



September 25, 2014

To Students, Faculty, Staff, and Visitors:

Federal law mandates institutions of higher education that receive federal funds must provide detailed information about crime statistics. The report will be issued by October 1st through email, on the web, http://www.ewp.rpi.edu/publications/camp_sec_reps/index.html and by request, a paper copy.

This document contains information specific to Rensselaer at Hartford and Groton, Connecticut as required in the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The report provides students, employees, and interested individuals information on the security operations, building hours, and policies concerning drugs, alcohol, weapons, sexual assault, sexual harassment, and acts of intolerance.

We hope you find this important information helpful. Please do not hesitate to call or write me with your comments or concerns.

Paul Murphy
Operations & Facilities

860-548-5392 Office
860-548-7887 Fax
E-mail: Murphp2@rpi.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

This report addresses Hartford and Groton separately. Aside from the geographical difference, operational and staffing differences do exist.

Hartford Campus

Safety and security at Rensselaer falls under the Operations & Facilities Department with the purpose to promote a safe, problem free environment for students, staff, and visitors. Responsibilities include monitoring the Tower, Seminar, and Plaza buildings, the parking garage, and the surface lots. There are no residence halls, student centers, athletics, clubs, or non-campus buildings.

Campus Environment

The fifteen-acre campus is north of Hartford's central business district. The nine-level Tower and two-level Plaza buildings house classrooms, computer labs, faculty/staff offices, and support functions. The Seminar Hall building comfortably seats 100 people for classes and seminars. The four level parking garage and surface lots provide 450 and 330 spaces, respectively.

Campus Security

Rensselaer contracts with Security Services of Connecticut, a professional security agency, to provide one uniformed guard 2pm – 6am, daily, Monday-Friday. The coverage is 24 hours on weekends. The number of guards may increase depending on events or special needs.

Rensselaer introduced a card access system, May 2010, making the “tunnel” the primary entrance for students, faculty, and staff. Visitors are also directed to the tunnel entrance. Individuals without an access card will “call” the receptionist through a video display system where the receptionist may grant entrance into the building. Visitors will then sign a log book, wear a visitor pass, and wait to be escorted to appointments.

When we issue access cards, a detailed handout is given to each student and employee explaining the *RPLAlert* system.

Three Hartford campus individuals are trained and authorized to issue an alert: Paul Murphy, Operations & Facilities, Natalie Sutera, Student Records & Administration, and Brian Clement, Technical and Information Services. The procedure to issue alerts varies with the severity and the timing of the event but the overriding factor is the safety of those using the facility. Weather alerts can, for the most part, be anticipated and discussed prior to the event. In this case, conversations between senior Hartford and Troy management will lead to a decision. More immediate emergencies, such as a water leak or power loss, once again depending on the severity and timing will influence the alert response time. The most life threatening events, initiated from individuals, nature, or other events, can initiate an immediate alert. At the same time, calls to the city police or fire departments will bring trained responders to the building. Once an alert is issued, updates will follow to keep the community informed. A “test” *RPLAlert* will be sent each year in October.

Security's primary function is to observe the grounds and facilities, secure Rensselaer buildings at posted times, and monitor for fire and other hazardous conditions. Security officers do not carry weapons and do not have the power to arrest; however, they will challenge and escort suspicious

individuals off campus. The Hartford campus will call the Hartford Police Department to investigate crimes that fall under the Clery Act. Setback from Windsor Street, the open area in front of the facility acts as a buffer from our immediate residential and business neighbors. One should understand, however, that the campus is subject to similar criminal activity that occurs in the neighborhood that surrounds it.

Each spring, bushes are trimmed to reduce areas where individuals can hide. Burnt out exterior lights are replaced, and locks and hardware are maintained in working condition and promptly repaired when inoperable.

Building Access

Normal Building Hours:

Monday-Thursday	8:30 a.m. – 9:00 p.m.
Friday	8:30 a.m. – 5:30 p.m.
Saturday	8:30 a.m. – 5:30 p.m.
Sunday	Closed

Note:

- Security notifies people approximately 15-30 minutes prior to the facility's scheduled closing.
- Security will request people to leave the facility at closing.
- Building hours vary during holidays, class schedules, special events, and between semesters.
- Primary access for students and staff is through the tunnel entrance.
- The building is closed Sunday.

Procedures for Reporting

In any hazardous or threatening situation, rapid notification to the proper personnel is important. We encourage students, faculty, staff, and visitors to notify the receptionist of safety and security problems occurring during normal building hours. If you witness a crime in progress, the receptionist will notify on-site facilities/security and/or dial 911 to reach the Hartford Police Department. Dial "0" with an on-campus phone to reach the receptionist. All crimes should be reported to assist us in providing timely warnings to students, employees, and visitors.

Rensselaer will issue a timely warning whenever a crime is committed that:

- Represents a threat to the campus community.
- The warnings will be posted for at least 7 days in entrances and areas used by students and employees.
- Operations & Facilities will prepare and distribute these warnings

A victim of a crime may make a voluntary, confidential report of a crime. That crime will be included in the crime statistics. All crime victims' names are confidential.

The receptionist is typically on duty Monday-Thursday, 8:30 a.m. – 9:00 p.m., Friday 8:30 a.m.–5:30 p.m. and Saturday, 8:30 a.m. – 5:30 pm. Receptionist hours may vary during holidays, special events, and between semesters. The building is closed Sunday.

If you are a victim of a crime, but in no immediate danger, facilities/security will take a report and, if requested, contact the Hartford police. When reporting an incident, give your name and location including the room number. Try to be observant by describing individuals and events as completely as possible, including the location and the direction taken by suspects. Do not disturb a crime scene as that may compromise both evidence and an investigation.

Keep in mind that if you use a cell phone to dial **911**, unlike a landline, the dispatcher will not know your exact location. In Hartford, a **911** call should go to the dispatcher at the Hartford Police Department but be prepared to give the **911** dispatcher your **EXACT** location. At the Hartford campus the street address is 275 Windsor Street. Digital triangulation technology uses multiple cell towers to determine the cell phone's approximate location within 200-1,000 feet.

The annual disclosure of crime statistics is prepared by Paul Murphy, Operations & Facilities. A records of crimes on campus are completed, retained, and are the basis for the on campus statistics. Mr. Murphy is also Hartford's Campus Security Authority. Crimes committed on public property are made available through the Hartford Police Department.

There presently is no policy concerning witnesses making voluntary, confidential crime reports.

Note: There are no "Non-campus building or property" or "Student Residences" at Hartford.

When a hate crime is reported, it will be labeled with the following categories:

R=Race; G=Gender; REL=Religion; SO=Sexual Orientation; GI=Gender Identity; NO=National Origin; and/or E=Ethnicity. In addition to the above categories, the following crimes need to be reported if they are hate crimes: larceny-theft; simple assault; intimidation; destruction, damage, vandalism or property, or any other crime involving bodily injury. Rensselaer at Hartford did not have any hate crimes in those categories for 2011, 2012, and 2013.

Mystic Executive Park - Groton

Site Environment

Rensselaer holds classes at the Mystic Executive Park, 115 Poheganut Drive, Groton, Connecticut. The one level 54,000 square foot facility is home to two other companies, DealerTrack and Progeny with a 6,200SF expansion is under construction. Rensselaer leases 7,600 square feet housing 5 classrooms, including a computer classroom, a student lounge, student services area, and private restrooms. Parking partially surrounds the building, but as the day tenants leave, parking is available in the front and sides of the building for evening students. There is one small lot across Poheganut available.

Campus Security

There are no security personnel at the Groton site. We will call the local police to investigate crimes that fall under the Clery Act.

A card access system, similar to Hartford, was introduced to our leased space in the fall of 2010. Each semester, when we issue access cards, a detailed handout is given to each new student explaining the RPLAlert system. Authorized Hartford employees will provide the RPLAlert for the Groton site. As is the case in Hartford, the procedure to issue alerts varies with the severity and the timing of the event but the overriding factor is the safety of those using the facility. Weather alerts can, for the most part, be anticipated and discussed prior to the event. In this case, conversations between senior Hartford and Troy management will lead to a decision. More immediate emergencies, such as a water leak or power loss, once again depending on the severity and timing, influence the alert response time. The most life threatening events, from individuals, nature, or other events, can initiate an immediate alert. At the same time, calls to the city police or fire departments will bring trained responders to the building. Once an alert is issued, updates will follow to keep the community informed. A “test” RPLAlert will be sent each year in October.

Other tenants have card access into their leased space however; the building’s two main entrances do not have card access or electronic locking mechanisms.

Building Access

Normal Building Hours for Rensselaer use:

Monday – Thursday 3:00 p.m. – 9:00 p.m.

Friday – Sunday closed.

Hours may vary during holidays, class schedules, and between semesters.

Procedures for Reporting

In any hazardous or threatening situation, rapid notification to the proper personnel is important.

There are two outside telephone lines in the reception area that can be used to dial **911**. Keep in mind that if you use a cell phone to dial **911**, unlike a landline, the dispatcher will not know your exact location. From the Mystic site the Town of Groton police dispatcher should respond but be prepared to give the dispatcher your **EXACT** location, 115 Poheganut Drive, Groton. Digital triangulation

technology uses multiple cell towers to determine the cell phones approximate location within 200 to 1,000 feet.

If you are a victim of a crime, but in no immediate danger, call the Groton Police Department, (860) 441-6710, to report the crime and offer information for a police report. When reporting a crime, give your name and location. Try to be observant by describing individuals and events as completely as possible, including the location or direction taken by suspects. Do not disturb a crime scene as that may compromise both evidence and an investigation. Please notify the Mystic Rensselaer employees of any crime or call Paul Murphy at the Hartford campus at (860)-548-5392.

Rensselaer will issue a timely warning whenever a crime is committed that is:

- Represents a threat to the campus community.
- The warnings will be posted for at least 7 days in entrances and areas used by students.
- Operations & Facilities will prepare and distribute these warnings.

Victims may make a voluntary, confidential report of a crime. That crime will be included in the crime statistics. There is no policy concerning witnesses making voluntary, confidential crime reports.

In Groton, Rensselaer will take a supportive role in crime investigation with the local police departments.

The annual disclosure of crime statistics at our Groton site is prepared by Paul Murphy, Operations & Facilities. Mr. Murphy is also Hartford's Campus Security Authority. Crimes committed on public property are made available through the Town of Groton Police Department. The results include crimes at the Mystic Marriot, where as is the case of hotels, there is a frequent turnover in the daily/weekly population.

Develop Good Habits

Individual awareness is essential for any security program. Each person must take responsibility for personal belongings by following common sense precautions such as not leaving valuables unattended in classrooms, offices, or any area. Valuables should be placed in the car trunk rather than left in plain view. Leave the facility with a friend or classmate whenever possible and have the key in your hand when you reach your car.

Statistical Data for Groton, Connecticut

The public area covered is:

- All of Poheganut Drive. Poheganut Drive ends as you drive past our building.
- Intersection of North Road & Poheganut Drive, south past the Mystic Marriot property.

Groton Connecticut	On Campus	Public
-------------------------------	------------------	---------------

	11	12	13	11	12	13
Murder/Non Negligent Homicide	0	0	0	0	0	0
Negligent Homicide	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Sexual Offence (Forcible)	0	0	0	0	0	0
Sexual Offence (Non-Forcible)	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0
Drug Law Arrest	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0
Illegal Weapons Arrest	0	0	0	0	0	0
Illegal Weapon Referral	0	0	0	0	0	0

When a hate crime is reported, it will be labeled with the following categories:

R=Race; G=Gender; REL=Religion; SO=Sexual Orientation; GI=Gender Identity; NO=National Origin; and/or E=Ethnicity. In addition to the above categories, the following crimes need to be reported if they are hate crimes: larceny-theft; simple assault; intimidation; destruction, damage, vandalism or property, or any other crime involving bodily injury. Rensselaer at Hartford did not have any hate crimes in those categories for 2011, 2012, and 2013

In addition to the above categories, the following crimes need to be reported if they are hate crimes: larceny-theft; simple assault; intimidation; destruction, damage, vandalism or property, or any other crime involving bodily injury. Rensselaer did not have any hate crimes in those categories for 2011, 2012, and 2013.

Note: There are no “Non-campus building or property” or “Student Residences” at Hartford.

Prevention Information for Hartford and Groton

Published in our *Student Handbook* <http://www.ewp.rpi.edu/publications/handbook/index.html> and the *Human Resources Manual* are policies advising Rensselaer students and employees about the topics listed below.

Alcohol Abuse and Illegal Drugs

Rensselaer’s policy on alcohol abuse and illegal drugs is published annually in the *Student Handbook and Human Resources Policy Manual*. In summary the policy states:

- 1 * Rensselaer maintains an environment free from effects of alcohol, illegal drugs, and the misuse of or abuse of prescription drugs.
- 2 * Individual(s) under the influence of drugs or alcohol are subject to disciplinary actions and notification of law enforcement agencies.

Weapons on Campus

Possession and/or use of firearms and/or dangerous weapons are strictly prohibited and may violate State law. This applies to students, faculty, staff, and visitors.

Sexual Harassment

Rensselaer's policy on sexual harassment is published annually in the *Student Handbook and Human Resources Policy Manual*. In summary the policy states:

- 3 * Rensselaer is committed to providing a work and learning environment free from unwelcome sexual advances.
- 4 * Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or any other physical or expressive behavior of a sexual nature.

Sexual Assault Policies

Although Rensselaer is a nonresidential institution, the threat of sexual assault still exists. Victims of sexual assault should report the incident to the local police department and/or campus security. Rensselaer will assist the individual in contacting the Hartford or Groton Police Department respectively, if desired.

Effective July 1, 2012 Connecticut law, SHB 5548, an act concerning domestic violence became law requiring in part that clerks, at the victim’s request forward a copy of a restraining order to any educational institution that he or she attends. Once an order is received Rensselaer will contact the individual to obtain photos and other information to make identifying the individual easier. We will forward collected information to either the Hartford or the Groton police department.

Federal Law: *Violence Against Women Reauthorization Act of 2013* (VAWA) requires academic institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and

stalking. Additionally, the law requires the development of policies, procedures, and programs relating to these incidents.

Connecticut Law: An Act Concerning Sexual Assault, Stalking, and Intimate Partner Violence on Campus has a similar focus to the federal law but specifics vary.

Both laws cover stalking and information and prevention measures can be found at www.victimsofcrime.org/src. While state laws vary, stalking is considered conduct directed at a specific person that causes a reasonable person to feel fear.

Rensselaer will modify policies and procedures to comply with both laws. Materials related to domestic violence, sexual assault, and stalking are on display for students.

In 2013, there were no incidents reported incidents in either the Hartford or Groton locations for the infractions mentioned above.

Connecticut Sexual Assault Crisis Services (Connsacs), 860) 282-9881, provides a statewide 24 hour toll free hotline, 1-888-999-5545 in English and 1-888-568-8332 in Español. All services are free and confidential. The Hartford area is served by New Britain's YWCA and Groton is served by New London's Sexual Assault Crisis Center of Eastern Connecticut with a 1-888-999-5545, 24 hour toll free hotline.

The Connecticut Coalition against Domestic Violence (CCADV) provides a statewide, 24 hour, toll-free hotline at 1-888-774-2900. CCADV has 18 member agencies with the Interval House, 860-527-0550, and Safe Futures, 860-701-6000, located closest to our Hartford and Groton locations, respectively.

Internal investigations will follow procedures listed in the *Student Handbook* under Acts of Intolerance, while police investigations will follow their established operating procedures.

Rensselaer has a strong interest in preserving a safe academic environment whether or not the behavior has been or could be subject to criminal law. Although disciplinary proceedings follow the basic rules of due process, they are not subject to rigid criminal procedures. Therefore, discipline may be imposed with a finding of probable violation of school rules, instead of guilt beyond a reasonable doubt.

Also:

- Confidentiality of the internal proceedings guarantees and protects the victim's right to privacy.
- The accused and accuser will be notified of the outcome in any sexual assault case.
- Make reasonable academic changes to the victim's academic arrangements.

The victim of sexual assault has the right to choose when and if to press criminal charges.

Sex Offender Registry

The State of Connecticut Sex Offender Registry can be found at:

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

Local police departments will also provide this information upon request. Keep in mind that the accuracy and completeness of the web site and police department records depend on the information provided by those required to register.

Rensselaer will take a supportive role in crime investigation with the local police departments.

SEXUAL ASSAULT

Policy and Definitions

Rensselaer recognizes that the term sexual assault encompasses a wide range of exploitative and violent behaviors that exist on a continuum relative to the severity of the particular behavior.

In the *Student Handbook* and the *Human Resources Policy Manual*, sexual harassment is defined as deliberate, unsolicited and/or unwelcome verbal comments, gestures, or physical contact of a sexual nature.

Crime Definitions from the Uniform Crime Reporting Handbook:

SEX OFFENSES

Sexual Assault may include rape, forced sodomy, forcible compulsion and forcible touching. Generally rape is defined as sexual intercourse that is perpetrated against the will of the victim. Acquaintance or date rape, the most prevalent form of rape on a college campus occurs when the assailant is known to the victim. Sexual Assault may not always include penetration. College women may be victims of "sexual abuse". This type of sexual assault is generally defined as unwanted touching for the purpose of sexual arousal. Lack of consent is a factor in almost all sexual offenses. Lack of consent results from the threat or use of physical force, incapacity to consent, or (in the case of sexual abuse) any circumstances in which the victim does not acquiesce in the actor's conduct. The victim may or may not actively resist the attack. A person is deemed incapable of consent when he or she is less than 17 years old, mentally defective or mentally incapacitated.

Connecticut State Law

Forced sexual contact and forced sexual intercourse (or rape) constitute sexual assault and are serious crimes under Connecticut law. These crimes are punishable by imprisonment, probation, a criminal record, and/or a monetary fine.

Sexual assault can result in the involvement of law enforcement officials and severe sanctions under the Rensselaer's Judicial Procedures, including suspension or expulsion from the Rensselaer. Rensselaer in no manner, stated or implied, intends to protect or shield students from their responsibilities under local, state, or federal laws. Therefore, a student may be held accountable under both systems.

If you are sexually assaulted:

- 5* Get to a safe place as soon as you can.
- 6* Call 911 and give them your location.
- 7* Try to preserve all physical evidence. Do not wash.
- 8* Physical evidence may be found in the vicinity of the crime. Do not touch or move anything until all evidence has been collected.
- 9* Get medical attention as soon as possible to make sure you are physically okay and to collect important evidence in the event you may later wish to take legal action against your assailant.

Medical Treatment

If you are sexually assaulted, medical attention should be sought as soon as possible to ensure that appropriate tests are administered. Note: If you seek treatment at a local hospital and police are contacted, this does not mean you have to proceed with criminal charges.

The statewide Sexual Assault Crisis Service (SACS) maintains free 24-hour toll free emergency hotlines: 1-888-999-5545 in English and 1-888-568-8332 in Español. Trained volunteer counselors are available to provide information and support. Services include short-term counseling, referrals, and assistance in medical, legal and police matters.

Emergency Medical Services

Hartford area hospitals: St. Francis (860)-548-4001 and Hartford Hospital (860)-545-0000.

Groton area hospitals: Lawrence & Memorial Hospital at 860-442-0711. The Lawrence & Memorial Pequot Health Center (860)-271-4271), located on 52 Hazelnut Road in Groton offers emergency room services and is located less than a mile from Rensselaer's Groton site. Services are available until 11:00 pm each evening.

Rensselaer provides assistance opportunities for employees through the Employee Assistance Program (EAP) and confidential information may be obtained by contacting Human Resources.

Rensselaer's Troy Campus Clery report can be viewed at http://www.rpi.edu/dept/public_safety/stats/index.html.