UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

2026 ANNUAL SECURITY AND FIRE SAFETY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (34CFR668.46)





Table of Contents:

Chapter		Page
Part 1	***Annual Security Report***	
1.	Overview	4
2.	Department of Public Safety	5
3.	Contact Information	11
4.	Sexual Harassment and Sexual Misconduct Information	13
5.	Violence Against Women Act (VAWA) (Campus SaVE Act)	14
6.	Information regarding Alcohol, Illicit Drugs and Weapons	15
Part 2	***Clery Crime Definitions & Statistics***	
7.	Crime Statistic Definitions	19
8.	Statistical Crime Reporting	23
Part 3	***Annual Fire Safety Report***	
9.	Fire Safety Report	26
10.	Fire Evacuation Information	28
11.	Fire Data Summary	30

Appendix		Page
I.	Clery Act/Student's Right to Know	32
II.	Sexual Misconduct Policy	33
III.	Missing Student Policy	42
IV.	Lockdown Policy	45
V.	COVID-19 Statement	51
VI.	Nondiscrimination Policy	52
VII.	Harassment and Discrimination Policy	55
VIII.	Drug and Alcohol Policy	56
IX.	Campus Blue Light Towers, Emergency Telephone Locations	59
X.	Evacuation-Refuge Area Maps	62

Part 1

2026 Annual Security Report







UNIVERSITY OF SAINT JOSEPH
CONNECTICUT

Chapter 1 – Overview;

University of Saint Joseph Mission Statement
The University of Saint Joseph, founded by the Sisters of Mercy in the Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population in an inclusive environment that encourages strong ethical values, personal integrity, and a sense of responsibility to the needs of society.

Procedure
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 institutions of post-secondary education participating in federal student aid programs are subject to it. The Director of Public Safety and Risk Management compiles the information presented in this report. Information is requested from the following sources;

- Department of Public Safety incident case reports
- Division of Student Campus Life
- West Hartford Police Department
- Hartford Police Department
- Plainville Police Department

Notification of the publication of the Annual Security and Fire Safety Report is sent to all enrolled students and current employees by electronic mail, with hyperlinks to the report found on the University's website, through a posting on the University of Saint Joseph Department of Public Safety website, and copies are available from the Department of Public Safety upon request.
The electronic address (URL) to obtain the report is: https://www.usj.edu/wp-content/uploads/2026/10/2026-Annual-Security-Report.pdf or direct link: Annual-Campus-Crime-and-Fire-Safety-Report

Safety is a major concern for everyone on campus, and the University strives to provide an ideal environment for learning, working and living. The University has instituted numerous policies and procedures to enhance security. Members of the University community have a responsibility to use the security procedures, available services and resources, and must be accountable for their own well-being and for the welfare of others. The University urges all members of the community to participate in maintaining safety by dialing 911 for life-threatening emergencies and promptly reporting any suspicious circumstances/persons or criminal activity to the Department of Public Safety at (860) 231-5222.

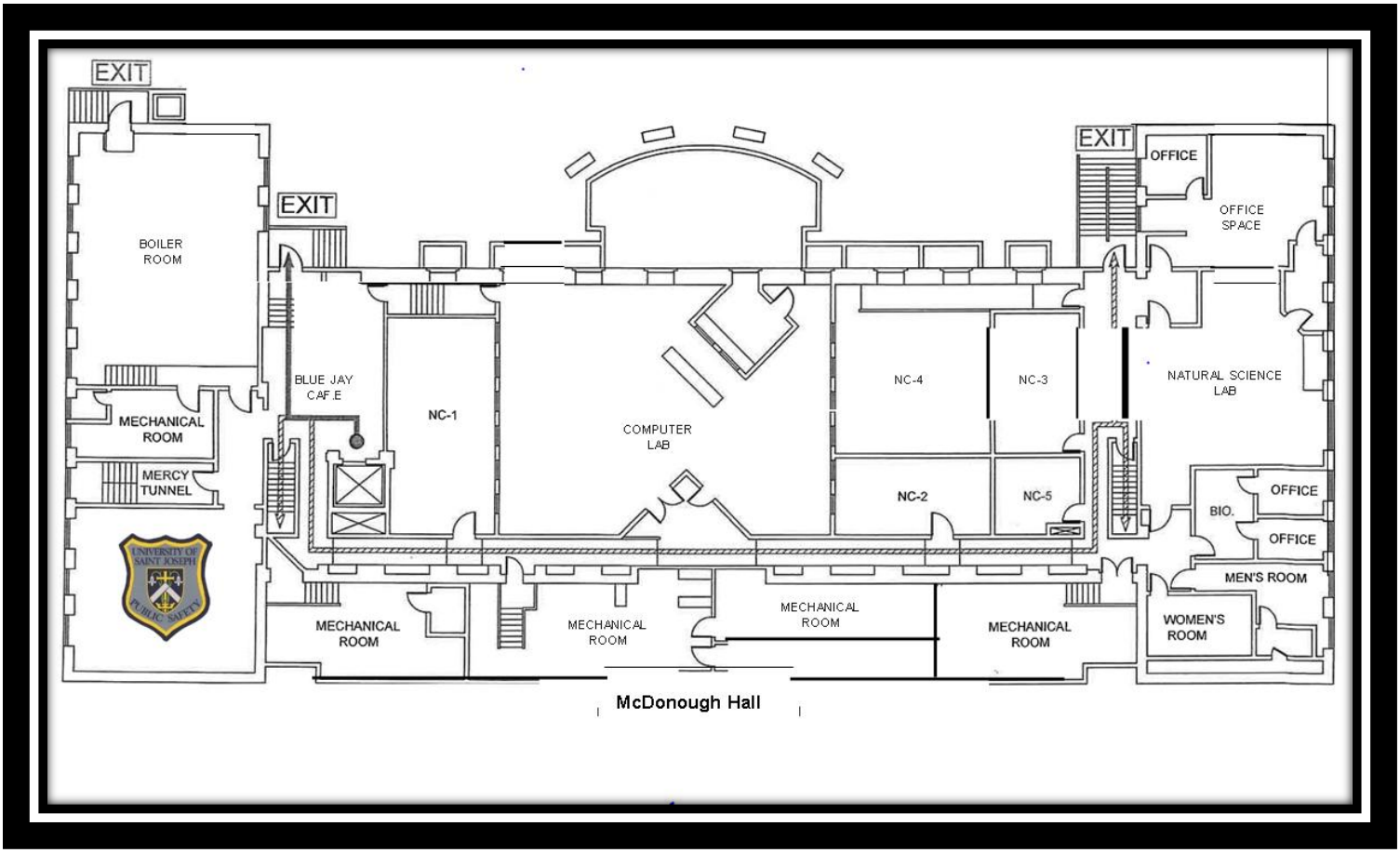




UNIVERSITY OF SAINT JOSEPH
CONNECTICUT

Chapter 2 – Department of Public Safety:

The Department of Public Safety is located in McDonough Hall, Lower Level.







The Department of Public Safety reports to the Vice President for Finance. The Department of Public Safety is comprised of a staff of full-time professional Public Safety Officers. The Department of Public Safety provides security on our West Hartford campus 24 hours a day, seven days a week. Public Safety Officers are trained in First Aid, CPR, Naloxone, Stop the Bleed, and AED use.

West Hartford Campus
At our West Hartford, CT campus, the Department of Public Safety maintains a close working relationship with the West Hartford Police Department and the West Hartford Fire Department. Public Safety Officers cannot make criminal arrests but do enforce University rules and regulations on campus, including student conduct, parking, and traffic violations. Every effort is made to enforce these rules and regulations equitably and professionally.

Academic and administrative buildings on campus are secured with lockable entrances and, in many cases require after-hours electronic access authorization. Public Safety Officers may provide entry into buildings to faculty, staff and students after normal business hours if an appropriate University official has contacted Public Safety and authorized such access. The Public Safety Officers will ask to see a University identification card for verification. Public Safety secures buildings that are normally open during the evening for classes and computer use when the classes have concluded.

Faculty, staff, and students working in their offices, classrooms and laboratories are encouraged to follow these personal safety recommendations:
• Report any suspicious individuals or activity to Public Safety immediately.
• Lock valuables in a file cabinet or desk when at work.
• Lock your office door even if you are leaving for a brief period.
• Notify Public Safety when you are working late, on weekends or holidays.
• Lock all windows and doors when you leave for the day.





All residence halls are locked 24 hours a day. Building access for resident students and staff is via the University identification card issued by Public Safety. Resident students are permitted to have guests visit them but must follow guidelines established by Residential Life. Resident students are not to prop open any doors or allow the entry of strangers into the residence hall. Maintenance staff, including maintenance mechanics, housekeepers, custodians and groundskeepers, continually wear/display their University identification cards. Public Safety Officers must escort vendors and contractors into the residence halls. No maintenance staff, including vendors or contractors, are permitted in residence halls prior to 9:00 a.m. or after 5:00 p.m., except in urgent or emergency circumstances. Any students or staff that observe an unauthorized person in a residence hall are asked to contact Public Safety immediately.

Non-campus locations

The University of Saint Joseph education expands beyond the West Hartford campus. The University of Saint Joseph presently has separate non-campus locations located outside of West Hartford, CT. The Department of Public Safety has the responsibility to assess security for our students and faculty and document any Clery reportable incidents that may occur at such locations.

Non-campus Locations (2025 School Year- 2 total)	
Location	**School/Site**
1. Plainville	Plainville High School
2. Hartford	The Millennium (Off-Campus Housing, thru 8/1/2026)

Crime Reporting Procedures
The Department of Public Safety is the central reporting center for criminal offenses that occur at The University of Saint Joseph. Community members are encouraged to report all crimes and Public Safety related incidents in a timely manner. Reporting incidents will aid in distributing emergency notifications, timely warnings, and Public Safety advisories to the University community, and is crucial to maintaining the safety and well-being of our entire community.

To report an incident on campus, please contact Public Safety.
In an emergency when police, fire, or medical personnel are required, dial 911 immediately and then contact Public Safety so that the emergency personnel can be directed to the proper location. Contact information is listed below.

Department of Public Safety

- EMERGENCIES Dial 911 (West Hartford Police)
- Public Safety Main Line (860) 231-5222 [monitored 24 hours a day, 7 days a week]
- Anonymous Tip Line (860) 231-5742
- Public Safety Director (860) 231-5459

Anonymous Reporting
The University of Saint Joseph, Department of Public Safety recognizes the importance of allowing individuals reporting an incident to Public Safety to remain anonymous. The University of Saint Joseph, Department of Public Safety does utilize an anonymous reporting tip line. The phone number is **860-231-5742** or **5742** from any campus phone. All calls will remain confidential unless the caller states that they wish to be contacted.

Community Contact Program
The Department of Public Safety has assigned officers as "Community Contact Officers". Individual officers are assigned to specific Residence Halls and other University departments and locations. Their undertaking is to develop a rapport with the students, faculty and staff so that better community relationships are forged, thereby making Public Safety Officers more approachable and providing everyone with a sense of safety and wellbeing here on campus. Part of this assignment is to work closely with the Residential Life staff in their respective residence hall to help work with students on any difficulties that require attention. In addition, officers will attend residence hall meetings, club meetings, and other functions to connect with and better serve the students. An important facet with this program is to help community members find solutions to solve problems without having to resort to any type of "traditional" enforcement actions such as tickets or conduct referrals. To accomplish this goal, the Department of Public Safety works closely with the Residence Life, Health/Counseling/Wellness, Student Activities staff and other identified departments.

Building/Room Door Access
For safety and security reasons, exterior doors on each residence hall are equipped with an electronic card reader system. A resident student may gain access to their residence hall by using their personally issued student ID access card. Unless instructed otherwise by University personnel, **a student is never permitted to duplicate or lend their student ID access card or room key to anyone.** Also, a student should never prop open a door or place an obstructing object in a residence hall door that will cause it to remain ajar or unsecured. Entrance into a residence hall is only permitted though the appropriate door(s) with an assigned key or ID access card. Entrance through a residence hall window is prohibited.

Any student who copies or lends a key or an access card to anyone, props a door, or admits an unauthorized guest will be subject to disciplinary action as determined by the Conduct Officer. The fee for a lost room key is $50.00. The fee for a lost key card is $25.00. There are designated entrances and exits for each of the halls. Students who tamper with emergency exit-only doors will be subject to the disciplinary process. ***Residents are urged to keep room doors locked. Doors leading to the stairwells are fire doors and must be kept closed at all times.***

Security Surveillance Camera System







The Department of Public Safety monitors a series of security surveillance cameras as a crime deterrence and to aid in the investigation of incidents which occur on campus. The University of Saint Joseph has installed these cameras in several overt and covert locations in the main campus and other campus property. Security cameras are never used in restrooms, locker rooms, or dressing rooms, nor can they view into the windows of residence hall rooms. Recorded security surveillance information can be used by law enforcement, public safety, and residence life in the investigation and adjudication of incidents on campus.

Notice to Leave and/or Not to Enter University of Saint Joseph Property
The University of Saint Joseph, including its parking lots and all managed properties, is private property. Persons are permitted on this property at the discretion of the University of Saint Joseph and its agents. The University of Saint Joseph and its agents may revoke this permission at any time, pursuant to the General Statutes of the State of Connecticut, encompassing Criminal Trespass, CGS 53a-107. A "Criminal Trespass Warning" or "Notice to Leave and/or Not to Enter" form allows University of Saint Joseph Public Safety Officers to convey notice to individuals that due to their specific actions and/or involvement in a specific incident, they are not permitted on any University property. This area is identified on a map printed on the Notice to Leave and/or Not to Enter form. A copy of this notice may be provided to the West Hartford Police Department. Any request for a termination of the ban can be made in writing to the Director of Public Safety and Risk Management after a period of six months.

Safety Escort Provisions
The Department of Public Safety provides safety escorts, available upon request, to students, faculty and staff. These escorts are provided to ensure the safety of everyone on the University of Saint Joseph campus as well as to assist those individuals with mobility difficulties. These services are available 24 hours a day, 365 days a year. Contact the Public Safety Officer on duty at (860) 231-5222 or extension 5222 and the officer will be happy to escort you anywhere on campus.

Crime Alerts and Timely Warnings
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, [20 USC 1092 (f)], when a Clery crime occurring within Clery geography is reported to a campus security authority or local law enforcement, which poses a serious or ongoing threat to the campus community, a Timely Warning will be issued.

Crime Prevention and Security Awareness
The Department of Public Safety collaborates with Residence Life, Student Campus Life division and other departments to provide up-to-date and meaningful presentations to the community about crime prevention and security awareness programs on campus. Upon request, Public Safety staff will coordinate and participate in presentations on:

- Campus Safety
- Drug/Alcohol Abuse
- Sexual Assault Awareness on Campus
- Domestic/Dating Violence
- Clery/Campus Security Authorities

Lethality Assessment Program:
The Lethality Assessment Program (LAP) began in Connecticut on September 15, 2012. LAP is an innovative partnership involving the CCADV and law enforcement to implement nationally recognized risk assessment strategies to better serve domestic violence victims in the greatest danger.

The program, which is a result of collaboration between CCADV and the Connecticut Police Officer Standards and Training Council (POSTC), was piloted through eight (8) CCADV member domestic violence service agencies with fourteen (14) municipal law enforcement agencies. After five years of expanding LAP across Connecticut through partnerships with law enforcement and CCADV's 18 member organizations, CCADV released the first LAP report in 2017 highlighting 100% of Connecticut's law enforcement voluntarily adopting the program into their department's response to family violence policies. Additionally, several college campus public safety departments also participate.

This program provides an excellent outlet to offer services to those in need at any time. Several members of the University of Saint Joseph; Department of Public Safety received training as instructors in this program in April of 2016. The entire department was trained in the LAP program in January of 2017. A subsequent MOU was signed with the CCADV on February 23, 2017.

Department of Public Safety Training
All members of the Department of Public Safety are trained in First Aid, CPR, Naloxone, and AED use. Officers have also received certification in compliance with the Connecticut Security Officer Certification (Guard Card) training class. In addition, Public Safety Officers have completed Sexual Assault and Title IX Training sessions.

Campus Security Authority
Campus Security Authority is a Clery-specific term that is comprised of individuals and organizations here at University of Saint Joseph that students can contact to report criminal offenses. At the University of Saint Joseph, the Campus Security Authorities include the Department of Public Safety, as well as, *"an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus conduct proceedings."* An official is defined as, *"any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."*

Federal law requires that if someone has significant responsibility for student and campus activities, then he or she is a Campus Security Authority. All campus security authorities are responsible for collecting information and reporting certain crimes that are reported to them by students and employees.

Examples of the Campus Security Authorities here at the University of Saint Joseph include, but are not limited to:

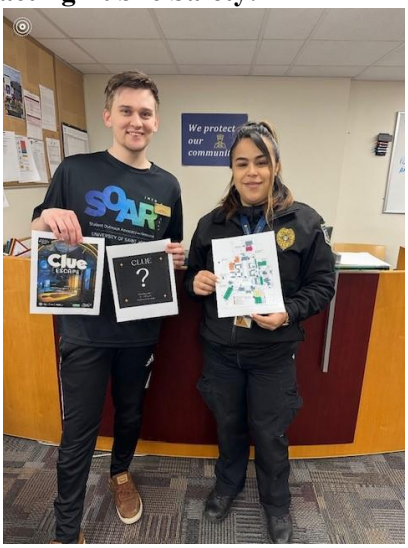
- **Director/Associate Director of Public Safety,**
- **Public Safety Officers,**
- **Student Campus Life Staff**
- **Resident Coordinators,**
- **Resident Assistants,**
- **Athletic Director,**
- **Associate/Assistant Athletic Director,**
- **Athletics Department Coaching Staff**

According to the Higher Education Act, or 20 U .S.C. 1092, now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Saint Joseph must collect certain campus crime statistics. This law applies to certain crimes reported to the Department of Public Safety and other campus officials.

The details of a report made to a Campus Security Authority will not be made public. Only the number of crimes occurring will be released. The reporting person's name will not be released. That information is not required for the report, but it will help ensure the crime is not counted twice.

Chapter 3 – Contact Information;

Contacting Public Safety:







The Department of Public Safety encourages anyone who is the victim of or witness to a crime to promptly report the incident to Public Safety or to the Police. All crimes occurring on campus should be reported immediately to the Department of Public Safety. If you need to call the Department of Public Safety, please provide the following information:

- Your full name
- Location of the incident you are reporting
- A description of the scene and any suspects
- A description of any vehicles involved in the incident, especially a license plate number

Remember if you witness an event which you consider "life threatening" you should call **9-1-1**. If you call **9-1-1**, we ask that you then contact Public Safety immediately afterward in the event there is a delay with the local First Responders' emergency response to the campus.

PUBLIC SAFETY CONTACT/EMERGENCY NUMBERS		
ALL Emergencies	Dial 911	WHPD/WHFD/EMS-Medics
Public Safety	(860) 231-5222	5222 from campus phone
Public Safety - *Anonymous Tip Line*	(860) 231-5742	5742 from campus phone

Incidents when Public Safety should be contacted immediately at 860-231-5222:

a) Any crime, whether actual or suspected;
b) Any suspicious or unknown packages left anywhere on campus;
c) Any suspicious person or activity observed on or near campus;
d) Any injury, whether accidental or intentional;
e) Any incident in which a student can conceivably be considered missing;
f) Any request for EMS, any slip and fall on campus property and;

g) Any hazard to the safety and health of everyone, i.e. Fire, electrical, water, hazmat conditions.

Incidents when Public Safety should be contacted, but may not require an immediate response:

a) Lost and Found items
b) Student or faculty escorts
c) Student, staff, and faculty building access or lockouts
d) If you have any questions or concerns regarding anything that occurs on campus, please feel free to contact the Department of Public Safety at any time.

USJ Alert Emergency Notification System:

University of Saint Joseph has partnered with Omnilert for its emergency mass notification system. The USJ Alert system is capable of sending active subscribed users both text and email messages in the event of campus closures/delayed openings, timely warnings, or campus emergency notifications. Information and instructions on how to sign up for the USJ Alert system are posted on the University of Saint Joseph and Public Safety website.

Anonymous Reporting

The Department of Public Safety recognizes the importance of allowing individuals reporting an incident to Public Safety to remain anonymous. The University of Saint Joseph, Department of Public Safety does utilize an anonymous reporting tip line. The phone number is 860-231-5742 or 5742 from any campus phone. All calls will remain confidential unless the individual states that they wish to be contacted.

Police/Fire Contact Information:

West Hartford Campus:

West Hartford Police Department

• Emergency 911
• Non-Emergency (860) 523-5203

West Hartford Fire Department

• Emergency 911
• Non-Emergency (860) 523-2100

Off-Campus Housing:

Hartford Police Department

• Emergency 911
• Non-Emergency (860) 757-4000

Hartford Fire Department

• Emergency 911
• Non-Emergency (860) 757-4500

Daily Incident and Fire Log

The Daily Incident and Fire Log is maintained as a component of the Clery Act requirements to document all crimes reported to the University of Saint Joseph Department of Public Safety.

Required information in the Daily Crime Log;

1. Nature of the incident
2. Date the incident occurred
3. Date the incident was reported to the Department of Public Safety
4. The Public Safety Case Report number
5. General location of the crime and
6. Disposition of the complaint, if known

The Daily Incident and Fire Log is maintained at the Public Safety office. This log is preserved electronically and/or in an office binder, and it is available for public inspection at the Public Safety office in McDonough Hall.

Emergency Notifications and Timely Warnings
The Clery Act requires institutions to send a timely warning if a Clery crime occurring in Clery geography poses a serious or ongoing threat to the campus community. The Clery Act also requires institutions to send out an emergency notification if a significant emergency impacting the immediate health and safety of the campus occurs. In the event there is confirmation of an immediate threat to the health and safety of the campus community, an emergency notification will be issued. In the event that a situation arises, either on or off campus, that in the judgment of the Director of Public Safety poses a serious or ongoing threat to the campus community, a timely warning will be issued. Depending upon the situation, the means employed to convey the information may include any or all of the following means:

- The USJ Alert system,
- University e-mail to students, faculty and staff,
- Written notices posted in the Residence Halls and on campus building bulletin boards.
- USJ social media outlets via Marketing Department

Anyone with information warranting an emergency notification or timely warning should report the circumstances to the Department of Public Safety by calling **860-231-5222** or **5222** from any campus phone.

Chapter 4 – Sexual Harassment and Sexual Misconduct Information;

Title IX / Sexual Misconduct

University of Saint Joseph's Commitment to a Safe Environment:

A report of sexual harassment, assault, intimate partner violence, or stalking will be taken seriously, promptly investigated, and addressed. While respecting the rights of all parties involved, the safety and well-being of the complainant and the campus community are the University's primary concerns. Appropriate action will be taken to discipline an offending party. The University of Saint Joseph maintains an on-record sexual misconduct policy; a commitment to investigation, support, and protection of any involved parties, annually published security reports; as well as prevention initiatives.

The Title IX-Sexual Misconduct policy is provided in Appendix II of this report. To go directly to the University of Saint Joseph Title IX policy, click on the link below;
http://www.usj.edu/student-life/campus-safety/title-ix/

If you need immediate assistance in case of an emergency, please dial 860.231.5222 from any University phone or call 911 directly.

Reporting Directly to Title IX Coordinator/Deputies:

The Title IX coordinator and deputies are responsible for overseeing the prompt investigation and resolution of complaints of sexual misconduct. Reports should be made to:

Any report can be made to TitleIX@usj.edu

Title IX Coordinator: Christopher M. McKee
860.231.5412 or cmmckee@usj.edu

Title IX Deputy: Sheri Lee
860.231.5390 or slee@usj.edu

Connecticut and National Sex Offender Registry Information:
To access the Connecticut Sex Offender registry please click on this link: Connecticut Sex Offender Registry website
*National Sex Offender Public Registry website link: https://www.nsopw.gov/

Chapter 5 – Violence Against Women Act (VAWA) (Campus SaVE Act);

The United States Congress, recognizing the severity of the crimes associated with domestic violence, dating violence, sexual assault, and stalking, passed the **Violence Against Women Act of 1994** (VAWA) as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA is described as "a comprehensive legislative package designed to end violence against women." VAWA has since been reauthorized in 2000, 2005 and 2014. The intention of VAWA was to improve responses by the criminal justice system to domestic violence, dating violence, sexual assault, and stalking and to increase the availability of services for victims of these crimes.

The United States Department of Justice's Office on Violence Against Women (OVW) was created specifically to implement (VAWA) and subsequent legislation. The VAWA 2000 reauthorization strengthened the original law by improving protections for battered immigrants, sexual assault survivors, and victims of dating violence. In addition, it improved the enforcement of protection orders across state and tribal lines. The VAWA reauthorization in 2005 continued to improve the law by, (in OVW's description), "providing an increased focus on the access to services for underserved populations."

On March 7, 2014, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

Beginning in 2014, every College and University participating in Title IV financial aid programs was required to:
1. Compile statistics of incidents of sexual assault, domestic violence, dating violence, and stalking that occur within Clery geography and are reported to campus security authorities and **2.** Include within its Annual Security Report a statement of policy regarding procedures, explanations, educational programs and services afforded to the victim s of such crimes.

Below are the definitions of those crimes related to VAWA as described by the US Department of Justice OVW;

What is Domestic Violence? Domestic violence can be defined as a pattern of abusive behavior used by one partner to gain or maintain power and control over another in an intimate relationship. This includes physical, sexual, emotional, economic, or psychological actions or threats. It also includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

What is Sexual Assault? Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

What is Dating Violence? Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

What is Stalking? Stalking can be defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear for their safety or the safety of others, or suffer substantial emotional distress.

Chapter 6 – Information regarding Alcohol, Illicit Drugs and Weapons;

Alcoholic Beverages:

Alcohol - Regulations on the Provision and Consumption
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. 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 in the State of Connecticut which is 21 years of age.
B. Any person who serves or otherwise supplies alcohol to someone underage is as much responsible as the underage individual who is drinking; both are accountable for their behavior.
C. Alcohol will not be permitted at University sponsored student activities (exceptions can be made for Senior Week or Graduate Student activities if approved by Dean of Student Life. The consumption of alcoholic beverages for events on campus must be approved by the Dean of Student Life.
D. The University 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 Dean of Student Life. Beer balls, kegs, and common containers used for alcohol such as punch bowls and trash barrels are not permitted on campus or at campus events unless cleared by the President and/or a Vice President. The promotion of alcohol in University publications or at University functions is prohibited.
E. Occasionally, departments and offices will entertain students. Under these circumstances, the office or department may provide alcohol under conditions that conform to the University Regulations and the law and are cleared through the Office of Student Campus Life. Employees entertaining students privately are advised to be certain that alcohol is provided only under conditions that meet the requirements of the law. Departments and offices may provide alcohol only under conditions that conform to the law and University regulations, and are cleared through the Office of Student Campus Life.
F. Students drinking illegally or illegally dispensing alcohol to others are subject to disciplinary procedures.
G. Collections and/or displays of alcohol containers (empty or full) are prohibited in the residence halls regardless of being under or over the legal drinking age.

PHYSICAL AND MEDICAL EFFECTS OF ALCOHOL AND DRUGS
Alcohol is a drug that is absorbed into your bloodstream and transmitted to virtually all parts of your body. It is a depressant that causes a number of changes in behavior, though particular effects vary among individuals. Even one or two drinks will significantly affect your alertness, judgment, and physical coordination, making it dangerous for you to drive and participate in certain sports, and impairing your ability to make decisions about further drinking. Small to moderate amounts of alcohol increase aggressive behavior. Larger amounts cause physical effects such as staggering, slurred speech, double vision, sudden mood swings, and marked impairment of higher mental functions, severely altering your ability to learn and remember. Very high consumption, either long-term or in binges, can cause unconsciousness, respiratory arrest, and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will cause the same effects.

Heavy drinking may make you dependent on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases your risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, causing irreversible physical abnormalities and mental retardation. Children of alcoholic parents may suffer from a number of developmental and psychological problems, and they are at greater risk of becoming alcoholics than other children.

Alcohol Policy Overview

The University of Saint Joseph strives to educate students about the effects and the prevention of alcohol abuse. Students are expected to be aware of and observe the Connecticut State Law that prohibits the purchase or consumption of alcoholic beverages by a minor. In addition, Connecticut State Law prohibits the sale of alcoholic beverages without a liquor license.

The following are definitions of some key terms as well as guidelines related to the University of Saint Joseph alcohol policy:

- **Legal Age:** State Law states that only individuals that are 21 years of age or older may purchase, posses, or consume alcohol.
- **Underage:** Individuals under 21 years of age may neither purchase, posses, nor consume alcohol.
- **Supplying:** The purchasing or providing alcohol to anyone under the age of 21.
- **Open container:** Any alcoholic beverage out of the original container or having a broken seal is considered an open container.

****Resident students are required to abide by all policies within the student handbook in addition to the following policies specific to the residence halls.**

The University of Saint Joseph Alcohol Policy:
In accordance with the State of Connecticut,

- 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). It is illegal for anyone under 21 to misrepresent his or her age and/or use false identification for the purpose of obtaining alcohol.
- A room in which both of its residents are younger than the legal drinking age of 21 years is considered a dry room. No alcohol or alcoholic paraphernalia, such as bottles, shot glasses, funnels and posters, are permitted in a dry room at any time.
- A student's guest may consume alcohol in a residence hall room only if the guest and the resident are of legal drinking age or older. The student will be responsible for the behavior of the guest. There must not be an unreasonable amount of noise.
- In the event of an RA or University official investigating a University policy violation where alcohol is present, regardless of the occupant's age, the RA or University official has the right to request all alcohol be disposed of within the room/suite.
- No resident or guest(s) should be noticeably intoxicated or under any other such influence in public spaces within the residence halls or on campus. Consumption of alcohol to the point of intoxication regardless of age is prohibited.
- The kitchen/living room area of North and South (Genovese) Halls are considered common space. Students are allowed to consume alcoholic beverages in the common area (adhering to the Connecticut State Liquor Law).
- Any person who serves or otherwise supplies alcohol to someone underage is as responsible as the underage individual that is drinking - both are accountable.
- Any host providing alcoholic beverages must provide appropriate quantities of food and non-alcoholic beverages for guests.
- No open containers of alcohol are permitted in public areas of the residence halls; this includes hallways, lounges, bathrooms and outside areas.
- The University does not permit transportation of alcoholic beverages in open, primary or secondary containers outside the designated areas; therefore, the legal use of alcohol on campus is restricted to rooms in the residence halls and North and South Halls living areas.
- Kegs, party balls, funnels and common sources of alcohol are not allowed in the residence halls. Irresponsible distribution of alcohol includes but is not limited to funnels, shot parties, beer pong, chugging contests, or other drinking games.
- Students drinking illegally or illegally dispensing alcohol to others are subject to disciplinary procedures. Common source alcohol distribution will result in immediate expulsion from on- campus residence and/or the University.

Alcohol Limits
Students who are 21 years old and above will be allowed to possess alcohol on campus, following these terms: one liter of 80-proof liquor OR twelve, 12oz cans of 5% beer or malt beverages, OR one 750ml of wine. For example, in a double room, (where the two (2) residents are both 21 years or older) the maximum quantity of alcohol allowed is two (2) one liter bottles of 80-proof liquor OR 24 12oz. cans of 5% beer or malt beverage, OR two (2) 750ml of wine in the room at one time. Students must exercise responsible behavior when consuming alcohol.

For More information regarding various health risks, visit: https://www.ctclearinghouse.org/

- Info Line - 211 211ct.org
- Helpline Crisis Line – Hartford 524-1182
- Al-Anon & Alateen, Hartford 860-244-0022
- Alcoholics Anonymous Hartford 860-232-7837, 866-783-7712
- Alcohol Abuse Action Addiction Helpline 860-547-1027
- Alcohol 24 hr. access Helpline & Counseling Center – 800-861-5731
- Drug Abuse Action Addiction Helpline 860-282-2100
- Drug & Alcohol 24 hr. Able Helpline & Detox Rehab Hartford 800-322-9195
- Cocaine Hotline 24 hr. – Hartford 860-522-4636
- Cocaine AA Abuse AAAA Access Helpline & Treatment – 800-827-6785
- Cocaine Anonymous 24 hr. Hartford– 860-522-4584
- Alcohol and Drug Recovery Ctrs Inc. (ADRC) Detoxification Center Hartford 860-714-3700
- Saint Francis Hospital Alcohol & Drug Recovery Center 860-714-3701

Illicit Drugs/Narcotics:
Drug-free Schools and Communities Act Amendment of 1989
The University of Saint Joseph maintains all federal and state requirements for a drug-free campus and workplace. The University of Saint Joseph prohibits the unlawful possession, use, or distribution of drugs and alcohol by employees and students on the institution's property and as a part of the institution's activities. *The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs.* The sale, purchase, manufacture, possession, distribution and illegal use of controlled substances, K2, drugs and drug paraphernalia, including hookahs, are prohibited. The University of Saint Joseph adheres to the Connecticut statutory definitions of drugs and drug paraphernalia.

The University of Saint Joseph will impose sanctions on employees and students consistent with local, state, and federal law. These sanctions are up to and including expulsion and/or referral for prosecution for violations of the standards of conduct.

The University of Saint Joseph is required by law to inform employees and students of the penalties for the trafficking, sale, or possession of illegal drugs. This information is provided in order to comply with the Drug-Free Schools and Communities Act of 1989.

a. Penalties
• Trafficking of illegal drugs—no less than five years and no more than 40 years in federal prison. Fine can range from $250,000 to $4 million.
• Illegal manufacturing, sale, or distribution of illegal drugs—no more than 15 years in federal prison or $50,000 in fines.
• Illegal possession of controlled substances—no more than 7 years in federal prison or $50,000 in fines.

b. Drug and Alcohol Policy Relative to Faculty and Staff
Occasionally, departments and offices will entertain students. Under these circumstances, the office or department may provide alcohol under conditions that conform to the University Regulations and the law and are cleared through the Vice President/Dean of Student Campus Life. Employees entertaining students privately are advised to be certain that alcohol is provided only under conditions that meet the requirements of the law. Under no circumstances should illicit drugs ever be present at such gatherings and/or be offered to a student.

c. Parental Notification in Cases of Alcohol or Other Drug Violations/Arrests
The University may notify parents when their student is found responsible for a violation of the University's alcohol or other drug policies, including violation of local, state or federal laws regarding use or possession of alcohol or other drugs that are also violations of institutional policy. This notification will normally take place under any of the following conditions related to alcohol or drug policy violations:
• The violation is the second violation in an academic year.
• The student is found responsible for violations resulting in a separation sanction (i.e., suspension from residence halls, suspension or dismissal from the University).
• The violation is the result of excessive/dangerous intoxication including violations that result in the student being placed in protective custody.
• The student's health or safety has been compromised through the use/abuse of alcohol or other drugs.

Drugs
The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, manufacture, possession, distribution and illegal use of controlled substances, K2, drugs and drug paraphernalia, including hookahs, are prohibited. The University of Saint Joseph adheres to the Connecticut statutory definitions of drugs and drug paraphernalia.

Any use, possession or distribution of illegal drugs, including advertisements, posters and drug paraphernalia is a violation of the housing contract and University policy. Students violating this policy are subject to disciplinary action and are subject to federal and state laws governing illegal use of drugs (see "controlled drugs"). The University reserves the right to enter a student's room if it believes that the student is involved in unlawful activities. Students who misuse (sharing, divert or sell) prescription medications to another individual for whom the medication is not prescribed by a health care provider are subject to disciplinary procedures as well as criminal action if applicable.

Parental Notification
The University reserves the right to notify a student's parents or legal guardian when a student has been found responsible for violating the Code of Student Conduct regarding drug and alcohol use for the second time. The University also reserves the right to notify parents when a student is found responsible for misconduct involving violence and/or committing an assault, or any other serious offense.

Weapons:
Weapons on University Property
Possession, storage, or control of firearms and weapons on University property is prohibited, including storing weapons in vehicles on campus, as well as in the residence halls, except by authorized law-enforcement officials. Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to knives with fixed blades or pocketknives, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchucks, swords, mace, pepper spray, tasers, fireworks, or any explosive or incendiary device. Possession of realistic replicas of weapons on campus is prohibited. Students who store weapons in residence halls rooms, who brandish weapons, or who use weapons in a reckless manner will be suspended from the University pending a conduct hearing

All students, faculty, and staff who have any knowledge of weapons on campus must report that information immediately to the Department of Public Safety. The Department of Public Safety Office is located in McDonough Hall lower-level or call (860) 231-5222.

Part 2

Annual Security Report: 2023, 2024, 2025 Statistics







Chapter 7 – Clery Crime Statistics Definitions;

The following list contains definitions on the types of Criminal Offenses which must be recorded in the Annual Security Report.

PRIMARY CRIMES:

(1) **Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
(2) **Negligent Manslaughter:** the killing of another person through gross negligence.
(3) **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
(4) **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Note that only fires determined through investigation to have been willfully or maliciously set are classified as arson. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.
(5) **Burglary:** The unlawful entry of a structure with the intent to commit a felony or a theft. For reporting purposes, this includes all offenses that are classified by local law enforcement agencies as Burglary, as well as all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony; unlawful trespass of a structure with no force such as through an unlocked door or window for the purpose of committing a theft or felony; and attempted forcible entry where the totality of the facts indicate that a Burglary was in fact attempted. Examples of offenses that are NOT classified as Burglary include thefts from automobiles, shoplifting, thefts from areas of open access, and robbery.
(6) **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 and/or by putting the victim in fear.
(7) **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. This offense includes all incidents where a vehicle is taken by person(s) not having lawful access even if the vehicle is later abandoned, such as "joyriding." Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

SEX OFFENSES: Sexual assault can be defined as any type of sexual act, contact or behavior that occurs by force or without consent of the victim of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity, including but not limited to, forced sexual intercourse, sodomy, child molestation, incest, fondling, statutory rape, and attempted rape. It includes instances where the victim is incapable of giving consent because of age and/or temporary or permanent mental incapacity. The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are: rape, fondling, incest and statutory rape.

(8) **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.
(9) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth/age or because of his/her temporary or permanent mental incapacity.
(10) **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
(11) **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ALCOHOL, DRUG, AND WEAPON VIOLATIONS: The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

(12) **Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing 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.)
(13) **Weapons Possession:** 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, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
(14) **Drug Abuse Violations:** The violation 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 (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

HATE CRIMES: The Clery Act requires institutions collect crime statistics for hates crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property. A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.
(15) **Hate Crimes:** A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the *Clery Act*, the possible bias categories are:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.), genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g. bias against transgender or gender non-conforming individuals).
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crimes Offenses: For Clery purposes, Hate Crimes include any of the following offenses that are motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property.

Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in Clery Act statistics only if it is committed as a hate crime (motivated by the perpetrator's bias against the victim on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and/or disability).

- ***Larceny-theft****:* The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- ***Simple Assault****:* An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- ***Intimidation:*** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.
- ***Destruction, damage or vandalism of property***: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

VIOLENCE AGAINST WOMEN ACT (2013) CRIMES

(16) **Domestic/Family Violence:** An incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. Verbal abuse or argument does not constitute family violence unless there is present danger and the likelihood that physical violence will occur. **"Family or household member"** means any of the following persons, regardless of the age of such person:
(A) Spouses or former spouses;
(B) parents or their children;
(C) persons related by blood or marriage;
(D) persons other than those persons described in subparagraph (C) of this subdivision presently residing together or who have resided together;
(E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and,
(F) persons in, or who have recently been in, a dating relationship.

(17) **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(18) **Stalking:** Engaging in conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. Such conduct includes, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

STOP CAMPUS HAZING ACT (2024): Effective January 1, 2025 the Stop Campus Hazing Act required institutions of higher education to begin collecting reports of hazing. Hazing statistics will first be included in the 2026 Annual Security Report (2025 statistics).

(19) **Hazing:** Intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and violates local, federal, or state criminal law or causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including: (1) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; (2) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme

calisthenics, or other similar activity; (3) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; (4) causing, coercing, or otherwise inducing another person to perform sexual acts; any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; (5) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

In addition to the University's Hazing policy, members of the campus community should be aware of applicable jurisdictional (CT) laws pertaining to Hazing:

Connecticut Hazing Laws and Regulations
In Connecticut, hazing is a criminal offense. Connecticut General Statutes § 53-23a(a)(1) defines hazing as "any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization." The statute includes examples of hazing, such as requiring indecent exposure, sleep deprivation, extended isolation, confinement, assault, or requiring ingestion that could adversely affect the health or safety of the individual. The statute expressly notes that a victim's consent, implied or express, cannot serve as a defense to a hazing charge.

Student Organization: An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Reporting Requirements:
If you believe that you have been hazed or have witnessed hazing, please report the incident to:

A. Public Safety (24/7)
860.231.5222 (non-emergency)
860.231.5742 (Anonymous Tip Line)

B. Tell Somebody Report (TSR): Any member of the USJ community may submit a Tell Somebody Report (TSR) to share a concern that they have regarding a USJ student, staff or faculty member. This includes, but is not limited to, concerns about academic success, mental health, physical health, or interpersonal relationships. Reports have the option to be submitted anonymously. The link to the TSR Form can be found on our website - https://www.usj.edu/student-life/community-assistance-team/ or at this direct link: **Tell Somebody Report**

C. Office of Student and Campus Life:
Amanda Devitt, Vice President of Student and Campus Life, 860.231.5322
Christopher M. McKee, Assistant Director, Student and Campus Life-Compliance Services, 860.231.5412
Molly Abrahams, Director of Residential Life, 860.231.5620
Stephen Laffin, Assistant Director, Student and Campus Life-Student Activities, 860.231.5411

Chapter 8 – Crime Statistics Report;

University of Saint Joseph, CT: Statistical Crime Reporting

Reported in compliance with the Jeanne Clery Campus Safety Act for calendar years 2023, 2024, and 2025.

	On Campus: including Residential Facilities			Residential Facilities Only			Public Property			Non-Campus Building or Property		
Crime Classification	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	3	2	0	0	1	0	0	0	0	0	0
Fondling	0	1	2	0	1	2	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	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
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offense(s)												
Dating Violence	0	0	1	0	0	1	0	0	0	0	0	0
Domestic Violence	0	0	1	0	0	1	0	0	0	0	0	0
Stalking	0	2	3	0	0	0	0	0	0	0	0	0
Stop Campus Hazing Act Offense(s)												
Hazing	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

Note: Effective January 1, 2025, the Stop Campus Hazing Act required institutions of higher education to begin collecting reports of hazing.

Definitions of all Clery reportable offenses can be found in Chapter 7 of this report. For the purposes of Clery Act reporting, institutions must report to the Department of Education and disclose in its Annual Security Report statistics for the three most recent calendar years concerning the number of each of the crimes in the chart above that occurred on or within its Clery geography and that are reported to local police agencies or to a campus security authority.
•On-campus. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

•On-campus subset: On-campus Student Housing Facilities. Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

•Public Property. All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus, or immediately adjacent to and accessible from the campus.

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

Arrests/Disciplinary Referrals:

	On Campus: including Residential Facilities			Residential Facilities Only			Public Property			Non-Campus Building or Property		
Offense Type	2023	2024	2025	2023	2024	2025	2023	2024	2025	2023	2024	2025
Liquor Law Violation(s)												
Referral	43	29	29	43	29	29	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation(s)												
Referral	1	7	5	1	7	5	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession Law Violation(s)												
Referral	0	0	0	0	0	0	0	0	0	0	0	0
Arrest	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes:

2025: No Reportable Incident(s)
2024: No Reportable Incident(s)
2023: No Reportable Incident(s)

Part 3

Fire Safety Report:



Chapter 9 – Fire Safety Report;

Fire Safety and Evacuation;

At the University of Saint Joseph, the Department of Public Safety is entrusted with the responsibility to maintain Fire Safety on all University campuses (to include the West Hartford campus, the School of Pharmacy and the School for Young Children). Fire drills are scheduled to be conducted every semester in every campus owned/operated by the University of Saint Joseph.

The West Hartford and Hartford Fire Departments provide additional support and training to University of Saint Joseph. Scheduled inspections of campus buildings and residence halls are carried out by the Fire Marshall's office in the respective communities. In addition to their standard duties, the West Hartford Fire Department assists in providing fire prevention education for the Residence Life Staff on the West Hartford campus.

All buildings on the University of Saint Joseph campuses are inspected annually. The University Facilities Department works closely with the Fire Marshall's office to help ensure that all buildings are in full compliance with the Connecticut State Fire Safety Code. In addition to that inspection, annual inspections and tests are conducted on all sprinkler systems, fire alarms, emergency lighting, and fire extinguishers.

Emergency Procedures and Information
All students need to be aware of what to do in emergency situations. Any situation in which life, physical well-being or property is in jeopardy constitutes an emergency. In such a situation, first render assistance where practical and the second step is to get help. Emergencies might require the response of medical, law enforcement, or firefighting professionals. If there is a question about the need for help, it is advisable to call 9-1-1.

The most immediate source for help is through Public Safety. When calling the Department of Public Safety at (860) 231-5222, an officer will respond directly and request any necessary First Responder assistance such as from the Police Department, Fire Department or ambulance service. It is best to allow the Public Safety Officer to coordinate the response to emergencies. In case of an actual fire, first contact the Fire Department directly by calling 9-1-1 and using the nearest fire alarm pull station. Once you are safely out of the building, you can then notify the Department of Public Safety.

When calling the Department of Public Safety, please speak clearly, concisely and provide a telephone number where you can be reached. Remember to state your name, give your location, and give a description of the emergency situation.

Reporting of Emergencies
In an all emergency situations, your first call should be to 911 and then to Public Safety at 860-231-5222 (5222 from a campus phone). Public Safety will summon the appropriate emergency services if not already done. When you call Public Safety during an emergency, you must state:
• **NAME**
• **LOCATION**
• **CIRCUMSTANCES**

LOCATION OF WEST HARTFORD CAMPUS PUBLIC SAFETY EMERGENCY TELEPHONES (5222 Notification)
• McDonough Hall – Outside Public Safety office
• McDonough Hall – 2nd and 3rd floor (in the hallway)

Power Outage Phones If a power failure occurs on campus, our telephone system will remain in operation for eight hours allowing normal use of campus phones. However, after eight hours without power, the telephone system will become inoperable. If this occurs, white power outage phones located in the following areas would become operable, allowing us to receive and place calls until power is restored. These phones will be located at;

1. McDonough Hall– Public Safety office and
2. Mercy Hall, 1st floor – President's office.

Emergency Call Boxes (BLUE LIGHTS)
There are nine (9) emergency Blue Light call boxes located on the grounds of the West Hartford campus that will put you in direct contact with Public Safety. When activated, these phones will automatically call Public Safety, identify your location, and activate the blue strobe light. The emergency call boxes should be used whenever you need to contact Public Safety or need help to summon additional help such as police, fire or ambulance. These emergency Blue Light call boxes can also be used to summon help for an active emergency situation. Note: For the locations of the Blue Lights on campus please refer to Appendix IX of this document.

Fire Precautions and Procedures for Residence Halls
Whenever a fire alarm sounds, each resident and the resident guest(s) are to immediately leave the building and go to the nearest meeting place.

Fire Drill Schedules
Fire evacuation routes are reviewed by residence hall staff with residents at floor/house meetings. Fire safety equipment is installed in each residence hall and fire drills are conducted every semester. Fire Drills are also conducted at the Gengras Center located on campus and the School for Young Children, located off campus at 238 Steele Road, West Hartford, CT 06117.

On-Campus Residential Housing - Fire Protection Systems & Evacuation Drills 2025

Residential Hall	Fire Safety Systems	Number of Fire Drills	Dates of Fire Drills
Madonna Hall	Smoke Detectors/Sprinklers, Pull Stations, Audio and Visual Alarms	2	3/27/2025 & 9/23/2025
Assumption Hall	Smoke Detectors/Sprinklers, Pull Stations, Audio and Visual Alarms	2	3/27/2025 & 9/23/2025
North Hall	Smoke Detectors/Sprinklers, Pull Stations, Audio and Visual Alarms	2	3/27/2025 & 9/23/2025
South (Genovese) Hall	Smoke Detectors/Sprinklers, Pull Stations, Audio and Visual Alarms	2	3/27/2025 & 9/23/2025
McAuley	Smoke Detectors/Sprinklers, Pull Stations, Audio and Visual Alarms	2	3/27/2025 & 9/23/2025
Rosary	Smoke Detectors/Sprinklers, Pull Stations, Audio and Visual Alarms	2	3/27/2025 & 9/23/2025

Chapter 10 – Fire Evacuation Information;

Fire Evacuation Procedures

1. Immediately activate the building fire alarm system which will automatically notify the fire department and get help on the way. It is best to have the fire department respond and not be needed than to have them arrive too late for an actual fire emergency. If you are in a building without a fire alarm system, dial 9-1-1 from a safe location to report the fire. If you call 9-1-1, we would ask that you immediately contact the Department of Public Safety afterward as there can be a delay in the emergency response to the campus. Call Public Safety at 860-231-5222 or 5222 from a campus extension. Identify yourself and provide as much specific information as you can in a calm manner.

2. After activating the Fire Alarm, your first concern is to get out of the building. As a member of the University community, you are encouraged to assist everyone out of the building without putting yourself in harm's way. On your way out of the building, knock on doors and announce that everyone needs to evacuate the building. Do not wait for an answer. Assist those who need assistance with either evacuating the building or hearing the alarm. ***Never assume*** that fire alarm activation is a prank or drill.

3. Evacuate the building by way of the nearest emergency exit. Walk; do not run. Do not use elevators. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.

4. Calmly assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations.

5. Close but ***do not lock*** all doors as you leave.
6. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

7. **(In Residence Halls)** The residence life staff will assemble students in their assigned meeting points. Please remember that all Residence Halls have multiple emergency exits and the hall staff should direct residents to use them. Once you have arrived at your assigned Meeting point, begin to assess which students have arrived from your residence hall. Help to ensure that all students stay at their meeting points.

a) Meeting point for Madonna, Assumption McAuley and Rosary Residence Halls. In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly in front of the buildings. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map a of this document
b) Meeting point for North and South Residence Halls. In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly east of the buildings. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map b of this document

8. **(In Academic and Administration buildings)** Faculty and staff will assemble students/building occupants in their assigned Meeting points. Please remember that all buildings have multiple emergency exits and faculty/staff should direct everyone to use them. Once you have arrived at your assigned Meeting point begin to assess which individuals have arrived from your building. Take note of those who are not there and report to Campus Safety those are missing. Help to ensure that everyone stays at their Meeting points.

a) Meeting point for Mercy Hall, Lourdes Hall, and McGovern Hall: In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly in front of the buildings. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map c of this document
b) Meeting point for McDonough Hall: In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly in front of the building, by the flag pole. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map d of this document
c) Meeting point for McDonough Hall (in the event of a fire in a chemistry lab): In the event of a Fire alarm in this building that involves a chemistry laboratory, care must be taken in finding an evacuation route away from potentially toxic fumes. Wind direction should be taken into account in this event. If the wind is blowing towards the flag pole, the McDonough Hall evacuation route will go to the grass area behind the Pope Pius XII Library. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map e of this document

d) Meeting point for Pope Pius XII Library, Lynch Hall and the Bruyette Athenaeum: In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly in back of the buildings. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map f of this document
e) Meeting point for Chapel and Facilities Garage: In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly behind the North/South Residence Halls. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map g of this document
f) Meeting point for O'Connell Athletic Center: In the event of a Fire alarm all occupants in these locations will proceed to the track located directly on the side of the building. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map h of this document
g) Meeting point for CARE Building and Gengras Center: In the event of a Fire alarm all occupants in these locations will proceed towards the grass green by Mercy Hall and then to McGovern Hall. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map i of this document
h) Meeting point for the School for Young Children: In the event of a Fire alarm all occupants will be brought to the gazebo located on the south side of the building. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map j of this document
i) Meeting point for the School of Pharmacy: In the event of a Fire alarm all occupants will proceed to the sidewalk area located at the north/east corner of the building near the intersection of Trumbull Street and Church Street. For the exact location of Evacuation route please refer to the Evacuation maps in Appendix X, Map l of this document

9. Upon exiting the building and proceeding to the meeting points, remain at least 50 feet away from the building. Do not block any driveways, as Fire Department personnel will need access to these areas. Students are requested to report to their assigned meeting point as defined by the Evacuation Procedure maps.

10. The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Public Safety and the West Hartford Fire Department will make a sweep of the building and assess the situation from that point. Stay clear of the building until the Fire Department or Public Safety has advised you that it is safe to re-enter the building/area.

11. In the event you are unable to exit the building:

a) Remain calm; do not panic
b) If there is smoke in the room, keep low to the floor; crawl if necessary
c) Place a cloth, wet if possible, over your mouth to serve as a filter
d) Before passing through any doors, feel the metal door-knob and the door. If it is hot, do not open the door. Attempt an alternative exit.
e) Open the windows from the top, if possible (to let out the smoke and the heat) and from the bottom (to let in fresh air).
f) If you cannot exit out of the window, signal for help from a window. Hang something out of the window to attract the attention of the Fire Department, such as a pillowcase or shirt.
g) If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure there is no heat or heavy smoke on the other side. If there is, then close it again.
h) If you are able to leave the room through the door, close it as you exit.
i) Go to the nearest exit or stairs. If the nearest exit is blocked by fire, heat or smoke, go the alternate exit.
j) If all exits on the floor are blocked, go back to your room/office, close the door, open the windows as described, wave something out the window and shout for help.

Chapter 11 – Fire Data Summary;

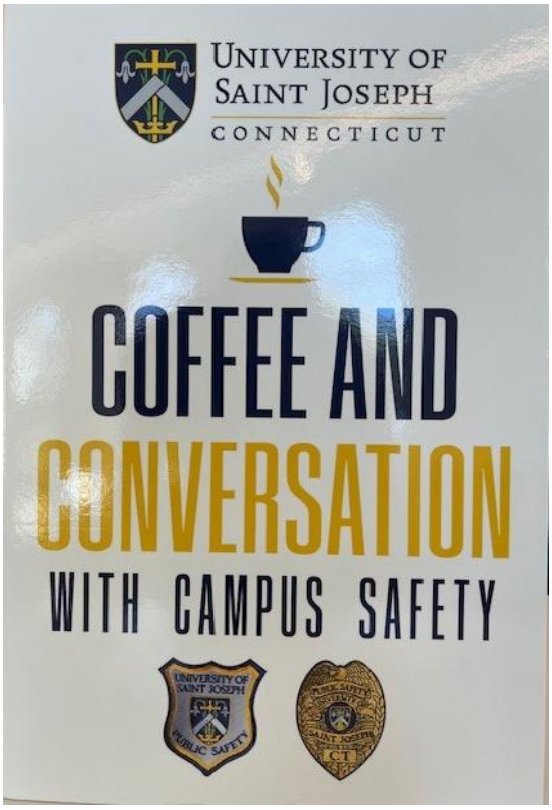
Fire Investigations Report

The University of Saint Joseph West Hartford campus is where all University student housing is located. In 2025 there were no fires reported on the University of Saint Joseph West Hartford campus housing. Below is the 2025 Campus Safety and Security Survey Fire Data Summary submitted to the US Department of Education;

Fire Property Damage Statistics 2025

Residential Hall	Number of Fires	Number of Deaths from Fires	Number of Injuries from Fires	Value of Property Damage Related to Fires
Madonna Hall	0	0	0	$0.00
Assumption Hall	0	0	0	$0.00
North Hall	0	0	0	$0.00
South/Genovese Hall	0	0	0	$0.00
McAuley Hall	0	0	0	$0.00
Rosary Hall	0	0	0	$0.00

Appendices


UNIVERSITY OF
SAINT JOSEPH
CONNECTICUT
COFFEE AND
CONVERSATION
WITH CAMPUS SAFETY


COFFEE AND
CONVERSATION
WITH CAMPUS SAFETY
YOUR SAFETY
IS OUR
PRIMARY
CONCERN
PUBLIC SAFETY

Appendix I;

Clery Act and Student's Right to Know Policy:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or **Clery Act** is a federal statute codified at **20 U.S.C.** §**1092(f)**, with implementing regulations in the US Code of Federal Regulations at 34 CFR 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to $35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965* (*HEA*). This act required all postsecondary institutions participating in *HEA's* Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

On Aug. 14, 2008, the *Higher Education Opportunity Act* or *HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the *Clery Act* and created additional safety- and security-related requirements for institutions. Specifically, it added:

- New categories to the list of hate crimes all institutions must disclose (Clery amendment);
- A new disclosure regarding the relationship of campus security personnel with state and local law enforcement agencies (Clery amendment);
- Implementation and disclosure of emergency notification and evacuation procedures for all institutions (Clery amendment);
- Implementation and disclosure of missing student notification procedures for institutions with on- campus student housing facilities (*HEOA*);
- Fire safety reporting requirements for institutions with on-campus student housing facilities (*HEOA*);Text clarifying the definition of an on-campus student housing facility (Clery and *HEOA*); and
- A Program Participation Agreement (PPA) requirement concerning disclosure of the results of disciplinary proceedings to the alleged victim of any crime of violence or a non-forcible sex offense (*HEOA*).

Student's Right-to-Know and Campus Security Act
The "Student Right-to-Know and Campus Security Act" (P.L. 101-542), broader in scope than the Clery Act, requires schools eligible for Title IV funding to calculate completion or graduation rates and to disclose these rates to all students and prospective students. The act also requires each school that participates in any Title IV program to submit a report to the Secretary of Education annually.

Uniform Campus Crime Report (UCCR)
Notice is hereby given that, in accordance with the Federal Student Right-to-Know and Crime Awareness and Campus Security Act of 1990, the Uniform Campus Crime Report for the University of Saint Joseph is available from the University's Department of Public Safety and will be provided upon request. Incident logs and Public Safety Alerts are also available for view upon request.

Appendix II;

Sexual Misconduct – Title IX Policy:

Title IX
University of Saint Joseph's Commitment to a Safe Environment
A report of sexual harassment, assault, intimate partner violence or stalking will be taken seriously, promptly investigated and addressed. While respecting the rights of all parties involved, the safety and well-being of the complainant and the campus community are the University's primary concern. Appropriate action will be taken to discipline an offending party. The University of Saint Joseph maintains an on record sexual misconduct policy, a commitment to investigation, support, and protection of any involved parties, annually published security reports, as well as prevention initiatives.

If you need immediate assistance in case of an emergency, please dial 860.231.5222 from any University phone or 911.

Reporting Directly to Title IX Coordinator/Deputies:
The Title IX coordinator and deputies are responsible for overseeing the prompt investigation and resolution of complaints of sexual misconduct.
Reports should be made to:
Any report can be made to: TitleIX@usj.edu

Title IX Coordinator: Christopher M. McKee
860-231-5412 or cmmckee@usj.edu

Title IX Deputy: Sheri Lee
860.231.5390 or slee@usj.edu

What to Do After an Assault:
1. Immediate Danger
A. Get away from the attacker to a safe place as fast as you can.
B. On -campus property call Public Safety at (860) 231-5222 or 911.
C. If immediate medical attention is needed, call Public Safety at (860) 231-5222 who will then call 911, or you may go directly to the nearest emergency room.
D. Off Campus call 911.

2. Medical Attention
Resources for Medical Attention:
Seek treatment from participating hospitals with 24/7 access to a Sexual Assault Nurse Examiner (SANE). Participating hospitals in Connecticut include:
Saint Francis Hospital,
Hartford Hospital,
The Hospital of Central Connecticut (New Britain campus),
Manchester Hospital,
Middlesex Hospital,
Windham Hospital

A. You can take a support person with you to the hospital. Also, a sexual assault victim advocate from Connecticut Alliance to End Sexual Violence can accompany you or meet you at the hospital. Call 24 hours a day **888.999.5545** to request an advocate.
B. Students may also seek treatment on campus at the Student Health Services at the Beekley Center for Student Health and Wellness; however, this office is not open 24 hours per day nor does it complete the sexual assault evidence collection kit. To contact USJ Health Services call 860.231.5530.

Importance of Preserving Evidence/Before You Arrive at the Hospital
Hospital staff will ask to collect evidence. Whether or not you decide to have evidence collected, it is important that you DO NOT do the following prior to arriving at the hospital: change clothes, shower or bathe, douche, drink, eat, smoke, brush your teeth, use the bathroom unless absolutely necessary. Taking these precautions before the medical exam allows you to keep your legal options open as long as possible.

3. Filing a Report
You are encouraged to file a report with a Title IX coordinator, Public Safety (860) 231-5222 or West Hartford Police (860) 523-5203.

4. Counseling and Psychological Services
Speak with a counselor either on campus at the Counseling and Psychological Services, located at McGovern Hall, Second Floor by calling (Monday – Friday 8:30am-4:30pm at (860) 231-5233) or at Connecticut Alliance To End Sexual Violence 24-hour hotline (888) 999-5545.

Your Rights

1. You have the right to request confidentiality. If you file a report and would like to request confidentiality, the University will give serious consideration to that request. Only in rare situations will the University move forward with a Title IX investigation against the wishes of the Complainant. The Title IX Coordinator will consider several factors in deciding whether confidentiality will be honored, including the age of the Complainant, the pattern and severity of the misconduct, and whether there is a risk of safety to the Complainant and/or the USJ community. If the Title IX Coordinator determines it must proceed with a formal investigation based on these factors, the University will explain its reasoning to the Complainant.

2. You have the right to be notified of existing campus and community based medical, counseling, mental health services, advocates, information and referrals whether or not the crime is formally reported to campus or civil authorities.

3. You have the right to choose to report an incident of sexual misconduct to USJ Public Safety or local police. You also have the right to decline to inform USJ Public Safety or the Hartford Police of the sexual misconduct. The University will not contact law enforcement unless requested or unless there is a threat of immediate danger. You have the right to informally or formally report your incident to Title IX Coordinator (or deputy) and or Public Safety. You may decide to move from an informal report to a formal investigation at any time. You have the right to proceed simultaneously with a criminal investigation and Title IX investigation.

4. You have the right to accommodations regardless of whether you report the incident to the police or USJ Public Safety. The Complainant has the right to request that interim steps be taken to include but not limited to a change in living arrangements or other modifications to avoid forced contact with the alleged offender. A no contact letter is offered to students by USJ Public Safety whether or not they request the University to fully investigate the incident. Information is also given to the student about obtaining a restraining order from the court.

5. You have the right to a prompt and equitable internal disciplinary process. If you file a complaint with the University, you have the right to a fair and unbiased investigation. If you file a report, the investigation proceedings will be conducted in a timely manner with a resolution within 30 working days of the report. You may also stop the investigation at any time. You have the right to be informed of the status of the proceedings and to be notified in

writing of the outcome of the investigation. If you believe the resolution of the investigation to be unfair, you may appeal the decision within two weeks of the resolution by contacting the Title IX Coordinator. For the full appeals policy, go to the TITLE IX: Sexual Misconduct, Domestic Violence, Relationships/Dating Violence, and Stalking Policy section of the Student Handbook.

Reporting Options

Reporting to Confidential Employees: "Confidential Employees" are those who are legally granted privileged communication and are not required to report sexual misconduct involving students to a Title IX Coordinator. Currently, these include employees in the Counseling and Wellness Center, Ministry, and Student Health Services. Additionally, community members can seek assistance from an off-campus crisis center, which can maintain confidentiality. Faculty members and other University staff are *not* confidential resources and are required to contact a University Title IX coordinator.

Reporting to Responsible Employees (Non-Confidential): Responsible Employees are required to report to the University's Title IX Coordinator all relevant details of which they have knowledge about an incident of alleged sexual misconduct involving any USJ student. Responsible employees include faculty and USJ staff members. This does not include counselors or health services staff as these members are confidential employees.

Reporting Directly to Title IX Coordinator/Deputies: The Title IX coordinator and deputies are responsible for overseeing the prompt investigation and resolution of complaints of sexual misconduct.

Title IX Reports should be made to:

Title IX email address: TitleIX@usj.edu

Title IX Coordinator: Christopher M. McKee
860.231.5412 or cmmckee@usj.edu

Title IX Deputy: Sheri Lee
860.231.5390 or slee@usj.edu

Reporting Anonymously: The University of Saint Joseph Public Safety Department recognizes the importance of allowing individuals reporting an incident to Public Safety to remain anonymous. The Public Safety Department utilizes an anonymous reporting tip line. The phone number for the **Anonymous Tip Line** is 860.231.5742 or x5742 from any campus phone. The **Anonymous Tip Line** voicemail will be reviewed by the Director of Public Safety.

Sexual Misconduct Resources

Confidential Resources (On-Campus)
USJ Student Health Services at the Beekley Center for Student Health and Wellness
Location: First floor of the O'Connell Athletic Center
Hours: Monday, Tuesday, Thursday, Friday, 8:30am – 4:30pm; Wednesday, 8:30am - 6:00pm
Open during the academic year; closed for winter and summer breaks.
Phone: 860.231.5530
Email: healthservices@usj.edu
Health services provides STD testing and will assist in arranging referral services for evidence collection and crisis counseling. Services are free and confidential.

USJ Counseling and Psychological Services, in partnership with Hartford HealthCare, located at McGovern Hall, Second Floor
Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.
Telephone: 860.231.5233
Student Campus Life Suite
Room 339A
The Counseling and Psychological Services Center is open only during the academic year; closed for winter and summer breaks. *The USJ Counseling and Psychological Services Center provides both immediate crisis intervention and counseling to recent or past victims of sexual violence. Services provided are free and confidential.*

Reporting and Investigations (Non-Confidential)
USJ Public Safety Campus phone: x5222 Non-campus phone: 1.860.231.5222
Anonymous Tip Line: 860.231.5742
Located at McDonough Hall, lower level
USJ Public Safety is responsible for the timely investigation of all sexual misconduct complaints.

West Hartford Police Department (USJ Main Campus)
On campus phone dial: 911
Off campus dial: 911
103 Raymond Road West Hartford, CT 06107

Title IX Coordinators
Title IX Coordinator: Christopher M. McKee
860-231-5412 or cmmckee@usj.edu
Title IX Deputy: Sheri Lee
860.231.5390 or slee@usj.edu

The Title IX coordinator/deputies are responsible for overseeing the investigation and resolution of complaints of sexual misconduct.

Non-Confidential Resources (On-Campus)
Office of Residential Life & Housing
860.231.5267
McGovern Hall Student Center, 1st floor
Department of Residential Life staff members are knowledgeable about campus services and can help survivors receive assistance, including arranging changes in one's housing situation to avoid forced contact with the alleged offender.

Confidential Resources (Off-Campus)

Connecticut Alliance To End Sexual Violence
info@endsexualviolencect.org
24-Hour Hot Line: 888.999.5545
All services are FREE and CONFIDENTIAL
Connecticut Alliance To End Sexual Violence provides a 24 hour hotline, information, referrals, advocacy for children and families, short-term counseling for survivors and their family members and support groups. Connecticut Alliance To End Sexual Violence will also accompany a survivor or meet them at the hospital to provide support.

Interval House
http://intervalhousect.org/

24 Hour Hotline: 860.527.0550
All Services are Free and Confidential
Interval house provides a 24 hour hotline, safety planning, domestic violence counseling, emergency shelter, support groups, legal advocacy, and programs for children.
Connecticut Coalition Against Domestic Violence
24-hour Statewide, Domestic Violence Hotline: 888.774.2900
Provides counseling services, support groups, emergency shelter and general support services. All services are free and confidential.

Non-Confidential Other Resources
Office of Victim Services
225 Spring St., Fourth Floor Wethersfield, Connecticut Call 711 or 1-800-833-8134
http://www.jud.ct.gov/crimevictim/
Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS contracts with non-profit and public organizations to provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, therapy, safety planning, group treatment/support, personal advocacy and assistance in filing applications for victim compensation.

Office of Victim Advocate
505 Hudson Street, 5th floor, Hartford, Connecticut 06106,
Email at: ova.info@ct.gov *or* *Office of Victim Advocate*
Call (860)550-6632 or Toll Free (CT) 1-888-771-3126
The Office of the Victim Advocate (OVA) is an independent state agency charged with the responsibility of protecting and enforcing the rights of crime victim's throughout the state of Connecticut. The OVA monitor's services provided to crime victims by state agencies and private entities; receives and investigates victims' complaints regarding their treatment in the criminal justice process. They can intervene in court cases to advocate for a crime victim when their rights have been violated. They make recommendations to the legislature, criminal justice professionals, and victim service providers for changes in state policies and laws to benefit crime victims. They also provide public education and outreach regarding services available to victims of crime and their families.

Non-Discrimination & Title IX
The New England Association of Schools and Colleges, Inc. and the State of Connecticut Board of Higher Education accredit the University of Saint Joseph. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other characteristic protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment).

Inquiries concerning the University's non-discrimination policies may be referred to Sheri Lee, Vice President for Administration & Human Resources / Title IX Deputy Coordinator, telephone 860-231-5390 or email titleIX@usj.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109, telephone 617-289-0111, TDD 800.877.8339, fax 617-289-0150, or email ocr.boston@ed.gov

Responsible Employee Checklist

UNIVERSITY OF SAINT JOSEPH
CONNECTICUT

USJ RESPONSIBLE EMPLOYEE CHECKLIST
SEXUAL ASSAULT AND OTHER RELATED INCIDENTS

First Steps

- ✓ Inform the complainant that you are a responsible employee and have a legal obligation to inform the campus Title IX coordinator of any reports of sexual assault, sexual harassment, stalking and/or relationship violence even if the individual is not reporting to police.
- ✓ Advise the individual that there is assistance available both on and off campus. You can best help a complainant by responding with respect and maintaining a non-judgment approach.
- ✓ Ask the individual if they want to continue with providing you with incident details.

Incident Details

- ✓ Collect the basic details about the incident as reported by the complainant.
- ✓ Record details provided on reverse of this sheet.

Safety Assessment

- ✓ Contact Public Safety if there is an ongoing, credible and/or imminent risk to the complainant or others in the USJ or surrounding community (i.e. if alleged perpetrator is still on or nearby the campus or a weapon was used).

Complainant Assistance

- ✓ Provide the complainant with the Campus Sexual Misconduct Resources handout for assistance with: medical needs, psychological care, and/or academic, residential and disability support.
- ✓ When incident has occurred within the last 3 days encourage the complainant to go to seek medical attention in the ER. If it has been more than 3 days or the complainant does not want to go to the ER, they can visit USJ Health Services or their own medical provider.
- ✓ Inform the complainant that measures can be put into effect by Public Safety which will prevent contact between parties.
- ✓ Encourage complainant to consider a police report. Advise student that Public Safety can assist them in making this report.

Reporting

- ✓ A formal report can be made to any or all of the following: Public Safety, local police or a Title IX coordinator.
- ✓ Responsible employees are required to make a report of the incident to one of the University's Title IX coordinators within 24 hours of receiving the report. The reporting process can be initiated by calling and or leaving a voicemail for one of the Title IX coordinators below.

Title IX Coordinators:	TitleIX@usj.edu		
Christopher M. McKee	Title IX Coordinator	860.231.5412	cmmckee@usj.edu
Sheri Lee	Title IX Deputy	860.231.5390	slee@usj.edu



Sexual Misconduct Resources

Title IX Coordinator

The University Title IX Coordinator is:
Christopher M. McKee, Assistant Director of Student and Campus Life, Compliance Services, Title IX Coordinator, McGovern Hall
cmmckee@usj.edu | 860.231.5412

Deputy Title IX Coordinator(s) are:
Sheri Lee, Vice President for Administration & Human Resources, Mercy Hall
slee@usj.edu | 860.231.5390

Confidential Resources

Confidential on-campus resources are available who can share options and advice without any obligation to inform other university staff members unless requested. Health Services and the Counseling and Wellness Center are the only confidential resources on the University of Saint Joseph campus. In addition, there are several off- campus resources that are also confidential. Faculty members and other university staff are not confidential resources and are required to contact the university Title IX Coordinator or the deputy coordinator.

All of the below-listed resources will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor.

University of Saint Joseph Confidential Resources

- Student Health Services and Counseling and Psychological Services - 860.231.5530

Off-Campus Confidential Resources

- Connecticut Alliance to End Sexual Violence 24-hour confidential hotline - 1.888.999.5545 and(Español) - 1.888.568.8332
- Rape, Abuse and Incest National Network crisis hotline – 1-800-656-HOPE
- Rape, Abuse and Incest National Network online hotline – ohl.rainn.org/online
- Connecticut Coalition Against Domestic Violence - 24-hour confidential hotline 1.888.774.2900

Resources for Preventable Sexually Transmitted Diseases

Burgdorf Health Center, Hartford STD Clinic
Disease Prevention and Health Promotion
131 Coventry Street, 1st Floor
Hartford, Connecticut
860.757.4830 or 860.757.4772
No appointment necessary. Fee for service.

Additional Services

- Campus Safety provides escorts for any student crossing campus in the evening hours.
Call 860.231.5222 to request this service.

- Emergency phones can be found throughout campus.

Other Off Campus Resources

Connecticut Alliance to End Sexual Violence

24-Hour Hot Line 1.888.999.5545
Telephone: 860.282.9881
96 Pitkin Street
East Hartford, CT 06108
info@endsexualviolencect.org

All services are FREE and CONFIDENTIAL and services provided include:

- Hotline Services 24-hours/day, 7 days/week
- 24-hour crisis counseling
- Information & referral
- Advocacy for children and non-abusing parent
- Short-term counseling for complainants and their family and/or friends
- Support groups and more
- Community education programs dealing with sexual assault issues
- Community prevention programs dealing with safety concerns, etc.

Interval House

24-hour Domestic Violence Hotline
860.527.5550 or 1.888.774.2900
Linea de Crisis (Spanish) 1.844.831.9200
Telephone: 860.246.9149
Hartford, CT
www.intervalhousect.org

Our Services that are provided include:

- 24-hour Hotline
- Safety planning and domestic violence counseling
- Emergency shelter
- Support groups
- Court and legal advocacy
- Programs for children
- Community education and awareness

Connecticut Coalition Against Domestic Violence

24-hour Domestic Violence Hotline 888.774.2900
912 Silas Deane Highway, Lower Level
Wethersfield, Connecticut 06109
Telephone: 860.282.7899 | Toll free (CT only): 1.800.281.1481
www.ctcadv.org

For counseling services, support groups, emergency shelter and general support services, please call our 24-hour statewide, toll free domestic violence hotline at 888.774.2900 to be connected to the nearest domestic violence agency. An advocate can talk with you about your needs and help you identify shelters, programs and other resources. All services are free and confidential.

Office of Victim Services

225 Spring Street, Fourth Floor
Wethersfield, Connecticut
Telephone: 711 or 1.800.833.8134
www.jud.ct.gov/crimevictim

The Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS contracts with non-profit and public organizations to provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, therapy, safety planning, group treatment/support, personal advocacy and assistance in filing applications for victim compensation.

Office of Victim Advocate

505 Hudson Street, 5th floor
Hartford, Connecticut 06106
Telephone: 860.550.6632 or Toll Free (CT) 1.888.771.3126
Email at ova.info@ct.gov or
www.ct.gov/ova

The Office of the Victim Advocate (OVA) is an independent state agency charged with the responsibility of protecting and enforcing the rights of crime victims throughout the state of Connecticut. The OVA monitor's services provided to crime victims by state agencies and private entities; receives and investigates victim's complaints regarding their treatment in the criminal justice process. They can intervene in court cases to advocate for a crime victim when their rights have been violated. They make recommendations to the legislature, criminal justice professionals, and victim service providers for changes in state policies and laws to benefit crime victims. They also provide public education and outreach regarding services available to victims of crime and their families.

Appendix III;

Missing Student Policy:

UNIVERSITY OF SAINT JOSEPH MISSING STUDENT NOTIFICATION POLICY

Policy

Safety is a major concern for everyone on campus, and the University of Saint Joseph strives to provide an ideal environment for learning, working and living. The University has instituted the Missing Student Notification Policy to enhance the safety and security of our students.

It is the policy of the University of Saint Joseph, to carefully investigate any report of a missing student who is enrolled and attending classes at the University. Missing student investigations will be completed through the cooperation of the Division of Student Campus Life and the Department of Public Safety.

This Policy applies to all University of Saint Joseph students, whether or not they reside in University student housing.

1. A student will be deemed missing when the student is reported absent from University housing without any known reason.
2. A student will be deemed missing when the student is reported absent from the University at any of its campuses or non-campus locations in a manner which is believed to be continual, uncharacteristic or suspicious.
3. In the event of statements made by a student indicating self-harm or suicidal ideations, that student shall be deemed as missing if the student is not in the company of a University official or family member.
4. Pursuant to 20 U.S.C. § 1092(j) and 34 C.F.R. § 668.46(h), it is required that any missing student report must be referred immediately to the University's Department of Public Safety at 860-231-5222,
    a. Public Safety will investigate each report and make a determination whether the student is in fact missing in accordance with this policy.

Students have the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by the Public Safety Department that the student is missing. Confidential contact information will be kept separate from general emergency contact information. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the University will notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by the Public Safety Department that the student is missing.

The Public Safety Department will contact local police and other law enforcement agencies no later than 24 hours after the University receives a report that any student is missing.

The Division of Student Campus Life shall have the responsibility to make the provisions of this policy and the procedures available to students.

Procedures
Any report of a possible missing student, from whatever source, must immediately be directed to the Department of Public Safety. When a student is reported missing the Department of Public Safety will:

A. Initiate an investigation to determine the exigency of the missing person report;
B. Advise and Inform Director of Residential Life and Residence Coordinator (if the student resides on campus);
C. Inform the Dean of Student Life;
D. Make a determination as to the status of the missing student;
E. Notify local police or other appropriate law enforcement agencies within 24 hours after the University receives a report that the student is missing;
F. The Dean of Student Life will contact the Director of Marketing and Communications.

Upon notification by the Public Safety Department of the likelihood that a student is missing, the Division of Student Campus Life will:

A. Notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing;
B. If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing;
C. Coordinate responses and actions of Health Services and Counseling and Psychological Services;
D. Inform other University departments, such as the school in which the student is enrolled; and
E. Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

***Student Contact Information*:**
In addition to having the option to identify a "confidential contact person" as provided in this policy, all students will provide Contact Information upon enrollment as well as the student's emergency contact as stated on the student's housing information.

When students are instructed about their option to identify a confidential contact, it must be made clear that the information will be shared with the Division of Student Campus Life. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

***Student Notification of This Policy*:**

A. Included on USJ Student Campus Life and Public Safety web pages and on the Student Handbook website.
B. Included in student and parent enrollment communications.
C. Discussed during orientation, welcome weekend and mandatory housing meetings.
D. Included in the Annual Campus Security and Fire Safety Report

Public Safety Investigative Procedures
During the initial stages of a missing student investigation, the Public Safety Department will attempt to obtain the following information as completely as possible:

1. Attempt to have direct contact with the student to ascertain if they are in fact missing.
2. Obtain a recent color photograph of the student,
3. Obtain the student's full name, Date of Birth, USJ ID Number,
    a. Ascertain last time ID access card was used and where
    b. Obtain security video of card access use
4. Review any Public Safety case reports involving the student which could include;
    a. Domestic Violence issues,
    b. Dating Violence issues,
    c. Stalking complaints,
    d. Mental Health issues
5. Obtain Clothing description if known,
6. Develop a time frame from when the student was last seen until the report was made,

7. Obtain home address (apartment number if it applies),
8. Obtain cell and home phone number,
9. Obtain email address,
10. Check Social Media usernames (especially for children and teens),
11. Obtain work address and phone number,
12. Check vehicle information (make, model, color, body type, parking registration, license plates, condition of vehicle (i.e. was it recently worked on? They may have broken down somewhere).

Public Safety – Student Campus Life Division Contact Information		
ALL Emergencies	Dial 911	WHPD/WHFD/Medics
Public Safety	(860) 231-5222	5222 from campus phone
Public Safety - *Anonymous Tip Line*	(860) 231-5742	5742 from campus phone
Vice President of Student and Campus Life	(860) 231-5322	5430 from campus phone
Assistant Dean of Student Campus Life / Director of Accessibility Services	(860) 231-5730	5730 from campus phone
Assistant Director of Student Campus Life	(860) 231-5412	5412 from campus phone
Director of Residential Life	(860) 231-5620	5620 from campus phone
Director of Public Safety and Risk Management	(860) 231-5459	5459 from campus phone
Director of Marketing and Communications	(860) 231-5661	5661 from campus phone

REFERENCES

Missing Student Notification Policy Disclosure Citation 34 CFR 668.46(b)(14); New York University; National Center for Missing and Exploited Children.

Appendix IV;

Lockdown Policy:

Lockdown Procedure: In the event of a Violent Intruder or other imminent threat to our campus a Lockdown procedure can be put into place. For students, faculty and staff; if running is not a safe option, hide in as safe a place as possible.

When the University's Lockdown Procedure is enacted, this information will be communicated via the USJ Alert as a primary source. Other available media outlets can be utilized if available. The message will read:

```
ALERT! LOCKDOWN;

SHELTER IN PLACE IMMEDIATELY. Violent intruder @ USJ West Hartford [School of
Pharmacy] Campus. Police are responding. More to follow. [Your URL] [DATE]
```

A. WEST HARTFORD CAMPUS

I.) Lockdown Procedures – Public Safety Officer guidelines;
Respond Immediately,
When a report is received indicating that a potential violent intruder is acting on or near the University of Saint Joseph campus on-duty Public Safety officers will do the following;

1. SHUT DOWN CARD ACCESS: If the building in question has entry points controlled by card access readers, the first course of action for Public Safety Officers will be to turn off the card access via access control system.

2. CONTACT – 9-1-1 Dispatcher: One Public Safety Officer will immediately contact the 9-1-1 dispatcher. The Public Safety Officer making contact with the 9-1-1 dispatcher will remain on the line (as the situation permits) until the first Police units arrive on campus.

3. RESPOND – To the affected campus area: If it is safe to do so, the first Public Safety Officer on scene will respond towards the affected campus area. This Public Safety Officer will seek a protected position of cover from which to observe and assess the situation.

4. ASSIST – Police personnel: Public Safety Officers will assist Police personnel with tools needed for building access such as master key sets and building access cards.

5. ASSIST – Staging areas: Public Safety Officers will assist Police, Fire and EMS personnel with the location of staging areas. Staging areas will be selected so as to provide sufficient area for vehicle parking as well as protection from the activities of the violent intruder.

6. EVACUATION [IF NEEDED] – Students, Faculty, and Staff: If it is safe to do so, Public Safety Officers will assist students, faculty and staff with their evacuation from the affected campus area to a pre-designated refuge location. As the situation permits designated refuge locations will be;

- North Side of Campus – O'Connell Athletic Center
- South Side of Campus – Pope Pius XII Library

II.) Lockdown Procedures – public safety director guidelines;

Respond Immediately,

When a report is received indicating that a potential violent intruder is acting on or near the University of Saint Joseph campus and a lockdown of campus buildings is necessary, the Public Safety Director will do the following;

1. USJ ALERT – To all Students, Faculty and Staff: When a report is received requiring that Lockdown procedures be initiated the Director of Public Safety will activate the USJ alert system. The USJ alert shall include the message as described above.

2. **ELECTRONIC ACCESS CONTROL -** When a report is received requiring that Lockdown procedures be initiated the Director of Public Safety will activate or cause to be activated the electronic access control lockdown of any/all affected buildings/areas.

3. NOTIFICATION – University Administration: When a report is received requiring that Lockdown procedures be initiated the Director of Public Safety will contact the Dean of Student Life, who will in turn contact the University President and the President's Cabinet members.

4. COMMUNICATIONS – with emergency personnel: When a report is received requiring that Lockdown procedures be initiated the Director of Public Safety will co-ordinate a communication link between Police, Fire and EMS personnel to the University.

5. MANAGE – Public Safety personnel: When a report is received requiring that Lockdown procedures be initiated the Director of Public Safety will manage and delegate the duties of on-scene Public Safety personnel as required.

III.) Lockdown Procedures – student, faculty and staff guidelines;

Respond Immediately,

When this alert is received, students, faculty and staff should attempt to hide in a location where the walls might be thicker and have fewer windows. In addition your hiding place should:

- Be out of the Violent Intruder's view;
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door);
- Not trap you or restrict your options for movement.

If the Lockdown Procedure is enacted:

- Lock the door;
- Silence all electronic devices;
- Turn off any source of noise (i.e. radio, television);
- Hide behind large items (i.e. cabinets, desks);
- Remain quiet;
- Barricade the doors with heavy furniture;
- Close and lock windows, and close blinds or cover windows;
- Turn off lights;
- Use strategies to silently communicate with first responders if possible, (e.g., in rooms with exterior windows make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants);
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room); and
- Remain in place until given an all clear by identifiable law enforcement.

Lockdown Magnets. In February, 2017, the Department of Public Safety began deploying Lockdown Magnets in all classrooms and conference rooms on the West Hartford campus. This procedure will enable the University to keep all doors on campus locked in the event of an emergency that would require a lockdown.

These magnets will allow students, faculty and staff to have easy access to classrooms and conference rooms when the University is open. With this procedure, when classrooms are opened in the morning, the door will remain locked, but a magnet will be placed on the door frame, which will allow the door to be opened and closed.

In the event a Lockdown Procedure is enacted, anyone in a classroom can remove the magnet from the door frame and shut the door closed, thereby securing that room.





Be advised that some of the older classroom doors in McDonough Hall (see photo below) have the locking mechanism in the door jam. With those doors, simply push the upper button in to lock the door. Then shut the door securing the classroom.





Stay in safe areas until directed by law enforcement officers, or public safety officers to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm.

- For further directives, law enforcement officers and public safety officers will have keys to open the doors or announcements will be made over the e2 emergency alert system.
- Law enforcement officers and public safety officers will signal all personnel if the lockdown has been lifted.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or public safety officer to a safe location.

Interacting with First Responders
Students and staff must understand and expect that law enforcement's first priority must be to locate and stop the person or persons believed to be the shooter(s); all other actions are secondary.

One comprehensive study found that in more than half (57 percent) of *Violent Intruder* incidents where a solo officer arrived on the scene, shooting was still underway when the officer arrived. In 75 percent of those instances, that solo officer had to confront the perpetrator to end the threat. In those cases, the officer was shot one-third of the time.

Students and staff must cooperate and not to interfere with first responders. When law enforcement arrives, students and staff must display empty hands with open palms. Law enforcement may instruct everyone to place their hands on their heads, and they may search individuals.

At the conclusion of any event such as this an "All Clear" will be broadcast via USJ Alert to advise everyone that there is no longer a danger or threat to their safety. The message will contain instructions for students, faculty and staff on campus. This broadcast message will read;

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ALL CLEAR @ USJ West Hartford Campus. Situation has been resolved. Resume normal
activity [or specific instructions] [Your URL].
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B.) GENGRAS CENTER/C.A.R.E. – GUIDELINES;

"Lockdown" refers to protecting students and staff inside the building in which they are currently located. This option will be adopted in the event of two types of situations. First, there is no immediate threat to the structure of the building itself, so all people can remain safe by staying inside. Second, the threat outside of the building is such that an attempt to move students and staff would expose them to more danger than they would face by remaining in the building in which they are currently located. This option would be chosen in the case of an internal or external threat such as a violent person, severe weather, a hazardous materials incident in the immediate area or if releasing students and staff would interfere with law enforcement or firefighting activity in the area.

The Gengras Center follows the Emergency Operations Plan established for the University of Saint Joseph. Our specific lockdown procedure is as follows:
Gengras Center Administration will:

- Announce "Lockdown" requiring staff and students to take shelter in the nearest classroom equipped with locking capabilities.
- Contact the University of Saint Joseph Department of Public Safety to share appropriate information, identify the threat level and area of danger and choose the response options, including a projection of when it will be safe to resume normal operations.
- All staff will follow the Gengras Center Lockdown guidelines without deviation.

1. Any students, faculty, or staff in a location (hallway, MPR) not equipped with locking capabilities should proceed to the nearest classroom or location that is equipped with locking capabilities and close and lock all doors. Keys to all classrooms are stored in magnetic cases located on the door frames of each classroom.

2. If the immediate threat is located outside the building, all outer doors will remain locked once "Lockdown" has been announced.

3. All windows should be closed and locked. All window blinds should be closed and all interior door windows should be covered.

4. All individuals should seek immediate cover in a predetermined classroom location and remain low to the ground and away from windows and doors.

5. Staff should wait for the "All Clear" password to be announced before releasing anyone from the room.

The following steps will be taken during non-lockdown situations:

- All outside doors will be kept locked at all times.
- All visitors will be required to report to the office and sign-in in the visitor registration book.
- All visitors will be required to wear visitor identification stickers until exiting the building.
- Any visitor not wearing a visitor identification sticker should be escorted to the office, asked to sign the visitor registration book and be provided with a visitor identification sticker.

The following steps will be taken during lockdown situations:

- Work Teams will be contacted and may be recalled from Campus and Community work sites. Those being recalled will report to a predetermined alternative safe area on campus (McGovern Hall) or off campus (WHPD).
- Staff and students on community trips will be contacted and may be recalled. Those being recalled will report to a predetermined alternate safe area on campus (McGovern Hall) or off campus (WHPD) and notify Gengras Center of safe arrival.
- Intercom calls to the office will be limited to reporting a medical emergency or codes.
- Staff and students will remain in the nearest locked classrooms/areas until the all clear is given.
- Classroom staff will do a 100% accounting of students using sheets provided by the office. Office to be notified if any student is unaccounted for once directed.
- If the fire alarm sounds, students and staff will not evacuate the building unless there is an obvious fire in their immediate area.
- Social Workers and assigned staff will notify towns, transportation companies and parents/guardians at the appropriate time and if necessary.
- Office Administrative support staff will field incoming calls. Incoming personal calls will be limited to taking messages only.
- Staff will be advised of appropriate use of cell phones once student/staff safety has been assured.

C.) SCHOOL FOR YOUNG CHILDREN – GUIDELINES;

School for Young Children – Lockdown Procedure:

- Reasons to lockdown;
    - Questionable individual in the building,
    - Questionable individual on SYC property.
- Administrative Steps to Follow;
    - Close the School to outside visitors.
    - Using the telephone intercom system, ask teachers and staff to “Lockdown” Inform all visitors to find the nearest secure place. Communicate to any groups that may be on the playground, field, nature trail or a walking trip; via the 2-way radios.
    - Leave hallway lights on and open doors open. Do not make yourself visible or accessible by walking around to do these things.
    - Gather in the Director and/or Assistant Director/Lab School Coordinator’s office and lock the door. Stay low to the floor, under desks if possible. Make sure to keep a 2-way radio with you. Do not answer telephones.
    - Call 9-1-1 to report the emergency.
    - Contact Public Safety to inform them that we are implementing a Lockdown.
    - When all is clear – use the telephone intercom system to announce “All Clear”
    - Only law enforcement officials will be allowed to enter your room, do not open doors for ANYONE under ANY Circumstances.

- Classroom Steps to Follow;
    - Close classroom door to the hallway and lock from the inside.
    - Turn off lights.
    - Do not pull shades on the exterior windows. Leave them open.
    - Take your red first aid backpack, emergency cards and attendance clipboard.
    - Gather all students in your Lockdown location as follows:
        - Room 1: Low in the corner by the sink/counter,
        - Room 2: In the bathroom (in stalls if possible)
        - Room 3: In the bathroom – Classroom 3 goes into the 2 stalls and after all children and staff are in the bathroom roll down the shades.
        - Room 4: Classroom 4 stays in the bathroom sink area and after all children and staff are in the bathroom roll down the shades.
        - Room 5: In the bathroom (close door)
        - Room 6: In the bathroom (close door)
        - Room 7: In the bathroom (close door)
        - Backpack/Gym: In the Gross Motor Room (close and lock both doors)
        - Playground: In the Nurse's office (close and lock both doors)
        - Field/Nature Trail: In the shed (lock door from the inside)
        - Restrooms: Get in the stall and lock the stall,
        - College classroom: Back corner out of view of door,
        - Special Library: Stay in the Library,
        - Hallways: Check hallways – Individuals determined not to be a threat will be allowed into the nearest room No one will be allowed to remain in the hallways or unprotected areas,
    - Take attendance to ensure that everyone is accounted for,
    - Keep the group as quiet as possible. You may wish to have books handy to read your class stories while you wait,
    - If you are in the restroom, allow students to use the toilets if they need to, but do not flush until after the lockdown is complete to avoid drawing attention to your location.
    - Only law enforcement officials will be allowed to enter your room, do not open doors for ANYONE under ANY Circumstances.
- When Lockdown is complete;
    - Administrative staff will check in with all classrooms to make sure that all students and staff are accounted for.
    - Administrative staff will also check in with visitors on visitor log to ensure that they are accounted for.
    - Contact Marketing and Communications to determine if Media Communication Plan is necessary.
    - Implement Family Communication Plan.
    - Contact counselors to have them available for staff and families if necessary.

School for Young Children – Things to Remember:

- As you are dealing with the emergency – use common sense. If an aspect of this plan does not make sense in a particular situation – follow your instincts and do what will best protect your students and yourself,
- Remember, do not attempt to incapacitate a violent intruder unless there are no other alternatives, (*run, hide, fight),
- Do not attempt to rescue other students, staff or visitors if it would place you/your group in danger,
- Do not use radios, cellular telephones, televisions, or the internet so as not to attract attention to your location,
- Do not call the office,
- Get on the floor if you hear gunshots or explosions of any type. Instruct your students to do the same,
- Follow all directions from police officers at the scene.

Appendix V;

COVID-19 Statement

COVID-19

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

The University of Saint Joseph (USJ) is continuously monitoring the COVID-19 pandemic and is open based on strict adherence to State-CDC guidelines. All around campus, you will see reminders about the ways each of us can contribute to protecting the health of our entire community.

All USJ students, staff, and faculty (including part-time and adjunct) is encouraged to promote the health and safety of the USJ community by reducing the risk of COVID-19 transmission and being consistent with federal, state, and local efforts to minimize virus outbreaks.

Appendix VI;

Nondiscrimination Policy:

EMPLOYMENT POLICY 2:
NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY PROGRAM

Approved by: Executive Council
Approval Date: April 6, 2010; revised January 1, 2020
Responsible Official: Senior Human Resources Administrator (860) 231-5390
Related Policies: Disability Accommodation; Open Door Policy & Employee Complaint Process (Handbook)

POLICY:

I. Statement of Nondiscrimination
The University of Saint Joseph is accredited by the New England Commission of Higher Education and the State of Connecticut Board of Higher Education. The University of Saint Joseph, including the Gengras Center and the School for Young Children, prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other class protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment).

II. Equal Employment Opportunity
It has always been the policy and will continue to be the strong commitment of the University to provide equal opportunities in employment to all qualified persons. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the University are based on job-related skills, ability, and merit.

The University does not discriminate or permit discrimination against any person or group of persons with regard to their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other class protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment), and promotes the full realization of that policy through a positive continuing program and through its services to the community.

In compliance with The Genetic Information Nondiscrimination Act of 2008 (GINA), the University does not discriminate or permit discrimination against any person based on genetic information, and further does not request or require genetic information of employees or their family members. Genetic information includes, for example, information about an individual's genetic tests, genetic tests of a family member, and family medical history. Genetic information does not include information about the sex or age of an individual or the individual's family members, or information that an individual currently has a disease or disorder. Genetic information also does not include tests for alcohol or drug use. Title II of GINA prohibits use of genetic information in making decisions related to any terms, conditions, or privileges of employment, prohibits covered entities from intentionally acquiring genetic information, requires confidentiality with respect to genetic information (with limited exceptions), and prohibits retaliation.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Upon request, the University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Refer to Employment Policy 3: Disability Accommodation for more information.

The University is fully committed to assuring equal opportunity and equal consideration through an affirmative action program to all applicants and employees in personnel matters including recruitment, hiring, training, promotion, salaries and other compensation, transfers, layoffs or termination. The University affirmatively seeks personnel for all job levels within the institution through promotion and recruitment of women, members of underrepresented groups, and the disabled, and other protected class members.

III. Discrimination Complaint Procedures

Employees and applicants for employment who have questions regarding the Equal Opportunity / Affirmative Action policy and/or have complaints of discrimination should bring them to the attention of the senior Human Resources administrator. If, for any reason, the senior Human Resources administrator is not deemed appropriate to receive the complaint, the complaint should be made to the University's Director of Diversity & Inclusion, Vice President of Finance & Administration, or President.

A. Reporting Discrimination

Notice of a discrimination complaint can be made in writing or verbally to the senior Human Resources Administrator or one of the alternative University employees identified above. Human Resources reserves the right to investigate any incident that may relate to this policy, regardless of whether a formal complaint is made.

The complaint should clearly describe the alleged incident, when and where it occurred, and the desired remedy, if known. Additionally, the initiator of a formal complaint should submit any supporting materials, such as text messages, voicemails, photos, and so forth.

Following receipt of a formal report, the University will take steps to protect the privacy of involved parties. Information will be shared as necessary with investigators, witnesses, the responding party, and University employees/officials. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy of involved parties.

Upon receiving a complaint regarding a violation of employee rights under University policy or Federal or State equal employment opportunity regulations, the senior Human Resources administrator will:

• inform the complainant of their rights according to law and provide pertinent information regarding University policy;
• discuss with the complainant the best approach for resolving the issue and provide advice or assistance to facilitate the process of resolution, including investigation of both sides of the issue and mediation;
• conduct an immediate review to determine if there is cause to proceed with further investigation.

If there is insufficient evidence to support a reasonable cause for the complaint, or if the behavior described in the complaint does not violate this policy, the grievance will be closed with no further action.

B. Investigation

If the initial review indicates cause to proceed with further investigation, the University will initiate the investigation as soon as practicable. Should this process last longer than 60 days, Human Resources will communicate the reasons and expected timeline to all parties. Reasons for extending beyond 60 days could include, but are not limited to: multi-party investigations, the availability of witnesses, disability accommodations, and periods of University closure and breaks.

Steps in the formal investigative process typically include:

• Identify qualified investigator/s to conduct the investigation. Human Resources staff and/or the Director of Diversity & Inclusion may serve as an investigator.
• Give the respondent proper notice of the investigation and provide an opportunity for the respondent to provide information.
• Commence a thorough and impartial investigation, generally to include interviews with all relevant parties and witnesses identified by the complainant and respondent, obtaining available evidence, and identifying sources of expert information, if necessary.

• Maintain communication with the complainant and the respondent on the status of the investigation and overall process.

C. Resolution
At the conclusion of the investigation, the investigator will notify the senior Human Resources administrator, or a designated alternative senior administrator, of the findings. The senior Human Resources administrator or designee will work with appropriate management to determine whether remedial and/or corrective action is appropriate, and if so, what measures will be taken. Corrective actions will be consistent with section VI.C. Corrective Action & Progressive Discipline. The senior Human Resources administrator will communicate the findings and agreed upon actions to the complainant and other relevant parties in writing. The University will take steps to correct discriminatory effects on the complainant and others and to prevent recurrence of any violations of law and/or University policy.

D. Retaliation
Retaliation against any person for alleging discrimination or for cooperating in any investigation, proceeding, or meeting relating to an alleged violation of the University's nondiscrimination policy is strictly prohibited and may result in disciplinary action, including additional interim or permanent measures. Any concerns regarding retaliation should be reported immediately to the University's senior Human Resources administrator, Director of Diversity & Inclusion, or President.

IV. Diversity Program

The University of Saint Joseph promotes equal opportunity through a positive continuing program of specific practices designed to ensure equal employment opportunity without regard to protected class status.
To implement these policies, the University will continue to:
1. Recruit, hire, train and promote persons in all job classifications, without regard to protected class status.
2. Base decisions on employment so as to further the principle of equal employment opportunity.
3. Ensure that all personnel actions including, but not limited to compensation, benefits, transfers, layoffs, terminations, University-sponsored training, education, tuition waiver, and social and recreational programs, are administered in accordance with our equal employment opportunity policy.
4. Ensure that promotion decisions are based on requirements in accord with principles of equal employment opportunity.
5. The University also supports programs to achieve equal employment opportunity for veterans including disabled veterans.

Each employee has a responsibility to support these objectives and to ensure that this policy is fully implemented. The University pledges itself to a determined and sustained effort in support of this Diversity Program.

Appendix VII;

Harassment and Discrimination Policy:

HARASSMENT & DISCRIMINATION

Approved by: Executive Council
Approval Date: April 6, 2010; revised January 1, 2020
Responsible Official: Senior Human Resources Administrator (860) 231-5390
Related Policies: Nondiscrimination, Equal Employment Opportunity & Diversity Policy; Sexual Misconduct & Title IX Policy; Dating Policy

The University of Saint Joseph community embraces employees of all backgrounds and welcomes, affirms, and encourages their rights to full participation. The University condemns any behavior that makes an employee feel inferior, intimidated, or uncomfortable because of race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), homelessness, or any other class protected by law.

The University of Saint Joseph does not tolerate threats of violence or acts of hatred of any kind and any employee who harasses or discriminates against another person, regardless of protected class status, may be subject to disciplinary action. Behavior or activities that may endanger the physical or mental well-being of others, including idle or real threats, the possession and/or use of firearms, fireworks, hazardous chemicals, and other real or potential weapons are strictly prohibited.

Bullying behaviors are viewed by the University as a form of harassment and will be handled as such. Workplace bullying is on-going behavior that deliberately harms, intimidates, offends, degrades, or humiliates an individual and creates an environment of fear. Examples of harassment and bullying include, but are not limited to, the following:
• being sworn at, shouted at, called names or subjected to other humiliating behaviors;
• unwarranted or invalid criticism, or blame without factual justification;
• being treated differently than the rest of one's work group in a manner that is belittling;
• exclusion or social isolation;
• physical violence such as pushing, shoving or throwing objects.

Personal abuse in any form violates standards of appropriate discourse and civil conduct; substantiated instances of such behavior will result in disciplinary action up to and including termination.

An employee or applicant for employment who believes they have been subject to discrimination or harassment due should follow the Discrimination and Harassment Complaint Procedures detailed in Employment Policy 2: Nondiscrimination, Equal Employment Opportunity & Diversity Policy.

Appendix VIII;

Drug and Alcohol Policy:

EMPLOYMENT POLICY 9:
DRUG & ALCOHOL POLICY
Approved by: Executive Council
Approval Date: April 6, 2010; updated July 1, 2021
Responsible Official: Senior Human Resources Administrator (860) 231-5390

I. Introduction
It is the University's desire to provide a drug-free, healthful, and safe workplace for all employees and students. To promote this goal, employees, including student workers, are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Because of the nature of our mission and our work, the University requires strict adherence to the drug-free workplace policy. The University of Saint Joseph maintains all federal and state requirements for a drug-free campus and workplace.

The University has a strong commitment to maintaining a work environment free from the effects of alcohol and drugs. While on University premises, property leased for University use, or while conducting University business off University property, employees are prohibited from possessing, selling, distributing, purchasing, planning for the sale or purchase of, or being under the influence of alcoholic beverages or controlled substances. The misuse or abuse of otherwise legal or prescribed drugs is similarly prohibited. The legal and appropriate use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee, students or other individuals in the workplace.

II. Laws & Regulations
Drug-Free Workplace Act of 1988
The University of Saint Joseph prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Violations of these prohibitions may result in disciplinary action up to and including dismissal and reporting the incident to the appropriate law enforcement agencies.

An employee is required to notify the Human Resource Office of any conviction for a workplace criminal drug violation within five days after such conviction. Additionally, consistent with section III.K., all employees are required to immediately report arrests to their direct supervisor, regardless of the reason for the arrest.

Drug-Free Schools and Communities Act Amendment of 1989
The University of Saint Joseph prohibits the unlawful possession, use, or distribution of drugs and alcohol by employees and students on the institution's property and as a part of the institution's activities. The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, plan or intent to buy or sell, manufacture, possession, distribution and illegal use of controlled substances, K2, drugs and drug paraphernalia, including hookahs, are prohibited. The University of Saint Joseph adheres to the Connecticut statutory definitions of drugs and drug paraphernalia.

The University of Saint Joseph will impose sanctions on employees and students consistent with local, state, and federal law. These sanctions are up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

The University of Saint Joseph is required by law to inform employees of the penalties for the trafficking, sale, or possession of illegal drugs. This information is provided in order to comply with the Drug-Free Schools and Communities Act of 1989.

Penalties

· Trafficking of illegal drugs—no less than five years and no more than 40 years in federal prison. Fine can range from $250,000 to $4 million.
· Illegal manufacturing, sale, or distribution of illegal drugs—no more than 15 years in federal prison or $50,000 in fines.
· Illegal possession of controlled substances—no more than 7 years in federal prison or $50,000 in fines.

Physical and Medical Effects of Alcohol and Drugs

Alcohol is a drug that is absorbed into the bloodstream and transmitted to virtually all parts of the body. It is a depressant that causes a number of changes in behavior, though particular effects vary among individuals. Even one or two drinks will significantly affect a person's alertness, judgment, and physical coordination, making it dangerous to drive and participate in certain sports, and impairing one's ability to make decisions about further drinking. Small to moderate amounts of alcohol increase aggressive behavior. Larger amounts cause physical effects such as staggering, slurred speech, double vision, sudden mood swings, and marked impairment of higher mental functions, severely altering the ability to learn and remember. Very high consumption, either long-term or in binges, can cause unconsciousness, respiratory arrest, and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will cause the same effects.

Heavy drinking may make a person dependent on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases the risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, causing irreversible physical and mental abnormalities. Children of alcoholic parents may suffer from a number of developmental and psychological problems, and are a greater risk of becoming alcoholics than are other children.

III. Alcohol Policy Relative to Students

Occasionally, departments and offices will entertain students. Under these circumstances, the office or department may provide alcohol under conditions that conform to the University Regulations and the law and are cleared through the Office of Student Services.

Employees entertaining students privately are advised to be certain that alcohol is provided only under conditions that meet the requirements of the law.

Under no circumstances should illicit drugs ever be present at such gatherings and/or be offered to a student.

IV. Substance Abuse Treatment and Return to Work Procedures

An employee who is receiving inpatient treatment for chemical dependency will be placed on sick leave (if available), which will be categorized as medical leave under the Federal and/or Connecticut Family and Medical Leave Act if applicable. Upon completion of inpatient treatment, the employee must provide medical documentation regarding fitness for duty, consistent with FMLA and/or CFMLA requirements.

The senior Human Resources administrator will review the employee's return to work documentation and may confer with the employee's medical provider regarding the employee's readiness to return to work. Approval of a request to return to work may or may not be granted based on assessment of the employee's readiness to return to work. Before returning to work, the employee must provide the senior Human Resources administrator with a treatment provider certification to return to work statement and a plan for continued rehabilitation.

Failure on the part of an employee to return to work within 48 hours after completing a chemical dependency treatment program and receiving a medical release to return to work will constitute voluntary resignation from employment with the University, effective as of the employee's last day actively at work.

Two referrals for drug or alcohol testing and/or treatment within a five-year period may result in termination of employment.

V. Opioid Overdose

The University of Saint Joseph is committed to maintaining safe and substance-free campuses for all students, faculty, staff, and visitors. This policy is adopted in alignment with other University policies and in accordance with the Connecticut Public Act No. 19-191 Sec. 7.

It is the intent of the University to increase awareness about opioid addiction and prevention through the delivery of educational and awareness initiatives. Additionally, the University intends to address the proper training, administration, and usage of overdose-reversing FDA-approved opioid antagonists.

The University will maintain a readily-accessible supply of opioid antagonists to be used in the case of emergencies; has developed specific requirements and procedures concerning the appropriate protocols associated with the administration and use of opioid antagonists; and has identified University-designated personnel responsible for overseeing the purchase, storage, and distribution of opioid antagonists and University-designated emergency response personnel trained for the proper use and administration of opioid antagonists.

Designated Medical and Public Safety Personnel

The University of Saint Joseph has developed and will maintain a written directive, including emergency response procedures that identify individuals trained for the proper use and administration of opioid antagonists, to effectively treat, and reduce fatalities associated with, opioid drug overdoses at their respective campuses.

The University of Saint Joseph has designated its Director of Student Health Services to oversee the purchase, storage, and distribution of opioid antagonists. The supply of opioid antagonists will be stored according to manufacturer guidelines.

The University of Saint Joseph has designated all Student Health Services medical staff and all Public Safety Staff to be trained to administer the opioid antagonists.

The University of Saint Joseph has designated all Public Safety staff to serve as first responders in opioid overdose situations. They will receive appropriate training to administer the opioid antagonist, are responsible for observing the manufacturer's guidelines, and are able to readily access the opioid antagonist kits. The Director of Student Health Services and the Director of Public Safety are responsible for overseeing and developing the procedures for the purchase, storage, distribution, disposal, and reported use of opioid antagonists at each campus. Additionally, they will develop and implement procedures for the appropriate training of individuals to access and administer the opioid antagonist kits in emergency situations. They will keep a record of all trained individuals, and ensure the opioid overdose response training is current.

Location of Opioid Antagonists

Opioid antagonists are stored in the Student Health Services and Department of Public Safety offices.

Storage and Disposal of Opioid Antagonists

The University will maintain the supply of the opioid antagonists in accordance with the manufacturer's guidelines. The opioid antagonists must be kept out of direct light, stored at room temperature, and not be subjected to extreme temperatures which may impact the effectiveness of the medication.

The designated personnel are responsible for disposing of expired opioid antagonists through a manufacturer or distributor medicine take-back program, returning the expired medications to an authorized drug collection site, or employing other controlled substance disposal methods in accordance with federal, state, or local laws.

Reporting Requirements

Prior to, during, or as soon as practicable, the trained individuals, medical personnel, or public safety professionals administering the opioid antagonist must call 911 or notify a local emergency medical services provider after each use of an opioid antagonist, unless the treated individual has already received emergency medical treatment for the opioid-related drug overdose.

The designated personnel are required to maintain a current record of every use or administration of an opioid antagonist kit. The record will be organized by academic year.

Appendix IX;

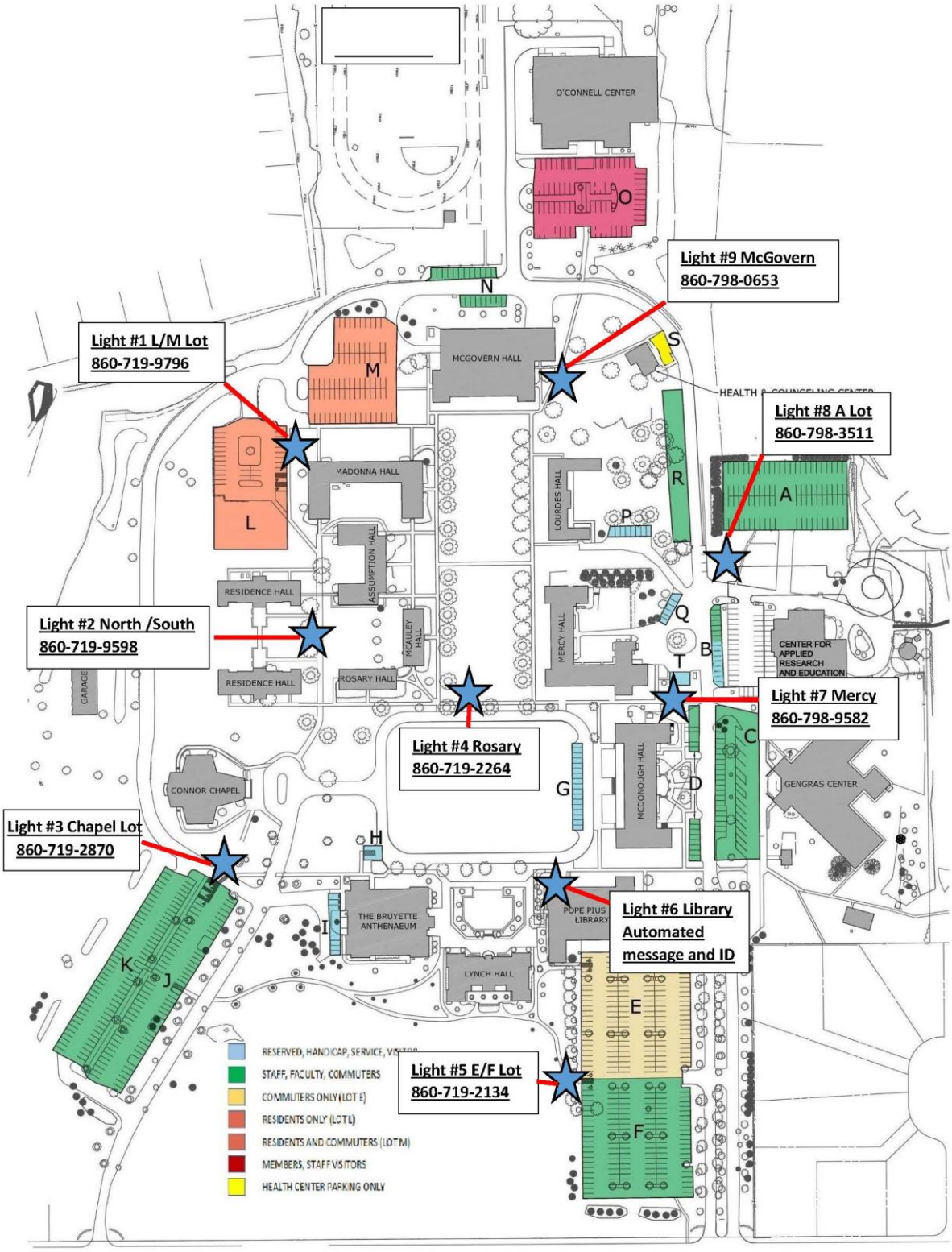
Locations of Campus Blue Lights & Public Safety Emergency Telephones:

EMERGENCY BLUE LIGHT TOWERS
CAMPUS LOCATIONS

Call Box #	Tower ID	Telephone # - Caller ID	Campus Location
1	#1 - L/M Lot	860-719-9796	Northeast corner of L lot, on the west side of Madonna Hall
2	#2 - North/South Courtyard	860-719-9598	In between North / Genovese (South) res halls
3	#3 - Chapel Lot	860-719-2870	North of J/K lot heading toward Chapel
4	#4 - Rosary	860-719-2264	In between Rosary and Mercy Hall, south sidewalk of the Quad
5	#5 - E/F Lot	860-719-2134	In between E/F parking, on walkway leading toward rear of Lynch Hall
6	#6 – Library Assistance Telephone	Already in system, caller ID shows "Library Patio"	Library - (call box on exterior wall at front (main) entrance. Not a tower. Has automated message "Assistance is needed at blue light number 6"
7	#7 - Mercy	860-798-9582	Rear of Mercy and McDonough walkway, by visitor Q lot parking
8	#8 - A Lot	860-798-3511	On walkway leading from road up to A "tennis court" parking lot
9	#9 - McGovern	860-798-0653	On east side of McGovern, walkway in between McGovern and Little Red House

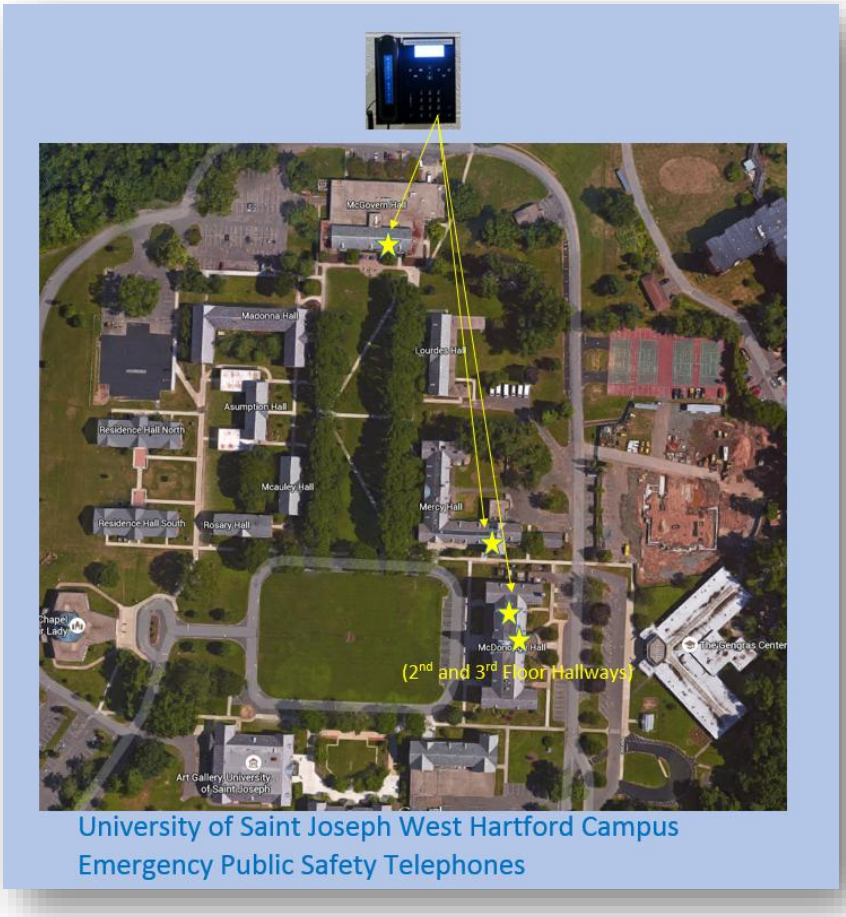
Revised 7-1-2024

Emergency Blue Lights System: Map Locations



Revised 7/1/2024

Emergency Public Safety Telephones / McDonough Hall



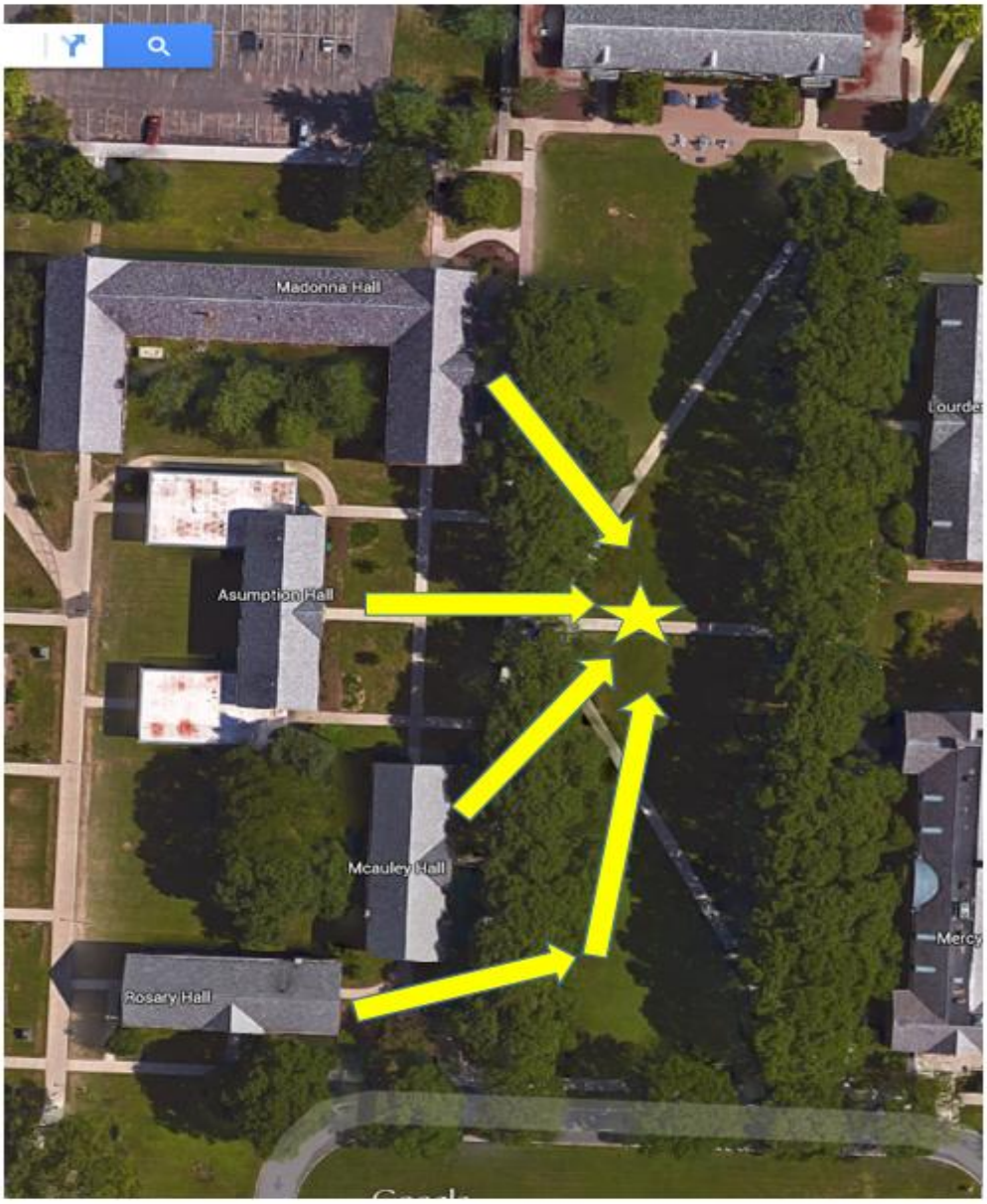
Located in the 2nd & 3rd floor hallways of McDonough Hall & Immediately outside the Public Safety Office

Appendix X;

Evacuation Maps:

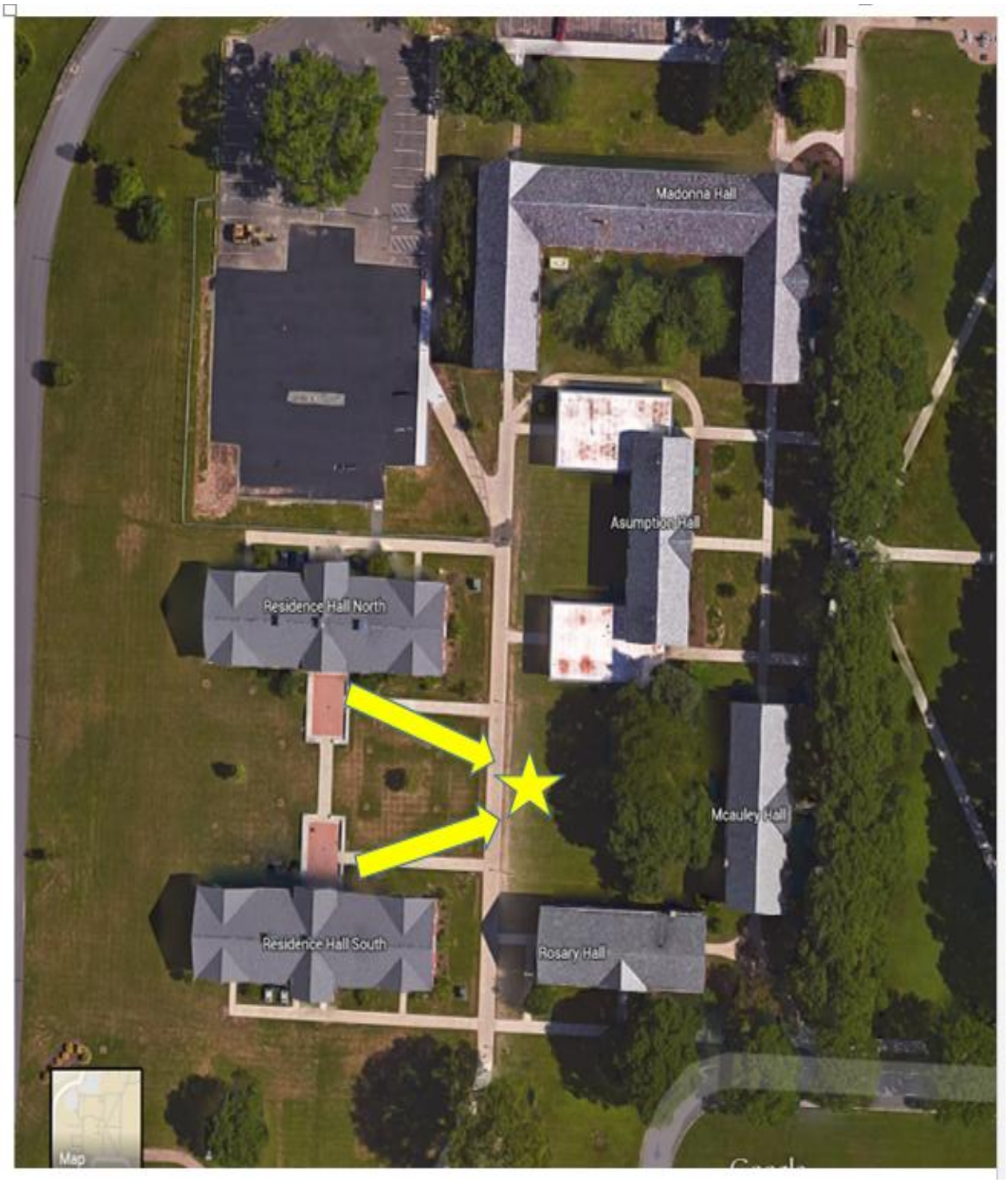
UNIVERSITY OF SAINT JOSEPH EVACUATION MAPS

Map A. – Meeting point for Madonna, Assumption, McAuley, and Rosary Residence Halls



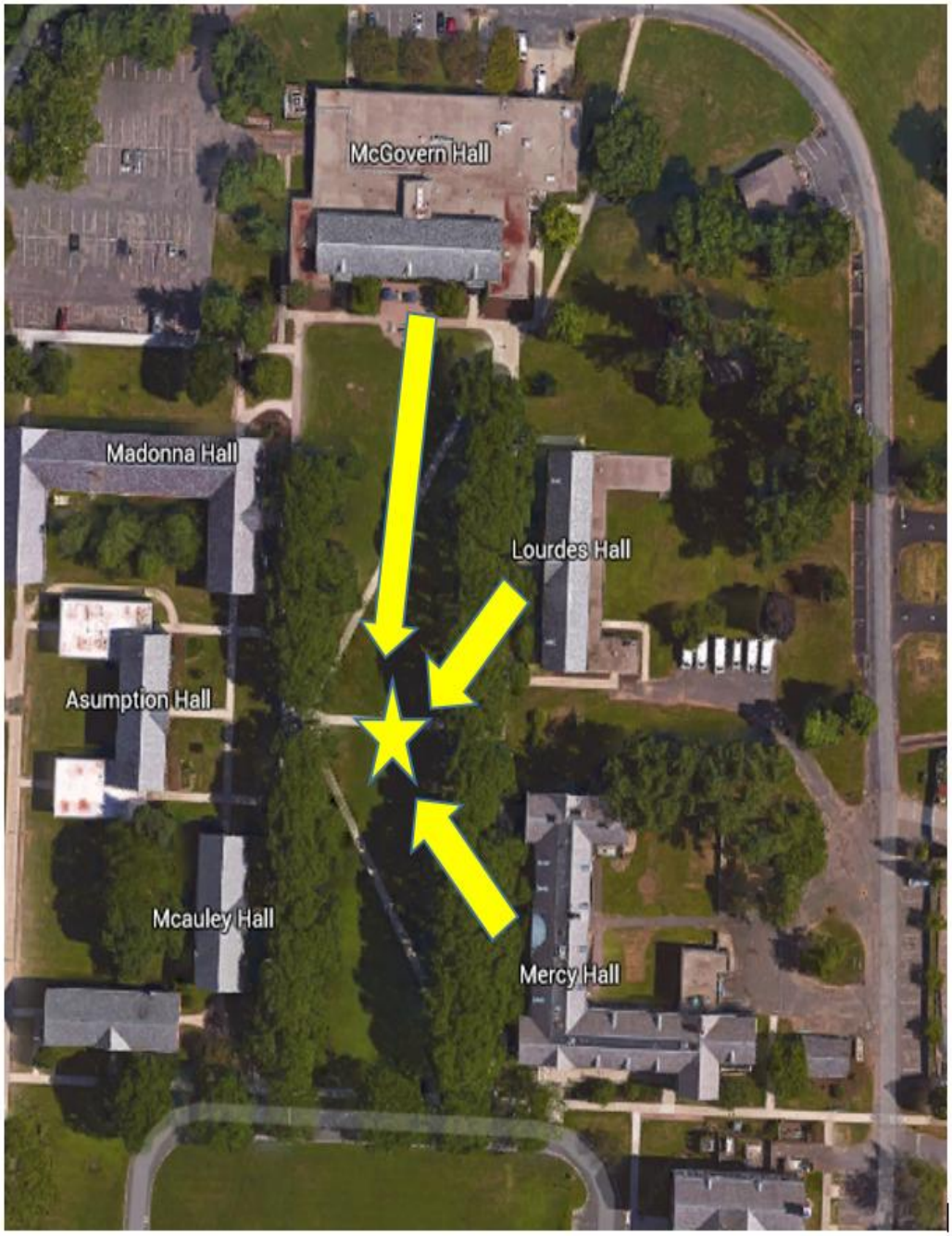
UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map B. – Meeting point for North and South (Genovese) Residence Halls



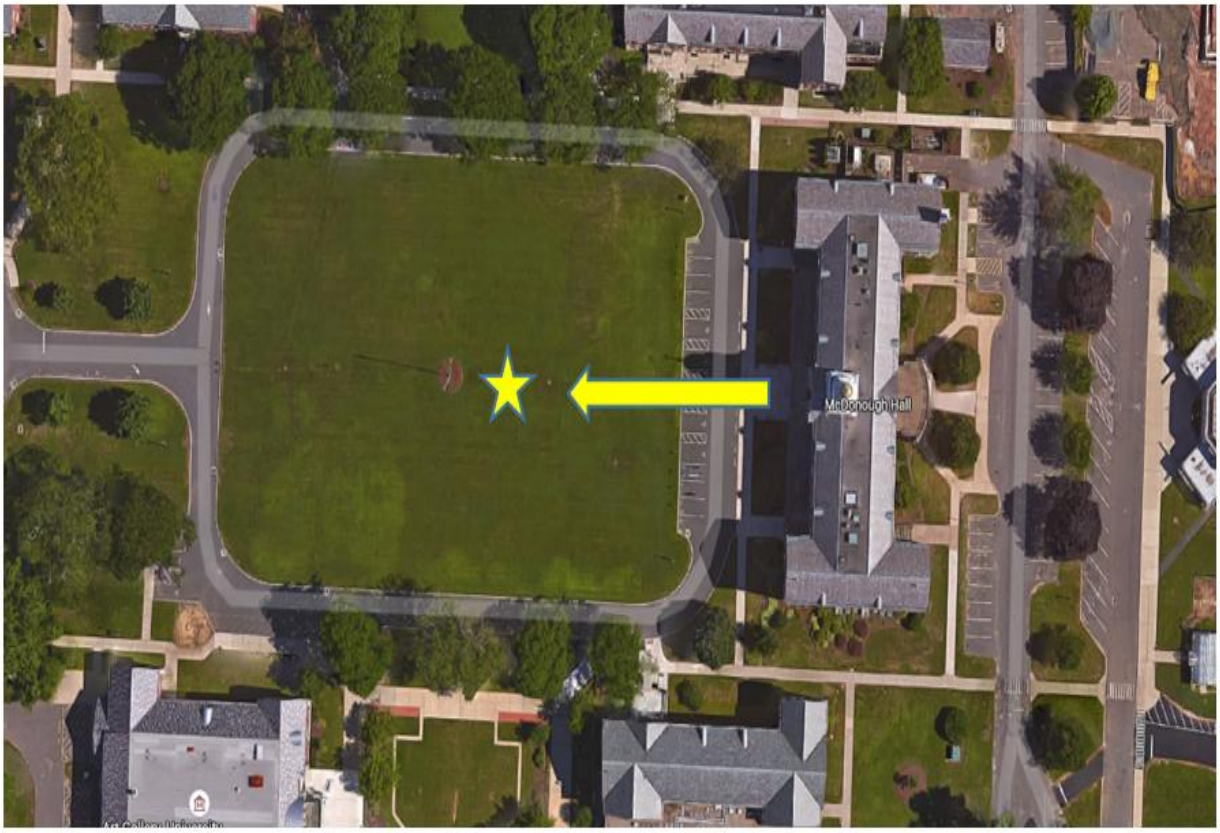
UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map C. – Meeting point for Mercy Hall, Lourdes Hall, and McGovern Hall



UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map D. – Meeting point for McDonough Hall



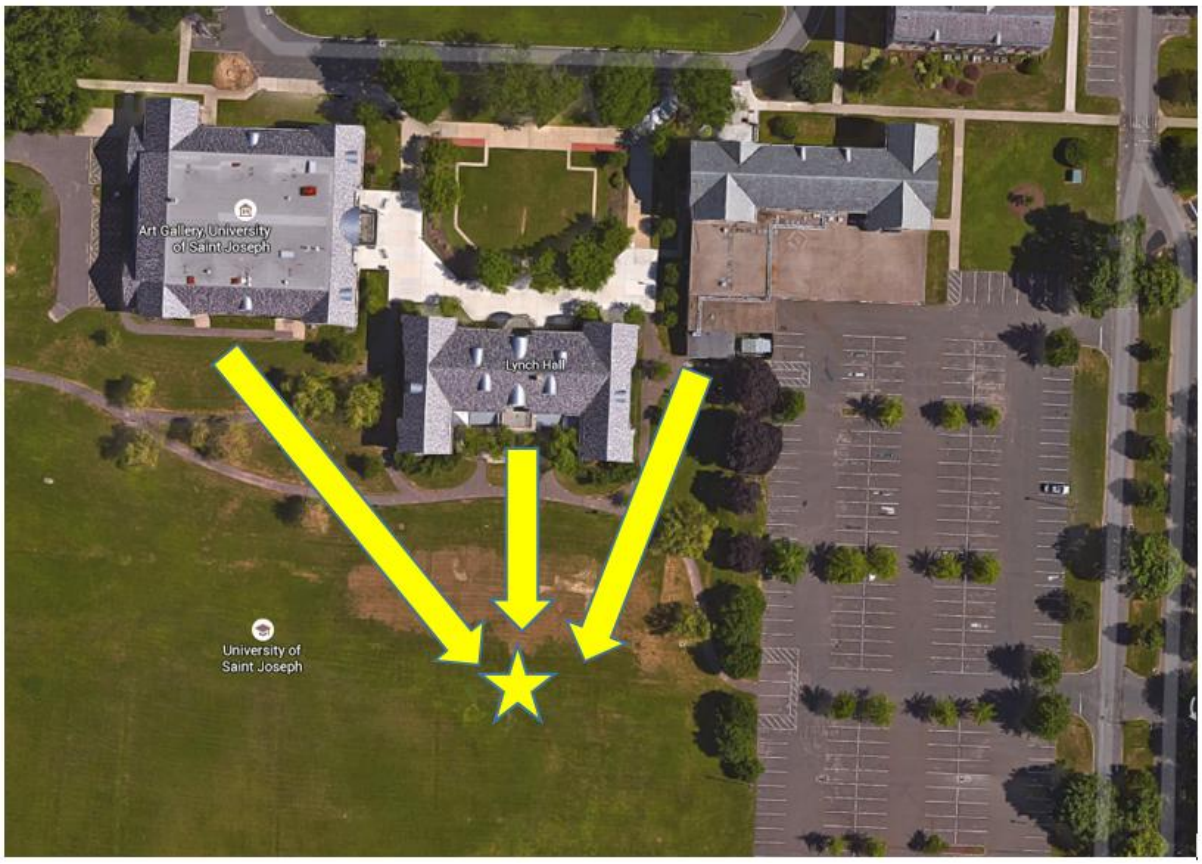
UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map E. – Meeting point for McDonough Hall (in the event of a fire in a chemistry lab)



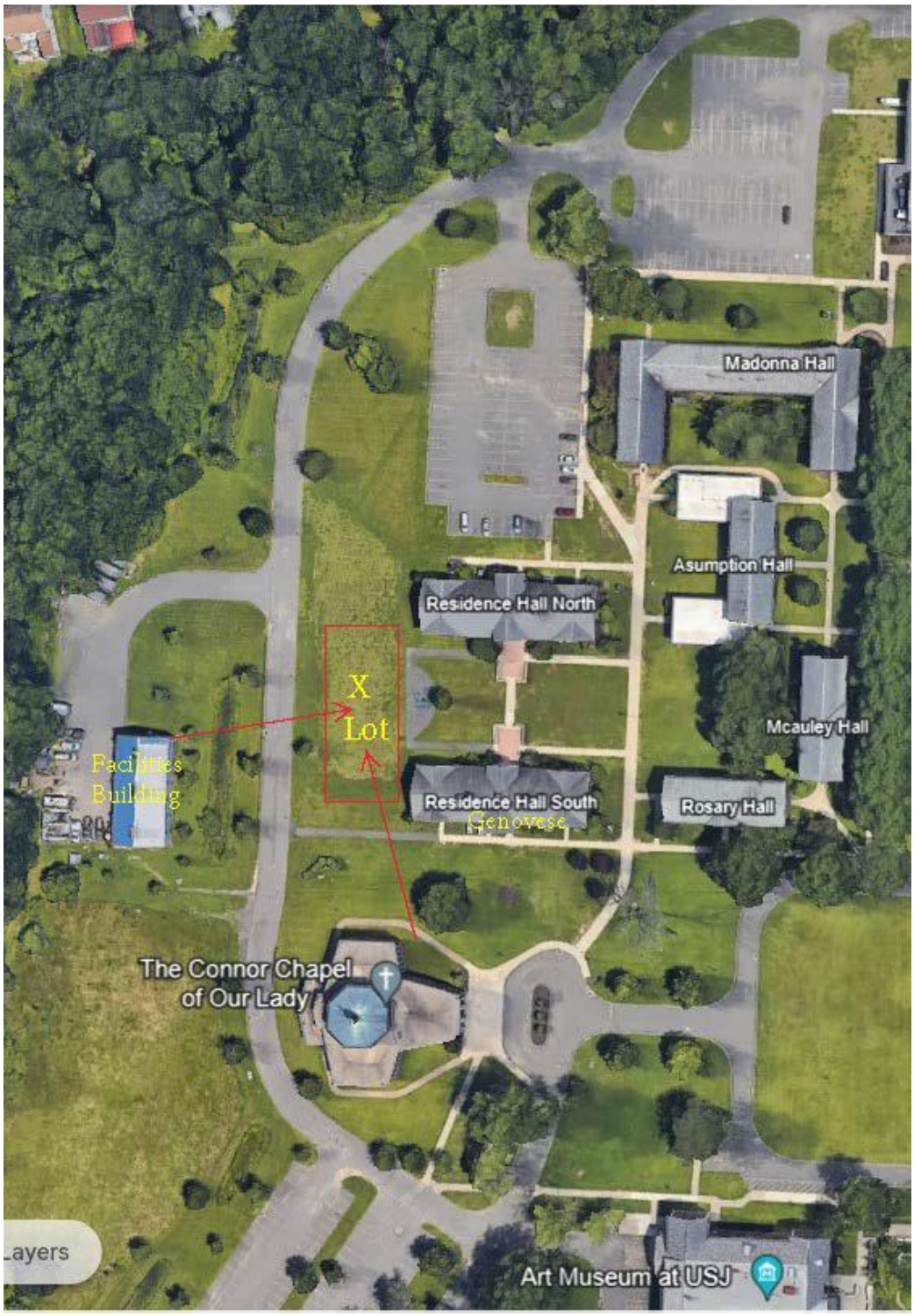
UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map F. – Meeting point for Pope Pius XII Library, Lynch Hall and the Bruyette Athenaeum



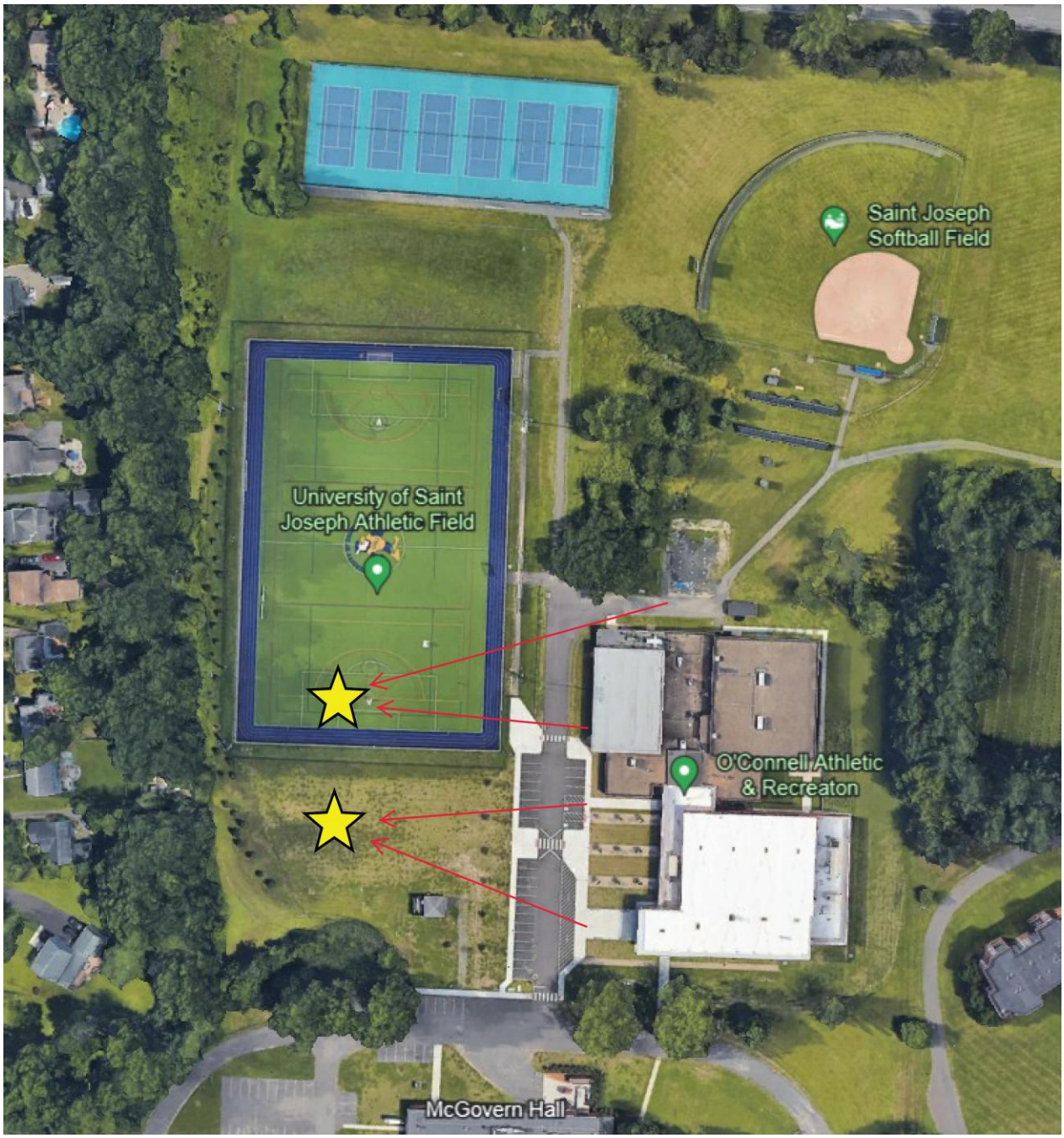
UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map G. – Meeting point for Chapel and Facilities Garage



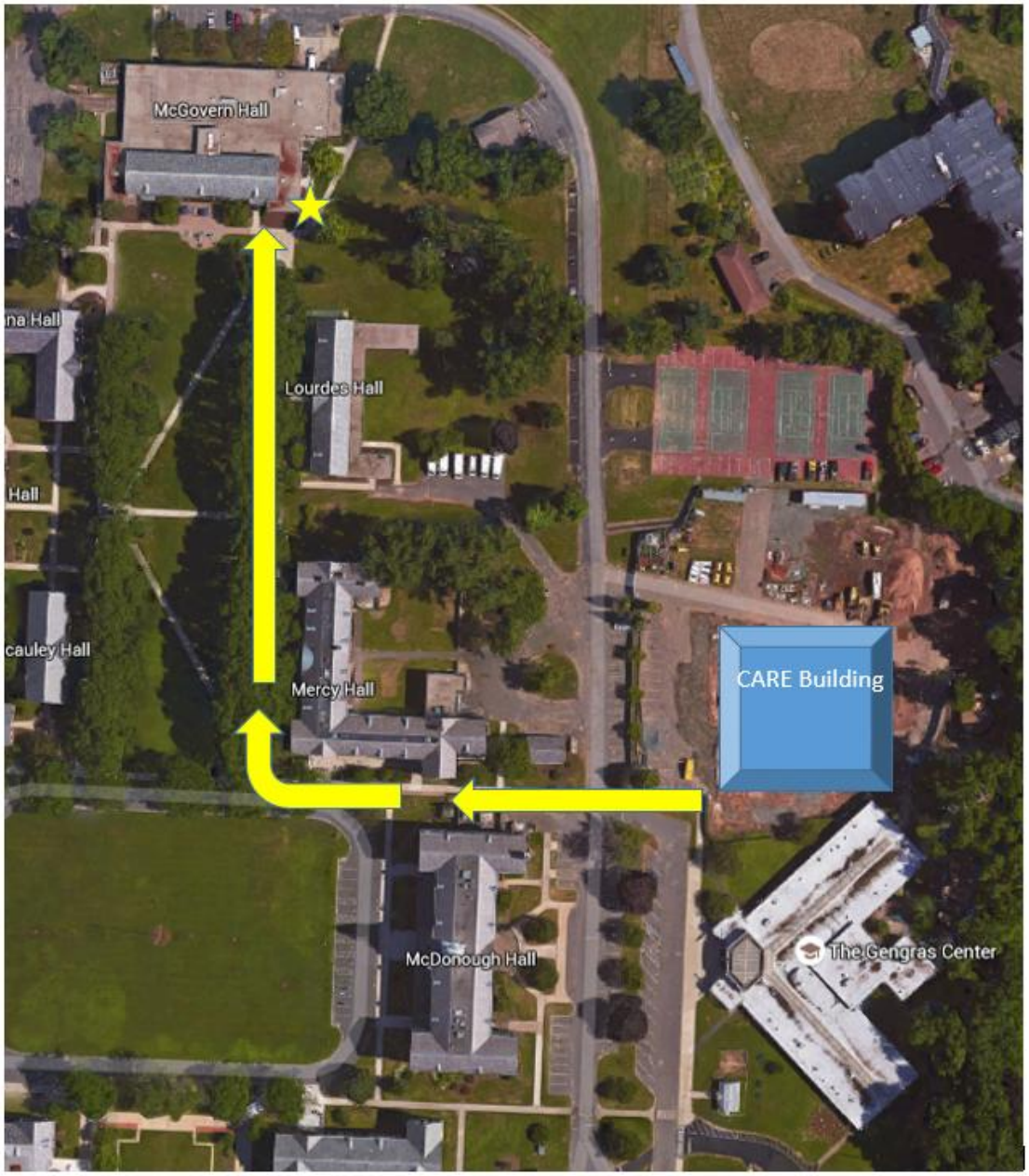
UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map H. – Meeting point for O'Connell Athletic Center



UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map I. – Meeting point for CARE Building and Gengras Center



UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map J. – School for Young Children evacuation route



UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map K. – Designated Refuge Location(s) - North



UNIVERSITY OF SAINT JOSEPH EVACUATION MAP

Map L. – Designated Refuge Location(s) – South

