

# Castleton

A V E R M O N T S T A T E C O L L E G E

## Castleton State College

### *Campus Safety and Security Report*

#### ***A Guide to Campus Crime Prevention and Awareness for 2013-14***

Castleton State College is located in a rural town about ten miles west of Rutland, Vermont. The local area has about 4500 full-time residents spread throughout a large area. Both state and local police patrol the town.

At Castleton we are fortunate to live in a community where crime is not widespread. The problem we face is the education of those who may have the false impression that Castleton is crime free. As with other colleges and communities, crime is always present. Controlling the amount of crime takes the assistance of all who wish to enjoy Castleton's unique setting; report any crime or suspicious activity immediately to the Department of Public Safety. Reporting criminal activity is a means to identify and attempt to reduce crime. The College encourages all members of the Castleton State College community to become familiar with Castleton's security policies and procedures and to become more safety conscious.

**Reporting Emergencies** – All members of the Castleton State College community must report all emergencies and criminal incidents to the Public Safety Department (ext. 1215), or to their Area Coordinator, Community Advisor, or the Dean of Student's Office. Local emergency services, including police, fire, and ambulance may be reached by dialing 911. Castleton Public Safety officers carry portable radio telephones to enable them as contact in the event of an emergency. Telephones are located in the lobbies of the residence halls and every building on campus which may be used to request emergency services or to report a criminal incident. Blue light emergency phones are placed throughout the campus. They will connect you directly to Public Safety.

**The Public Safety Department** – Castleton's Public Safety Department coordinates and monitors campus safety and security policies and procedures. The department is staffed by five full-time, and one part-time security officer plus student officers who may be identified by their uniforms. The department is located in Hope House on South Street across from Ellis Hall and may be reached by dialing extension 1215. Public Safety officers patrol campus 24 hours a day, and provide escorts, upon request, to members of the campus community. Public Safety officers are unarmed and do not possess police arrest powers but utilize citizen's arrest authority when needed. Public Safety officers do have the authority to enforce all Castleton State College rules and regulations.

The Department of Public Safety works together with law enforcement agencies without a written memorandum of understanding. All incident or crime reports are filed with the appropriate agency and followed up with joint investigations. All arrests on campus are similarly made by the appropriate agency with the full cooperation of the Department of Public Safety. Law enforcement agencies include: Castleton Police Department; Vermont State Police (Castleton outpost); Rutland County Sheriff's Office; State's Attorney's Office, Rutland County; and Vermont Department of Liquor Control.

**Campus Crime Statistics** – In accordance with the Federal Student Right-To-Know and Campus Security Act/Cleary Act (S.580) of 1990 as amended in 1998, and 2000 each institution of higher education is required to annually prepare a Uniform Campus Crime Report consistent with the FBI's Uniform Crime Reporting system. The report reflects the crime statistics on the property of the institution for the proceeding calendar year. The statistical crime categories to be reported are: murder, forcible sex offense, non-forcible sex offense, manslaughter, arson, robbery, aggravated assault, burglary, motor vehicle theft, and arrests only for campus liquor law violations, drug abuse violations, and weapons possessions.

<i>Reported Offense</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>
1. Murder	0	0	0
2. Manslaughter	0	0	0
3. Arson	1	0	0
4. Sex offense; Forcible	5*	4	5
5. Sex offense; Non-forcible	0	0	0
6. Robbery	0	0	0
7. Aggravated Assault	4	2	1
8. Burglary	25	10	13
9. Motor Vehicle Theft	0	0	2
10. Alcohol Violation	154	122	221
11. Drug Violation	48	29	46
12. Weapons Possession	1	1	1

*\*Additional report received after October 2012 of alleged incident in 2010.*

#### **Hate Crimes**

There were no reported hate crimes in 2010, 2011, 2012.

Additional information concerning crime statistics, crime prevention, and security practices is available from the Department of Public Safety, Castleton State College, Castleton, VT 05735 or by calling (802)-468-1399. College policies on student conduct, due process, alcohol, drugs, sexual assault, and other matters are available from the Office of the Dean of Students.

**Bias-Related Reporting** – Castleton State College informs incoming students about bias-related crime and prevention measures through programs that include workshops, seminars, discussion groups, and orientation sessions. The purpose of these programs is to disseminate information about bias-related crime, promote discussion, encourage reporting of incidents of such crime, and facilitate prevention.

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

**Residence Halls** – The front doors of all residence halls are normally locked 24 hours a day with a computer-access control system. Residents are issued proximity cards that allow access at main entrances, along with keys to the door of their individual suite and/or room. Authorized personnel, including staff of Public Safety, Facilities, and Residence Life are provided access to the halls. Residence Life staff are available in each hall from 9 p.m. to 7 a.m.

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

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

The college does not allow open containers or the consumption of alcoholic beverages in public without prior approval. “In public” means on college property, walkways, roadways, athletic fields or facilities, and academic facilities, or any area not previously approved by the college. Violators may be asked to dump contents on the ground, warned, face college disciplinary actions, or be reported to the police. The manufacture, sale, distribution, or use of illegal drugs is not tolerated.

### **Missing Students who Reside On Campus**

If a member of the Castleton State College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Public Safety at 468-1215. The department will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the Castleton Public Safety Department determine that the student is missing and has been missing for more than 24 hours, Public Safety will notify the Castleton Police Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Castleton State College will notify the student’s parent or legal guardian within 24 hours of the determination that the student is missing.

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

**Safety Tips** – It is essential for the success of the college’s efforts that every member of the Castleton community cooperates with security policies and programs. Students and employees must take simple common sense precautions for their own personal safety and the security of their personal possessions. Students are advised to use the escort service or to travel in groups when walking around campus late at night. Residence hall room doors and office doors should be locked at night or when the room is unoccupied. Vehicles should be locked at all times and valuables should be locked in the trunk. All motor vehicles parked on campus should possess a college parking decal. Bicycles should be kept locked.

Members of the campus community should report any criminal acts and any suspicious looking individuals or unusual incidents to appropriate college officials.

### **Confidential Reporting**

The college community general public and mandated reporters are able to report incidents of crimes confidentially by utilizing the “1TIP” (1847) line, or by visiting the Director of Public Safety.

## **Campus Programs and Services**

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

**Escort Service** – Public Safety is available to escort any person on campus. Dial extension 1215 to request the service or utilize the phones incorporated into specific blue emergency call boxes.

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

**Counseling** – Castleton offers developmental counseling, assessment and referrals. Counseling services in the Wellness Center are located in the Campus Center. The extension is 1346.

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

**Alcohol & Drug Abuse Education** – The office of Student Life and Wellness Center offers programs on the topics. The extensions are 1283 and 1346.

## **Campus Notification**

### **Emergency Response and Evacuation**

- The college has an Emergency Management Team that meets regularly to prepare up-to-date procedures to respond to any emergency that may occur on campus.
- The college will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the college community. Warnings would only be withheld if they would compromise efforts to contain the emergency.
- When an emergency situation occurs on campus, safety officers are dispatched to assess and render aid. Additionally, local and state police, fire and EMS resources are immediately requested depending on the emergency.
- When it is confirmed that a serious emergency or dangerous situation exists, relevant information will be disseminated to the College community by various means. These include; a siren system, emergency cellular text messaging system, emails, flyers and personal contact.
- Response procedures and communication systems are tested on campus several times each year.

**Emergency Notification System** – Castleton has an Emergency Notification System through Send Word Now that quickly sends messages to wired phones, cell phones, e-mail addresses, and text devices. Except for tests, this system will only be used in the case of a serious threat to campus and not for routine weather notifications. The campus community is asked periodically to update personal information in their Send Word Now account. It is important to do so. A siren may sound if there is a threat to campus. Phones, e-mail, and text devices should be monitored for details and advice.

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

### **Sex Offender Information**

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

### **Sexual Misconduct Policy**

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

### **Official Reporting of Sexual Misconduct**

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

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

Even after reporting it to a College official, a student may still decide what, if any, further action s/he would like to take. They can seek local victim's resources, involve local or state police, and/or submit a formal written complaint which will result in disciplinary procedures being followed.

### **Disciplinary Procedures for Sexual Misconduct**

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

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

### **Rights of Accused and Accusers**

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

### **Sanctions**

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

### **Recommendations for Victims**

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

- Peer Advocates for CHANGE (802-417-1408);
- An Area Coordinator;
- Wellness Center professional staff (x 1313, 1314, 1346);
- Public Safety (x1215);
- Your Academic Advisor;
- Assistant Dean for Campus Life (x 1231);
- Rutland County 24-Hour Rape Crisis Line (1-800-489-7273 or 1-800-228-7395 or 802-775-3232);
- Parents or a trusted friend.

### **Public Safety Staff**

Bob Godlewski, Director of Public Safety

Bill Duczeminski, Full-time Officer

Tom Holland, Full-time Officer

Floyd Morey, Full-time Officer

Tom Scheck, Full-time Officer

Brad Adair, Full-time Officer

Gus Austin, Part-time Officer

Faye Colm, Administrative Assistant

*The Public Safety Department includes student officers and student switchboard operators.*

*October 1, 2013*