SACRED HEART UNIVERSITY
Department of Public Safety & Emergency Management

Annual Campus Crime & Fire Safety Report

The Jeanne Clery Disclosure Report

Mission Statement
“Vigilant, Prepared & Responsive”
Updated / Compliance Date: October 1, 2018
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Public Safety Command Staff

The Department of Public Safety is entrusted with fostering and maintaining a safe and secure environment for the University Community to pursue academic, professional and personal ambitions. Dedicated to supporting the University’s educational mission, we value experiential learning and emphasize conflict resolution in all our interactions with students. Committed to serving with professional excellence, we strive to be approachable, reliable and truly service-oriented in the performance of our duties. The department maintains strong, professional relationships with municipal police, fire and health personnel to ensure continuous collaboration on emergency planning efforts and familiarity with our campus in the event of an emergency.

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The information in this publication has been compiled and presented in compliance with the requirements of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime and Fire Safety Statistics Act.” The purpose of this report is to provide a valuable resource to the University community with regards to campus crimes and security policies. Additionally, the report complies with Federal Public Law 101-542, 110-315 and Connecticut General Statute 10a-55 to 10a-55c.

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, Sacred Heart was the first Catholic university in the United States to be led and staffed by lay people.
A Community of Learning

Sacred Heart University is first and foremost a community of learning that offers its students—undergraduates, graduates and adults learning part time—a wide range of interesting academic programs. The University offers undergraduate and graduate degree programs within six distinct colleges and two schools: College of Arts & Sciences; School of Communication, Media & the Arts; School of Computer Science and Engineering; College of Health Professions; College of Nursing; Isabelle Farrington College of Education; St. Vincent’s College and the AACSB-accredited Jack Welch College of Business.

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 anyone 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 also is supplemented with a strong commitment to 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 its mission and educational goals. This Affirmative Action Plan is a means for Sacred Heart University to implement its Equal Opportunity Policy.

Office of Campus Ministry

The mission of Campus Ministry at Sacred Heart University is to provide an environment which helps members of the Sacred Heart University family develop a richer relationship with God and neighbor through worship, service and the building of community. Anchored in the Catholic Intellectual Tradition, and in recognition of the God-given dignity of every person, we journey together in our common search for truth.

We encourage and assist all members of our community to understand God’s calling in their lives, to become knowledgeable of self and rooted in faith, so as to use their gifts and talents for humanity’s betterment. The Campus Ministry Office is located at HC 109 in the Main Academic Building. Please call 203-371-7840 for additional information.

Campus Policing and Security Policies

Public Safety Authority and Interagency Relationships

The SHU Department of Public Safety is a non-sworn, proprietary organization acting as the designated campus entity to handle all security and public safety functions under the direction of senior university officials. Although public safety officers do not have law enforcement authority to make arrests, the Department of Public Safety enjoys a cooperative working relationship with the local police, fire and medical first-responder agencies. Upon request, the
Department of Public Safety will assist people with reporting criminal complaints to the local police for investigation. In addition to our main campus in Fairfield, Sacred Heart University owns and/or leases property in other cities and towns, including Bridgeport, Fairfield, Trumbull, Milford, Griswold, and Stamford Connecticut.

Public safety officers, as University officials on private property, possess the authority to question, seek photo identification from and detain or deny access to any unauthorized person on campus and at off-site, University-leased facilities. Sacred Heart’s Department of Public Safety uses card-access systems and video surveillance to monitor campus buildings and property.

The Department of Public Safety is in the lower level of the WSHU Broadcast Center and can be reached at 203-371-7995; or for emergencies at 203-371-7911. (On campus, dial the last 4 digits – 7995, or 7911 for emergencies). We encourage students, faculty and staff to program our numbers in their cell phones and report all crimes properly to Public Safety or municipal police departments. The department is open 24 hours a day, 365 days a year. Officers are on duty at all times.

The Public Safety Dispatch Center is staffed by either a dispatcher or an officer who answers calls for service, assigns officers to incidents or calls for service and monitors security cameras, fire and other alarms systems. Officers patrol the campus and nearby University properties on foot, in vehicles, and on bicycles.

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 as needed.

The Department is responsible for access-key control and issuance, including residential access. It employs a locksmith as part of its team to handle access control and key issues.

All Public Safety Officers are trained and certified in FEMA emergency procedures, including the National Incident Management System (NIMS) and Incident Command System (ICS), as are all our municipal emergency services partners for police, fire and health services. New officers attend a public/campus Safety academy for in-depth training, which covers the procedural and operational aspects of their job.

The Department of Public Safety reports to the Senior vice-president for Administration and Planning, who in turn reports to the University president.

The Campus Security Act of 1990, also known as the Clery Act, requires universities to:

- Publish an annual report every year by October 1 that contains three 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 and other University officials who have “significant responsibility for student and campus activities.”
Sacred Heart University

- Provide timely warning notices of crimes or incidents that have occurred and pose an ongoing 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.”

Annual Crime Report

34 CFR 668.41 (e) and 34 CFR 668.41 (c) (2) and CGS 10a-55a (c);(7)(b)

The SHU Department of Public Safety is responsible for compiling the information contained within and distributing this report. The report is distributed to the university community by email announcement prior to October 1st annually. Copies of the Annual Campus Crime and Fire Safety Report are available from the University website, or a written copy can be obtained at the Public Safety Dispatch Office. The daily crime log is maintained and available for review at the Public Safety Dispatch Office upon request.

The department works with the various University departments under the dean of students and outside municipal law enforcement agencies to compile this information. Copies of the report are available for prospective students at the beginning of each academic year and University employees from the Public Safety Dispatch Office. An email notification is sent to all employees informing them of the report’s availability. Public Safety submits all crime and fire statistics to the U.S. Department of Education annually.

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 number one goal of the Department of Public Safety is critical incident management with the University’s emergency services partners (police, fire, EMS and health) under the all-hazard concept of emergency preparedness. All members of the department are trained in FEMA standards National Incident Management System (NIMS) and Incident Command Systems (ICS), which are used by all federal, state and municipal emergency first responders.

Reporting Criminal Incidents and Other Emergencies

34 CFR 668.46 (b) (2)

The Department of Public Safety provides a comprehensive program of security, emergency management, 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 local police, fire and medical first responder 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 Department of Public Safety. 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.

Student Responsibility

The cooperation, involvement and support of all students in taking an active role in crime prevention are crucial. 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, using the campus personal safety escort service and reporting any suspicious activity immediately to the Department of Public Safety.

All students, employees and visitors should report criminal activities to the Department of Public Safety by calling 203-371-7911. Individuals may also report incidents in person to the Public Safety Office in the lower level of the WSHU Broadcast Center. Emergency blue light call boxes have been installed throughout campus and can be used to contact the department for emergencies or requests for service. Pressing the red button on the call boxes will allow users to communicate directly with the dispatcher and all officers. The call box will first announce the location of the call before the initial transmission.

Crime Reporting

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

1. Annual Report: This Safety and Security Annual Report contains comprehensive information on crime reporting and safety on campus, as well as crime statistics. On or before October 1 of each year, a global e-mail is sent notifying all students and employees that the Annual Report is available online. The email notice also advises that a written copy of the report is available upon request at the Department of Public Safety Dispatch Center on the lower level of the WSHU Broadcast Center. Sacred Heart has a voluntary system under the Silent Witness Program and through the Wellness Center for people to report criminal activities that, after investigation and/or analysis, will be included in the annual crime statistics.

2. 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 email system to students, faculty and staff. Alerts will also be posted in campus buildings and residential halls as may be desirable.

3. Campus-Wide Electronic Mail: Email is used to inform community members community of Public Safety Alerts or other issues or concerns.
4. **Residential Life**: The Department of Public Safety regularly communicates with members of the Residential Life staff, who are in communication with all resident students.

5. **Public Log**: The Department of Public Safety maintains a chronological record of reported Clery crimes and criminal incidents at the Dispatch Center, and it is available for viewing at any time.

**Access to Campus Facilities**

34 CFR 668.46 (b) (3)

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. (Classes commence at 8 a.m. and conclude at 10:10 p.m. weekdays. Event publications will list hours and location for special activities.)

**Student Residential Facilities**

34 CFR 668.46 (b) (3) and CGS 10a-55c (7)

Sacred Heart University houses approximately 2,900 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. (Refer to the Student Handbook for specific times and administrative procedures, or ask your Resident Hall Director for updated information.) The Student Handbook defines the policies concerning visitors’ identification and admission. Under the Dean of Students, Residential Life employees conduct training with students concerning housing security and enforcement procedures. The Student Handbook is available at [http://www.sacredheart.edu/campuslife/lifeonoffcampus/studenthandbook/](http://www.sacredheart.edu/campuslife/lifeonoffcampus/studenthandbook/)

Sacred Heart’s public safety officers or contact security officers conduct regular periodic safety and security checks of all residence halls. Residential Life representatives are additionally on duty to assist students at all residence halls.

Guests and visitors in residence halls must be sponsored prior to entry and accompanied by that sponsor whenever in the residence 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. Residence halls are equipped with intrusion alarms on the exterior doors. When any of these fire doors are used, a local alarm will sound until a public safety officer resets it. The assistance of all students in not propping secure doors or letting strangers into the residential facilities is very important.

A Resident Hall Director and student Resident Success Assistants live in each residential facility and are available to assist to students. Sacred Heart University does not have any off-campus student organizations recognized by the University.

**Emergency Medical Services**

All public safety officers are certified in CPR, first aid, ICS 100 and 700, and fire safety procedures. Several officers are certified Emergency Medical Technicians (EMTs) and Emergency
Medical Responders (EMRs). Some officers are also state-certified firefighters. Each patrol vehicle has a fully stocked first-aid bag and oxygen kit. Four automatic external defibrillators (AEDs) can be issued to officers on duty and are kept in patrol vehicles for use on campus. In addition, there are AEDs at:

- Department of Public Safety building lobby
- Center for Health Care Education building
- William Pitt Center
- West Campus (eight within the buildings and one in a security patrol vehicle)

The Athletic Training Department also has several AEDs at the William Pitt Center for use there. They are maintained by the Athletic Training Department.

Health Services maintains one AED in the Health & Wellness building.

**Title IX Policy on Sexual Misconduct**

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 203-371-7911 for assistance.

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 Title IX Coordinator and the Department of Public Safety as soon as possible, regardless of where the crime took place and whether or not you know the offender. The Title IX Coordinator will work closely with victims to ensure the appropriate emergency, medical care, counseling, support services and housing or academic accommodations are made available and will assist victims in notifying the Department of Public Safety and/or the appropriate local law enforcement agency, if applicable.

Sexual assault victims are not required to file formal charges, even if they report the incident to the Department of Public Safety. The Title IX Coordinator will present victims with a full range of options and services available, enabling victims to choose the most appropriate course of action. Some options available to student victims if sexually assaulted on or off campus are: immediate medical attention, counseling, police referral for investigation, 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 reasonably available. 

*(See Student Handbook pages 87 -110 for details)*

http://www.sacredheart.edu/campuslife/lifeonoffcampus/studenthandbook/

Students accused of sexual assault are subject to disciplinary action in accordance with the provisions set forth in the Sexual Misconduct Policy, found under the policy section of the Student Handbook, whether or not the victim files formal criminal charges. Both the victim and the accused student are entitled to be interviewed by the investigator, present a list of witnesses during the investigator’s proceedings, and be informed of the final outcome. A student found to have committed sexual misconduct 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 Title IX
Coordinator, victims of sexual assault are strongly encouraged to report the crime to the local police. The Title IX Coordinator and the University Counseling Center will assist victims in reporting sexual misconduct.

On-campus assistance for sexual assault victims includes:
- Title IX Coordinator: 203-396-8386 (Leonora P. Campbell)
- Public Safety: 203-371-7995 (routine) or 203-371-7911 (emergency)
- Counseling Center: 203-371-7955 (Reporting is Confidential)
- Campus Ministry: 203-371-7840 (Reporting is Confidential)
- Student Health Center: 203-371-7838 (Reporting is Confidential)
- Campus Advocate: 203-258-3702
- Dean of Students Office: 203-371-7916
- Office of Global Affairs: 203-365-7518

Off campus assistance is available at:
- The Center for Family Justice: 203-334-6154
- Sexual Assault 24Hr Hotline: 203-333-2233
- Domestic Violence 24Hr Hotline: 203-384-9559
- Women & Families Center, Sexual Assault Crisis Services in CT 24Hr Hotline: 1-888-999-5545
- V.E.D.A.S. (Española): 1-888-568-8332
- CT Domestic Violence Hotline 1-888-774-2900
- CT Office of the Victim Advocate 860-550-6632
- The National Sexual Assault 24 Hour Hotline 1-800-656-HOPE (4673)
- National Domestic Violence Hotline 1-800-799-SAFE (7233)
- St. Vincent’s Medical Center 203-576-6000
- Bridgeport Hospital 203-384-3000
- Fairfield Police 203-254-4800
- Bridgeport Police 203-576-7671
- Trumbull Police 203-261-3665

**University wide – Educational Programming and Training**

To reduce the risk of sexual misconduct, as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the University uses a range of campaigns, strategies and initiatives to provide awareness, educational, risk-reduction and prevention programming. It is the University’s policy to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout incoming students’ first semester.

These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including bystander intervention and the interactions of sexual assault and substance use), and discussion of institutional policies on sexual misconduct, as well as Connecticut’s definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is
encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk-reduction that strives to empower victims, teach how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. The following programs/training are planned and presented by the Title IX Coordinator and The Center for Family Justice in conjunction with a number of offices and organizations at Sacred Heart University:

- Culture of Respect (CofR) Team
- Campus Resource Team (CRT)
- Resident Success Assistant and Residence Hall Directors – staff training and development
- Sexual Misconduct Policy, introduction, training and awareness.
- SWEET Peer Educators – programs on awareness
- Take Back the Night events
- Bystander intervention training
- It’s on US national campaign
- Not Anymore online course for all students
- Sexual misconduct prevention training classes for all faculty, staff and students who work with minors under 17 years of age
- Faculty and staff training and educational information
- Residence Life – Residence hall and classroom presentations
- Counseling Department training
- Greek Life presentations
- Athletic team presentations and awareness programs
- Domestic Violence Awareness Month – table information
- Sexual Assault Awareness Month – table information
- Delta Tau Delta White Ribbon Campaign
- Walk a Mile in Her Shoes – Center for Family Justice
- Support groups through the Counseling Center
- Various legal issues panels through our Colloquia Series of programs

The University has received a $300,000 grant from the Department of Justice and the Office of Violence Against Women. The initial year of strategic planning is commencing, and years two and three will encompass a significant increase in prevention, education, training and awareness programs and events for the campus community. The programs will focus specifically on the sexual assault, domestic and dating violence and stalking.

In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence does occur, Sacred Heart University takes these matters very seriously. The University employs interim protection measures such as no-contact orders in any case where a student’s behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, s/he is subject to action in accordance with the Title IX Sexual Misconduct Policy in the student handbook.
A student wishing to officially report such an incident may do so by contacting the Title IX Coordinator, Leonora P. Campbell, at campbell@sacredheart.edu or 203-396-8386.

Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately.

Violence Against Women Act

The Violence Against Women Act (VAWA) is a federal law enacted in 1994 to improve criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking. The reauthorization of VAWA (2000, 2005 and 2013), along with the Campus Safe Act and the Jeanne Clery Act, have combined to improve the safety of college campuses and enhance the outlook for victims of any crime.

Sacred Heart University is committed to maintaining a safe and secure work and academic environment, free of any form of sexual misconduct, including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women Act shall constitute grounds for disciplinary action, up to and including dismissal from the University.

Sacred Heart University — Title IX Policy on Sexual Misconduct

Introduction

Sacred Heart University is firmly committed to maintaining a learning, living and working environment for University community members, guests and visitors, free from all forms of gender-based discrimination and sexual misconduct (hereinafter referred to as “misconduct”), including acts of sexual violence, sexual harassment, domestic violence, intimate partner violence and stalking. The policy describes the University’s response toward sexual violence. All campus community members are expected to conduct themselves in a manner that does not infringe upon the rights of others. The policy provides guidance for those who have been involved in an incident of sexual misconduct, outlines the University’s disciplinary response to alleged incidents of misconduct, and identifies the appropriate administrators within the University responsible for managing the policy and programs associated with it. This policy applies to all Sacred Heart University community members, which include students, employees, visitors and other parties.

The Title IX Policy also applies to all University programs and activities, and all complaints will be processed to determine whether the reported incident occurred within an educational program or an on-campus or off-campus activity, or results in continuing effects on campus. Thus, all complaints are processed regardless of the reported incident location, and it is understood that this policy applies to both on-campus and off-campus conduct. Sacred Heart University’s policy aims to comply with relevant state and federal statutes and applies to faculty, staff and students.
Notice of Title IX Coordinator

The University’s Title IX Coordinator is responsible for working with SHU constituents to ensure that the University is compliant with all requirements under Title IX of the Federal Education Amendments of 1972 and other laws prohibiting discrimination and all aspects of the sex/gender-based harassment, gender-based discrimination and sexual misconduct to assure equitable education and work environments. The coordinator reports to the Vice President of Human Resources and indirectly to the University President. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report may do so by contacting the Title IX Coordinator:

Leonora P. Campbell
Title IX Coordinator
Office of Human Resources
Melady Hall 229
203-396-8386
campbelll@sacredheart.edu

Complainants and/or third parties can make anonymous reports alleging any form of sexual misconduct or gender-based discrimination. Information provided anonymously will be used in compliance of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and CT Public Act 11-14 for data collection. Under federal law, the University is required to investigate all incidents of sexual harassment and discrimination, including sexual assaults, about which the University knows or has reason to know, to protect the University community’s health and safety. The University may undertake an investigation even in those cases in which the complainant chooses not to cooperate.

1. Reporting Form:  
   https://publicdocs.maxient.com/reportingform.php?SacredHeartUniv&layout_id=1

2. Public Safety — Silent Witness (anonymous tips):  https://silentwitness.sacredheart.edu/

Individuals experiencing harassment or discrimination always have the right to file a formal grievance with government authorities: the U.S. Department of Education, Office of Civil Rights is the federal agency charged with enforcing institutional compliance with Title IX regulations. Anyone may contact the office directly for more information regarding Title IX or to issue a complaint.

Office of Civil Rights
400 Maryland Avenue, SW
Washington DC 20202-1100

Facsimile: 202-453-6012
Customer Service Hotline: 800-421-3481
Toll-Free Hotline: 877-521-2172
Email: OCR@ed.gov
Website: http://www.ed.gov/ocr
If an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the University’s Vice President of Human Resources:

**Name:** Robert Hardy  
**Title:** Vice President of Human Resources  
**Department:** Human Resources  
**Office:** Melady Hall, Room 227  
**Phone:** 203—396-8390  
**Email:** hardyr@sacredheart.edu

### Reporting and Responsible Employees

Title IX of the Education Amendments of 1972 defines “**Responsible Employees**” as those employees who:

- have the authority to redress harassment;
- have the duty to report sexual harassment or any other misconduct by students or employees to appropriate school officials; or
- a student could reasonably believe has this authority or responsibility

At Sacred Heart University, all employees (faculty, staff and administrators), including student Resident Success Assistants and graduate assistants, are “responsible employees.” As such, they are required by Title IX and University policy to report any information they have concerning possible sexual harassment or sexual misconduct (which are defined in this policy). This means information about sexual harassment or misconduct shared with any of the above-mentioned community members is not confidential. Those who wish to discuss a matter in complete confidence can speak with the University Chaplain and clergy members, or the licensed professionals in SHU’s Counseling, Wellness and Health services.

Responsible employees are often the first to witness or hear from a student or employee about behavior that may constitute sexual harassment or misconduct. According to Title IX, when a responsible employee has such information, the University is deemed to possess that knowledge and is obligated to take actions intended to stop the behavior, prevent its recurrence, and remedy its effects. By reporting the information to the appropriate University official — the Title IX Coordinator — the responsible employee enables the University to fulfill its legal obligation to assess the information and determine what action is necessary. In this way, responsible employees contribute to a learning environment in which sexual harassment and sexual misconduct are discouraged and promptly addressed.

### Culture of Respect (CofR) Team

To contact the CofR Team regarding getting involved and educational opportunities, please call 203-396-8386.

In an ongoing effort to provide a safe and supportive learning environment, the University has created a Culture of Respect Team. This team comprises a network of stakeholders throughout the University and surrounding communities that conducts ongoing prevention and educational campaigns on issues related to sexual misconduct, as well as ensure an appropriate and coordinated response to complainants of sexual assault, intimate partner violence or stalking. The group meets bi-weekly throughout each semester to plan and organize educational events and initiatives.

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Sacred Heart University
programs and events. The team is divided into six sub-teams that involve the following areas: Marketing & Communications, Policy Development and Review, Research and Assessment, Prevention, Education & Training, Survivor Advocacy and Academic & Community Leadership and Engagement. Members of the SHU community include representatives from the following campus and local resources: Athletics, Center for Family Justice, Counseling and Health services, Dean of Students Office, Public Safety, Office of Residential Life, Student Conduct and Community Standards office, faculty, S.W.E.E.T. Peer Educators, student representatives from Athletics, Student Government, Residential Life and Greek Life, and the community at large.

Campus Resource Team (CRT)

To learn more about the Campus Resource Team, please call 203-396-8386.

In an ongoing effort to enhance the University’s response to sexual violence and harassment, the University President has appointed a Campus Resource Team ("CRT") that will be part of the Culture of Respect Team. The Campus Resource Team comprises critical campus officials and local resources involved in responding to sexual misconduct. It is charged with reviewing campus policies and recommending protocols for providing support and services to community members who report incidents of sexual misconduct. The group meets at least once per semester to review, assess and update the University’s Sexual Misconduct protocols and policies. Members include representatives from the following campus and local resources: Dean of Students Office, Department of Public Safety, Office of Residential Life, Counseling and Wellness Services, faculty, the Center for Family Justice and student representatives.

Policy Statement

Sacred Heart University is committed to an environment that promotes a spirit of responsibility, dignity, and respect. All students and employees are entitled to pursue their work and education free of misconduct or sexual violence in any form. When sexual misconduct or sexual violence occurs at Sacred Heart University, the University’s standards, as well as Connecticut’s criminal laws, are violated. Sexual misconduct is a broad term encompassing many behaviors of a sexual nature that violate Sacred Heart University’s Code of Conduct or University policies. Sexual misconduct includes sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating violence, intimate partner violence, domestic violence, stalking and intimidation.

Sexual misconduct committed by students, whether on or off campus, is prohibited and will not be tolerated. This applies to conduct during academic, educational, co-curricular, athletic, study abroad, residential and off-campus activities and other University programs. Sacred Heart University encourages individuals who have been involved in an incident of sexual misconduct to make a complaint to the University and potentially pursue criminal charges against the person or persons they believe to have committed misconduct.

Students, faculty and staff members should understand that consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University does not condone sexual relationships between staff or faculty members and students, and between supervisors and their employees.
Members of the University community are encouraged to contribute to the prevention of, intervention in and effective response to any sexual misconduct. All community members may play a role in building a safe and just educational environment.

**Policy Jurisdiction**

Sacred Heart will adjudicate instances of misconduct that occur on and off campus, and/or in any situation that is detrimental to the educational mission or interest of the University and its constituents. This policy and the process apply to the conduct of individual students, both undergraduate and graduate, including all University-affiliated student organizations. For the purposes of this policy, Sacred Heart considers an individual to be a student when an offer of admission has been extended and thereafter, as long as the student has a continuing educational interest in the University. Any violation of this policy that occurs between the time of acceptance and enrollment at the University may be subject to review by the Title IX Coordinator or his/her designee. Students are advised to seek the advice of the Title IX Coordinator if they are unsure whether the University has jurisdiction over an incident of misconduct. Students are advised that a delay in reporting could have a negative impact on the University’s ability to respond.

**Definitions**

For purposes of this policy, definitions for the following terms are provided below. Please note that some of these terms may also be used in other contexts.

**Consent** is an understandable exchange of positive and affirmative words or actions that indicate a willingness to participate and engage in mutually agreed-upon, specific sexual activity throughout a sexual encounter.

a) Consent must be informed, freely and actively given.

b) The initiator has the responsibility to obtain clear and affirmative responses at each stage of sexual involvement.

c) Silence, lack of protest, or an absence of resistance does not imply consent.

d) Past consent to sexual activity does not imply present, continued, ongoing or future consent.

e) Consent to one sexual activity does not imply consent to all. Consent must be obtained at each stage of sexual involvement.

f) Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

g) Consent to sexual activity may be withdrawn at any time by communicating the lack of consent to the other person. Once withdrawal of consent is communicated, all sexual activity must cease. In other words, a simple “no” or its verbal or nonverbal equivalent means withdrawal of consent.

h) Consent cannot be obtained by physical force, threats, intimidation or coercion. Agreement under such circumstances does not constitute consent.

i) To give effective consent, one must be of legal age. In Connecticut, an individual must be at least 16 years old to provide effective consent. Furthermore, state law restricts the sexual involvement of an individual under the age of 18 with an individual that is 20 years of age.
or older and stands in a position of power, authority, or supervision over such other person by virtue of the individual’s professional, legal, occupational or volunteer status and such other person’s participation in a program or activity. (For further information on sexual consent under Connecticut law, see Connecticut General Statutes Section 53a-71.)

j) Sexual activity with someone who one should know to be — or, based on the circumstances, reasonably should know to be — mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

• Incapacitation is a state in which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
• Intoxication is defined as the point at which the quantity of alcohol a person consumes exceeds the individual’s tolerance for alcohol and impairs behavioral or physical abilities.
• This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the administration of rape drugs. Possession, use and/or distribution of any such substances, including Rohypnol, Ketamine, GHB, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at [http://www.911rape.org](http://www.911rape.org).

k) When a person is subjected to either mental or physical coercion — be it subtle or overt — there is no effective consent. To coerce means to compel or force one to act based on pressure, harassment, threats, or intimidation.

Guidance regarding Sexual Consent: Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon factors (such as but not limited to: clothing, alcohol consumption, or inappropriate bodily gestures) are unwarranted and should not be considered as evidence for consent.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but it serves as the basis for positive sexual experiences shaped by mutual respect and willingness.

**Complainant** — an individual who reportedly experienced misconduct; in certain cases, the University may serve as the complainant regardless of whether the initial complainant participates in the University’s review of that report and subsequent procedures.

**Force** — the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (ATIXA Model Policy).

**Hostile Environment** — created when sexual harassment is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the University’s educational, social and/or residential programs or employment.

**Incapacitation** — lacking the physical and/or mental ability to make informed and rational decisions or judgments. This term includes, but is not limited to, people who are intoxicated,
passed out, or asleep. Use of alcohol or drugs shall not diminish one’s responsibility to obtain consent and does not excuse conduct that constitutes sexual misconduct under this policy. An example would be someone who cannot make rational, reasonable decisions because (s)he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.

**Intimidation** — a course of conduct directed at a person that would cause a reasonable person to fear injury or harm through the use of threats (direct or implied).

**Intimate Partner/Dating Relationship Violence** — the use of physical or sexual violence, coercion, threats, intimidation, isolation, stalking, harm or other forms of emotional, sexual or economic abuse to control a current or former partner or spouse in an intimate and/or dating relationship. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short- or long-term relationships (current or former) between people intended to provide some emotional/romantic and/or physical intimacy. Intimate partner violence is a term commonly exchanged with the terms dating violence, domestic violence and/or relationship abuse; as such, this policy applies to each of these terms.

**Investigator** — appropriately trained individual who reviews and investigates reports of misconduct under this policy.

**Retaliation** — any action that is perceived as intimidation, hostility, harassment, retribution, or violence that occurs in connection to the making and investigation of the report. Both Title IX and Sacred Heart University prohibit retaliation against any person for using this reporting system or for participating in investigations or subsequent proceedings. The University will take steps to prevent retaliation and take strong responsive action if it occurs. Complainants or respondents should report any subsequent problems of harassment or retaliation. The Title IX Coordinator or a designee will follow up with complainants periodically to determine whether any retaliation or new incidents of harassment have occurred, and handle such reports accordingly.

**Reporter** — an individual who reports to the University a concern regarding a possible misconduct. The reporter need not be a complainant. Without a statement from the actual complainant, an investigation may be limited in its scope.

**Respondent** — an individual who is reported to have allegedly engaged in some form of misconduct and/or has been charged with a violation of this policy.

**Sexual Assault** — any type of sexual contact or behavior that occurs without explicit consent. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse; unwanted or unwelcome touching of a sexual nature, including hugging, kissing, fondling, oral sex, anal or vaginal intercourse; or other physical, sexual activity that occurs without valid consent.

- **Non-Consensual Sexual Contact** is any intentional sexual touching, however slight, with any object, by any person(s) upon any other person(s) that is without consent and/or by
force. Sexual contact includes intentional contact with the breasts, buttocks, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

- **Non-Consensual Sexual Intercourse** is any sexual intercourse, however slight, with any object, by any person(s) upon any other person(s) that is without consent and/or by force. Non-consensual sexual intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact. (For further information on sexual assault crimes under Connecticut law, see Connecticut General Statues, Sections 53a-65 through 53a-73a.)

**Sexual Harassment** — encompasses a wide range of conduct from sexual exploitation to harassment and is a violation of the University's code of conduct. Sexual harassment can be physical or verbal in nature and may include psychological harassment.

- **Sexual Exploitation** is taking non-consensual, unjust, or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but is not limited to, prostituting another person; engaging in permitting, reproducing or facilitating nonconsensual viewing, videotaping, photographing or audio taping of sexual or intimate activity (such as dressing, showering, toileting, or similar activity); and knowingly infecting another person with a sexually transmitted infection.

- **Sexual Harassment** is unwelcome sexual advances, requests for sexual favors and other sex-based and/or gender-based verbal, nonverbal, written and/or physical conduct of a sexual nature when:
  a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a University-related activity or University program;
  b) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, living environment, employment or participation in an activity at the University; or
  c) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, offensive or abusive environment for that individual's education, living environment, employment, or participation in an activity at the University.

- **Quid Pro Quo Harassment** – harassment by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.
Some examples of sexual harassment include, but are not limited to:

- Promising, directly or indirectly, a person a reward for complying with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against a person for refusing to comply with a sexually oriented request.
- Denying, directly or indirectly, a person an employment- or education-related opportunity, if the person refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another person.
- Displaying pornographic or sexually oriented materials in areas that may be deemed public, such as shared office space, common residential living space, classrooms, outward facing windows, etc.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward a person and persisting despite the person’s rejection of the advances.
- Suggestive or lewd remarks.
- Staring or leering at parts of a person’s body.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.
- Sexual harassment can occur to any person regardless of someone’s gender identity, gender expression or biological sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.
- An aggregation of a series of incidents can constitute sexual harassment, even if one of the incidents, considered separately, would not rise to the level of harassment.
- Sexual harassment may occur in a single episode as well as in repetitive behavior.
- Acts of sexual harassment can be perpetrated by one person or by a group of individuals.

**Sexual Misconduct** — unwanted or unwelcome conduct of a sexual nature that takes place without valid consent, including sexual misconduct and sexual harassment. Sexual misconduct may occur between people regardless of their sex and/or gender identity. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a complainant’s or reporter’s allegations under this policy.

**Support Person** — an individual chosen by a complainant, respondent or reporter to provide support during the review of a report and/or during the hearing process of possible sexual misconduct. The person(s) chosen may not already be directly involved in the investigative process (for example, a witness, or reporter) and may not speak on behalf of the person they are supporting, but instead may be present only to assist or advise the individual in a non-advocacy role.

**Stalking** — willful and repeated course of conduct that is unwelcomed and directed at a specific person that would cause a reasonable person to fear for her or his physical safety, for the safety
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of a third person, or to feel extreme emotional distress, bodily injury or death due to repetitive contact or the perception of such conduct. Stalking behaviors include, but are not limited to: non-consensual communication by any means; collecting information by any means; use of surveillance in person or via electronic means (telephone, mail, email, text, social networking or any other like method); collecting information about a person’s routine, friends, family or coworkers; and uninvited visits to a residence, workplace, classroom, worship location or other locations where an individual is commonly found.

- “Course of conduct” means two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person’s property.
- “Emotional distress” means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
- “Reasonable person” is defined as an individual’s perspective of the reporting party’s circumstances within a given context.

Reporting Procedures for Complaints of Sexual Misconduct

People wishing to report incidents of sexual misconduct (sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, gender-based discrimination, dating violence, intimate partner violence, domestic violence, stalking and intimidation) may choose any/all of the options below:

1) Speak with a confidential resource on or off-campus for support, advocacy and counseling services.
2) Disclose to a “responsible employee” or the Title IX Coordinator directly for support services, informal remedies and other accommodations.
3) Initiate a formal institutional complaint through the process described in this policy.
4) Notify local law enforcement and receive assistance from campus authorities in making such notification, if desired. This may include obtaining a protective order, applying for a temporary restraining order or seeking enforcement of an existing protective or restraining order.

Sacred Heart University’s complaint procedure provides for a prompt, adequate, reliable and impartial investigation of all claims of sexual misconduct. The University encourages all those who have experienced any form of sexual misconduct to report the incident promptly, to seek out all available campus and community resources, and pursue University conduct action, and/or legal proceedings against the offender. Electing not to report an incident to law enforcement will not impact the University’s investigation or grievance process under Title IX. The University reserves the right to initiate an investigation on its own if it perceives an imminent and/or ongoing threat to the University community. Likewise, if a criminal complaint is filed, the law enforcement investigation or report does not determine whether the incident of sexual misconduct violates the University policy and/or the rights of students and employees provided under the Title IX Education Amendment of 1972.
How to file a report or complaint
The University encourages the reporting of any sexual misconduct to the following offices:

**Title IX Coordinator, Leonora Campbell**
Melady Hall 229  
(203)-396-8386  
campbelll@sacredheart.edu

**Department of Public Safety**
Lower Level, WSHU Broadcast Center  
203-371-7995

**Dean of Students Office** Second Floor Hawley Lounge Main Academic Building  
203-371-7916

**Counseling Services**  
Hamilton Wellness Center  
Second Floor 4980 Park Avenue  
203-371-7955

**Health Services**  
Hamilton Wellness Center  
First Floor 4980 Park Avenue  
203-371-7955

**Bridgeport Police Department**  
300 Congress Street, Bridgeport, CT 06604  
203-576-7671

**Fairfield Police Department**  
100 Reef Road, Fairfield, CT 06824  
203-254-4800

**Trumbull Police Department**  
158 Edison Road, Trumbull, CT 06611  
203-261-3665

**Stamford Police Department**  
805 Bedford Street, Stamford, CT 06901  
203-977-4444

**Griswold Campus**  
CT State Police  
860-848-6500 or 860-376-2583

The University’s primary concern is student, staff, and employee safety. Other lesser violations of the Sacred Heart University Student Code of Conduct, such as alcohol or drug violations that
are disclosed during the investigation, likely will be referred for educational follow-up rather than any disciplinary action.

**False Reports**

An allegation or a report that is intentionally false and/or malicious may be a violation of the Sacred Heart University Student Conduct Code and will be investigated and adjudicated accordingly. The University will not tolerate intentional false reporting of incidents. To make an intentionally false report of any policy violation also may violate state criminal statutes and civil defamation laws.

**Privacy & Confidentiality**

Sacred Heart University will preserve student confidentiality to the extent possible and allowed by law. The degree to which confidentiality can be protected, however, depends upon whether the individual is legally protected to withhold this information. The person being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles at Sacred Heart University, including University Chaplain and minister, counseling, and wellness and health services staff.

All reports and allegations of sexual misconduct will be investigated and may be resolved through the procedures outlined in this policy, and will be conducted with regard for the privacy of all those involved. Information acquired during Title IX and Sexual Misconduct procedures will be shared only with University investigators, identified witnesses, and other relevant parties. Only those individuals who need to be informed of the report will have access to the information acquired in any related investigation or subsequent proceedings. The reporting party and responding party are not restricted from discussing or sharing information related to the complaint with others if it may support them or assist them in presenting their case. However, the University encourages all parties involved to consider the privacy of other participating parties prior to divulging complaint-related information.

Sacred Heart University maintains privacy and confidentiality in relation to any accommodations or protective measures afforded to a complainant or respondent, to the extent it does not impair the institution’s ability to provide the accommodations or protective measures. While the Title IX Coordinator, or designee, will review all requests for confidentiality or a request to not investigate, the Title IX Coordinator, or designee, will take appropriate steps to respond to the matter consistent with Title IX regulations and concerns for the greater University community.

**Federal Timely Warning Reporting Obligations**

Public disclosure of pertinent information, through a timely warning notification, also may be made if University administrators, the Title IX Coordinator, or designee, determines the disclosure is necessary to protect the safety of the larger campus community. As required by state and federal law, the University collects and reports annually statistical information concerning sexual misconduct incidents occurring in its jurisdiction. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release
the names of complainants or information that could easily lead to a complainant’s identification

Sacred Heart University Process for an investigation

Sacred Heart University encourages students who have been involved in a sexual misconduct incident to file an official report. Students are also advised to seek medical attention as soon as possible and within 72 hours of a sexual misconduct incident. Title IX of the Education Amendments of 1972 obligates the University to investigate allegations of sexual misconduct. An investigation team will convene upon receipt of information that alleges a violation has taken place and will begin a preliminary investigation with the reporting party’s consent. Anyone reporting incidents of sexual misconduct has the opportunity to seek informal remedies, pursue a formal investigation and/or pursue a formal hearing. Specifics of each option are outlined as follows:

Preliminary Response

Upon receipt of knowledge or a report, the reporting party will have an opportunity to meet with the Title IX Coordinator to discuss the matter and learn about what the Title IX office can offer in support, guidance, and understanding the process. In every report of sexual misconduct, the University’s Title IX Coordinator, or designee, will proceed to make a reasonable and immediate assessment of the risk of harm to individuals and the larger campus community, and will take the necessary steps to address identified risks. The Title IX Coordinator, in coordination with the Dean of Students, will initiate an immediate response to separate the complainant and respondent from engaging each other and may include interim and informal interventions and accommodations, not limited to no-contact order(s), housing/academic relocation, residence hall suspension, and University suspension.

The preliminary response also may result in a formal investigation depending on various factors, which may include the reporting party’s decision to pursue a formal institutional complaint, the assessed risk of not proceeding further, and the nature of the allegation.

If a reporting party requests that identity remains confidential, to postpone, or to decline an investigation, the University will consider this request in light of the assessed risk to the individual and the larger campus community. However, confidentiality cannot be guaranteed if the University determines a formal investigation is needed for it to respond effectively to the reported misconduct and prevent further sexual misconduct from harming other community members. If the reporting party does not consent to an investigation, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request, unless the University determines a formal investigation is, in fact, necessary. The University reserves the right to investigate allegations of sexual misconduct absent of a formal grievance, or after its subsequent withdrawal.

The University seeks to respect the request(s) of the reporting party and, in circumstances when it cannot do so; the University will consult with and keep the reporting party informed of the chosen course of action.
**Interim and Informal Interventions and Accommodations**

During the preliminary investigation, when students have been involved in an alleged incident, the reporting party and respondent will be informed of any reasonable interim and informal interventions and accommodations that are available, including but not limited to:

- Referral to counseling and health services
- Change of an on-campus student’s housing to a different on-campus location;
- Assistance from University support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Alternative course completion options.
- Academic accommodations
- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdrawal;
- Providing campus transportation accommodations or changes
- Providing campus escorts
- Changing work situations
- Interim separation from the campus

These informal remedies are available to both parties regardless of a decision to pursue a formal University investigation. The Title IX Coordinator, in conjunction with the Dean of Students, or a designee, may use informal remedies during any stage of an investigation. If appropriate, the Title IX Coordinator will inform all parties of their option to resolve the report through informal remedies.

Informal resolution will be a meeting facilitated by a trained mediator and may consist of a discussion with all parties regarding the incident. If a satisfactory resolution is reached through this informal process and all parties agree to the resolution, the matter will be considered completed. If this process is unsuccessful, a formal investigation may be pursued and requested.

The reporting party may choose to end the informal resolution process at any time and request a formal investigation. A reporting party who initially requests to remain confidential, to postpone, or to decline an investigation, may later choose to request a formal investigation.

**No-Contact Letter**

The Dean of Students will issue no-contact letters upon receipt of a report of sexual misconduct in which the respondent and complainant are Sacred Heart University students. Students may also request a no-contact letter towards students who have engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.

**Decision to Proceed with Formal Investigation**

After the preliminary response, and consistent with a reporting party’s request, the Title IX Coordinator or designee will coordinate a formal investigation into the incident. The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all investigations and cases, the University will respond in a prompt, thorough, procedurally fair and impartial manner. It also will conduct and entail
interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. While the Title IX Coordinator cannot force a complainant to make a report, a written report is required to move forward with a formal investigation. The respondent also will have an opportunity to submit a statement to the investigator(s).

The Title IX Coordinator or designee will ensure both parties are aware of the allegation(s) and explain the subsequent steps involved in a sexual misconduct investigation.

The Title IX Coordinator will refer all parties to the investigator(s) who will assist them in submitting an incident report and/or statements.

Both parties will be informed of the respective time and place of the interviews with the investigator(s), and that contact between the parties will be limited to necessity.

During the investigation, the complainant and respondent have the right to be accompanied by an advisor/support person. Advisor/support people are permitted to speak only to their advisees. They are not permitted to represent any person involved in the investigation and adjudication process.

The investigator(s) will investigate the incident by separately questioning the complainant, respondent, and any identified witnesses. The purpose of the questioning is to ascertain to reasonable suspicion if there may have been a violation of Sacred Heart University's Sexual Misconduct Policy and what immediate responses need to occur.

**Standard of Proof**

The investigator’s findings will be made using the “preponderance of the evidence” standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

Should this questioning not produce a reasonable suspicion, the investigation will not proceed.

However, complainants may still seek options such as filing a no-contact letter and reporting the incident to the local police department.

At the conclusion of the interviews, a report of the findings and decision will be provided.

Investigators’ possible findings are as follows:

*Not Responsible* — Insufficient evidence was available to support a finding of responsibility for policy violation.

*Responsible* — The evidence supports a finding of responsibility, based on a preponderance of the evidence standard.
Investigator(s) will issue a final report with recommended sanction(s) and decisions to the Title IX Coordinator, who will discuss it with the Dean of Students for final decision and implementation of sanctions.

The reporting and responding parties will be kept up-to-date as to the status of the hearing process through its conclusion. Correspondence regarding the status of the process will be by the Title IX Coordinator via email, phone, or in-person meetings.

To assist in formulating appropriate sanctions by the investigator(s), both parties may make a statement of the impact of the incident.

During any stage of the investigation, if the Title IX Coordinator or the Dean of Students reasonably suspects that either party poses an imminent threat of harm or disruption to the campus community, he or she may immediately be removed from campus housing and/or be restricted from movement on campus. Violation of an interim suspension or removal from campus under this policy is grounds for dismissal or expulsion.

It’s important at this stage that all University community members respect the role of the Title IX Coordinator and Dean of Students or designee and not engage in behavior that compromises the process.

**Disciplinary Sanctions**

The following sanctions against a student who has been found responsible for violating the Sexual Misconduct Policy will vary depending on the violation’s severity.

The investigator(s) will recommend sanctions to the Title IX Coordinator, who will discuss them with the Dean of Students for final decision and implementation of sanctions.

Information regarding the definition(s) of specific sanctions is in the Student Code of Conduct and Community Standards. Each sanction is formally defined there.

**Sexual Assault/Misconduct Violations**

- Any student found responsible for violating the policy on Non-Consensual Sexual or Forced Sexual contact (where no intercourse has occurred) likely will receive a sanction ranging from probation to expulsion, depending on the incident’s severity and taking into account any previous disciplinary violations.*

- Any person found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion *

**Sexual Harassment Violations**

- Any student found responsible for violating the Sexual Exploitation or Sexual Harassment policies likely will receive a recommended sanction ranging from warning to expulsion depending on the incident’s severity and taking into account any previous disciplinary violations.*
Intimate Partner/Dating Relationship Violence Violations

- Any student found responsible for violating the policy on intimate partner violence likely will receive a recommended sanction ranging from warning to expulsion; depending on the incident’s severity and taking into account any previous campus conduct code violations.*

Stalking Violations

- Any student found responsible for violating the policy on stalking likely will receive a recommended sanction ranging from warning to expulsion, depending on the incident’s severity and taking into account any previous campus conduct code violations.*

*The Title IX Coordinator, in collaboration with the Dean of Students, reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

The Dean of Students or designee will correspond concurrently via email, phone, or in-person meetings to both the complainant and respondent about the outcome of a sexual misconduct proceeding in writing within three (3) business days of the decision.

Sanctions will include steps to end the behavior exhibited, prevent its reoccurrence, and make whole the educational environment of all involved parties. Depending on the nature of the conduct and the sanction(s) imposed, the reporting party may or may not be informed of the sanction issued to the responding party in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.

Title IX Coordinator’s Office will hold Title IX and Sexual Misconduct complaints, including investigative files, documentation of proceedings, and related incident reports, as a student educational record. Student educational records are defined as those records, files, documents, and other materials that contain information directly related to a student and are maintained by Sacred heart University or by a person acting for the University pursuant to University policy. More information on the University policy regarding student educational records can be found in the Sacred Heart University Student Handbook.

Appeal Process

Both parties may request an appeal of the outcome of the investigator’s(s’) hearing or final decision of the Dean of Students within three (3) business days of receipt of the written determination. Appeals must be submitted in writing and delivered to the Title IX Coordinator’s Office and thus forwarded to the University’s Senior Vice President of Enrollment Planning and Student Affairs, whose decision shall be final within the prescribed time period. If no appeal is made within the prescribed time period, the original decision shall be final, conclusive, and effective immediately.
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Each party will be notified if the other party initiates an appeal and will have the opportunity to submit information for consideration by the Appeal Hearing Officer. All sanctions imposed will remain in effect throughout the appeal process.

The following grounds will be considered:

1) the sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student;

2) to consider new evidence, unavailable during the original hearing or investigation, that could impact the original finding or sanction substantially. (A summary of this new evidence and its potential impact must be included);

3) a procedural or substantive error occurred that significantly affected the hearing’s outcome

The Appeals Hearing officer will determine if there are sufficient grounds for the appeal. The Appeal Hearing officer may decide to:

1) To uphold the findings/sanctions of the original conduct officer, investigator(s) and Dean of Students. In this case, the initial decision is final;

2) Modify the finding(s) and/or sanction(s) decided by the conduct officer(s), investigator(s) and Dean of Students.

The appeal officer can modify the findings, which means: reduce, uphold or increase the original sanction(s).

The appeal decision is final.

Retaliation

Both Title IX and Sacred Heart University prohibit retaliation against any person for using this reporting system or for participating in investigations or subsequent proceedings. The University will take steps to prevent retaliation and take strong responsive action if it occurs. Retaliation is defined as any intentional adverse action taken by any person or third party that is perceived as: intimidating, hostile, harassment, retribution, or violent behavior against a participant or supporter in connection to the making and investigation of a report, proceedings or other protected activity.

- Complainants or respondents should report any subsequent problems of harassment or retaliation to the Title IX Coordinator. The Title IX Coordinator or designee will follow up with complainants periodically to determine whether any retaliation or new incidents of harassment have occurred, and will handle such reports accordingly.

Retaliation against an individual who brings a complaint, reports an alleged violation, participates in an investigation or pursues legal action is prohibited, will not be tolerated, and will result in disciplinary action.
The University is committed to:
   a) Providing education on gender-based discrimination and sexual misconduct.
   b) Providing proper support and resources to aid any community member harmed by sexual misconduct. Community members may include employees, students, and third parties.
   c) Encouraging community members to have accountability for their behavior.
   d) Investigating all complaints or reports of sexual misconduct, harassment or discrimination.
   e) Providing a timely, fair, and equitable process for investigation and adjudication that includes appropriate disciplinary actions.

Recording Investigative Materials and Reports

The permanent disciplinary record of a student who violates the Sexual Misconduct Policy will reflect this violation if, and only if, the complainant’s allegations are found to be true. However, in implementing these procedures, the Title IX Coordinator will keep records of all allegations, investigations, and resolutions indefinitely in the electronic Title IX Coordinator database or will maintain them for at least seven (7) years from the date of the final report.

Policy Revision

University students are responsible for knowing the information, policies and procedures outlined in this document. Policies will be reviewed yearly to coincide with the law and mandates.

The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. Students are encouraged to check the Student Handbook for updated versions of all policies and procedures. If government regulations change in a way that affects this document, this document will be construed to comply with government regulations in their most recent form. Reports of misconduct made after the fact may raise issues of policy and procedure application, if policies and procedures have changed. Unless the parties accept current policies, all reports are governed by the policies that were in place at the time the alleged misconduct occurred. Applicable procedures are those that are in place at the time of resolution.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws that frame such codes generally.

Policy Enforcement

This policy was authorized and approved by the president of Sacred Heart University and is enforced under the authority of the Title IX Coordinator.

Legal Options

In addition to University disciplinary actions, a person who engages in a sexual misconduct may be the subject of criminal prosecution and/or civil litigation. A police report must be made for the state’s prosecuting authority to consider criminal prosecution. The chances of successful
prosecution are greater if the report is timely and is supported by the collection of medical/legal evidence.

Managing the Interests of the Alleged Respondent

The alleged respondent in a University investigation has legal and other rights, and complaints in which each party is a member of the campus community are the most ethically and legally complex. A presumption of guilt should not be made as the result of any allegations. Insofar as it is possible, the University shall act to protect the identity of the respondent until such time as allegations against the individual are confirmed through the procedures outlined in this policy. In the event that a student is accused of sexual misconduct against another individual and a formal complaint is lodged with the Title IX Coordinator, the respondent shall receive information on the following:

- A copy of any relevant documentation about conduct proceedings, depending on the nature of the allegation;
- Seeking qualified legal advice, should criminal or civil action result;
- The respondent’s capacity to access confidential counseling from someone with no contact with the complainant
- The right to select an advisor/support person within the guidelines of this policy.

Counseling and/or support can only be offered to a respondent who is a Sacred Heart University student.

Confidential Resources

On Campus

Campus Ministry
HC 109, Academic Building, 203-371-7840
The office of Campus Ministry, rooted in the Catholic tradition, is open to all currently enrolled University students and is a welcoming place for students of all faiths to explore and nurture their spiritual life. It offers a variety of programs and opportunities for students to discover what they believe and find where they belong.

Hamilton Wellness Center
4980 Park Avenue, Fairfield, CT 06825
The wellness center houses the following student services:

- **Counseling Services, 203-371-7955**
  The Counseling Center is a free, confidential resource providing individual and group counseling and other mental health support for students. By appointment only. **All contacts are confidential.**

- **Health Services, 203-371-7838**
  The Health Services Center provides accessible, comprehensive and cost-effective primary health care and educational outreach. **All contacts are confidential.**
Off Campus

The Center for Family Justice, 203-334-6154
753 Fairfield Ave, Bridgeport, CT 06604,
www.centerforfamilyjustice.org
The center provides free, confidential, bilingual crisis services that help all people plagued by domestic and sexual violence restore their lives, and educate our communities to prevent future abuse. The comprehensive services our partners provide streamline the road to healing and self-sufficiency. Family Justice Centers use a coordinated approach to offer services designed to break the cycle of violence, in a safe place, under one roof. Police, prosecutors, civil/legal providers, counselors and client advocates work together to streamline how they help people heal while reducing costs. All contacts are confidential.

Connecticut Office of the Victim Advocate, 860-550-6632
505 Hudson Street 5th Floor Hartford, CT 06106
www.ct.gov/ova

Victim Rights Center of CT, 203-350-3535
8 Research Parkway, Wallingford, CT 06492
www.vrcct.org

Connecticut Alliance to End Sexual Violence, 860-282-9881
96 Pitkin Street, East Hartford, CT 06108
info@endsexualviolencect.org

Additional Resources

On Campus

Title IX Coordinator
Melady Hall, 2nd Floor, Office #229, 203-396-8386
The Title IX Coordinator can assist students with all aspects of an incident related to sexual violence or misconduct. The University’s Title IX Coordinator oversees all aspects of compliance, investigations, and resolution of complaints regarding Title IX. Any student, faculty, or staff member with a concern or question about Title IX and/or a potential violation may contact the Title IX Coordinator, Leonora P. Campbell. You should contact the Title IX Coordinator if think you may have experienced or witnessed any of the following, but not limited to:

- Sexual harassment
- Sexual assault
- Sexual misconduct
- Stalking
- Intimate partner and relationship violence
- Intimidation, harassment, gender-based discrimination including bullying or cyber-bullying

It is the responsibility of every Pioneer in the Sacred Heart community to comply with the laws and regulations of Title IX to ensure we have a safe environment conducive to learning and student success.
Department of Public Safety
WHSU Broadcast Center – Lower Level
The Department of Public Safety can assist with immediate medical needs and concerns of complainants, friends and others involved in an incident of sexual misconduct. Its staff works closely with the Title IX Coordinator, Dean of Students, Office of Residential Life and Counseling Center. It may assist in the investigation of incidents; and provide timely campus-wide notifications of incidents that pose an ongoing threat to the community. While complainants are encouraged to report crimes to the police, they may instead elect to seek counseling services and may be assisted by these services or by other campus resources.

Dean of Students Office
Student Center, 2nd floor, Hawley Lounge, 203-371-7916
The Dean of Students works closely with the Title IX Coordinator and Department of Public Safety regarding incidents of sexual misconduct. This University official will assist in providing support to student complainants and work toward maintaining a balance between addressing the complainant’s needs and the needs of the campus community.

Office of Residential Life
Roncalli Hall, 1st floor, 203-416-3417
Office of Residential Life staff members work closely with the Title IX Coordinator and are knowledgeable about campus and local services. They can help sexual assault/misconduct complainants get assistance and provide support to residents impacted by the sexual assault/misconduct.

Office of Global Affairs
Academic Building, HC 120, 203-365-7518
The Office of Global Affairs (OGA) is the home of internationalization at Sacred Heart University. There are four areas of service under the office, and we also work with colleges and departments to promote and highlight all international efforts and initiatives across campus. Our purpose is to facilitate, encourage, and initiate the process of internationalization at SHU. Specifically, the English Language Institute provides excellent instruction in English as a Second Language (ESL) and orientation in U.S. culture to all students who are non-native speakers of English, to help them achieve their personal, academic and professional goals, while recognizing and addressing the students’ individualized educational needs and cultural backgrounds. Issues may arise with concerns relating to Title IX and sexual misconduct. The ESL office will work closely with the Title IX Coordinator to address these concerns.

Off Campus
St. Vincent’s Medical Center
2800 Main Street, Bridgeport, CT, 203-576-6000

Bridgeport Hospital
267 Grant Street, Bridgeport, CT, 203-384-3000

Bridgeport Police Department
300 Congress Street, Bridgeport, CT, 203-576-7671
Fairfield Police Department  
100 Reef Road, Fairfield, CT 06824, - 203-254-4800  
Report a crime: Detective Kerry Dalling – 203-254-4840

Trumbull Police Department  
158 Edison Road, Trumbull, CT 06611, 203-261-3665

Statewide & National Hotline Information and Resources

The Center for Family Justice  
203-333-2233 — Sexual Assault Hotline  
203-384-9559 — Domestic Violence Hotline

Sexual Assault Crisis Hotline: All services are free and confidential  
1-888-999-5545 — English  
1-888-568-8332 — Español

V.E.D.A.S. Hotline (Spanish — Español)  
National: 1-888-568-8332

National Sexual Assault Hotline  
1-800-656-HOPE (4673)

National Sexual Violence Resource Center  
717-909-0710; Toll-Free – 877-739-3895  
The NSVRC's mission is to provide leadership in preventing and responding to sexual violence through collaborating, sharing and creating resources, and promoting research.  
www.nsvrc.org

Rape, Abuse & Incest National Network (RAINN)  
800-656-HOPE (4673)  
Reaching out for help is often the first step toward healing. RAINN provides support for sexual-assault victims and their loved ones through hotlines and online. Whether you are more comfortable on the telephone or online, RAINN has services that can guide you in your recovery.  
www.rainn.org

Domestic Violence Hotline  
Local: 203-384-9559  
CT: 1-800-774-2900  
National: 1-800-799-SAFE (7233)  
www.thehotline.org

Survivors of Incest Anonymous  
www.siawso.org  
Twelve-step recovery program
One Love
www.joinonelove.org
At One Love, we believe the more we know about how to identify and navigate healthy and unhealthy relationship behaviors, the less likely we will end up in abusive relationships.

No More
www.nomore.org
No More is dedicated to ending domestic violence and sexual assault by increasing awareness, inspiring action and fueling culture change.

LoveisRespect
www.Loveisrespect.org
LoveisRespect works to inspire and support young people to build healthy relationships. Dating violence affects millions of people every year, but people are still afraid to talk about it.

Not Alone
www.notalone.gov
Not Alone, the White House’s official website on campus safety, provides tons of information, from finding a crisis service, to explaining your rights, to learning how to file a complaint at your school.

CT Coalition against Domestic Violence (CCADV)
888.774.2900 English hotline
844.831.9200 Español hotline
www.ctcadv.org

Connecticut Alliance to End Sexual Violence
888-999-5545 English hotline
888-568-8332 Español hotline
www.connsacs.org

TCC – Triangle Community Center
203-853-0600
www.ctpridecenter.org

GLBTQ Domestic Violence Project
800-832-1901 hotline
www.glbtqdvp.org

Stalking Resource Center
202-467-8700 office
www.ncvc.org/src

National Suicide Prevention Lifeline
800-273-8255 English hotline
888-628-9454 Español hotline
www.suicidepreventionlifeline.org
Statewide Legal Services of CT, Inc.
800-453-3320 (toll-free)
http://slsct.org/volunteer

National Center for Victims of Crime
202-467-8716 Referral hotline
www.victimsofcrime.org/

Sexual Harassment Policy

It is the policy of Sacred Heart University that any practice or behavior that constitutes sexual harassment will not be tolerated, and the University is committed to providing and preserving an atmosphere free from harassment in any form. Sexual harassment is illegal and is prohibited by the Connecticut Discriminatory Employment Practices Act [Section 46a-60(a) (8) of the Connecticut General Statutes] and Title VII of the Civil Rights Act of 1964 [42 United States Code Section 2000e et. seq.] The University condemns any offensive or inappropriate sexual behavior at work and within the academic community. More specifically, the University's faculty, staff and students will not condone nor be subject to actions and words that constitute sexual harassment, gender discrimination or any other unreasonable interference with their performance based on an individual's gender. Individuals who engage in sexual harassment will be disciplined severely, up to and including discharge.

Any employee who feels he/she is being sexually harassed by anyone — including supervisors, co-workers, faculty, students or vendors — should report the incident immediately to Human Resources.

- Some examples of prohibited conduct are:
  - Demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment, or other promises.
  - Continued or repeated sexual jokes, language, flirtation, advances or propositions.
  - Verbal abuse of a sexual nature.
  - Graphic verbal commentary about an individual’s body, sexual prowess or sexual deficiencies.
  - Sexually degrading or vulgar words to describe an individual.
  - Leering, whistling, touching, pinching, brushing the body, assault, or suggestive, insulting or obscene comments or gestures.
  - Name-calling, gossip, comments or jokes that may be derogatory towards a particular sex.

The University will investigate every reported incident as soon as possible. Any University employee, supervisor, or agent who has been found to have sexually harassed an employee will be subject to appropriate disciplinary action, up to and including termination. Investigations will be conducted as thoroughly, discreetly, and confidentially as possible. The University recognizes that every investigation requires a determination based on all the facts in the matter.

An employee who reports a complaint and any employee involved in an investigation has the University’s assurance that no retaliation will occur as a result. The University’s policy is to
encourage discussion of the matter to help protect others from being subject to inappropriate behavior.

The University cannot resolve an employee’s sexual harassment issue unless it is communicated to Human Resources. It is the employee’s responsibility to bring any incidents to the attention of Sacred Heart University so we can take necessary measures to correct the situation.

All supervisors, managers and exempt employees will receive sexual harassment training. Employees who are interested in attending a refresher session should contact Human Resources.

**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 from the Connecticut State Police at the following website: [http://www.ct.gov/dps](http://www.ct.gov/dps). The Department of Public Safety’s web page has a link to this website titled CT Sex Offender Registry: [http://www.sacredheart.edu/offices/services/publicsafety/crimepreventionreporting/](http://www.sacredheart.edu/offices/services/publicsafety/crimepreventionreporting/) or directly at: [http://www.communitynotification.com/cap_office_disclaimer.php?office=54567](http://www.communitynotification.com/cap_office_disclaimer.php?office=54567)

Sacred Heart University has a written policy concerning sexual harassment, and new employees receive training from the Department of Human Resources. Sexual Harassment is also a violation of the student code of conduct. Sexual harassment means with respect to an individual, any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature by an agent or an employee of an institution of higher education.

**Sacred Heart University Wellness Center**

Counseling Center: 203-371-7955 All sessions are by appointment. (Fax: 203-365-4786)
Health Services: 203-371-7838 Call for an appointment. (Fax: 203-365-4743)

*Note: The Department of Public Safety encourages pastoral and professional mental health counselors to refer people they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.***

**Alcohol and Other Drug Policy Statement**

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 wellbeing, 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
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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 its 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 Awareness & Abuse Prevention Program

Sacred Heart University acknowledges 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. The University enforces all federal and state underage drinking laws. The Counseling Center provides drug or alcohol abuse education programs.

Janice Kessler, Alcohol and Other Drug Coordinator
SHU Counseling Center, 203-371-7955
kesslerj@sacredheart.edu

Alcohol Guidelines & Regulations

The University maintains the position of zero tolerance for 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 University’s on-campus residential areas (Bergoglio Hall, Roncalli Hall, Seton Hall, Merton Hall, Christian Witness Commons, Toussaint Hall, and Scholars Commons).

4) An individual, 21 or older, may consume alcohol on University property (Reds) or at University-sponsored events only in areas where the University expressly allows its sale and consumption.

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, contests (i.e. beer pong, etc.) and other behaviors for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited.

11) No person may use a fake ID, driver’s license or another person’s SHU ID card, supply such cards to another, furnish false information in obtaining such cards, or deface or alter such cards.

12) Possessing 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, etc.) 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 Connecticut legal age (21) who reside in off-campus residential halls (The Ridge, Taft, Pioneer Gardens, and Oakwood) and only in apartments in which all the residents, as well as their guest(s), who are age 21, the state’s legal drinking age. All other residence hall units and/or apartments in Oakwood, The Ridge, Taft, and Pioneer Gardens are considered “dry,” and no alcohol or alcohol containers are permitted in these areas, as residents are under the state’s legal drinking age.
Definitions and Guidelines

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

Underage: Connecticut 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 who is underage. It is the host’s responsibility 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 Red’s 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 Red’s 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 Red’s 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 who is 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 respond appropriately. An announcement will be made that entry to the room will take place. If the room’s occupants do not voluntarily allow access, then access will be made by the use of a key.

Events with Alcohol

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 two weeks before the event date (if a state-issued temporary permit is necessary, applicants will have 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 can purchase, obtain/possess or consume alcoholic beverages. All events at which alcohol beverages are being sold (entrance fee or per-drink charge) must comply 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 cancelled. Any function that provides an alcoholic beverage also must 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.

**Guidelines for Events with Alcohol**

- All student events (not in Red’s Pub) with alcohol must be registered and approved by the Director of Student Union. A six-week notice is necessary to file for state-mandated, temporary permits. Registration forms, policy and procedure forms, and permit information are available in the Student Union Office.
- Alcohol should NEVER be the primary focus of any event.
- Always serve food with alcohol.

High protein foods help moderate the effects of alcohol. At dinner parties, try to not let the cocktail hour extend for a great length of time.
- Never force drinks on your guests.

Drinks should be paced to help your guests observe their own personal limit. There are those who do not drink, so please be respectful of that decision and right.
- Always have non-alcoholic drinks available.

Create an atmosphere that is comfortable for both drinkers and non-drinkers.
- Close the bar at least one hour before the event ends.
- Always prevent an intoxicated individual from driving.

If you are having an event where alcohol plays a role, then it is the responsibility of your organization to contact the Student Union (203-396-8027) and arrange to have the shuttles extended to 1 a.m. There will be a cost charged to your organization for this, but safety comes first.
- The temporary permittee must not drink any alcohol before or during the event.

The host and/or permittee must ensure that guests are not overdrinking. Remember that there are safety and legal issues to consider.
- Always require proof of drinking age.

State law requires that servers of alcohol check every customer’s or guest’s ID card. Have a plan for carding (either at the door or at the bar). Serving alcohol to underage guests can pose serious legal problems.
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- Always deny service when guests are already intoxicated or when they have had a large number of drinks.
- Control party entrances and exits.

If you are expecting any underage guests, it is important to control access to effectively obtain proof of age and to prohibit “sharing” drinks or having others purchase and deliver alcohol to underage guests.

**Drugs**

34 CFR 668.46 (b)(9) and CGS 10a-55c (4)

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 and Health Services offices serve as a resource to assist in receiving the appropriate assistance for recovery.

**Weapons**

CGS 10a-55c (5)

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 anyone on campus (or in their residence) any item that 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.

**Public Safety Responsibilities and Programs**

34 CFR 668.46 (b)(5)

**Fire Safety and Prevention**

The Department of Public Safety is responsible for maintaining fire extinguishers in all University buildings on campus. A contract company annually inspects and certifies all fire extinguishers, recharging and/or replacing units as required by the NFPA code. All campus buildings are equipped with fire alarm systems. When activated, the alarms sound horns/sirens or voice recordings, and activate visual strobe lights throughout the building. These fire alarms systems comprise 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 also sound the building fire alarm system if activated. Sacred Heart’s emergency evacuation coordinators assist public safety officers whenever the fire alarm is activated in the Main Academic Building. These people will walk through their assigned areas and ensure everyone leaves upon hearing the audible alarm and proceeds to a designated exit, monitoring that location to prevent people from entering until public safety staff give the all-clear notice.

**Fire Drills** — In conjunction with 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.

**Annual Campus Fire Safety Report** *(See pages 58 thru 68 for details.)*

**Rape Aggression Defense (RAD)**

The Department of Public Safety offers the Rape Aggression Defense program. This free 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).

**Crime Prevention and Security Awareness**

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

Upon request, the Department of Public Safety provides safety presentations to the SHU community. Presentations can be created and tailored to address specific concerns of the requesting department. Presentations can be conducted in a variety of settings, such as residential halls, classes, and student activity meetings. The Department of Public Safety also issues safety tips, information, and reminders throughout the year via email to staff, faculty, and students.

A new mobile app called **SHU SAFE** has just been deployed on campus. Its primary function is to serve as an emergency communication tool between the University community and campus security, as well as local emergency first-responders. SHU Safe offers three major features: Emergency Call, Safety Check and iReport (reporting of suspicious activities). *(Click here or link http://www.sacredheart.edu/offices/services/publicsafety/crimepreventionreporting/shusafe/)*

Anyone who experiences or comes upon an emergency can open the SHU SAFE app and choose the type of emergency assistance needed.

Sacred Heart University is one of the first universities in the nation to launch a system so advanced that it can pinpoint where an individual is inside a building. Unlike traditional GPS
locators that can only identify a building, SHU SAFE identifies exact locations within buildings, which can drastically reduce Campus Security’s response times.

The iReports feature allows users to report suspicious activity or call for help in non-emergency situations. Users can report everything from a suspicious person to vandalism or theft. The feature also can be used to call for help with a flat tire, locked door or other non-emergency. The iReports feature may be used anonymously.

The safety check feature allows for a check-in with someone in the user’s contact list. For example, if a student is going to be walking home from class late at night or going for a jog after dark, he or she can let a contact know the expected arrival time. If the feature is not deactivated by the appointed time, the contact will receive a text.

**Silent Witness Program and Missing Student Reporting**

*Silent Witness* — The program is a means for members of the campus community to provide anonymous information to help:

- prevent violence on campus.
- assist people who are at risk of harming themselves or others.
- Report improper conduct.
- Report general safety and security concerns.
- Report concern for a possible missing student.

The program is a computer portal on the Department of Public Safety web site providing a campus-wide communication method for anyone to submit information related to a concern or improper conduct. The program complies with Connecticut Public Act PA 08-157

*The Silent Witness Program is not for reporting emergency information.*

Silent Witness Program Information is available at web link: [Click here](http://www.sacredheart.edu/officesservices/publicsafety/silentwitnessprogram/)

For emergency situations on campus, call Public Safety at 203-371-7911.
For routine calls 203-371-7995

*Missing Student* — If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she immediately should notify SHU’s Department of Public Safety, Dean of Students or representative of Residential Life. Public Safety will generate a missing person report and initiate an investigation.

Students age 18 or older, including emancipated minors, living in on-campus housing will be provided the opportunity during each registration process to designate an individual for Sacred Heart officials to contact when the student is officially reported as missing. (University officials and police will use this contact information only for this purpose.) After investigating the missing person report, should Public Safety determine the student is missing, its officers will notify the municipal police department of jurisdiction and the student’s emergency or confidential contact. Police also will be contacted if the student has not registered a contact person under this program. Sacred Heart University is required to notify the custodial parent or legal guardian if a student *under the age of 18* is determined to be missing.
If SHU public safety officers are unable to ascertain the location of a missing student within a reasonable time based on existing information, the municipal police of jurisdiction will be notified to investigate. Public Safety will assist municipal police and continue internal investigative efforts until this matter is resolved.

Public Safety assesses each missing person report on a case-by-case basis, and notifies the police as needed.

Sacred Heart’s Emergency Reserve Corps (ERC)

A comprehensive program that has volunteers working with health departments and other agencies in the 16 southern Fairfield County towns that run from Greenwich to Stratford — Connecticut’s Homeland Security Region 1 — as well as providing much-needed relief in towns like Bridgeport, Westport and Weston, where community-based disaster response teams already exist. The ERC comprises three teams:

1) Medical Reserve Corps — licensed health-care professionals or students trained to work in locations like hospitals and clinics, and out in the community to assist with the delivery of medical and preventive care, health education, disease detection and vaccinations, and to respond to mass casualties.

2) Community Emergency Response Team — volunteers trained to assist firefighters, police officers and other first responders when catastrophic events overtax the ability of available resources. Team members work closely with these and other agencies to provide essential communications, assist with shelter operations, help organize community events and more.

3) State Animal Response Team — sponsored by the American Veterinary Medical Association, team members will be first responders when a community emergency threatens the life of animals. Responsibilities include assessing veterinary needs and providing appropriate field care when other resources are overwhelmed.

Blue Light Call Boxes

The Department of Public Safety maintains blue light call boxes on Main Campus and other leased or owned facilities. They allow an individual who needs 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 person.

Safety Escorts

For locations not served by the University Shuttle service (and when it is not operating), the Department of Public Safety provides escorts from dusk to dawn upon request from, and to, any on-campus location. Medical escorts are also provided to individuals who are injured or temporarily disabled.
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.

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 these times, the annual department brochure is distributed to all.

Key Control & Security Card Access

The University Locksmith reports to the Director of Public Safety. The Department of Public Safety provides students with key-card access and, where applicable, “metal” keys for their residence facilities. Lost or stolen keys or key cards should be reported immediately to the Department of Public Safety. Faculty and staff also receive keys and may request keys or lock changes through the Department of Public Safety Locksmith. The University has upgraded to a One-Card system, through which a student’s SHU ID is programmed to be used as their key card to their residential hall. Students also use their SHU ID to access their meal plan, make purchases at the campus bookstore, access print/copy stations, access Mac-Gray laundry points, and make purchases through off-campus vendors.

Motor Vehicle Registration and Parking Enforcement

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 have the appropriate parking decal. For parking decals or questions, email parkingINFO@sacredheart.edu

Parking Policy and Visitor Parking Procedures

(Click here) or link http://www.sacredheart.edu/offices/services/publicsafety/parkingproceduresvisitorparkingpass/

Parking Lot Security

Public safety officers in highly visible, well-marked vehicles patrol all parking lots on campus or at owned or leased facilities in Fairfield, Bridgeport, and Trumbull. University public safety or contract security officers conduct random foot or bicycle safety patrols through parking lots on campus.

Security Alarm Systems

A computer aided alarm system monitors a campus-wide network of intrusion, fire, and duress alarms. These systems are monitored 24 hours a day at the Public Safety Dispatch Center.
Security Surveys

Security surveys check on exterior lighting, facility perimeters, doors, locks, and the University grounds. Deficiencies are reported promptly to the Campus Operations Department. The department works with the University Safety Committee on matters reported at their monthly meetings. The departments of Public Safety and Campus Operations work together to rectify any problems or deficiencies reported. We request that employees and students also promptly report any concerns they notice as soon as possible, so these may be addressed.

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 (MOPS) 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 the locksmith respectively for corrective action. Public safety officers also report to Campus Operations any shrubbery or trees that may pose a security hazard. Campus roadways, parking areas, walkways, buildings, and grounds are patrolled 24 hours a day, every day of the year 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. Additionally, Public Safety deploys a robust network of security surveillance cameras at University-owned or -leased facilities to assist with overall security and safety matters, including investigations of complaints.

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.

Suspicious Mail & Packages

- Any suspicious packages (backpacks/book bags) or other items should be reported to Public Safety for immediate investigation and a determination of ownership.

- Global emails should not be sent out concerning lost property. These matters will be handled by the Public Safety Dispatch Office for a determination of ownership.

F.B.I. Definitions of Reportable Crimes

The following definitions are outlined in the Federal Bureau of Investigation Uniform Crime reporting, 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.

Sex Offenses
- **Forcible Rape**: The carnal knowledge of a person, forcibly and/or against the person’s will, during which 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 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, when 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.
- **Incest**: Non-forcible sexual intercourse between people 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**: Taking or attempting to take anything of value from the care, custody, or control of a person or people 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 to inflict 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.
- **Simple Assault**: An unlawful physical attack by one person upon another in which neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (Except Arson)**: To willfully or maliciously destroy, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **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

Below are additional hate crimes added in the Higher Education Opportunity Act of 2008

**Larceny / Theft**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th Ed. As “where one does not have physical custody or possession, but is in a position to exercise dominion or control over the thing.”)

- Pocket-picking: The theft of articles from another person’s physical possession by stealth, when the victim usually does not become immediately aware of the theft.
- Purse-snatching: The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- Shoplifting: The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- Theft from Building: A theft from within a building that is either open to the public or where the offender has legal access.
- Theft from coin-operated machine or device: A theft from a machine or device that is operated or activated by the use of coins.
- Theft from motor vehicle: The theft of articles from a motor vehicle, whether locked or unlocked.
• Theft of motor vehicle parts or accessories: The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner that would make the item an attachment of the vehicle, or necessary for its operation.

• All other larceny: All thefts that do not fit any of the definitions of the specific subcategories of larceny or theft listed above.

Simple Assault: An unlawful physical attack by one person upon another, in which neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Other Offenses

Liquor law violations: The violation of 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 on 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 used 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 laws 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 that are regulatory in nature. Included in this classification are: 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.
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 university 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 anyone who monitors entry or access to a campus facility — such as an employee who checks in visitors to the dorms, dean of students, director of athletics, team coaches, and faculty advisors to a student groups, anyone who oversees student extracurricular activities, coordinator of Greek Life, resident assistants and directors, student union and student life staff and wellness counselor — would be required to report. We espouse that all SHU employees have a responsibility to report improper or criminal conduct, excluding clergy and counselors who must maintain confidentiality.

The aforementioned University personnel are required to report all matters of misconduct including matters of possible criminal conduct to Public Safety for investigation and statistical compliance requirements.

Training and guidance can be obtained at the U.S. Department of Education web site.

For additional information see: http://www2.ed.gov/admins/lead/safety/campus.html

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.

SHU Emergency Management

The SHU Comprehensive All-Hazard & Business Continuity Plan (CAH&BCP) encompasses both internal and external resources critical to our success in emergency situations to ensure the business continuation of education services at Sacred Heart University. SHU coordinates all emergency incidents with police, fire, EMS, health and hazmat officials in each municipality where we have owned or leased facilities. Additionally, police agencies inform SHU Public Safety regarding crimes or hazards that occur so as to keep the University community aware of safety and security matters.

Executive — Emergency Management Policy Group (EMPG)

The EMPG’s role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and recovery from the incident, the long-term effects of the incident and the needs to restore the University to normal operations. The EMPG would be directly involved in incident stabilization only if major expenditures or policy decisions were
needed to complete the stabilization. This team provides centralized direction and control of any or all functions as they pertain to Sacred Heart University. Members are as follows:

- President
- Provost and Vice President of Academic Affairs
- Senior Vice President of Administration and Planning
- Senior Vice President for Finance
- Senior Vice President for Enrollment, Student Affairs & Athletics
- University General Counsel
- Vice President for Human Resources
- Vice President for Marketing & Communications
- Vice President of University Advancement
- Vice President for Finance (Liaison to EPT)

Other ad hoc members for professional and/or technical expertise:

- Dean of the College of Health Professions
- Dean of the College of Nursing
- Dean of the College of Arts and Sciences
- Dean of the College of Business
- Dean of the Farrington College of Education
- Dean of Students (Liaison to EPT)
- Director of the School of Communications and Media Arts
- Director of Wellness and Health Services (Liaison to EPT)

Managerial — Emergency Planning Team (EPT)

The Emergency Planning Team is organized under the Incident Command System (ICS) and headed by the Incident Commander (SHU Public Safety Executive Director, Director or Assistant Director). The EPT members are activated based on the incident’s type and nature, to manage the operational aspects of the University’s response to an emergency event. Each area identified as part of the EPT is determined to have critical responsibilities on a University-wide basis during emergency situations.

The executive director of EM & PS, director, or assistant director of Public Safety will test the emergency response and evacuation procedures annually, documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced. *(An announced test of the EAS system took place Sept. 8, 2017, at 12:58 p.m., which incorporated all notification methods such as text, voice message, email, website and University social media accounts.)*

Emergency Response and Evacuation Procedures

34 CFR 688.46 (g)

Policy: To ensure the safety of students, faculty, staff and visitors, the following procedure has been developed and will be implemented in emergencies during an alarm or when University officials give an order to evacuate. The position of a building “Evacuation Coordinator” plays a critical role in assisting the Department of Public Safety in many emergency response procedures in each building on campus.
Procedures: The process of emergency response and communications is contained in the SHU Comprehensive All Hazard and Business Continuity Plan at Section VIII entitled Emergency Response Actions. An evacuation of University buildings may be required any time a condition exists that has been deemed an emergency or potentially hazardous condition by the Department of Public Safety or University officials. Therefore, when the fire alarm sounds, the designated Evacuation Coordinators will:

- Announce that everyone must exit the department and proceed to nearest exit. The usual indication for evacuation will be the sounding of the fire alarm horn and the flashing strobe lights. Evacuation procedures will commence immediately at the sound of the alarm.
- The Evacuation Coordinator will wear an identifying jacket stating SHU Evacuation Coordinator.
- The Evacuation Coordinator will conduct a quick sweep of designated areas to ensure everyone is complying with the alarm notification. (Office and department doors should be closed as you exit, leaving room lights on.)
- Assist with communication by informing building occupants of emergency issues and consolidating response functions, such as maintaining a “call tree” to communicate with department heads and others during normal hours, who may be absent at the time of an emergency.
- Act as the point of contact for discussions with SHU public safety officials in evacuation procedures.
- ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING!
  - Remember, elevators are reserved for use by the handicapped.
  - Report any missing or persons who need special assistance to a public safety officer immediately upon exiting the building.
- Personal Items: When evacuating the building, take personal belongings with you that are immediately at hand.
  - Do not delay leaving your location.
- There may be other emergency situations that call for evacuation without the sounding of an alarm; in such a case, public safety officers and/or evacuation coordinators will respond and notify building occupants of the need to evacuate.

When the building alarm sounds or a verbal evacuation order is given, everyone should remain calm. People should quickly shut down any hazardous operations or processes and render them safe, if it is possible to do so. If an unsafe situation exists that will not allow a shutdown before evacuating, report this to a public safety officer or evacuation coordinator as you exit the building. (Note: When the fire alarm sounds, only DPS officials can silence the alarm upon determining the incident is not an emergency. Therefore, if the alarm is sounding, an emergency situation exists and you must exit the building.)

Students, Faculty and Staff — Actions required:

- When a building is in full alarm (horns, sirens, strobe lights), immediately evacuate. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Faculty
and staff should lead students by example. Classes should assemble to ensure that everyone has evacuated the building.

- Instructors must ensure all students evacuate the classroom.
- Do not use elevators to exit a building.
- Report to the nearest exit and await further instructions from public safety officers.
- If you are away from your office or classroom when an alarm sounds, you should exit the building immediately and not return to said office or classroom.
- Do not reenter the building until public safety officers and/or University officials give the “all clear” signal after the alarm has been silenced and reset.

Follow any instructions given by public safety officers, municipal police or the fire department.

SHU EM Symbols: The two symbols below are of great importance in our mission to communicate to the campus community “timely notices” of conditions or events involving safety or security matters. We ask that you become familiar with each symbol and read all notices bearing these emergency management symbols.

1) **WARN me** — When you see the "WARN me" symbol, know that SHU Public Safety is informing YOU of important information to increase your “Situational Awareness” regarding campus safety or security matters. YOUR ACTIONS AND AWARENESS WILL ASSIST PUBLIC SAFETY IN RESPONDING TO POTENTIALLY HAZARDOUS OR IMPORTANT SITUATIONS THAT COULD AFFECT THE CAMPUS.

2) **CAMPUS ALERT** — When you see the "Campus Alert" symbol, know that SHU Public Safety has activated a level 3 or 4 emergency incident on campus and immediate action is required by YOU for safety and security reasons. Sacred Heart’s Department of Public Safety will deploy the SHU/EAS text message “Emergency Alert System” to inform you of the incident conditions and further instructions.

Please Be Vigilant, Prepared and Responsive to these official notices.
FOLLOW INSTRUCTIONS IMMEDIATELY!
Sacred Heart’s Department of Public Safety & University Officials will keep you informed!

Sacred Heart’s four emergency levels and campus notification communication methods:

- **Level 1** covers a short-term internal “routine” emergency involving only University facilities and employees. Limited outside agency involvement may be required. Notification by: Communication from the Department of Public Safety directly to people, standard global email. No campus-wide notice.
- **Level 2** includes an emergency with a predictable duration at a single site involving the University and a single outside agency such as the fire department. Notification by: Communication from the Department of Public Safety directly to people, standard global email. No campus-wide notice.
- **Level 3** involves an emergency with an unpredictable duration with a multi-agency response. Notification by: Sacred Heart’s web-based Emergency Broadcast System, SHU EAS Blackboard Connect – Emergency Alert System Also: Phone tree calls, radio broadcast and social media
- **Level 4** relates to a widespread emergency affecting a large segment of the University with long term implications. Notification by: Sacred Heart’s web-based Emergency Broadcast System, SHU EAS Blackboard Connect – Emergency Alert System
Also: Phone tree calls, radio broadcast and social media.

Sacred Heart's Emergency Notification will be given to the campus community or the affected subsection of campus thereof, without delay, having taken into account the community's safety, the content of the notification information, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency Alert System / EAS – Blackboard Connect

EAS is activated under the authority of Public Safety officials as defined in the chain of command. EAS is tested a minimum of annually, as actual events may warrant use of the system. Also, the software tracks use and reports are generated on its deployment. The system has all-hazard templates to be used such as: active shooter, weather emergency, power outage with specific instructions for affect persons to follow. Also, municipal and state emergency services partners notify the Department of Public Safety of any event under the all-hazard FEMA guidelines concerning matters that may potentially impact the University community. Annual meetings are held with municipal and state partners to ensure operational preparedness.

- **SMS/Email/Phone/Fax - SHU EAS / Emergency Alert System.** 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 Blackboard Connect platform for its mass notification system. Classroom phones (aka “bat phones”) will also be utilized to send messages to persons in classrooms.

- **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 and social media accounts:** Emergency Broadcast System announcements. People logging onto the SHU website (from off campus) will be redirected to a page where emergency information will be displayed.

- **Global Outlook:** Email messages sent to all employees, faculty, staff and students advising them there is an emergency on campus and with instructions.

Timely Notification & Crime Alert Policy

**34 CFR 668.46 (b)(2)**

**Purpose**

The purpose of this policy is to codify this department’s policy and procedures concerning the Timely Notifications & Crime Alerts issued by the SHU Department of Public Safety. This will include all possible vulnerabilities under the doctrine of “All-hazards” as defined by the U.S. Department of Emergency Management and Homeland Security. SHU is taking an affirmative step under its “warn me” procedure to bring information to the University community that meets or exceeds the statutory requirements of the HEA and serves to protect life and property.
Policy

It is the policy of the Department of Public Safety to issue Timely Notifications & Crime Alerts in effort to notify community members about certain crimes in and around our community. For the purposes of this policy, “timely manner” generally means **within 24 hours after an incident** has been brought to the attention of a “campus security authority” as defined in the Clery Act and sufficient information has been gathered to define the nature and scope of the situation and there is a presence of a continuing threat.

Further in compliance with the "Timely Notice" provisions of the federal HEA Title IV, Section 485(f) of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 SHU Public Safety will give **immediate notice upon confirmation** of a significant emergency or dangerous situation that could pose an **immediate threat** to the health or safety of students, faculty or staff, occurring at locations within SHU’s Clery Geography, unless the issuing of a notification will compromise efforts to contain the emergency at the discretion of senior SHU DPS or Municipal Police officials.

General Operational Procedure

The Executive Director of EM&DPS, Director of Public Safety or his/her designee are responsible for consulting with department staff, local police department(s), and with other campus authorities (as deemed necessary) in making the determination on a case-by-case basis of when “Timely Notification” information in the form of a Crime Alert is disseminated. These alerts should be approved by the Executive Director EM&DPS, Director of Public Safety or his/her absence these alerts will be approved by an assistant director.

When a Crime Alert is issued, it is the responsibility of the issuing authority to cause immediate notification to the representatives of the Dean of Students office, the Department of Marketing and Communications regarding external public communications and other necessary administration. Notification shall also be issued to municipal police departments, if applicable.

In relation to the Clery Act, a three-prong test shall be applied to determine if a Crime Alert will be issued:

1. Is the incident being reported to Public Safety, as campus security authorities or to municipal police agencies for criminal investigation?

2. Is the complaint identified as a Clery Act crime (Murder; Non-Negligent Manslaughter; Aggravated Assault; Robbery; Forcible Sex Offenses; Forcible Rape; Forcible Sodomy Sexual Assault with an Object; Burglary and new hate crimes: larceny / theft; simple assault; intimidation; and destruction, damage, or vandalism of property?

3. Is the crime considered to represent a serious or continuing threat to students, faculty, staff, or visitors?
Determining whether to issue a Crime Alert for non-Cler Act crimes shall be evaluated on a case-by-case basis, taking into account both the frequency of offense and likelihood for additional occurrence.

Other Important Public Safety Resources

1. SHU Municipal Emergency Services Partners (Fairfield, Bridgeport and Trumbull)
   http://www.sacredheart.edu/officeservices/publicsafety/municipalemergencyservicespartners/

2. Student Emergency Guide is available at web link:
   http://www.sacredheart.edu/officeservices/publicsafety/emergencymanagement/studentemergencyguide/

3. Campus Emergency Training materials is available at web link:
   http://www.sacredheart.edu/officeservices/publicsafety/emergencymanagement/

4. Emergency Evacuation Procedures and Coordinators information is available at web link:
   http://www.sacredheart.edu/officeservices/publicsafety/emergencymanagement/evacuationcoordinators/procedures/

5. Information on Identity Theft Prevention is available at web link:
   http://www.sacredheart.edu/officeservices/publicsafety/crimepreventionreporting/

6. Emergency Notification Sign up Information is available at web link:
   http://www.sacredheart.edu/officeservices/publicsafety/emergencynotification/

7. Campus Safety 101 Video and Interactive Quiz is available at web link:
   http://www.sacredheart.edu/officeservices/publicsafety/crimepreventionreporting/campussafety101video/

8. SHU SAFE mobile app for community access to 911 emergency services:
   http://www.sacredheart.edu/officeservices/publicsafety/crimepreventionreporting/shusafe/

9. SHU ACTIVE SHOOTER & ALL HAZARD EMERGENCY TRAINING VIDEO’S/BE SHU READY!
   http://www.sacredheart.edu/officeservices/publicsafety/emergencymanagement/

10. EMERGENCY PREPAREDNESS
    http://www.sacredheart.edu/officeservices/publicsafety/emergencymanagement/emergencypreparedness/

Fairfield Campus

In accordance with Connecticut General Statute 10a-55a (b) and Public Law 101-542, the Student Right-to-Know and Campus Security Act, the following data is the statistical crime report for Sacred Heart University’s Fairfield Campus in Fairfield, CT. The crime rate is determined by dividing the number of incidents reported by the total number of FTE (Full Time Equivalent) for students and employees for the same calendar period. The total FTE for students and employees
for 2017 on Sacred Heart University's Fairfield Campus was (10218): students (8,543); employees (1675)]. Approximately 2700 students and 10 employees lived in campus housing during the 2016-2017 Academic Year.

**Note:** As the FBI in its own crime report notes: "Caution should be exercised in making any inter-campus comparisons or ranking schools, as university/college crime statistics are affected by a variety of factors. These include: demographic characteristics of the surrounding community, ratio of male to female students, number of on-campus residents, accessibility of outside visitors, size of enrollment, etc."

**Definitions:**

**On Campus** — any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and a) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but is controlled by another person, b) is frequently used by students and c) supports institutional purposes (such as food or other retail vendor).

**Residential Facility** — a subset of “on campus” crimes, which includes only those crimes that were reported to have occurred in dormitories or other residential facilities for students, on campus.

**Non-Campus Building or Property** — any building or property owned or controlled by a student organization officially recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that: a) is used in direct support of, or in relation to, the institution's educational purposes, b) is frequently used by students, and c) is not within the same reasonably contiguous geographic area of the institution.

**Public Property** — all public property, including thoroughfares, streets, sidewalks, and parking facilities, and is within the campus, or immediately adjacent to and accessible from the campus.

**Hate Crimes** — defined by the Department of Education in the Federal Register Part IX-34 CFR Part 668 as crimes involving bodily injury, larceny/theft, simple assault, intimidation, and/or destruction/damage/vandalism/ of property in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus authorities or local police agencies. The VAWA amendments added gender identity and national origin to the categories.

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<tr>
<th>Type of Offense</th>
<th>Number of Incidents</th>
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Stamford Graduate Center

Address: 3 Landmark Square
Stamford, CT 06901

About the campus:
Sacred Heart University's Stamford Graduate Center is the University's largest off-site operation. The 12,000 square foot, executive-style facility has 6 classrooms, a computer lab, a small library, a student lounge area, 3 offices and a reception area. The Stamford Campus is focused on personalized service, small classes, and flexibility.

Administration:
Louise Giobbi, Operation Manager
203-569-8442
giobbil@sacredheart.edu

Emergency Services:  
Police — 911 or 203-977-4444 (non-emergency)
Fire — 911 or 203-977-4763 (non-emergency)
Health — 203-977-5889

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Sacred Heart University

Stamford – PA Program at Stamford Hospital/Tandet Center
(Commenced February 2017)

Address: 146 West Broad Street
Stamford, CT 06902

About the campus: Sacred Heart University’s Physician Assistant Program is located at the Stamford Hospital Tandet Center 2nd floor.

Administration:
Kristy DiPalma, Program Manager
203-989-9236
dipalmak@sacredheart.edu

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Sacred Heart University

**Emergency Services:**
- Police — 911 or 203-977-4444 (non-emergency)
- Fire — 911 or 203-977-4763 (non-emergency)
- Health — 203-977-5889

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Griswold Campus

Address: Griswold High School
267 Slater Avenue, Griswold, CT 06351

Mailing Address: P.O. Box 399, Griswold, CT 06351

About the campus: The Griswold location is a unique “Learning Lab”. The University shares facilities with Griswold High School in Griswold, CT. Graduate-level courses leading to CT Teacher Certification, the Master of Arts in Teaching degree, CT School Administrator Certification (Traditional Weekday evening program only) and the Sixth Year degree in Educational Leadership are offered evenings and week-ends throughout the year. Utilizing Summer II, Fall, Winter Intersession, Spring, Late Spring and Summer I sessions, candidates are able to move forward quickly in meeting their certification or degree requirements. Additionally, a highly-respected Graduate Internship Program is offered to eligible candidates seeking certification and master’s degrees. Through the internship program candidates work during the day in area schools, taking courses in the evening. School districts cover the costs of tuition for 36 graduate credits (usually adequate to cover all certification requirements and most master’s coursework), and candidates benefit from a full year of experience in a public school.

Administration: Dr. Karen Christensen, Director — 860-376-8408
christensenk@sacredheart.edu

Emergency Services: Griswold Police — 911 or 860-376-2583 (non-emergency)
Resident Trooper or CT State Police Troop E — 860-848-6500
Griswold Fire — 911 or 860-564-5610 (non-emergency)
Ambulance — 860-376-3080

Inclement Weather: If Griswold Public Schools are closed, the Griswold Campus is closed as well for SHU students, faculty and staff. For weather updates, check television channels: 3 & 8 or radio stations: 1310 WICH, 1510 WNLC or 97.7 FM WCTY.

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## SHU Dingle Campus
Sacred Heart University acquired the property at The Mall, Dingle, County Kerry, Ireland in December of 2017. No Clery crimes were reported in 2017.

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The Campus Fire Safety Right-to-Know Act requires colleges and universities that maintain on-campus student housing to annually publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards for those institutions. Public Safety maintains a fire incident log at the dispatch office in the main academic building, which is available for review.

The act requires the annual report to contain the following information:

- The number of fires and the cause of each fire.
- The number of injuries and deaths related to a fire.
- The value of property damage caused by a fire.
- The number of regular mandatory supervised fire drills.
- The description of the fire protection equipment (alarms/sprinklers) in each on-campus housing unit.
- Policies, rules and regulations on portable electric appliances, smoking, open flames (i.e. candles, incense) evacuation procedures.
- Policies regarding fire safety education and training programs provided to students, faculty, and staff
- Plans for future improvements in fire safety, if determined necessary by such institution.

The Sacred Heart University Department of Public Safety is responsible for compiling the information contained within and distributing the report. SHU DPS works with Residential Life and Campus Operations along with municipal fire officials to compile this information.

### Summary of Campus Fires 2015-2017

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<th>Incident #</th>
<th>Date/Time</th>
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<tr>
<td>2015</td>
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<td>No fires were reported in residential halls during 2015</td>
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<tr>
<td>1602-00088</td>
<td>February 8, 2016 @ 1304 Hrs</td>
<td>Elizabeth Ann Seton Hall 3rd Floor Laundry Room</td>
<td>Fire caused by overloaded washing machine. Machine was unplugged which extinguished the fire. Fairfield Fire responded to investigate. No injuries or deaths. Damage to SHU property valued at less than $500.</td>
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<tr>
<td>1606-00425</td>
<td>June 18, 2016 @ 1938 Hrs</td>
<td>Pioneer Gardens</td>
<td>Fire caused by microwave oven electrical malfunction. Sprinkler system activated and extinguished the fire. Bridgeport Fire responded to investigate. No injuries or deaths. No financial impact on SHU as this property is owned by a 3rd party.</td>
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Sacred Heart University

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>1701-0025</td>
<td>January 19, 2017 @ 1832 Hrs</td>
<td>Jean Donovan Hall</td>
<td>Fire caused by resident using stove top to cook food. Possibly spilled cooking oil or food caused the fire. Extinguished by residents. No injuries or deaths. No property loss reported.</td>
</tr>
<tr>
<td>1707-00437</td>
<td>July 16, 2017 @ 1140 Hrs</td>
<td>Oscar Romero Hall</td>
<td>Fire caused by staff member cooking food inside of a microwave. A paper towel covering the food caught fire. Staff member extinguished the fire. No injuries or deaths. The microwave oven had to be replaced. Damage to SHU property valued at less than $500.</td>
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<table>
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<td>Taft Commons</td>
<td>April 22, 2015</td>
<td>1716-1726 HRS</td>
<td>Building was evacuated without issue.</td>
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<tr>
<td>Elizabeth Ann Seton Hall</td>
<td>April 22, 2015</td>
<td>1744-1759 HRS</td>
<td>Building was evacuated without issue.</td>
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<tr>
<td>Christian Witness Commons (Donovan Hall, Romero Hall, Day Hall)</td>
<td>April 22, 2015</td>
<td>1809-1830 HRS</td>
<td>Buildings were evacuated without issue.</td>
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<td>April 22, 2015</td>
<td>1845-1902 HRS</td>
<td>Buildings were evacuated without issue.</td>
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<tr>
<td>The Ridge Apartments</td>
<td>April 22, 2015</td>
<td>1912-1924 HRS</td>
<td>Buildings were evacuated without issue.</td>
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<td>Angelo Roncalli Hall</td>
<td>April 22, 2015</td>
<td>1936-1955 HRS</td>
<td>Building was evacuated without issue.</td>
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<td>2007-2016 HRS</td>
<td>Building was evacuated without issue.</td>
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<td>Aquinas Hall</td>
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<td>2007-2016 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Avila Hall</td>
<td>April 22, 2015</td>
<td>2007-2016 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Newman Hall</td>
<td>April 22, 2015</td>
<td>2007-2016 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Thomas Merton Hall</td>
<td>April 22, 2015</td>
<td>2032-2043 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Elizabeth Ann Seton Hall</td>
<td>October 20, 2015</td>
<td>1547-1559 HRS</td>
<td>Candles were discovered in one room. Building was evacuated without other issue.</td>
</tr>
<tr>
<td>Taft Commons</td>
<td>October 20, 2015</td>
<td>1719-1726 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Augustine Hall</td>
<td>October 20, 2015</td>
<td>1805-1821 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Aquinas Hall</td>
<td>October 20, 2015</td>
<td>1806-1822 HRS</td>
<td>Pull station near fire panel did not function properly. Service company notified for repair.</td>
</tr>
<tr>
<td>Avila Hall</td>
<td>October 20, 2015</td>
<td>1805-1823 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Newman Hall</td>
<td>October 20, 2015</td>
<td>1806-1823 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Location</td>
<td>Date</td>
<td>Time</td>
<td>Details</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The Ridge Apartments</td>
<td>October 20, 2015</td>
<td>1842-1852 HRS</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Pioneer Gardens</td>
<td>October 20, 2015</td>
<td>1858-1907 HRS</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Christian Witness Commons</td>
<td>October 20, 2015</td>
<td>1918-1934 HRS</td>
<td>Three (3) residents were referred to the Student Conduct Office for failure to leave the buildings during the fire drill.</td>
</tr>
<tr>
<td>Angelo Roncalli Hall</td>
<td>October 20, 2015</td>
<td>1948-2002 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Thomas Merton Hall</td>
<td>October 20, 2015</td>
<td>2008-2024 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Taft Commons</td>
<td>April 27, 2016</td>
<td>1707-1717 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Elizabeth Ann Seton Hall</td>
<td>April 27, 2016</td>
<td>1744-1757 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Augustine Hall</td>
<td>April 27, 2016</td>
<td>1809-1818 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Aquinas Hall</td>
<td>April 27, 2016</td>
<td>1809-1818 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Avila Hall</td>
<td>April 27, 2016</td>
<td>1809-1818 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Newman Hall</td>
<td>April 27, 2016</td>
<td>1809-1818 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Pioneer Gardens</td>
<td>April 27, 2016</td>
<td>1838-1848 HRS</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>The Ridge Apartments</td>
<td>April 27, 2016</td>
<td>1900-1912 HRS</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Christian Witness Commons</td>
<td>April 27, 2016</td>
<td>1925-1940 HRS</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Angelo Roncalli Hall</td>
<td>April 27, 2016</td>
<td>1956-2010 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Thomas Merton Hall</td>
<td>April 27, 2016</td>
<td>2024-2035 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Taft Commons</td>
<td>October 18, 2016</td>
<td>1724-1738 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Thomas Merton Hall</td>
<td>October 18, 2016</td>
<td>1805-1820 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Augustine Hall</td>
<td>October 18, 2016</td>
<td>1835-1844 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Aquinas Hall</td>
<td>October 18, 2016</td>
<td>1835-1844 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Avila Hall</td>
<td>October 18, 2016</td>
<td>1835-1844 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Newman Hall</td>
<td>October 18, 2016</td>
<td>1835-1844 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Christian Witness Commons</td>
<td>October 18, 2016</td>
<td>1903-1915 HRS</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Elizabeth Ann Seton Hall</td>
<td>October 18, 2016</td>
<td>1931-1944 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Bergoglio Hall *</td>
<td>October 18, 2016</td>
<td>1956-2008 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>The Ridge Apartments</td>
<td>October 18, 2016</td>
<td>2032-2047 HRS</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Pioneer Gardens</td>
<td>October 18, 2016</td>
<td>2059-2110 HRS</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Roncalli Hall</td>
<td>October 18, 2016</td>
<td>2120-2136 HRS</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Location</td>
<td>Date</td>
<td>Time</td>
<td>Status</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------</td>
<td>-------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Taft Commons</td>
<td>April 27, 2017</td>
<td>1707-1716 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Elizabeth Ann Seton Hall</td>
<td>April 27, 2017</td>
<td>1735-1746 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Augustine Hall</td>
<td>April 27, 2017</td>
<td>1800-1811 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Aquinas Hall</td>
<td>April 27, 2017</td>
<td>1800-1811 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Avila Hall</td>
<td>April 27, 2017</td>
<td>1800-1811 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Newman Hall</td>
<td>April 27, 2017</td>
<td>1800-1811 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Christian Witness Commons</td>
<td>April 27, 2017</td>
<td>1829-1843 HR</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>(Donovan Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romero Hall Day Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bergoglio Hall</td>
<td>April 27, 2017</td>
<td>1904-1918 HR</td>
<td>One room needed 2 new AV devices</td>
</tr>
<tr>
<td>Thomas Merton Hall</td>
<td>April 27, 2017</td>
<td>1946-1958 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>The Ridge Apartments</td>
<td>April 27, 2017</td>
<td>2022-2033 HR</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Pioneer Gardens</td>
<td>April 27, 2017</td>
<td>2039-2049 HR</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Angelo Roncalli Hall</td>
<td>April 27, 2017</td>
<td>2100-2113 Hrs</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Taft Commons</td>
<td>October 23, 2017</td>
<td>1712-1724 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Bergoglio Hall</td>
<td>October 23, 2017</td>
<td>1746-1758 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Elizabeth Ann Seton Hall</td>
<td>October 23, 2017</td>
<td>1833-1846 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Augustine Hall</td>
<td>October 23, 2017</td>
<td>1856-1907 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Aquinas Hall</td>
<td>October 23, 2017</td>
<td>1856-1907 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Avila Hall</td>
<td>October 23, 2017</td>
<td>1856-1907 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Newman Hall</td>
<td>October 23, 2017</td>
<td>1856-1907 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Christian Witness Commons</td>
<td>October 23, 2017</td>
<td>1723-1936 HR</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>(Donovan Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Romero Hall Day Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pioneer Gardens</td>
<td>October 23, 2017</td>
<td>1950-2003 HR</td>
<td>Buildings were evacuated without issue.</td>
</tr>
<tr>
<td>Thomas Merton Hall</td>
<td>October 23, 2017</td>
<td>2020-2033 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>Angelo Roncalli Hall</td>
<td>October 23, 2017</td>
<td>2050-2107 HR</td>
<td>Building was evacuated without issue.</td>
</tr>
<tr>
<td>The Ridge Apartments</td>
<td>October 23, 2017</td>
<td>2115-2127 HR</td>
<td>Buildings were evacuated without issue.</td>
</tr>
</tbody>
</table>

*Bergoglio Hall opened Fall 2016*
FIRE PROTECTION EQUIPMENT IN RESIDENTIAL HALLS

Jorge Bergoglio Hall — Main Campus, 5151 Park Avenue Fairfield

Bergoglio Hall is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public safety officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary. Fire extinguishers are present in key locations.

Pierre Toussaint Hall — Main Campus, 5151 Park Avenue Fairfield (Opened Spring 2018)

Toussaint Hall is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public safety officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary. Fire extinguishers are present in key locations.

Elizabeth Ann Seton Hall — Main Campus, 5151 Park Avenue Fairfield

Seton Hall is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public safety officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary. Fire extinguishers are present in kitchens.

Thomas Merton Hall — Main Campus, 5151 Park Avenue Fairfield

Merton Hall is equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm system consists of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Alarms are transmitted to the Department of Public Safety via fire panel. Public safety officers respond to all fire alarms and will notify the Fairfield Fire Department when necessary. Fire extinguishers are present in kitchens.

Scholars Commons — Main Campus, 5151 Park Avenue Fairfield

The residential complex consists of 4 buildings - Augustine Hall, Thomas Aquinas Hall, Teresa of Avila Hall and John Henry Newman Hall. They are similar and near exact in design. All four Scholars Commons buildings are equipped with fire detection equipment and have a building-wide sprinkler system. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes and horns. Alarms are transmitted to both the Department of Public Safety and to a central off-campus monitoring company via fire panel. Public safety officers respond to all fire alarms. Fire extinguishers are present in each room as well as in hallways and laundry rooms.
Roncalli Hall is a 10-story residential hall equipped with fire detection equipment and has a building-wide sprinkler system. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. An Officer is posted 24/7 at the front lobby desk. Public safety officers respond to all fire alarms. Alarms are transmitted to both the Department of Public Safety and to a central off-campus monitoring company via fire panel. The monitoring company automatically contacts the Bridgeport Fire Department to respond to all fire alarms, in addition to SHU Public Safety. Fire extinguishers are present next to laundry rooms and in elevator lobbies.

The Christian Witness Commons residential complex consists of 3 buildings: Jean Donovan Hall, Oscar Romero Hall and Dorothy Day Hall. They are similar and near exact in design.

All three buildings are equipped with fire detection equipment and have a building-wide sprinkler system. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Fire evacuation system consists of strobes, horns, and a voice evacuation notification. Also, a Security Officer is posted 24/7 in the Romero Hall Public Safety Office.

Alarms are transmitted to both the Department of Public Safety and to a central off-campus monitoring company via fire panel. The monitoring company automatically contacts the Bridgeport Fire Department to respond to all fire alarms, in addition to SHU Public Safety. Fire extinguishers are present in each suite as well as in common areas.

The Ridge residential complex consists of (2) styles of apartments. The Ridge building (1) has 28 ranch style apartments on two levels. The Ridge building (2) is comprised of (7) townhouse style apartments. All apartments have local smoke detectors. There is no direct central fire reporting system. The buildings are equipped with fire sprinkler systems.

Public safety officers respond to alarms as called in by residents or discovered while on patrol. Depending on the scope of the incident, Bridgeport Fire is notified by SHU Public Safety. Residents have the ability to dial 911 for an immediate response by municipal Fire, Police and EMS agencies. SHU Public Safety provides security coverage from 8PM to 4AM daily. Fire extinguishers are present in each apartment and in hallways and stairwells.
Oakwood Apartments — Bridgeport

1. North Building — 3726-3750 Madison Avenue
2. South Building — 3730-3740 Madison Avenue
3. East Building — 3720-3724 Madison Avenue
4. West Building — 3800-3820 Madison Avenue

The Oakwood residential complex consists of (4) identical buildings containing ranch style apartments and are equipped with local smoke detectors. There is no direct central fire reporting system. Residents have the ability to dial 911 for an immediate response by municipal Fire, Police and EMS agencies. The buildings have fire sprinkler systems.

Taft Commons – 225 Taft Avenue Bridgeport

The Taft Commons residential complex is comprised of (20) bi-level apartments. The building is equipped with smoke detectors which report to a fire panel at the rear entrance. The building also has sprinklers throughout. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. A SHU contract security officer is located at the front desk and on duty 24/7. Alarms are transmitted via fire panel to both the Department of Public Safety and to a central off-campus monitoring company. The monitoring company automatically contacts the Bridgeport Fire Department to respond to all fire alarms in addition to SHU Public Safety. Fire extinguishers are present in each apartment as well as in common areas.

Pioneer Gardens – 51 Eckart Street Bridgeport

The Pioneer Gardens residential complex is comprised of two connected buildings. The buildings are equipped with smoke detectors which report to a fire panel near the security office. The building also has sprinklers throughout. The fire alarm systems consist of smoke detectors, heat detectors, and pull stations. Alarms are transmitted via fire panel to both the Department of Public Safety and to a central off-campus monitoring company. The monitoring company automatically contacts the Bridgeport Fire Department to respond to all fire alarms in addition to SHU Public Safety.

Fire Safety Procedures & Fire Drills

*Fire / Evacuation drills are held at least once per semester in all residential facilities.*

Fire Safety Training

The Department of Public Safety trains and reviews procedures with the Residential Life and Campus Operations staff yearly. Residential Hall Directors and Residential Success Assistants (RHDs & RSAs) are trained on proper procedures for building evacuation, fire extinguisher use and fire prevention.

Fire Extinguishers

The Department of Public Safety is responsible for maintaining fire extinguishers in all University
buildings on campus. A certified private vendor under contract is utilized to annually inspect and certify all fire extinguishers, recharging and/or replacing units as required by NFPA 10.

**Fire Watch Procedure (Alarm failure or interruption of water flow to facilities)**

In the event that the alarm system is not working due to system failure, a fire watch will be conducted in accordance with State and Local regulations.

The Department of Public Safety will notify the local authority having jurisdiction (AHJ) regarding any University building in which the fire system is out of order and that a fire watch has been activated. The local AHJ has the statutory authority to determine what resources are needed for the duration of an outage where a University facility is temporarily without an active alarm or fire suppression capabilities.

**Malicious/False Activations of Fire Alarms and Tampering with Fire Safety Equipment**

Any person found activating fire alarms or tampering with fire safety equipment when there is no fire or emergency, shall be subject to punishment by both the University Judicial process as well as local and state authorities. The Sacred Heart University Department of Public Safety considers any violations of fire safety to be serious.

Anyone found to be in violation of any fire safety regulation will be subject to arrest for violating applicable Connecticut criminal statutes and prosecution, along with administrative sanctions from the University in accordance with the SHU Student Handbook. For further details on the University’s Conduct Code and Judicial System see the Student Handbook.

**Fire Alarm Activation and Evacuation Procedures**

An evacuation may be required any time a condition exists which has been deemed an emergency or potentially hazardous by the Department of Public Safety or University Officials. Therefore, when the fire alarm sounds, persons must respond immediately.

- If the alarm sounds or an announcement is made, all persons must exit and proceed to nearest exit. *The usual indication for evacuation will be the sounding of the fire alarm horn and the flashing strobe lights. Evacuation procedures will commence immediately at the sound of the alarm.*

- **ASSIST PEOPLE WITH DISABILITIES TO A RESCUE STAIRWELL AREA**

- Remember, elevators are reserved for use by the handicapped.
- Report any missing person or person who needs special assistance to a public safety officer immediately upon exiting the building.

- Personal Items: When evacuating the building, please take personal belongings with you that are immediately at hand.
  - It is important that you do not delay leaving your location.
There may be other emergency situations that call for evacuation without the sounding of an alarm; in such a case, public safety officers and/or University officials will respond and notify building occupants of the need to evacuate.

The fire department shall be responsible for evacuating all persons with disabilities from the building, unless prior special arrangements have been made with the individual.

Follow any instructions given by SHU Public Safety, Municipal Police or Fire Personnel.

Residence Life Fire Safety Regulations (Portions from the SHU Student Handbook)

APPLIANCES/COOKING: All appliances must be UL listed. In Merton, Seton, and Roncalli Halls, cooking is not permitted in residence rooms; kitchenettes are provided on each floor. Do not leave appliances unattended while cooking.

Appliances prohibited in Merton, Seton, and Roncalli Halls include hot plates, toaster ovens, electric frying pans, heating coils, electric blankets (unless medically required), microwave ovens and refrigerators (except as provided by the University), and free-standing halogen floor lamps.

CEILINGS/WALL COVERINGS: Nothing may be hung from or affixed to the ceiling, or on any fire safety device such as a smoke or heat detector or sprinkler pipe or head. This includes decorations, lights, flags banners, or posters.

All objects placed on the wall must be at least six inches below the ceiling line. Any draperies or tapestries in rooms must be flame resistant and labeled as such by the NFPA (701). There must be at least eighty percent of available wall space (subtracting doors and other openings) in resident rooms and hallways.

CONFISCATION: Residence Life and Public Safety staff is authorized to confiscate prohibited items that are considered a fire hazard. Items not permitted include, but are not limited to, specific appliances (see above), incense, candles, explosives, and fireworks of any kind. Confiscated items will be turned over to SHU Public Safety and/or the police. Residence Life staff, the Dean of Students, and the students involved are informed of all confiscations in accordance with disciplinary provisions of the Student Handbook. Confiscated items are not returned to students.

EGRESS: All hallways and stairwells must be kept clear and allow for egress at all times; property may not be stored in these areas. Any items found in these areas will be confiscated. (Any furniture which is moved into a hallway from a room will be billed as lost furniture to the residents of that room.)

EXTENSION CORDS: Extension cords are not permitted. Only authorized UL listed surge protectors with built-in circuit breakers are allowed. Surge protectors must not be plugged into each other, hung from the ceiling, laid over or under a rug, or have exposed wires. Only one surge protector may be used per outlet.
EVACUATION: All building occupants must evacuate immediately in an orderly manner whenever the building fire alarm sounds. Failure to promptly evacuate the building is cause for disciplinary action.

FIRE DOORS: Hallway, stairwell, and residence room doors are considered fire doors and, as such, must be kept closed and unobstructed at all times; the exception are the magnetically controlled hallway doors in Merton, Seton, and Roncalli Halls.

FIRE DRILLS: Fire drills are conducted in all residence facilities. As with any building fire alarm, it is imperative that all occupants evacuate the building immediately. Failure to do so will result in disciplinary action.

FIREWORKS: As a violation of Connecticut State Law, the possession or use of all types of fireworks are strictly prohibited.

FUEL: Any fuel, including but not limited to, kerosene, propane, gasoline and charcoal lighter fluid is strictly prohibited in any University residence hall or apartment.

HOLIDAY DECORATIONS: Natural trees and wreaths, because they are highly combustible, are prohibited. All holiday lighting must be UL listed and lighting strings may not be plugged in to each other. Each lighting string must be plugged in to a separate outlet. Holiday decorations which are considered excessive and a potential fire hazard are prohibited. (See Residential Life or Public Safety for specific information on approved, fire retardant/flame resistant decorations.)

OPEN FLAME DEVICES: The possession or use of any open flame devices, such as candles, incense and oil burning lamps is prohibited.

SMOKING: State law prohibits smoking, including E-cigs in any building on campus.

FIRE SAFETY & GUIDELINES - WHAT TO DO! ........ If There Is a Fire:

SOUND THE ALARM — If you discover or suspect a fire, sound the building alarm by activating the nearest pull station. If the building is not equipped with a fire alarm system, warn the other occupants by knocking on doors and shouting a warning as you leave (KNOCK ON DOORS AS YOU EXIT ONLY). Call x7911 or Public Safety (203-371-7911) immediately.

LEAVE THE BUILDING — Go to the building’s Evacuation Assembly Point (EAP). An EAP has been determined for all campus buildings. Determine who is missing or unaccounted for. Try to help others only if you can do so safely. After exiting the building, remain at least 100 feet away from it. DO NOT go back into the building until a representative of the Department of Public Safety or Fire Department indicates it is safe to do so.

To Survive a Building Fire — CRAWL TO AN EXIT DOOR OR WINDOW IF THERE IS SMOKE. If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air will be near the floor.
FEEL DOORS BEFORE OPENING — Before opening any doors, feel the metal knob. If it is HOT, don’t open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, do not enter and immediately close the door.

GO TO THE NEAREST EXIT OR STAIRWAY — If the nearest building exit is blocked by fire, heat, or smoke, go to another exit. DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Most elevators have features that deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time. Stairway fire doors will keep out fire and smoke if they are closed and will protect you until you get outside. Close as many doors as possible as you leave, this helps to confine the fire.

IF YOU GET TRAPPED, KEEP THE DOORS CLOSED — If you are trapped in a room, open the windows from the top to let out the heat and smoke and from the bottom to let in fresh air. If the window only opens from the bottom, open the window and stay on the floor, away from the window. Seal cracks and vents so smoke cannot enter the room. SIGNAL FOR HELP. Hang an object out the window (bed sheet, jacket, etc.) to attract attention. If there is a phone in the room, call for help dialing x7911 or Public Safety at 203-371-7911 and report you are trapped. Be sure to give your room number and location. DO NOT JUMP FROM THE ROOM. The fire department will make any rescue attempts.

IF YOUR CLOTHING IS ON FIRE, STOP DROP AND ROLL. If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smotheres the fire. If you are burned, contact the Department of Public Safety immediately and they will respond to provide medical treatment.

For additional Fire and Safety tips, contact our municipal emergency services partners at the web links below:

Sacred Heart’s Three Municipal Police and Fire Emergency Services Partners:

1. Fairfield, CT – Main Campus; Residential, Academic and Administrative Facilities
   - Fairfield Police Department, https://www.fpdct.com
   - Fairfield Fire Department, http://www.fdfairfield.com

2. Bridgeport, CT – Adjacent or Near Main Campus; Residential and Academic Facilities

3. Trumbull, CT – Near Main Campus; Academic and Administrative Facilities
   - Trumbull Center Fire Department, http://www.trumbullvfc.com/
Sacred Heart University

FIRE SAFETY COMPLIANCE

Sacred Heart's Fire & Evacuation Planning has been developed to meet the needs of the University in case of an emergency evacuation situation. It is designed to comply with:

- Occupational Safety and Health Administration: Employee Emergency Plans and Fire Prevention Plans — CFR 1910. 38C (2); 38E
- Connecticut General Statutes: Fire Officer Authority — CGS 7-313e
Important University Phone Numbers

**EMERGENCY >** 203-371-7911
Routine Business or Non-emergency 203-371-7995
Fax 203-396-8372
SHU Info Line 203-365-7669
Roncalli Hall Lobby Desk 203-416-3424
Christian Witness Commons Public Safety Office 203-396-6502
Taft Commons Lobby Desk 203-337-6220
Pitt Center Desk 203-396-8100
Center for Health Education (CHE) Public Safety Office 203-416-3538

DEPARTMENT OF PUBLIC SAFETY & EMERGENCY MANAGEMENT

Frank Novak, Fire Marshal & EM Trainer
203-396-8211
novakf@sacredheart.edu

Stephanie Trelli, Coordinator of Safety and Security Programs
203-371-7794
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Ben Benson, Vehicle & Equipment Supervisor
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Salvatore Siconolfi, Public Safety Locksmith
203-371-7995
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DEPARTMENT OF HUMAN RESOURCES

Leonora Campbell, Title IX Coordinator
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09/21/2018 – 16:00 SML