



Trinity

TRINITY WASHINGTON UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

Campus Security and Fire Safety 2016 Annual Report



Main Building, Room B-8
125 Michigan Avenue NE
Washington, D.C. 20017-1094 Communications
Center (24 hours) 202.884.9111
Dial 9111 from a campus phone

The 2016 Campus Security and Fire Safety Report can be viewed from the DPS homepage by visiting:
www.trinitydc.edu/safety/

Table of Contents

You Have a Right to Know About the Publication & Complying With	
Federal Reporting Requirements	6
Prominent Reporting Requirements Mandated By the Clery Act	6
“Clery Act” Snapshot	7
Campus Sex Crimes Prevention Act (CSCP).....	7
Sex Offender Registry	7
“Suzanne’s Law” (Missing Persons).....	7
Snapshot – Trinity Demographics	8
About The Department Of Public Safety (DPS) Mission Vision & Strategy.....	8
DPS - Who We Are & What We Do.....	8
DPS How We Do It	9
DPS - Authorities & Jurisdiction of University Police & Campus Security Officers.....	9
DPS - Where We Are Located & How to Contact Us	10
Reporting Crime, Unusual or Suspicious Activity & Other Emergencies	11
Dial 911 from A Campus Phone	11
Emergency Telephones	11
Code Blues, Call Boxes and Intercoms.....	11
How Are We Doing? Commending DPS Officers& Procedures For Filing	
Complaints of Misconduct	11
Reporting Crime & Collecting Crime Data.....	12
Crime Awareness & Campus Security	13
Crime Prevention & Education	13
Crime Log DPS Daily Incident & Crime Log.....	14
Timely Warning Campus Safety Alerts	14
Campus-Wide Safety & Security	15
Campus Emergencies	15
Campus Access Control	16
Access Control Policies & Procedures – The Three Basics	17
Facilities Access	17
Facilities Services.....	17
Facility Access Beyond Business Hours (Faculty And Staff):.....	18
Residential Security.....	18
Parking On Campus.....	18
DPS General Services	18
University Resources Policies, Prevention & Programs Counseling Services, Health & Wellness, Education, Prevention and Referral.....	19
Employee Assistance Counseling – Office of Human Resources.....	19
Counseling Services – Health & Wellness Center (Health Services)	19
Trinity’s Health & Wellness Center	20
University Policy Statements	20
Alcohol & Other Drugs	20
Weapons, Explosives and Dangerous Materials	21

Harassment	21
Definition of Harassment	21
Definition of Sexual Harassment	21
Equal Employment Opportunity, Affirmative Action and Non-Discrimination	22
Code of Student Conduct, Disciplinary Actions, Complaint Procedures, Penalties & Sanctions	22
Student Code of Responsible Conduct	22
Disciplinary Proceedings, Jurisdiction and Rights	23
Sex Crimes	24
Rape, Sexual Assault & Nonconsensual Sexual Activity	24
Reporting – University Police & Other Law Enforcement Authorities	26
Reporting – Student Affairs & the Student Judicial System	26
Sexual Assault Resources.....	26
How To Reduce Your Student Victim Profile	27
Campus Crime Reporting Reportable Crimes & Crime Definitions.....	27
Sex Offender Definitions Excerpted From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.....	29
Crime Statistics.....	31
Hate Crime Statistics	32
Fire Safety & Prevention.....	33
Emergency Phone Numbers	37
Reporting Crime, Unusual or Suspicious Activity, and Other Emergencies	37
Dial 911 from A Campus Phone	37

THIS PAGE LEFT BLANK INTENTIONALLY

MESSAGE FROM THE DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety at Trinity Washington University promotes campus-wide safety and enhanced communication. We are in operation 24 hours a day, 7 days a week and are fully accountable for campus security, campus parking, emergency management and shuttle transportation. Delivering effective and efficient public safety services intended to meet the diverse needs of our community require that we continually achieve our goals and continue efforts towards developing and sustaining positive and meaningful communications, crime awareness, crime prevention and strong alliances with all members of our campus community. Through strategic policing and strong community alliances, we continue to build strong bonds internally and externally. The entire Department thanks you for helping us to make our campus safe through a shared community responsibility.

The policies and procedures outlined in this report demonstrate our commitment to provide service to each of you. The 2016 Annual Campus Security and Fire Safety Report includes statistics furnished by campus security authorities as required by the Higher Education Opportunity Act (Public Law 110-315) requiring institutions of higher learning to inform students, employees and applicants for enrollment or employment of the campus' security policies and procedures.

Please review this information online:

<http://www.trinitydc.edu/go/2011CampusSecurityAndFireSafetyReport>.

Contact the Department of Public Safety at (202) 884.9111 with questions and comments about this report.

Respectfully,

Department of Public Safety

You Have A Right To Know About The Publication & Complying With Federal Reporting Requirements

In accordance with the *Crime Awareness and Campus Security Act of 1990*, the Department of Public Safety (DPS) is responsible for preparing, publishing and distributing an annual security report by October 1 of each year, for the purpose of disclosing and disseminating certain information regarding campus crime statistics, security policies and campus law enforcement. Information mandated by this Act include statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education and prevention programs, procedures for reporting sexual assaults, and procedures for handling reports of sexual assault.

In compliance with this federal law, DPS makes public this information by way of our annual security report entitled, "*Campus Security & Fire Safety Handbook*". The publication is made available to prospective students and employees and is distributed to current students and employees by way of the campus mail system, electronic distribution and the University website. To view the publication electronically, please visit the DPS Homepage at:

www.trinitydc.edu/offices/safety/.

The crime statistics for Trinity Washington University (contained at the back of this handbook) are submitted to the U.S. Department of Education (ED) through a web-based data collection system and can be viewed at the following web address:

<http://www.ope.ed.gov/security>.

This federal law is applicable to public and private institutions of higher education that participate in federal student financial aid programs, (under Title IV of the Higher Education Act of 1965) and is enforced by the U.S. Department of Education (ED). The Act has undergone several legislative amendments since its inception, primarily resulting in expanded reporting requirements.

Prominent Reporting Requirements Mandated By the Clery Act

Publication and dissemination of an annual security report made available to prospective students and employees and distributed to current students and employees. Disclosure of specified campus safety and security policies and practices Providing three years worth of selected crime statistics (a) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting program; and, (b) submitting the crime statistics to the U.S. Dept. of Education (ED) for inclusion in a database that will be distributed to the public on the ED web site Maintaining a public crime log (of all crimes reported to the department); the log must be open to the general public (including parents and the news media) and made available upon request.

Making timely warnings to the community about crimes that pose an ongoing danger to students and employees on campus

“Clery Act” Snapshot

The “Clery Act” originally known as the “**Crime Awareness and Campus Security Act of 1990**” is named in memory of Jeanne Ann Clery, a 19 year old freshman who was raped and murdered at Lehigh University, while asleep in her residence hall room on April 5, 1986. The intention of the Clery Act legislation (renamed the “**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**” in 1998) is to provide students and their families with accurate, complete and timely information about safety on campus. If you would like to know more about the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, visit <http://www.securityoncampus.org/>.

In addition, the Clery Act has been amended by the Violence Against Women Reauthorization Act of 2013

(“VAWA”) (Pub. Law 113-4), which has mandated several new reporting categories. The statute requires institutions to report incidents of domestic violence, dating violence and stalking, as well as sexual assault. Moreover, VAWA requires the institution to report crimes for which the victim was intentionally selected because of that person’s actual or perceived gender identity or national origin.

Campus Sex Crimes Prevention Act (CSCP)

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) was enacted in

October of 2000. This particular amendment provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education, working or volunteering on campus. The Act mandates that state procedures ensure that sex offender or registration information is promptly made available to law enforcement agencies with jurisdiction where the institution of higher education is located, and that the information is entered into appropriate state records or data systems.

Sex Offender Registry

The Metropolitan Police Department (MPD) has an established sex offender registration program for the District of Columbia in order to release sex offender information to the public. If you would like further information, please contact the Metropolitan Police Department – Sex Offender Registry Unit, at 300 Indiana Avenue, N.W., Washington, D.C. 20001, or call (202) 727-4407. The public may view the entire sex offender registry by visiting one of the Police Districts, the Sex Offender Registry Unit, or by viewing the following web address:

http://mpdc.dc.gov/mpdc/cwp/view,a,1241,Q,540704,mpdcNav_GID,1523,mpdcNav,l,asp

“Suzanne’s Law” (Missing Persons)

Signed into law by President George W. Bush as part of the national “Amber Alert” bill, this federal law requires law enforcement to notify the National Crime Information Center (NCIC) any time a person under age 21 is reported missing. Previously police were only required to report missing persons under the age of 18. The law is named after Suzanne Lyall, a 19 year old University of New York at Albany student who went missing in March 1998. The law

is intended to impel police to initiate prompt investigations of young persons who have gone missing. The DPS at Trinity complies with this law. Note: MPD publishes a Missing Persons Guide that provides instruction on immediate actions to be taken for missing persons. There is no time period for reporting a person missing in the District of Columbia. To view the D.C. MPD Missing Persons Guide go to

http://mpdc.dc.gov/mpdc/cwp/view,a,1237,q,547480,mpdcNav_GID,1549,mpdcNav,%7C.asp

Snapshot - Trinity Demographics

Trinity is a medium size private institution consisting of 25 acres with 8 buildings, for a total of 584,000 gross square feet. The campus perimeter is gated and campus security officers perform access control at two entrance points, one of which leads to campus residential facilities and is therefore staffed continuously, 24/7 year round. Campus buildings are conveniently situated within walking distance of each other, including two (2) residence halls that together, house approximately 400 students.

Trinity's wooded campus is situated in a dynamic urban setting, located at 125 Michigan Avenue NE, Washington, D.C., within a residential neighborhood, just two-and-one-half miles north of the United States Capitol. Trinity's campus is situated in the Fifth District/Ward 5, MPD Patrol Service Area (PSA) 501. Trinity is a comprehensive institution enrolling nearly 2,300 students in degree programs, with another 3,000 students participating in Trinity's continuing education programs. Trinity's full time faculty and staff total nearly 200 in number (not including part time faculty and staff).

About The Department Of Public Safety (DPS) Mission Vision & Strategy

Committed to Excellence

OUR MISSION - The Department of Public Safety is committed to building strong alliances with all members of our community, at all levels, extending beyond our campus boundaries, for the purpose of creating and sustaining a safe and secure environment in which to live, learn, teach and work.

OUR VISION - To be recognized as a leader in our profession for our commitment to excellence, as demonstrated by our actions, our results, and our innovative and effective approaches to reducing crime, disorder, and the fear of crime on campus.

OUR STRATEGY - To promote campus-wide safety and enhanced communications through the continuous and aggressive application of community based education and outreach. Our strategy is anchored in positive and meaningful interactions with the diverse community we serve in a manner that advances community cooperation and support.

Performance is Measured by Results

DPS - Who We Are & What We Do

The Department of Public Safety (DPS) at Trinity is a full service public safety provider with responsibility for campus safety, campus crime awareness and campus crime prevention and education. Additionally, DPS has oversight for parking services, ID card services, emergency management services, residential security, and a vast array of duties including staffing special

events, providing safety escorts, administering vehicle assistance, and managing vehicular and traffic control on campus.

Located in Main Building, Room B-8, DPS is operational 24 hours per day, 7 days per week, year round, and the Communications Center is staffed by a DPS Officer at all times. Additionally, a supervisor is always on duty, during each of the three (3) shifts should you have a need to meet or speak with one. DPS Officers are a well-trained team of twenty-three (23) inclusive of Campus Police Officers, Security Officers, and Supervisory Personnel. DPS Officers patrol the campus on foot and by vehicle, responding to all calls for service received by the Department, whether criminal or non-criminal in nature, both on and immediately near the campus.

DPS How We Do It

Community Coalition

The DPS team sustains positive and meaningful communications with safety, security and emergency response professionals at the local, state and federal levels and we enjoy a sound working partnership with multiple District emergency response agencies. The Department partners with a host of agencies ranging from the District's Consortium of Universities (a working group comprised of campus/university Public Safety Directors and Emergency Managers), to the Department of Homeland Security and Emergency Management Agency (DCHSEMA) whom we meet with regularly and rely on for mutual support.

Through these alliances, training opportunities, valuable information sharing and other assistance is rendered. DPS sustains an exceptional partnership with the Metropolitan Police Department (MPD) and our Police Service Area (PSA) officials. When information is received regarding criminal activity that may involve a member of the University community, DPS will actively investigate information received and collaborate with the MPD as needed, or as required. The MPD routinely communicates with DPS on serious incidents occurring on or near the campus, and in particular, those incidents involving University students or staff; likewise, DPS notifies MPD on major offenses reported to the Department. Finally, as a member of the District's Consortium of Universities, DPS officials support the District's Emergency Management Agency (EMA) by serving in a rotational on call tour of duty for one week each month - a commitment which calls for a DPS administrator to staff the EMA's Joint Operations Command Center (J.O.C.C.) in the event of a District-wide emergency. This type of interagency collaboration personifies the commitment of the many emergency response agencies that service the District of Columbia community, and DPS is proud to be an active participant in this union.

DPS - Authorities & Jurisdiction Of University Police & Campus Security Officers

The Trinity DPS team is comprised of Campus Police Officers, Supervisors, and Security Officers. Campus Police Officers are appointed as Special Police Officers, pursuant to the provisions of the District of Columbia Code, Sections 4-114 and 4-

115, and are regulated by the same guidelines that apply to D.C. Commissioned Special Police Officers. Campus (Special) Police are not armed and have the same authority as a law enforcement officer to arrest without a warrant for offenses committed within the premises of their geographical area of jurisdiction, or outside the premises, in fresh pursuit of offenses committed on the premises (D.C. Code 23-582A). Geographical jurisdiction extends to those buildings and properties owned or controlled by Trinity. Security Officers employed by the agency perform their duties pursuant to the provisions of the District of Columbia Municipal Regulations, Title 17, Chapter 21, Section 2100. The D.C. Metropolitan Police (MPD) has primary jurisdiction and authority in all areas off campus; however, DPS Officers can and do respond to matters concerning students, faculty or staff, that occur in immediate proximity to the campus.

The guidelines that regulate Campus and University Special Police Officers are pursuant to the College and University Campus Security Act of 1995.

Department of Public Safety - Where We Are Located & How to Contact Us

Department of Public Safety
Main Building, Room B-8
Communications Center: 202-884-9111
(Staffed 24/7 year round)

Dial 911 from a campus phone
Department of Public Safety
Direct: (202) 884-9100
Lylesma@trinitydc.edu

Reporting Crime, Unusual or Suspicious Activity & Other Emergencies

Dial 911 from a Campus Phone

For activity occurring on the campus, DPS is the best line of contact because we are most often the first responders to the scene. When you contact DPS at (202) 884-9111 an officer(s) will be dispatched to the location of the incident. DPS will report major offenses to appropriate law enforcement authorities and emergency care providers as needed, or as required. The Department sustains an exceptional partnership with the Metropolitan Police Department (MPD); as such, when information is received regarding unusual, suspicious, or criminal activity that may involve a member of the University community, DPS will actively investigate information received and work in collaboration with the MPD. DPS personnel respond to and investigate all calls for service received by the Department, whether criminal or non-criminal in nature, and both on and immediately near the campus. Should you become a victim of a crime, or should you witness a crime, immediately contact DPS at (202) 884-9111 or dial 9111 from a campus phone. We encourage all students, faculty, staff, and visitors to report all suspicious or unusual activity to DPS.

Report in person by responding to the DPS Communications Center, staffed by a DPS Officer 24 hours per day, 7 days per week, year round.

Emergency Telephones

Code Blues, Call Boxes and Intercoms

There are two styles of emergency telephones strategically located throughout the Trinity campus.

CODE BLUE phones are easily identifiable as black free standing columns, with white “EMERGENCY” lettering and a blue strobe light that pulses upon activation. The second type of emergency phones on campus are the **keypad call boxes** which are yellow in color and are affixed to a free standing post. Both style phones allow for direct two-way communication with a DPS Officer (dispatcher) housed in the Communications Center. When two-way emergency phones are activated, the location from where the call is made is displayed in the DPS Communications Center and an Officer is immediately dispatched. In addition to emergency phones, both residential facilities (Kerby and Cuvilly halls) have surveillance cameras situated at primary and secondary entrances.

How Are We Doing? Commending DPS Officers & Procedures For Filing Complaints Of Misconduct

Consistent with our mission, vision and strategy, it is our desire that your encounters with DPS members personify behaviors that are consistent with quality, caring, and value-driven service, as demonstrated by our actions and our words. We want to hear from you about how we’re doing, which is one of the reasons the following procedures are in place:

Commending a DPS Officer: if you would like to commend an officer, supervisor, or another Department member for outstanding service and professionalism in the performance of his/her duties, you may contact the Office of the Director for Public Safety at (202) 884-9100. Be prepared to provide the name of the Department member, the

action you would like to commend, and the date and approximate time that the action occurred. Upon receipt, information received will be forwarded to the Department member. Written commendations are encouraged and may be submitted electronically.

Allegations of Misconduct: the University has an established formal complaint process with procedures for addressing allegations of misconduct by University employees, which is inclusive of DPS members. Additionally, Trinity DPS *Campus and University Special Police Officers* are commissioned under the regulations and guidelines governing the *Metropolitan Police Department Security Officers Management Branch (MPD SOMB) Policy Manual* (wherein these guidelines and directives are applicable to a commissioned special police officer). These internal/external formal policies and guidelines provide for corrective action as appropriate, while at the same time protecting employees from unwarranted criticism when duties are properly performed. In general, the process involves reporting the alleged misconduct to the Office of Human Resources located in Main Building, Room 134 (or 202-884-9121 by phone). The Office of Human Resources has immediate authority and oversight for investigating complaints involving misconduct by a University employee. You may also contact the Director for Public Safety located in Main Building, Room B-8 (or 202-884-9100 by phone). DPS will collaborate with the Office of Human Resources on complaints regarding the misconduct of a DPS member; however, it is the responsibility of the Office of Human Resources for pursuing complaints to assure

that resolution is achieved and complaints are centralized. The University has a formal grievance process, and complaints are investigated and handled in a just manner that takes into consideration the rights of the accused, the rights of the complainant, and the safety and needs of the University community while the investigation is being conducted. Visit the University's web-site at <http://www.trinitydc.edu/hr/employee-handbook> for detailed information regarding this, and other University employment policies.

Reporting Crime & Collecting Crime Data

All reports will be investigated. The University does not have formal procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the University disciplinary committee for review.

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the institution is responsible for disclosing certain crime statistics reported to DPS, local police and non-law enforcement entities that may be recognized as “**campus security authorities**”; as such, this annual report is prepared in cooperation with local law enforcement. DPS acknowledges that campus-wide, there are several non-law enforcement individuals such as deans, directors, athletic coaches and administrators that by the very nature of their significant roles/responsibilities may reasonably be identified by students and employees as “officials” or “authorities” to whom crime should be reported.

These individuals are not expected, nor are they responsible for determining whether or not a crime has been committed; however, for reporting purposes, DPS relies on these campus security authorities to make available information that better enables us as an institution to accurately report crime occurring on and near our campus:

With the exception of those individuals (pastoral and professional counselors acting in the role of pastoral or professional counselors) who are exempted from disclosing offenses reported to them (under provisions sanctioned by the Clery Act), all others are strongly encouraged to report allegations of campus crimes to DPS.

The University recognizes that certain offices are primary resources for reporting crime and for accepting student victim complaints against student assailants. Personnel from these offices will assist student victims in notifying appropriate law enforcement authorities if the student chooses. DPS encourages non-law enforcement individuals to whom crime is reported to inform the reporting person of procedures for reporting crimes.

- Office of the Dean of Students: Main Building, Room 217; phone: 884-9611
- Office of Human Resources: Main Building, Room 134; phone: 884-9120
- Office of Health and Wellness: Main Building, Room 463; phone: 884-9615
- Office of Campus Ministry: Main Building, Room 219; phone: 884-9653
- Athletics Department: Trinity Center, phone (202) 884-9095

Anyone who is the victim or witness to a crime is encouraged to promptly report the incident to the appropriate law enforcement authorities (e.g.; local, state, federal). DPS will report major offenses to appropriate law enforcement authorities and emergency care providers as needed, or as required. Crimes should be reported to DPS to ensure inclusion in the compilation of annual crime statistics and to aid in providing timely warning to the University community via Campus Safety Alerts, when appropriate. Because police reports are public records under state law, DPS cannot hold reports of crime in confidence.

Crime Awareness & Campus Security Crime Prevention & Education

Using a multi-layered approach, DPS provides services and employs strategies that maximize personal and campus-wide safety, while at the same time encouraging community members to take responsibility for their personal safety and the safety of those around them. Throughout the academic year DPS delivers various safety and security programs to new and returning students, faculty, staff and affiliates, including crime prevention, fire safety and emergency management training and education. DPS participates in student orientations, residence life training, and various other programs and functions sponsored by the University, for the purpose of providing information concerning crime awareness, campus safety, and other public safety procedures, practices and initiatives, and informational literatures are made available. Often times, public safety officials are called on to

conduct educational and preventative presentations for a targeted group; however, it is not uncommon for DPS members to contact a particular community member, group, or division when a pattern of criminal or unusual activity is observed at or near a particular campus location. These various overlapping measures promote campus-wide safety by providing a proactive strategy toward thwarting dangerous or threatening conditions that adversely impact the quality of life on campus. **To learn more about crime awareness education and prevention, or to request a presentation or literature, please call (202) 884-9100.**

“Public Safety News” Look for crime prevention, fire safety, emergency management, and health and safety articles routinely posted on the DPS homepage at: <http://www.trinitydc.edu/safety>

Crime Log DPS Daily Incident & Crime Log

DPS responds to criminal incidents and non-criminal activity both on and immediately near the campus. Incident reports are prepared and case numbers are assigned for all criminal offenses that are investigated by, and/or reported to the Department. DPS records all criminal incidents on the *Daily Incident & Crime Log*, which is updated each day, except for days when the institution is officially closed. As a practice, non-criminal activity reported to DPS that is deemed significant (of potential interest) is also recorded on the daily log as a point of information.

Daily Incident & Crime Log entries include the nature of the crime (offense classification) or non-criminal activity (information), the incident report number, the date, time, location and status (if known) of the crime/activity, and a brief description of the incident. According to federal law, an institution may temporarily withhold information from the daily log in some cases; for example, when disclosing the information could compromise the confidentiality of the victim, the safety of an individual, or an ongoing investigation. Crimes reported to DPS are open to public inspection (including media) and are available for viewing via the University website (posted on the DPS homepage). The *Daily Incident & Crime Log* can also be viewed upon request during normal business hours by responding to the DPS Communications Center located in Main Building, Room B-8.

Timely Warning Campus Safety Alerts

When conditions or circumstances warrant, the University issues *Campus Safety Alerts* as timely warnings to caution the University community to potentially dangerous or threatening situations, serious crime, and other activity that poses a threat to persons or property. These timely warnings offer preventative safety and security precautions that arm the University community with information that enables them to protect themselves, while at the same time serving to prevent similar crimes or conditions. *Campus Safety Alerts* are posted on the DPS Homepage and are sent by way of University-wide electronic mail (to all campus community members who have an active account), and by way of newsletters, posters, flyers, and fax. In an attempt

to reach as many community members as possible, DPS calls on the University community, encouraging support through assistance with posting alerts throughout the campus, and in prominent locations. In some cases, and particularly in instances when a crime or condition occurs near the campus, other local, state and/or federal law enforcement authorities are often engaged with campus police in a unified effort toward minimizing or removing crime and crime risks, as well as alerting the community.

Campus-Wide Safety & Security

Immediately report crime, unusual or suspicious activity and other emergencies to the Department of Public Safety (DPS) at (202) 884-9111; or dial 911 from a campus phone. Program this number into your cell phone!

Campus Emergencies

Emergency Preparedness & Response: The University maintains a comprehensive *Emergency Management Plan* that senior (appointed) staff review and edit (as needed), several times a year. District agencies have established sound plans for responding to a major emergency in the District of Columbia. The University's *Emergency Management Plan* is not intended to replace existing plans; rather, its purpose is to provide key information intended to augment the already sound and functional emergency response plan and efforts of unified District agencies and partner public safety entities. In an emergency, Trinity uses several mass communications methods (including voicemail, email, website emergency communications and an emergency information hotline); students, faculty and staff are urged to become intimately familiar

with how and where to access these various emergency communications and resources. For detailed information pertaining to emergency preparedness and response, or to view the University's Emergency Management Plan in its entirety, please visit the University's website at <http://www.trinitydc.edu/policies/Emergency>.

Emergency directions (Including Weather Related): In the event of campus emergency, DPS (in collaboration with the President and/or senior administrators) will assess the threat level and issue directions about remain in place, moving a safe location, or taking other action. In rare cases you may be asked evacuate (leave at once). More commonly, you may be asked to shelter in place (remain inside where you are) and wait for instruction.

Emergency Information Communications

If there is any kind of campus emergency, including such events as a weather-related closing, an interruption in facilities such as a water main break or power outage, or a terrorism in Washing, we will communicate with all campus constituencies as quickly as possible through these means:

Hotline: (202) 884-9009: as soon as we are aware of a situation and have instructions for the campus, we will post instructions and information on the hotline. Call 9009 from a campus phone, or (202) 884-9009 from and outside line.

Voicemail: We will broadcast a message to your voicemail box with the same instructions and information we place on the hotline.

Email: we will send a blast email to your email boxes with the pertinent information.

Text Alerts: To get emergency alerts on your cell phone, text “follow trinitydcalerts” to 40404 and follow the instructions in the response text.

Website: We will post the information on the Trinity’s website www.trinitydc.edu

Radio and Television: we will do what we can to get radio and television stations to broadcast the information. Whether they will post information is beyond our control, so you should still check the hotline, your voicemail, email or the website.

Personal Notification On Campus: If there is an immediate threat on campus, in residence halls or to classes or offices in other buildings, we will launch a rapid personal notification team to go to resident rooms, offices, classrooms and the dining hall in addition to using the communication systems listed above. We are a very small campus compared to the big state universities, and we have sufficient supervisory personnel at all hours to swing into action should such notifications be necessary.

The University has established **emergency communications guidelines** that all members of the campus community must familiarize themselves with for the purpose of responding effectively and efficiently in the event of a real emergency. It is critical that these guidelines be followed in the event of any of the following types of emergencies:

- Medical Emergencies (illness, injury)
- Fire, Smoke, or Burning Odor Health and Safety hazards/risks

- Suspicious or Unusual Person(s), Vehicles or Activity
- Dangerous or Unsafe Conditions

For emergency conditions occurring on the campus, Trinity’s Department of Public Safety (DPS) is the first and best point of contact because we can respond quickest and because we are available 24/7 year round. When you contact **DPS at 9111** the dispatcher will initiate contact with appropriate authorities and/or emergency care providers (as needed) and provide essential and specific details routinely required by same. The Dispatcher will also summon additional assistance, including making appropriate and timely notifications to administrators, managers, and other essential personnel. Remember: it is our collective responsibility to exercise discretion when calling upon the resources of the District to respond to that which is truly necessary.

CAMPUS ACCESS CONTROL

The campus perimeter is gated and campus security officers perform access control at two entrance points, one of which leads to campus residential facilities and is therefore staffed continuously, 24/7 year round. The University allows access to the campus by way of the Main Front Circle (Michigan Ave.) and Cuvilly Driveway (adjacent to Trinity Square). In the interest of maintaining consistent levels of campus safety and security, DPS Officer at the campus access points cannot authorize access to faculty, staff, students and affiliates who fail to display a valid parking permit and a valid University issued **ID. University issued parking permits and IDs cards that are not current (expired**

year/date) are rendered invalid. Faculty, staff, students and affiliates who are driving an unregistered vehicle or have forgotten their parking permit must obtain a temporary parking pass from DPS. Failure to present your valid University issued ID or display a current parking permit may delay your entry onto the campus; therefore, please help DPS to serve you better by ensuring that you have both at all times upon entering the campus.

Access Control Policies & Procedures – The Three Basics

Wear your ID badge at all times and be cooperative with security staff if/when they request to see it;

Know the basic security protocols and follow them (e.g., residential security, visitation, guest sign-in, vehicle registration, facilities access, parking, etc.); and

Remember that vehicle registration and guest sign is required for all guests/visitors. Additionally, all guests/visitors must be escorted by the resident host at all times.

Facilities Access

Access to University owned and controlled buildings and grounds is a privilege that is extended to students, faculty, staff, guests and affiliates. By the very nature of its location, landscape design, and exterior perimeter boundaries, the University promotes an open and welcoming environment.

However, the University reserves the right to apply appropriate limitations (as needed) in order to ensure the safety and wellbeing of our community. Except for times when the University is officially closed, most campus facilities are open during the time when classes are in session or by special arrangement. Presently the majority of University

facilities are controlled by manual key access. Authorization for use of campus facilities and premises must be obtained in advance, and different facilities/rooms must be reserved through designated authorities. The Office of Conference Services can provide direction and information in this area; please contact (202) 884-9136 for additional information regarding space reservations.

Facilities Services

The Office of Facilities Services provides power plant operations and maintenance for buildings and grounds located on the Trinity campus. Other facility maintenance conditions addressed by this division include electrical and mechanical services, exterior lighting and landscape control, elevator repair, key control and more. Unsafe facility conditions such as exterior lighting, inoperable locking hardware, thick or full shrubbery, unsafe steps, handrails, or walkways, and other potentially hazardous facility conditions should be immediately reported to Facility Services located in Main Building, Room B-32. During normal business hours contact Facilities Services directly at (202) 884-9134. DPS remains available outside from normal business hours for those conditions or situations posing an immediate danger or risk.

Facility Access Beyond Business Hours (faculty and staff):

As a matter of security, DPS encourages authorized faculty and staff who are working in their offices outside of normal business hours or during times when the University is officially closed to contact DPS Communications Center at 9111 upon entering and leaving the campus.

Residential Security

DPS officers staff the University's two (2) residential facilities, seven days per week, from 6 PM each evening until 7 AM the following morning, during the academic year at times when the facilities are occupied by students. DPS officers assigned to Trinity's Cuvilly and Kerby residence halls are dedicated to access control and are positioned at the main reception (lobby) area of each facility. Authorized guests/visitors must sign in (and out) with the on-duty DPS officer, and a valid government issued ID is required (all guests must be at least 18 years of age). Authorized guests will be issued a pass that must be carried on their person at all times, and s/he must be escorted by the host (student) at all times while visiting on campus. Prior to the prescribed access times, sponsored guests/visitors are required to sign in at DPS (Main Bldg.) between the hours of Noon and 6 PM daily (there is no visitation before Noon). DPS works in collaboration with Residence and Student Life officials to ensure that guest visitation is strictly enforced, pursuant with established Residence Life policies which are defined in the Student Handbook (Code of Conduct).

Parking on Campus

In order to park on University owned/controlled property, all students, faculty, staff and affiliates must register their vehicle(s) with DPS and obtain the appropriate parking permit. Students, faculty, staff and visitors are required to display a valid University parking permit (or visitor's pass) at all times when parked on campus, to include reserved and handicap parking spaces. **Note:** possession of a valid parking permit does not necessarily guarantee a parking space. Parking is on a first come, first served basis. Adequate parking space is available; however, during peak traffic times parking lots and spaces closest to the buildings fill up quickly. In an emergency, vehicle and traffic infractions pose a real threat to public safety. In this spirit, we ask that you take the time to review and adhere to the *Parking Rules, Regulations and Policies* posted on the DPS Homepage at:

<http://www.trinitydc.edu/offices/safety/Parking.html>

DPS GENERAL SERVICES

Campus Safety Escort: if you must travel alone, a walking escort is available to University students, faculty, staff and guests, to and from campus buildings or parking facilities. To request a walking escort, contact DPS at 884-9111.

Shuttle Service: the University operates a complimentary metro shuttle service between the Brookland/CUA Metro rail Station (Red line) and the Trinity campus, seven days per week. The service is available at all times for University students, faculty, staff, guests and affiliates. The shuttle leaves from the St. Joseph's

Circle (near the loading dock of Main Building) approximately every twenty minutes from the top of the hour. Weekday hours of operation are from 7 AM – 11:40 PM, with extended late night hours on Friday and Saturday (1:40 AM). Shuttle schedules are available in the DPS Communications Center and can also be viewed via the University website at:

<http://www.trinitydc.edu/safety/metro-shuttle/>

Vehicle Assistance Program: DPS will provide a battery jumpstart to University students, faculty, staff, guests and affiliates upon request, and when parked on (or immediately near) the campus. Individuals/owners requesting this service will be required to sign a liability waiver. DPS does *not* provide tools or assistance related to vehicle lockouts, as this is a specialized service that should be performed by trained professionals; however, we will facilitate making contact with appropriate roadside assistance (e.g.; AAA, local locksmith or Tow Company). DPS will make every effort to provide a timely response to calls for vehicle assistance but caution that other conditions and/or calls for service may take priority. Contact DPS Communications Center at (202) 884-9111 with requests for vehicle assistance.

Please visit the DPS website for additional service information, campus safety and security tips, and information on crime prevention and awareness:

<http://www.trinitydc.edu/safety/>

University Resources Policies, Prevention & Programs Counseling Services, Health & Wellness, Education, Prevention and Referral

Employee Assistance Counseling – Office of Human Resources

Trinity's Office of Human Resources can provide confidential external referrals to employees who seek counseling and assistance for a wide variety of personal issues. Trinity may also require counseling in instances in which an employee's conduct at work indicates a need for such assistance. Trinity has a legal obligation to make such counseling available in any cases involving use or abuse of drugs or alcohol. For more information contact the Office of Human Resources at 884-9121.

Counseling Services – Health & Wellness Center (Health Services)

The Health & Wellness Center at Trinity provides a number of services to the University community, including medical and counseling services, as well as health education. Health services are provided by a nurse practitioner who can diagnose and treat many medical conditions and referrals can be made to specialists in the community. You may walk in or schedule an appointment. All full time, part time, day, evening and weekend students are eligible to receive care. Care is generally provided at no cost to the student however, your insurance may be billed, so please bring your insurance card with you to your visit.

There are fees for some services, such as flu shots, vaccines or TB tests. Some screening tests, such as those for strep throat also have a minimal fee. The following is a summary of services and resources offered by the Health & Wellness Center. For additional information, including hours of operation, visit: <http://www.trinitydc.edu/health/> or call (202) 884-9615 or 884-9612.

Trinity’s Health & Wellness Center

Resources, Services, Programs, Education & Prevention

Health Services are provided by a licensed RNC and include the following: routine physical examinations; sports physicals; treatment of colds, flu, urinary tract infections, upper respiratory infections; annual GYN examinations and treatment of GYN conditions; screening for diabetes, hypertension and elevated cholesterol; nutrition counseling; weight management advice.

Counseling services are provided by a licensed social worker and include individual and group counseling in the following areas: adjusting to college life; managing anxiety; dealing with depression; managing stress; exploring sexual identity; dealing with eating problems; surviving sexual assault or abuse; managing anger.

Scheduled programs sponsored by the Health & Wellness Center include the following: anxiety; depression; eating disorders; women’s health; breast cancer awareness; sexual

assault/domestic violence; alcohol abuse; women and food; smoking cessation; nutrition and weight management.

University Policy Statements

Alcohol & Other Drugs

The *Drug Free Schools and Communities Act*, along with the *Drug Free Workplace Act*, require that agencies receiving any form of financial assistance under any federal program after October 1, 1990 certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Trinity has established the following policy:

The use, transfer, possession and/or sale of illegal drugs are against federal law and the laws of the District of Columbia. It is the administrative policy of Trinity College that any student found to be in possession of illegal drugs, whether for personal use or for resale, will be subject to immediate dismissal and possibly arrest. The possession for use, sale, distribution, or barter of any controlled substance, other than for whom the controlled substance was intended, is prohibited. Similarly, any student's guest or other campus visitor guilty of acts involving illegal or illicit drugs will be subject to arrest and prosecution under District of Columbia laws.

Pursuant with District of Columbia Official Code (Title 25 Alcoholic Beverage Regulation) the legal drinking age in the District of Columbia is 21. Students who desire information regarding substance abuse or treatment programs should contact the University’s Health & Wellness Center at 884-9615.

Weapons, Explosives and Dangerous Materials

No person may bring weapons of any kind onto Trinity's campus, except in the routine discharge of law enforcement duties. No person may possess explosives or other dangerous materials except in supervised circumstances for legitimate professional purposes, e.g., for chemistry labs or for construction needs. Any student who necessarily comes into contact with chemicals or similar dangerous materials has a serious obligation to treat those materials with care and to refrain from taking any of the materials out of the supervised lab area. Removing chemicals from a laboratory or other designated area will result in serious penalties up to and including expulsion.

Unauthorized possession or use of a firearm or explosive device (of any description), and anything used to threaten or harm, including (but not limited to): firecrackers, compressed air guns, pellet guns, BB guns, paint guns and water guns, is strictly prohibited.

Harassment

Trinity expects all members of the campus community, including visitors and guests and personnel who work for contractors, to exercise the highest level of care in their professional and personal conduct toward each other and all others on campus.

Violations of Trinity's Harassment Policy, including retaliation against any individual for raising a claim under this policy, will result in immediate disciplinary action up to and including dismissal for both employees and students. Procedures for

making claims are included in the body of the harassment policy statement. False claims are also subject to action up to and including dismissal. Trinity also reserves the right to refer instances of harassment to appropriate external authorities. Trinity will call the police and involve external legal authorities in any case in which a sexual assault is alleged.

Definition of Harassment

For the purpose of this policy, "harassment" is the general term that includes actions that are discriminatory, intimidating, coercive or hostile. Trinity prohibits all forms of harassment by all persons on campus, including, faculty, staff, students, guests and visitors. Harassment is any oral, written, physical or other form of conduct that denigrates, seeks to intimidate or coerce, discriminates against or shows hostility toward any person on the basis of sex, race, color, national origin, religion or beliefs, sexual orientation, age, disability, language or other personal characteristics.

Hazing is a form of harassment specifically prohibited by this policy.

Definition of Sexual Harassment

Sexual harassment is a specific form of harassment that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical 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 or academic success;

2. Submission to or rejection of such conduct by an individual is used as a factor in employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, offensive or demeaning employment or educational environment.

Violations of this policy can occur through direct actions and communications from one person to another, whether in-person or via mail or phone or other electronic communications; or through conduct that creates a hostile environment for students or employees or others on campus, which may include verbal or nonverbal forms of communication, visual displays including posters or photographs, anonymous messages, graffiti, or actions that bias other members of the community against an individual.

Students who wish to make a claim of sexual harassment under this policy should make an appointment to speak directly with the Dean of Student Services (202-884-9600). The Dean is responsible for the management of all cases involving students.

Faculty and Staff who have complaints about sexual harassment as a matter of employment rights should report the complaint immediately to the Director of Human Resources. If the complaint involves a faculty member, the Director of Human Resources will inform the Academic Vice President.

For additional information regarding Trinity's harassment policy you may contact the Office of Human Resources at 884-9121, or you may view the policy in its entirety by visiting <http://www.trinitydc.edu/policies/harassment>.

Equal Employment Opportunity, Affirmative Action and Non-Discrimination

Trinity College is committed to providing equal employment opportunity in the workplace without regard to race, color, sex, religion, national origin, age, and all other categories governed by the laws of the United States and the District of Columbia.

Trinity does not engage in discrimination on the basis of any personal characteristics defined by law as prohibited classifications. All supervisors must adhere strictly to the policies and procedures that implement the non-discrimination, equal opportunity and affirmative action requirements.

For additional information visit the Employee Handbook (Compliance with Public Laws and Policies) on line at

<http://www.trinitydc.edu/hr/employee-handbook>

Code of Student Conduct, Disciplinary Actions, Complaint Procedures, Penalties & Sanctions

Student Code of Responsible Conduct

Trinity expects all of its students to comport themselves as responsible adults acting honestly and with integrity through the Honor System. As a guide to community norms, Trinity has established a general **Code of Student Conduct** to define the broad parameters of behaviors and actions that are prohibited and will incur penalties up to and including dismissal from the University.

Trinity reserves the right to expand, change or otherwise alter the Code of Student Conduct. Under the Honor System, all members of the Trinity Community share a responsibility to enforce these rules. The Judicial Association is empowered to investigate accusations of misconduct and to impose sanctions in certain kinds of cases. In all cases, Trinity College reserves the right to take direct disciplinary action when an offense warrants administrative intervention. The primary purpose of a code of conduct at the University is to protect the well-being of the community and to advance its educational mission by defining and establishing certain norms of behavior, including those behaviors and actions which are prohibited and will result in disciplinary action. Students who violate Trinity's policies may incur penalties up to and including dismissal.

Disciplinary Proceedings, Jurisdiction and Rights

Any student accused of an Honor violation or any misconduct at Trinity has the right to know the specific nature of the accusation and the right to provide an explanation of their conduct. However, due process does not require Trinity to conduct disciplinary proceedings like trials. While Trinity strives to ensure that all investigations and proceedings are conducted with respect for fundamental fairness, rules of criminal or civil procedure and evidence do not apply in Trinity's internal hearings and processes.

Where individual policy statements provide for separate disciplinary processes (e.g., sexual misconduct) those policy statements prevail.

A student who refuses to respond to an accusation, who fails to show up at meetings or hearings about their case, or who otherwise fails to follow directions about the disposition of their case and may be subject to additional penalties.

Trinity may also call in external law enforcement authorities for any cases involving violations of the law; external legal proceedings and penalties may be in addition to internal proceedings and penalties at Trinity.,

The range of permissible sanctions for disciplinary action includes, but is not limited to: Warning; Censure; Fined; Restitution; Community Service; Eviction; Disciplinary Probation; Academic Disciplinary Probation; Suspension for a Definite Time; Indefinite Suspension; Expulsion.

Complaint Procedures, Penalties & Sanctions

All community members of Trinity are expected to demonstrate due diligence, care and support, in preserving and upholding all institutional, local, state, and federal laws. Students and employees are subject to prosecution under applicable local, state or federal laws, and any disciplinary action imposed by the University may be in addition to penalties imposed by other outside law enforcement entities. University community members found to be in violation of institutional policies through the procedures and systems prescribed in the University's policy statements and other regulatory standards are subject to sanctions, up to and including suspension or dismissal/expulsion.

In cases of action by civil authorities, the University reserves the right to proceed with disciplinary action even if criminal proceedings are pending. The outcome of a disciplinary action will not be subject to challenge because criminal charges involving the same incident were dismissed or reduced.

Complaints received against **Students** are forwarded to the Office of the Dean of Students for resolution. The Dean of Students is responsible for the management of all cases involving students. More information regarding the investigatory and adjudication process can be found in Trinity's sexual misconduct policies at <http://www.trinitydc.edu/policies/sexualmisconduct> <http://www.trinitydc.edu/policies/files/2010/09/2011-2012-Student-Handbook.pdf>

Complaints received against **Faculty and Staff** are forwarded to the Office of Human Resources. The Director of Human Resources has responsibility and authority for pursuing complaints involving University employees. If the complaint involves a faculty member, the Director of Human Resources will inform the Academic Vice President.

Employee Handbook:

<http://www.trinitydc.edu/hr/employee-handbook/>

Sex Crimes Rape, Sexual Assault & Nonconsensual Sexual Activity

What Is Sexual Assault?

A sexual assault is about power, anger, and control. It is an act of violence and an attempt to degrade someone using sex as a weapon. Above all, sexual assault is a crime. Sexual assaults can happen to anyone: children, students, wives, mothers, working women, grandmothers, the rich and the poor, and boys and men. The assailants can be anyone: classmates, co-workers, a neighbor or delivery person, total strangers, outgoing or shy, and often a friend or a family member. To learn more about how you can protect yourself, or to view additional sexual assault resources, visit the following Metropolitan Police web address:

http://mpdc.dc.gov/mpdc/cwp/view,a,1232,q,541054,mpdcNav_GID,1523,mpdcNav,%7C31417%7C.a.sp

What Should I Do If I Am Sexually Assaulted?

Whatever choices a survivor makes for reporting an incident, it is important that he or she take the following actions, which will significantly aid in the successful criminal prosecution of the responsible party:

- Seek immediate medical assistance (within 24 hours of the assault) and get counseling as soon as possible;
- Preserve physical evidence (such as clothing and bed coverings);

- Do not douche, bathe, shower, brush your teeth, wash your hands, eat or drink anything, smoke, or change clothes before seeking medical treatment; and
- Report the sexual assault to authorities.

Reporting Sexual Assault

Survivors of sexual assault have several options. We strongly encourage survivors to report the sexual assault to police. If you wish to report the assault (and in the interest of building a strong legal case, should you choose to press charges) it is best to report the crime right away and have an examination to collect evidence. A sexual assault exam can be performed up to 96 hours after the assault; however, you can report a sexual assault at any time. After you call the police, several procedural steps are followed.

In the District of Columbia a uniformed police officer will take a brief statement from you. The officer will then call the D.C. Sexual Assault Unit of the police department (specially trained detectives who handle sexual assault cases). If you report a sexual assault to the police or if you go to Howard University Hospital, an operator will contact the D.C. Rape Crisis Center and a counselor or advocate will meet you at the hospital to provide information and support. Specially trained nurses called Sexual Assault Nurse Examiners (SANEs) are available 24-hours per day at Howard University Hospital to provide medical attention and to collect evidence for court. The SANE examination at Howard University Hospital is free of charge. Howard University Hospital is located at 2041 Georgia Ave., N.W., Washington, D.C.

In the District of Columbia, the D.C. Rape Crisis Center can provide you with immediate, confidential and free services that will help you to explore all of your options. If you do not wish to report the sexual assault to the authorities, you should still seek medical care for any injuries, pregnancy, sexually transmitted diseases (STDs), physical evidence, or possible side effects associated with a drug-facilitated sexual assault. Even if you do not wish to report the sexual assault, the D.C. Rape Crisis Center has counselors and advocates who provide supportive services to survivors that helps them to understand the criminal justice system (reporting, prosecution and the courts). Call the 24 Hour D.C. Rape Crisis HOTLINE at 202-333-RAPE (7273) for counseling and referrals to the hospitals nearest you.

Who Do I Contact If I Am Sexually Assaulted?

If you or someone you know has been sexually assault, you are encouraged to contact any of the following offices for victim support and assistance:

Trinity DPS: if you are a survivor of a rape or sexual assault, when you contact DPS at (202) 884-9111 appropriate assistance is initiated, to include contacting appropriate University officials, law enforcement entities and emergency response caregivers. For activity occurring on the campus, or if you reside on campus, DPS is the best line of contact because we are most often the first responders to the scene.

Municipal Emergency Response: for direct access to District agency emergency response services (police, fire, and ambulance) dial 911.

Metropolitan Police Department (MPD) Sexual Assault Unit: (202) 727-3700.

D.C. Rape Crisis Center – 24-hour HOTLINE (counseling for childhood and adult sexual assault and advocacy services): (202) 333-RAPE (7273).

University Officials: Victims of sexual assault should know that the University stands ready to assist them with resources and support. These offices can assist student victims with information, and help with notifying appropriate law enforcement authorities if the student chooses. As a matter of policy, if the offender is affiliated with the University, the appropriate office (Dean of Students or Human Resources) is notified.

- Office of the Dean of Students: Main Building, Room 217; phone: 884-9611
- Office of Human Resources: Main Building, Room 134; phone: 884-9120
- Office of Health and Wellness: Main Building, Room 463; phone: 884-9615
- Office of Campus Ministry: Main Building, Room 219; phone: 884-9653

Reporting – University Police & Other Law Enforcement Authorities

A sexual assault survivor can choose whether or not to report the assault to authorities and to what degree to pursue the matter, once reported. However, upon learning of a sexual assault, DPS is legally obligated to notify the Metropolitan Police

Department and the D.C. Sexual Assault Unit, or the police department with jurisdiction where the assault occurred. Upon being contacted, DPS remains available to ensure appropriate assistance is initiated, to include contacting appropriate University officials, law enforcement authorities and emergency response caregivers.

Reporting – Student Affairs & The Student Judicial System

Student victim complaints against student assailants are forwarded to the Office of the Dean of Students for adjudication. Complaints are investigated and handled in a just manner that takes into consideration the rights of the accused, the rights of the complainant, and the safety and needs of the University community while the case is being examined. As a result, and when appropriate, students accused of assault may be subject to interim suspension in the interest of protecting the safety or health of any person while the matter is pending. In addition, the university will help student victims of assault adjust academic schedules, living arrangements and work schedules if reasonably possible to do so and if requested by the victim.

SEXUAL ASSAULT RESOURCES

Metropolitan Police Department (MPD)

MPD Sexual Assault Unit: (202) 727-3700

MPD Gay & Lesbian (GLBT) Liaison Unit.

Note: this unit will call you back once you page them at 1-877-495-5995

MPD Latino Liaison Unit: (202) 673-4445

MPD Asian Liaison Unit: (202) 535-2653

MPD Deaf and Hard of Hearing Liaison
Unit: (202) 671-2864 or email:
dhhu2002@yahoo.com

Local Resources for Sexual Assault Survivors

D.C. Rape Crisis Center: 24-hour hotline – counseling for childhood and adult sexual assault and advocacy services: (202) 333-RAPE (7273)

D.C. Rape Crisis Center: (Deaf & Hard of Hearing TTY Number – 9am to 5pm):
(202) 328-1371

Men Can Stop Rape: Outreach, education and prevention work with men and boys:
(202) 265-6530

DAWN (Deaf Abuse Women’s Network): 24-hour TTY Hotline – confidential, advocate available: 1-800-290-DAWN (3296)

Financial Assistance: Crime Victim Compensation

Crime Victims Compensation Program: (202) 879-4216

Chinatown Service Center – Crime Victims Assistance Partnership assists Asian victims who are seeking crime victim compensation:
(202) 898-0061

Ayuda, Inc.: assists Spanish-speaking victims who are seeking crime victim compensation:
(202) 387-2870

How To Reduce Your Student Victim Profile

The Office of the Vice President for Student Affairs provides a range of programs and services designed to educate students about sexual assault and its prevention

Trinity uses the Federal Bureau of Investigation’s

prevention. Please visit their webpage for more information at <http://www.trinitydc.edu/student-affairs/>. In addition, preventative programs, services, education, and outreach are available to students, faculty and staff through the University Health Services (Health & Wellness Center). Services provided by this office range from counseling, referral, and identification of appropriate resources. Services, screenings and other resources related to sexual assault, and provided by this office, include the following: GYN examinations; treatment of GYN conditions; surviving sexual assault/domestic violence; managing anxiety; dealing with depression; managing stress; managing anger; exploring sexual identity.

Campus Crime Reporting Reportable Crimes & Crime Definitions

(FBI) Uniform Crime Reporting (UCR) Guidelines for classifying and reporting crime statistics. The following definitions are used to report crimes listed in accordance with the FBI *Uniform Crime Reporting Program*. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapons law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook*. The definitions of sex offenses are excerpted from the National Incident-Based Reporting System Edition of the *Uniform Crime Reporting Handbook*. The definitions of domestic violence, dating violence and stalking are in accordance with section 40002(a) of the Violence Against Women Act of 1994 as further defined by the HEA

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 Homicide**Man-Slaughter By Negligence**

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another

Robbery

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

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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking;

safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding).

Stalking

Conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress, or to fear for his or her safety or the safety of others.

Dating Violence

Violence committed by a person who is or has been in a relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship may be determined by the length and nature of the relationship, and by the frequency of the interaction between the parties.

Domestic Violence

A crime of violence committed by a spouse or former spouse or intimate partner, or a person with whom the victim shares a child, or a person who has been or is now cohabitating with the victim as a spouse or intimate partner.

Hate Crimes

In the District of Columbia, a bias-related crime means an unlawful act that demonstrates the accused prejudice, based on the actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibility, physical handicap, matriculation or political affiliation of the victim.

Weapon Law Violations

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

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Bensedrine).

Liquor Law Violations

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

Sex Offender Definitions Excerpted From the National Incident-Based Reporting System Edition Of The Uniform Crime Reporting Program

Sex Offenses-Forcible

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

Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-Forcible

Unlawful, non-forcible sexual intercourse

Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Crime Statistics

The following crime statistics are for Trinity Washington University and reflect incidents that were reported to Trinity Washington University Department of Public Safety for property located at the following address:

Trinity Washington University
125 Michigan Avenue, NE
Washington, DC 20017-1094

CRIME STATISTICS - TRINITY WASHINGTON UNIVERSITY

Criminal Offenses	2013				2014				2015			
	On-Campus Property	Non-Campus Properties	Residence Halls	Public Property	On-Campus Property	Non-Campus Properties	Residence Halls	Public Property	On-Campus Property	Non-Campus Properties	Residence Halls	Public Property
CRIMINAL HOMICIDE												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES												
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	1	0	0	0	0	0	0	0	0	0	1
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	1	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	1	0	2	0
Arrests & Judicial Referrals												
Arrests												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	1	0	0	0	0	0	0	0	0	0	0	0
Judicial Referrals												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Dating	0	0	0	0	0	0	0	0	0	0	0	0
Domestic	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	1	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0

2015 crime statistical data does not include statistics submitted by the District of Columbia Metropolitan Police Department (Fifth District, Police Service Area 501). UCR classifications were used for crimes reported to local police. Additionally, crime statistical data was provided for non-campus property located at 1901 Mississippi Avenue NE, Washington, DC for Clery Act reporting.

Hate Crime Statistics

The following hate crime statistics are for Trinity Washington University and reflect incidents that were reported to Trinity Washington University Department of Public Safety for property located at the following address:

**Trinity Washington University
125 Michigan Avenue, NE
Washington, DC 20017-1094**

HATE CRIMES - TRINITY WASHINGTON UNIVERSITY
2013: No hate crimes reported.
2014: No hate crimes reported.
2015: No hate crimes reported.

Fire Safety Report 2015

FIRE ALARM PROCEDURES

If you discover a fire:

Pull the nearest fire alarm. By pulling the alarm you are initiating immediate action/response.

Yell out “**FIRE**” as you are going to the pull station to alert others in the area and follow the below evacuation procedures.

Building Evacuation Locations

- Main Hall – Chapel
- Library, Payden Academic Center or Alumnae Hall – Social Hall
- Cuvilly Hall & Kerby Hall – Trinity Center
- Trinity Center – Cuvilly Hall lobby
- Chapel – Social Hall

BUILDING FIRE ALARM ACTIVATIONS

In accordance with the *Building Officials Code Administrators International, Inc. (BOCA) National Fire Prevention Code*, it is mandatory procedure during a fire alarm activation (as evidenced by an audible alarm) for all occupants to exit the building. Upon complete evacuation, and until such time that emergency responders identify the cause of the activation and render the building “all clear” for re-entry, it must be assumed that an actual fire exists in the building. Displays of disregard for the

Expeditious and orderly evacuation of a building during a fire alarm activation may result in injury or Loss of life, or penalties imposed on the institution. It is the expectation that members of the University community value the importance of this responsibility and as such, respond consistently with compliance. ***What should I do when the emergency alarm sounds? Without exception, all building occupants must:***

Immediately stop what you are doing and evacuate the building;

Exit the building using the nearest stairway. Persons with disabilities should remain in the “safe area” at the stair landing, until emergency response personnel arrive to aid in their evacuation;

Do not use elevators;

When exiting the building and passing by rooms/areas that are still occupied, inform individuals that they must evacuate the building. Immediately knock on closed doors and call out “fire alarm” to alert possible occupants;

Once you have exited the building, report to the building’s designated assembly area, which accounts for safe distance from the building;

Do not attempt to re-enter the building until the “all clear” command is given by police or fire personnel on scene. **A silenced alarm is not to be interpreted as an “all clear” signal.**

FIRE SAFETY & PREVENTION

The electrical distribution in some areas/spaces on campus is limited; therefore, it is important to

Follow strict adherence to the rules for appliances. Any fire safety deficiencies should be reported to Facilities Services (ext. 9134) immediately. DPS uses this opportunity to call attention to common hazards and risks to avoid:

Smoking is prohibited in all buildings on campus and is only permitted in designated (exterior) areas (Cuvilly and Kerby parking lots).

Dispose of cigarettes properly: be sure they are completely extinguished and do not discard them near grass, mulch, buildings and other areas where they can smolder and ignite.

Do not overload electrical circuits or outlets. Use a power strip with an overload protector. Check your electrical cords for worn places and broken installations.

Do not use space heaters.

Do not smoke or use other combustible items such as candles and incense.

Do not staple or connect multiple extension cords together or route cords under doors or carpet.

Use only the recommended light bulbs with the appropriate wattage for your lamp and other peripheral device.

Make sure that all appliances are turned off at night and whenever you leave your room.

The following items are strictly prohibited from campus facilities:

Candles, oil lamps, incense, or open flame of any kind;

Halogen lamps;

Air Conditioners (except those provided by Trinity);

Alcohol, turpentine, paints thinner or other flammable materials;
Fireworks and sparklers;
Cooking equipment of any kind; and
Electrical equipment as indicated above.

Fire Statistics

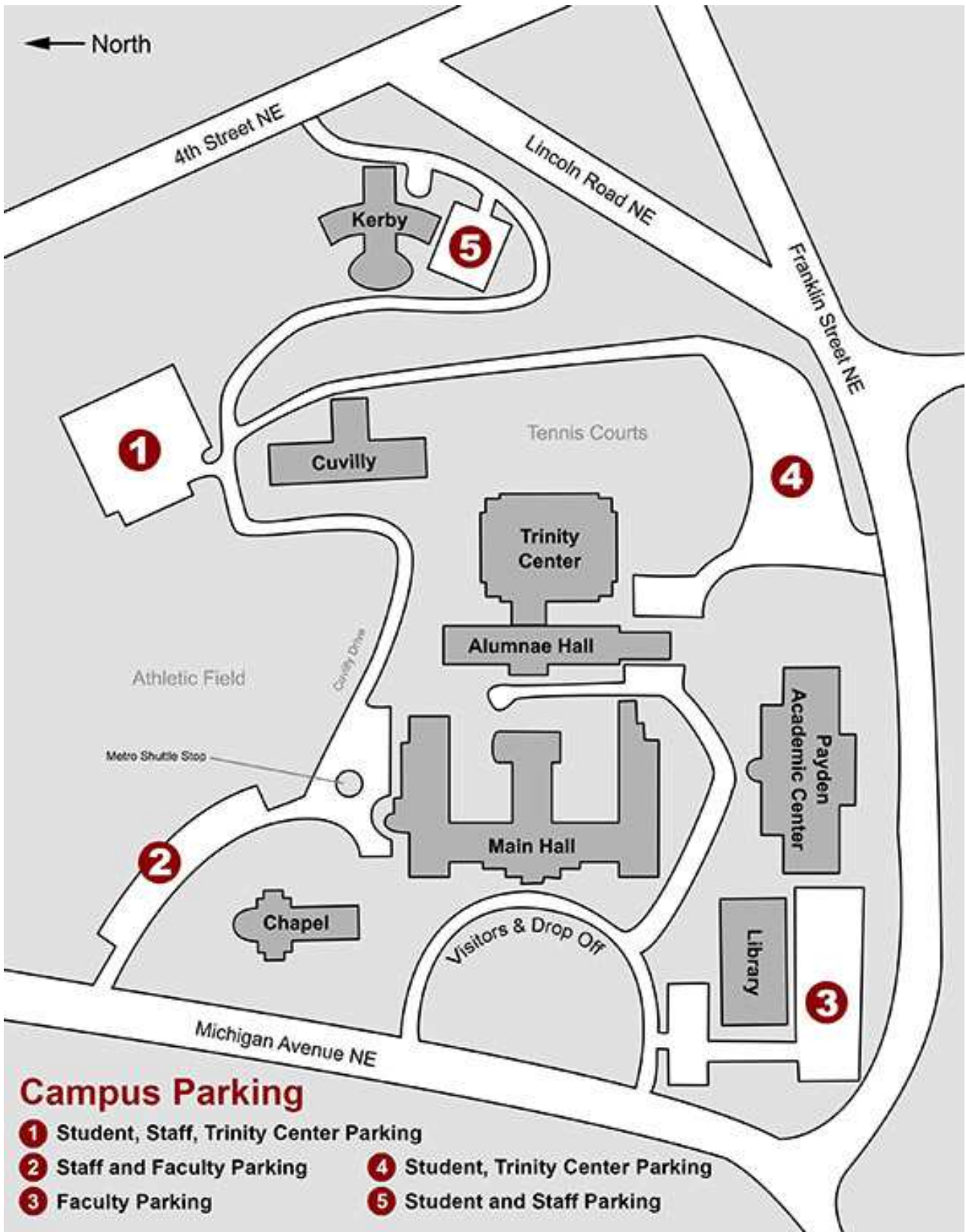
The following are fire statistics for the below residential halls at Trinity Washington University and reflect incidents reported to the Department of Public Safety at the following address:

Trinity Washington University
125 Michigan Avenue, NE
Washington, DC 20017-1094

Fire Summary-Trinity Washington University

Housing Facilities	2013			2014			2015		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Cuvilly Hall	0	0	0	0	0	0	0	0	0
Kerby Hall	0	0	0	0	0	0	0	0	0
Main Hall	0	0	0	0	0	0	0	0	0
Alumnae Hall	0	0	0	0	0	0	0	0	0

These statistics reflect fire incidents reported to the Department of Public Safety during 2015 as required by the Higher Education Opportunity Act (Public Law 110-315).



EMERGENCY PHONE NUMBERS

TRINITY WASHINGTON UNIVERSITY EMERGENCY INFORMATION

REPORTING CRIME, UNUSUAL or SUSPICIOUS ACTIVITY, and OTHER EMERGENCIES

DPS Communications Center (staffed 24
hours, year round)

Main Building, Room B-8

DIAL 9111 from a Campus Phone

Off Campus: (202) 884-9111

Office of Health and Wellness

Main Building, Room 463

Phone: 884-9615

Office of the Dean of Students

Main Building, Room 217

Phone: 884-9611 or 884-9605

Office of Human Resources

Main Building, Room 134

Phone: 884-9120

Office of the President

Main Building, Room 150

Phone: 884-9050

Trinity Weather Hotline and Emergency Information Telephone Number:

202-884-9009

<http://www.trinitydc.edu/policies/weather-emergencies/>

Trinity Emergency Management Plan

<http://www.trinitydc.edu/policies/Emergency>

Trinity Emergency Web Site

Announcements/Notifications: In the event of an emergency call your voice mailbox and check your Trinity e-mail for additional announcements and instructions:

<http://www.trinitydc.edu/>

DISTRICT OF COLUMBIA EMERGENCY INFORMATION

LOCAL NEWS (RADIO) STATIONS DURING AN EMERGENCY STAY INFORMED & LISTEN FOR INSTRUCTIONS

WMAL AM 630

WAMU FM 88.5

WETA FM 90.9

WTOP AM 1500 - AM 820 - FM 107.7

METROPOLITAN POLICE DEPARTMENT (MPD)

MPD 5th District Headquarters

1805 Bladensburg Rd., NE

Washington, D.C. 20002

Phone: (202) 727-4510 (24 hours)

Emergencies: 911

Non-Emergencies: 311

Citywide Call Center

(202) 727-1000

Fire and Emergency Medical Services

(202) 673-3331

Poison Center

(202) 625-3333

American Red Cross, D.C. Chapter

(202) 728-6401

D.C. Emergency Management Agency

(202) 727-6161

D.C. Department of Public Works

(202) 673-6833

PEPCO

(202) 833-7500

Social Services Referral

(202) INFO-211 or 463-6211

Verizon
(800) 275-2355

Washington Gas
(800) 752-7520

D.C. Water and Sewer Authority
(202) 787-2000

**WASHINGTON, D.C. EMERGENCY
INFORMATION CENTER
Resources in the District of Columbia**

“BE PREPARED – STAY INFORMED”

Visit
<http://emergencycenter.dc.gov/eia/site/default.asp> for a comprehensive listing of District emergency information.

Visit
<http://www.dc.gov/emergencies/index.shtm>
For a complete listing of emergency phone numbers and resources.

U.S. DEPARTMENT OF HOMELAND SECURITY
Visit <http://www.dhs.gov/dhspublic/> for up-to-date information.

Ready.gov (U.S. Department of Homeland Security)
<http://www.ready.gov/>

http://www.ready.gov/get_a_kit.html