




# UNIVERSITY OF BRIDGEPORT

2023 SECURITY PROTOCOL PLAN

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The 2023 Security Protocol Plan was reviewed and approved by:

  
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# UNIVERSITY OF BRIDGEPORT SECURITY PROTOCOL PLAN

## INTRODUCTION

This Plan has been drafted in accordance with Conn. Gen. Stat. § 10a-156a (formerly P.A. 13-3 Sec. 92) to provide a Security Protocol Plan identifying current University of Bridgeport security policies and procedures - specifically those designed to heighten awareness (by all faculty and staff) regarding potentially at-risk students and other individuals on campus through effective educational strategies.

Every two years, the University of Bridgeport will review the plan, update it as necessary, and file the plan with the Connecticut Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security ("DESPP/DEMHS") by August 1st. In the event that revisions are not needed, the Director of Campus Security of the University of Bridgeport, will submit a signed letter to DESPP-DEMHS stating that the internal review was conducted with (list of names/positions) on (Date) and it has been determined that no revisions to the Security Protocol Plan need to be made at this time.

This plan will address the following topics:

- The identification of the administrative office responsible for security on campus
- A description of authority of security personnel, including their relationship with state and local police authorities
- Procedures for students, employees and other persons to report crimes, emergencies and incidents of sexual harassment occurring on campus
- Policies concerning the institution's response to such reports, including informing victims of the outcome and disciplinary proceedings
- Policy regarding sexual harassment
- Policy regarding possession, use and sale of alcoholic beverages and controlled substances
- Policy regarding possession and use of weapons on campus
- Policy concerning identification and admission of visitors to residential housing
- Type and frequency of programs to inform residents of guest policies, particularly as to housing security and enforcement procedures.
- Procedure for notifying prospective students and new employees of availability of said document

## CAMPUS SECURITY REPORTING OFFICE

The Department of Campus Security reports to the Senior Vice President of Facilities, Security, and Information Technology, who reports directly to the President of the University.

## CAMPUS LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIP

Campus Security Officers are required to successfully complete an orientation course with Securitas Security Services, Inc. Each officer completes an 8 hour course required by Conn. Gen. Stat. § . 29-161q for Security Officers. Veteran patrol officers as well as supervisors mentor and provide on the job training for newly hired officers. The Security staff is responsible for investigating any allegations of a wrongful or significant act that occurs on campus. Campus Security follows a developed Investigation Protocol and receives training in the various elements of the investigation, reporting requirements and interview skills. In addition, all officers are responsible for handling safety and access control for the campus.

Campus Security, as University officials on private property, has:

- the authority to address orders of protection in conjunction with local law enforcement
- the right to confiscate stolen property, illegal weapons, and controlled substances
- the authorization to operate emergency notification systems, if needed
- to facilitate first responder calls and investigations
- the authority to request photo identification, question and deny access to unauthorized person/son campus property.

University Security personnel are not public safety officers and do not have the authority to make arrests or to enforce governmental laws, rules, or regulations. Neither the University nor Campus Security has agreements with law enforcement agencies, such as written memoranda of understanding (MOU) for the investigation of alleged criminal offenses. However, the University and/or Campus Security may and frequently do opt to engage in such cooperation or may be compelled to do so by law.

The local police and state authorities work closely with the campus security staff when incidents arise that require joint investigative efforts, resources, crime related reports and exchange of information as deemed necessary.

The University community is strongly encouraged to report in an accurate and timely fashion, any incidents of crime to Campus Security and the local police.

## CLERY ACT

The Clery Act requires higher education institutions to provide information about crime on and around their campuses, issue timely warnings of crimes that represent a threat to their communities and to make institutional campus security policies available to the public. Data must be collected, reported in an annual security report, and disseminated to the campus community, potential students and employees, and submitted to the U.S. Department of Education on October 1 each year. The intent of the Clery Act is to provide students, families and employees with accurate, complete and timely information about campus safety so they can make informed decisions.

## REPORTING OF CRIMINAL OFFENSES

Campus Security is notified of crimes occurring at non-campus locations through other local law enforcement agencies when those agencies request assistance or when they routinely pass along information that may be of mutual interest. Campus Security works with local police on matters implicating criminal activity in and around the campus, in an effort to help provide additional safety (including tips) for our community.

Crimes must be reported to University Campus Security. If there is a significant safety concern, physical injury or suspicious activities, call 203-576-4911, use the LiveSafe App, or report in person at Norseman Hall (221 University Avenue). Dispatchers are available 24 hours a day to assist you. In response to your request for assistance, Campus Security will take the required action, dispatching an officer to investigate and file an incident report.

Members of the community are strongly encouraged to report these types of incidents accurately and promptly to Campus Security. Campus Security is primarily responsible for crimes and other incidents that occur on campus. Campus Security provides emergency assistance; conducts investigations, documents investigations, and acts as the liaison with all other public safety agencies. Campus Security will also aid victims in reporting a crime to the local police.



Campus Security, in cooperation with local law enforcement agencies, investigates all reported criminal activities. Anyone with information regarding a crime or other situation posing an ongoing threat to the campus community should immediately notify Campus Security.

In addition, you may report a crime to the following departments:

Dean of Students	203-576-4273	Student Center, room 116
Office of Housing and Residential Life	203-576-4227	Seeley Hall, rear entrance
Office of Civil Rights Compliance: Title IX and Equity	203-576-4534	Wahlstrom Library, Garden Level, G123

## MONITORING AND REPORTING OF CRIMINAL ACTIVITY OF NON-CAMPUS ORGANIZATIONS

The University of Bridgeport does not recognize any non-campus organizations, but in regard to jurisdiction of off-campus incidents, the University Student Conduct Officer (USCO) and/or the Title IX Coordinator determines whether the University’s Code of Community Standards and/or the University’s Policy on Sexual and Gender-based Interpersonal Violence and Harassment (found in Chapter Five and Six of the *Key to UB Student Handbook*, respectively) (the “Policies”), shall be applied on a case by case basis.

### PROCEDURES

University disciplinary proceedings may be initiated against a student charged with conduct that potentially violates both the criminal law and/or (one of) the Policies, without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Policies may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the USCO. Determinations made or sanctions imposed under the Policies shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also being processed by one of the Policies, the University may advise off-campus authorities of the existence of the Code of Community Standards and of how such matters are typically handled within the University community.

The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### SANCTIONS

The following sanctions may be imposed upon groups or organizations:

- Those listed applicable for students.
- Loss of selected rights and privileges for a specified period of time.
- Deactivation. Loss of all privileges, including university recognition, for a specified period of time.

In each case in which a CSHB (Community Standards Hearing Board) determines that a student and/or group or organization has violated the Code, the sanction(s) shall be determined and imposed by the USCO. The USCO is not limited to sanctions recommended by members of the CSHB. Following the CSHB hearing, the USCO shall advise the Responding Party, group and/or organization (and a Reporting Party who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

## AT-RISK STUDENTS AND RECOGNIZING INDIVIDUALS IN DISTRESS

At-risk students may be students who are experiencing academic or personal struggles, thereby subjecting them to higher risk of dropping out. In some cases, they are low academic achievers or students who have difficulty with work completion, class attendance/participation or interpersonal relationships. At-risk students may not participate in school activities and may have minimal connections with peers or staff within the University. They often may have disciplinary and attendance problems that place them at risk for loss of academic credit. They may exhibit impulsive behavior and their peer relationships may be problematic. Family problems, substance abuse issues, exposure to trauma, and financial problems may prevent them from participating successfully in school. As they experience failure and fall behind their peers, school becomes a negative environment that reinforces their struggles.

The University of Bridgeport provides training to administrators and faculty regarding identification of students in distress. The following is an outline of the annual New Faculty Orientation training:

### INDICATIONS OF DISTRESS

- Marked changes in behavior
- Appearance of depressive symptoms
- Sadness, apathy, tearfulness, fatigue, hopelessness
- Significant anxiety or nervousness
- Irritability, agitation, aggressiveness, non-stop talking, no sleeping
- Student in perpetual state of crisis
- Bizarre speech or behavior
- Noticeable decline in quality of work, class participation
- Increased and excessive absences
- Writing that demonstrates disconnected or morbid content or comments that rouse concern.\*
- Extreme dependency on faculty
- Excessive use of office hours
- Boundary issues
- Marked changes in appearance including decline in hygiene and significant weight loss
- Direct threat to self or others
- Self-Harming Behavior
- Cuts or burns on arms or legs
- Indications toward suicide directly or indirectly (“I won’t be around to take that exam anyway” “I’m not worried anymore”...)
- Signs of intoxication
- Decreased ability to focus, misperception of facts or reality
- Frequent complaints of physical symptoms

### FACULTY AND STAFF ROLE

- The 3 R’s: Recognize, Respond, Refer
- Recognize that you may be in a direct position to identify students in distress
- Usually the 1st point of contact with students
- Students may perceive you as support
- Call 203-576-4454/ext. 4454 or [counselingservices@bridgeport.edu](mailto:counselingservices@bridgeport.edu)
- Provide confidential consultation services and/or facilitate referral and scheduling.

### CHOOSING YOUR RESPONSE

- Levels of responding
  - Choose not to intervene
  - Work with the student to address the problem
  - Advise or assist the student in seeking additional support;

- Refer to supervisor/administrator or refer to CARE Team.
- Complete a Student of Concern Form accessed through the UB Portal under Forms --> Student Affairs --> Student of Concern Report Form to initiate a CARE consultation

### REASONS TO MAKE A REFERRAL

- Student's issues go beyond your expertise
  - And/or you job description
  - Boundaries
- When you feel uncomfortable with the situation
  - Stressed or overwhelmed
  - Afraid for yourself or the student
  - Generally upset
- Issue impacts the student's academics, your teaching, and/or the educational environment

### INTERVENTION GUIDELINES

- Safety First
  - Caution when approaching a student: sit or stand, be aware of your distance, angle, and space between
  - Keep office door ajar
  - Have someone else present
  - Document the encounter
  - Speak with supervisor
- Remain Calm and Ask Direct Questions
  - Calm, caring, matter of fact approach
  - Ask directly if they are experiencing a problem
  - Reference concrete or overt behaviors
  - Non-verbal communication 80%
  - Do not use judgmental or assumptive remarks
- Seek Help
  - Your personal discomfort is a good sign.
- Do not assume you are being manipulated
  - Only a thorough assessment will help determine if a student is feigning distress for relief from responsibility.
- Avoid Escalation
  - Avoid provoking a student with judgmental, threatening or intimidating remarks.
  - Caution when approaching: sit/stand, distance, angle...avoid surprising them.

### COUNSELING SERVICES

- Location: Carstensen Hall, 2<sup>nd</sup> Floor
- Hours of Operation: 8:30 AM to 5:00 PM (M-F)
- Contact Information: 203-576-4454
  - [counselingservices@bridgeport.edu](mailto:counselingservices@bridgeport.edu)
  - <https://www.bridgeport.edu/life/services/counseling>
- Call is always confidential within limits. Limits include:
  - Risk to self or others
  - Child or vulnerable adult being exploited or abused
  - Once referred, client-counselor privilege goes into effect.
  - Cannot confirm/deny attendance

- Cannot communicate about student without a signed Release of Information.
- After hours emergency on-call
  - Security 203-576-4911

## STUDENT ACCESSIBILITY SERVICES

- Available to provide consultation and assistance with students struggling with academic achievement.
- Location: Carstensen Hall, 1<sup>st</sup> Floor
- If students, faculty, or staff have questions, please call 203-576-4104 or email [accessibilityservices@bridgeport.edu](mailto:accessibilityservices@bridgeport.edu)
- We are available to faculty to explain the process of referrals and accommodations.

## VOLUNTARY CONFIDENTIAL CRIME REPORTING

The Campus Security Department partners with the Counseling Department and the Dean of Students' office to encourage students to report crimes on a voluntary, confidential basis in order to protect the victim and the community that we serve; and to be included in the annual crime statistics report.

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. This can be done through the Office of Civil Rights Compliance: Title IX and Equity or Counseling Services. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine whether there is a pattern of crime with regard to a specific location, method or assailant; and alert the campus community to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics but the information involving the incident will be kept as confidential as possible, consistent with applicable law.

## REPORTING AN EMERGENCY

### HOW TO REPORT AN EMERGENCY

The campus community is encouraged to call 203-576-4911 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus. Dialing 203-576-4911 is also the best way to help expedite an emergency notification to alert the rest of the campus community of any threat to our community.

### RESPONSE PROCEDURES FOR AN EMERGENCY OR DANGEROUS SITUATION

When a serious threat or disaster to the campus community occurs, Campus Security and the University will coordinate with other first responders, which may include the Bridgeport Police Department and the Bridgeport Fire Department. University of Bridgeport incident response resources include the City of Bridgeport Office of Emergency Management and can help mitigate impacts to the campus. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

### CONFIRMING A SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION

First responders and essential personnel in the Department of Campus Security are responsible for determining if an emergency warning is needed. The emergency warning would be sent out by the Dean of Students and/or designees. Those responsible for activating the alert system on campus include, but are not limited to:

- Dean of Students
- Director of Housing and Residential Life
- Office of Marketing and Communication
- Campus Security personnel (backups to activate alert)

University of Bridgeport works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the University. University of Bridgeport, as the first responders, will investigate all reported incidents to determine if the incident poses an immediate threat to the University community. University of Bridgeport will relay a situation update to the local first responders (fire and police) where the incident will be confirmed as a threat and implement procedures to minimize the impact of the incident to the campus community. After a threat is determined, University of Bridgeport will activate our EOC (Emergency Operation Center) located above Campus Security.

The EOC is the physical location at which the coordination of information and resources to support campus incident management activities takes place. Once the EOC is activated, the team members will gather to discuss the emergency, notify the campus community and deploy university resources to the emergency or dangerous situation. The EOC committee is also responsible for getting information to and from the incident site to local responders and University of Bridgeport leadership. Furthermore, if a large-scale situation exceeds, or is likely to exceed, available campus capabilities and resources, the EOC would contact local first responders and the Bridgeport Emergency Management Office for additional resources.

### AUTHORIZED OFFICIALS

During or in the time leading up to an emergency that threatens life, safety, or security, it will be necessary to notify University community with speed and accuracy. Conditions may not allow time for responders or other officials to seek approval to send notification messages.

For this reason, University of Bridgeport has designated specific campus officials to serve as authorized officials who are empowered to authorize the issuance of emergency notifications. Each authorized official is expected to act within his/her realm of responsibility as defined by the University of Bridgeport leadership and authorize emergency notification when experience and prudence indicate that emergency conditions warrant such actions be taken.

It is important to understand the distinction between the authorization of an emergency notification and the issuance of a notification. Authorizing a notification involves:

- Making a determination that a broadcast is necessary,
- Formulating message content,
- Selecting the appropriate segment of the campus to receive notification, and
- Choosing the appropriate communication tool(s).

In contrast, issuing a notification is the physical act of using a communication tool to send a notification message to the population. Authorized officials likely will have not received training for all the emergency broadcast systems, nor is this necessary. Upon authorization of an emergency broadcast, the authorized official will contact an individual who is trained to operate the system to send the alert.

The following individuals are the authorized officials at University of Bridgeport (in no particular order listed below). Such authority is delegated to these officials on the list with whom the EOC is able to contact in a timely manner:

- President
- Provost
- Senior Vice President of Facilities, Security, and Information Technology
- Executive Director of Campus Security and Safety

### NOTIFYING THE CAMPUS

Decisions concerning whether to issue a broadcast will be made on a case-by-case basis using the following criteria:

- Nature of the situation

- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

Once an emergency warrants an alert, the authorized official, will, without delay, and taking into account the safety of the campus community, determine the content of the broadcast and initiate the broadcast system, unless issuing a broadcast will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Dean of Students and/or designees will activate the appropriate emergency broadcast system.

A library of broadcast statements are pre-drafted for anticipated emergencies. The Dean of Students is responsible for disseminating these statements when immediate campus notification is necessary. The release of all subsequent information is collaborated upon by first responders, the EOC Committee members and University of Bridgeport administration, and is released as the situation unfolds.

## NOTIFICATION METHODS

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

- LiveSafe Emergency Broadcast System
- Phone
- Text message
- Email
- Official University of Bridgeport and portal websites
- University of Bridgeport Digital Signage System
- Local media

LiveSafe is University of Bridgeport’s campus-wide emergency broadcast system. It is used when there is a severe threat to the public safety and health of the entire campus. The campus community will receive a notification through their smartphone, SMS text and/or University email when a broadcast message is sent.

Individuals and organizations outside the campus community are notified of emergency and dangerous situations through the use of local media (i.e., radio and television), University of Bridgeport’s website, and Facebook and Twitter feeds. Public Affairs receives information to update these sources from the EOC and provides such updates to the media.

## PROCEDURES FOR EVACUATION IN EMERGENCY OR DANGEROUS SITUATIONS

In the event of an emergency or dangerous situation, the EOC will direct students, faculty, staff, and guests to evacuate a building, several buildings, a portion of the campus, or the entire campus. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from University of Bridgeport Campus Security and on-scene emergency responders.

Certain events, like a hazardous materials release, may require the University of Bridgeport community and the general public to shelter-in-place to prevent exposure to harmful elements.

## DRILLS AND EXERCISES

The University will test emergency response and evacuation procedures annually.

Additional building evacuations drills are mandated for University of Bridgeport campus buildings. Building Managers work with Campus Security to schedule a drill for their building. The drill will be coordinated by Security and the Building Manager, in conjunction with Facilities. On the scheduled date, Facilities activates the fire alarm while Security, assesses the evacuation, documenting the drill for any improvements needed.

University of Bridgeport administration and departments participate in tabletop exercises and emergency drills on-

campus with city and state officials. The City of Bridgeport Office of Emergency Management designs and orchestrates these simulations and recruits volunteers from the campus and local community to serve as role players during the exercises. All exercises are conducted utilizing standard National Incident Management System and Incident Command System principles. In addition, comprehensive reviews are completed for each campus drill, tabletop exercise, and full-scale simulation.

Two tests of LiveSafe Emergency Broadcast System are conducted each calendar year.

### PROMOTING EMERGENCY PROCEDURES

University of Bridgeport promotes its emergency procedures through training sessions, drills, and extensive collaboration with the City of Bridgeport Office of Emergency Management.

Students living on-campus receive training by participating in drills held throughout the academic year.

Building managers are selected for every building on campus and trained to follow the building and emergency action plan for their designated area. This includes promoting proper emergency procedures to faculty and staff housed in each building.

### POLICY STATEMENT REGARDING SEX OFFENSES

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Connecticut regard Sexual Harassment as an unlawful discriminatory practice. The University of Bridgeport has adopted the following definition of Sexual Harassment, consistent with state and federal law and with the unique environment of an academic community.

Sexual harassment is conduct on the basis of sex that may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved, occurs in a University of Bridgeport education program or activity, and satisfies one or more of the following:

- 1) Quid Pro Quo:
  - a. an employee of the University,
  - b. conditions (implicitly or explicitly) the provision of an aid, benefit, or service of the University,
  - c. on an individual's participation in unwelcome sexual conduct.
  
- 2) Severe and Pervasive Sexual Harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to the Recipient's education program or activity.
  
- 3) Sexual assault, defined as:
  - a. Sex Offenses:
    - a. Any sexual act directed against another person,
    - b. without the consent of the Complainant,
    - c. including instances in which the Complainant is incapable of giving consent.
  - i) Rape
    - a) Penetration,

- b) no matter how slight,
    - c) of the vagina or anus with any body part or object, or
    - d) oral penetration by a sex organ of another person,
    - e) without the consent of that person.
  - ii) Sodomy
    - a) Oral or anal sexual intercourse with another person,
    - b) without consent, including instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - iii) Sexual assault with an Object
    - a) The use of an object or instrument to penetrate,
    - b) however slightly,
    - c) the genital or anal opening of the body of another person,
    - d) without consent, including instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental incapacity.
  - iv) Fondling
    - a. The touching of the private body parts of another person (buttocks, groin, breasts),
    - b. for the purpose of sexual gratification,
    - c. without consent, including instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- b. Sex Offenses, Non-forcible:
  - i) Incest
    - a. Sexual intercourse,
    - b. between persons who are related to each other,
    - c. within the degrees wherein marriage is prohibited by Connecticut state law.
  - ii) Statutory Rape:
    - a. Non-forcible sexual intercourse
    - b. with a minor more than three years younger than the actor if the younger person is at least age 13, but under age 16, with a person who is under the statutory age of consent of 16, or with a minor under age 13 if the actor is more than two years older.

**4) Dating Violence, defined as:**

- a. violence,
- b. committed by a person,
- c. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - i) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
  - ii) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - iii) Dating violence does not include acts covered under the definition of domestic violence.

**5) Domestic Violence, defined as:**

- a. violence,
- b. committed by a current or former spouse or intimate partner of the Complainant,
- c. a person with whom the Complainant shares a child in common, or
- d. a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- e. a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Connecticut, or



- f. any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Connecticut.

6) Stalking, defined as:

- a. engaging in a course of conduct,
- b. directed at a specific person, that
  - i) would cause a reasonable person to fear for the person's safety, or
  - ii) the safety of others; or
  - iii) suffer substantial emotional distress.
- c. For the purposes of the definition of stalking—
  - i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - ii) Reasonable person means a reasonable person in the position of the Complainant and under similar circumstances.
  - iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

In addition to violating the University's policy, sexual assault and stalking are crimes in Connecticut and may be subject to criminal prosecution.

7) In addition to the forms of sexual harassment described above, the University additionally prohibits the following offenses as forms of discrimination when the act is based upon the Complainant's sex or gender identity. Whether or not these forms of sexual harassment are covered by the Title IX, these acts violate the Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy and are subject to the Policy.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender identity;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- Bullying, defined as repeated and/or severe, aggressive behavior, likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

Any other conduct prohibited under any University Policy may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender identity.

#### REPORTING PROCESS FOR SEX OFFENSES:

The primary reporting area for sex offenses at the University of Bridgeport involves the Executive Director of Campus Security at 203.576.4912 or the Title IX and Equity Coordinator at 203.576.4534 or the •Senior Vice President of Facilities, Security, and Information Technology at 860.913.2037

Campus Security will assist, document complaints, and keep accurate records about the number of assaults involving students, determine whether there is a pattern of assaults with regard to particular location, method, or assailant and alert the campus community to a potential danger.

If a Complainant who has been assaulted desires criminal prosecution through the courts, at their request,

University of Bridgeport will summon the Bridgeport Police Department. Both Campus Security and the local police will provide the individual who was assaulted with information regarding their rights.

It is important for the Complainant who has been assaulted to note that a police report does not require that they follow through with the prosecution process. The Complainant has the right to withdraw the charges at any point during the process if they wish to do so. The Complainant also will be free from pressure from the University not to report the crime, or to report it as a lesser offense.

## VICTIM REPORTING

Victims also have the right to pursue a resolution separately from local law enforcement through disciplinary action at the University. Students have the right to file a complaint with Campus Security and/or the Title IX and Equity Coordinator. When a victim files a complaint with the Title IX and Equity Coordinator they are entitled to a prompt, fair, and impartial investigation, and resolution. The investigation will be conducted by a certified investigator who annually receives training on issues related to domestic violence, dating violence, sexual assault, stalking, and proper investigation technique. The investigators will evaluate the evidence using the preponderance of the evidence standard and will submit their findings and recommendations to a hearing panel which will make the final determination.

The sanction imposed by the University of Bridgeport may range from dismissal of all charges (if the University feels the charges lacked enough evidence to hold the accused responsible) up to and including expulsion and termination from the University of Bridgeport.

## INFORMING VICTIMS OF RESULTS OF INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS

The Determination Letter will be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official University records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Determination Letter will articulate the specific policy(ices) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the University from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Determination Letter will also specify the finding on each alleged policy violation; the findings of fact that support the determination of responsibility on each alleged violation; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result as to each allegation; any sanctions issued against the Respondent; and whether any remedies will be provided by the University to the Complainant to ensure access to the University of Bridgeport's educational or employment program or activity, to the extent the University is permitted to share such information under state or federal law.

The Determination Letter will also include information concerning when the results will be considered by the University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

## SEXUAL HARASSMENT POLICY

In compliance with Title IX of the Education Amendments of 1972, the University of Bridgeport prohibits discrimination based on sex in all of its educational programs or activities. Members of the University community, guests and visitors have the right to be part of a community that is free of sexual harassment.

All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University of Bridgeport believes in a zero-tolerance policy for gender-based and sexual harassment. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions may be used to deter future misconduct. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

In compliance with Title IX and the Clery Act, including the Violence Against Women Act (VAWA) University of Bridgeport also prohibits sexual assault, domestic violence, dating violence and stalking.

The University of Bridgeport's Title IX and Equity Coordinator oversees compliance related to Title IX and Equity and this policy, which covers all aspects of sex and gender-based harassment and discrimination. The Coordinator reports directly to the Associate Director of Title IX and Equity Compliance and is housed in the Office of Civil Rights Compliance.

Questions about this policy should be directed to the Title IX and Equity Coordinator. Anyone, including students, employees, guests, and visitors, wishing to make a report relating to sexual misconduct, discrimination, harassment, or retaliation may do so by reporting the concern to the University of Bridgeport Title IX and Equity Coordinator:

Title IX and Equity Coordinator  
Office of Civil Rights Compliance  
University of Bridgeport  
p: 203.576.4534  
[titleixandequity@bridgeport.edu](mailto:titleixandequity@bridgeport.edu)

A full version of the University of Bridgeport's Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy can be found here: <https://www.bridgeport.edu/files/docs/policies/discrimination-harassment-policy-processes-v12.pdf>.

## CARE TEAM

The University of Bridgeport CARE Team is a group of campus professionals appointed by the President. The CARE Team is chaired by the Dean of Students with representatives from athletics, counseling services, health services, Title IX coordinator/deputy coordinator, campus security, residential life and academic affairs. The CARE team will meet regularly to support students via an established protocol and will serve as a proactive, centralized, caring and coordinated intervention for students in need prior to a crisis.

In accordance with Conn. Gen. Stat. § 10a-156a(b), University of Bridgeport President appointed the following members: Dean of Students (serving as Chair), Executive Director of Campus Security, Director of Student Health Services, Director of Human Resources, Director of Housing and Residential Life, Director of the Academic Advising Center, University Conduct Officer, Manager of Accessibility Services and Program Assessment Coordinator & Undergraduate Academic Advisor.

Additional staff and faculty will be invited to CARE meetings when their role pertains to a specific situation (i.e. academic advisor, supervisor, etc.)

Many of the above CARE members are counseling and/or student services professionals who have extensive training or experience evaluating and working with students at-risk. Training for CARE Team members is ongoing

and will continue during the academic year.

## DRUG AND ALCOHOL POLICY

The University of Bridgeport's drug and alcohol policies prohibit the unlawful possession, use, sale, or distribution of alcohol and controlled substances/illicit drugs by students, faculty, and staff. All members of the University of Bridgeport community are expected to fulfill their obligations and responsibilities pursuant to institutional policy and federal, state, and local laws. Any disciplinary action imposed by the University may be in addition to penalties imposed by an off campus authority. Students and employees are subject to prosecution under applicable local, state, or federal laws. All students have access through university's website to the University of Bridgeport *Key to UB Student Handbook* which clearly states alcohol and other illicit drug policies, sanctions, resource/referral information, campus and community support services and a description of health-risks associated with such use. The on-line link for the *Key to UB* is at <https://www.bridgeport.edu/key-to-ub> for the entire campus community.

Connecticut State law prohibits the possession of alcohol by persons under the age of 21 on public or private property, including within University residence halls.

Alcohol and substance abuse education is provided to all student-athletes every year. Additionally, all residential life staff receives training and education on alcohol and substance abuse as well as on local resource services and how to make appropriate referrals. On-going educational workshops such as the health fair and alcohol awareness programs regarding this topic are offered for both residential students and commuters at numerous times throughout the academic year. Mandatory and optional educational programs are held before students begin taking classes on campus as well as throughout the year in and outside of residence halls and classrooms.

The Division of Student Affairs conducts an annual review of our alcohol and illicit drug policies.

## POLICY ON GUNS, REPLICAS OF GUNS, AND OTHER WEAPONS FOR STUDENTS

The University of Bridgeport is committed to providing its students, faculty and staff with a safe and healthy learning, living and working environment. The possession or use of guns and/or other weapons or replicas of such weapons, or objects which might reasonably be mistaken for weapons, is contrary to this commitment and the spirit of an academic community where free expression, civil disagreement and debate are encouraged. Therefore, the possession or use by students of guns, replicas of guns and/or other weapons, or objects which might reasonably be mistaken for weapons, whether or not the object is loaded with live ammunition, capable of being fired, or when operable capable of administering deadly force, is absolutely prohibited in all University facilities and all University owned, rented, or leased property. Students found to be in violation of this policy will be subject to sanctions including immediate suspension from the University. Students who have knowledge of guns or other weapons on campus, or who know of individuals who have threatened to use a weapon, should immediately report this information to any of the following:

Campus Security	203-576-4911
Dean of Students	203-576-4273
Office of Housing and Residential Life	203-576-4227

This prohibition against weapons applies equally to those carried by persons with a government issued permit or license. The only exceptions are listed below:

- University security staff authorized to carry weapons
- Local, state and federal law enforcement officers
- Members of the United States armed forces while on duty
- There may be activities related to the educational mission of the University (e.g., theatrical productions) that appear to violate the letter, but not the intent of this policy, by using weapon replica(s). In such cases the department or organization coordinating the activity is responsible for notifying the Office of Campus Security prior to the event.
- Weapons and replicas in violation of this policy are subject to summary confiscation by University staff or security personnel. Any person who is in violation of this policy is subject to referral to governmental authorities for legal sanctions in addition to any disciplinary actions the University may take.

## WEAPON-FREE WORKPLACE FOR EMPLOYEES

To ensure that UB is an environment safe and free of violence for all students, employees, contractors, and visitors, the University prohibits the possession or use of weapons on or off University property. A license to carry a weapon, regardless of Connecticut law, does not supersede this University policy.

Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All employees are subject to this provision, including contract and temporary employees. It is the University's policy that no employee, student, visitor, guest, contractor or subcontractor on the University of Bridgeport property shall carry or possess any weapon or any item intended to appear as a weapon ("prohibited weapons") on or about his or her person whether visible or concealed, in or on the University of Bridgeport owned or leased grounds, parking areas, buildings structures or other property.

"University property" is defined as all University-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the University's ownership or control. This policy applies to all University-owned or leased vehicles and all vehicles that come onto University property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives, and ammunition. The term "prohibited weapon" shall not however include "mace" or any similar non-lethal noxious substance, liquid, or spray when carried by any person for his or her protection or for the protection of others. The malicious use of other items not intended as weapons is also prohibited.

UB reserves the right at any time and at its discretion to search all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination of employment.

Any employee who believes that another person possesses a concealed weapon or is behaving in a threatening manner has an obligation to report this immediately to the Campus Security Department. Failure to report knowledge of the presence of any dangerous weapon shall subject the employee to disciplinary action up to and including termination of employment.

Under no circumstances should any employee take any unnecessary risks or compromise his or her safety in enforcing this policy. The Security Department and local law enforcement should be contacted, as necessary.

## APPLICATION TO THE UNIVERSITY'S DEPARTMENT OF SECURITY

Campus security supervisors who are authorized to carry firearms on University property in an official capacity and in the performance of their duties are exempt from the provisions of this policy.

## APPLICATION TO LAW ENFORCEMENT OFFICERS

Law enforcement officers carrying firearms that are on University property in an official capacity and in the performance of their duties are exempt from the provisions of this policy.

Law enforcement officers meeting the criteria of State of Connecticut General Laws who are off-duty shall be permitted to possess a firearm while attending classes, meetings, or seminars on University owned or leased property only if they have given advance written notice to the UB Executive Director of Security. Such notice shall include identification of the type, caliber and serial number of the firearm, and a listing of the date or dates when such firearm shall be carried or possessed on University owned or leased property.

#### **VIOLATION OF WEAPON-FREE POLICY**

Any employee determined to have violated this weapon-free policy shall be subject to appropriate University disciplinary sanctions including immediate termination and may be barred from entering University property. The University also reserves the right to refer any violations of this policy to appropriate law enforcement agencies to investigate for possible violation of state and federal laws.

#### **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and guests. The University encourages an open environment, with limitations, to assure adequate protection of all members of the University community. Except for residence halls, most campus facilities are normally open when classes are in session or by special arrangements with the building manager, Special Events, or Campus Security. The general public can attend cultural and recreational events on campus, with access limited to facilities in which the events are held. Authorization for use of campus grounds for assembly purposes must be obtained in advance from the Special Events Office and Campus Security. At night and during times when the campus is officially closed, University buildings are locked. Faculty, staff, and students with proper authorization are permitted into such buildings.

The Office of Housing and Residential Life controls access to all residence halls 24 hours a day through an electronic card access system. Students gain access to their residence halls by using their proximity cards at the entrance of each hall. Guest Relations Associates and Security Officers provide additional support at the front desks of Barnum, Chaffee, Cooper, Seeley, and University halls during high traffic times. ID cards are non-transferable and may not be used by any other person for any other purpose. Individuals who suspect their ID cards may have been lost or stolen should contact Campus Security immediately. The University will prosecute any unauthorized person who trespasses or loiters on University property.

Proper lighting and building security are critical factors in the reduction of crime on campus. The Facilities Department maintains buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted on a regular basis and repairs are made as quickly as possible. All members of the campus community are encouraged to report safety and security hazards to the Facilities Department or Campus Security

#### **GUEST POLICY AND OVERNIGHT GUESTS**

##### **Definitions:**

- A visitor is a University of Bridgeport student who lives in a UB residence hall other than the one being visited.
- A guest is a student of the University of Bridgeport who lives off campus OR a person who is not a current student of the University of Bridgeport.
- An overnight guest is any off-campus guest (either a UB student who lives off-campus, a person who is not a UB student, or a person who lives on-campus) who will be remaining in the hall after midnight.

## GENERAL POLICIES

1. Upon entering the hall, a visitor/guest must leave a valid picture ID. Any visitor/guest without a valid photo ID will not be allowed to enter the residence hall. The only forms of valid ID accepted from a guest/overnight guest for visiting residence halls are:
  - A current state issued driver's license or identification card including a photo,
  - A current passport,
  - A current military ID, or
    - a. A current, valid University of Bridgeport ID can only be used by residential students to visit the halls.
2. Residential visitors must always present a valid UB ID.
3. Guests/overnight guests who plan to come into UB residence halls need to be registered by the host using the online system for the first initial visitation within 72 hours before the date of visit. This registration occurs only once.
4. Each resident host is permitted to sign-in no more than two (2) guests/visitors at any one time.
5. Each resident host may have only one (1) overnight guest at a time.
6. A resident host is responsible for the escort and conduct of a visitor/guest during the entire visit and any situations or damages they may cause.
7. Before inviting any visitor/guest/overnight guest to your room, be considerate of your roommate and discuss it with them. For overnight guests, if any roommate does not consent, you cannot have a guest stay in your room.

## VISITOR POLICIES

The resident host, in person, must sign a visitor in and out of the residence hall at the front desk every time they enter and leave the residence hall.

1. The resident host must always escort their guest throughout the building.
2. The status of all visitors living on campus will be verified prior to being admitted into the residence hall as a visitor.
3. Visitors from other halls have no hourly restrictions of when to visit. Be sure to review the last bullet of this section.
4. Visitors are not allowed to stay overnight more than two (2) days a week. A week is defined as Sunday – Saturday.
5. In addition to any authorized overnight guest, a resident host can also have one (1) on-campus visitor visit at any time.

All double occupancy rooms are strongly encouraged to complete a roommate agreement form at the start of the semester. All first-year students are required to complete a roommate agreement.

## GUEST POLICIES

1. A guest must be signed into the residence hall, using one of the valid forms of ID listed above, at the front desk every time they enter and leave the building.
2. A resident host who wishes to have a guest stay past midnight (12:00am) needs to submit an Overnight Guest Request through the housing portal.
3. If a guest unexpectedly will not be leaving before midnight, the resident host must register them using the online system before midnight AND check in with the in-hall duty staff to explain the change in plans.
4. Violating these policies will subject the host to loss of guest privileges and possible student disciplinary action.

## OVERNIGHT GUEST RESTRICTIONS

1. A resident may have no more than one (1) overnight guest at a time.
2. A guest may only stay up to two (2) times per week in the residence halls. The week is defined as Sunday-

Saturday. Specifically, this means that within any seven-day period, a guest may only stay for two nights within the residence hall system as anyone's overnight guest.

3. If the guest (either an off-campus student or non-student) is staying more than one night in the week, the resident must include the request for each night of the stay in the housing portal.
4. If a student is expecting a guest for more than a two-day period, they must obtain special permission in advance from their roommate and the building's Resident Director (RD), or the Director of Housing and Residential Life (DHRL). The guest must not stay the additional day(s) until approval is received from the RD of the building or DHRL before spending another night in any residence hall on campus.
5. If a guest stays more than two nights in a seven-day period (Sunday – Saturday) without permission, the resident host will be billed \$32.00 per night and may face student disciplinary action. Repeat offense(s) may result in arrest for trespassing and the student's guest privileges will be revoked for the remainder of the school year.
6. The University, at its discretion, reserves the right to limit the number of overnight guests in any residence hall or on campus. Residential Life professional staff and Campus Security supervisors reserve the right to deny any individual access to the residence hall, revoke previously approved access, and/or modify our guest policy due to public safety or public health visitors, guests, and overnights guests.
7. During 24-hr Quiet Hours periods at the end of each semester, overnight guest privileges are suspended in order to promote an environment focused on maximizing residents' academic success.
8. Other limitations on overnight guest policies may be put in place at specific times such as break periods, grad week, commencement, any disciplinary actions assigned, and emergencies; or to respond to issues within the section, hall, or campus. The University will make every attempt to notify residents of such policy adjustments in a timely manner.

## PROGRAMS FOR SECURITY OF ACCESS INTO RESIDENCE HALLS

Informative programs related to the guest policies are conducted in the manner of:

- Floor meetings every semester
- Published in the Key to UB (annually reviewed)
- Published online on website (annually reviewed)
- Signage throughout halls
- Stated in the welcome home guide to living on campus (annually reviewed and distributed every Fall semester)
- Email communication at the start of each semester and as needed reminders in the middle of the semester

## NOTIFICATION OF DISTRIBUTION OF SECURITY PROTOCOL PLAN AND ANNUAL SECURITY REPORT

### SECURITY PROTOCOL PLAN

University of Bridgeport will provide the Security Protocol Plan to new applicants, new employees, and all existing students and employees annually. New applicants will receive this plan from the Office of Admission who will distribute via email to all applicants to the University after they have submitted their application. A link to the Security Protocol Plan will be included in an email thanking the students for their application, informing them of the Security Protocol Plan, and encouraging them to click on the link to view the plan. The email will be sent to applicants by an automated email that will be triggered to send once the student submits their application. The link is: <https://www.bridgeport.edu/files/docs/security/security-protocol-plan.pdf>

**New employees** are given a document during the new hire orientation notifying them of this plan and directing them to the electronic address (URL) below to obtain the report via the portal at:

<https://www.bridgeport.edu/files/docs/security/security-protocol-plan.pdf>



Notification of the publication of the Security Protocol Plan is sent to current students and employees by electronic mail with hyperlinks to the report on the University's Web site and through a posting on the myUB portal. The electronic address (URL) to obtain the report through the portal is:

<https://www.bridgeport.edu/files/docs/security/security-protocol-plan.pdf>

#### ANNUAL SECURITY REPORT

By October 1st of each year, notification of the publication of the Annual Security Report is sent to students by electronic mail and through a posting on the myUB portal, and to employees through new hire orientation, and by electronic mail with hyperlinks to the report on the University's Web site.

The electronic address (URL) to obtain the report through the University's website is:

<https://www.bridgeport.edu/files/docs/security/annual-security-report.pdf>