

Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is federal legislation requiring colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to this legislation. The Director of Public Safety compiled the information in this report.

This report for 2010 includes all the Clery reportable incidents for the years 2008, 2009, 2010. Copies of the report are available on the MySJC campus safety web page. Hard copies will also be available on October 1, 2011 by contacting the Public Safety Director, Steven Caron by calling 860-231-5396 or by e-mail at scaron@sjc.edu.

Report Preparation

The statistics were obtained from incident reports investigated by Public Safety; information supplied by the West Hartford Police Department and from the Division of Student Services and Health, Counseling Services and Saint Joseph Public Safety Department. All enrolled students and current employees are notified by e-mail and it is also posted on the SJC web with a direct link to this report.

Saint Joseph College Public Safety Authority and Mission Statement

The Public Safety Department at Saint Joseph College consists of full and part-time non-sworn security officers. The jurisdiction of the Saint Joseph College Public Safety Department is for the buildings and grounds owned and operated or leased by the College. We are a community-based operation concerned with the protection of life and property, the prevention of crime, the preservation of peace and the enforcement of traffic regulations at the College.

Additionally, the Public Safety Department is responsible for servicing the community in any other manner that fosters a safe and respectful environment.

Vision and Values Statement

The Saint Joseph College Public Safety Department is committed to providing professional protection services to our College Community. These

services are characterized by fairness, compassion, respect, inclusiveness and a commitment to protect the dignity of every person with whom we come in contact.

The department will strive to prevent crime through community involvement and aggressive problem solving. Our efforts will be directed to a safe living, learning and working environment supportive of the College's goal of fostering educational excellence.

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

Our Values

EXCELLENCE: We will strive for excellence in all of our protective services to our campus community.

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

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

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

DEDICATION: We believe in committing to our goal of providing a safe living, working and learning environment to the community at Saint Joseph College.

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

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

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

Organizational Structure

The Saint Joseph College Public Safety Department has one director, one supervisor and patrol officers for the day, evening and midnight shifts.

Public Safety Patrol, Training, Phone Numbers

The Saint Joseph College Public Safety Department patrols the campus 24 – hours a day, seven days a week, and we are ready to provide emergency and non-emergency assistance and service.

Our officers are trained in CPR and AED response. They also are trained in proper safety procedures here on campus. Officers must complete a field training period before they can provide coverage on campus. All officers undergo a background check before they become eligible for employment. Officers get additional training in emergency management, communications, report writing and traffic enforcement. Some officers have additional license endorsements so they can transport students and staff in our fleet of vehicles.

The Public Safety department also has a bike patrol on campus. In an effort to integrate into our community while being conscious of the “green movement,” we have purchased a patrol bike for the department.

Public Safety can be reached by calling 860-231-5222. This number will ring through to the officer’s hand-held radio. Our office is located on the first floor of McGovern Hall (East wing).

Reporting a Crime or Incident

Should a person become a victim or witness to a crime, or if they see something that appears suspicious, report it immediately by calling Public Safety at 860-231-5222.

Public Safety can also be notified by pushing the button on the blue lights situated in various locations on campus. This activation will summon Public Safety to your area.

Confidential Reporting Procedures

Should someone be victimized by crime and do not want to pursue action within the College system or the criminal justice system, that person may want to consider making a confidential report. With permission, the Director

of Public Safety can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

Timely Notice

The Saint Joseph College Public Safety Department will publish a crime alert within 24-hours of an incident to aid in the prevention of similar crimes. The notices will be for crimes listed in the Clery Act that are reported to Public Safety and pose a risk to our community. Crime alerts will be posted in all academic and residential buildings.

Daily Log

The Saint Joseph College Public Safety Department maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time, location and disposition of the case. Entries and updates within two business days may be withheld if the information is protected by statute, if there is danger to the victim or a need to keep the information confidential. The daily log is open for inspection during normal business hours at the Public Safety Office located in McGovern Hall. Normal business hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. The log consists of all incidents reported in the calendar year. All records required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act will be retained for a period of three years following the publication of the last annual campus security report to which they apply.

Security Safety Procedures

Public Safety is responsible for monitoring the safety and security systems at the College. Whenever faulty locks, lighting failure, life safety deficiencies are noted. Public Safety submits work orders with the Facilities Department for correction. Work orders are tracked to assure that all deficiencies are corrected. Public Safety conducts monthly safety inspections on campus.

The Clery Act Statistics

Reportable crimes under the Clery Act include: murder, forcible and non forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Other reportable crimes and activities include negligent manslaughter, liquor law arrest and violations, drug abuse arrest and violations, and weapon law violations. This report must be ready for distribution to all staff, faculty and students by October 1st of the reporting

year. These crimes listed must be reported when they occur on campus or public property surrounding the campus up to the sidewalk furthest from the campus boundaries.

Hate Crimes

Federal law also requires that all hate crime in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example race, gender, religion, sexual orientation, ethnicity and disability. Now included in the hate crime category are larcenies, simple assault, intimidation and vandalism that are based on the nature of bias.

For the last three reportable years Saint Joseph College has the following hate crime statistics:

2008 No hate crimes reported
2009 1 hate crime (racial bias)
2010 No hate crimes reported

Clery Reportable Crimes and Activities

	2010					2009					2008			
	OC	PP	RF	NC P		OC	PP	RF	NC P		OC	PP	R F	NC P
Murder/Non-Negligent Homicide	0	0	0	0		0	0	0	0		0	0	0	0
Negligent Manslaughter	0	0	0	0		0	0	0	0		0	0	0	0
Robbery	0	0	0	0		0	0	0	0		0	0	0	0
Aggravated Assault	0	0	0	0		0	0	0	0		0	0	0	0
Motor Vehicle Theft	0	0	0	0		1	0	0	0		0	0	0	0
Arson	0	0	0	0		0	0	0	0		0	0	0	0
Fire	0	0	0	0		0	0	1	0		0	0	0	0
Burglary	2	0	0	0		5	0	2	0		2	0	0	0
Forcible Sex Offense	0	0	0	0		0	0	0	0		0	0	0	0
Non-Forcible Sex Offense	0	0	0	0		1	0	1	0		0	0	0	0
Liquor Law Arrest	0	0	0	0		0	0	0	0		0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	20	0	20	0		10	0	9	0		6	0	6	0
Drug Abuse Arrest	0	5	0	0		1	0	1	0		0	0	0	0
Drug Abuse Referred for Disciplinary Action	0	0	0	0		7	0	7	0		2	0	2	0
Weapon Law Violation Arrest	0	0	0	0		0	0	0	0		0	0	0	0
Weapon Law Violation Referred for Disciplinary Action	0	0	0	0		0	0	0	0		0	0	0	0
Hate Crime	0	0	0	0		1	0	0	0		0	0	0	0

Code	Description
OC	On Campus Properties. All property included in the geographic area owned and controlled by the College. This includes the residential facilities.
PP	Public Property. Consists of the reportable categories that are on the border of Saint Joseph College. This includes properties to across the street from the property boundaries of the college. Private residences and businesses are not included in these statistics.
RF	Residential Facilities. This represents the activities in the residences. This

	number is also included in the On Campus category.
NCP	Non Campus Property. This includes properties owned or controlled by a recognized student organization. This also includes properties leased by the College for their educational processes.

Crime Definitions and Codes from the Uniform Crime Reporting Handbook

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

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind. UCR code 220.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit larceny; housebreaking, safecracking, and all attempts to commit any of the aforementioned. UCR code 220.

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

Hate Crime: A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by the offender's bias against an individual or a group's perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation.

Liquor Law Violations: The violation of laws and ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places, bootlegging. Operating a still, furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, all

attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.) UCR 90G.

Murder (Non-Negligent Homicide): The willful non-negligent killing of one human being by another. UCR code 09A.

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

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

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or putting the victim in fear. UCR code 520.

Weapon Law Violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons; all attempts to commit any of the aforementioned. UCR code 520.

Sex Offense Definitions and Codes from the National Incident Based Reporting System Edition of the Uniform Crime Reporting Program.

Sex Offenses – Forcible: Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

- (a) **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent or physical incapacity (or because of his/her youth). UCR code 11A.
- (b) **Forcible Sodomy:** Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent or physical incapacity (or because of his/her youth). UCR code 11B.
- (c) **Sexual Assault With an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the

- victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity. UCR code 11C.
- (d) Forcible Fondling: The touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. UCR code 11D.

Sexual Offenses – Non Forcible: Unlawful, non-forcible sexual intercourse

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. UCR code 36A.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. UCR36B.

Sexual Assault Policy

- (a) The Saint Joseph College Sexual Assault Policy was created to provide appropriate services and support to victims of sexual assault. This policy works together with educational programs designed to increase student awareness about sexual assault on college campuses. Programs are planned by student affairs, residential life and student groups throughout the year.
- (b) Saint Joseph College is dedicated to the position that all human beings possess an inherent dignity. All members of the community should be treated with respect and be free from all forms of harassment and abuse.
- (c) It is important that all members of the Saint Joseph College take precautions and act responsibly towards the goal of reducing vulnerability for crime. Should you become the victim of a crime, call Campus Safety at 860-231-5222.
- (d) Sexual Misconduct is a violation of Saint Joseph College policy and encompasses harassment, coercion, intimidation and /or sexual assault. Sexual Misconduct includes any sexual activity for which consent is not given.
- (e) Consent must be given by participants in sexual activity. Mutually understandable and communicated words must be used. Verbal agreement must be present throughout the activity and can be

revoked at any time; silence or a prior relationship is not sufficient to indicate consent. Consent may not be given by a minor, someone who is asleep, drugged, intoxicated, unconscious, or by anyone whose capacity or ability to provide informed consent is otherwise physically or mentally impaired. If a participant is under the influence of alcohol or other drugs; she or he may be *unable* to give consent as it is defined by state law. An individual accused of sexual misconduct does not avoid responsibility because he or she was under the influence of alcohol or drugs. Consent as a result of coercion, intimidation, force or threat is not an effective consent. Past consent of sexual activity does not imply ongoing future consent.

Reporting an Assault

- (a) Saint Joseph College encourages a student to report a situation in which she believes a sexual assault has occurred in order to ensure that appropriate support and resources are provided. It is very important for the sexual assault survivor to consider contacting Public Safety immediately (before showering, washing etc.) to preserve any and all evidence that may be present for potential use in criminal proceedings, if desired. Any information regarding sexual assault on or off campus can be reported to any of the following resources: Residential Life RA or RC, Public Safety, Health and Counseling Services or the VP/Dean of Student Affairs.
- (b) RC office phones: 860-231-5295 or 860-231-5620
- (c) RA cell phone (evening): 860-944-8989
- (d) Public Safety: 860-231-5222
- (e) Health and Counseling Services: 860-231-5530
- (f) VP/Dean of Student Affairs: 860-231-5267
- (g) Saint Francis Hospital: 860-714-4001
- (h) Hartford Hospital: 860-545-2780
- (i) UCONN Health Center: 860-679-1000
- (j) West Hartford Police Department: 860-523-5203
- (k) CONNSACS (CT Sexual Assault Crisis Services): 1-888-999-5545

Disciplinary Standards and Procedures

The philosophy of student involvement at Saint Joseph College places emphasis upon responsible student conduct. Disciplinary proceedings, therefore, play a role substantially secondary to interactive exploration of alternatives, counseling, guidance, example and admonition. At the same time, Saint Joseph College has a duty and the corollary disciplinary powers

to protect its educational purpose through the setting of standards of scholarship, of conduct for students who attend and through the regulation of the use of institutional facilities. In exceptional circumstances where the preferred means listed above fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the students from unfair imposition of serious penalties.

Standards of Conduct Expected of Students

The general behavioral expectations of students at Saint Joseph College are those stated in the Student Handbook. These regulations will be interpreted in a manner consistent with principles of relevancy and reasonableness. Violations will be dealt with according to the procedures stated in the Student Handbook.

Investigation of Student Conduct

Except under extreme circumstances, premises occupied by students will not be searched unless appropriate authorization has been obtained. An application to the Director of Residential Life and Housing and the Vice President/Dean of Students must be made before a search is instituted. The application must specify the reasons for the search and the objects or information sought. The student will have the opportunity to be present during the search. For premises not controlled by the institution (off-campus rooms, apartments, etc.) similar procedures will be followed and the ordinary requirements for a lawful search adhered to.

Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, shall be informed of their rights. No form of harassment shall be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

Status of Student Pending Final Action

Pending action on the charges, the status of a student will not be altered. This includes the student's rights to be present on campus and to attend classes, except for reasons relating to the student's physical, mental or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, staff or College property.

General Judicial Process

A. Any student, faculty or staff member may initiate a complaint against

a student by written notification to the appropriate office. In academic situations or violations of the Code of Academic Integrity, the complaint shall be addressed to the Provost. In matters regarding violations of the Code of Personal Conduct, the complaint shall be addressed to the Vice President for Student Affairs.

- B. Upon receipt of the complaint, the appropriate administrator will inquire about the circumstances surrounding the event in question and; if necessary, will hold a conference with the persons considered directly involved. At the conference, the student will be informed of the allegations in the complaint, and the student will be given an opportunity to present the student's version of what occurred, if applicable. Following the conference, the administrator may exercise one of the following options:

Dismiss the case; or
Decide on an appropriate sanction.

Written notification to the student will include information about the action taken.

Sanctions

The following sanctions may be applied singly or in combination for individuals found in violation of College regulations. The appended list is not to be considered inclusive or complete and other sanctions may be imposed at the discretion of the appropriate disciplinary officer or board.

A. Sanctions

1. Written Warning - a formal written statement reprimanding the student for any inappropriate behavior and indicating that similar future behavior will result in more serious disciplinary action as well as additional sanctions.
2. Probation - a formal written notice of disciplinary censure warning the student that further inappropriate behavior will most likely result in suspension from residence or from the College. Probationary periods are for a stated length of time.
3. Suspension from Campus Housing - separation for disciplinary reasons from on-campus residence for a stated or an indefinite period of time. During the suspension, the student may not enter a residence hall. Formal written notice of this action is sent

to the student by the Director of Residential Life and Housing in consultation with the Vice President for Student Affairs/Dean of Students.

4. Expulsion from Campus Housing - Permanent separation for disciplinary reasons from on-campus residence. Formal written notice of this action is sent to the student by the Vice President of Student Affairs.
5. Suspension from College - Separation for disciplinary reasons from continued attendance at the College for a stated or an indefinite period of time. Re-admittance is contingent upon a disciplinary hearing with the Vice President for Student Affairs/Dean of Students. Formal written notice of this action is sent to the student.
6. Expulsion from College - Permanent dismissal for disciplinary reasons from the College. Re-admittance is not possible. Formal written notice of this action is sent to the student.

B. Additional Sanctions

Any or all of the conditions listed below may be appended to points 1 through 3 in Section A.

1. Restitution demand, which requires individuals to restore or replace within a specified time, property that has been damaged, defaced, lost or stolen.
2. Service assignment, which requires an individual to perform services for the community or the College.
3. Referral to appropriate psychological or psychiatric service for counseling or other special help.
4. Revocation or restriction of privileges for the use of designated College facilities.

All students will receive a formal written notice of their sanction.

Theft Prevention and Safety Tips

1. Never leave personal belongings unattended, since unguarded articles invite the thief. This includes articles left in automobiles, whether left

locked or unlocked. Remove articles from view; the trunk is the best place to leave valuables if they must be left in the car.

2. Wallets, pocketbooks, etc. are prime targets for the "hit and run" thief; they should stay with you at all times. Often people leave such items unguarded while leaving their rooms and offices for a moment or two and upon their return, find items and/or contents missing.
3. Lock the door when you leave your room, office or lab. Most of the thefts from such areas occur when the door is left unlocked. Doors and windows have locks-use them. If the locks are not in proper working order report this to Facilities immediately: 860-231-5401.
4. Automobile theft is a major problem nationally. You can take some simple steps to protect yourself from auto thieves:
 - a. Always lock your car door when you park it.
 - b. Install and use a hidden electric switch, which cuts off your electrical circuitry, making it impossible to start the engine.
 - c. Always park in well-lighted areas.
 - d. Consider installation of an automatic alarm system

Guest Policy

Guests: Madonna, Assumption, McAuley and Rosary Halls:

Parents and other relatives may visit the residence halls daily. Guests are to be met outside the residence hall. The student hostess shall be considerate of other residents when entertaining guests and follow the escorting procedure outlined below.

Guest Policy Hours: 9:00 a.m. - 11:30 p.m., Sunday through Thursday

- Guests are allowed to stay overnight Friday and Saturday evenings with approval.

North and South Halls only:

- Guests are allowed to stay over all evenings. Students must fill out a guest registration sheet and have all suitemates sign for approval. This is a privilege for upper-class students. Failure to abide by the policies may result in revoking this policy.

Escorting of guests (for all residential students including North and South halls):

- All guests (male and female) must be signed into and out of the Guest Register in each residence hall they visit by their resident student host.
- Guests (male, female, family member or friend) must be escorted in the residence hall by their host at all times.

- If guests are found in the residence hall and are not signed in by a Saint Joseph College student, the individual responsible will be subject to disciplinary action.
- Female guests may spend the night in a student's room, but must be signed into the Guest Register as an overnight guest whether they are an off-campus guest or a current residential student.
- Male guests are allowed overnight (Friday and Saturday only) with prior roommate approval.
- Each resident may have only one overnight guest each evening.
- Any guest staying longer than three consecutive nights shall be considered a temporary resident and the resident host will be subject to disciplinary action.

Alcohol and Drug Policies

Alcohol - Regulations on the Provision and Consumption (2007-2008)

The student is expected to be aware of and observe the Connecticut State Law that prohibits the purchase or consumption of alcoholic beverages by a minor (persons under the age of 21). In addition, Connecticut State Law prohibits the sale of alcoholic beverages without a license.

- A student must be of legal drinking age to consume alcohol on campus. The consumption of alcohol is permitted only in the residence hall rooms of individuals of legal drinking age: 21 years old.
- Any person who serves or otherwise supplies alcohol to someone underage is as responsible as the underage individual who is drinking; both are accountable.
- The College does not permit the use or sale of illicit drugs. Students should be aware that the penalties for violation of the law can be severe and that neither this campus nor any campus can be considered a sanctuary from the law.
- Alcohol will not be permitted at College sponsored student activities. The consumption of alcoholic beverages for events on campus must be approved by the Vice President of Student Affairs/Dean of Students.
- The College does not permit transportation of alcoholic beverages in open or primary or secondary containers outside the designated areas. Therefore, the legal use of alcohol on campus is restricted to residence hall rooms (not hallways) and/or any other area designated by the Vice President/Dean of Students. Beer balls, kegs, and common containers such as punch bowls and trash barrels are not permitted on campus.
- The promotion of alcohol in College publications or at College functions is prohibited.
- Departments and offices may provide alcohol only under conditions that conform to the College regulations and the law, and are cleared through

the Office of Student Affairs.

H. Students drinking illegally or illegally dispensing alcohol to others are subject to disciplinary procedures.

Controlled Drugs

The student is expected to be aware of and to observe the Connecticut and federal statutes concerning the illegal possession, distribution, sale, manufacture, prescription and/or administration of those drugs which contain "any quantity of a substance which has been designated as a depressant or stimulant drug pursuant to Federal Food and Drug laws, or which has been designated by the Public Health Council and Commissioner of Consumer Protection pursuant to Section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse of psychological or physiological dependence or both.

Controlled drugs are classifiable as amphetamine-type, cinogenic-type, morphine-type, and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine."

In situations involving drugs, the College may find it necessary to take action independent from or in cooperation with other appropriate authorities. A student involved in, charged with and/or convicted of possession, use or sale of drugs will be subject to the College's policy on felonies.

Emergency Response and Evacuation Procedures

Once our College community confirms a significant event, or emergency situation exists on our campus that poses an immediate threat to the health and safety of our students or employees, a notification will be sent to the College community.

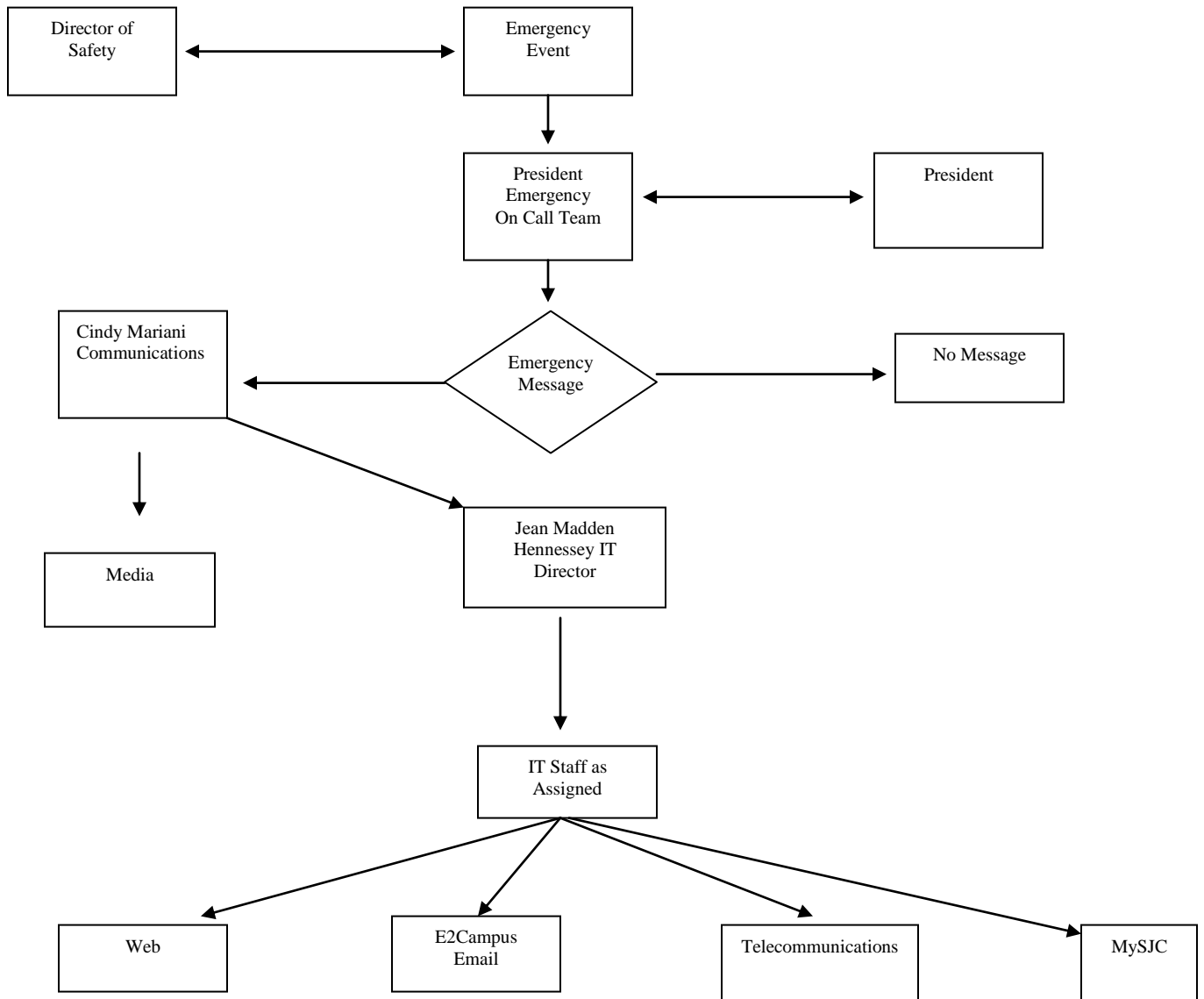
Saint Joseph College's Emergency Plan is designed as an all hazards plan. Our plan will be activated and staff will be assigned based on the situation at hand. Our College Emergency Plan is based on the National Response Plan.

Without delay Saint Joseph College will determine the content of the notification and the method in which the message will be sent. The only time a message will not be sent out if it is deemed to compromise the assistance to victims or compromises the ability to respond to the situation.

Saint Joseph College will test the various emergency communications systems annually. The College will publicize its procedures in conjunction

with documentation of the exercise noting the date, time of the exercise, and if the drill was announced or unannounced.

Below is a matrix of our notification process:



E2Campus Communications History for 2010

Date	Communication Purpose	Remarks
2-10-2010	Weather Closing	Entire Campus
7-22-2010	Test of E2Campus	
7-23-2010	Test of SJC ESF Contact	

	List	
9-3-2010	Test Message	Student and Staff Population
9-3-2010	Test Message	RESF-21
10-19-2010	Community Notice	UConn Bomb Threat
11-16-2010	Community Notice	Phone System Compromised. Alternate Public Safety Contact Numbers Issued.
11-18-2010	Test Message	

Saint Joseph College conducted the following Residential drills in 2010

Date	Time/Drill Type	Announced/Unannounced
April 5, 2010	2326 Fire Drill Residences	Announced to Residential Staff
April 7, 2010	2227 Fire Drill Residences	Announced to Residential Staff
April 8, 2010	2224 Fire Drill Residences	Announced to Residential Staff
September 1, 2010	2230 Fire Drill Residences	Announced to Residential Staff
September 9, 2010	2235 Fire Drill Residences	Announced to Residential Staff

Saint Joseph College conducted the following drill at the Gengras Center in 2010.

Fire Drills

Date	Time/Drill Type	Announced/Unannounced
January 22, 2010	12:45	Unannounced
February 23, 2010	1:00	Unannounced
March 25, 2010	1:45	Unannounced
April 5, 2010	8:15	Unannounced
May 17, 2010	10:30	Unannounced
June 8, 2010	2:00	Unannounced
September 30, 2010	10:00	Unannounced
October 20, 2010	10:00	Unannounced
November 16, 2010	1:15	Unannounced
December 16, 2010	1:45	Unannounced

Evacuation Drills

Date	Time/Drill Type	Announced/Unannounced
February 4, 2010	10:30	Announced
April 14, 2010	9:30	Announced
November 4, 2010	10:30	Announced
December 20, 2010	1:30	Announced

Lockdown Drills

Date	Time/Drill Type	Announced/Unannounced
January 11, 2010	2:00	Unannounced
March 11, 2010	12:45	Unannounced
June 10, 2010	10:30	Unannounced
October 26, 2010	1:00	Unannounced

Saint Joseph College conducted the following drill at The School for Young Children in 2010.

Fire Drills in 2010

Date	Time	Announced/Unannounced
January 7	1020	Announced
February 12	0935	Announced
March 9	0945 and 1314	Unannounced
April 12	1245	Unannounced
June 8	1100	Announced
July 9	0945	Announced
September 13	1002	Announced
November 10	1105	Unannounced
December 3	1015	Unannounced

Evacuation Drills in 2010

Date	Time	Announced/Unannounced
May 14	1210	Announced
October 29	1210	Announced

Memorandums of Understanding

Saint Joseph College has entered a Memorandum of Understanding (MOU) with the Department of Emergency Management and Homeland Security Region 3 Independent Colleges and Universities. This MOU stipulates that Saint Joseph College, Wesleyan University, University of Hartford, Trinity College and Goodwin College will assist each other in times of need. This MOU also creates a working relationship with our regional partners known as

the Capital Region Emergency Planning Committee (CREPC). CREPC represents 42 towns in region 3. Our College emergency group is designated as Regional Emergency Support Function 21, Independent Colleges (RESP-21).

Saint Joseph College also has an agreement with Saint Francis Hospital. Our athletic facilities are designated as an alternate care site should the region experience a mass medical care need.

Fire Safety Procedures, Statistics, Reports and Documentation

Saint Joseph College maintains fire statistics and fire safety documentation. These reports are published annually in the Clery Report. Additionally, fire logs are available for the preceding 60-day period for public review during normal business hours (Monday through Friday 8:00 a.m. to 4:00 p.m.). Any fire safety log beyond the 60-day period will be made available within two business days of the request. Fire logs will document whenever a fire occurs on campus.

The fire Statistics for the 2010 year are as follows:

Number of Fires	Number of Deaths Related to the Fire	Number of Injuries Related to the Fire	Value of Property Damage Related to the Fire
1	0	0	0

Saint Joseph College has six residential buildings that are protected by sprinkler systems. These sprinkler systems are tested quarterly, and all records are kept on file. Our campus is inspected annually by the local Fire Marshall. Saint Joseph College also has its insurance professionals inspect the campus on a regular basis to ascertain that all safety procedures meet industry standards. Buildings are also equipped with emergency exit lights and exit signs. Emergency lights and exit signs are tested by public safety monthly. Our emergency lights are tested annually to assure they function 90 minutes without power.

All residences and campus buildings also are protected with smoke detectors and heat detectors. Every fire detection device on campus is inspected annually and any deficiencies are documented and rectified immediately. All of these reports are reviewed by our local Fire Marshall. In addition, all buildings are equipped with ABC-rated fire extinguishers. Fire extinguishers are checked monthly by Public Safety. Fire Extinguishers also are hydrostatically tested annually as scheduled.

Residence hall staff conducts a fire evacuation drill at least once per semester with the assistance of Public Safety. Residential students are prohibited from smoking inside of any building; open flames (i.e. candles) and electric appliances are prohibited.

Fire safety training is conducted annually with Residence Coordinators, Resident Assistants, and staff, and faculty. The fire training includes a fire safety video produced specifically for our College environment. Practical training of the use of fire extinguishers is also conducted annually.

Missing Student Policy

A missing student is defined as any Saint Joseph College student who resides in a facility owned or operated by Saint Joseph College and who is reported as missing from her residence hall room/suite.

If any member of the Saint Joseph College community has reason to believe that a student is missing, all possible efforts are made to locate the student and to determine her state of health and well-being through collaboration of the Public Safety Office, the Division of Student Affairs, and the missing student's family and friends.

A missing student should be reported as soon as possible to Public Safety and/or the Resident Coordinator. Once a missing student is reported, Public Safety will work in concert with Student Affairs personnel to ascertain as much information as possible. The procedures that will be followed will include, but are not limited to:

- Collection of Information:
 - the identity of the student
 - the person reporting the incident
 - the relationship of the person reporting
 - the circumstances that caused the reporting person to file the report
- Public Safety will contact:
 - the student's roommate
 - the student's friends
 - the student's emergency contact as stated on the student's housing information
- If the student is not located within 24 hours of the first report, appropriate family members, associates, or a college official will file a report to the law enforcement agency within jurisdiction. The Public Safety office will cooperate with, aid, and assist the primary investigative agency in all ways prescribed by law.