in the Student handbook.

## **Emergency Medical Services**

All Public Safety officers are certified in CPR, first aid, and fire safety procedures. Several Officers are certified Emergency Medical Technicians (EMT), and several are Medical Response Technicians (MRT). Each patrol vehicle has a fully stocked first aid bag, and an Automatic External Defibrillator (AED) and oxygen, is kept in one of the patrol vehicles for use on campus. The Athletic Training Department also has several AEDs placed at the William Pitt Center for use there. They are maintained by the Athletic Training Department.

## **Campus Sex Crimes Prevention Act:**

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community of where information concerning registered sex offenders may be obtained. In Connecticut, this information is accessible at the following website: <http://www.ct.gov/dps>

You can find a link to this website on the Public Safety web page: <http://www.sacredheart.edu/publicsafety.cfm>

## **Weapons**

Sacred Heart University enforces state laws concerning the possession of illegal weapons on campus. Weapons, including but not limited to firearms, explosives, fireworks, swords and knives are not permitted on any property owned or leased by Sacred Heart University. Violators are subject to criminal charges and University disciplinary action.

The University also reserves the right to remove from the possession of anyone on campus (or their residence) any item which may be deemed a threat to the safety and well being of others on campus. Such items include, but are not limited to knives, cap guns, and other objects, which in and of themselves may not be illegal.

## **Lost & Found**

If you have lost property, you may come to the Public Safety Office or call to see if the property was turned in to us.

## Maintenance and Security of Campus Grounds and Facilities

The university maintains a strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Surveys of all exterior lighting, including parking areas, pedestrian walkways and building exteriors are forwarded to the Campus Operations Department, which expedites work orders that are submitted to them. Members of the University community are encouraged to report any exterior lighting deficiencies to the Department of Public Safety, or directly to Campus Operations.

Public Safety Officers lock the exterior doors of Campus buildings each evening after classes end for the day. Door and locking deficiencies are reported to the Campus Operations Department and Locksmith respectively for corrective action. Public Safety Officers also report to Campus Operations any shrubbery or trees which may pose a security hazard.

Campus roadways, parking areas, walkways, buildings, and grounds are patrolled by Public Safety Officers. Contract Security Officers supplement the Public Safety staff, providing a visible deterrent to crime and serving as additional “eyes and ears” for the Department of Public Safety.

## Emergency Notification Systems

Sacred Heart University will be utilizing the following methods for notifying the university Community and visitors that an emergency is occurring on campus:

- **SMS/E-MAIL/Phone/Fax-** A combination of cell phone numbers and e-mail addresses will be inputted in order to send text messages to cell phones, e-mail to e-mail address, and recorded messages to cell phones or voice-mail boxes. The message will advise University members that an emergency is occurring on campus. Sacred Heart University is using the AlertFind system from MessageOne. Classroom phones (aka “bat phones”) will also be utilized to send messages to people in classrooms.
- **CATV Emergency Alert System-** All SHU Channels will display an emergency announcement (similar to the Emergency Broadcast System) alerting people there is an incident occurring.
- **Public Address system-** where applicable the public address systems in buildings will be utilized to make an emergency announcement. Public Safety Officers will also utilize vehicle and portable PA systems.
- **Sacred Heart website-** Persons logging onto the SHU website (from off campus) will be redirected to a page where emergency information will be displayed.
- **Global Outlook-** E-mail messages sent to all employees, faculty, staff and students advising them there is an emergency on campus.
- **IT Connector-** On the desktop of SHU computers, the blue shield logo will pop up messages alerting the Community of an emergency.

Sacred Heart University and Public Safety will be monitoring developments in technology and notification systems to better serve the Community.

Sacred Heart University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff and visitors on campus or in the immediate surrounding areas.

Sacred Heart University will be testing the Emergency Notification System at least once every year.

# Alcohol and Other Drug Policy Statement

## Philosophy:

Sacred Heart University is dedicated to creating an environment that allows students to achieve their educational goals and grow spiritually, intellectually and socially. The University is also committed to supporting students in demonstrating responsible conduct in the best interest of their personal health and well being, the community's general welfare, and the rights of others.

The University does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. Every member of the University community is encouraged and expected to be aware the risks associated with alcohol and drug use and abuse. This responsibility obligates students to know relevant University policies and federal, state, and local laws and to conduct themselves in accordance with these laws and policies. Students are expected to assume responsibility for their behavior and must understand that being under the influence of alcohol/drugs in no way lessens accountability for their actions.

Sacred Heart University complies with and enforces all federal, state, and local laws that regulate or prohibit the possession, use or distribution of alcoholic beverages or drugs. To these ends, the University publishes the following information regarding University policies and sanctions; laws and penalties concerning substance use and abuse; health and behavioral risks of drug use, and resources for treatment and educational programming.

## Alcohol:

Sacred Heart University acknowledges the fact that alcohol is a part of society, and supports the contention that use and abuse of alcohol is one of the most serious issues facing university students nationwide. Therefore, we strive to educate students about alcohol effects and the prevention of alcohol abuse.

## Alcohol Guidelines & Regulations:

The University maintains the position of zero tolerance for those underage students consuming alcoholic beverages.

1. No person under the age of 21 may acquire, purchase, obtain, possess, be in the presence of or consume alcoholic beverages.
2. Use or possession of alcoholic beverages and their sale, delivery, or service to individuals under the age of 21 is prohibited.

3. No person regardless of age is permitted to possess or consume alcohol within the on-campus residential areas (Roncalli Hall, Seton Hall, Merton Hall, Christian Witness Commons, and Scholars Commons) of the university.
4. An individual, 21 or older, may consume alcohol on university property or at university sponsored events (Outpost) only in areas where the university expressly allows the sale and consumption of alcohol.
5. Any alcoholic beverage out of the original container or having a broken seal is considered an open container, which may not be carried or consumed on SHU grounds (except pub area), and related facilities without authorization through an approved alcohol registration form.
6. Students in residence hall rooms where alcohol is present may be considered in violation of this policy for not leaving or reporting violations.
7. Residents are responsible for the actions/behaviors of their guests/visitors regarding alcohol possession and use and are expected to inform the guest of such policies.
8. Possessing, furnishing, consuming or serving from a common source of alcohol (i.e. kegs, beer balls, punch bowls, trash cans or other excessive equivalent number servings.) is prohibited.
9. Kegs and beer balls are not permitted on University property.
10. Creating, offering, or engaging in drinking games and contests (i.e. beer pong etc.) and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited.
11. No person may use a fake ID, the driver's license or SHU ID card of another, supply such cards to another, furnish false information in obtaining such cards, or deface or alter such cards.
12. Possession or using alcohol paraphernalia or beverage containers whether full or empty (including but not limited to beer bottles or cans, alcohol bottles, beer funnels, beer pong tables are not allowed in University residence facilities.
13. The use or possession of grain alcohol, regardless of age is prohibited.
14. Any public or private use of alcohol by students that leads to public or obvious intoxication to include but not limited to: (slurred speech, difficulty walking, requiring medical assistance, intrusive, destructive, disorderliness or violent behavior) is unacceptable for a Sacred Heart University student and will be treated as a disciplinary matter.

15. All students are responsible for discouraging alcohol-related behavior that is abusive to themselves or to others. Any effort to induce or force a student to drink against his/her expressed desire is prohibited.

16. Operating a motor vehicle while under the influence of alcohol is prohibited.

17. Open containers including cups and squeeze bottles of alcohol are not permitted in public areas such as hallways, lobbies, stairwells, elevators, community or common areas at any time.

18. Alcohol use is allowed for students of legal age (over 21) who reside in PARKRIDGE, TAFT, PARK ROYAL, and OAKWOOD and only in apartments in which all the residents as well as their guest(s) who are of the legal drinking age of 21. All other residence halls and apartments in Park Ridge, Taft, and Park Royal are considered “dry,” and no alcohol or alcohol containers are permitted in these areas.

## **Definitions and Guidelines:**

**Legal Age:** State law states that only individuals who are 21 years of age or older may purchase, possess and consume alcohol.

**Underage:** State law states that individuals under 21 years of age may neither, possess, consume nor purchase alcohol.

**Intoxication:** No student may be intoxicated while on-campus.

**Supplying:** No one may purchase for or provide alcohol to anyone underage. It is the responsibility of the host to comply with state and local laws. A social host may be held responsible for injuries and damages caused by a minor who is served alcohol.

**Open Container:** Any alcoholic beverage out of the original container or having a broken seal is considered an open container, which may not be carried or consumed on SHU grounds (except The Outpost Pub area) without authorization through an approved alcohol registration form.

**Kegs/Beer Balls:** Kegs and beer balls or common containers over 64 ounces are not permitted on campus (except in The Outpost Pub) without an approved alcohol registration form. Also, alcohol “punches” using wine or hard liquor are not permitted on campus.

**Sale of Alcohol:** Beer is sold only in The Outpost Pub area during designated hours. Any other sale of alcohol on campus must have approval through an alcohol registration form and State resources. Employees of The Outpost

*continued*

Pub have the right and responsibility to deny the sale of beer to anyone under the age of 21, anyone using or presenting a false ID, anyone intoxicated and for any other reason deemed necessary.

If illegal use or possession of drugs or alcohol is presumed to be taking place behind closed or locked doors in a residence facility, the Residential Life staff will address appropriately. An announcement will be made that entry to the room will take place. If the occupants of the room do not voluntarily allow access, access will be made by the use of a key.

### **EVENTS WITH ALCOHOL** (for student groups and organizations):

Every event with alcohol at Sacred Heart University must be registered and authorized through the Student Affairs Office by the Associate Dean of Students. This is necessary for adherence to state and SHU guidelines for legal sale, distribution and consumption of alcoholic beverages. Failure to do so will result in event cancellation.

All applicants must make an appointment with the Associate Dean of Students no later than 2 weeks before the event date (if a Connecticut state-issued temporary permit is needed, applicants will need to make an appointment no later than one month before the event date). The purchase of alcohol for an event cannot be made using money allocated by Student Government. Alcohol must be ordered by the Associate Dean of Students. An event representative must be present to accept delivery and transfer alcohol to event location. All events with alcohol REQUIRE THE ATTENDANCE of the CLUB/ORGANIZATION ADVISOR throughout the entire event. State law and SHU policy mandate that no person under the age of 21 years can purchase, obtain/possess or consume alcoholic beverages. All events at which alcohol beverages are being sold (entrance fee or per drink charge) must be in compliance with state law, requiring a permit from the Department of Liquor Control. Information on obtaining temporary permits can be found in the Student Union office.

Students who wish to hold an event with alcoholic beverages must contact the Associate Dean of Students in the Student Affairs Office for event registration, guidelines, authorization and ordering. Any event not properly registered through the Student Affairs Office and/or State of Connecticut, will be canceled. Any function which provides an alcoholic beverage must also provide a non-alcoholic beverage alternative in sufficient quantity and food must be available and featured prominently. Consumption of alcohol is not an acceptable excuse for any behavior deemed inappropriate or in violation of University rules and policies.

## **Drugs:**

The possession, use, manufacture, distribution, possession with intent to sell and/or sale of illegal/unauthorized drugs, drug paraphernalia (including but not limited to pipes, bongs, bowls, etc) or misuse of any product to act as a drug is a violation of state and federal laws, and is contrary to Sacred Heart University policies.

Students found responsible for violating any part of this policy, are subject to University disciplinary action and/or arrest and prosecution by state and/or federal authorities.

For students with alcohol or drug addictions, the Counseling & Health service Offices serve as a resource to assist the student in receiving the appropriate assistance for recovery.

## Sexual Assault Awareness Programs and Policies

It is important that all members of the University community take precautions and act responsibly towards the goal of reducing vulnerability for crime. Should you become the victim of a crime, immediately call the Department of Public Safety at 371-7911 (Emergency line).

The great majority of sexual assaults reported to the Department of Public Safety are committed by acquaintances. Victims of sexual assault are urged to report the incident to the Department of Public Safety as soon as possible, regardless of where the crime took place, and whether or not the offender is known to the victim. Public Safety will work closely with the victim to ensure that the appropriate medical care and counseling is made available and will assist the victim in notifying the appropriate local law enforcement agency, if applicable.

Victims of sexual assault are not required to file formal charges, even if they report the incident to the Department of Public Safety. A Public Safety Officer will present the victim with a full range of options and services available, enabling the victim to choose the most appropriate course of action. Some of the options available to the student victim if sexual assault are on or off campus counseling, immediate relocation to a different residence facility if the offender lives in the same residential facility, and changes in the victim's academic class schedule if the victim wishes and if such a change is reasonable available.

Students accused of sexual assault are subject to disciplinary action in accordance with the provisions set forth in the Conduct Code and Judicial Systems section of the Student Handbook, whether or not formal criminal charges are filed by the victim. Both the accuser and the accused are entitled to the same opportunity to have witnesses present (no attorneys allowed) during University disciplinary proceedings, and both are informed of the outcome. A student found to have committed a sexual assault in violation of the Conduct Code and Judicial System section of the Student Handbook is subject to disciplinary action, up to and including suspension or expulsion from the University.

Victims are also advised of the importance of preserving any and all physical evidence that may be present for potential use for criminal proceedings (if desired), and not to use the bathroom or shower until after a hospital examination.

After reporting the incident to the Department of Public Safety, victims of sexual assault are strongly encouraged to report the crime to the local police. The Department of Public Safety and the University Counseling Center will provide assistance to victims who wish to report sex offenses.

On Campus assistance for sexual assault victims includes:

- Public Safety 371-7995, or Emergency 371-7911
- Counseling Center 371-7955
- Campus Ministry 371-7840
- Student Health Center 365-4711
- Office of Residential Life 416-3420

Off campus assistance is available at the Center for Women and Families Rape Crisis Center at:

- ◆ 888-999-5545 (TOLL FREE)
- ◆ 203-333-2233
- ◆ 888-568-VEDA (888-568-8332) En Español

You may also dial 211 for the names of other service agencies.

## F.B.I. Definitions of Reportable Crimes

The following definitions are those outlined in the Federal Bureau of Investigation national Incident-Based Reporting System (NIBRS), which colleges and universities are required to use in reporting crime statistics:

### Criminal Homicide

- **Murder and non-negligent manslaughter-** The willful (non-negligent) killing of one human being by another.
- **Negligent homicide-** The killing of another person through gross negligence.

### Forcible Sex Offenses

- **Forcible Rape-** The carnal knowledge of a person, forcibly and/or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- **Forcible Sodomy-** Oral or anal sexual 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 or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object-** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body or 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 or her youth or because of his or her temporary or permanent mental or physical incapacity.
- **Forcible Fondling-** 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 against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

### Non-forcible Sex Offenses

- **Incest-** Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape-** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## **Robbery**

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

## **Aggravated Assault**

- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

## **Burglary**

- The unlawful entry of a structure to commit a felony or 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 acts.
- Included are the sub-categories of Burglary- Forcible entry, Burglary- Unlawful entry- no force, and Burglary- Attempted forcible entry

## **Motor Vehicle Theft**

- The theft or attempted theft of a motor vehicle.

## **Arson**

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

## Hate Crimes

- Any of the aforementioned offenses, and any other crime involving bodily injury, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.
- The categories of bias are:
  - Race
  - Gender
  - Religion
  - Sexual Orientation
  - Ethnicity/national origin
  - Disability

## Other Offenses

- **Liquor law violations-** The violation state or local law or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession or use of intoxicating beverages, not including driving under the influence and drunkenness. Included in this classification are: the manufacture, sale, transporting, furnishing, possession, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing alcohol to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking a train or public conveyance; and attempts to commit any of the above.
- **Drug abuse violations-** Violations of laws prohibiting the possession, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics- manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Weapons law violations-** Violations of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification includes offenses which are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; use, manufacture, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to include any of the above.

## Geographical Categories and Definitions

### On Campus

- Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residential halls; and
- Any building or property that is within or reasonable contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### Non-Campus

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus.

### Public Property

- All public property including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

### Campus Security Authorities

- In addition to the Department of Public Safety, the United States Department of Education has defined those who must report crimes for the compilation of this annual report to be school officials "with significant responsibility for student and campus activities." This includes but is not limited to "student housing...and campus judicial proceedings." While job titles may vary from institution to institution, the rules indicate that a "dean of student, director of athletics, team coaches, and faculty advisors to students' groups" would be required to report.

### Referred for Campus Discipline

- The referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. This is the number of referrals, not the number found responsible.

## Criminal Offenses, Fairfield Campus

Type of Offense		On Campus	Residential Facility	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent homicide	2005	0	0	0	0
	2006	0	0	0	0
	2007	0	0	0	0
Negligent manslaughter	2005	0	0	0	0
	2006	0	0	0	0
	2007	0	0	0	0
<b>Sex Offenses</b>					
Forcible Sex Offenses	2005	1	1	0	0
	2006	1	2	1	0
	2007	1	1	0	0
Non-forcible Sex Offenses	2005	0	0	0	0
	2006	0	0	0	0
	2007	0	0	0	0
<b>Robbery</b>					
	2005	0	0	0	0
	2006	0	0	0	0
	2007	0	0	0	0
<b>Aggravated Assault</b>					
	2005	1	1	0	0
	2006	2	1	0	1
	2007	1	1	0	0
<b>Burglary</b>					
	2005	24	22	2	0
	2006	30	26	4	0
	2007	33	28	0	0
<b>Motor Vehicle Theft</b>					
	2005	3	5	2	0
	2006	1	0	0	0
	2007	1	0	1	0
<b>Arson</b>					
	2005	0	0	0	0
	2006	0	0	0	0
	2007	1	1	0	0
<b>Hate Crimes</b>					
	2005	0	0	0	0
	2006	0	0	0	0
	2007	0	0	0	0

# Arrests and Judicial Referrals, Fairfield Campus

Other Offenses		On Campus	Residential Facility	Non-Campus Building or Property	Public Property
<b>Arrests</b>					
Liquor Law Violations	2005	0	0	0	0
	2006	0	0	0	0
	2007	0	0	0	0
Drug Law Violations	2005	1	1	0	0
	2006	1	1	0	0
	2007	5	5	0	0
Illegal Weapon Violations	2005	0	0	0	0
	2006	0	0	0	0
	2007	0	0	0	0
<b>Judicial Referrals</b>					
Liquor Law Violations	2005	725	725	0	0
	2006	754	754	0	0
	2007	601	601	0	0
Drug Law Violations	2005	21	21	0	0
	2006	36	36	0	0
	2007	45	45	0	0
Illegal Weapon Violations	2005	0	0	0	0
	2006	0	0	0	0
	2007	1	1	0	0









## Important phone numbers and e-mail addresses

### Emergency 203-371-7911

#### Routine business/Non-emergency

203-371-7995

#### Fax

203-396-8372

#### Snow Phone

203-365-SNOW  
(7669)

#### Roncalli Hall Lobby Desk

203-416-3424

#### Director of Public Safety

Jack Fernandez  
203-371-7995  
fernandezj@sacredheart.edu

#### Coordinator

Kathryn Frederick  
203-371-7794  
faggellak@sacredheart.edu

#### Locksmith

Sal Siconolfi  
203-371-7995  
siconolfis@sacredheart.edu

#### Christian Witness Commons Public Safety Office

203-396-8835

#### Taft Commons Lobby Desk

203-337-6220

#### Pitt Center Desk

203-396-8100

#### Cambridge Drive Public Safety Office

203-416-3538

#### Public Safety Manager

Addie Dennis-Manson  
203-365-7646  
dennisa@sacredheart.edu

#### Administrative Officer/ Assistant to the Director

Scott M. Lupo  
203-396-8211  
lupos@sacredheart.edu

From on campus, dial only the last 4 digits of the number.

Website: <http://www.sacredheart.edu/publicsafety.cfm>