



MANCHESTER  
COMMUNITY  
COLLEGE

## 2016 Annual Security Report

\*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (34CFR668.46), also known as the "Clery Act," is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year old Lehigh University freshman who was assaulted and murdered in her residence hall on April 5, 1986. This report has been prepared to meet the requirements of this act.

# Overview

Manchester Community College's annual security report presents college policies concerning campus security (e.g. policies concerning alcohol and drug use, crime prevention, and the reporting of crimes) and statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to and accessible from the campus.

This Annual Security Report is published annually, in September of each year, by the MCC Police Department via the MCC website. Written notification is made to all enrolled students and employees each year that includes a brief description of the report's contents along with the address of the website where the report is published. This is accomplished with a pamphlet given to all new students at New Student Orientation, distributed in every class during the first week of the new semester, and provided to all employees through intra-office mail. The URL for the Annual Security Report is also included on the MCC web pages of the Human Resources and Admissions Departments to inform prospective students and employees. Paper copies may be obtained from the MCC Police Department.

## College Security Policies

MCC Police Department:

The mission of the MCC Police Department is to provide a safe and secure educational environment to the College's diverse and dynamic population. This is accomplished by providing professional police service, active crime prevention, and proactive patrol with fairness, responsiveness, integrity and respect.

The Manchester Community College Police Department has primary jurisdiction on the College campus and has complete police authority to apprehend and arrest anyone involved in illegal acts on campus.

MCC Police Department personnel include sworn Police Officers, Buildings and Grounds Patrol Officers, state certified public safety telecommunicators and student workers. Sworn police officers are trained at the State of Connecticut Police Officers Standards & Training Council Academy and have full police powers. Buildings and Grounds Patrol Officer enforce college policies and regulations. All officers enforce campus safety policies, traffic and parking regulations, and respond to emergencies.

MCC Police personnel, when on duty, will respond to all complaints, emergencies, and criminal activity on campus. Assistance may be requested from the Manchester Police Department and/or the Connecticut State Police.

MCC Police personnel work closely with local, state, and federal police agencies and have direct radio communication with the Town of Manchester Police and Fire Departments. MCC Police is also part of the Manchester 911 Emergency System.

The Town of Manchester Police Department will respond to complaints, emergencies, and criminal activity at MCC when MCC Police personnel are not on duty and when the MCC Police Department does not have adequate resources to respond to an incident and requests assistance from the Town.

If minor offenses involving College rules and regulations are committed by an MCC student, MCC Police personnel may refer the individual to the Dean of Student Affairs for College disciplinary action.

The MCC PD maintains a C.O.L.L.E.C.T. terminal (inquiry only) which provides access to the NCIC (National Crime Information Computer system), NLETS (National Law Enforcement Telecommunications Network), CSBI (Connecticut State Bureau of Identification) and Connecticut DMV databases. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

Emergencies:

To report a crime or an emergency on campus, dial 3-1-1 from any campus phone. 3111 is the direct emergency line to the MCC Police Communications Center.

Emergency telephones are strategically located throughout the college campus. These blue or red phones are directly connected to the police communications center. A call on a blue emergency phone also activates the blue strobe light at the telephone.

If you dial 3111 or use an emergency phone, the dispatcher can locate the phone from which you are calling and will dispatch an officer.

If there is a fire and no telephone is immediately available, activate one of the fire alarms located throughout the campus.

When MCC Police personnel are not on duty, the 3111 line and all emergency phones are connected directly to the Town of Manchester's 911 Operator.

Non-Emergencies:

For non-emergency calls for assistance, call the MCC Police at 860-512-3680 ( 3680 from campus phone). The MCC Police Communications Center is located in the Lowe Building – room L170 and L174.

## Reporting Crimes

The College encourages anyone who is the victim or witness of a crime to promptly report the incident to the police.

All crimes occurring on campus should be reported immediately to the MCC Police Department. If you call the MCC Police Department, please provide the following information:

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

The MCC Police maintains a Daily Crime Log that lists incidents report to that department. This Log is available for public inspection at the Police Communications Center (L-174).

Additionally, the College strongly encourages everyone to report any suspicious activity to the Police Department at any time. Please remember that suspicion of a crime does not require proof. Crimes can be averted and suspects apprehended more quickly if suspicious activity is reported promptly. If someone's behavior or a situation is disturbing, threatening, or "out of the ordinary", call the MCC Police immediately. The police will assess the situation and take any appropriate action.

Crimes occurring off-campus should be reported immediately to the law enforcement agency having jurisdiction.

### **Voluntary and Confidential Reporting of Crimes:**

Except as noted below, the College does not have a reporting system for annual crime statistics that is both voluntary and confidential.

Victims or witnesses to a crime are encouraged to report what they know about a crime to the police. The MCC Police welcome such information and, under some circumstances, will guarantee confidentiality. However, the College cannot guarantee confidentiality in all instances, particularly when that information pertains to an offense or an alleged offender that may affect the safety of others on campus or is mandated to be reported.

# Access To and Maintenance of Campus Buildings and Grounds

Manchester Community College is located in the southwest corner of the Town of Manchester. It is an open campus situated on approximately 72 acres of a 160-acre tract. It has eleven buildings (Student Services Center, Learning Resource Center, SBM Charitable Foundation Building, Great Path Academy, six single story "Village" buildings, and a Maintenance garage), approximately three miles of roadway, two miles of walkways, and five parking lots. It has a combined enrollment of approximately 15,000 students, all of whom commute.

Buildings are patrolled and checked by MCC Police personnel who are equipped with two-way radios and have communications capabilities with the Town of Manchester Police and Fire Departments.

The college is open the following schedule.

Monday 6:30 AM to 10:30 PM

Tuesday 6:30 AM to 10:30 PM

Wednesday 6:30 AM to 10:30 PM

Thursday 6:30 AM to 10:30 PM

Friday 6:30 AM to 10:00 PM

Saturday 7:30 AM to 4:30 PM

During normal business hours, the College buildings are open to students, employees, and visitors. All buildings are secured each night and no one should be in the College buildings outside normal business hours.

Buildings, facilities, and landscaping are maintained in a manner that minimizes hazardous conditions. MCC Police officers regularly patrol the campus and report malfunctioning lights or other unsafe physical conditions to facilities management for correction. In addition, MCC invites reports of physical hazards or potential safety issues.

The college campus is equipped with emergency telephone and fire detection systems which are directly connected to the MCC Police Communications Center. When police personnel are not on duty, the emergency phone is connected to the town of Manchester E-911 system.

## Crime Alerts and Timely Warnings:

In the event that a situation arises, either on or off campus, that, in the judgment of the Police Chief, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Depending upon the situation, the media used may include: "All Points" e-mail to faculty and staff; Blackboard Vista messages to students; the MCC and MCC PD Police websites ([www.manchestercc.edu](http://www.manchestercc.edu) and [www.manchestercc.edu/offices/police](http://www.manchestercc.edu/offices/police)); written notices on campus monitors; and in-person warnings from police personnel.

Anyone with information warranting a timely warning or campus alert should report the circumstances to MCC Police by calling 512-3680 or in person at L-170.

# Sexual Assault Investigation and Prevention:

Sexual assaults continue to be a great concern on college campuses throughout the U.S. It also continues to be an under-reported crime with many rapes and sexual assaults never reported to the police.

The College and its Police Department urges anyone who is the victim of such an assault to report the incident to the police. The police will vigorously investigate all reported sexual assault cases and will work closely with victims, other law enforcement agencies, and the courts.

If you are the victim of a sexual assault:

- Whether or not you choose to report the sexual assault to the police, you should seek medical attention immediately, even if you do not feel you have been seriously injured.
- A medical exam is important to check for sexually transmitted diseases or other infection/injuries and for pregnancy.
- Medical evidence needs to be collected within 72 hours of an assault – in case you decide now or later to pursue a police complaint.
- To preserve evidence, you should not wash, bathe, douche, brush your teeth or use mouthwash, comb your hair, change your clothes, or take other action to clean up before going to the hospital.
- If you may have been given drugs to facilitate an assault (“date rape drug”), it is best to wait to urinate until you reach the hospital and a urine sample can be collected.
- If you are a sexual assault victim, the police will not reveal your name to others except as provided by law. Even court records are afforded some degree of protection. Similarly, if you choose to report your victimization to a faculty or staff member, they will not reveal your identity to the police or others without your permission. The police and staff may share some demographic data for purposes of crime statistics, but this does not include a sexual assault victim’s identity.

There are victim services available to assist a victim in dealing with a sexual assault.

**Office of Victim Services (OVS)** ( <http://www.jud.ct.gov/crimevictim/> ) - The Office of Victim Services, Connecticut Judicial Branch, is the state’s lead agency established to provide services to victims of violent crime. OVS is located in Wethersfield, Connecticut and can be reached by calling: 1-800-822-8428

**CONNSACS - Connecticut Sexual Assault Crisis Services Inc.** is a statewide coalition of individual sexual assault crisis programs, which work to end sexual violence through victim assistance, community education, and public policy advocacy. It provides a statewide 24 hour, toll free Hotline. Its programs offer crisis intervention, short term counseling, and support groups and are available to work within the court setting to provide support, information, and referrals. 1-888-999-5545 (English) 1-888-568-8332 (Español)

**Connecticut Coalition Against Domestic Violence (CCADV) (24 hr Hotline) 1-888-774-2900** Connecticut Coalition Against Domestic Violence (CCADV) works to improve social conditions and lead Connecticut’s response to domestic violence through policy, advocacy, public awareness, technical assistance, and training. Founded in 1978, CCADV works closely with our membership to understand and respond to the on-going needs of domestic violence victims and their families. We seek to support our membership through capacity building, technical assistance and a comprehensive training program.

## 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 provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Connecticut, convicted sex offenders must register with the State of Connecticut’s Department of Public Safety – Connecticut Sex Offender Registry Unit.

## Alcoholic Beverages

The consumption of alcoholic beverages on campus is prohibited and is subject to College disciplinary action.

The only time alcoholic beverages may be served on campus is during a College-sponsored program with prior approval of the College President or his expressly designated agent. All State laws pertaining to the sale and consumption of alcohol will be strictly enforced.

The unlicensed sale of alcoholic beverages on campus is prohibited by State law. Therefore, no financial arrangements between the sponsor of an event and guests are permitted whenever alcohol is to be served (i.e. no admission fees can be charged, donations accepted, nor tickets sold).

## Drugs and Controlled Substances

The use, sale, or possession of any controlled substance, narcotic substance, or drug paraphernalia, as defined by Connecticut General Statutes Section 21a, is prohibited by applicable state and federal laws.

Additionally, MCC students may be disciplined under the College's Student Discipline Code for "Knowingly possessing, using, transmitting, selling, or being under the influence of any dependency-producing drug on the College campus or off the College campus at a College-sponsored activity."

## Weapons

All firearms (as defined by C.G.S. section 53a-3) and other weapons (as defined by C.G.S. section 53-206) are prohibited from college property (see C.G.S. 29-28(e)). Any faculty member or student required or permitted to carry a firearm because of employment with a local, state or federal law enforcement agency, as well as retired law enforcement officers who are in compliance with the Patriot Act, must report to the MCC Police Department Commanding Officer. Permitted firearms are to be kept concealed at all times.

If you see a gun or other weapon on campus, please alert the police immediately at 512-3680.

## Crime Statistics

Collection of Statistics for Annual Security Report:

The MCC Police Department is responsible for collecting statistics, identifying reportable crimes, reporting crimes to the FBI and the Department of Education, and publishing statistics to the public. Under law, these statistics must be reported in the categories specified by each agency. FBI statistics include ONLY crimes occurring on the campus that are reported to the police. The Clery Act requires reports from a wider geographic area (e.g. adjacent public property); from a broader scope of "reporters" (e.g. "campus security authorities"); for disciplinary referrals as well as arrests for drug, alcohol, and weapons violations; and for different crimes (e.g. forcible sexual assault vs. rape and attempted rape).

Statement re: off campus geographic areas – The Clery Act requires a statement of policy concerning the monitoring and recording, through local police agencies, of criminal activity in certain geographic locations associated with the institution. These locations include: on campus; in or on a non-campus building or property; and on public property within or immediately adjacent to and accessible from the campus.

"MCC on Main" is a non-campus property at 903 Main Street in Manchester which is leased by the MCC Foundation and houses an art and video gallery, entrepreneurship center, cafe, and seminar and conference rooms. The college monitors and records information about criminal activity at this property through the Town of Manchester Police Department.

MCC monitors and records information about criminal activity on the public property immediately north of the campus (Town's "Bike Trail") and around MCC on Main through the Town of Manchester Police Department.

# Campus Security Authorities

The Clery Act defines a campus security authority as:

- A member of the MCC Police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute the MCC Police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. (An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.)

At MCC, the Campus Security Authorities are:

Title	Division	Extension
President		3100
Dean	Administrative Affairs	3603
Dean	Student Affairs	3203
Dean	Continuing Education	2803
Dean	Academic Affairs	2602
Dean	Institutional Advancement	2902
Associate Dean	Academic Affairs	2604
Director	Student Activities	3282
Director	Credit-Free Programs	2822
Director	Child Development Center	3272
Manager of Diversity, Inclusion and Staff Development	President's Office	3107
Division Director	S.T.E.M.	2739
Division Director	Liberal and Creative Arts	2662
Assistant Principal	Great Path Academy	3710
Director	Human Resources	3612

Counselor	Advising & Counseling Services	3592
Principal	Great Path Academy	3702
Counselor	Advising & Counseling Services	3307
Director	Social Science, Hospitality and Culinary Arts	2752
Director	Office of Student Success	3224
Director	Student Retention Services	3302
Counselor	Advising & Counseling Services	3328
Assistant to the Dean	Student Affairs	3204
Executive Assistant to the President	President's Office	3103



# 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:**

\*Sexual Assault: Forcible: any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

\*Sexual Assault: Non-forcible: unlawful, non-forcible sexual intercourse

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.

**Hate Crimes:** Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

**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).

**Arrests and Referrals for Disciplinary Action:** for Weapons - Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

### Reported Criminal Offenses

Crime Categories	Year	On Campus Property	Non-Campus Property ("MCC on Main")	Public Property
Murder/non-negligent manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offenses/Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sex Offense/Non-forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

### Hate Crimes

Crime Categories	Year	On Campus Property	Non-Campus Property ("MCC on Main")	Public Property
Race	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Gender	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sexual Orientation	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Ethnicity/National Origin	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Disability	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Other	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

### Title IX, V.A.W.A.

Crime Categories	Year	On Campus Property	Non-Campus Property ("MCC on Main")	Public Property
Dating Violence	2014	1	0	0
	2015	0	0	0
	2016	0	0	0
Domestic Violence	2014	1	0	0
	2015	1	0	0
	2016	0	0	0
Stalking	2014	1	0	0
	2015	0	0	0
	2016	0	0	0
Sexual Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

**Other Violations (Arrests & Referrals)**

Other arrests and referrals	Year	On Campus Property	Non-Campus Property ("MCC on Main")	Public Property
Liquor violation (arrests)	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Liquor violation (referrals)	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Drug violation (arrests)	2014	3	0	0
	2015	1	0	0
	2016	1	0	0
Drug violation (referrals)	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Weapons violations (arrests)	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Weapons violations (referrals)	2014	0	0	0
	2015	0	0	0
	2016	0	0	0