

2017

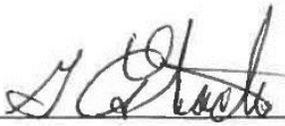
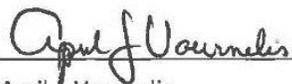
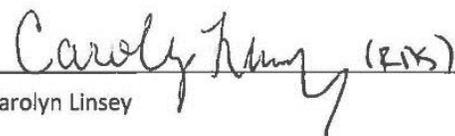


# Security Protocol Plan

UNIVERSITY OF BRIDGEPORT

UPDATED JULY 27, 2017

On July 27, 2017, the 2017 Security Protocol Plan was reviewed and approved by:

 _____	Vice President of Facilities _____
George Estrada	Title
 _____	Dean of Students _____
Edina Oestreicher	Title
 _____	Executive Director of Security _____
April J. Vournelis	Title
 _____	Legal Counsel _____
Carolyn Linsey	Title

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# UNIVERSITY OF BRIDGEPORT SECURITY PROTOCOL PLAN

## INTRODUCTION

This Plan has been drafted in accordance with Conn. Gen. Stat. § 10a-156a (formerly P.A. 13-3 Sec. 92) and Conn. Gen. Stat. § 19a-55c, to provide a Security Protocol Plan identifying current University of Bridgeport security policies and procedures - specifically those designed to heighten awareness (by all faculty and staff) regarding potentially at-risk students and other individuals on campus through effective educational strategies.

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

This plan will address the following topics:

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

## CAMPUS SECURITY REPORTING OFFICE

The Department of Campus Security reports to the Administrative Office of Facilities Planning and Construction managed by the Vice President of Facilities, who reports directly to the President of the University.

## CAMPUS LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIP

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

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

- the authority to address orders of protection in conjunction with local law enforcement
- the right to confiscate stolen property, illegal weapons, and controlled substances
- the authorization to operate emergency notification systems, if needed

- to facilitate first responder calls and investigations
- the authority to request photo identification, question and deny access to unauthorized person/s on campus property.

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

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

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

## CLERY ACT

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

## REPORTING OF CRIMINAL OFFENSES

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

Crimes must be reported to University Campus Security. If there is a significant safety concern, physical injury or suspicious activities, dial x4911 from any campus telephone, call 203-576-4911, activate the PAL (*a safety device that when activated transmits a signal to security dispatch who will send an officer to respond to the area that the PAL is activated*) or report in person at Norseman Hall (221 University Avenue). Dispatchers are available 24 hours a day to assist you. In response to your request for assistance, Campus Security will take the required action, dispatching an officer to investigate and file an incident report.

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

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

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

Dean of Students	(203) 576-4392	Student Center
Office of Housing, Residential Life and Community Standards	(203) 576-4228	Seeley Hall, rear entrance

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

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

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### PROCEDURES

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

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

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### SANCTIONS

The following sanctions may be imposed upon groups or organizations:

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

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

## AT-RISK STUDENTS AND RECOGNIZING INDIVIDUALS IN DISTRESS

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

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

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## INDICATIONS OF DISTRESS

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

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## FACULTY AND STAFF ROLE

- The 3 R’s: Recognize, Respond, Refer
- Recognize that you may be in a direct position to identify students in distress
- Usually the 1st point of contact with students
- Students may perceive you as support
- Call x4454 or [counselingservices@bridgeport.edu](mailto:counselingservices@bridgeport.edu)
- Provide confidential consultation services and/or facilitate referral and scheduling.

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## CHOOSING YOUR RESPONSE

- Levels of responding
  - Choose not to intervene
  - Work with the student to address the problem
  - Advise or assist the student in seeking additional support;
  - Refer to supervisor/administrator or refer to BIT (Behavioral Intervention Team).
  - Complete a Student of Concern Form accessed through the UB Portal under Student Services to initiate a BIT consultation

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## REASONS TO MAKE A REFERRAL

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

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## INTERVENTION GUIDELINES

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

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## COUNSELING SERVICES

- Location: Carstensen Hall, 2<sup>nd</sup> Floor
- Hours of Operation: 9 am to 5 pm (M-F)
- Contact Information: 203-576-4454
  - [counselingservices@bridgeport.edu](mailto:counselingservices@bridgeport.edu)
  - <http://www.bridgeport.edu/life/student-services/counseling-services/>
- Call is always confidential within limits.
  - Risk to self or others
  - Child or vulnerable adult being exploited or abused
  - Once referred, client-counselor privilege goes into effect. Counselors

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

Disability services is available to provide consultation and assistance with students struggling with academic achievement.

- Location: Carstensen Hall, 1<sup>st</sup> Floor
- If students, faculty or staff have questions, please call 203-576-4454 or email [disabilityservices@bridgeport.edu](mailto:disabilityservices@bridgeport.edu)
- We are available to faculty to explain the process of referrals and accommodations.

## VOLUNTARY CONFIDENTIAL CRIME REPORTING

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

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

## REPORTING AN EMERGENCY

### HOW TO REPORT AN EMERGENCY

The campus community is encouraged to call 4-9-1-1 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus. Dialing 4-9-1-1 is also the best way to help expedite an emergency notification to alert the rest of the campus community of any threat to our community.

### RESPONSE PROCEDURES FOR AN EMERGENCY OR DANGEROUS SITUATION

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

### CONFIRMING A SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION

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

- Dean of Students
- Assistant Dean of Students
- Executive Director of Housing, Residential Life and Community Standards
- Director of Housing, Residential Life and Community Standards

- Campus Security personnel (backups to activate alert)

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

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

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## AUTHORIZED OFFICIALS

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

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

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

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

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

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

1. President
2. Provost
3. Vice President of Administration and Finance
4. General Counsel
5. Executive Director of Campus Security and Safety

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## NOTIFYING THE CAMPUS

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

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

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

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

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## NOTIFICATION METHODS

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

- Blackboard Connect
- Phone
- Text message
- Email
- Official University of Bridgeport and portal websites
- University of Bridgeport Digital Signage System
- Local media

Blackboard Connect is University of Bridgeport's campus-wide emergency notification system. It is used when there is a severe threat to the public safety and health of the entire campus. Phone numbers entered by students and employees into UB web advisor are utilized by the Blackboard Connect emergency notification system to disseminate emergency alerts by telephone and/or text. Students and employees must check information in web advisor respectively at least once each semester to ensure data is current and up-to-date.

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

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## PROCEDURES FOR EVACUATION IN EMERGENCY OR DANGEROUS SITUATIONS

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

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

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## DRILLS AND EXERCISES

The University will test emergency response and evacuation procedures annually.

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

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

Two tests of Blackboard Connect are conducted each calendar year.

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## PROMOTING EMERGENCY PROCEDURES

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

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

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

## EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICIES

The University of Bridgeport affirms its commitment to promote the goals of fairness and equity for every member of our community and in all programs and activities. Consistent with the University's commitment to Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the University prohibits discrimination in admissions, educational programs and services, and employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law.

## POLICY REGARDING ACTS OF VIOLENCE, BIAS OR HATE

Any threat or act of violence, intimidation, or harassment based upon an individual's (or group's) race, color, religious creed, gender, sexual orientation, gender identity or expression, or any other basis protected by law will not be tolerated. Similarly, any act or behavior motivated by an individual's bias against any characteristic of another person's identity protected by law – regardless of whether the behavior is intentional or unintentional – is strictly prohibited.

The University recognizes and respects the values of free speech and expression, which require that even distasteful opinions and statements be countenanced, whether popular or unpopular, politically correct or incorrect, foolish or wise, naive or sophisticated. At the same time, the University expects members of our community to be responsible and sensitive when exercising these rights. Free inquiry cannot long exist in a community that permits any of its members deliberately to harm, by deed or word, other members.

Any incident of bias, harassment or other misconduct in violation of University policy should be reported to Campus Security or the Office of the Dean of Students, 203-576-4392 or [deanofstudents@bridgeport.edu](mailto:deanofstudents@bridgeport.edu). The

Dean of Students or his/her designee will review the complaint, investigate or refer the complaint for investigation, and the University will take appropriate action in accordance with University policies.

## POLICY ON SEXUAL AND GENDER-BASED INTERPERSONAL VIOLENCE AND HARASSMENT

The University of Bridgeport is committed to providing an environment free from gender-based discrimination and harassment. Consistent with the University's commitment to equal opportunity and non-discrimination, the University strictly prohibits Sexual Assault, Sexual Exploitation, Dating, Relationship or Domestic Partner Violence, Stalking, Sexual or Gender-Based Harassment, or Retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy (collectively, "Prohibited Conduct").

The University adopts this Policy in furtherance of 1) preventing, eliminating or addressing the effects of Prohibited Conduct; 2) fostering a climate where all individuals are well-informed and supported in preventing or reporting Prohibited Conduct; and 3) providing clear standards and a fair and impartial process for all parties by which violations of this Policy will be addressed and disciplinary action imposed. The University will take prompt and effective action to eliminate Prohibited Conduct, prevent its reoccurrence, and remedy its effects.

Every member of the University community plays a role in fostering an environment free of the unlawful discrimination and is encouraged to take reasonable and prudent actions to prevent or respond to Prohibited Conduct. Any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their gender or other protected class characteristic is subject to sanctions under this Policy. When brought to the attention of the University of Bridgeport, any such discrimination will be appropriately addressed and remedied in accordance with the resolution procedures described herein. Non-members of the campus community, including vendors, guests or visitors, who engage in discriminatory actions within University of Bridgeport programs or on University of Bridgeport property are not subject to the resolution procedures under this Policy, but can be subject to actions that limit their access and/or involvement with University of Bridgeport programs as the result of such misconduct.

As further discussed in this Policy, faculty and administrators are required to report violations of this Policy which they observe or receive information about involving students. Supervisory employees are also required to report violations of this Policy involving employees. Upon receiving any report of Prohibited Conduct, the University will respond promptly, equitably and thoroughly, as further set forth herein. When a Respondent is found to have violated this Policy, appropriate sanctions will be used to ensure that such actions will not be repeated and to remedy any effects to the extent possible.

This Policy applies to Prohibited Conduct that takes place on the campus, at University-sponsored events and may also apply off-campus and/or to electronic or telephonic communications regardless of location when the Title IX Coordinator determines that the off-campus conduct affects a substantial University of Bridgeport interest, including i) any action that constitutes a criminal offense under federal or state law; ii) any action which presents a danger or threat to the health or safety of self or others; and iii) any situation that is detrimental to the educational interests of the University of Bridgeport or to the wellbeing of the campus community.

Any University of Bridgeport community member who has questions about this Policy should contact the University's Title IX Coordinator.

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### TITLE IX COORDINATOR AND DEPUTY TITLE IX COORDINATOR

Gwaina Wauldon serves as the Title IX Coordinator and Director of Student Accessibility Services and is responsible for monitoring the Universities compliance with Title IX and implementation of the University's policies on equal opportunity and nondiscrimination, Acts of Violence, Bias or Hate, and Sexual and Gender-based Interpersonal Violence and Harassment. Ms. Wauldon ensures appropriate education and training is provided to the community, and that prompt and effective action is taken to address and eliminate Prohibited Conduct. The Title IX Coordinator is available to meet (by appointment) with any student to discuss any complaint or concerns arising under these policies.

The University has also designated Deputy Title IX Coordinators who will assist the Title IX Coordinator in the discharge of these responsibilities.

The Title IX Coordinator and Deputy Title IX Coordinator contact information is as follows:

Gwaina Wauldon  
Title IX Coordinator and Director of Student Accessibility Services  
Carstensen Hall, Room 115  
(203) 576-4454  
Email: [titleix@bridgeport.edu](mailto:titleix@bridgeport.edu)

Ranyne Johnson  
Deputy Title IX Coordinator and Coordinator of Student Accessibility Services  
Carstensen Hall, Room 103  
(203) 576-4104  
Email: [titleix@bridgeport.edu](mailto:titleix@bridgeport.edu)

Melitha Przygoda, Ed.D  
Deputy Title IX Coordinator for Faculty and Staff  
Human Resources Director  
Wahlstrom Library, 7th Floor  
(203) 576-4588  
Email: [mprzygod@bridgeport.edu](mailto:mprzygod@bridgeport.edu)

Tracy Brockman-Diaz  
Deputy Title IX Coordinator for Faculty and Staff  
Senior Associate Director of Human Resources  
Wahlstrom Library, 7th Floor  
(203) 576-4304  
Email: [tbdiaz@bridgeport.edu](mailto:tbdiaz@bridgeport.edu)

Concerns about the University's application of Title IX, Title VII, VAWA or other non-discrimination statutes may also be addressed to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
8<sup>th</sup> Floor, Five Post Office Square  
Boston MA 02109-3921  
Customer Service Hotline #: (617) 289-0111  
Fax: (617) 289-0150  
TDD: (800) 877-8339  
Email: [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov).  
Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: (800) 669-4000  
Fax: (617) 565-3196  
TTY: (800) 669-6820  
Web: <https://www.eeoc.gov/>

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## PREVENTION AND AWARENESS PROGRAMS

### *Prevention of Sexual Assault and other Forms of Violence or Hate Crimes*

The University encourages students and our entire community to endeavor to prevent occurrences of sexual assault, intimate partner violence or other misconduct based upon gender, gender identity or expression, race, ethnicity or other discriminatory basis, and to join in creating a campus environment where such misconduct is not tolerated.

The University's Sexual Assault Response Prevention Team (SARPT) works to provide students with a collaborative and survivor-oriented response to sexual assault and other forms of gender based violence. SARPT members coordinate resources available to survivors and offer individualized support as needed. The University's Campus Resource Team (CRT) is a broader community coalition, including the Center for Family Justice and local police and prosecutors, which meets several times a year to review the University's sexual assault policies and to coordinate the resources available to victims both on and off campus.

Educational programs and workshops to promote awareness about sexual assault and related issues are coordinated by the Dean of Students, Residential Life and the Title IX Coordinator. This includes orientation programs, "Haven" sexual assault/bystander education training required for new students and campus-wide awareness events such as "Take Back the Night."

### *Consent and Related Guidance*

Affirmative consent is the standard used to determine whether sexual activity was consensual. Consent to sexual activity must be clear, active, informed, and voluntary, from beginning to end in every situation. Consent to one form of sexual activity does not constitute consent to all forms of sexual contact. Each participant in sexual activity must consent to each act.

Consent must be actively demonstrated through mutually understandable words or actions which clearly convey a willingness to engage in the activity. Consent may not be inferred from silence or passivity.

The person initiating the activity has the responsibility of obtaining advance consent for each sexual activity and should be able to explain the basis why consent existed. Consent may be withdrawn at any time, but must be outwardly expressed. Once expressed, sexual activity must cease. Lack of protest or resistance does not demonstrate consent to sexual activity.

Consent is not effective if obtained from the use of force, threats, intimidation, coercion, incapacitation, or any other factor which would eliminate a person's ability to exercise free will as to whether or not to have sexual contact. Coercion includes oppressive behavior which prevents another person from choosing whether to have sex or administering or pressuring another to consume a drug or intoxicant with the intent of impairing their ability to consent. An incapacitated person cannot give consent. A person may be incapacitated due to alcohol or drug use, because of an intellectual or other disability or the person is asleep, unconscious, or unaware that sexual activity is ongoing.

### *Alcohol and Other Drugs*

Alcohol and drugs impair a person's ability to engage in decision-making. Engaging in sexual activity while under the influence of alcohol and drugs can result in confusion or disagreement over whether consent was freely and clearly given. Therefore, it is especially important to be cognizant regarding the other person's level of intoxication before engaging in sexual activity and, in cases of doubt, it is prudent to refrain from such activity. A person's intoxication is never an excuse for violent or harassing conduct or for failing to obtain consent.

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## RESOURCES AND REPORTING OPTIONS

A student, employee, or third party may wish to make a report to the University and/or to pursue resolution under this Policy of Prohibited Conduct within the University's jurisdiction (as defined below) and may also choose to

make a report to law enforcement. While prompt reporting is encouraged, there is no prescribed time limitation for reporting Prohibited Conduct. However, the University's ability to investigate or to take corrective or remedial actions may be limited by delay in reporting.

### *Emergency Assistance*

Whenever health/safety is in danger, call 911 immediately and/or Campus Security at (203)576-4911. If you are on campus you can press your PAL (Personal Alarm Locator). All University students and employees should carry a PAL while on campus. If you do not have a PAL go to UB Security at Norsemen Hall, 221 University Avenue to obtain one.

### *Medical Assistance*

It is important to promptly seek medical attention and counseling to address the aftermath of an assault. Survivors are strongly urged to seek immediate medical assistance at Bridgeport Hospital, 267 Grant St, Bridgeport, CT 06610 (203) 384-3566. Trained hospital personnel will identify and treat injury, provide emergency contraception, administer medication to prevent possible transmission of sexually transmitted infection, and/or gather and preserve evidence. Call for an ambulance, or ask UB Security (203) 576-4911 to arrange transportation. You may also seek treatment at St. Vincent's Medical Center (2800 Main Street, Bridgeport, (203) 576-6000 or go to Student Health Services, Room 119, 60 Lafayette St. 8:30 AM - 4:30 PM, Monday – Friday, or seek assistance from your personal physician. It is preferable to visit a local hospital emergency room as soon as possible and within 72 hours of the assault.

### *Crisis Counseling Support and Assistance*

The University of Bridgeport has a partnership with **The Center for Family Justice** which provides 24-hour crisis counseling/consultation for survivors of sexual assault or other forms of domestic or intimate partner violence. The Center's telephone number is 203-993-8119 or (888) 999-5545 after hours. UB Counseling Services, located on the 2<sup>nd</sup> floor of Carstensen Hall, 174 University Avenue, (203) 576-4454, also offers free, confidential counseling for students Monday through Friday 9:00 am – 5:00 pm.

### *Reporting to Law Enforcement*

Survivors of sexual assault or other forms of violence on campus are encouraged to report the incident to Campus Security and/or the Bridgeport Police Department as soon as possible. Students may call Campus Security (203) 576-4911, the Bridgeport Police (911, for non-emergencies (203) 576-7671). Any student or other individual with knowledge of a sexual assault or other crime on campus is encouraged to report the matter to Campus Security (203) 576-4911.

### *Options for Complainants*

The University offers a variety of options and resources to survivors of sexual assault or gender based violence. Generally, when a report of sexual assault is received by Campus Security or a University administrator, it will be referred for investigation and response. Alternatively, the University provides additional options for reporting, as well as confidential resource options, which if elected, will not result in any reporting of the incident to the University. The following is a summary of both non-confidential and confidential resources:

### *Resources (Non-Confidential)*

The following individuals have special training to provide assistance:

- Campus Security (203) 576-4911
- Dean of Students (203) 576-4392
- Title IX Coordinator (203) 576-4454
- Deputy Title IX Coordinator (203) 576-4104

- Executive Director or Associate Director of Housing, Residential Life and Community Standards (203) 576-4228
- **For Employee Complaints:** Title IX Deputy Coordinators for Employee Matters Melitha Pryzgoda (203) 576-4588 or Tracy Brockman – Diaz (203) 576-4304
- A report may also be initiated by completing an online form <http://www.bridgeport.edu/life/ub-cares/>

Survivors of sexual assault or interpersonal violence may exclude personally identifiable information when making a report; however, that may limit the University's ability to investigate.

### *Confidential Resources*

The following confidential resources are available for students who wish to talk to someone about an incident of sexual misconduct or other form of violence in a confidential manner or to explore options without having the matter reported to the University:

- UB Counseling Services, located on the 2<sup>nd</sup> floor of Carstensen Hall, 174 University Avenue (203) 576-4454, 9:00 am – 5:00 pm.
- Student Health Services, located in room 119 of the Student Health Science Building, 60 Lafayette Blvd, 8:30 am - 4:30 pm
- The Center for Family Justice, 753 Fairfield Avenue, Bridgeport, 203-993-8119

The following confidential resources are available for an employee who is a survivor of sexual misconduct or other form of violence and wishes to speak to someone confidentially without the matter being reported to the University:

- Employee Assistance Program, [www.higheredeap.com](http://www.higheredeap.com)
- The Center for Family Justice, 753 Fairfield Avenue, Bridgeport, 203-993-8119

### *Responsible Employee Reporting*

University of Bridgeport faculty, administrators, and staff, including, but not limited to, employees who work in student affairs, athletics, and human resources, faculty advisors, and graduate and resident assistants (except employees designated in writing by UB in accordance with applicable law to maintain confidentiality, e.g., counselors and student health services personnel) are required by the University in accordance with applicable law to report any incidents of sexual misconduct or gender based violence or harassment involving any student. Supervisory employees are required to report any incidents of sexual misconduct or gender based violence or harassment involving any employee.

Reports of misconduct involving a student should be made to the Title IX Coordinator or Deputy Title IX Coordinator, and reports of misconduct involving employee(s) should be made to a Deputy Title IX Coordinator for Faculty and Staff. In the event of any emergency or immediate safety threat, reports should be made to Campus Security (203) 576-4911 and/or the Bridgeport Police Department (911) (in addition to the appropriate Title IX officer(s)).

All employees receiving a report of a potential violation of this Policy are expected to promptly contact the Title IX Coordinator within 24 hours of becoming aware of a report or incident. All reported information will be treated with as much privacy as possible, subject to the University's obligation to redress violations. When providing a report, a UB employee must report all information received and should not investigate or confirm what is reported—that function will be undertaken by Campus Security, Title IX Coordinator or others.

In investigating the reported misconduct, the University will be guided by the goal of empowering the survivor and allowing him or her to retain as much control as possible over the process, consistent with the University's commitment to providing a safe and non-discriminatory educational and work environment.

### *Reporting Suspected Abuse of Minors*

University employees, including teachers, counselors, clergy, coaches, nurses and other personnel who frequently work with minors are mandatory reporters under Connecticut law with regard to sexual or physical abuse of any individual under the age of 18. Any reasonable suspicion of abuse or neglect of a minor, as defined by Connecticut law, must be reported to the Department of Children and Families' ("DCF") 24-hour hotline (1-800-842-2288) within 12 hours. Please refer to [www.ct.gov/dcf/cwp/view.asp?a=2556&q=314384](http://www.ct.gov/dcf/cwp/view.asp?a=2556&q=314384) for further guidance regarding reporting requirements. All employees, whether mandated reporters or not, must also promptly report any suspicion of child abuse or neglect involving a UB student or employee or occurring on campus to Campus Security (203-576-4911) and the Bridgeport Police Department (911). Please contact the Office of Human Resources if you have any questions or need guidance.

### *Bystander Reporting*

The University encourages anyone who witnesses a sexual assault or other act of violence on campus to immediately contact Bridgeport Police (911), Campus Security (203) 576-4911, or the Title IX Coordinator. Students are encouraged to intervene to remove another student from a dangerous situation and in those instances where assistance can be rendered safely. Students may also submit an anonymous report by completing a Title IX report online at <http://www.bridgeport.edu/life/ub-cares/>. However, the University's ability to investigate or to respond to anonymous reports is limited and reporters are encouraged to identify themselves to security personnel or to the Title IX Coordinator. Additionally, submitting an anonymous report may result in an investigation which determines the identity of the person who made the report.

### *Retaliation Prohibited*

UB policy strictly forbids retaliation against individuals who report sexual misconduct, file complaints of sexual misconduct, cooperate in the investigation of sexual misconduct, or hear or adjudicate complaints. Any retaliation by an employee or a student is strictly prohibited and will result in disciplinary action. Any concerns regarding retaliation should be reported immediately to the Title IX Coordinator or a Deputy Coordinator.

### *Clery Act Reporting*

The University has a duty to report various forms of sexual misconduct and gender based violence in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). No personally identifiable information is disclosed, but statistical information, including date, location and crime category, is disclosed as part of the University's annual Campus Security Policy & Campus Crime Statistics Report.

### *Protective Orders/ Counseling/Accommodations*

Students are encouraged to notify Campus Security of any court issued protective orders. Students who feel they need protection should report concerns to Campus Security or the Title IX Coordinator.

Students are encouraged to seek counseling and support at University Counseling Services, located at on the 2<sup>nd</sup> floor of Carstensen Hall, 174 University Avenue (203) 576-4454, 9:00 am – 5:00 pm or The Center for Family Justice (203) 333-2233 or (888) 999-5545 after hours. Services are free and confidential. Counseling and other support are the key elements to recovery.

The University provides accommodations to survivors, including changes in housing arrangements and/or modification in class schedules.

Any employee who believes that he or she is the victim of sexual assault, stalking, or relationship violence, whether on or off campus, may report such incident to a Deputy Title IX Coordinator for Employee Matters. The University of Bridgeport will upon request (1) notify or assist the employee to contact law enforcement where he/she may obtain a protective order; (2) provide contact information for applicable support services; (3) notify the employee of any reasonably available options or assistance that the University of Bridgeport can provide in response to the

incident (e.g., changing transportation); and (4) if requested and eligible, provide assistance to the employee to access counseling, health, and or mental health services through the University's Employee Assistance Program.

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## PROHIBITED CONDUCT UNDER THIS POLICY

Conduct under this policy, as defined below, is prohibited regardless of sex, sexual orientation and/or gender identity/expression of the Complainant or Respondent.

### *Definition of Key Terms under this Policy*

**Force:** Force is the use of physical violence, and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent:** Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

### *Prohibited Conduct*

Prohibited Conduct, as defined in the *Key to UB*, Chapter Six, "Policy on Sexual and Gender-based Interpersonal Violence and Harassment," includes the following Prohibited Conduct as specifically identified below:

**i. Non-Consensual Sexual Intercourse**

Defined as:

- any sexual intercourse
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual intercourse includes:

- Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

**ii. Non-Consensual Sexual Contact**

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes:

- Intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other bodily contact in a sexual manner.

**iii. Sexual Exploitation**

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- Invasion of sexual privacy.
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Prostitution.
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent (assuming the act is not completed).
- Exposing one's genitals in non-consensual circumstances.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**iv. Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of University of Bridgeport policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. University of Bridgeport will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

**v. Sexual Harassment**

The University of Bridgeport strictly prohibits sexual harassment or other unlawful behavior which targets an individual because of characteristics such as gender, sexual orientation, sexual identity, etc.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, grade, salary, benefit or service; (2) submission to or rejection of such conduct by an individual is used as the basis for employment, grading or other decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

Examples of Sexual Harassment include, but are not limited to:

- Physical assaults of a sexual nature, such as (1) rape, sexual battery, molestation or attempts to commit these assaults; or (2) intentional physical conduct which is sexual in nature, such as patting, pinching, brushing against another's body, etc.
- Unwanted sexual advances, propositions or other sexual comments and jokes, including disparaging remarks about the individual body or gender.
- Sexual or discriminatory displays, publications or other visual material on UB property.
- Sexual gestures through body movements or hands or other types of nonverbal sexually explicit behavior.

**vi. Conflicts of Interest arising from Faculty/Staff Consensual Relationships with Students**

Consistent with the University of Bridgeport's Title IX obligations and commitment, teachers, administrators, coaches and other employees must avoid and refrain from romantic or sexual relationships, even if consensual, with students whom they teach, advise or supervise (or whom they may teach or supervise in the future). The relationship between teacher, advisor or mentor and student must be protected from influences or activities that can interfere with learning and personal development. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating an actual or potential conflict of interest and may impair the educational environment for other students. Employees or students with questions about this policy are advised to consult with UB's Title IX Coordinator. Violations of this policy will normally result in disciplinary action.

**vii. Intimate Partner/Dating/Domestic Violence**

Relationship violence is a pattern of behavior in a domestic, intimate or dating relationship that is used to establish power and control over another person through fear and intimidation. This behavior can be verbal, emotional, and/or physical. Examples include, but are not limited to: striking another person, property damage, reckless behavior, name calling and insults, public humiliation, harassment and verbal or physical threats. It includes threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of another person. Any such conduct or any offense under the University's Code of Community Standards will be considered Prohibited Conduct and resolved under this Policy if it arises out of an intimate partner, dating or domestic relationship (even if such relationship has ended).

**viii. Stalking**

Stalking includes any conduct prohibited by Connecticut General Statutes 53a-181 or any course of conduct directed to a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer emotional distress, including but not limited to, two or more acts directly or through a third party which monitors, observes, surveils, threatens, or communicates to or about a person.

This misconduct can involve, but is not limited to: (i) lying in wait or knowingly repeatedly running into the victim; (ii) unwelcome excessive phone calls, text messages, notes, etc.; (iii) watching or recording the victim from a distance; (iv) threats to harm a victim or a victim's family, friends, teachers, pets, or property whether the threats are delivered personally or through a third party; (v) vandalism of the victim's property; (vi) sending unwanted gifts, or leaving items that hold significance within the relationship between the victim and stalker. It also includes **CYBERSTALKING**, which is delivered through electronic devices and includes, but is not limited to: (i) posting online, the use of websites, email, text messaging, online social media, phone calls, malicious emails and instant messaging; (ii) creating multiple online accounts to harass a victim; (iii) hacking into the victim's personal website, email account(s), phone account(s) or social media account(s); or (iv) continuous posting of malicious and/or untrue information online to websites or social media. Gender-based stalking will be addressed under this Policy.

**ix. False Claims**

Deliberately false/and or malicious reports under this Policy (as opposed to allegations found to be erroneous but made in good faith) are a serious offense subject to disciplinary action under this Policy.

**x. Other Prohibited Conduct**

Other forms of misconduct, when gender-based, are Prohibited Conduct under this Policy, including but not limited to:

- Sex offenses (other than listed above) under applicable federal and state law
- Hazing
- Assisting another person in committing Prohibited Conduct
- Threats or actions which inflict physical injury or emotional distress on others
- Acts injurious or creating a risk of injury to a person under the age of 18

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**UNIVERSITY OF BRIDGEPORT POLICY ON SEXUAL HARASSMENT AND INTIMATE PARTNER VIOLENCE**

The University of Bridgeport has adopted an equitable process for investigating and resolving Prohibited Conduct based upon the nature of the Respondent's relationship to the University (Student or Employee). "Complainant" means the Student or Employee who presents as the victim of any Prohibited Conduct, regardless of whether that person makes a report or seeks action under this Policy. "Respondent" means the Student or Employee who has been accused of violating this Policy. Each set of procedures referenced below is guided by the same principles of fairness and respect for Complainants and Respondents.

A Student or Employee determined by the University to have engaged in Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third parties who commit Prohibited Conduct may have their relationship with the University terminated or their privileges of being on University premises withdrawn. For a full statement of the University's jurisdiction over students with respect to this Policy, see Key to UB, Chapter Five, "Jurisdiction," which is fully incorporated by reference herein. The University's jurisdiction over employees extends to any acts within the workplace or which negatively impact students, other employees or the working or educational environment.

The procedures referenced below provide for prompt and equitable response to reports of Prohibited Conduct. The procedures designate specific timeframes for major stages of the process and provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence, and to view the information that we will be used in determining whether a policy violation has occurred.

The University applies the preponderance of the evidence standard when determining whether this policy has been violated. "Preponderance of the evidence" means that it is more likely than not that a policy violation occurred.

*If Respondent is a Student:*

See Equity Resolution Process for Allegations of Sexual and Gender-based Interpersonal Violence and Harassment against Students (**Attachment A**), located at the end of Chapter Six of the *Key to UB*. The foregoing applies even if the student is a student employee or part-time employee at the University.

*IF RESPONDENT IS AN EMPLOYEE:*

See Equity Resolution Process for Allegations of Sexual and Gender-based Interpersonal Violence and Harassment against Employees, (**Attachment B**), identified at the end of Chapter Six of the *Key to UB* and fully available at <http://www.bridgeport.edu/life/ub-cares/>. The foregoing applies even if the employee is a part-time student at the University.

**NOTE:** The Respondent's predominant role, as determined by the Title IX Coordinator, will determine which of the above procedures applies.

If the University receives a report that a third party has engaged in Prohibited Conduct on campus or at a University sponsored event, the manner of resolution will be determined by the Title IX Coordinator based upon the third party's relationship with the University, consistent with the goal of eliminating any discriminatory conduct from the educational environment. The Title IX Coordinator will conduct a preliminary investigation and may refer the complaint to the third party's employer for investigation or, if the Title IX Coordinator's investigation substantiates misconduct, recommend that the University terminate its relationship and/or exclude the third party from campus.

If the University receives a report from a third party that a Respondent has engaged in Prohibited Conduct on campus, at a University-sponsored event on or off campus, or in a manner that affects a substantial University of Bridgeport interest, the Title IX Coordinator will investigate the alleged Prohibited Conduct and determine whether to initiate the Equity Resolution Process, with or without the third party complainant's participation.

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## ATTACHMENT A: EQUITY RESOLUTION PROCESS FOR ALLEGATIONS OF SEXUAL AND GENDER-BASED INTERPERSONAL VIOLENCE AND HARASSMENT AGAINST STUDENTS

The University uses the following equity resolution process (“Procedures”) to investigate and adjudicate any allegations of Prohibited Conduct by a student. All other allegations of misconduct unrelated to incidents covered by this Policy will be addressed through the procedures elaborated in Chapter Five, Key to UB.

### *Expectations of Complainants and Respondents*

Pursuant to these Procedures, Complainants and Respondents can expect the following:

- Prompt and equitable resolution of allegations of Prohibited Conduct;
- Privacy to the extent possible, consistent with conducting a thorough investigation and obtaining an impartial and fair resolution;
- Reasonably available and appropriate remedial measures, as described in these Procedures;
- Freedom from retaliation for making a good faith report of Prohibited Conduct or participating in an investigation or resolution under these Procedures;
- The responsibility to refrain from retaliation directed against any person making a good faith report of Prohibited Conduct participating in an investigation or resolution under these Procedures;
- The responsibility to provide truthful information in connection with any report, investigation or resolution of Prohibited Conduct;
- The opportunity to choose an advisor, including the right to have that advisor present during any meeting or proceeding at which the party attends;
- Timely notice of any meetings or proceedings at which the party’s presence is contemplated under these Procedures;
- The opportunity to articulate concerns or issues about this Policy or the Procedures;
- Written notice of an investigation, including notice of any alleged Prohibited Conduct;
- The opportunity to challenge any member of the Review Panel for bias or conflict of interest;
- The opportunity to offer information, present evidence, and identify witnesses during the investigation;
- The opportunity to be heard, orally and/or in writing, as to the determination of the alleged Prohibited Conduct and imposition of any sanction(s);
- Reasonable time to prepare any response contemplated by these Procedures;
- Written notice of any extensions of time or time frames under these Procedures; and
- Written notice of the outcome of any Formal Resolution, including the determination regarding any alleged Prohibited Conduct, within a reasonable time following conclusion of any hearing.

### *Preliminary Inquiry*

Following receipt of notice or a report of Prohibited Conduct, the Title IX Coordinator will make a preliminary inquiry to determine if there is reasonable cause to believe a Respondent violated this Policy. This inquiry may also serve to help the Title IX Coordinator to determine if the allegations evidence violence, threat, pattern, predation and/or weapon and to complete a threat assessment (see below).

During this preliminary inquiry, the Title IX Coordinator will:

1. Assess the Complainant’s safety and well-being and offer University support and assistance;
2. Inform the Complainant of the right to contact law enforcement and/or to seek medical treatment, and regarding the University and community resources available for protection and support.
3. Inform the Complainant regarding these Procedures and the options available for investigation and resolution.
4. Explain the University’s prohibition against retaliation;
5. Assess the nature and circumstances of the report, and the names, ages, status, and contact information, if known, of Complainant, Respondent and witnesses;

6. Ascertain whether any minors are involved, and if so, whether reporting to law enforcement and state of Connecticut child protective services is required; and
7. Communicate with appropriate University Officials to determine whether the report triggers any Clery Act obligations, including entry of report on daily crime log and/or issuance of timely warning.

The Title IX Coordinator will ensure that Complainant receives a written explanation of available resources and options and is offered the opportunity to discuss and ask questions.

#### *Threat Assessment*

Following the initial assessment, the Title IX Coordinator will consult as appropriate with Campus Security and other campus administrators and determine whether the report poses a threat to the Complainant or the University community. Factors to be considered shall include, but not be limited to, whether alleged Prohibited Conduct included physical violence or threats of violence; whether any weapon or force was allegedly used or threatened; whether multiple Respondents were involved; whether Respondent has a prior history of violent behavior; whether the Prohibited Conduct was facilitated by “date-rape” drugs or similar intoxicants, or allegedly occurred when Complainant was unconscious or physically helpless; whether Complainant is a minor under the age of 18; and whether any aggravating circumstances or indications of violent or predatory behavior were reported.

The Title IX Coordinator will retain documentation reflecting that the above threat assessment was completed. If the conclusion is that there is minimal threat to the University community, the Title IX Coordinator may in his or her discretion respect a Complainant’s request for no action, and will investigate only so far as necessary to determine appropriate remedies. However, if the Title IX Coordinator concludes that there is a substantial threat to the community, the University of Bridgeport reserves the right to initiate resolution proceedings without a formal report or participation by a Complainant.

#### *Interim Remedies/Actions*

The Title IX Coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the Complainant and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Altering the housing situation of the Respondent or the Complainant (if desired)
- Providing campus escorts
- Providing transportation accommodations
- Ordering contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.
- Education to the Community

The University of Bridgeport may separate a Respondent from residence halls and/or interim suspend Respondent from all or some campus activities, including but not limited to classes, pending the completion of its investigation and these Procedures, if in the judgment of the Title IX Coordinator, the foregoing interim restrictions are necessary a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an on-going threat of disruption of, or interference with, the normal operations of the University.

Before considering the imposition of an interim separation from residence halls and/or interim suspension from some or all campus activities, the Title IX Coordinator will offer the Respondent the opportunity to meet and to show cause why the foregoing interim measures should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim separation from residence halls and/or suspension from all or some

campus activities and to determine the conditions and duration of said restrictions. At the discretion of the Title IX Coordinator, alternative coursework options may be arranged, if feasible, to minimize impact upon Respondent.

The Title IX Coordinator will promptly inform the Complainant of any interim actions undertaken by the University to respond to safety concerns, including any decision to proceed with an investigation. The Title IX Coordinator also will promptly notify the Respondent of any interim protective measures that will impact Respondent. The University will otherwise endeavor to maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the University's ability to provide the interim actions or protective measures.

### *University Resolutions*

In cases where the Complainant wishes to proceed or the University of Bridgeport determines it should proceed based upon safety related concerns, these Procedures offer two options for resolving reports of Prohibited Conduct: **(1) Alternative Conflict Resolution** – which includes alternative dispute mechanisms for resolving the reported Prohibited Conduct; and **(2) Formal Resolution** – which involves an investigation and review (and possible sanction) by a Review Panel.

This Procedure considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Alternative Conflict Resolution may only occur if selected by all parties and the Title IX Coordinator determines it is appropriate; it will not be utilized if the reported Prohibited Conduct poses a safety threat to others.

#### **(1) Alternative Conflict Resolution**

If alternative conflict resolution is elected by both Complainant and Respondent and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation. Alternative Conflict Resolution will not be utilized to resolve reports of Sexual Assault.

Each party has the right to choose and consult with an advisor before selecting alternative conflict resolution, and advisors may offer support during the process.

The Title IX Coordinator may attempt to mediate the conflict between the parties or may request the assistance from the deputy Title IX Coordinator or a trained mediator. Alternative Resolution agreements may involve agreed upon restrictions upon interactions or activities, or other remedial or protective measures tailored to meet the needs of the parties. If the agreement reached is acceptable to the University, the Complainant and the Respondent, the terms will be implemented and the matter closed. If an acceptable agreement is not reached, or if one or more parties fail to comply with the agreement reached, then the matter will be referred through Formal Resolution under these Procedures.

The Title IX Coordinator will maintain records of all reports and agreements referred for alternative conflict resolution, which typically should be completed within thirty (30) days.

#### **(2) Formal Resolution**

Formal Resolution will be commenced by the Title IX Coordinator when a Complainant requests an investigation and disciplinary action, or alternative conflict resolution fails, or the University determines based upon preliminary inquiry and threat assessment that investigation is necessary to ensure the safety of the Complainant or other members of the University community.

If the decision is made to commence a formal investigation, the Title IX Coordinator will conduct a full investigation, or delegate this responsibility in whole or in part to the Deputy Title IX Coordinator for Student Affairs, or to an experienced, external retained investigator. All investigators shall have special training on issues relating to sexual assault and gender-based violence and how to conduct a full, fair and impartial investigation.

##### **(a) Investigation**

The investigator (Title IX Coordinator or designee) will typically take the following steps, if not already completed (not necessarily in this order):

- Notice. Provide notice to the Complainant and Respondent in writing of the commencement of the investigation and the following: 1) names of Complainant and Respondent; 2) summary of the alleged Prohibited Conduct, including location, date and time; 3) name of investigator; 4) instruction to preserve evidence; 5) prohibition against retaliation; 6) how to assert conflict of interest/bias of investigator; and 7) copy or link to this Policy.
- Other Misconduct. If other misconduct is reported which allegedly violates the Code of Community Standards and is part of a continuous course of conduct and/or involves common facts as the alleged Prohibited Conduct under this Policy, then the Title IX Coordinator will coordinate with the University Conduct Officer and decide whether all alleged violations should be investigated together by the Title IX investigator or designee. Where the Title IX Officer determines that a single investigation is appropriate and the University Conduct Officer agrees, then the responsibility for the Code of Community Standards shall be adjudicated under these Procedures, applying the Code definitions and sanctions, as set forth in Chapter Five.
- Overview. The investigation will be a neutral, fact-finding process and Respondent is presumed at the outset not to be responsible. This presumption may be overcome where the investigator and Hearing Panel determine that there is sufficient evidence. The Complainant and Respondent (collectively, the "Parties") are encouraged, but are not required to cooperate with the investigation and hearing. The Parties will have an equal opportunity to be heard, to submit information, to identify witnesses, and to suggest questions. The investigator will interview separately the Parties and any third party witnesses, and gather all available evidence, including email, text messages, social media communication, etc., as well as any photographs or medical records.
- Timeframe. As a general rule, the period from report of the alleged Prohibited Conduct to the Title IX Coordinator through resolution, including a decision by the Review Panel, if applicable, will not exceed 60 days. The timeframe may be extended for good cause, including, but not limited to, requests by external law enforcement to delay, unavailability of key witnesses, or University break periods, etc. The Title IX Coordinator will notify the Parties in writing of any extension of this timeframe and reason for the extension.
- Prior or Subsequent Conduct. Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive or absence of mistake. The determination of relevance of pattern evidence will be based upon an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct.
- Prior Sexual History. The sexual history of a Complainant or Respondent will never be used to prove character or reputation. As a general rule, evidence related to the prior sexual history of either of the parties is not relevant to the determination of a Policy violation and will be considered only in limited circumstances where relevance is demonstrated (e.g., where affirmative consent is an issue, to demonstrate how the parties communicated). The relevance of this information will be determined by the Title IX Coordinator.
- Report of Investigation. Following the conclusion of the investigation, the Title IX Coordinator, or designee, will draft a Report summarizing the information gathered, including the contested and uncontested facts. The Report shall include a recommendation, based upon a preponderance of the evidence, as to whether or not there is sufficient evidence to support a finding of responsibility for the alleged Prohibited Conduct. The Title IX Coordinator will review

and approve the Report and notify the parties, simultaneously, that it is complete and available for review.

- Recommended Findings. If the investigator's Report recommends that there is insufficient evidence, by a preponderance of the evidence, to support a finding of responsibility on one or more allegations of Prohibited Conduct, the Complainant may elect not to further utilize the Procedures, in which event the matter will be closed, or the Complainant may elect to contest one or more of the findings or recommendations, in which event the Complainant may submit a written statement within seven (7) days. The Title IX Coordinator will provide a copy of the written statement contesting the finding(s) or recommendation(s) to the Respondent, who shall have 7 days to respond in writing. If requested by the Complainant, the Title IX Coordinator will convene a Review Panel to schedule a hearing. The Review Panel will consider the Report, together with any statements by the parties, along with any other evidence offered by the parties.

If the investigator's Report recommends that there is sufficient evidence, by a preponderance of the evidence, to support a finding of responsibility for the alleged Prohibited Conduct, then the Title IX Coordinator will convene a Review Panel to schedule a hearing. The Review Panel will consider the Report, along with any other evidence offered by the parties.

- Acceptance of Responsibility. The Respondent may, at any time, elect in writing to accept responsibility for the alleged Prohibited Conduct, in which case the Title IX Coordinator will refer the matter to the Review Panel to determine the appropriate sanction.

#### **(b) Advisors**

Throughout the investigation and resolution process, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not a party or a witness or otherwise involved in the resolution process. Advisors provide support for students during the Review Panel hearing and can assist with preparation. Advisors are not permitted to advocate for a student or to speak on his or her behalf during the hearing. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the hearing process.

#### **(c) Title IX Review Panel**

The Title IX Review Panel is comprised of faculty/staff who have received specialized training regarding the adjudication process for Title IX related offenses under *this Policy*. *Members of the Review Panel* shall be selected by the Title IX Coordinator from previously trained and appointed faculty and staff to review all relevant material and determine, *using the "preponderance of the evidence"* standard, whether Respondent committed the alleged Prohibited Conduct.

#### **(d) Possible Sanctions Imposed by the Title IX Review Panel**

Should the Review Panel determine by a preponderance of the evidence that the Respondent is responsible for the Prohibited Conduct, as alleged, or in the event Respondent previously accepted responsibility in writing for the Prohibited Conduct, the Review Panel shall make recommendations of sanctions to be imposed, which may include any of the following:

- **Expulsion** – Permanent separation of the student from the University.
- **Suspension** – Separation from the University for up to two years.
- **Deferred Suspension** – Separation from the University held in abeyance for definite period of time, to be enforced if future misconduct.
- **Residence Hall Separation or Relocation** - The student may be barred from the residence halls or a specific residence hall, for a definite period of time.

- **Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Written reprimand**—a written censure for violation of Policy placed in the student’s record.
- **Written warning** – a written warning placed in student’s file that repetition of conduct found wrongful will result in disciplinary action.

In determining the appropriate sanctions, the Review Panel shall be guided by a number of considerations, including:

- The severity and persistence of the Prohibited Conduct;
- The extent violence was involved;
- The impact of the Prohibited Conduct on the Victim;
- The impact of the Prohibited Conduct on the University community;
- Prior disciplinary history or other prior misconduct;
- Whether Respondent accepted responsibility; and
- Any other mitigating or aggravating factors.

**(e) Procedural Rules for Proceedings before the Title IX Review Panel**

Title IX Review Panel hearings shall be conducted in accordance with following guidelines:

1. Review Panel hearings shall not be open to the public. The following individuals may be present: Three (3) Review Panel members; Complainant (and Advisor, if requested); Respondent (and Advisor, if requested); Witnesses (one at a time); Title IX Coordinator and/or Deputy Title IX Coordinator.
2. The Complainant and the Respondent (and their respective advisors, if any) shall be allowed to attend the entire hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Review Panel Chair.
3. The Complainant(s) and the Respondent(s) have the right to be assisted by an advisor of their choosing, at their own expense (see Advisors section, above).
4. The Complainant and the Respondent are responsible for arranging the attendance of their respective witnesses. The University will endeavor to assist, where feasible, upon request submitted by Complainant or Respondent at least two school days in advance by inviting witnesses who are members of the University community. Witnesses will be expected to provide information to and answer questions from the Review Panel. Questions of whether potential information will be received shall be resolved at the discretion of the Review Panel Chairperson.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Review Panel at the Chairperson’s discretion. The Respondent shall be permitted to respond to the charges in a written or oral statement.
6. All procedural questions are subject to the final decision of the Review Panel Chairperson.
7. The Review Panel shall determine by majority vote whether the Respondent shall be found responsible for the alleged Prohibited Conduct.
8. The Review Panel determination shall be made on the basis of whether it has been demonstrated by the “preponderance of the evidence” standard that Respondent committed or engaged in Prohibited Conduct.
9. A student may submit a challenge to the impartiality of any member of the Review Panel before the hearing proceeds. Any member may elect to recuse herself /himself. If the member does not recuse himself/herself, the remaining members of the Review Panel shall determine whether or not the challenged member should be disqualified from serving. The hearing may be continued, if necessary, to ensure that the Review Panel has no less than three members.
10. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, do not apply to this equitable resolution proceeding.
11. The Chairperson shall retain a copy of the hearing record and shall ensure a verbatim recording is made of the hearing and retained by the University. The Parties will be provided a copy upon request. No other recording may be made of any proceedings under this Policy.

The Review Panel Chairperson will preside over the hearing and resolve any procedural issues. If any individual is disruptive, the Chairperson may order such person removed from the hearing. At the

conclusion of the hearing, the Review Panel will deliberate privately to determine whether or not, based upon a preponderance of the evidence, the Respondent is responsible for the alleged Prohibited Conduct. The Review Panel may consider and shall give such weight as it deems appropriate, in its discretion, to the investigator's Report, but shall not be bound by it. All decisions of the Review Panel require a majority vote.

If the Respondent is found "Not Responsible," by the Review Panel for the alleged Prohibited Conduct, the hearing ends. If the Respondent is found "Responsible" for the alleged Prohibited Conduct (or if the Respondent previously admitted responsibility), the Review Panel will commence the sanction phase of the hearing.

During the sanction phase of the hearing, the Hearing Panel may consider:

- Impact statements of both Complainant and Respondent;
- Respondent's prior history of disciplinary sanctions, if any
- Recommendations of the Title IX Coordinator regarding appropriate sanctions

At the conclusion of the sanctions phase, the Review Panel will deliberate privately. All sanction decisions shall be by majority vote. Within 24 hours, the Review Panel will deliver a decision letter to the Title IX Coordinator, who will deliver a copy to both parties.

#### **(f) Appeals from Review Panel's Decision**

Complainant and Respondent shall have the right to appeal the decision of the Title IX Review Panel within seven (7) days following the decision. Such appeals shall be in writing and shall be delivered to the Title IX Coordinator, who shall provide a copy to the other party (Complainant or Respondent) and afford him or her seven (7) days to respond. The Title IX Coordinator shall then forward the written appeal, any response from the other party, and the hearing record (including tape recording or transcript) of the Review Panel proceedings to the Dean of Students, who shall decide any appeal. In the event of any conflict of interest (based upon prior involvement in the proceedings, etc.) on the part of the Dean of Students, the Provost shall decide any appeal. Any party asserting that the Dean of Students has conflict of interest should include a statement of reasons in his or her appeal or response to appeal. The Title IX Coordinator shall review and determine whether or not a conflict of interest requires that the appeal be referred to the Provost.

Except as required to explain the basis of new information, any appeal shall be limited to a review of the record of the Review Panel hearing and supporting documents for one or more of the following purposes:

- To consider new information, sufficient to alter a decision or relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the Review Panel hearing.
- An error in the process or an abridgement of rights, as stated in this Policy, which materially impacted the outcome of the hearing.
- The sanctions imposed were impermissible under this Policy.

The appeal shall be strictly limited to the above grounds. The appeal decisional authority shall render a written decision within seven (7) days. If the appeal is granted, then the appeal decisional authority shall also determine whether the matter shall be referred back to the same or to a different Review Panel for further proceedings.

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ATTACHMENT B: EQUITY RESOLUTION PROCESS FOR ALLEGATIONS OF SEXUAL AND GENDER-BASED INTERPERSONAL VIOLENCE AND HARASSMENT AGAINST EMPLOYEES

Please see <http://www.bridgeport.edu/life/ub-cares/>.

## BEHAVIORAL INTERVENTION TEAM (BIT)

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

In accordance with Conn. Gen. Stat. § 10a-156a(b), University of Bridgeport President Neil Albert Salonen appointed the following members: Dean of Students Edina Oestreicher (serving as Chair), Tracy Brockman-Diaz (Assistant Director of Human Resources), Allison Buller (Assistant Professor), Joseph Della Monica (Associate Director of Campus Security), Craig Lennon (Assistant Dean of Students), Carolyn Linsey (University Counsel), Melissa Lopez (Director, Student Health Services), Melitha Przygoda (Director of Human Resources), Robert Vass (Executive Director of Housing, Residential Life and Community Standards), April Vournelis (Executive Director of Campus Security) and Jill Jemmott (Program Assessment Coordinator & Undergraduate Academic Advisor). Additional staff and faculty will be invited to BIT meetings when their role pertains to a specific situation (i.e. academic advisor, supervisor, etc.)

Many of the above BIT members are counseling and/or student services professionals who have extensive training or experience evaluating and working with students at-risk and previously served on the University of Bridgeport's Crisis Management Team (CMT), the predecessor to BIT. Training for BIT members is ongoing and will continue during the academic year.

## DRUG AND ALCOHOL POLICY

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

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

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

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

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

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

Campus Security	(203)576-4911
Dean of Students	(203)576-4393
Office of Housing, Residential Life and Community Standards	(203)576-4228

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

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

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### MARTIAL ARTS WEAPON POLICY EXCEPTION

Both metal and non-metal martial arts weapons may be used or transported on campus under the direct supervision of a Martial Arts Studies Program faculty member, an individual designated by the program co-chair, or Campus Security.

Resident students may not transport or store Martial Arts Weapons in the residence halls. Upon arrival to campus, these students must report their weapons to a Martial Arts Studies Program faculty member, an individual designated by the program co-chair, or Campus Security.

In addition, wooden martial arts weapons (with no metal components) may be used in the Wheeler Recreation Center Martial Arts training area with permission from and at the discretion of the Wheeler Recreation Center supervisor on duty. These martial arts weapons will be stored under lock at Wheeler Recreation Center with access limited to the Martial Arts Studies Program University of Bridgeport faculty, an individual designated by the program co-chair, Security, and Wheeler Recreation Center supervisors.

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## WEAPON-FREE WORKPLACE FOR EMPLOYEES

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

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

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

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

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

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

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

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## APPLICATION TO THE UNIVERSITY'S DEPARTMENT OF SECURITY

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

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## APPLICATION TO LAW ENFORCEMENT OFFICERS

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

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

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## VIOLATION OF WEAPON-FREE POLICY

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

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

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

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

Proper lighting and building security are critical factors in the reduction of crime on campus. The Facilities Department maintains buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted on a regular basis and repairs are made as quickly as possible. During the academic year, the Directors of Facilities Management, Housing, Residence Life, Campus Safety, and Maintenance meet weekly to discuss issues of pressing concern. All members of the campus community are encouraged to report safety and security hazards to the Facilities Department or Campus Security

## GUEST POLICY AND OVERNIGHT GUESTS

A guest/visitor is defined as anyone not assigned to that specific residence hall as an occupant. Upon entering the hall and leaving a valid picture ID, guests will be given a guest pass which they must carry at all times while visiting the residence hall and which they must return upon leaving the hall. Guests without valid photo ID will not be allowed to enter the residence hall. The only forms of valid ID accepted for visiting the residence halls are:

- a current state issued driver's license or identification card including a photo
- a current passport
- a current military ID or
- a current University of Bridgeport ID.

No other forms of ID will be considered valid.

The resident, in person, must sign his/her guest(s) in and out of the residence hall through the front desk every time s/he enters and leaves the residence hall. A resident is responsible for the whereabouts and conduct of his or her guest(s) during the entire visit and any damages they may cause. Each resident is permitted to sign-in no more than two (2) guests at any one time and may only have one (1) overnight guest at a time. If a non-overnight guest's ID is in the possession of the main desk at Midnight, Campus Security will initiate an investigation and will interview the student who hosted the guest to determine the guest's whereabouts.

For the purposes of the guest policy, guests are separated into two categories:

- Students of the University of Bridgeport which live in a residence hall other than the one s/he is visiting
- Students of the University of Bridgeport who live off campus or Individuals who are not current students of the University of Bridgeport

This guest visitation policy only relates to guests who are students of the University of Bridgeport which live in a residence hall other than the one s/he is visiting: These guests must be signed into the residence hall, using their UB ID card, through the front desk every time s/he enters and leaves the building. The status of all guests stating they live on campus will be verified prior to being admitted into the residence hall as a guest. They are not required to officially sign in as an overnight guest; however, they are not allowed to stay overnight as a guest more than two (2) days in a week. A week is defined as Sunday – Saturday.

**The following guest visitation policy relates to those guests staying no later than Midnight (12am):** These guests must be signed into the residence hall, using one of the valid forms of ID listed above, through the front desk every time s/he enters and leaves the building. Guests who will be leaving before midnight (12am) do not need to be approved prior to their arrival by Residential Life staff. If the guest fails to leave before midnight the resident s/he is visiting will be written up for violation of the policy and will lose the ability to have future guests, in addition to other sanctions. Guests under the age of 18, unless a student of the University of Bridgeport, must be accompanied by his/her Parent or Legal Guardian. Exceptions to this requirement may be made, at the discretion of the Executive Director of Housing, Residential Life and Community Standards, or his/her designee, only for guests as part of visiting campus for recruitment purposes.

## GUESTS WISHING TO STAY OVERNIGHT

If the resident wishes to have the guest stay past midnight (12:00am) s/he needs to have submitted an Overnight Guest Request Form, online through the *MyUB* portal using their personal UB credentials, at least 24 hours prior to the arrival of his/her guest. When inviting any guest to your room, it is critically important, and courteous, that you be considerate of your roommate and discuss with him or her before inviting any guests. If your roommate does not consent to your having a guest, you may not have that guest stay in your room. This form is available online through the *MyUB* portal and must be submitted to the RD at least 24 hours in advance for approval. Once approved, when the guest arrives, the resident and guest can pick up the overnight pass from the Staff Member on Duty between 7pm – Midnight in the main office of the residence hall. The guest must bring the physical valid ID associated with the information provided on the Overnight Guest Request Form for identification purposes. Unless the guest signed in as an “overnight” is a current student of UB, s/he must be 18 years or older to stay in the residence hall. Exceptions to this requirement may be made, at the discretion of the Executive Director of Housing, Residential Life and Community Standards, or his/her designee, only for guests as part of visiting campus for recruitment purposes. Residents may have no more than one (1) overnight guest at a time. The guest themselves may only stay up to two (2) times per week in the residence halls. The week is defined as Sunday-Saturday. If the guest is staying more than one night in the week, the resident must submit a request form for each night of the stay.

If students are expecting a guest for more than a two-day period, they must obtain special permission from their roommate and the building's RD. No guest may stay overnight in a residence hall community, or any other residence hall community, for more than two nights in a week without permission from the RD, the DRL and/or the EDRL. Specifically, this means that within any seven-day period, a guest may only stay for two nights within the residence hall system as anyone's guest. After the first two nights, the guest must get special permission from the /RD of that building and the DRL or EDRL before spending another night in any residence hall on campus. If a guest stays more than two nights in a seven day period without permission, the resident hosting will be billed \$25.00 per night and may face additional student conduct action. Repeat offense(s) may result in arrest for trespassing and the student's guest privileges will be revoked for the remainder of the school year.

The number of overnight guests allowed each night will be equivalent to roughly 10% of the total building population: Barnum Hall (20), Bodine Hall (35), Chaffee Hall (20), Cooper Hall (15), Seeley Hall (20) and University Hall (20).

Residential Life Professional Staff reserve the right to deny any individual access to the residence hall including revoking previously approved overnight guest passes and regular guest passes. Certain guest policies may be enacted during the semester, during finals week, break periods, and emergencies to protect against vandalism, large party nights, and emergency situations. The University will make every attempt to notify residents of these events, when possible, to ensure compliance and good student service. During periods of 24-hr Quiet Hours no overnight guests are allowed to promote an environment truly focused on academics.

## PROGRAMS FOR SECURITY OF ACCESS INTO RESIDENCE HALLS

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

- Floor meetings every semester
- Published in the Key to UB (annually reviewed)
- Published online on website (annually reviewed)
- Signage throughout halls
- Stated in the welcome home guide to living on campus (annually reviewed and distributed every Fall semester)

## NOTIFICATION OF DISTRIBUTION OF SECURITY PROTOCOL PLAN AND ANNUAL SECURITY REPORT (CLERY REPORT)

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### SECURITY PROTOCOL PLAN

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

**New employees** are given a document during the new hire orientation notifying them of this plan and directing them to the electronic address (URL) below to obtain the report via the portal at: [http://www.bridgeport.edu/docs/Security/Security\\_Protocol\\_Plan.pdf](http://www.bridgeport.edu/docs/Security/Security_Protocol_Plan.pdf)

Notification of the publication of the Security Protocol Plan is sent to **current students and employees** by electronic mail with hyperlinks to the report on the University's Web site and through a posting on the myUB portal. The electronic address (URL) to obtain the report through the portal is: [http://www.bridgeport.edu/docs/Security/Security\\_Protocol\\_Plan.pdf](http://www.bridgeport.edu/docs/Security/Security_Protocol_Plan.pdf)

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### ANNUAL SECURITY REPORT (CLERY REPORT)

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

The electronic address (URL) to obtain the report through the University's website is: [http://www.bridgeport.edu/docs/Security/Annual\\_Security\\_Report.pdf](http://www.bridgeport.edu/docs/Security/Annual_Security_Report.pdf)

The link to obtain the report via the portal is: [http://www.bridgeport.edu/docs/Security/Annual\\_Security\\_Report.pdf](http://www.bridgeport.edu/docs/Security/Annual_Security_Report.pdf)