



Annual Security Report

Completed on September 30, 2016

The Department of Public Safety

The College of St. Joseph Department of Public Safety maintains foot patrols on and around campus 22 hours/day, 5 days/week; weekends 12 hours per day (6:00 PM – 6:00 AM). The Director of Public Safety is on call 24 hours per day. All Department of Public Safety officers have complete authority to administer the College policies of the handbook towards anyone involved in illegal acts on campus or in areas immediately adjacent to the campus. Violations of law by students, faculty, staff, or others may result in the filing of criminal charges with the Rutland Police Department, Rutland County Sheriff's Department or the Vermont State Police. Student, faculty and staff misconduct (whether violations of law or College policy and whether occurring on or off campus) may also be referred for internal disciplinary action. The Director of Public Safety serves as the College's law enforcement liaison with local, state, and federal law enforcement officials and emergency management agencies. The Director of Public Safety is also Chief Safety Officer and Co-Chair of the Emergency Management Team.

The Department of Public Safety works closely with local, state, and federal law enforcement agencies as circumstances demand. Leaders of the Department of Public Safety and the Rutland Police Department and Vermont State Police meet on both a formal and informal basis. The officers of these agencies communicate regularly regarding incidents that occur in and around the campus area. There is no written memorandum of understanding between the Department of Public Safety and the previously mentioned agencies. The Department of Public Safety is not aware of any off-campus locations of any officially-recognized student organizations.

Reporting Emergencies

All members of the College of St. Joseph community must report all emergencies and criminal incidents to the Public Safety Department (ext. 3278), or to their Resident Directors, Resident Assistants or the

Vice President of Student Affairs/ Dean of Students Office. Local emergency services, including police, fire, and ambulance may be reached by dialing 911. CSJ Public Safety officers carry a cell phone to enable them as contact in the event of an emergency.

Confidential Reporting:

The College offers several ways to report criminal activity while preserving privacy. Victims who do not wish to pursue campus disciplinary or criminal action, but who wish to document the details of an incident with the College, may file a report with the Department of Public Safety and request that their names be withheld from the report. Crimes may be reported anonymously using the Anonymous Tip Form at www.csj.edu/anonymoustip. The amount of information detailing the alleged incidents or identifying the alleged individual(s) responsible will determine the College's ability to respond. All reports (even those filed anonymously) are counted and disclosed in the College's annual crime statistics. The College does not have written procedures requiring professional and pastoral counselors (who are exempt under federal law from the requirement to report crime statistics) to inform persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. It is standard practice, however, for the College's professional and pastoral counselors to discuss with their student-clients the various options (including anonymous reporting) for reporting criminal incidents.

Timely Warnings:

When the Department of Public Safety identifies or receives a report of an incident, occurring either on or off campus, that in the judgment of the Director of Public Safety (in consultation with the Vice President of Student Affairs/ Dean of Students and General Counsel) constitutes a

serious or continuing threat to the campus community, the Department of Public Safety issues a campus-wide “timely warning.” The Department of Public Safety notifies the President’s Office when a timely warning is issued. The timely warning is issued through the College’s e-mail system to all students, faculty, and staff. Campus-wide e-mail notifications are labeled with “CAMPUS-ALERT” in the subject line. Students, faculty and staff are encouraged to read these alerts as soon as they receive them. Depending on the particular circumstances of the incident, an alert may also be posted on the Department of Public Safety’s webpage at www.csj.edu/publicsafety and/or on its Facebook and Twitter pages. Timely warnings will often ask members of the College community for their help in gathering information about an incident or in identifying those responsible. Individuals are encouraged to contact the Department of Public Safety by calling 802-776-5278 or in-person at the Director of Public Safety’s office located in Tuttle Hall or the Department of Public Safety’s office located in Medaille Hall, both at 71 Clement Road, Rutland, Vt., 05701.

Campus Crime Statistics:

In accordance with the Federal Student Right-To-Know and Campus Security/Clery Act (S.580) of 1990 as amended in 1998, each institution of higher education is required to annually prepare a Uniform Campus Crime Report (UCR) consistent with FBI's Uniform Crime Reporting System. The report reflects the crime statistics on the property of the institution for the proceeding calendar year. The statistical crime categories to be reported are listed below, along with the number of incidents that occurred on College of St. Joseph’s campus in the given year.

Reported Offense	2013	2014	2015
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offense: Forcible	0	0	0
Rape	0	0	0
Fondling	0	1	0
Sex offenses –Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	2
Burglary	0	0	3
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	-	0	0
Dating Violence	-	1	0
Stalking	-	0	2
Alcohol Violation	9	10	11
Drug Violation	4	7	9
Weapons Possession	0	0	0

There were no reported hate crimes 2013, 2014, and 2015.

Additional information concerning crime statistics, crime prevention, and security practices is available from the Department of Public Safety, College of St. Joseph, 71 Clement Road, Rutland, VT 05701 or by calling (802) 776-5278. College policies on student conduct, due process, alcohol, drugs, sexual assault, and other matters are available from the Vice President of Student Affairs/Dean of Students Office.

Safety Tips

It is essential for the success of the college's efforts that every member of the College of St. Joseph community cooperates with security policies and programs. Students and employees must take simple common sense precautions for their own personal safety and the security of their personal possessions. Students are advised to use the escort service or to travel in groups when walking around campus late at night. Residence hall room doors and office doors should be locked at night or when the room is unoccupied. Vehicles should be locked at all times and valuables should be locked in the trunk. Bicycles should be kept locked.

Bias Related Reporting

College of St. Joseph informs incoming students about bias related crime and prevention measures through programs that include workshops, seminars, discussion groups, and orientation sessions.

The purpose of these programs is to disseminate information about bias related crime, promote discussion, encourage reporting of incidents of such crime, and facilitate prevention.

Campus Facilities

The campus buildings and facilities are open to the campus community and to guests and visitors during normal business hours, Monday -Friday and for limited designated hours in the evenings and on weekends.

Residence Halls

The front doors of all residence halls are normally locked 24 hours a day. Residents are issued keys that allow access of their individual suite and/or room. Authorized personnel, including staff of Public Safety, Facilities, and Residence Life are provided access to the halls. Residence Life staff are available in each hall from 9 p.m. to 7a.m.

Accommodations

All alleged victims will be offered alternative housing and academic accommodations to create a safe environment for them to continue at the college. These accommodations may include temporary exclusion of the alleged perpetrator until adjudication is complete if the situations warrant this remedy.

Drug/Alcohol Abuse

College of St. Joseph is concerned about violations of state and college liquor regulations. In Vermont the legal drinking age is 21. Any person under 21 who purchases alcoholic beverages, procures alcoholic beverages, willfully misrepresents his/her age, alters, or falsifies his/her I.D. with intent to purchase alcohol is committing a crime.

The college does not allow the consumption of alcoholic beverages on campus. Violators may be asked to dump contents on the ground, warned, face college disciplinary actions, or be reported to the police. The manufacture, sale, distribution, or use of illegal drugs is not tolerated.

Missing Students Whom Reside On Campus

If a member of the College of St. Joseph community has reason to believe that a student who resides in on campus housing is missing, he or she should immediately notify Public Safety at 776-5278. The department will generate a missing person report and initiate an investigation. After investigating the missing person report, should the College of St. Joseph Public Safety Department determine that the student is missing and has been missing for more than 24 hours, Public Safety will notify the Rutland Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, College of St. Joseph will notify the student's parent or legal guardian within 24 hours of the determination that the student is missing.

Students residing in on campus housing have the option to identify confidentially an individual to be contacted by College of St. Joseph in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, College of St. Joseph will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Office of Public Safety. This information will be accessible only to authorized campus officials, except to law enforcement personnel in the furtherance of a missing person investigation.

Campus Programs and Services

The Department of Public Safety, along with other departments and agencies, offers programs to help recognize and reduce crime. An explanation of some of the programs follows. For more information, contact Public Safety.

Escort Service: Public Safety is available to escort any person on campus. Dial (802) 345-0118 to request the service.

Films & Lectures: A variety of films and lectures are presented periodically. Programs range from victim awareness to crime prevention and can call on the services of outside speakers and Instructors.

Counseling: College of St. Joseph offers developmental counseling, assessment and referrals. Counseling services are located in the Campus Center. The extension is 3256.

Sexual Assault Education: The College provides educational programs to encourage respect and trust and to make the community aware of the problem of rape, including acquaintance rape and other sex offenses. The programming works to empower victims to come forward.

Alcohol & Drug Abuse Education: The office of Student Life offers programs on the topics. The extension is 3223 and 3256.

Campus Notification

Emergency Response and Evacuation

- **The college has an Emergency Management Team that meets regularly to prepare up to date procedures to respond to any emergency that may occur on campus.**
- **The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the college community. Warnings would only be withheld if they would compromise efforts to contain the emergency.**
- **When an emergency situation occurs on campus, safety officers are dispatched to assess and render aid. Additionally, local and**

state police, fire and EMS resources are immediately requested depending on the emergency.

- **When it is confirmed that a serious emergency or dangerous situation exists, relevant information will be disseminated to the College community by various means. These include; a siren system, emergency cellular text messaging system, emails, flyers and personal contact.**
- **Response procedures and communication systems are tested on campus several times each year.**

Emergency Notification System: College of St. Joseph has an Emergency Notification System through Send Word Now that quickly sends messages to wired phones, cell phones, e-mail addresses, and text devices. Except for tests, this system will be used in the case of a serious threat to campus and cancellations. The campus community may be asked periodically to update personal information in their Send Word Now account.

Crime Advisories

Advisories are posted as soon as possible after a serious incident has occurred warning the campus of a potential danger. Names and specific locations are not posted, but details such as description of the assailant, suspect vehicle, and last known location are all posted. These advisories will be distributed and posted in all residence halls, St. Joseph's Hall, Dining Room, the Campus Center, and other areas used by students, and through campus e-mail.

Sex Offender Information

**Information regarding sex offenders in Vermont can be obtained by visiting the State of Vermont's website at:
<https://secure.vermont.gov/DPS/sor/agreement.php>.**

Sexual Misconduct Policy

Sexual activity or sexual touching without the consent of the other person is sexual misconduct and a violation of College of St. Joseph policy. Sexual exploitation also is sexual misconduct and a violation of College of St. Joseph policy.

Official Reporting of Sexual Misconduct

Any member of the College of St. Joseph community who believes this policy has been violated (e.g., a student or employee who feels s/he, or someone s/he knows, has been the victim of non-consensual sexual activity or attempts, Non-consensual sexual touching or attempts, or sexual exploitation) may, and should, report to the Vice President of Student Affairs/Dean of Students, or if unavailable to the Public Safety Office. All College of St. Joseph employees, including student employees, are obligated to report any alleged violation of which they are aware or have been made aware. Names are kept private until the victim makes a formal, written complaint, and then only shared with those with a need to know.

College personnel will assist the victim (or any person who wishes to report an offense) in reporting offenses to the proper authorities. If the situation is reported to any official at the College (Dean, Resident Director, Public Safety Officer, Professor, Resident Assistant, etc.), the general information will become part of the College's crime statistics (names not included) in accordance with the Clery Act. The names of the alleged victim and alleged perpetrator will be kept confidential unless and until the victim makes a formal written complaint, unless the safety of the College community is deemed to be in jeopardy.

Even after reporting it to a College official, a student may still decide what, if any, further action s/he would like to take.

They can seek local victim's resources, involve local or state police, and/or submit a formal written complaint which will result in disciplinary procedures being followed.

Disciplinary Procedures for Sexual Misconduct

If, following an investigation of a complaint, the Vice President of Student Affairs/Dean of Students or designee determines that a violation may have occurred and that a disciplinary procedure is in order, the case will be referred to an All-College Hearing Committee or Dean's Hearing for adjudication. In all cases, adjudicators will apply the "preponderance of evidence" standard to determine whether a policy violation has occurred. The "preponderance of evidence" standard means that, upon careful review of all evidence presented, it is more likely than not that a violation occurred.

Failing to pursue official action does not preclude requesting action at a future date, although the adjudication process becomes more difficult over time because of the possible loss of evidence, the unavailability of witnesses, and fading memories.

Rights of Accused and Accusers

- 1. You will be treated with respect by all College officials**
- 2. You may request, through the Vice President of Student Affairs/Dean of Students, reasonably available changes in your living or academic situation after an alleged sexual offense.**
- 3. If College disciplinary proceedings are initiated, students may have others present for support during the proceedings.**
- 4. You have the right to review all official written documentation (i.e., incident reports and witness statements) associated with the College's investigation.**
- 5. You have the right to appeal the outcome of College disciplinary proceedings.**
- 6. To the extent permitted by law, both parties will be informed of the outcome of any college disciplinary proceedings brought alleging a sexual assault.**

Sanctions

Anyone found through the college judicial processes to be in violation of the College's sexual misconduct policy may face discipline up to and including dismissal from the College. A violation of College policy for sexual misconduct may be found without regard to whether a criminal conviction has been sought or obtained against the accused student, although a student accused of sexual assault, sexual touching or sexual exploitation also may be prosecuted in the Vermont criminal courts.

Recommendations for Victims

The following resources are available to you and are here to help.

- **An Resident Director/Resident Assistant;**
- **Counseling (x3256);**
- **Public Safety (x3278);**
- **Your Academic Advisor;**
- **Vice President of Student Affairs/Dean of Students (x 3223);**
- **Rutland County 24 Hour Rape Crisis Line (1-800-489-7273 or 1-800-228-7395 or 802-775-3232);**
- **Parents or a trusted friend**

Public Safety Staff

Bob Godlewski, Director of Public Safety

Colin McLeod, PT Officer

Ebony Jones, PT Officer

The Public Safety Department includes GA assistants and student officers.