



NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE Annual Security Report 2023

For the Period Of: JANUARY 1, 2022 – DECEMBER 31, 2022

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INTRODUCTION

At Northwestern Connecticut Community College (NCCC), we are committed to the safety and welfare of all students, staff, faculty and visitors to our campus.

Northwestern Connecticut Community College's annual security report is published to meet the requirements of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (34CFR668.46), also known as the "Clery Act," which is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. This report also has been prepared to meet the requirements of the State of Connecticut's Security Act, PA 90-259, which mandates the annual publication of a Uniform Campus Crime Report, and establishes a process for raising awareness of safety on college campuses.

The Associate Dean of Campus Operations in collaboration with the Campus Dean of Students & Faculty is responsible for preparing this report. All questions or inquiries pertaining to this report should be directed to the Associate Dean of Campus Operations at 860-738-6409. Copies of this report are available electronically at <https://nwcc.edu>. Printed copies are available at the Office of the Associate Dean of Campus Operations in Founders Hall (FH 105).

Northwestern Connecticut Community College distributes this report annually by October 1st to students, prospective students, employees and prospective employees.

Northwestern Community College is located at the intersection of Connecticut routes 44 and 8 in Winsted, Connecticut. The college is part of the state supported Community College system, and is an open enrollment, two-year institution. The college offers transfer and occupational programs, with an enrollment of approximately 1200 full time and part-time students. NCCC's campus has 11 buildings that are spread out over an approximately one-mile radius. A printable campus map and individual building maps are available at <https://www.nwcc.edu/campus-map/>.

CAMPUS SECURITY

Northwestern Connecticut Community College does not have campus police. Connecticut State Police have jurisdiction over NCCC as a state property; however, the Winsted police are normally first responders whenever incidents occur on campus.

The law enforcement agency with authority over and response responsibility for Northwestern Connecticut Community College emergencies is the Connecticut State Police, Troop B, located in Canaan, CT. However, the Winsted Police Department will respond to: thefts, auto accidents, or general law enforcement support.

The Associate Dean of Campus Operations is responsible for campus security. Night-time Security is provided Monday through Thursday from 6 p.m. to 10 p.m. by the Connecticut State Troopers during both the Fall and Spring semesters.

REPORTING CRIMES AND/OR EMERGENCIES

NCCC does not have campus police. Students and employees are encouraged to report all crimes to the Winsted Police and/or State Police.

Emergency Telephone Numbers for URGENT Situations

FIRE	911
AMBULANCE SERVICES	911
POLICE SERVICES	911

Emergency Telephone Numbers for NON-URGENT Situations

Police Telephone Numbers (non-emergency)

CT STATE POLICE	800-497-0403 / 860-626-1820
CT STATE POLICE – Desk Operations	860-626-1840
Winsted Police	860-379-2721

It is also the policy of Northwestern Connecticut Community College that incidents of criminal action or other emergencies occurring on campus be reported to one of the following offices:

The Office of the Associate Dean of Campus Operations 860-738-6409
The Office of the Campus Dean of Students/Faculty 860-738-6320
The Office of the President 860-738-6410
The Office of Human Resources 860-738-6325

The College will assess the seriousness of all reported incidents and take appropriate action to protect the person and property of students, employees and visitors. In the case of allegations of serious criminal acts, the College will seek the assistance of police authorities. Serious criminal acts include but are not limited to murder, sexual assault (rape, fondling, incest, or statutory rape), robbery, aggravated assault, arson, burglary, and motor vehicle theft.

Students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents in an accurate and timely manner. Clery Act crimes need to be reported for the school and police authorities to respond, for the purpose of making timely warning reports and inclusion in the annual statistical disclosure. When in doubt, always err on the side of caution.

SEXUAL ASSAULT PREVENTION AND RESPONSE

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution. Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

If a rape or other sexual assault offense occurs on campus, the crime victim should immediately contact local police authorities, preserve evidence of the criminal offense, which in the case of rape would include seeking immediate medical attention before bathing, and report the crime to a College official listed in paragraph A.

- The victim should report the crime to local police authorities; College personnel will assist the victim in making the report to police if the student so requests.
- Victims of sex offenses may seek counseling from the Susan B. Anthony Project in Torrington at 860-482-7133.
- The College will take reasonable action to change a victim's academic situation and to assist in changing a victim's living situation if requested by the victim.
- The College will take disciplinary action against perpetrators upon written complaint by a victim of a sex offense. Such action is provided by Board of Regents Policy on Student Discipline. Both the accuser and the accused have the right to have others present during the disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Disciplinary sanctions may include suspension or expulsion from College.

The Center for Student Development offers workshops on sexual harassment, date rape and healthy relationships. The Center for Workforce Development periodically offers courses in self-defense.

POLICY ON CRIMINAL ACTIVITY OFF-CAMPUS

The college enjoys close working relationships with the CT State Police and the Town of Winchester when violations of federal, state, or local laws are reported. All off-campus criminal activity is recorded and monitored by local law enforcement. NCCC does not have any off-campus organizations; therefore, there is no policy for monitoring criminal activity at off-campus organizations.

POLICY ON VIOLENCE PREVENTION AND RESPONSE

On August 4, 1999, the Governor of Connecticut signed Executive Order No. 16 instituting a "zero tolerance" Violence in the Workplace Prevention Policy for all state agency personnel, contractors, subcontractors and vendors. In accordance with this directive and in an effort to provide a safe environment for employees, students, visitors and guests while on the premises of the Community Colleges or any of its constituent units, the Board has adopted and expanded the application of the Governor's policy.

For purposes of this policy, "violence" is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property.

“Premises” is defined as any space owned or leased by the Community Colleges or any of its constituent units and the surrounding perimeters, including parking lots, vehicles, and any location where college or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:

- Bringing or possessing any weapons or dangerous instruments of any kind on Community College premises, unless properly authorized
- Using, attempting to use, or threatening to use such weapons or dangerous instruments
- Causing or threatening to cause death or physical injury to any individual
- Intimidating, harassing or threatening behaviors
- Physical abuse or assault, including hitting, beating, stabbing, slapping, poking, kicking, punching, grabbing, etc.
- Verbal abuse, including yelling, shouting, use of sexually, racially or ethnically charged epithets, obscene phone calls, etc.
- Vandalism, arson, or sabotage
- Any other act that a reasonable person would consider as inappropriate and/or posing a danger or threat of violence, including oral or written statements, an intimidating presence, gestures or expressions that communicate a direct or indirect threat of physical harm

Reporting Threats or Violent Acts

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to the Office of the Associate Dean of Campus Operations and/or to the Human Resources office. **Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities.**

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas, must provide to the Human Resources office a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

Enforcement of this Policy

All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation and response. An individual who makes a

substantial threat of violence or commits an act of violence as defined in this policy shall be removed from the premises. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on college premises.

Violations of this policy, including knowingly providing a false report, or failing to cooperate fully with an investigation, may lead to disciplinary action up to and including dismissal from employment or expulsion from the college. Violations may also result in criminal penalties.

SEXUAL MISCONDUCT REPORTING

Statement of Policy

The Board of Regents for Higher Education in conjunction with the Connecticut State Colleges and Universities is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The Board and each of its colleges and universities strive to maintain a safe and welcoming environment free from acts of sexual misconduct and intimate partner violence. It is the intent of the Board and each of its colleges and universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The Board strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each college shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each college will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All employees, victim support persons, and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct regardless of the age of the reported victim.

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, as defined herein, is a violation of Board policies and, in addition, may subject an accused student or employee to criminal penalties. The Board and each of its governed colleges are committed to providing an environment free of personal offenses. Sexual relationships

of any kind between staff, faculty and students are discouraged pursuant to Board policy.

Rights of Those Who Report

Those who report any type of sexual misconduct to any College employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource, the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college employee or the Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Options for Changing Academic, Transportation and Working Arrangements

The College will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, or working situations as well as honoring lawful protective or temporary restraining orders. The college shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

- 1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
- 2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:

- standing criminal protective orders
- protective orders issued in cases of stalking
- harassment, sexual assault, or risk of injury to or impairing the morals of a child
- temporary restraining orders or protective orders prohibiting the harassment of a witness
- family violence protective orders.

Student Conduct Procedures

The Student Code of Conduct provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

Reported victims of sexual misconduct shall have the opportunity to request that disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student.

Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

SEX OFFENDERS ON CAMPUS

Board of Trustees Policy 5.1.1

Whenever in the judgment of the college president the continued presence of a convicted sex offender who has been previously admitted or registered as a student, credit or non-credit, would constitute an unreasonable threat to the safety of people, the security of property or the

integrity of academic processes and functions of the college, such person may be denied continued attendance as a student or have limitations placed on participation in college activities and/or access to college property.

The decision to exclude a person under this provision must be based on an assessment of the risk presented by the continued presence of the convicted sex offender, who normally must be allowed to provide information pertinent to the decision. The decision to exclude such person may not be based solely on the person's status as a convicted sex offender, nor shall any person use information regarding a convicted sex offender to injure or harass any person.

The decision of the president shall be final.

POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State, at which the person is employed, carries on a vocation or is a student. In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit, pursuant to Connecticut General Statutes 54-250. 27

The Sex Offender Registry information provided under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable by law.

The Connecticut Sex Offender Registry may be accessed online here: https://sheriffalerts.com/cap_office_disclaimer.php?office=54567

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that is judged by the Associate Dean of Campus Operations, President, or Dean of Academic and Student Affairs, to constitute an ongoing or continuing threat, a campus wide "timely warning" will be issued. This warning will be issued through the College e-mail, bulletin boards, message boards and, if appropriate, the campus' student newspaper. Anyone with information warranting a timely warning should report the circumstances to the Associate Dean of Campus Operations by telephone 860-738-6409 or in person at Founders Hall (FH 105).

The decision to issue a timely warning will be based on the following factors:

- The nature of the crime

- The continuing danger to the campus community
- The possible risk of compromising law enforcement actions or efforts

EMERGENCY NOTIFICATIONS

myCommNet Alert is the emergency alert system used by the Connecticut Community Colleges. The system is also used for weather-related closings and delays. Alerts may be sent via text, email and/or voice message. All students and employees are automatically enrolled. Students, faculty and staff may edit or update at my.commmnet.edu.

In the event an emergency situation arises, either on or off campus, and judged by the President/CEO, or designee to constitute an ongoing or continuing threat, a campus wide “Code Red - Emergency” will be issued. In these situations, the College policy is to notify you as promptly as possible with regard to what is known about a potential problem, information regarding protection and what you should do in response. Administrative staff will make every effort to ensure timely updates are given to all students, faculty, staff and visitors regarding the emergency situation.

“Code Red - Emergency” notifications may be issued in a variety of methods to provide guidance in the most prudent manner depending upon the incident type (e.g., hostage event, active shooter, violent acts, terrorism, etc.) Primary notification may be made through the use of the Colleges Public Address (PA) system providing an audible announcement. Notification may also be made via the telephone system or via direct communication from faculty or staff. E-mails may be generated and an emergency posting placed on the Northwestern Connecticut Community College webpage (nwcc.edu). Notification via text message through the Everbridge system will also be utilized¹. When possible, more than one method of notification will be utilized.

Campus State of Emergency

The authority to declare a campus state of emergency rests with the President/CEO or his or her designee as follows:

During the period of any campus major emergency, the Associate Dean of Campus Operations shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Associate Dean of Campus Operations shall immediately consult with the President/CEO and Building Superintendent regarding the emergency and the possible need for declaration of a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.

In the event of fires, storms or a major disaster occurring in or about the campus, or which involves College property, the Building Superintendent and other appropriate College personnel will be dispatched to determine the extent of any damage to College property.

¹ Enrolling in the Everbridge system is automatic when you sign up for classes, staff will be automatically updated at the beginning of each semester.

Initial Emergency Procedures

The initial and primary source for all emergency information is the Associate Dean of Campus Operations, (860-738-6409/6408). While the Associate Dean of Campus Operations may not be the first to detect an emergency situation, as soon as he or she is notified, the following initial steps will be taken:

Campus Notification of an Emergency Situation

The Associate Dean of Campus Operations will:

- A. Ensure that the appropriate alarms have been activated (Fire, Radio, and/or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
- B. Notify City/County emergency personnel as needed.
- C. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
- D. Notify the President/CEO of the emergency/disaster.

Emergency Intervention

The Associate Dean of Campus Operations will take the immediate steps necessary to reduce the threat of potential injury or loss of life or property. He/she will inform the President/CEO of the emergency situation directly, and other key staff as appropriate.

Public Notification of Emergency

The Director of Marketing and Public Relations will be notified of the emergency situation. If appropriate, the media will be notified and all external communication and request for information will flow through that office.

Emergency Management Team (EMT) - Core Members

President/CEO - **Michael Rooke**

Associate Dean of Campus Operations – **Brian Plessinger**

Campus Dean of Students & Faculty – **Jay Whitaker**

Human Resources Generalist – **Erin Ransford**

Director of Information Technology – **Rick Coutant**

Building Superintendent – **Jim Brochu**

Chemical Hygiene Officer – **Douglas Mooney**

Program Coordinator for Criminal Justice – **Mike Emanuel**

Evacuation

Campus Evacuation

In the event of an emergency necessitating the evacuations of all or part of the campus grounds, announcements to evacuate the campus are typically made: via the fire alarm PA system, the emergency telephone notification system, email, or text message. All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.

Building Evacuation

In the event of an emergency necessitating the evacuation of a building; i.e., fire, explosion, smoke, fumes, or other factors, the following procedures are to be followed immediately. The signal for such evacuation will be constant ringing of the fire alarm. Upon notification, secure your workstation, gather your personal belongings and leave the building in an orderly fashion for one of the following sites:

Building	Assembly Point
FOUNDERS HALL	Town Green (across from Founder's Hall)
FOUNDERS HALL ANNEX	Town Green (across from Founder's Hall)
ADMINISTRATION BUILDING	Town Green (across from Founder's Hall)
WHITE BUILDING	Town Green (across from Founder's Hall)
LEARNING RESOURCE CENTER	Town Green (across from Founder's Hall)
ENGLISH HOUSE	Town Green (across from Founder's Hall)
GOULET HOUSE	Town Green (across from Founder's Hall)
GREENWOODS HALL	Parking lot south end near church
JOYNER HEALTH AND SCIENCE CENTER	Parking lot far southwest corner
ART & SCIENCE CENTER	Parking lot south end near Holabird Ave.

Emergency Response Testing

Northwestern Connecticut Community College test the emergency response and evacuation procedures at least annually. These tests include drill, exercises, and follow through activities and can include, but are not limited to, the following:

- Fire, Active Shooter, Evacuation, and other emergency situations
- Tests of 911 system, myCommNet Alert, and Everbridge notification system.
- Walk-through exercises with local law enforcement

NCCC's full and complete Emergency Action Plan can be accessed at <https://nwcc.edu> under About NCCC > Consumer Information > Health and Safety.

POLICY ON SMOKING/VAPING

Northwestern is proud to be a smoke, vape and tobacco free campus.

CAMPUS ACCESS POLICY

Northwestern Connecticut Community College is committed to free access to campus facilities by students and staff consistent with personal safety and preservation of personal property. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the maintenance department.

POLICY REGARDING CONFIDENTIAL REPORTING

Northwestern Connecticut Community College does not employ pastoral or professional counselors who have a privileged relationship with students. All faculty and staff are considered mandated reporters. Thus, any crime including sexual violence, domestic violence, stalking or harassment must be reported. The College does not participate in a voluntary Confidential Reporting program.

SECURITY AWARENESS PROGRAMS

NCCC addresses campus safety awareness through a variety of venues:

- Student handbook;
- Posters/notices on bulletin boards;
- Slides displayed in hallway monitors;
- Employee campus-wide announcements;
- College website;
- Events sponsored by the Student Activities and Student Life.

The common theme of any awareness program is to encourage students, faculty and staff to be aware of their surroundings and to be responsible for their own security as well as the security of others.

CRIME PREVENTION PROGRAMS

The College does not offer formal programs regarding crime prevention.

POLICIES ON DRUGS AND ALCOHOL ON CAMPUS

No student or employee shall knowingly possess, use distribute transmit or be under the influence of any controlled substance on campus or off the college campus at a college

sponsored activity, function or event. Use or possession of a drug authorized by a medical prescription shall not be a violation of this provision.

Northwestern Connecticut Community College prohibits alcoholic beverages from the campus with the exception of those events where the President has granted permission.

The College's Health and Safety Committee offers programs addressing the prevention of alcohol and drug abuse are offered at various times during the academic year.

Policy on a Drug-Free Workplace

The State of Connecticut is committed to fighting the problem of substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act", (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

General Policies

It is the policy of the State of Connecticut and Northwestern Connecticut Community College that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut and Northwestern Connecticut Community College that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut and Northwestern Connecticut Community College that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of

the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

POLICIES REGARDING WEAPONS

All firearms, ammunition and explosives including fireworks are prohibited from college property. Any person required to carry a firearm because of employment with a local, state or federal law enforcement agency must provide a letter from the chief of police or director of the authorizing agency stating requirement. All such letters should be addressed to the Associate Dean of Campus Operations.

CRIME STATISTICS

The procedures for preparing the annual disclosure of crime statistics for Northwestern Connecticut Community College Annual Security Report include reporting crime statistics obtained from college incident reports, nightly security logs (staffed by CT State Police), CT State Police, and the City of Winsted/Town of Winchester.

The following is the statistical report for the crime on the campus of Northwestern Connecticut Community College for 2020. The crime rate is derived by dividing by the number of reported incidents by the total number of FTE (full time equivalent) students and employees for the same calendar year. The total FTE for students and employees for the reporting period (January 1, 2020 – December 31, 2020) is approximately 812.

Definitions (Types of Criminal Offenses):

1. Criminal Homicide:

*Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

*Negligent Manslaughter: the killing of another person through gross negligence.

2. Sexual Assault (Sex Offenses): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes four types of sexual assaults – Rape, Fondling, Incest, and Statutory Rape.

3. Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force and/or by putting the victim in fear.

4. Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

5. Burglary: the unlawful entry of a structure to commit a felony or a theft.

6. Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

7. Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Offenses

Crime Categories	Year	Incidents	Crime Rate
Murder/Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Sexual Assault: Rape	2020	0	0
	2021	0	0
	2022	0	0
Sexual Assault: Fondling	2020	0	0
	2021	0	0
	2022	0	0
Sexual Assault: Incest	2020	0	0
	2021	0	0
	2022	0	0
Sexual Assault: Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0

Hate Crimes Statistics

Includes any of the above-mentioned offenses (Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson), and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

Crime Categories	Year	Incidents	Crime Rate
Race	2020	0	0
	2021	0	0
	2022	0	0
Religion	2020	0	0
	2021	0	0
	2022	0	0
Sexual Orientation	2020	0	0
	2021	0	0
	2022	0	0
Gender	2020	0	0
	2021	0	0
	2022	0	0
Gender Identity	2020	0	0
	2021	0	0
	2022	0	0
Ethnicity	2020	0	0
	2021	0	0
	2022	0	0
National Origin	2020	0	0
	2021	0	0
	2022	0	0
Disability	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses

Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes).

Crime Categories	Year	Incidents	Crime Rate
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Other Violations (Weapons, Drug Abuse, and Liquor Laws)

Crime Categories	Year	Incidents	Crime Rate
Weapons Law Violation Arrests	2020	0	0
	2021	0	0
	2022	0	0
Drug Law Arrests	2020	0	0
	2021	0	0
	2022	0	0
Liquor Law Arrests	2020	0	0
	2021	0	0
	2022	0	0
Weapons Law Violation Referrals	2020	0	0
	2021	0	0
	2022	0	0
Drug Law Referrals	2020	0	0
	2021	0	0
	2022	0	0

Liquor Law Referrals	2020	0	0
	2021	0	0
	2022	0	0

ACCIDENTS

Accidents that resulted in serious physical injury or death	2020	0	0
	2021	0	0
	2022	0	0

DISTRIBUTION OF THE REPORT

All students, applicants, and new employees are notified in writing of the existence of the Annual Security Report, Uniform Campus Crime Report and related college policies. The college will provide such report and policy to any student, employee or applicant upon request.

In accordance with Connecticut Public Act 90-259, each institution of higher education within the State is required to annually prepare a Uniform Campus Crime Report, which is consistent with the FBI's Uniform Campus Crime Reporting System. The report is to reflect the crime statistics on the property of the institution for the preceding year.

RIGHT TO FILE A COMPLAINT

“No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department or special police force established pursuant to section 10A-142 of the General Statutes concerning crime committees within the geographical limits of the property owned or under the control of such institution.”

REV. 9/2023