

ANNUAL CAMPUS SECURITY REPORT
Jeanne Clery Disclosure of
Campus Security Policy and Campus Crime Statistics

BRIARWOOD COLLEGE

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INTRODUCTION

The Briarwood Security Department is pleased to submit the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report for 2009 to help inform and increase your awareness of the current programs that exist to assist you in protecting your safety and well being. The protection of our community has always been of the utmost importance and a top priority of the security. We sincerely hope that you will find useful information in this brochure that will help you to enhance the safety and security of our academic environment. As you will see in this report, Briarwood has had very little serious crime, but such incidents do occur and all crime is serious to the victim. Students, faculty and staff are responsible for adopting measures to protect themselves and their possessions and this report is provided to enhance your safety and security.

The report for 2009 includes mandated crime statistics for the 2006, 2007 and 2008 calendar years. These statistics represent certain reported crimes that occurred on campus, on non-campus property and on public property. Incidents occurring within residence halls are also listed and are a subcategory to the on-campus reportable crimes.

The report also contains various policy statements with regard to crime reporting; access to campus facilities and residence halls; security considerations used in maintenance; relationship with federal, state and local police agencies. These policy statements and others concerning crime reporting and sex offense procedures are mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the Campus Security Act of 1990.

Copies of this report are available to all students, faculty and staff on-line at: www.briarwood.edu and in hard copy upon request, at the Briarwood Security Department Campus Safety Office. Copies also may be obtained from the Central Office located in LeConche Hall. In addition the report is offered upon request to any potential student, faculty or staff person and to the general public.

Report Preparation and Security Authorities

The process to prepare this report involves several steps beginning with a review of the most recent calendar year's crime statistics. For this report the reported crimes in 2008, investigated by the Security Department, were reviewed and categorized. Annually the department responds to approximately fifty reported incidents that fall under the criminal statutes of the State of Connecticut. Those incidents are categorized and the crimes reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are selected for this report.

In addition, the Security Department requests crime statistics under the Clery classifications from the Southington Police Department. Those crimes are incidents that occurred on properties surrounding the campuses. These crimes are recorded in the crime statistics under the public property classifications.

Also requested are non-reported crimes from various staff and faculty members who are considered security authorities under the act. They include academic department heads, senior administrators, faculty members and staff that may have received anonymous reports from students who do not wish to pursue criminal complaints, and from various members of the Student Affairs staff who adjudicate policy violations. This may also include Clery Act violations. Although these reportable incidents are not investigated by the police, they are included in the statistical report to provide as complete a picture as possible of the safety and security environment on campus.

After these reportable incidents are tallied, they are analyzed and reported in the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report.

Additionally, **Campus Safety & Security (CSS)** provide those “called for” and specialized services essential for the good of the campus community. All departmental activities and efforts are directed toward fulfillment of these obligations in the most efficient and effective manner possible within the legal, ethical and moral framework of contemporary society.

Vision and Values Statement

The CSS is committed to providing professional protection services to our university community. These services are characterized by fairness, compassion, respect, inclusiveness, and a commitment to protect the dignity of every person with whom we come in contact.

The department will be recognized for its community service orientation and will strive to prevent crime through community involvement and aggressive problem solving. Our college’s goal is to foster educational excellence.

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

We will make every effort to uphold the constitution of the United States, the laws of the State of Connecticut and the rules and regulations of Briarwood College.

OUR VALUES

EXCELLENCE: We will strive for excellence in all of our protective services to our campus community. We will perform our duties with **DISTINCTION** in adherence to the best practices of community policing.

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

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

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

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

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

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

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

The primary function of the patrol unit is to provide a visible deterrent to crime by patrolling the grounds and properties of Briarwood in vehicles and on foot. Patrol is also responsible for the law enforcement functions of **crime prevention**; arrest and prosecution of criminals; crime suppression; order maintenance and crowd control; special events management; traffic regulation, both vehicular and pedestrian; and parking control. Officers are assigned to each shift and perform the primary law enforcement functions. Building and grounds are patrolled by Security each shift.

The CSS maintains a close working relationship with all appropriate law enforcement agencies in the criminal justice system to include Southington police departments, the Connecticut State Police, the criminal courts system and federal law enforcement agencies within the state. Meetings are held on both a formal and an informal basis and crime related reports.

The CSS patrol the campus 24 hours a day, seven days a week, and are always ready to provide emergency and non-emergency assistance and service.

The security can be reached for any emergency by calling extension 116 or (860) 919-9970 from any phone on campus anytime, day or night. An officer will be immediately dispatched to provide whatever assistance is required. **911 calls from the campus phones go directly to the City of Southington Telecommunication Center and are displayed at our dispatch center.** Their number is **(860) 621-0103**. The shift Supervisor/[investigator](#) specialist are located at this very accessible office on the campus and are available from 3p.m. until 7a.m. most days of the week. They can be contacted at (860) 628-4751, ext. 116.

Reporting a Crime

If you become the victim and/or are witness to a crime, you should immediately report it to the CSS. The sooner crime is reported, the better the chances of the police being able to solve the crime, apprehend the suspect, and recover any property that may have been taken.

Crimes can be reported by calling the CSS at (860) 628-4751 ext. 116 (911 for emergencies). Or you may use one of the many emergency phones on campus. An officer will be dispatched to your location to begin an investigation of the crime. The officer will want to know some basic information about you regarding the complainant and the incident you are reporting. You may be asked to give a signed statement attesting to the facts of the incident.

Police generally take the information you give them and develop other information through investigation, as they attempt to solve the crime. You are a vital link to the solution of crime through your observation and eyewitness account. You can also assist in the recovery of stolen property by insuring that you mark your property with some type of an identifier and maintain records of serial and model numbers.

Confidential Reporting Procedures

If you are victimized by crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of the CSS can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep a matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving our community, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution. Pastoral and professional counselors may also inform their clients to make voluntary, confidential crime reports.

Timely Notice

The CSS will publish a crime alert within 24 hours of an incident to aid in the prevention of similar crimes. The notices will be for crimes listed in the Clery Act, that are reported to the CSS or other campus security authority and/or the Southington Police Department, or when they represent a threat to others on campus. Crime alerts will be printed on orange colored paper and posted on the primary bulletin board of each campus building.

Daily Log

The Campus Security maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time and general location of the crime and the disposition of the complaint if known. Entries or updates within two business days may be withheld if the information is protected by statute, if there is a danger to the victim or a need to keep the investigation confidential.

If there is reason to believe that the release of the information will result in the perpetrator leaving the area or that evidence will be destroyed, the information may also be withheld until the jeopardy no longer exists. The daily log is open to public inspection at the Campus Security for the most recent 60-day period, during normal business hours. Data older than 60 days will be made available within two business days of a request for public inspection. Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. All records required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act will be retained for a period of three years following the publication of the last annual campus security report to which they apply.

Uniform Crime Reports (UCR) and the Clery Act Statistics

Briarwood security police participate in the Connecticut Uniform Crime Report Program (UCR). Every month, we, along with other law enforcement agencies throughout the state, submit UCR data indicating the number of offenses brought to our attention. The offenses that are reported are called Part I (Crimes against the person) and Part II (Crimes against property) crimes. Some of these crimes are murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson.

These crimes are also mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to be reported and distributed annually on October 1 through the CSS's Annual Report to all current students, faculty and staff. The statistics gathered for this report include all reported crimes in these categories to the security department **that occurred on campus and in residence halls**, incidents that occurred on public property surrounding the campus and that were reported to the CSS, **incidents that occurred on non-campus property** and incidents not reported to the police that may have been reported confidentially to a campus security authority. The report also contains statistics for arrests and referrals to the campus judicial process for liquor law violations, drug abuse violations and weapon law violations.

Hate Crimes

Federal law also requires that all hate crime in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability. Although Briarwood has not experienced the types of bias crimes mandated to be reported, we have reported hate crimes classified **by state statutes** to the State Police and they are **listed as follows**:

2006: NO "Disorderly Conduct" characterized by Sexual Orientation Bias.

2007: NO "Intimidation" characterized by Sexual Orientation Bias.

2008: NO Hate Crimes reported.

2006 and 2007: NO Hate Crimes reported.

2008: NO "Ridicule on Account of Race" characterized by Racial Bias.

The following chart shows the mandatory statistics for the calendar years of 2006, 2007 and 2008. The chart reflects the specific crime categories specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. (Specific crime definitions follow the chart and are in accordance with the UCR definitions).

CRIME STATISTICS 2006, 2007, 2008

CRIMINAL OFFENSES

Briarwood College reports crime statistics to the Connecticut Department of Public Safety, the Federal Bureau of Investigation, and the Department of Education. The Uniform Campus Crime Report list on-campus crime statistics for the most recent three year period in accordance with the State and Federal laws.

The “crime rate” is the number of reported incidents in each category. This report covers the most recent period from January 1, 2008, through December 31, 2008. The number of full and part-time employees and students for 2008 was 724. (Students = 546, Faculty and Staff = 178)

A daily incident log is maintained at the Campus Security Office in the Campus Safety & Security Department for all reported incidents and is available at any time for public view. Crimes that occur off-campus are under the jurisdiction of the Southington Police Department, (860) 621-0103.

Residence Halls house all students.

REPORTS

	On-campus			Residence Halls			Public Property		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offences (including only incest and statutory rape)	0	0	0	0	0	0	0	0	0
Robbery	0	2	2	0	2	0	0	0	0
Aggravated Assault	1	1	2	1	1	2	0	0	0
Burglary	12	22	10	12	22	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Total	13	25	12	13	25	14	0	0	0

ARREST

	On-campus			Residence Halls			Public Property		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Liquor Violations	1	0	1	0	0	0	0	0	0
Drug Violations	0	2	1	0	0	0	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

DISCIPLINARY REFERRALS

	On-campus			Residence Halls			Public Property		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Disciplinary Actions/Judicial Referrals									
Liquor Violations	1	0	0	0	0	4	0	0	0
Drug Violations	0	0	0	0	0	5	0	0	0
Weapon Violations	0	0	0	0	0	0	0	0	0

CRIME DEFINITIONS AND CODES FROM THE UNIFORM CRIME REPORTING HANDBOOK

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

ARSON: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind. UCR code 200.

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

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

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

LIQUOR LAW VIOLATIONS: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.) UCR code 90G.

MURDER (NON-NEGLIGENT HOMICIDE): The willful (non-negligent) killing of one human being by another. UCR code 09A.

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

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

ROBBERY: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or putting the victim in fear. UCR code 120.

WEAPON LAW VIOLATIONS: The violation of laws or ordinance dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapon to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned. UCR code 520.

SEX OFFENSE DEFINITIONS AND CODES FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM EDITION OF THE UNIFORM CRIME REPORTING PROGRAM

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

(a) FORCIBLE RAPE (UCR code 11A) The carnal knowledge of a person, forcibly and/or against the person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent or physical incapacity (or because of his/her youth).

(b) FORCIBLE SODOMY (UCR code 11B) Oral or anal intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

(c) SEXUAL ASSAULT WITH AN OBJECT (UCR code 11C) The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and /or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

(d) FORCIBLE FONDLING (UCR code 11D) 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 or because of his/her temporary or permanent mental incapacity.

SEX OFFENSES – NON-FORCIBLE: Unlawful, non-forcible sexual intercourse.

- a) **INCEST** (UCR code 36A) Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b) **STATUTORY RAPE** (UCR code 36B) Non-forcible sexual intercourse with a person who is under the statutory

Response to Sexual Assault

Rape and all forms of sexual assault are not only crimes under Connecticut General Statutes but also a violation of the institution's rules and regulations. Briarwood provides educational programs on campus to promote awareness of rape, acquaintance rape and other sex offenses. These programs take place regularly in the Student Center, in residence halls and elsewhere on campus. Participation in these programs and other departments, such as Residential Life, Health Services, the Nursing Office and others, also are responsible in seeing that these programs are made available and implemented.

If you become a victim of or witness to a sex offense report it immediately to the Southington police by calling 911 or (860) 621-0103, 24-hours a day, 7-days a week or contact any on-duty officer on campus. Your identity as a victim will be kept confidential by law. It is extremely important that sex offenses be reported immediately so that the crime scene and any evidence of the crime can be preserved and secured as soon as possible. It is also critical that you seek prompt medical attention so that you can be screened for sexually transmitted disease and pregnancy and so that a rape kit can be administered immediately.

Assistance is available to you on campus through the CSS, the Office of Residence Life, and Health Services. Off-campus services also are available through The Sexual Assault Hotline which is staffed 24-hours a day, 7-days a week. The Hotline number 1-800-656-hope. Southington Hospital Emergency Room also is a resource and their number is (860)276-5000.

If you live on campus, the Office of Housing and Residence Life will, at your request, change your living situation to whatever extent is possible and reasonable and they can assist you with the dean of Students Affairs to have your academic situations changed if you so choose to do so.

Campus Judicial Action

In cases of an alleged sex offense, when the accused is a student, both you and the accused are entitled to the same opportunity to have others present during a disciplinary hearing. Additionally both you and the accused must be informed of the outcome of any college disciplinary proceeding.

Following a final determination of responsibility in the college's disciplinary proceeding regarding rape, acquaintance rape or other sex offense, the university judicial officer may impose any sanction or combination of sanctions, including expulsion, as authorized in the Student Rights and Responsibilities document for the academic year in question.

Victims' Assistance

All victims have rights that include:

- Assistance in obtaining immediate medical care, if required.
- The right to request to be notified of court proceedings, including arrest, arraignment and release of the offender.
- The right to be protected from harassment from an employer for appearing as a witness if you have received a subpoena.
- The right to have property returned if it was seized by police in the investigation or prosecution of the crime committed against you.
- The right to make an application for compensation for any bodily injuries you have suffered as a result of the crime.
- The right to request to be informed of services and agencies that can help you, including the assistance of a victim advocate.

To receive more information about these and other rights of crime victims and the services that are available to help you, call:

The Commission on Victim Services

(800) 822-VICT (8428)

(Monday – Friday, 8:30 a.m. – 4:30 p.m.)

Registration of Sex Offenders: In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the Briarwood College community may contact the Connecticut State Police at their website <http://www.state.ct.us/dps/sexoffenderregistry.htm> for information concerning registered sex offenders.

Crime Prevention Programs, Security Awareness Programs and Other Services

Crime and criminality are problems of concern to the entire community, not problems of the police alone. The campus security are charged to prevent and suppress crime and to solve crime once it occurs and do these things to the utmost of their ability; however, they are realistically aware that they can neither prevent all crime from occurring, nor solve every crime that does occur. To attain the greatest possible degree of success in these endeavors, we require and strive to obtain the active cooperation, assistance, and moral support of the people we serve.

Crime takes place in our society at large, and unfortunately, the problem does not magically disappear at the edge of the campus. Thefts, assaults, and other violations of the law do sometimes occur at Briarwood as at other colleges. It is not likely that you will be a victim of crime, but it is possible. Recognition of this fact is a good first step in avoiding becoming a victim of crime. We can all further reduce the risk of victimization by thinking about our personal safety and taking practical, precautionary measures.

The CSS crime prevention unit has a wide variety of pamphlets and flyers on such topics as self-protection, rape prevention, theft prevention, etc. In addition, there are specialized topics of interest, which include drug abuse and alcoholism, to name a few.

Safety Committee

In an effort to keep the entire Briarwood Community as safe as possible, the Office of Safety and Security oversees a Safety Committee with Director David Alling serving as chair. The committee members include the Dean of Student Life, The Superintendent of Buildings and Grounds, Associate Dean of Academic Affairs, Associate Dean of Student Services, Director, Campus Safety & Security, School Nurse, Program Director/Funeral Service Management & Mortuary Science, Staff Accountant, and student representation. The committee meets approximately once a month and focuses on reports of safety problems on campus and follow-up. Minutes of meetings are forwarded to the President, Vice President-Operations, Vice President of Academic and Student Affairs, as well as Safety Committee members.

Safety Escort Services

This service is available to all students, faculty, staff, and guests of the college. A safety escort is as close as the nearest telephone. To obtain a safety escort, simply dial the CSS at (860) 628-4751, ext. 116 or activate any emergency or courtesy phone on campus.

When the security answers, let them know that you wish to obtain an escort. The security will request your name, present location, and the location to which you wish to be escorted. The security will then dispatch an officer to meet you. Safety Escorts are provided by uniformed security and building and grounds officers of the department.

The CSS provides safety escorts 24 hours a day, 7 days a week on campus. Safety escorts may be provided by a foot patrol officer.

This program is designed to inform the community of crime prevention techniques which may be used to deter burglars and thieves, and to assist police personnel in recovering, identifying, and returning stolen property whenever a property crime occurs.

OPERATION ID is conducted in the following manner:

Participants are encouraged to engrave or permanently mark their driver's license or student ID number or other identifier on valuable possessions and to record the serial numbers to provide a ready reference if a crime occurs.

Students and other participants will be provided with a door decal to inform would-be thieves that property in the room has been marked.

In conjunction with student organizations and housing staff, the CSS will provide guidelines and assistance in establishing identification, marking, and preventive education programs at the small group level.

Motorist Assistance Program (MAP)

The Motorist Assistance Program (MAP) is our chance to help stranded motorists on Briarwood's campus. Services available under this program include retrieving keys from locked cars and jump-starting dead batteries. Our aim in the MAP program is to provide assistance to members of the campus community who are stranded, particularly at night or in adverse weather. We are not trained mechanics, but will do our best to either get you on your way or to find someone else who can help you. To summon the services of MAP, simply call the CSS at (860) 628-475, ext. 116. The services provided by CSS under the MAP program are free of charge.

Theft Prevention and Safety Tips

1. Never leave personal belongings unattended, since unguarded articles invite the thief. This includes articles left in automobiles, whether the car is locked or not. Always remove articles from view; the trunk is the best place to leave them if they must stay in the car.

2. Wallets, pocketbooks, etc. are prime targets for the “hit and run” thief; they should stay with you at all times. Often people leave such items unguarded while leaving their rooms and offices for a moment or two (to visit a friend, go to a washroom, answer a phone, etc.), and upon their return, find the items and/or contents missing.
3. Lock your door when you are leaving your room, office, or lab. Most of the thefts from such areas occur when the areas are unlocked. Doors and windows have locks – use them. If they are not in proper working order, report this without delay.
4. Take advantage of OPERATION IDENTIFICATION, an effort on the part of many police agencies to convince people to mark their valuables in some distinctive, obvious fashion. To this end, we have available at our headquarters electric engraving tools which are easy to use and with which one can mark metal, plastic, glass, and wooden objects with initials, designs, or numbers (such as your driver’s license number). After marking your valuables, make a list of what was marked and record the initials, numbers, etc. Criminals do not like to handle easily identifiable items, as it increases greatly their chance of being detected, and makes “fencing” such items considerably more difficult.
5. The theft of automobiles is a major problem throughout the nation. You can take some simple steps to protect yourself from auto thieves.
 - a. Always lock your car when you park it.
 - b. Install and use a hidden electrical switch, which cuts off your electrical circuitry, making it impossible to start the engine.
 - c. Remove the coil wire and store it in a safe place when parking your car for an extended period of time. This has the same effect as the hidden switch, and adds an extra layer of protection. The engine cannot be started until the coil wire is replaced.
 - d. Always park in well-lighted areas.
 - e. Consider installation of an automatic alarm system. There are many varieties of anti-theft devices available on the market today. While some of them are excellent, others are worthless. Though many seem to set themselves up as the ultimate in security, you should bear in mind that no system is foolproof. If you are at all in doubt, feel free to call the CSS during the normal business hours, or simply stop by.

We’ll be glad to discuss the pros and cons of any system, device, or method of making your automobile more secure.

6. Bicycle theft has become a booming business for thieves, especially since the advent of the 10-speed models. Bicycles can be easily marked with OPERATION IDENTIFICATION engraving tools. After you’ve engraved your bike, make a record of the design or number you used, and keep this record, bill of sale, and a complete written description of the bike (including the manufacturer’s serial number) in a safe place. Beyond this, we urge you to safeguard your bicycle by using one of several heavy duty locking mechanisms that are currently on the market.

7. At times people return to their rooms, offices, etc., and find a stranger inside. The stranger usually has a “cover” story, such as looking for employment or trying to find some person. Regardless of the story provided, take close notice of the intruder’s appearance, age, height, weight, and clothing, and notify the BSD as soon as safety allows.

DO NOT FORCEFULLY CONFRONT INTRUDERS OR PURSUE THEM WHEN THEY FLEE. Such action involves a high degree of risk and has, in the past, resulted in assaults upon members of the community. It is far more advisable to be able to provide a good description of an intruder and the direction of flight, and then notify the BSD, who will respond immediately.

One method that has proved quite successful in the past is to simply say to a person whom you suspect as being an intruder, “May I help you?” If the person is an intruder, the chances are quite high that a “cover” story will be told, after which the person will leave the area.

While you're listening to the story, you can get a good look at the person and be able to provide an accurate description for the CSS. Help protect yourself, your classmates, and report all suspicious activity to the CSS. You might make the difference as to whether or not a fellow resident or classmate is robbed or assaulted.

8. Along the same lines, whenever you notice juveniles or other strangers wandering about or entering residence halls, offices, labs, etc., notify the CSS immediately. Officers will quickly respond. Remember – if you live in a residence hall, it serves as your home while you're here. No one can keep it secure better than you!

9. The rate of reported assaults in the Southington area climbs steadily. In order to reduce the risk of victimization, follow these simple rules:

- a. Know where you are going; people wandering about often stand out.
- b. Try to get a friend to walk with you, especially at night. There really is safety in numbers. Take advantage of the safety escort service on campus.
- c. Always carry some pocket change so you can use a public phone to call for emergency help if you need it.
- d. Be aware while you walk, so you can detect potential danger before it might strike.
- e. Never display money openly. The quickest way to lose your finds is to flash a bulging wallet or wad of bills.
- f. Whenever you travel, whether it is on campus or in the city, it is a good idea to be alert to potential attackers. Many people have asked us what device they should carry for protection if they run into trouble. We recommend you steer clear of chemical sprays. Possibilities exist that your attacker could overpower you and use your chemical spray to cause you severe physical injury. Our recommendation is a noisemaking device, such as a shrill alarm, which will scare your attacker and alert any passerby.

10. Try to avoid carrying large sums of cash on your person. Checking accounts, credit cards, and traveler's checks are much safer when you must deal in large sums. Obviously everyone carries some cash, but anticipate what you'll need and refrain from carrying more. Also, refrain from keeping large amounts of cash in your room. On the occasions when this may happen, keep this confidential. Flashing your cash invites theft. For the protection of the community, door-to-door soliciting is prohibited. All too often in the past, soliciting has led directly to vandalism, larceny, and other similar problems. When you become aware of such activity, please report it immediately to the CSS.

11. Book theft is a serious problem. Protect your books by marking all books with your name and student identification number in a specific place. Keep books with you; do not leave them in public places, on coat racks, or lockers. Report book thefts immediately. Often, recovery may be made at the resale counter.

The CSS has also participated in information sharing presentations with the President of the College and Vice President of Academic and Student Affairs in the aftermath of the Virginia Tech tragedy to review our preparedness and discuss these issues and the ramifications to our campus community. Efforts to alert our community and recommended response activities were also reviewed. These sessions were attended by students, faculty and staff members.

Community Oriented Policing Initiatives

In an effort to continue to implement best practices in campus law enforcement and to expand the scope of our community oriented policing philosophy the CSS plans to implement a number of new initiatives this semester. These programs have been designed to facilitate our outreach services by building bridges to our community. It is also an effort to include all officers in the department both police and building and grounds officers in these activities. The following programs will be implemented this year:

Adopt an Officer: Officers will be voluntarily assigned to specific residence halls on campus and will be asked to make daily "Meet and Greet" visits to establish rapport and develop non-enforcement type relationships with the residents. In collaboration with the Resident Director, they will conduct a weekly session to answer questions and to provide information to the residents.

Once a semester, they will be asked to conduct an issues-related, crime prevention program for the residents of their hall. The objectives of this program will be to:

- Reduce crime in the residence halls through education
- Create opportunities to facilitate the resident's understanding of good citizenship in our community
- Serve as a conduit to ensure quality crime prevention programming in the residence halls
- Facilitate the resource and referral services of the department on a personal level with their residents and to
- Create relationships and bonds with the community to enhance the reporting of risks, concerns and criminal activity

An on-going goal of this program will be to expand it from the residence halls to other departments on campus to achieve the same objectives.

We hope to strengthen our ties to our community through these efforts and will actively encourage the community to be and to stay involved in accomplishing our mission and vision.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The CSS regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the college community are helpful when they report malfunctioning equipment or unsafe conditions to the CSS or to Facilities Management Department.

Access to Campus Facilities

The academic and administrative buildings on campus are open to the public during normal business hours. Most facilities have individual hours and the hours may vary at different times during the year. Access to some of these buildings is controlled by security after normal business hours. Access can be granted by making a request to the security department.

Residence Hall Access

Room Keys

If you live on campus, the door to your room is locked by a key mechanism. You will be given the key to your room when you check in. Please make sure that you do not give this key to anyone else. Your personal safety and the security of your property rely on the fact that no one else possesses your key. If you believe someone has gained access to your room, let your resident assistant know as soon as possible so that a change may be effected. **There will be a lock change charge associated with this change, which will be billed to you at cost of 85.00!**

Guest Policy

Guests are permitted during the hours the RA's are on duty in each residence hall from (6 p.m. to 11 p.m). Guests must present a picture ID driver license at the Security office in order to be admitted into the residence hall. The security officers will then attempt to contact the resident being visited by phone or intercom. The resident must come to the security office to sign his/her guest(s) into the building, and must escort them while they are in the building. For more detailed guest policies, please ask your RA, hall staff, and Security.

Personal Safety Tips

Issues of personal safety are important to each of us. In order to make sure that each of us is safe and our belongings secure, it is imperative that you follow these policies at all times:

- Never give out your key to the entrance of the apartment. Even if you know a person lives in the building, you should not give out your key. Only building staff and campus security are authorized to issue keys.
- All exit doors should remain secure at all times. Do not prop doors at any time! (During check-in and checkout, you may request permission to prop a door. Make sure you close it again as soon as you have finished.)
- Remember to keep your room locked at all times when you are not there and when you are sleeping.

- If you suspect that you lost your key, let security know immediately so that a new key can be made at a cost of \$10.00 (cash) to you.
- When you travel across campus at night, use the Safety Escort Service (at ext 116) or go in groups. If you are coming back to campus late, you may call ahead and have the escort meet you at your car to walk you back to your room.
- Keep your car locked at all times and park in well lighted areas.
- Emergency phones are located all over campus, easy to find. There are also red emergency phones. All you need to do is get to the phone and pick-up.
- Let a staff member know immediately if you see a stranger in the halls.
- Carry your ID at all times. You will be asked to provide it to enter any hall, even the one you live in. The security or the staff may ask you for it, and your guests will always have to show a picture ID valid driver's license to visit in the building.

Alcohol and Drug Policy

The college does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, sale, use, manufacture or distribution of illegal drugs. In addition to arrest and prosecution, administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the university may be taken in order to protect the interests of the university and the rights and safety of others.

Other Alcohol Policies

1. Possession or consumption of alcoholic beverages by persons under the legal drinking age (21) is prohibited.
2. The possession or consumption of alcoholic beverages by persons of legal drinking age (21) is permitted in individual rooms only.
3. Possession or consumption of alcoholic beverages in public areas within and around the residence halls is prohibited. (This means the hallways, practice rooms, computer rooms, lounges, bathrooms, and properties adjacent to the residence halls.)
4. Possession or use of kegs, beer balls, and other containers of alcohol larger than a quart (and not intended or designed for individual consumption) is prohibited.
5. Alcoholic beverages may be transported into the residence halls by persons of legal age (21) under the following conditions:
 - The beverage container will be inside a closed bag or box. One six pack of beer per legal age (21) student per 24 hours will be the allowable limit.No hard alcoholic beverage.
 - Students that are the legal age of 21 must sign in with security their alcoholic beverages.
 - The six pack beer beverages will be transported directly to the legal aged (21) resident's room once it is inside the building.
6. The use of residence hall social events for anywhere alcoholic beverages are available is prohibited.

CT LAW STATUTES FOR ALCOHOL & DRUGS

Possession of Marijuana				
	Possible Fine	Possible Imprisonment	Other	
1 st offense and not more than 4 ounces	Up to \$1000	Not more than 1 year	Or both	Per CT Gen Statute 21a-279
Subsequent offenses of not more than four ounces	Up to \$3000	Not more than 5 years	Or both	Per CT Gen Statute 21a-279
1 st offense and more than four ounces	Up to \$2000	Not more than 5 years	Or both	Per CT Gen Statute 21a-279
Subsequent offenses of more than 4 ounces	Up to \$5000	Not more than 10 years	Or both	Per CT Gen Statute 21a-279
Possession of Alcohol By a Minor				
	Possible Fine	Possible Imprisonment	Other	
In a public or private setting	Not less than \$200 and not more than \$500	None	None	Per CT Gen Statute 30-89
In a vehicle	Not less than \$200 and not more than \$500	None	Loss of Driver License for not more than 60 days	Per CT Gen Statute 14-111a
Possession of Drug Paraphernalia				
	Possible Fine	Possible Imprisonment	Other	
General possession of drug paraphernalia	Up to \$500	Up to 3 months	Or both	Per CT Gen Statute 21a-267
Possession with intent to distribute	Up to \$2000	Up to 1 year	Or both	Per CT Gen Statute 21a-267
Possession within 5000 feet of a school*	In addition to offenses stated above as they apply	1 year mandatory in addition to offenses stated above as they apply		Per CT Gen Statute 21a-267

* Includes Primary and Secondary Schools and require the individual to not be enrolled in the institution.

Firearms/Fireworks Policy

All members of the Briarwood College community have a responsibility to use due care for their safety and to comply with all federal, state, and local laws and college regulations. In the interest of public safety, no employee, student, visitor, or guest (except authorized members of a duly organized law enforcement agency) shall bring any weapon or dangerous instrument as defined below anywhere on the property owned or under the control of Briarwood College. Anyone (faculty, staff, students, or guests) with a concern about personal safety is encouraged to contact the CSS.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. Any weapon or dangerous instrument on campus will be confiscated.

Important Phone Numbers

Police/Fire/EMS	Emergency	911
Briarwood Security	Non-Emergency	(860) 628-475, ext. 116
Student Services		Ext. 219
Hospital of Central CT/Bradley Campus	Emergency Room	(860)276-5000
Sexual Assault Hotline	24 hour number	(1-800-656-hope)
Campus Advocate, Danbury Women's Center		(203) 837-3939
The Commission on Victim Services		(800) 822-8428