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LAW ENFORCEMENT, SECURITY RESPONSES, AND RELATIONSHIPS WITH LOCAL LAW ENFORCEMENT

At the Community College of Rhode Island, we are committed to a safe school environment on all of our campuses. The charge of the Community College of Rhode Island Police Department (CCRIPD) is to serve and protect the campus community and to enhance the quality of life on each of our four campuses. This is achieved in conjunction with the campus community through the enforcement of laws, crime prevention activities, and education and community awareness. The foundation of our department is community service. All people within our jurisdiction are served with respect and fairness.

The Community College of Rhode Island Police Department is committed to the prevention of crime, the investigation of problems and incidents, the preservation of security, and the enforcement of all laws and college rules. Services of the CCRIPD are oriented to produce an environment that enables the college to implement its mission of education and public service.

The CCCI Police Department patrols on foot and motor vehicles at campuses in Warwick, Lincoln, Providence and Newport. The Warwick and Lincoln Campuses are patrolled 24 hours per day, 7 days a week. The Providence and Newport CCRIPD operate 7am to 11pm with some fluctuation of hours based on functions specific to the respective campus. The Newport Campus is closed on Sundays. The department is led by Chief Dale R Wetherell who has more than 30 years’ experience in municipal and college law enforcement. Our department consists of two captains and four lieutenants, twenty-three sworn police officers and one college patrol person. We are a non-armed, sworn college police department trained by the Rhode Island Municipal Police Training Academy. Our officers have full arrest powers to enforce the laws of the State of Rhode Island. Our jurisdiction is primarily within the geographical boundaries of each campus and the surrounding public streets and sidewalks adjacent the campuses.

For more information, we can be reached by phone at:

- Warwick (Knight) 401-825-2109; The office is located on the ground floor rear of the Mega Structure.
- Lincoln (Flanagan) 401-333-7035; The office is located on the lower level 3.
- Providence (Liston) 401-455-6050; The office is located at the main entrance 1st floor.
- Newport County 401-851-1620; There is a kiosk at the main entrance and the office is located on the lower level farthest from the elevator.
- Westerly; Contact Westerly Police at 401-596-2022 or dial 911.

THE CRIME AWARENESS AND CAMPUS SECURITY ACT

The Student Right to Know and Campus Crime Awareness Act of 1990 mandates that all universities and colleges report certain information relating to campus crime statistics and campus police policies of that institution. In addition, the law requires the college to prepare, publish, and make available to all current students and employees, and to any applicant for enrollment or employment upon request, an annual
police/security report. The report must include information about campus police/security policies and crime statistics of that institution.

Dedicated enforcement of college regulations, coupled with crime prevention and safety programs, help to meet these responsibilities. The Department strives to provide the high quality of safety and crime prevention services required to meet the needs of a progressive academic institution.

The authority for college police officers is granted by the RI Board of Education under Rhode Island General Law (RIGL 16-52-2). College police officers have the same authority conferred upon municipal police in the State of Rhode Island. Their authority includes the right to issue Rhode Island Traffic Tribunal summonses. The department maintains a close working relationship with the local police departments where each of our campuses is located, the College’s Office of Student Affairs, the College’s Judiciary Committee, Student Government, Physical Plant, and other campus and non-campus organizations. The police department has many responsibilities including campus patrolling, both on foot and in vehicles, preventing, detecting and investigating criminal activities, assisting the disabled, fire safety services, crime prevention services, general building security and special event security. The department is also responsible for issuing parking permits, parking control, and motor vehicle control on campus.

The CCRI Police Department maintains a Memorandum of Understanding with the Providence, Warwick, Newport, and Lincoln Police Departments. This allows rapid and robust mutual aid to assist our police department in any emergency. CCRI Police can contact our neighboring agencies immediately by radio to request this assistance.

**REPORTING A CRIME/EMERGENCY**

The police department makes every effort to prevent crime by providing highly visible patrols with police personnel that respond quickly to the needs of the college community. To report a crime or emergency:

- Warwick 401-825-2109 or 911.
- Providence 401-455-6050 or 911.
- Newport 401-851-1620 or 911.
- Lincoln 401-333-7035 or 911.
- Westerly Contact Westerly Police at 401-596-2022 or dial 911.

Crimes can also be reported via the Blue Light phones on the various campuses, which are connected directly to campus police. While crimes should be reported to the campus police immediately, crimes may also be reported to any campus security authority (CSAs). CSAs are instructed to report crimes immediately to the police.

When a complaint is received, an officer is dispatched to investigate and take appropriate action. All crimes are investigated and if prosecution through the court is required, we defer to the municipality where the incident occurred. When a student is involved, he/she is referred to the Dean of Students Office for appropriate action.
CCRI Police offers the ability to report anonymously:

https://www.ccri.edu/campuspolice/forms/anonymous-crime-report.html

To meet the training goals of the department, new officers attend and are certified by the Rhode Island Municipal Police Training Academy (Police Officers Commission on Standards and Training). Upon completion of the academy officers return to the department working under the direct supervision of the shift lieutenant and receive instructions on basic police procedures, report writing, and patrol procedures of the department. On a regular basis, officers receive instruction on C.P.R. /A.E.D. from certified instructors.

All new officers receive field training under a peer system. New members are assigned to a senior police officer and are provided instruction on all facets of the police departments operation. Police officers are also required to take part in external professional education, workshops and in-service trainings on the latest law enforcement techniques.

**How we prepare the Annual Disclosure and Crime Statistics**

The College Police prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in coordination with local law enforcement agencies surrounding each of our campuses (Providence Police; Lincoln Police; Warwick Police; Newport Police; Westerly Police and the State Police), Divisions of Academic Affairs, Business Affairs, and Student Affairs. Each entity provides updated information of their educational efforts and programs to comply with the Act. Campus crime arrest and referral statistics include those reported to the CCRI College Police and designated campus officials called **Campus Security Authorities** (CSA’s). CSA’s at CCRI are identified as, but not limited to:

- Vice President of Student Affairs and Dean of Students
- Chief of College Police and all members of the Police Department
- Associate Dean of Students
- Director and Assistant Director of Student Services
- Director and Assistant Director of Athletics and Staff
- Directors and Deans
- Student Judicial Affairs
- Advisors to Students/Student Organizations
- Title IX Coordinator(s) and Investigators

Each year an email is sent providing all faculty, staff and students with the website to access this report. Copies of the report may also be obtained at any of the CCRI College Police Offices or by calling 401-825-2109. All prospective employees may obtain a copy from Human Resources by calling 401-825-2311 or visiting the website page http://www.ccri.edu/hr

College Police maintains a computerized database utilizing IMC software from Tritech, Inc. IMC is a police records management and dispatching system that captures all calls for service and criminal complaints. IMC provides analysis of statistical information for the Clery Report.
Medical Emergency Response Services

In a medical emergency, members of the CCRI community should dial 911 and/or call the Campus Police emergency telephone line at their campus. (Listed below). All CCRI police officers are trained in first aid and AED and will respond immediately. For routine care, students should contact the college nurse.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. College Police regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to maintenance for correction. All members of the College community can easily report equipment/safety problems by calling College Police at any time day or night (x2109).

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

In the event that a situation arises either on or off campus, which in the judgment of the CCRI Police in consultation with the Director of Administration, constitutes a serious or continuing threat to students and employees, a campus-wide “alert” or “timely warning” will be issued through the college email system to students, faculty, and staff. Depending on the particular circumstances of the crime or event, and all situations that could pose an immediate threat to the campus community, the College may use its emergency alert system* which provides the college community with more immediate notification. Examples of an emergency notification requirement would be an immediate threat to the health and safety of the community such as a building fire, earthquake, gas leak, or an armed intruder. Anyone with information warranting an emergency notification or timely warning should report the circumstances to the CCRI Police immediately:

- Warwick 401-825-2109
- Providence 401-455-6050
- Lincoln 401-333-7035
- Newport 401-851-1620

The College has multiple systems for notifying the community in the event of emergencies. The College contracts with Rave Alert* for emergency notification services. This allows authorized users to send an immediate notification to all or selected members of the CCRI community who have provided emergency notification contact information. Messages about immediate or potential threats to the community can be sent via text, home phones, and multiple e-mail addresses. All members of the College community are requested regularly to provide updated emergency contact information so that they can receive messages from the emergency notification system.

The emergency notification system will be activated upon confirmation of an emergency situation that poses an immediate threat to the health or safety of students, faculty, and staff on campus, or when there is an event that requires closing the campus or limiting access (e.g. severe weather). Major incidents of arson, criminal homicide, and robbery are typical crimes requiring an alert. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by College Police, as well as when and where the incident occurred, when it was reported, and the amount of information known by Public Safety. For example, if an assault
occurs between two students who have a disagreement, there may be no ongoing threat to other College community members, and an alert would not be distributed. Cases involving sexual assaults are often reported long after the incident occurred, thus there may not be a need to distribute a “timely” warning notice to the community. The emergency notification system will NOT be used to send messages about criminal activity in the area unless the crime presents an immediate threat to safety on campus. The confirmation of an emergency or dangerous situation and the decision to issue an emergency notification system message is typically made by the Chief of Police/Director of Safety and Security and/or the Director of Administration. The Director may also confer with local first responders and/or the National Weather Service when confirming an emergency.

Executive leadership of the College are included in the decision to send a message if time permits. Depending on the type of emergency, College Police and/or members of the administration will confirm the emergency with the assistance of local/state first responders and/or the National Weather Service and will determine the appropriate segment(s) of the campus community to receive the notification. College Police can contact State/local police via radio and telephone directly. A decision will then be made by the Chief/Director and/or the Director of Administration as to the content of the notification and the notification will be initiated. For example, a threat to the Warwick Campus would not necessarily affect the Lincoln Campus and such a threat would likely only result in a warning to the Warwick Campus community. Similarly, a gas leak at the Newport Campus would likely only result in notification of evacuation to the Newport County Campus community.

The College will, without delay, and taking into account the safety of the community, determine the content of the emergency message and initiate the emergency messaging system, unless issuing a message will, in the judgment of the Police Department or other responsible authorities, jeopardize or compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation. College Police and administration maintain a set of pre-recorded messages in the emergency notification system to support rapid communication in the event of an immediate threat to the campus community. As an event unfolds, the College may update the community via emails that are more detailed and/or through its website or other social media. The larger community surrounding the affected campus(es) may be updated by marketing through the website, various social media and/or media liaison.

CCRI students, faculty, and staff are automatically enrolled in our Rave Emergency Alert system if a phone number was supplied during enrollment/to MyCCRI Portal. To update an individual’s phone numbers go to:

http://www.ccri.edu/emergency/rave-faqs.html

Emergency Response and Evacuation Procedures

The College’s Emergency Management Plan includes information about Incident Teams; College operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. Campus
departments are responsible for developing contingency plans and continuity-of-operations plans for their staff and areas of responsibility.

College Police Officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually College Police, local police from the respective campus jurisdiction, and/or the RI State Police, local emergency services, fire, rescue, etc., and those who typically respond and work together to manage the incident. Depending on the nature of the incident, other CCRI departments and other local or federal agencies could also be involved in responding to the incident.

Although each campus is different, all alarms and instructions must be followed. Once a fire alarm is activated or a public address message states that an evacuation is ordered, all occupants of the building must immediately evacuate. Occupants are advised to move away from the building to a safe area and not interfere with emergency responders. Depending on the scenario/campus/incident in question, evacuees may be directed to holding areas. All faculty, students, and staff must follow the direction of emergency responders.

Each year, the College will conduct a test of its emergency response and evacuation procedures and document the results. The date/time and description of the exercise will be recorded as well as whether the test/exercise was announced or unannounced.

**On December 6, 2016, our emergency notification system (RAVE) was successfully tested.**

**SCREENING AND DISCIPLINE**

The Community College of Rhode Island complies with all federal, state and local regulations relating to the prohibition of criminal conduct, including those that regulate the possession, use, and sale of alcoholic beverages, controlled substances, and firearms. Regulations governing student conduct are contained within the Student Handbook [http://www.ccri.edu/Advising/Student_Services/handbook.html](http://www.ccri.edu/Advising/Student_Services/handbook.html).

Employees are notified by the Office of Human Resources of all pertinent regulations.

[http://www.ccri.edu/hr/handbook/](http://www.ccri.edu/hr/handbook/)

**Policy on Off-Campus Conduct**

The College shall have jurisdiction over student conduct that occurs on campus property or in correlation with College functions and affairs. The College shall also have discretion to exercise jurisdiction over conduct which occurs off-campus and that violates student conduct and discipline policies or regulations if the conduct occurred on campus when (1) the alleged misconduct indicates the student may be a threat to the safety or security of members of the College community, or College property, functions or facilities, or (2) the alleged misconduct involves academic work or any records, documents, or identifications of the College.
Specifically, Student Judicial Affairs may choose to exercise jurisdiction over off-campus incidents under section (1) above where the alleged misconduct involves:

A. Rape or sexual assault, any other physical assault, threats of violence, or conduct that threatens the health or safety of any person;
B. Stalking or sexual harassment;
C. possession or use of weapons, explosives, or destructive devices;
D. manufacture, sale or distribution of controlled substances;
E. hate crimes;
F. hazing; and
G. conduct which would constitute felony burglary, robbery, aggravated assault, theft, etc.

Students involved in any of these offenses are subject to suspension or expulsion from the College.

DANGEROUS OR DEADLY WEAPONS OR DEVICES

The Community College of Rhode Island has maintained a long-standing policy prohibiting weapons on any of its campuses. The introduction of guns, knives, or other devices on campus is potentially dangerous to the entire college community and inconsistent with a safe learning environment. Faculty staff and students are, therefore, advised that the introduction of any weapon is a direct violation of policy and a serious breach of security that will require immediate discipline, up to and including dismissal. This policy does not apply to law enforcement/other persons exempted by federal/state law.

Anyone aware of a potential violation of the No Weapons Policy should contact Campus Police.

ACCESS TO BUILDINGS

The CCRI Police Department is responsible for securing and unlocking all campus buildings according to scheduled activities. Police officers will assist any faculty or staff member that needs access to the buildings or their office after normal business hours. Most buildings allow electronic access via your employee identification card. Students have access during open hours when doors are opened automatically. By the end of 2017, the only campus without electronic locks will be the Newport County Campus. For areas still controlled by key, the department maintains a strict key control system, and works closely with the vendor hired as the college locksmith. All requests for building and office keys must be submitted and approved by the police department before any keys are issued. Whenever police personnel find broken locks or doors, a report is sent to the college locksmith requesting immediate repairs. Although police are on duty 24 hours in Warwick and Lincoln, the department directs that all persons leave the building by 11:00 pm except for special events.

POLICY ON ALCOHOL AND DRUGS

The Community College of Rhode Island seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the college has established a policy governing the possession, sale and consumption of alcoholic beverages on the campus and in conformance with the laws of Rhode Island. Possession and/or consumption of alcohol are strictly controlled by the College.
Rhode Island law states that no alcoholic beverages can be sold, delivered or in any way be given to a person under 21 years of age. Anyone under the age of 21 who knowingly makes false statements as to his/her age in order to purchase or in any way procure alcoholic beverages shall be subject to appropriate prosecution under state law. Consistent with its educational mission, the College sponsors programs that promote awareness of the physical, psychological, social and behavioral effects of alcohol consumption. Assistance is available in finding community resources for those who are experiencing alcohol related difficulties.

The use of narcotics or dangerous drugs on the College campus violates campus policy and Rhode Island State Law. The law prohibits the manufacture, distribution, dispensation, sale, possession or use of any illegal drug. Educational programs and seminars are developed which provide significant information and literature regarding the implications and consequences of drug use.

Any student who violates institutional policy or law as it relates to the use of alcohol and drugs may be subject to disciplinary action taken by the College including suspension or expulsion.

CCRI does consider all factors when a community member is involved in a crime of violence and in violation of the alcohol/drug policies. CCRI recognizes that students who have been drinking and/or using drugs (whether voluntarily or involuntarily) at the time of an incident of violence (such as Domestic Violence, Dating Violence, Stalking or Sexual Assault) may be hesitant to report such incidents due to fear of potential consequences. CCRI strongly encourages students/employees to report such incidents to officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of violence to CCRI official’s or law enforcement will not be subject to disciplinary action for violations of the drug/alcohol policies. In certain circumstances, CCRI may grant additional amnesty for violations.

**Crime Reports and Crime Log**

Crime reports are available upon request and can be furnished by the College Police in two business days or within reason. The Federal Education Rights and Privacy Act may restrict certain information from being disclosed. The daily crime log contains information on reports made to the College Police for the last 60 days. The crime logs can be viewed at all campuses upon request.

**Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of College Police can file a report on the details of the incident without revealing your identity.*The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and reported in the annual crime statistics for the institution.
*In cases of sexual assault/harassment, your identity may be revealed to the Title IX coordinator.

Some individuals request the College keep their name confidential or anonymous and/or not investigate an alleged incident. There are certain instances in which CCRI has a broader obligation to the college community and may need to override an individual’s request for privacy or that the college not investigate a matter. Because confidentiality or privacy requests can affect the college’s ability to appropriately address and resolve the behavior in question, we will weigh these requests very carefully, and will act discreetly with regard to individual privacy and sensitivity to any situation that could violate the Code of Conduct or Sexual Harassment and Sexual Violence Policy. Absent special circumstances, the Title IX Coordinator or Dean of Students will share information with college personnel who assist in implementing these policies and procedures.

For more information, please see the College policy on sexual violence and confidential options:

https://www.ccri.edu/hr/handbook/pdfs/SexHarassPolicy.pdf

MANDATED REPORTERS AND EXEMPTIONS

The Clery Act requires institutions of higher learning to identify persons on their campuses who are mandated to report crime. These employees are known as Campus Security Authorities (CSAs).

Specifically, the Act requires that the school designate persons who have significant responsibility for student and campus activities but do not have significant counseling responsibilities to report crimes that come to their attention:

- Vice President of Student Affairs and Dean of Students
- Chief of College Police and all members of the Police Department
- Associate Dean of Students
- Director and Assistant Director of Student Services
- Director and Assistant Director of Athletics and Staff
- Directors and Deans
- Student Judicial Affairs
- Advisors to Students/Student Organizations
- Title IX Coordinator(s) and Investigators

The list above does not imply that others should not or cannot report crime on our campus or that they do not have an ethical or moral responsibility to do so.

Persons Exempt from Mandated Reporting

Pastoral and professional counselors working in Counseling Services; Health Services; or Campus Ministry.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security Authorities (CSAs). Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are
encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

**Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

The Community College of Rhode Island encourages all counselors to advise clients that confidential reporting of crimes is desired for inclusion in the annual disclosure of crimes statistics.

**DEFINITIONS OF REPORTABLE CRIMES**

- **Murder/Non-negligent Manslaughter:**
  The willful (non-negligent) killing of one human being by another.

- **Manslaughter by Negligence:**
  The killing of another person through gross negligence.

- **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  
  Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Both males and females can be raped.

  Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

  **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.
The State of Rhode Island definitions of Sexual Assault:

**First degree sexual assault.** A person is guilty of first degree sexual assault if he or she engages in sexual penetration with another person, and if any of the following circumstances exist:

1. Any forced, coerced penetration of the vagina, anus, or mouth by any part of another’s body or an object
2. Lack of consent. This does not require physical resistance or verbal refusal. Someone who is asleep, drunk/intoxicated, or otherwise unable to give consent can be raped.

**Second degree sexual assault.** A person is guilty of a second-degree sexual assault if he or she engages in sexual contact with another person and if any of the following circumstances exist:

1. The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless.
2. The accused uses force, element of surprise, or coercion.
3. The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

**Third degree sexual assault.** A person is guilty of third degree sexual assault if he or she is over the age of eighteen (18) years and engaged in sexual penetration with another person over the age of fourteen (14) years and under the age of consent, sixteen (16) years of age.

- **Robbery:** The taking, or attempt to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force, or threat of force, violence or by putting the victim in fear of immediate harm.

- **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.

- **Burglary** (Breaking and Entering): The unlawful entry into a building or structure with the intent to commit a felony or theft. Forced entry is not a required element of the offense, so long as the entry is unlawful (a trespass). The entry may be made through an unlocked door or window. Burglary includes unsuccessful attempts at entry using force or where an offender is frightened off while entering an unlocked door or open window.

- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property of another, etc.
• **Hate Crime**: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Categories of bias include race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

• **Liquor Law Violation**: Any violation of any law or ordinance prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages. Driving under the Influence of an intoxicating substance comes under a different statute as does “drunkenness”.

• **Drug Abuse Violation**: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

• **Weapons Possession**: Any violation of any laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, edged instruments, explosives, incendiary devices, or other deadly weapons.

• **Domestic Violence. The Violence Against Women Act (VAWA) defines Domestic Violence, Dating Violence, and Stalking:**

**DOMESTIC VIOLENCE** - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**DATING VIOLENCE**- defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration to the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

• Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
• Dating violence does not include acts covered under the definition of domestic violence.

**STALKING** - defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

• Fear for the person’s safety or the safety of others; or
• Suffer substantial emotional distress.

For the purposes of this definition—
- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

The State of RI defines Dating Violence, Domestic Violence and Stalking:

**DATING VIOLENCE**

(R.I.G.L. 16-22-24)

"Dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

The following words and phrases, when used in the above definition, have the following meanings:

"Dating partner" means any person involved in an intimate association with another primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

**DOMESTIC VIOLENCE**

(R.I.G.L. 12-29-2)

"Domestic violence" includes, but is not limited to, any of the following crimes when committed by one family or household member against another:

1. Simple assault (§ 11-5-3);
2. Felony assaults (§§ 11-5-1, 11-5-2, and 11-5-4);
3. Vandalism (§ 11-44-1);
4. Disorderly conduct (§ 11-45-1);
5. Trespass (§ 11-44-26);
6. Kidnapping (§ 11-26-1);
7. Child-snatching (§ 11-26-1.1);
8. Sexual assault (§§ 11-37-2, 11-37-4);
9. Homicide (§§ 11-23-1 and 11-23-3);
10. Stalking (§§ 11-59-1 et seq.);
11. Refusal to relinquish or to damage or to obstruct a telephone (§ 11-35-14);
12. Burglary and Unlawful Entry (§ 11-8-1 et seq.);
13. Arson (§ 11-4-2 et seq.);
14. Cyber stalking and cyber harassment (§ 11-52-4.2); and
15. Domestic assault by strangulation § 11-5-2.3.

The following words and phrases, when used in the above definition, have the following meanings:

"Family or household member" means spouses, former spouses, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past.
three (3) years, and persons who have a child in common regardless of whether they have been married
or have lived together, or if persons who are or have been in a substantive dating or engagement
relationship within the past one(1) year which shall be determined by the court's consideration of the
following factors:
(1) the length of time of the relationship;
(2) the type of the relationship;
(3) the frequency of the interaction between the parties.
"Victim" means a family or household member who has been subjected to domestic violence.

STALKING

(R.I.G.L. §§ 11-59-1 through 11-59-2)
"Stalking" means when a person: (1) harasses another person; or (2) willfully, maliciously, and
repeatedly follows another person with the intent to place that person in reasonable fear of bodily
injury.
The following words and phrases, when used in the above definition, have the following meanings:
(1) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time,
evidencing a continuity of purpose. Constitutionally protected activity is not included within the
meaning of "course of conduct."
"Harasses" means a knowing and willful course of conduct directed at a specific person with the intent
to seriously alarm, annoy, or bother the person, and which serves no legitimate purpose. The course of
conduct must be such as would cause a reasonable person to suffer substantial emotional distress, or be
in fear of bodily injury.

Consent:
Rhode Island law does not provide a definition of consent. Consent is an informed agreement to
participate in specific sexual acts. Consent is not achieved through manipulation, force or coercion of
any kind. Consent requires the cognitive and emotional capacity to agree to sexual activity and,
therefore, cannot be given in spite of any verbal declarations otherwise, by a person who is:

- incapacitated or unconscious from drug or alcohol use
- asleep or physically helpless
- below the age of consent
- temporarily or permanently incapacitated physically or psychologically
- mentally impaired or disabled to the extent that they are incapable of appraising the nature of
  the act.

Past consent is not considered consent or permission and, therefore, consent must be given for each
instance of sexual activity, regardless of relationship status. Consent may be withdrawn at any time,
including during sexual activity.

The State of Rhode Island defines coercion or force as when the accused:

- Uses, or threatens to use, a weapon or any article used or fashioned in a manner to lead the
  Victim to reasonably believe it to be a weapon.
- Overcomes the victim through the application of physical force or physical violence.
• Coerces the victim to submit by threatening to use force or violence on the victim and the victim reasonably believes that the accused has the present ability to execute these threats.
• Coerces the victim to submit by threatening to at some time in the future murder, inflict serious bodily injury upon or kidnap the victim or any other person and the victim reasonably believes that the accused has the ability to execute this threat.

ESCORT POLICY

It is the policy of the College Police to escort any individual that has concern for their personal wellbeing. After making contact with an officer, explain what your concerns are. We do not provide vehicle escorts but will walk you to your on-campus destination. Please be patient if an officer cannot accompany you immediately.

You may call the College Police at one of the following numbers for assistance.

• Warwick 401-825-2109
• Providence 401-455-6050
• Lincoln 401-333-7035
• Newport 401-851-1620

Education and Prevention Programs

The programs to prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking mean comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end Domestic Violence, Dating Violence, Sexual Assault, and Stalking that:

• Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome;
• Consider environmental risk and protective factors as they occur on the individual, relationship, collegial, community, and societal levels.

Programs to prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking include both primary prevention and awareness programs directed at incoming students and new employees, and ongoing prevention and awareness campaigns directed at students and employees.

The College continues to develop an annual educational campaign consisting of presentations and distribution of educational materials to all new students; presentations and distribution of materials to all new employees during new employee orientation; and ongoing presentation of materials and educational sessions to employees and students through the academic year.

The College offered the following primary prevention and awareness programs in 2016:

For Sexual Assault, Dating/Domestic Violence, and Stalking, the College Haven* and Haven for employee’s programs. These VAWA topics are also discussed at student orientation. SafeZone Training, Trans101 Workshop, and Bystander training is also offered by the College upon request.
Awareness events in 2016 included a Clothesline Project, a Luminaria Vigil and a poster campaign as part of our ‘It’s On Us’ initiative.

All new employees are required to complete Workplace Harassment Training from United Educators, a comprehensive program designed to identify harassment and provide guidance in situations involving prohibited behavior. Student employees and athletes must participate in sexual assault prevention training.

*Haven is a program addressing the critical issues of Sexual Assault, Relationship Violence, Stalking, and Sexual Harassment – for students, faculty and staff. Created in collaboration with leading campus practitioners, researchers and national thought leaders including renowned expert Dr. Alan Berkowitz, Haven reaches 700,000 individuals at over 650 institutions across the country.

**Bystander Intervention Training**

Bystander intervention offers safe and positive options that can be carried out by an individual or individuals to prevent harm or intervene when there is a risk of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. Bystander intervention includes recognizing situations of potential harm, understanding cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Such action should be prudent and with regard for one’s own safety. Contact law enforcement, and seek assistance from faculty, staff or other persons in authority to end the abuse.

**How to Be an Active Bystander**

Bystanders play a critical role in the prevention of Sexual and Relationship Violence. They are “individuals” who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive toward another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

**Risk Reduction**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce risk of sexual assault or harassment:
Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.

Try to avoid isolated areas. It is more difficult to get help if no one is around.

Walk with purpose. Even if you do not know where you are going, act like you do.

Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.

Try not to load yourself down with packages or bags as this can make you appear more vulnerable.

Make sure your cell phone is with you, charged, and that you have cab money.

Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.

Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911).

Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.

Do not accept drinks from people you do not know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.

Watch out for your friends, and vice versa. If a friend seems disoriented, is overly intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately. If a friend is engaging in inappropriate behavior, intervene.

If you suspect you or a friend has been drugged, seek medical care immediately. Be explicit with emergency/medical personnel so they can give you or your friend the correct tests (you may need a urine test and possibly others). Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame. Be true to yourself. Do not feel obligated to do anything you do not want to do. “I don’t want to” is always a good enough reason.

**CAMPUS SEXUAL ASSAULT INFORMATION**

The Community College of Rhode Island prohibits discrimination/harassment of any kind. Sexual Assault and Sexual Violence are examples of discrimination/harassment. All forms of Rape, Domestic Violence, Dating Violence, and Stalking are prohibited.

**What to do in the Event of a Sexual Assault**

In the event you are a victim of Sexual Assault, your first priority it to get to a place of safety and seek medical care. Seeking help from a hospital or trauma center ensures that a victim of Sexual Assault receives the necessary medical treatment and tests, at no expense. It also provides the opportunity for collection of evidence that could aid in prosecution (if chosen), that cannot be obtained later. (Ideally, a
victim of Sexual Assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam.)

Once you have received appropriate medical care, you will want to seek advice on what to do next. There are multiple options available to you and you will be the person who makes the decisions.

**Local, State or College Police**

You can consult with a police officer trained in sexual trauma to access medical care or counseling and learn about your legal rights WITHOUT having to file a police report. If you choose to consult with College Police, we will notify local law enforcement should you choose to file a criminal complaint. College Police will transport you to the police agency of your choice (local/state) if you desire such an escort. An advocate may be made available to accompany you.

**Community Resources**

Community support services give victims access to free confidential counseling from counselors trained in the area of sexual assault crisis intervention. Off-campus services that are available 24 hours a day/7 days a week include:

- Women’s Center 401-861-2760
- Day One 401-421-4100

**College Resources**

The Community College strongly encourages a victim of sexual assault on campus, involving other members of the College community, or at College events to report the incident in a timely manner. A college representative from College Police or Student Services will guide the victim through the available options and interim protective measures if appropriate to the situation. The individual may choose to have the investigation pursued through the criminal justice system or the student disciplinary system, or both. The college’s disciplinary system is separate from legal action, criminal or civil. The College strongly encourages victims to choose to file a criminal complaint, but will respect their decision to do so or not.

A sexual assault victim may choose to file a confidential complaint where his or her identity will remain undisclosed [https://www.ccri.edu/campuspolice/forms/sexual-assault-data-collection.html](https://www.ccri.edu/campuspolice/forms/sexual-assault-data-collection.html). This will allow for the incident to be counted in campus crime statistics, but note that it may limit the ability to investigate or pursue charges against the perpetrator.

Various on-campus support and counseling services are available for victims of sexual assault:

<table>
<thead>
<tr>
<th>CCRI Counseling Services</th>
<th>College Nurse</th>
<th>College Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warwick: 401-825-2301</td>
<td>401-825-2103</td>
<td>Warwick: 401-825-2109</td>
</tr>
</tbody>
</table>
Hours of operation for these services vary and should not be considered emergency contacts. Check the website for current hours of operation. The personnel in these offices can provide advice and counseling, detailed information on health issues and reporting procedures, or referrals to other resources. College Police offices are open 24 hours a day/7 days a week in Warwick and Lincoln.

www.ccri.edu/Advising/Student_Services/handbook.html

**Court Orders of Protection**

The College, local and state police, as well as members of CCRI’s professional staff can assist you in obtaining a restraining order against someone who has assaulted you. Depending upon the situation, you may obtain a Temporary Restraining Order (TRO), a District Court or Family Court Restraining order, a No Contact Order (NCO) (for the duration of the criminal case) and a no contact order issued from the College administration. Restraining orders issued from a court or justice of the peace are legally enforceable and a person violating the order can be arrested immediately. Violation of the College’s NCO are punishable under the range of sanction’s available to the College administration, which usually includes expulsion. Police advocates are available in most of the College’s jurisdictions. In addition to the College Police/police advocates helping you through the process, you can contact the courts directly:

Garrahy Judicial Complex (Providence County)  401-458-3372
Noel Judicial Complex (Kent County)  401-822-6680
McGrath Judicial Complex (Washington County)  401-782-4174
Murray Judicial Complex (Newport County)  401-619-2555/401-619-2865

**What to Do If You Have Been Accused of Sexual Misconduct**

Allegations of sexual assault or harassment are extremely serious and the College is legally and morally required to handle such accusations with speed and an abundance of caution. The College will not presume that you have violated the Student Conduct Code or any state or federal law. However, the College may act preventively for the well-being of the accusing student or the broader community if sufficient preliminary evidence exists of a potential danger or threat.

If you are accused of sexual misconduct, a Title IX investigation will be conducted by a trained member of the Title IX compliance group. You will be notified about the accusation and you will be given an opportunity to respond to the accusation. You may provide names of witnesses or other references to
the investigator for inclusion in the process or submit written documentation as the complainant is allowed to do this as well. At the conclusion of the investigation, a summary of the investigator’s findings will be sent to the complainant and the respondent simultaneously and in writing. The full report will be forwarded to the Dean of Students for possible disciplinary action if warranted.

If you are arrested for sexual misconduct by local law enforcement for a charge that is unrelated to the Community College, the college reserves the right to act preventively for the well-being of the broader community, up to and including interim suspension. However, no formal disciplinary action will be taken until the legal process has been concluded in accordance with the College’s policy for off-campus activities.

**SEX OFFENDER REGISTRY**

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information is provided by the State concerning registered sex offenders and where it may be obtained. It also requires sex offenders to register with the State and to provide notice, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the State of Rhode Island, convicted sex offenders must register with the local police department in their municipality. Every person convicted on or after July 1, 1997, including juveniles sentenced as adults of an offense for which registration is required as part of their sentence imposed upon conviction, is to register and re-register with their local police agencies.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required, shall provide to the local agency all necessary information within ten days of establishing a residence and reregistering within ten days of any change.

**INFORMATION ON SEX OFFENDERS**

Any person wanting information on registered sex offenders or related information should contact the local municipal police agency with jurisdiction for the location of our campuses. The State of Rhode Island Parole Board maintains the following web site

[http://www.paroleboard.ri.gov/sexoffender/agree.php](http://www.paroleboard.ri.gov/sexoffender/agree.php)
TITILE IX AND THE TITLE IX COORDINATORS

The Title IX Coordinator and Assistant Coordinators/investigators for CCRI are:

Elizabeth Canning, JD
Director,
Institutional Equity/Title IX Coordinator
Knight Campus/All campuses
400 East Ave, Warwick, RI 02886
401-825-1230
ehcanning@ccri.edu

Bev Wiley
Deputy Title IX Coordinator-Athletics
Knight Campus
400 East Ave, Warwick, RI 0288
401-825-2102
bwiley@ccri.edu

Robyn Greene
Deputy Title IX Coordinator-Investigator
Newport Campus
401-851-1660
rogreene@ccri.edu

Michael Cunningham
Deputy Title IX Coordinator-Investigator
Lincoln/Warwick Campuses
401-333-7121
Mj cunningham2@ccri.edu

Tracy Karasinski
Deputy Title IX Coordinator-Investigator
Providence Campus
401-825-2305/455-6030
tkarasinski@ccri.edu

COUNCIL ON POSTSECONDARY EDUCATION SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

POLICY STATEMENT

It is the policy of the Council on Postsecondary Education ("CPE"), its constituent institutions of higher education (specifically, the University of Rhode Island, Rhode Island College, and the Community College of Rhode Island) and the Office of Postsecondary Commissioner (collectively referred to as the "Covered Entities") to prohibit all forms of unlawful sexual harassment and sexual violence, as those terms are defined herein.

PURPOSE AND GOALS OF POLICY

- Defines the types of conduct that will be considered to be prohibited sexual harassment, sexual assault and sexual violence at the Covered Entities;
- Provides examples of such prohibited conduct;
- Sets forth the mandatory and discretionary reporting obligations and procedures pertaining to such conduct that is witnessed, experienced or learned about, by, or reported to, employees of the Covered Entities.
- Provides a list of contacts, and internal and external resources, available to individuals who experience or witness acts of sexual harassment, sexual assault and sexual violence or who have questions relating to those subjects.
BACKGROUND
Sexual harassment, as defined herein, is prohibited in employment by Title VII of the 1964 Civil Rights Act, the Rhode Island Fair Employment Practices Act, and in education programs, activities and benefits by Title IX of the Educational Amendments of 1972 and Title VI of the 1964 Civil Rights Act. Sexual violence (as defined herein) is prohibited in both the employment context, as well as in the educational programs, activities and benefits context, under Title IX of the Educational Amendments of 1972 ("Title IX") and the Violence Against Women Reauthorization Act of 2013 ("VAWA").

APPLICABILITY

All faculty, staff, and students at all Covered Entities must comply with this policy in an effort to foster an inclusive and safe academic and work environment. This policy applies to the perpetration of sexual harassment, sexual assault or sexual violence by one member of the Covered Entity's community (faculty, staff, student, or volunteer) against another. Depending on the context, the policy may also apply where one of the involved or affected parties is a visitor or a contractor performing work on behalf of the Covered Entity. The policy applies to all such behavior occurring on campus, and to behavior occurring off campus when the behavior arises in the context of a Covered Entity event or otherwise has a significant relation to, or could have a significant impact on, the Covered Entity's living, learning or employment environments.

RETALIATION
Retaliation against any complainant or witness is prohibited and shall be treated as a separate violation under this policy as well as any of the Covered Entity's community standards and Non-Discrimination Policy.

Furthermore, no officer, employee, student or agent of any of the Covered Entities shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of law, or any of the Covered Entity's policies or procedures, relating to campus security or campus crime reporting, including any laws and policies relating to the reporting of, and required responses to, allegations of sexual violence.

The full document and Title IX policies for the Community College of Rhode Island can be found at: http://www.ccri.edu/titleix/index.html

Any person who feels that they may have been the target of or witness to sexual harassment, including sexual violence or sexual assault is encouraged to seek redress through the following:

(1) Student-to-student complaint- Dean of Students, Title IX Coordinator or College Police
(2) Student-to-faculty complaint- Title IX Coordinator, Office of Human Resources, Director of Affirmative Action, Dean of Students or College Police
(3) Student-to-staff complaint- Title IX Coordinator, Office of Human Resources, Director of Affirmative Action, Dean of Students or College Police
(4) Staff-to-staff or faculty-to-faculty or faculty-to-staff complaint or faculty/staff to student complaint—Title IX Coordinator, Office of Human Resources, Director of Affirmative Action or College Police

(5) Non-credit/CWCE student complaint—Title IX Coordinator, Office of Human Resources, Director of Affirmative Action, Director of Community Services or College Police

(6) Vendors, Sub-Contractors, Visitors or Members of the public whose complaints are based on actions that happened within the College's jurisdiction—Title IX Coordinator, Office of Human Resources or College Police

COLLEGE POLICE

• Warwick  401-825-2109
• Providence  401-455-6050
• Lincoln  401-333-7035
• Newport  401-851-1620

The following individuals shall be considered “responsible employees” at CCRI for purposes of reporting complaints and incidents of Sexual Harassment and Sexual Violence under the CPE’s Sexual Harassment and Sexual Violence Policy: College Officials and Administrators; full Time and Part Time Faculty; Academic Deans, Associate and Assistant Deans, and Department Chairs; Student Services Deans, Associate and Assistant Deans, Directors, Associate and Assistant Directors; Student Services Advisors, Coordinators and other professional staff; employees who are responsible supervisors for one or more employees; Athletic Coaches and Trainers; Student Organization Advisors; and other individuals designated as “Campus Security Authorities,” as listed in the college’s Annual Crime Statistics and Fire Safety Report (“Clery Report”). All such “responsible employees” are obligated to report all actual, suspected or alleged incidents of sexual harassment and Sexual Violence which are reported to them, or of which they become aware to the Office of Human Resources at 401-825-2311. The list above does not imply that others should not or cannot report Sexual Harassment and Sexual Violence or that they do not have an ethical or moral responsibility to do so. Notwithstanding the foregoing, pastoral and professional counselors providing counseling services as part of their duties are exempt from mandated reporting. A pastoral counselor is defined as an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Procedures College Will Follow When Receiving a Complaint of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

• College will assess the immediate safety needs of Complainant.
• College will assist Complainant with contacting local police if Complainant requests AND Complainant will be provided with contact information for the local police department.
• College will provide written instructions on how to apply for a Protective Order.
• College will provide written information to Complainant on how to preserve evidence.
• College will assess the need to implement interim or long-term protective measures to protect Complainant, if appropriate.
• College will provide Complainant with a written explanation of Complainant’s rights and options.
• College will provide a “No Trespass” directive to the accused party if deemed appropriate.
In cases of Sexual Assault, in addition to the above, the College will: provide written instructions on how to apply for a Protective Order, provide a copy of the policy applicable to Sexual Assault to Complainant, and inform Complainant regarding timeframes for inquiry, investigation, and resolution.

The College will provide written notification to the Complainant about options for and available assistance in changing academic, transportation, and working situations (if complainant is an employee or student worker), regardless of whether or not the Complainant chooses to report the crime to College Police or local law enforcement. The College will also provide information on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services.

Examples of a change in an academic situation include changing the physical location of the class; doing work outside the classroom; dropping a course(s) without financial penalty; rescheduling exams; arranging for a temporary withdrawal from a program; and identifying alternative course completion options. Examples of a change in transportation include changing parking locations; assistance with alternative transportation options; and escort to/from his/her vehicle. Examples of a change in work situation could include a change in supervision; a change in office location; working from home; arranging for temporary leave; suspending the Respondent while the investigation is ongoing; and adjusting work schedule and/or responsibilities.

The College does not publish the name of crime victims or include personally identifiable information regarding victims in the Public Safety Department’s Daily Crime Log, in campus timely warnings issued, or online. Complainants may request that directory information on file be removed from public sources by contacting Elizabeth Canning, Title IX Coordinator and/or Michael Cunningham, Beverly Wiley, Robyn Greene, Tracy Karasinski, Deputy Title IX Coordinators (Contact information listed previously).

The College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the same.

RESOURCES

Other resources available to persons who report being the victim of Domestic Violence, Dating Violence, Sexual Assault, or Stalking include:

Rape, Abuse and Incest National Network
www.rainn.org

Department of Justice
www.justice.gov/ovw/sexual-assault

Department of Education, Office for Civil Rights
http://www2.ed.gov/about/offices/list/ocr/index.html
Day One  1.800.494.8100
http://www.dayoneri.org/
A forensic nurse can be made available, usually through a local hospital.

**THE INVESTIGATIVE PROCESS**

**INTRODUCTION: GENERAL COMPLAINT PROCEDURES PERTAINING TO EMPLOYEES**

These complaint procedures apply to complaints by or regarding employees of the Council on Postsecondary Education (the “Council”), the University of Rhode Island, Rhode Island College, The Community College of Rhode Island (the “Institutions”) and the Office of the Postsecondary Commissioner (“OPC”), alleging unlawful discrimination, harassment, or retaliation as well as all types of Sexual Harassment and Sexual Violence that are prohibited by Title IX (including Sexual Assault, Sexual Battery, Rape and Sexual Coercion) and all types of sexual or relationship assault or violence that are prohibited by the Violence Against Women Reauthorization Act (“VAWA”) of 2013, (which are Sexual Assault, Domestic Violence, Dating Violence, and Stalking). All sexual and relationship offenses are prohibited under Title IX and VAWA, which are also all prohibited by the Council’s Sexual Harassment and Sexual Violence Policy, will hereinafter be collectively referred to by the general term “sexual violence.”

The Council prohibits discrimination, including harassment and retaliation, on the basis of race, color, creed, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. The Council also prohibits all forms of Sexual Harassment and Sexual Violence.

These procedures are also applicable to complaints and cases that may arise under, and are intended to be consistent and compliant with the procedural and substantive provisions of, applicable state and federal law and regulations including but not limited to Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments to the Higher Education Act; the Age Discrimination in Employment Act of 1967; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; the Equal Pay Act of 1963; the Americans with Disabilities Act of 1990; ADA Amendment Act of 2008; the Higher Education Act of 1965, as amended; the Violence Against Women Reauthorization Act of 2013; the Genetic Information Nondiscrimination Act, Executive Order 11246, as amended; Executive Order 91-39; Executive Order 92-2; and Rhode Island General Law §28-5.1, as amended.

These procedures also describe the process for individual members of the relevant campus communities (e.g., faculty, staff or students), and employees of the Office of Postsecondary Commissioner (“OPC”), to follow in the event they believe themselves or others, to have been victim of unlawful discrimination, harassment, retaliation, Sexual Harassment, or Sexual Violence. (These procedures also describe the
required process for the investigation and resolution of allegations of such wrongful conduct by the institutions and OPC).

Complaints regarding the institutions' President or the Commissioner of Postsecondary Education should be filed with the Office of General Counsel for the Council on Postsecondary Education.

A complaint may also be filed against institutional service providers, vendors, and other contractors. In these instances, the Affirmative Action Office shall determine, within its discretion, appropriate response and action.

The provisions of the collective bargaining agreements governing unionized employees may provide additional mechanisms for addressing allegations of discrimination.

OFFICES FOR COMPLAINANTS TO CONTACT

If any member of the relevant campus communities (e.g. faculty, staff or students) or employees of the OPC believe that their rights (and/or the rights of others) have been violated and wish further information, advice or assistance in filing a complaint, they should, as a first step contact:

Director, Institutional Equity/Title IX Coordinator
Elizabeth Canning, JD
400 East Avenue Warwick, Rhode Island 02886
(401) 825-1230
ehcanning@ccri.edu

INFORMATION FOR COMPLAINANTS ALLEGING SEXUAL VIOLENCE

In cases involving allegations of Sexual Violence, Complainants shall be provided an explanation of his/her rights and options, which shall include a description of available options for, and assistance in, changing academic, living, transportation, and working situations, as well as information about:

- The importance of seeking immediate medical attention for Sexual Violence
- Other available health care and counseling services.
- The importance of preserving evidence for proof in the investigation or subsequent proceedings, or for obtaining a protective order.
- To whom the alleged Sexual Violence should be reported.
- Options regarding notifying law enforcement and/or campus authorities, including notification of the Complainant regarding the Complainant’s right to:
  - notify either police (local or campus) or campus authorities
  - be assisted by campus authorities in notifying law enforcement if the Complainant so chooses
  - decline to notify such authorities
- The rights of Complainants and the institutions in notifying law enforcement if the protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.
If the Complainant is a student, the student shall also be referred to the appropriate Student Affairs Office responsible for advising student victims of alleged Sexual Violence, providing further relevant information and assisting the student, as required by Title IX, VAWA, local law and institution/OPC policies. If the Complaint alleges Sexual Violence, the complainant investigation and proceedings shall provide a prompt, fair and impartial process (which includes providing the parties with timely and equal access to any information that will be used during the formal resolution process), be conducted by an official (or officials) who does not have a conflict or bias for or against the Complainant or Respondent, and who have received annual training on methods and processes for conducting complaint investigations and proceedings in a manner that protects the safety of victims and promotes accountability, and any other training required by law or University policy.

COMPLAINTS AGAINST STUDENTS

In the event that an employee files a complaint against a student, the Affirmative Action Officer/Title IX Coordinator and the Division/Office of Student Affairs will determine which office will proceed with the processing of the complaint. Proceedings involving student-to-student complaints will be adjudicated through the Division/Office of Student Affairs and must comply with the procedural guidelines contained in the institution’s student handbook.

REPORTING BY RESPONSIBLE EMPLOYEES

The required general procedures pertaining to the reporting of instances or complaints of Sexual Harassment and Sexual Violence are set forth in the Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy. The more specific reporting procedures established by each Institution and the OPC are set forth in Attachments B, C, D and E of that Policy. Those specific reporting procedures list the “responsible employees” at each of the Institutions and the OPC who are required to report complaints and incidents of Sexual Harassment and Sexual Violence reported to them or of which they become aware.

Those same “responsible employees” shall also be required under these Procedures to report all other instances and allegations of other types of discrimination (i.e. discrimination other than Sexual Harassment and Sexual Violence), including but not limited to racial or gender discrimination, or retaliation, to their institution’s/OPC’s Affirmative Action Office.

FILING DEADLINES

To provide adequate opportunity for a prompt investigation, that enables access to the most current evidence, parties are encouraged to file complaints as soon as possible. All complaints under this procedure must be filed within 365 days of when the last alleged discriminatory act occurred. The College’s/Office’s ability to respond to complaints filed beyond this time is limited. However, complaints or cases involving allegations of continuing unlawful discrimination, harassment, sexual harassment, sexual violence, or retaliation may be fully investigated, including occurrences beyond the 365-day time frame, so long as the last act of alleged discrimination occurred within the prescribed filing deadline (365 days).
ADVISORS AND SUPPORTERS

All parties meeting with an Affirmative Action Officer/Title IX Coordinator may be accompanied by an individual of their choice (who may be an attorney) for support and/or advice. This individual: may not address or question the investigator or any other parties or witnesses; may not present evidence or make arguments; and shall not have any role other than to accompany and communicate with the party requesting support.

DISCRIMINATION AGAINST GROUPS

Cases involving unlawful discrimination, including harassment or retaliation, against a group or class of individuals, reflecting an apparent pattern and practice of discrimination, must be appropriately acted upon by the Affirmative Action Officer/Title IX Coordinator regardless of whether there is an identified complainant.

CRIMINAL VIOLATIONS

If a complaint or case reported to the Title IX Coordinator or Affirmative Action Office involves potential criminal violations, that Coordinator or Office shall forward a report of the complaint or case to the College Police and to the appropriate President or the Commissioner of Postsecondary Education where applicable.

In cases involving allegations of sexual violence or other crimes, Complainants shall also be informed of their right to file a complaint with College Police or local law enforcement authorities. However, regardless of whether a Complainant files a complaint with local law enforcement authorities, and regardless of any investigations or other actions taken by local law enforcement, the College/OPC will continue to have an obligation to undertake and duly complete its own internal complaint and investigation procedure.

NON-RETALIATION

Retaliation against any Complainant or witness is prohibited and shall be treated as a separate violation of the College’s or OPC’s community standards and Non-Discrimination Policy. Specifically, no officer, employee, or agent of the institutions or OPC under the Council’s jurisdiction shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for filing a complaint or participating in any investigation or proceeding brought pursuant to this policy.

There shall be no disciplinary action, retaliation or reprisal for bringing a complaint in good faith. Individuals shall not, however, knowingly make false charges of discrimination, harassment, retaliation, Sexual Harassment, or Sexual Violence.

MODIFICATION OF PROCEDURES
These procedures constitute the general complaint process to be followed by the Institutions and OPC in addressing and resolving complaints and cases of unlawful discrimination, harassment, retaliation, Sexual Harassment and Sexual Violence. The Institutions and OPC shall have the right to reasonably alter and/or deviate from the procedural guidelines contained herein when it is warranted by either the circumstances of a case or required by applicable state and federal law and regulations. The Institutions and OPC shall also have the right to authorize and appoint a designee to serve in the Affirmative Action Officer’s capacity in the execution of these procedures. The parties are to be provided timely written notice of any such designation and of any substantive deviation from the procedural guidelines.

SPECIFIC PROCEDURES
INITIAL CONSULTATION

The Affirmative Action Officer/Title IX Coordinator shall meet with the Complainant to discuss the Complainant’s concerns, and review the complaint procedure, determine the appropriate jurisdiction, and explain the different methods available to resolve the complaint under these procedures. (See: formal resolution and informal resolution, where applicable). The purpose of this initial step is to assist individuals to identify the source of the concern and provide the Complainant with information concerning institutional/OPC resources, policies and procedures; so that the Complainant might best assess the most appropriate course of action, given their circumstances.

PROCEDURAL OPTIONS

If it is determined that the Affirmative Action Office shall retain responsibility for the case, the Affirmative Action Officer/Title IX Coordinator will ascertain from the Complainant which of the following procedural resolution options he/she prefers to utilize.

Informal Resolution (Not an Option for Sexual Violence Cases)

Formal Resolution

The selected option will be verified by the Complainant’s signature. Selection of an option at this time will not preclude the Complainant from electing another option at a later time, where appropriate, as determined in consultation with the Affirmative Action Officer/Title IX Coordinator. Informal Resolution may only be utilized when both the Complainant and Respondent agree to it. If it is determined that the case should not be addressed by the Affirmative Action Office, the Affirmative Action Officer or Title IX Coordinator will refer the Complainant to the appropriate office or department.

INTERIM PROTECTIVE MEASURES

If, during the initial consultation, the Affirmative Action Officer/Title IX Coordinator determines that immediate action may be necessary to protect the rights, interests, or safety of the Complainant, Respondent or the campus community, the Affirmative Action Officer/Title IX Coordinator will advise the College’s/OPC’s human resources office and Division/Office of Student Affairs (if applicable) of the
situation. Upon consultation with appropriate College/OPC officials, immediate action may be taken which may include temporary changes in duties and responsibilities, directives to Complainant and Respondent regarding personal contact, warnings to the Respondent and, in severe cases, the immediate suspension of the Respondent pending the completion of a formal investigation. These remedial and protective actions may be coordinated with any similar actions independently provided by the institution upon the request of the Complainant.

WITNESSES

The Affirmative Action Officer/Title IX Coordinator may contact any other pertinent individuals who may have knowledge of or information relating to the matter.

CONFIDENTIALITY

At the time at which a procedural option is selected, the Complainant will also be asked to make a decision regarding confidentiality. The Institution/OPC will make all reasonable efforts to honor requests for confidentiality, to the extent permitted by law. However, it must be understood that while some concerns or complaints can be resolved without disclosing one's identity, often successful resolution cannot be achieved under such circumstances. Further, individuals who are directly accused of unlawful and/or discriminatory behavior and who, as a result, may be subject to disciplinary action, are entitled to a copy of the formal complaint and/or a summary of the charges against them so that they may prepare a proper defense.

The identity of, and identifying information about, Complainants and victims will not be disclosed in any public safety notices, final determination reports, or statistical reports that may be issued or made publicly available as required or permitted by law. If the College or Office is compelled by law, such as through a subpoena or court order issued in a legal proceeding, or through a public records request, to provide such information to third parties, the College or Office will make a reasonable effort, prior to complying with the request, to notify the complainant, so the individual may seek a protective order or take other actions deemed appropriate.

INFORMAL RESOLUTION

This informal procedure is intended to affect the resolution of a complaint by reconciling the parties' differences and/or rectifying the alleged discriminatory action(s). Complaints that the Affirmative Action Officer/Title IX Coordinator determines as involving discrimination against a group or class of individuals, or involves likely criminal violations may not be resolved through use of the informal resolution process. Informal resolution also will not be used in cases involving allegations of sexual violence.

If, after preliminary review of the matter, it is the judgment of the Affirmative Action Officer/Title IX Coordinator that the case should not be addressed by the Affirmative Action Office/Title IX Coordinator, the informal procedure shall be terminated and the case shall, if applicable, be referred to the appropriate office.

Steps in the Informal Resolution Process
The following steps shall be taken in an effort to resolve complaints in an informal manner:

- **Step 1: Notifying the Parties**

  Upon receipt of a complaint, the Office of Affirmative Action/Title IX Coordinator shall notify and meet with the Complainant and the Respondent.

- **Step 2: Information Gathering**

  In an effort to fully understand the facts and positions of the Complainant and the Respondent, the Investigator shall take steps that he/she deems necessary to gather additional information from the parties or from others perceived to have knowledge of the allegations.

- **Step 3: Resolution or Next Steps**

  If all parties agree to the informal resolution process, the Affirmative Action Officer/Title IX Coordinator will make all reasonable attempts to resolve the matter within thirty (30) days. The specific details of each case will determine the best possible means for achieving a satisfactory resolution. If the informal resolution process fails to resolve the matter to the satisfaction of both parties, or the terms of the informal resolution as subsequently broken, either party may request a Formal Resolution/Investigation of the charge within 10 calendar days of concluding the Informal Resolution Process.

**FORMAL RESOLUTION**

Any person(s) who believes they have been the victim of discrimination, harassment, retaliation, Sexual Harassment or Sexual Violence, or who witnesses acts of discrimination, harassment, retaliation, Sexual Harassment or Sexual Violence against others, may file a formal complaint with the Affirmative Action Office/Title IX Coordinator. Utilizing the informal process is not a prerequisite. A formal review consists of conducting an investigation, fact-finding, determining whether sufficient credible evidence exists to support the allegation(s), and issuing written findings. The formal investigation and related proceedings, which are described below, shall provide a prompt, fair, and impartial investigation and resolution of the allegations.

- **Step 1: Complainant’s Written Statement**

  Normally, a signed incident complaint form containing a written statement of allegations initiates the formal process. In order to enable the Investigator to most effectively investigate the complaint, the written statement of allegations should contain a detailed description of the events that took place, the name(s) of the alleged offender(s), the name(s) of the alleged victim(s), the names of any alleged witnesses, and the name of the person filing the complaint. The Affirmative Action Officer/Title IX Coordinator will provide assistance to anyone for whom completion of the complaint form is difficult or impractical. The person or persons filing the complaint and/or the alleged victim of discrimination shall be referred to hereinafter as the “Complainant.” Anonymous complaints, and complaints filed by individuals who request
confidentiality, will be investigated by the Institution/OPC to the extent possible pursuant to the procedures set forth herein.

• Step 2: Notifying the Respondent

The person or persons identified as the alleged offender shall be referred to hereinafter as the “Respondent.” Once the complaint has been filed, the Affirmative Action Officer/Title IX Coordinator will notify the Respondent(s) by written letter of its existence and provide him/her/them with a copy of the signed complaint.

• Step 3: Respondent’s Written Response

The Respondent(s) will be provided an opportunity to file a formal response. The formal response shall be filed with the Affirmative Action Office/Title IX Coordinator by the Respondent(s) within twenty (20) days from the date the Respondent(s) received the signed complaint.

If the Respondent fails to timely file a formal response and/or elect(s) not to participate in the formal resolution process, the case will proceed and be investigated with or without the involvement of the Respondent. If, during the investigation, the Complainant indicates a desire to withdraw his/her complaint, the Complainant shall sign a written statement of withdrawal containing the reasons for this action and the case may be closed in the discretion of the Affirmative Action Officer/Title IX Coordinator. However, the Affirmative Action Officer/Title IX Coordinator may continue to conduct the investigation and take action to address the issues raised by the Complainant regardless of the Complainant’s wishes.

• Step 4: Investigation Process

The Affirmative Action Officer/Title IX Coordinator or designee will act as Investigator. The Investigator is neutral, objective, and does not act as an advocate for either party. The Investigator is authorized to contact any and all persons who may have information relevant to the complaint and shall have access to all relevant College/University/OPC records. The Investigator shall also collect and evaluate other available records and information relevant to the complaint and investigation (e.g. email communications, medical test results, photographs), as appropriate. The Investigator shall maintain a record of the investigation, including any interviews, which shall be retained as an official Affirmative Action Office record.

• Step 5: Final Investigative Report

A final investigative report shall be prepared which sets forth the findings of the Affirmative Action Officer/Title IX Coordinator and the basis and rationale for his/her conclusion(s). Unless otherwise indicated in the report, the date of the report shall be considered the date upon which the results of the investigation become final. In making his/her findings, the Affirmative Action Officer/Title IX Coordinator shall utilize the evidentiary standard of “preponderance of the evidence.” The final investigative report shall normally be issued within sixty (60) days after the complaint is filed. When more than sixty (60) days is needed to complete the investigation, the Affirmative Action Officer/Title IX Coordinator shall notify the parties and proceed as expeditiously as possible. Allegations or evidence of violations of policies and procedures that
are discovered during the investigation but which are outside the jurisdiction of the Affirmative Action Officer/Title IX Coordinator shall be referred to the appropriate office for resolution. The Affirmative Action Officer/Title IX Coordinator will simultaneously provide copies of the report to the Complainant and the Respondent, and will also send a copy to the appropriate Vice President/Provost or Associate Commissioner. The Complainant and Respondent will also be advised of the appeal process at that time. If for any reason the findings in the report are later changed by the Investigator, both parties will be simultaneously advised of the change (and of any new appeal period) as well.

POST-INVESTIGATION PROCEDURES

APPEAL PROCEDURES

Either party (Complainant or Respondent) may appeal the Affirmative Action Officer's/Title IX Coordinator’s findings. Such appeals shall be filed with the Institution’s President or the Commissioner of Postsecondary Education as appropriate. The Appeal may be conducted by the President or the Commissioner or their designee. Parties wishing to file an appeal must do so within ten (10) days after receiving the Affirmative Action Officer's/Title IX Coordinator’s final letter. The appeal process will not involve reinvestigation of the complaint. Appeals must raise specific issues related to the Affirmative Action Officer's findings. Appeal decisions (which shall include a statement of the rationale for the decision) shall be rendered within thirty (30) days after the request for appeal is received unless extended for good cause as reasonably determined by the Appeals Officer. Copies of the appeal decision shall be simultaneously provided to the parties, with a copy also to be sent to the appropriate Vice President/Provost or Associate Commissioner.

DISCIPLINARY ACTION

When the investigative findings of the Affirmative Action Officer/Title IX Coordinator (together with the appeal decision in cases in which there is an appeal) are received by the appropriate Vice President, Provost, or Associate Commissioner, the appropriate Vice President, Provost, or Associate Commissioner in consultation with the College’s/OPC’s Office of Human Resources, shall render a written determination (which includes a statement of the rationale for the determination) regarding the appropriate disciplinary and/or corrective action, if any, and provide a copy of the written determination to the Respondent. *In cases involving allegations of Sexual Violence, a copy of the written determination will also be provided to the Complainant. Such disciplinary and/or corrective action may include but is not limited to: reprimand, required counseling, suspension, demotion, or termination.*

Disciplinary action will follow the procedural requirements of applicable collective bargaining agreements and any applicable statutory and judicial mandates. The Vice President/Provost/Associate Commissioner will be responsible for the implementation of all such disciplinary/corrective action measures. A record of the outcome of each case will remain a part of the permanent file of the case maintained by the Affirmative Action Office/Title IX Coordinator. Potential sanctions for employees include, but are not limited to: education, written warning, and termination of employment. “The college will, upon written request, disclose to the complainant of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the college against a student who is a respondent. If the complainant/alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.”
**POST-PROCEEDING PROTECTIVE MEASURES**

In appropriate cases, the Vice President/Provost or Associate Commissioner, in consultation with the College’s/OPC’s Office of Human Resources and/or Director/Office of Student Affairs, may direct that certain measures be instituted or provided, to protect or safeguard the Complainant or victim of the misconduct, and/or to prevent or minimize the possibility of a further harmful incident or offense. Such protective measures may include: no trespass orders, no contact directives, counseling, reassignment of work duties, workplace relocation, referral to institutional offices capable of providing support, advice or other resources (e.g. EAP, Women’s Center), or any such other action(s) that may be described in the Institution’s/OPC’s policies and that are deemed appropriate under the circumstances. Complaints of sexual harassment, including rape, fondling, stalking, dating violence and domestic violence, will be processed according to the Council on Postsecondary Education Complaint Procedures.

**OUTSIDE AGENCIES**

All individuals shall be informed regarding their right to seek redress through the following outside agencies:

**Phone: 1-800-669-4000 Fax: 617-565-3196**
[http://www.eeoc.gov/field/boston/index.cfm](http://www.eeoc.gov/field/boston/index.cfm)

Rhode Island Commission for Human Rights 180 Westminster Street, 3rd Floor Providence, Rhode Island 02903
Tel: 401-222-2661
TTY: 401-222-2664 Fax: 401-222-2616
[http://www.richr.state.ri.us/frames.html](http://www.richr.state.ri.us/frames.html)

Office of Civil Rights, Region I US Department of Education 5 Post Office Square, 8th Floor Boston, MA 02109-3921
Tel.: (617) 289-0111 Fax: (617) 289-0150
[http://www2.ed.gov/about/offices/list/ocr/docs/howto.html](http://www2.ed.gov/about/offices/list/ocr/docs/howto.html)

**CONFIDENTIALITY**

The College will protect the identity of persons who report having been victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking to the fullest extent of the law and as previously stated in this document.

**CCRI Campus Disciplinary Procedures FOR STUDENTS:**

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook:
The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the State Courts and may be suspended or expelled from the College for the first offense.

Student victims have the option to change their academic situations after an alleged Sexual Assault, if such changes are reasonably available.

The complainant and the accused have the right to be assisted by any adviser they choose. The complainant and/or the accused is responsible for presenting his or her case and, therefore, advisers are not permitted to speak or to participate directly in any hearing before a student conduct hearing board.

In cases involving Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, Stalking, or Bullying, the complainant may request that steps be taken to provide testimony in a manner that does not require being in the presence of the accused student as long as such steps do not deny the accused student access to the information presented by the complainant.

The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of questioning only by a student conduct hearing board. Neither the complainant nor the accused may question witnesses or each other. Questions may be directed to the chair of the student conduct hearing board by the complainant or accused.

After the hearing, a student conduct hearing board shall determine and notify the dean of students within five (5) academic days of the hearing (by majority vote) whether the student has violated each section of the Student Conduct Code which the student is charged with violating.

A student conduct hearing board’s determination shall be made on the basis of the preponderance of evidence standard, i.e. the greater weight of the evidence demonstrates that the accused student committed the violation.

Only the accused student is notified of the outcome of a conduct hearing except in cases involving allegations of Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, Stalking or otherwise provided for by law. In these cases, both complainant and the accused will be notified of the decision in full, in writing, and concurrently.

Once a student conduct hearing board, or the investigator pursuant to the Council on Postsecondary Education Complaint Procedures, has made a determination of whether or not the respondent is responsible or not responsible, the hearing board will determine an appropriate sanction. The respondent will be notified of the disposition of the complaint and, if appropriate, the designated sanction within 2 academic days.

**Appeals**

A decision reached or a sanction imposed by a student conduct hearing board may be appealed by the accused student(s) or complainant(s) to the Associate Vice President for Student Services within five (5) business days of receiving the decision. Such appeals shall be in writing and shall be delivered to the Office of the Associate Vice President for Student Services.
An appeal shall be limited to review of the initial hearing and the supporting documents for one or more of the following purposes to determine:

- whether the original hearing was conducted fairly in light of the charges and evidence presented
- whether the decision reached regarding the accused student was based on a preponderance of evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred
- whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed
- to consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing

**STUDENT RANGE OF SANCTIONS**

Article IV, Section C of the Student Handbook outlines the range of sanctions that can be assigned to a student as the result of being found responsible for a conduct code violation in a disciplinary process:

Warning; Probation; Loss of Privileges; Fines; Restitution; Discretionary Sanctions; No Contact Directive; Interim Suspension; College Suspension; College Expulsion.

The entire process can be found in the Student Handbook:

[https://www.ccri.edu/advising/new_students/student_handbook/handbook_resized.pdf](https://www.ccri.edu/advising/new_students/student_handbook/handbook_resized.pdf)
Crime Statistics by Campus
# CRIME STATISTICS  Knight Campus (WARWICK)

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**NOTES:**

OC=On Campus; NON-C = Non campus property; Public Prop= Public Property
## CRIME STATISTICS Flanagan Campus (Lincoln)

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**NOTES:**

OC=On Campus; NON-C = Non campus property; Public Prop= Public Property
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**NOTES:**

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## CRIME STATISTICS Westerly Campus

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**NOTES:**

OC=On Campus; NON-C = Non campus property; Public Prop= Public Property
## HATE CRIME STATISTICS  Knight Campus (WARWICK)

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*Race (R); Religion (RL); Sexual Orientation (SO); Gender (G); Gender Identity (GI); Ethnicity (E); National Origin (NO); Disability (D).*

### NOTES:

OC=ON CAMPUS; NON-C = NON CAMPUS PROPERTY; PUBLIC PROP= PUBLIC PROPERTY
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*Race (R); Religion (RL); Sexual Orientation (SO); Gender (G); Gender Identity (GI); Ethnicity (E); National Origin (NO); Disability (D).*

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**NOTES:**

OC=ON CAMPUS; NON-C = NON CAMPUS PROPERTY; PUBLIC PROP= PUBLIC PROPERTY
**HATE CRIME STATISTICS  Providence Campus (Shepard)**

<table>
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<th>Crime</th>
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**NOTES:**

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# Hate Crime Statistics - Lincoln Campus (Fanagan)

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HATE CRIME STATISTICS  Westerly Campus

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UNFOUNDED CRIMES

2016: There were no unfounded crimes in 2016.
SECURITY AWARENESS PROGRAMS

During orientation, students are informed of services offered by the Community College Police Department through a brochure and presentations that outline ways to maintain personal safety. Students are advised to visit the College Police website to learn about crime on-campus and in surrounding neighborhoods. The website also displays informational videos such as ‘Run, Hide, Fight’, designed by Homeland Security in response to Active Shooter situations. Similar information is presented to new employees and annually during professional development trainings. Crime Prevention notices are posted periodically and when necessary we provide information to the College community regarding the protection of personal property and how to maintain personal safety on campus.

Periodically during the academic year, the CCRI Police, in cooperation with other College organizations and departments, present notices or awareness on the community’s safety.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to information being disseminated to students and employees through crime notices, we provide security alert posters, displays, and articles and advertisements in college and student publications. When an alert need to be posted promptly, information is released to the College community through security alerts throughout the campus and disseminated through the College’s electronic mail system or instant messaging system.

PERSONAL SAFETY ON CAMPUS

Throughout the year, the police department prepares and distributes through the appropriate media crime prevention and personal safety hints. These publications are available to all members of the college community. To assist police in keeping the campus crime-free we recommend the following to all members of the college community.

• Look alert, assertive, self-confident, and in control. Those who look lost, confused, passive, or in a fog are more vulnerable.
• Stay aware of your surroundings.
• Stick to well-lit and well-traveled areas.
• Walk or jog with a companion at night.
• Have your keys in your hand as you approach your car or building.
• Request an escort if you feel uneasy or concerned for your safety.
• If approached by a would-be attacker don’t panic. If you panic, you won’t be able to out think or out maneuver the attacker.
• If threatened, the first order of business is getting away. Drop anything that might slow you down.
• Don’t accept a drink from anyone you don’t know and trust.
• Don’t get into an elevator with someone who looks out of place or behaves in a strange or threatening way.
• Be careful when using bathrooms that are isolated.
• Report all harassing phone calls, emails, etc. to the College Police.
• Report all suspicious persons or activity to the College Police.

PERSONAL PROPERTY PROTECTION

• Lock personal items in your vehicle’s trunk. A thief only needs seconds to take items from a vehicle when left in plain sight.
• Never leave your wallet, handbag, briefcase laptop, cell phone etc. in a common area or out in the open.
• Lock personal valuables and cash in your desk and out of sight.
• Never carry large sums of money. If you must, do not advertise.
• Don’t attach your identification card to your key ring. This practice could help a thief find your home or vehicle easily.
• Engrave an identifying number and take down all serial numbers in case your property is stolen.
• Report a lost college key immediately to the College Police.
• Do not hide extra sets of keys in your office or vehicle.
• Always carry your purse tightly clutched in your hand or under your arm.
• Use a lock down device for your laptop.
• Never leave your vehicle or office unsecured.
• Report all suspicious persons or activity to the College Police.

For additional crime prevention issues please contact your local Campus Police Office.

CCRI DOES NOT assume liability for vehicles or their contents parked on its premises.

SMOKING

IT IS EVERYONE’S RESPONSIBILITY TO INFORM VIOLATORS OF THE SMOKING POLICY.

It is the policy of the Board of Governors and the Community College to maintain a healthy environment for all students and employees. Therefore, smoking is prohibited from any entrance to the building or in any building on the campus. The Smoking Policy states that smoking must be at least 50 feet from any state building. If you do smoke on campus, please use one of the designated areas.

Students are subject to the process and procedures as outlined by the Office of the Dean of Students through the Student Handbook.

This prohibition does not apply to the use of tobacco products as part of a preapproved, limited classroom demonstration or research project.

MOTORIST ASSISTS

The police department does not provide emergency road service. In the event you are unable to start your vehicle because of battery trouble or other mechanical problems we will allow you to use a telephone to call for assistance.
LOST AND FOUND PROPERTY

The department of police handles all lost and found property. If students find textbooks, handbags, clothing, or eye glasses, or any items they should bring the items to the police department so we can attempt to locate the owner. We also encourage students to come to the police department to check for their lost items and file a report. Whenever claiming property students must provide proper identification. For health reasons, perishable and personally worn items will not be stored.

TEXTBOOKS

In order to assist security in returning lost textbooks, please record your identification or driver’s license number in the book. Please note: Be sure that you have purchased the correct textbooks before recording any information in the book.