



**RHODE  
ISLAND  
COLLEGE**

**ANNUAL SECURITY REPORT**

**&**

**FIRE SAFETY REPORT**

**2015**

**Message From: Frederick W. Ghio, Director of Security and Safety/Chief of Campus Police**

The department of Security at Rhode Island College strives to ensure that members of the college community learn, work and live in safe and security environments. As such, this report is prepared to fulfill the requirement of Table IV of the Higher Education Act of 1965, as amended in 1998, to provide an Annual Security Report and also to comply with the required reporting under the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act as known as the Clery Act. The Clery Act is a Federal Law requiring colleges and universities that receive federal financial assistance to disclose annually (by October 1<sup>st</sup>) certain information about campus crime, and safety and security policies to current and prospective students and employees. This annual security and fire safety report contains crime and fire statistics for the three previous calendar years and information on safety and security, campus law enforcement, crime prevention and reporting, fire safety, disciplinary procedures, and educational services, and resources.

The college prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The Office of Student Life office is responsible for coordinating the information and policies in this report related to alcohol and drugs, weapons, sexual assault, domestic violence, dating violence and stalking; the Department of Security and Safety maintains information and policies related to law enforcement and jurisdiction, timely warnings and crime alerts, crime prevention, crime statistics and the police log, and the fire safety report.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus and includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs. The college distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report by stopping by the Security and Safety office located in Browne Hall.

## **Campus Law Enforcement Policies**

The Department of Security & Safety seeks to ensure that the rights of every member of the campus community are respected and that there exists a safe and secure atmosphere, conducive to the pursuit of educational objectives. Personnel of the department are on duty 24 hours a day, seven days a week. The 24 hour security operations numbers are:

**401-456-8201**

**401-456-8522**

The department is responsible for planning, directing and implementing guidelines pursuant to established College security policies to ensure that there is adequate security on campus. **All Campus Police officers have full arrest powers** and are required to be graduates of the Rhode Island Municipal Police Academy. New officers must have served with a municipal or state police agency prior to coming to the college.

Crime information is exchanged between the college's Department of Security & Safety, North Providence and Providence Police Departments and the Rhode Island State Police. The Department of Security & Safety otherwise cooperates fully with the federal and state agencies and local police departments.

## **Procedures for Reporting Criminal Actions or Other Emergencies**

All criminal actions or other emergencies occurring on campus should be reported immediately to the Rhode Island College Department of Security & Safety by telephone, in person to the Security & Safety Office, or to any Rhode Island College officer on patrol. In the event of an immediate threat to a person's health or safety, there are also 39 "Emergency Blue Light" telephones throughout the campus, just a few steps from almost any location. Campus Police will respond to all calls for assistance, either by vehicle or foot, and will evaluate the situation and assist in its resolution. All emergencies and other requests for assistance made to the department or any officer will be recorded in the daily Police Log.

## **Police Log**

The Department of Security & Safety maintains a daily log, written in a form that can be easily understood, in which are recorded all crimes reported to the Department. The log includes the nature, date, time, and general location of each crime and the disposition of the complaint, if known.

Except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, all entries in the log are open to public inspection within two business days of an initial report being made to the Department. When new information about a log entry becomes available to the Department, that information shall be recorded in the log within two business days after its receipt.

If there is clear and convincing evidence that the release of some specific log-information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, that information may be withheld until the feared damage from the release of such information is no longer likely to occur.

## **Confidential Assistance**

The Counseling Center, located in Craig Lee Hall, 130, 456-8094, and Health Services, Browne Hall, 456-8055, provides a mechanism whereby members of the campus community may confidentially seek advice and discuss options as victims or witnesses. Disclosing crimes, including crimes involving sexual assault, domestic violence, dating violence and stalking, to responsible employees other than the service providers in the Counseling Center or Health Services is **NOT** confidential and **WILL** result in an investigation by the college.

## **Alerting the Campus to Crimes and Other Emergencies**

Crime alerts and other notices of current emergencies are published through posting in campus buildings, through emails, through text messaging to those persons who have registered their cellular telephone numbers for this service through the MyRIC computer system, and in some instances, through the emergency blue light telephones on campus when used as an alert system.

Whenever the college administration determines that the college faces a significant emergency situation that threatens the health and safety of the college community, it will alert the community through one or more of the methods described above except where the administration determines that issuing the alert will compromise the college's efforts to contain the emergency. No victim's names or identities are ever included in a "timely warning".

At least annually, the college shall test the efficacy of its emergency response and evacuation procedures and will publicize these protocols.

## **Access to Campus Buildings**

The Department of Security & Safety is responsible for unlocking most administrative and academic buildings each morning and securing these buildings in the evening, normally after 11:00 p.m., or when not in use. Buildings are also opened and closed for scheduled events that take place after normal working hours. If faculty or staff must gain entrance to a building outside normal working hours, the Department of Security & Safety will assist. If faculty or staff enters their assigned area after hours without security assistance, they should notify the Department. Faculty, who have given students permission to work in academic buildings after hours, must so notify the Department of Security & Safety in writing. Students are encouraged to work in groups and not alone when in buildings after hours.

Campus Police Officers can assist resident students who have locked themselves out of their rooms between the hours of 11:30pm to 7:30am and during the day on weekends. Students must have proper identification. The Office of Residential Life and Housing will assist students with these problems during normal business hours. All entrances to the residence halls are locked 24-hours a day and monitored by residence hall desk staff during evening hours. These entrances are equipped with card-access locks. When not in their rooms, students should secure their windows and doors. This simple practice will help protect themselves and their property. Each residence hall is staffed with a Director and several student Resident Assistants, who are responsible for the enforcement of interior security and safety regulations.

## **Crime Prevention Program**

The Department of Security & Safety has established an active crime prevention program to educate students and employees on the steps to take to ensure their own safety and the safety of others on the campus and its environs. The Department of Security & Safety posts crime prevention tips and campus crime statistics on the Department's webpage. The Department also has crime prevention and safety materials available at its office in the lower level of the Browne Residence Hall. Campus Police will also make presentations to student groups and other campus organizations on crime and other safety issues. The Department provides campus advisories on specific security incidents.

## **Off-Campus Behavior**

The Department of Security & Safety monitors off-campus criminal activity that may affect the College community in order to provide timely warnings and advisories. This information is disseminated via campus media and email.

The Department of Security & Safety doesn't routinely record statistics on crimes that occur off college property except as required by the Clery Act. The department will assist any member of the college community in determining an appropriate point of contact for North Providence or Providence police.

Student behavior occurring off campus that is in violation of the Student Conduct Code that may adversely affect the college or its relationship with the surrounding community may subject students and/or student organizations to college discipline.

Victims of crimes occurring off campus, including, but not limited to sexual assault, domestic violence, dating violence or stalking, may obtain assistance from the Department of Security & Safety in reporting the crime to the appropriate municipal police department. Whether or not a crime is reported to law enforcement authorities, members of the college community may make an internal complaint if the alleged attacker is a member of the college community. This may be done through the Affirmative Action Office.

## **Alcoholic Beverages and the Use, Sale and Possession of Illegal Drugs**

Possession, consumption, and/or provision of alcohol or illegal drugs by any student or his/her guest(s) on the Rhode Island College campus is prohibited. This policy applies to all campus facilities including residence halls and at all student activities and events presented on campus by a college-sponsored or a non-sponsored host. Exceptions to the alcohol policy may be granted by the Vice President for Student Affairs. At all such scheduled events, it is required that nonalcoholic beverages also be served. No mention of alcohol is to be included in any publicity or promotion of said events.

Students who violate the aforementioned policies regarding alcohol or illegal drugs are subject to the general principles of the college judicial process through the Dean of Students office and/or the Student Conduct Board. Possible sanctions range from warnings up through removal of attendance privileges at college events or institutional expulsion. In addition, members of the college community who violate the existing laws of the State of Rhode Island pertaining to alcohol possession and consumption or the use and abuse of illegal drugs may risk prosecution by civil authorities.

## **Drug and Alcohol Abuse Assistance Programs**

The college organizes educational programs and events that address the issues and health risks associated with alcohol and drug abuse. The college also provides referrals and information on alcohol and drug assistance programs for faculty, students, and staff. Resources currently available for those in need of assistance for alcohol and drug problems include the following:

## On Campus Services

Alcohol education programs and information are offered throughout the year in many campus settings such as:

- Orientation
- Athletic department
- Residential Life
- Dining Center
- Health Services
- Health Promotion
- Counseling Center
- Human Resources

Alcohol education/awareness/self-assessment is frequently sponsored by the Counseling Center or Health Services in conjunction with other campus offices. On-line screening is offered through the Counseling Center (BASICS program).

## Off Campus Services

<b>LifeWatch Employee Assistance Program</b>	1-800-333-6228
<b>Alcoholic Anonymous</b> A complete listing of every AA meeting held all over Rhode Island.	401-438-8860
<b>Alanon</b> Support groups for friends and relatives of alcoholics.	401-781-0044
<b>Rhode Island Council on Alcoholism</b>	401-725-0410
<b>Narcotics Anonymous</b>	877-461-1110
<b>Cocaine Hotline(s)</b>	1-800-662-HELP 1-800-COCAINE
<b>Butler Hospital</b>	401-455-6214
<b>Roger Williams Hospital</b>	401-456-2363

## **Weapons Policy**

Possession of Weapons, or weapon facsimile, including a firearm (as defined in R.I. Gen. Laws § 11-47-2 (3)) blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, slap glove, bludgeon, stun-gun, the so called “Kung-Fu” weapon, crossbow, dagger, dirk, stiletto, sword-in-cane, bowie knife, or other similar weapon designed to cut and stab another or any concealed razor, or knife of any description having a blade of more than three (3) inches in length measuring from the end of the handle where the blade is attached to the end of the blade.

This prohibition shall not apply to students who are law enforcement officers or uniformed members of the armed forces in connection with their duties. This prohibition shall also not apply to those facsimiles used as part of an organized college-sanctioned event or academic activity.

## **Sexual Assault and Other Offenses--Definitions**

Rhode Island College prohibits crimes of violence as well as sexual assault, domestic violence, dating violence and stalking.

### **Consent**

Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

### **Sexual Assault**

- 1) 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:
  - a) The accused, not being the spouse, knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless



- b) The accused uses force or coercion.
  - c) The accused, through concealment or by the element of surprise, is able to overcome the victim.
  - d) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.
- 2) 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:
- a) The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled or physically helpless.
  - b) The accused uses force or coercion.
  - c) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification or stimulation.
- 3) 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.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by –

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- 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

**Dating Violence:** Violence committed by a person-

- who is or has been in a social relationship of a romantic or intimate nature with the victim, and
- where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

NOTE: Under Rhode Island Law (Domestic Violence Statute 12-29-2 of the Rhode Island General Laws, the above definition (dating violence) is included under the “Domestic Violence Statute” therefore, all dating crimes of violence are already covered under the purview of this statute.

**Stalking:** Rhode Island General Law defines “Stalking” as the “willfully, maliciously, and repeatedly following another person with the intent to place that person in reasonable fear of bodily injury”, or “harasses another person.” “Harassment”, by Rhode Island Law is defined as “a knowing and willful course of conduct directed at a specific person with the intent to seriously alarm, annoy, or bother the person, that serves no legitimate purpose. The course of conduct must be such that would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury.”

## **Procedures For Victims to Follow After a Sexual Assault**

The health and safety of victims is the primary concern of the college. For that reason, victims are strongly encouraged to seek medical assistance for treatment of any injuries and other potential health issues related to the assault. Students can seek medical assistance from the campus Health Services, 456-8055, which is located in the Browne Residence Hall, or at other off-campus hospitals and resources are listed below.

A secondary but important reason to seek medical treatment is to help preserve important criminal evidence that can be used to pursue charges at some later point. To aid in the collection of the most relevant criminal evidence, victims of a sexual assault should not bathe, shower, or change clothes before receiving medical attention.

Victims of sexual assault also are strongly encouraged to discuss their options for reporting the crime or with various campus resources listed below.

### **On-Campus Resources**

<b>Resource</b>	<b>Accessibility</b>	<b>Reporting</b>
<b>Counseling Center</b> Craig Lee 130 401-456-8094	Open during daytime hours; contact campus police for emergency contact or action.	The Counseling Center provides confidential assistance and does not share information with others.
<b>Health Services</b> Browne Hall 401-456-8055	Open during daytime hours; contact Campus Police for emergency contact or action.	Health Services reports the incident but does not identify victims.
<b>Campus Police</b> Browne Hall 401-456-8201	Campus Police have 24 hour accessibility.	Campus Police must report and must identify victim and accused.
<b>Title IX Coordinator</b> Maggie Sullivan 401-456-8216	Contact the Title IX Coordinator directly to initiate an investigation or contact Campus Police or contact another support person on campus who can assist you. The Title IX Coordinator is available during daytime office hours.	The Title IX Coordinator is charged with investigating allegations of sexual violence/sexual assault. She will appoint deputies who will interview you, the alleged perpetrators, and any witnesses. A report of the investigation will be issued and it will become part of the annual report of sexual violence that the college must submit to the federal government.

**Off-Campus Resources**

Resource	Accessibility	Reporting
<b>Day One (Sexual Assault &amp; Trauma Resource Center)</b> 100 Medway Street Providence, RI 02906 800-494-8100	This phone number is a 24-hour support and helpline that is completely confidential	No reporting unless your safety is at risk, or you request that a report be filed.
<b>Women and Infants Hospital</b> 101 Dudley St. Providence, RI 02905 401-274-1750	The Emergency Department is open 24-hours	Hospitals will maintain confidentiality and not report to police unless injuries are serious and/or a weapon was used.
<b>Miriam Hospital</b> 164 Summit Avenue Providence, RI 401-793-2500		Hospitals will maintain confidentiality and not report to police unless injuries are serious and/or a weapon was used.
<b>Providence, RI Police</b> 401-272-1111	Providence Police emergency number, a 24-hour a day response	The police will issue a report and conduct a criminal investigation

**Sexual Violence Prevention & Awareness Programs**

Prevention Programming

- Orientation—Green Dot By-stander training for all freshmen
- Residential Life—Green Dot By-stander training for Resident Assistants
- Greek Life—Green Dot By-stander training for members of fraternities/sororities
- Human Resources—On-line Sexual Harassment course for faculty/staff
- Counseling Center—1 in 4 peer education rape prevention training for male students
- Human Resources—new employee orientation

Awareness Programming

- Student Affairs—Staff in-service training on issues of sexual violence
- Campus Police—periodic training of officers
- Counseling Center—One-in-Four male student advocacy group
- Residential Life – sexual assault awareness training for Resident Assistants

- Women’s Center—Silent Witness display, Clothesline project, and Vagina Monologues production to raise awareness of domestic violence;
- On-line Library Guide of relevant resources (<http://ric.libguides.com/sexual-assault-resources>)

## Reporting Options for Victims

Below are some options for students to consider when reporting incidents of sexual harassment or violence:

- Disclose information to the Counseling Center or Health Services (these are confidential employees)— A student who has experienced sexual harassment or violence (student complainant) may seek assistance and support from these sources without triggering a college investigation that could reveal either the identity of the complaining students or the identity of the accused, or reveal that the student complainant has disclosed the incident. These disclosures made to “confidential employees” are deemed to be privileged and confidential communications. This option allows a student to pursue further options at some later time, if desired, while taking positive steps toward healing.
- Disclose information to a responsible employee at the college— If a student complainant discloses an incident of sexual harassment or violence to any college “responsible employee” (faculty or college administrators) outside the Counseling Center or Health Services, the responsible employee is obligated by law to take immediate and appropriate steps to report the incident to the appropriate administrator and/or the Title IX Coordinator for investigation and to promptly and equitably resolve the matter, including providing appropriate remedies, interim measures and protective measures for the student . All relevant details of the incident including time, date, location, names of the student complainant and the accused as well as all related documents and reports to the Title IX Coordinator. Student complainants may still chose whether or not to file a formal report with college officials or local law enforcement and pursue action against the accused.
- Filing a formal report with college officials—Students complainants may decide to make a formal report alleging sexual harassment or assault against another student or employee by normally providing a written statement to Campus Police. Complaints against another student are normally made to the Dean of Students office. Complaints against an employee are normally made directly to the Title IX Coordinator, Ms. Maggie Sullivan, Director of Human Resources. In all cases, a formal complaint will trigger notification to the Title IX Coordinator as well as the accused and initiate the appropriate procedures for responding to formal reports outlined below. The college will take immediate and appropriate steps to investigate and to resolve the matter promptly and equitably, as well as protective measures for the victim such as modification of academic class schedules,

residence hall room changes, campus “no-contact” orders, etc. Student complainants who file formal reports with the college will be expected to participate in the process to adjudicate the matter. The college maintains confidentiality of any such proceedings among the student complainant and the accused.

- Filing a formal report with local law enforcement—Campus Police may assist student complainants in filing a formal report to local law enforcement officials. Local law enforcement will inform a student complainant of his/her legal options including Court Orders for no contact and the criminal process. The college is not involved in local law enforcement procedures and decisions. A student complainant need not file a formal complaint with the college to pursue legal action, and a student complainant retains the right to disclose information to any college “responsible employee” (faculty and administrators) outside the Counseling Center and Health Services and be afforded an investigation and resolution of the matter promptly and equitably as outline above.
- Filing a formal report with **BOTH** college officials and local law enforcement—Student complainants may decide to make a formal report with both the college and local law enforcement.

## **Modifications & Protective Measures For Student Complainants**

Upon request or as deemed appropriate, the college will make reasonably available and appropriate modifications to a student's academic or living situation or invoke other protective measures where the student alleges that she or he is the victim of sexual assault, domestic violence, dating violence or stalking regardless of whether or not the behavior occurred on campus. These modifications may include but are not limited to residential or class transfers, “no contact” orders, counseling, leave of absence, academic adjustments, campus escorts by Campus Police, etc. Any such modification or protective measure provided to the student complainant will be confidential to the extent that maintaining such confidentiality would not impair the ability of the college to provide the modification or protective measure.

## **Rights of Student Complainants & Accused Students in College Disciplinary Procedures**

The college's disciplinary procedures provide both the accused and accuser the same opportunities to be present and have others present during a hearing, to bring an advisor of his/her choice, to be simultaneously informed of the outcome of such hearings, and to appeal decisions in cases alleging sexual assault, domestic violence, dating violence or stalking. Individuals responsible for conducting student disciplinary hearings receive annual training on issues of sexual violence to conduct investigations, due process, and college policies. Any person found responsible in such disciplinary

hearings to have committed or participated in incidents of sexual harassment or violence will be subject to sanctions up to, and including, immediate suspension or dismissal.

## **Procedures for Addressing Formal Reports Involving Accused Students**

Formal adjudication of alleged violations of the Student Conduct Code, including, but not limited to, sexual assault, domestic violence, dating violence and stalking, is conducted by the Student Conduct Board.

a. Report Initiation.

Any member of the College community may file a report with the Dean of Students Office or Campus Police accusing a student of violating the Student Conduct Code. The complaint shall normally be in writing and filed promptly following the complainant's learning of the alleged misconduct. Where an allegation concerns both academic and non-academic misconduct the adjudication shall be assigned to either the Student Conduct Board or the Academic Integrity Board at the discretion of the Vice President for Academic Affairs and Dean of Students.

b. Filing Deadline

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 normally be filed within 365 days after the last of alleged discriminatory act occurred. The college'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).

c. Administrative Determination.

The Dean of Students or designee shall conduct an investigation to determine:

1. Whether the allegations in the complaint, if proven, constitute a violation of the Student Conduct Code, and if so
2. Whether, the charges can be disposed of administratively by mutual consent of the complainant(s), the accused student or student organization, and the Dean of Students (or designee), or
3. Whether the charges can be disposed of administratively insofar as the factual allegations are concerned but not as to the appropriate sanction or other resolution.

If the Dean of Students or designee concludes that the allegations, if proven, constitute a violation of the Student Conduct Code but the matter cannot be resolved through an

Administrative Determination (e.g. mutual consent cannot be reached, or the sanction as determined by the Dean of Students (or designee) is rejected by the accused student or student organization), she or he will refer the case for formal.

d. Interim Suspension

The Dean of Students (or designee) with the concurrence of the Vice President for Student Affairs (or designee) or the President may immediately suspend a student in advance of a Student Conduct Board Hearing whenever she or he determines that allegations in the complaint constitute a violation of the Student Conduct Code and there is a compelling need to remove the accused student from some or all parts of the campus and/or during certain times in order to safeguard the safety of the complainant student or other members of the campus community, including the safety of the accused student, or to avoid disruption of the normal operations of the College. The Dean of Students (or designee) may establish any reasonable conditions in lieu of not imposing an interim suspension or for lifting the interim suspension.

The status of a student, including those who have been suspended on an interim basis, shall not otherwise be altered pending adjudication of the charge(s) and during the pendency of any appeal. No grades (including the withdrawal from a course(s)), awards or degrees shall be awarded and a student who has been suspended on an interim basis who has been found responsible for violating the Student Conduct Code shall remain suspended on an interim basis during any appeal period.

e. Hearing Procedures for Formal Adjudication

Absent extraordinary circumstances, the appropriate hearing officer (e.g. Dean of Students, Chair of the Student Conduct Board) shall operate in accordance with the following:

- 1.) The accused student or student organization shall be given written notice of the specific allegations, the provision(s) of the Student Conduct Code alleged to have been violated, the nature of the evidence that is likely to be presented at the hearing, the names of witnesses likely to be called, and the range of sanctions likely to be imposed in the event the student/student organization is found responsible for the behavior alleged.
- 2.) The hearing officer shall schedule the time, date and place of the hearing(s), to be held normally at least five days following the student's/student organization's notification but normally within thirty days. The hearing officer shall rule on any other procedural matters raised by either party.
- 3.) Any documentary evidence that any witness or party wishes to present at the hearing shall normally be submitted to the hearing officer as far in advance of the hearing as possible. The hearing officer shall cause the evidence to be shared with the student complainant, accused student/student organization, complaining witness, and the appropriate college administrators. Any objection to the introduction of such documentary evidence shall be made to the hearing officer prior to the hearing. The hearing officer's ruling shall be noted in the record of the hearing (but the substance of the excluded evidence shall not be shared

with other members of the Board in cases referred to the Student Conduct Board). Any documentary evidence not shared in advance of the hearing shall, absent extraordinary circumstances, be excluded.

- 4.) In cases referred to the Student Conduct Board, an accused student/student organization or a complainant may request that one or more members of the Board be recused for good cause such as a conflict of interest or articulable bias. The fact that one or more members of the Board may have previously adjudicated a matter involving the student or witness(s) shall not, in and of itself constitute good cause. The Chair shall rule on the request for recusal except when the Chair is the subject of the recusal request in which case the remaining members shall make the ruling.
- 5.) Hearings normally shall be conducted in private. Exceptions, for good cause, may be granted by the hearing officer. In Student Conduct Board cases, the Dean of Students may be present at the request of the Chair or a majority of the members of the Board in order to advise on procedural questions, unless the Dean of Students is the formal complainant.
- 6.) Attendance of any witnesses shall be at the discretion of the hearing officer, and the hearing officer has the authority to remove someone who disrupts the hearing.
- 7.) The Student Conduct Board's deliberations concerning the determination of guilt and the imposition of sanctions shall be conducted in executive session. Provided however, where the Dean of Students is the formal complainant and his or her presence is requested by the Chair or a majority of the members of the Board in order to advise on procedural questions the Dean may be present.
- 8.) Where more than one student is accused of misconduct arising out of the same incident the accusations against all of the students shall, absent extraordinary circumstances, be considered together. The hearing officer shall rule on any applications for separate hearings.
- 9.) The complainant and the accused student/student organization may be assisted by an advisor who must be a member of the College community **except in cases involving sexual misconduct, in which case the complainant and accused have the right to an advisor of his or her choice**, or in cases where the alleged facts are such that the accused student may face criminal prosecution, in which case the accused may have the assistance of legal counsel at his or her own expense. Any advisor or counsel may not participate in the hearing and said advisor or counsel's sole role shall be to silently advise the accused student.
- 10.) All members of the College community are expected to cooperate in disciplinary hearings and those who are prospective witnesses shall make themselves available at the hearing as necessary. The parties seeking to call witnesses from the College community shall contact the witnesses as far in advance of the hearing as possible. If necessary, the Dean of Students shall assist in obtaining the attendance of College-community witnesses who are identified at least two days prior to the hearing.
- 11.) Hearsay evidence may be admitted at the discretion of the hearing officer. Provided however, written allegations of material facts shall normally be given little weight.
- 12.) The hearings shall be conducted without the formal procedures that obtain in a court of law.
- 13.) A recording shall be made of the hearing and shall be made available to the accused student upon request to formulate an appeal only. In cases of sexual assault, the recording also is



available to the complainant to formulate an appeal. Normally, this request will be fulfilled by arranging for either party to listen to the recording.

- 14.) The hearing body shall make its decision(s) solely on the evidence presented and arguments made at the hearing. If the accused student/student organization fails to appear the hearing shall proceed and consider whatever evidence is presented.
- 15.) The complainant shall have the burden of going forward. However, at the hearing officer's discretion the order of witnesses or the presentation of documentary evidence may be taken out of order.
- 16.) Normally, the complainant and accused student/student organization may not directly question witnesses.
- 17.) Following the presentation of the complainant's case the accused student/student organization shall have the opportunity to respond.
- 18.) At the discretion of the hearing officer, either side may be permitted to present rebuttal evidence.
- 19.) At the discretion of the hearing officer either side may make a closing argument with the accused student/student organization going last.
- 20.) **The hearing body's determination shall be made on the basis of a preponderance of the evidence (e.g. whether it is more likely than not that the accused student/student organization violated the Code) except where the likely sanction is either suspension for at least a semester or expulsion in which case the standard of proof, other than cases involving allegations of sexual misconduct, shall be by clear and convincing evidence.**
- 21.) Notice of the hearing body's decision, including information regarding any relevant right of appeal, shall be sent to the accused student/student organization as soon as practicable. Decisions involving sexual misconduct shall normally be issued within sixty (60) days after the complaint is filed absent extraordinary circumstances. **Said notice shall also be sent at the same time to a complaining witness in cases involving sexual misconduct or a crime of violence.**

e. Sanctions

An individual found responsible for violating the Student Conduct Code is subject to one or more of the following sanctions.

*Written Warning* that shall become part of the student's record until he or she graduates from the College.

*Restitution* either to an individual victim or the College. Completion of a work assignment(s) may, in some circumstances, be substituted for a monetary payment.

*Restriction* either from specific locations on campus such as the residence halls, and/or during specific times. The restriction may be for a fixed period of time or permanent.

*Probation* with or without conditions such as exclusion from participation in extracurricular activities, the requirement to make restitution, or to complete some specific assignment. Satisfying the conditions of probation is a prerequisite to receiving a degree or certificate and failure to honor the terms of the probation shall result in the reconsideration of the original sanction by the relevant adjudicating board.

*Revocation of Admission*

*Revocation of Degree*

*Suspension* is forced withdrawal from the College for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus if set forth in the notice of suspension. If a student, while suspended, violates any of the terms set forth in the notice of suspension as determined after a hearing, he/she shall be subject to further discipline in the form of expulsion.

*Expulsion* is a permanent separation from the College.

f. Appeals

An individual or organization found to have violated the Student Conduct Code or **an individual complainant, in cases involving sexual assault, domestic violence, dating violence or stalking**, may appeal by submitting written notification (including email notification) to the Vice President for Student Affairs (or designee) within five (5) days of receiving the decision of a hearing body (e.g. Dean of Students, Student Conduct Board). The notice of appeal shall specify the grounds upon which the appeal is made. An appeal will be considered only where it is alleged that:

- Newly discovered evidence not reasonably ascertainable or available at the time of the original hearing, which if presented to the hearing board would likely have altered the outcome
- Violation of procedural due process by the Board or other administrator resulting in substantial prejudice to the appellant
- There was no substantial evidence presented at the hearing upon which a fact finder could reasonably have reached its reported conclusion
- The sanction is disproportionate to the offense.

The Vice-President for Student Affairs (or designee) may:

- deny and dismiss the appeal
- grant the appeal and either dismiss or remand the case to the hearing body for a new hearing and/or a reconsideration, including only a reconsideration of the sanction(s), or reverse the decision of the hearing body and dismiss the case with or without comment.

- uphold the factual finding(s) of the hearing body but either increase or reduce the sanctions
- return the case to the hearing body for rehearing on such matters and with such guidance as may be specified.

The Vice-President for Student Affairs shall promptly advise the appellant of the outcome of any appeal involving a violation of the Student Conduct Code. In cases involving crimes of violence, sexual assault or violence, both complainant and accused will be notified of the outcome of any appeal, and decisions regarding appeals shall normally be rendered within thirty (30) days from the date the appeal was received, absent extraordinary circumstances. The decision of the Vice President for Student Affairs is final, with the option by the President to grant clemency.

## **Procedures for Addressing Formal Reports of Sexual Assault, Domestic Violence, Dating Violence or Stalking Involving Employees and Others**

### **Complaint Procedures**

Rhode Island College affirms its commitment to ensuring an environment for all students and employees that is fair, humane, and respectful; an environment that supports and rewards students and employees on the basis of relevant considerations, and which is free from discriminatory, inappropriate, and disrespectful conduct or communication. As an institution of higher education dedicated to fostering and upholding higher order values of human dignity and respect for the individual, Rhode Island College expects standards of professional behavior that exceed those minimally prescribed by law.

The following Complaint Procedures apply to complaints against employees by students, by other employees, or complaints against students by employees. This includes institutional service providers, vendors and other contractors.

### **GENERAL COMPLAINT PROCEDURES PERTAINING TO EMPLOYEES**

These complaint procedures apply to complaints by or regarding employees of the Council on Postsecondary Education (the “Council”), at the University of Rhode Island, Rhode Island College, and The Community College of Rhode Island (the “Institutions”) and the Office of the Postsecondary Commissioner (“OPC”), alleging unlawful discrimination, harassment, and 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 of the sexual and relationship offenses 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:

*Rhode Island College Affirmative Action Office/Title IX Coordinator (Maggie Sullivan), 600 Mt. Pleasant Avenue, Providence, Rhode Island 02908, Phone: (401) 456-8000, TTY - via RI Relay at 1-800-745-5555*

### **INFORMATION FOR COMPLAINANTS ALLEGING SEXUAL VIOLENCE**

In cases involving allegations of sexual violence, Complainants shall, in addition, 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:

1. the importance of seeking immediate medical attention for sexual violence
2. other available health care and counseling services
3. the importance of preserving evidence for proof in the investigation or subsequent proceedings, or for obtaining a protective order
4. to whom the alleged sexual violence should be reported
5. options regarding notifying law enforcement and/or campus authorities, including notification of the Complainant regarding the Complainant's right to:
  - a. notify either police (local or campus) or campus authorities
  - b. be assisted by campus authorities in notifying law enforcement if the Complainant so chooses
  - c. decline to notify such authorities
6. 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 alleging sexual violence is a student, the student shall also be referred to the appropriate Student Affairs Office responsible for advising student victims of alleged sexual violence, which shall provide further relevant information and assistance to the student, as required by Title IX, VAWA, local law and institution/OPC policies. If the complaint alleges sexual violence, the complaint investigation and proceedings shall provide a prompt, fair and impartial process (which includes the provision to the parties of timely and equal access to any information that will be used during the formal resolution process) and shall be conducted by an official (or officials) who do 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 College 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 normally be filed within 365 days after the last of alleged discriminatory act occurred. The Institution'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, 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 campus 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 campus 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 Institution/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 Institution'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 institution's/OPC's human resources office and Division/Office of Student Affairs (if applicable) of the situation. Upon consultation with appropriate institution/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, and 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.

Any member of the Council, employees of the Office of the Postsecondary Commissioner, or students or employees of the colleges or university who participate in formal or informal proceeding under this policy or otherwise gain knowledge thereof shall treat all information acquired, whether written or oral, as confidential, provided however, that the parties to a proceeding may share such information with their personal advisors, advocates and representatives.

The Institutions and OPC will keep identifying information about Complainants and victims confidential in accordance with all applicable legal requirements, and such information will generally only be shared on a need-to-know basis with those college, university, and OPC officials such as investigators, campus security personnel, student affairs officials, and other institutional or OPC officials who are involved in responding to the complaint or who are legally required to receive such information. In cases where an individual wishes to file a complaint but not be identified, their request will be honored to the full extent permitted by law, but the individual will be advised that the college's, university's, or OPC's ability to investigate the complaint or proceed with appropriate corrective or disciplinary action may be prevented or significantly hampered. 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 publically available as required or permitted by law. If the Institution 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 Institution or Office will make a reasonable effort, prior to complying with the request, to notify the individual, so that the individual may seek a protective order or take other actions as they may deem 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 involving likely criminal violations may not be resolved through use of the informal resolution process. Informal resolution will also 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.

If the parties agree to the informal resolution procedure, 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 attempts at informal resolution are not effective, if the terms of the informal resolution are subsequently broken, or if for any reason the Complainant wishes to discontinue the informal resolution process, the Complainant may exercise the remaining option.

If the complaint is resolved during the informal procedure the terms of the resolution will be reduced to writing and signed by the parties.

The Informal Resolution Procedure offers an option to discuss, evaluate and resolve allegations of discrimination without beginning a Formal Resolution/Investigation.

No official findings of fact are made about the alleged behavior, which may be discriminatory and/or violate Institution/OPC policy. Rather, emphasis is placed on:

1. Identifying the source of the allegations/concerns(s).
2. Exploring alternatives to resolve the complaint.
3. Instituting solutions to address the current concerns(s) and eliminate the possibility of similar issues occurring in the future.

### **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 the parties, or the terms of the informal resolution as subsequently broken, either 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 conduct being complained about, 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 therefore 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 or designee 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 or designee 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 or designee 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 or designee 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.

### **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 report. The appeal process will not involve reinvestigation of the complaint. Appeals must raise specific issues related to the Affirmative Action Officer's/Title IX Coordinator'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 or designee (together with the appeal decision in cases in which there is an appeal) are received by the appropriate Vice President, Provost, or Associate Commissioner, he/she in consultation with the Institution'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 are 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.

### **POST-PROCEEDING PROTECTIVE MEASURES**

In appropriate cases, the Vice President/Provost or Associate Commissioner, in consultation with the Institution'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, Housing, Woman's Center, Residence Life), 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.

## **OUTSIDE AGENCIES**

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

Office of Civil Rights, Region I, US Department of Education  
5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02109-3921

Tel.: (617) 289-0111; Fax: (617) 289-0150; <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

United States Equal Employment Opportunity Commission

John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203

Phone: 1-800-669-4000; Fax: 617-565-3196 <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 401-222-2664; Fax: 401-222-2616

<http://www.richr.state.ri.us/frames.html>

## **Retaliation Statement**

Retaliation against any complainant or witness is prohibited and shall be treated as a separate violation of college policy or OPC's community standards and Non-Discrimination Policy.

## **Educational Programs, Services and Training**

Rhode Island College regularly offers programs and services to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses including, but not limited to:

## **Registered Sex Offender Information**

In accordance with federal regulations, members of the College community are advised that information regarding registered sex offenders, as defined by section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)) may be obtained by contacting the Rhode Island

Parole Board and Sex Offender Community Notification Unit, 1 Center Place, Providence, Rhode Island 02903. Phone: 401-222-5180, Fax: 401-222-5186; [www.paroleboard.ri.gov/](http://www.paroleboard.ri.gov/).

## **Missing Person Policy**

*(For purposes of this policy, a student may be considered to be a "missing person" if an associate of the student (e.g. family member, friend, roommate, etc.) files an official report with Campus Police that the student is missing **and** the student's absence is unusual or contrary to his/her usual pattern of behavior.)*

After an official missing persons report for a residential student has been filed, authorized campus officials will attempt to contact the student. If reasonable efforts to make contact with the student are unsuccessful within 24 hours of the report, the Dean of Students, or his/her designee, shall notify an emergency contact person designated by the student (for students 18 and over) or a parent/guardian (for students under the age of 18).

## **Procedures for Registering an Emergency Contact Person**

### **a. Resident Students age 18 and above and emancipated minors**

Students living on campus have the option to register an emergency contact person to be notified by the College in the event they are reported missing at the time they officially check into the residence halls each year. A designation will remain in effect until changed or revoked by the student. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

### **b. Resident Students under the age of 18**

In the event a student who is not emancipated is reported missing to Campus Police, the College will notify a custodial parent or guardian if they are not located within 24 hours.

## **College Procedures for Missing Persons**

a. Any individual who has information that a residential student may be a missing person must file an official report with Campus Police as soon as possible.

b. When an official report is filed, Campus Police or other College officials will, absent extraordinary circumstances, make reasonable efforts to contact the student (e.g. through student's acquaintances, cell phone number, email, etc.). Additionally, Campus Police will gather other information about the missing student from the reporting person and from the student's acquaintances (e.g. description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.).

c. If the above actions are unsuccessful in locating the student within 24 hours or it is apparent immediately that the student is a missing person, Campus Police will contact the Dean of Students or his/her designee to notify the emergency contact person or custodial parent/guardian as well as the appropriate local law enforcement agency.

d. Prior to providing the College community with any information about a missing student, College personnel shall consult with the Campus Police and/or with local law enforcement authorities to ensure that no statements are made that are likely to hinder the investigation.



# FIRE SAFETY REPORT

## FIRE SAFETY GUIDELINES AND REQUIREMENTS FOR RHODE ISLAND COLLEGE

(Please Note: This information represents the most current fire safety guidelines for Rhode Island College including Residence Halls and works in conjunction with all other RIC generated documentation pertaining to fire safety.

### Why You Should Care...

With so many things to think about, why should students pay much attention to fire and life safety policies and procedures? The answer is clear: it can be **a matter of life and death**. Proper fire prevention measures and the knowledge of life safety procedures within residential communities save lives. Since 1973, there have been more than 45 residence hall fires across the United States including the tragic Seton Hall fire of January 2000 that killed three students and injured 62. With so many people living in such close proximity within our halls, every resident plays an important role in preventing fires and responding appropriately to life safety emergencies. Every resident assumes the responsibility of complying with fire safety policies, procedures, and guidelines as put forth in the Rhode Island College Student Handbook and the Residential Life and Housing Rental Agreement. Violations of College fire safety related policies and procedures - **including the defacement of hallway exit signs, falsely activating fire alarms, discharging fire extinguishers, and activating fire suppression/sprinkler systems** - are treated with the highest priority and may result in removal from residence halls.

### Your Fire Safety Checklist...

- Report campus emergencies immediately to the ***Campus Police at 456-8201***.
- Always know two escape paths from your room in the event that one is blocked.
- A fire evacuation plan has been placed on or near the inside of your room/apt. door. Learn the plan and do not remove or cover the evacuation plan from your room. If the evacuation plan is missing from your room/apt., please notify your Resident Hall Director, Resident Assistant or Area Coordinator.
- Smoking in all RIC residence halls and student rooms is prohibited.
- Fire suppression systems, *or sprinklers*, have been installed in all residence halls at RIC. Sprinkler heads protrude from the walls and ceilings of common areas and student bedrooms in all residence halls. A sprinkler head is designed to discharge a large volume of water in a short period of time and can cause extensive damage to residential unit. **Do not hang any items from sprinkler heads and do not tamper with, or attempt to modify, fire suppression systems and sprinkler heads.** The accidental or intentional discharge of a fire suppression system will result in financial restitution and Campus Police, RIC student conduct, and State Fire Marshal investigation.
- Smoke/fire detectors have been installed in all residence halls at RIC. Detectors are located on ceilings and walls, and trigger building fire alarms that are designed to save lives. **The covering of, or tampering with, any fire detector in any residence hall location so as to render this**

**equipment inoperable is strictly prohibited** and will result in financial restitution and Campus Police, RIC student conduct, and State Fire Marshal investigation.

- If you smell smoke or see fire in your building, **pull the closest fire alarm box and immediately evacuate the building; do not attempt to fight the fire.**
- If the fire alarm sounds in your building, do the following:
  - Grab your key and/or ID card
  - Feel your room door before opening it; if it is not hot, leave immediately; if it is hot, stay in your room, phone for help, and wait for a fire fighter
  - Assuming your door is not hot and smoke has not filled the hallway, proceed to the nearest exit and **immediately leave the building; do not attempt to fight the fire!**
  - Once outside, move away from the building and wait for further instructions; check around for your roommate to make sure he/she is safe
  - Never, never ignore a fire alarm; failure to vacate a building during a fire alarm is a violation of the College's student conduct code
  - DO NOT use the building elevator
- In the case of a catastrophic event or disaster on or near the RIC campus, students are instructed to: a) immediately contact and advise family members of their status and well being; and b) check the RIC voice mail system for further instructions.

### **Fire Safety Equipment & Inspection...**

Fire alarm systems – the most important component of the fire safety program - along with all other fire safety equipment, are properly tested and maintained in compliance with all governing codes. Fire drills and evacuation assessments are conducted in each residence at least two per semester and one during the summer session. All other equipment is inspected and maintained according to governing codes. Residential Life and Housing and Department of Public Safety Fire/Life Safety Division personnel randomly inspect student rooms each semester. Students are given no less than 24-hour notice of these random inspections. Residents who are found in violation of fire safety guidelines are given one day to make corrections without penalty. Candles will be confiscated and discarded immediately. The College takes seriously any deliberate defacement, tampering, or theft of fire safety equipment including fire extinguishers and exit signs. Students found responsible for such behavior may face removal from residence halls as a recommended judicial sanction.

### **RIC Fire Safety Guidelines and Regulations**

(Please Note: Selections [edited] from the RIC 2015-2016 Student Handbook and the Office of Residential Life and Housing Student Handbook 2015)

Fire Safety equipment is strategically located throughout the residence halls for use during an emergency. If a situation warrants the use of Fire Safety equipment, a residence hall staff member should be notified so any necessary repairs to the equipment can be made.

During the year, students will be informed of the emergency evacuation routes at their suite meetings, and will be shown these through regularly scheduled and unannounced drills. Alarm systems will also be

tested periodically to insure their proper functioning. Malfunctioning of these devices should be reported immediately to your Resident Assistant.

Residents are encouraged to take precautions when using high wattage lamps (anything above 60 watts) or using flammable items or solutions. In case of electrical power failure, only flashlights or battery powered lanterns may be used. The following items are not permitted in the residence halls under any circumstances: halogen lamps, candles, oil lamps, kerosene lamps, potpourri burners, and incense. The Residential Life & Housing staff reserves the right to confiscate any candles, incense or related paraphernalia in the residence halls. Candle/Incense Warnings can be issued based on smell.

***In the event a fire alarm sounds in your building:***

1. Open drapes and shades
2. Close windows
3. Turn on lights
4. Close doors, but do not lock them
5. Proceed to the nearest exit
6. Do not panic.

Anyone who fails to leave the residence hall when the fire alarm sounds will face judicial action that may result in sanctioning including fines.

Students are prohibited from hanging any items/decorations from or on the pipes, or from the ceiling within their room and/or suites.

**Fire Safety for Decorations (Year Round)**

When decorating the residence halls, it is required that we comply with the State Fire Safety Codes in order to insure your safety:

1. Decorative lighting is not allowed which includes rope and Christmas lights
2. Natural trees and wreaths are not allowed.
3. Artificial trees that are certified flame resistant are allowed.
4. All decorations must be certified by the manufacturer as being flame resistant.

Any decorations that are found to not meet these regulations will be confiscated. All holiday decorations must be taken down before the residence halls close for Winter Break. Any suites/floors that fail to do this will be fined and the items will be confiscated. If you should have any questions concerning decorations or these Fire Safety policies, please contact Fire Safety Technician David Benevides at the Physical Plant (x8262).

## **Fire Evacuation Plan**

### **Find the exits nearest your room.**

Make sure they are not locked or obstructed. Count the number of doors between your room and the exits. This will enable you to find them in the dark or in the smoke

### **Be sure you can find and unlock your room in the dark.**

Keep your room key close to your bed. In the event of fire, take your room key with you so you can return to your room if exits are blocked. Do not stop to take anything else.

### **Locate the fire alarm on your floor or near your suite.**

If you discover a fire, sound the alarm and leave the building.

### **If a fire starts in your room, get out and close the door.**

Once you are out of the room, sound the alarm and report the fire to the College Staff.

### **Crawl low under the smoke because the air is cooler and less toxic nearer the floor.**

If you encounter smoke or fire as you're crawling, turn around and find another exit. If no exit is clear, return to your room.

### **Never use elevators during a fire.**

An elevator might stop where the fire is or malfunction as a result of the fire. Use the stairs.

### **If you hear the fire alarm, evacuate – do not investigate.**

Upon hearing the alarm, leave the building immediately and stay out of the way of the firefighters. After exiting, move at least 50 yards from the building.

### **Be sure your door is cool to the touch before you open it.**

Feel the doorknob and the space between the door and its frame with the back of your hand. If your door is cool, open it slowly and go to the nearest safe exit.

### **If your door is hot, DO NOT open it.**

If your room has another exit, check it and use it if it's cool. If the fire is outside your room, your room may be the safest place for you. Call Campus Police (401-456-8201) to report the fire and let them know where you are trapped. Seal all cracks with towels/clothing and/or tape. If there is smoke in the room,

open the window to let it out. Signal at your window for assistance by hanging a large article of cloth out of a corner of the window.

### **Medical Emergencies**

If you are having a medical emergency, or if you encounter one, please call 911. If 911 are not necessary, please contact the appropriate people immediately:

**Monday-Friday 7:30am to 9:00pm:** Call Health Services (x8055) AND the Office of Residential Life & Housing (x8240).

**After 9:00pm and Weekends:** Call the Campus Police (x8201) or the Resident Assistant On-Duty (after 7pm).

**Emergency Exits.** Stairways, corridors, and doors are emergency exits, and objects of any type cannot be kept in these areas at any time. Objects of any type, including bicycles, left in these areas will be confiscated at owner's risk and expense.

### **Deliberate Misuse of Fire Safety Equipment, Including Exit Signs and Fire Doors**

Tampering with fire safety equipment (including, but not limited to, fire extinguishers, exit signs, automatic sprinkler heads, local smoke and heat detectors, and emergency lights) is prohibited. Safety equipment, such as exit lights, fire alarms, sprinkler systems, smoke alarms, or other safety or fire-fighting equipment must not be used inappropriately or rendered inoperable. Emergency exit charts shall not be removed or covered. Self-closing mechanisms on interior doors shall not be disabled and interior doors shall not be propped open.

### **Cooking Policy**

Residents are not allowed to cook any meals in their rooms or suite areas. Some of the residence halls have a kitchen facility with an oven and stove (some have refrigerators) where students may prepare meals or bake. Residents are responsible for cleaning up after themselves and must leave the entire kitchen area clean for the next person. Failure to do this may result in the loss of kitchen privileges or other administrative actions.

### **Electrical Equipment**

For reasons of fire safety in a group living situation and the danger of electrical overload within each unit, certain types of electrical equipment may not be used in a resident's room, bathroom, suite, hallway, or lounge.

- A. The following items are prohibited to have in the residence halls. Among these items are: space heaters, halogen lamps, sun lamps, immersion heaters, hot pots, hot plates, toaster ovens, “George Forman” grill, electric potpourri burners, and any other heating or cooking appliances.
- B. A maximum of one microwave is permitted only in each suite area in Browne, Thorp, Weber, and Willard Halls. Microwaves are not permitted in individual rooms in these buildings. Due to the structure of the building, a maximum of one microwave is permitted in each room in Sweet Hall.
  - 1. Microwaves are not permitted in the bathroom of any building.
  - 2. Microwaves must be 0.7 cu. ft. or smaller and cannot exceed 700 watts.
  - 3. Microwaves can be banned if used inappropriately or if usage results in false fire alarms.
  - 4. Repeat offenses in a suite or the building may result in the banishment of microwaves for up to one semester.
  - 5. If more than the maximum number of microwaves is found in an area it can be confiscated and will not be returned until semester break.
- C. All Christmas lights and any form of temporary lighting are not allowed in the Residence Halls.
- D. Radios, stereos, and television sets without outside antennae may be used.
- E. Appliances such as compact 4.6 cubic foot refrigerators (UL Listed) may be used, but should be checked by the Professional Hall staff member first.
- F. Other "safe" appliances which may be used with caution are blow dryers, curling irons, electric hair rollers, electric blankets, blenders, coffee pots, and electric razors. All of these items must have an automatic shut off in order to be used in the residence halls. As a safety precaution, it is recommended that all “safe” appliances are plugged directly into a surge protector and power strips.
- G. Extension cords of any kind are not allowed in the halls. As an alternative students can continue to use (UL Listed) surge protectors and power strips in their rooms.
- H. Surge protectors and power strips need to be directly plugged into the outlet. Plugging in multiple surge protectors and power strips into each other (daisy chaining) is prohibitive.
- I. Inquiries on the usage of items not mentioned here should be directed to your Professional Hall staff.

### **Fire Alarms, Extinguishers, & Safety Devices**

Abuse or tampering with fire detection, fire safety, and alarm devices is prohibited. The following fines will be assessed:

- A. Illegal Exit through Fire Door/Emergency Exit - \$50.00.
- B. Failure to Leave Building during a Fire Alarm - \$100.00 and potential further judicial action.
- C. Misuse of Fire Extinguisher - \$100.00 and other sanctioning as deemed appropriate by the Director of Residential Life & Housing.
- D. Abuse or Tampering of Detection, Suppression, and Alarm Devices - \$100.00 additional educational sanctions and possible dismissal from the residence halls.
- E. Misuse or Activation of Fire Alarm Pull Box - \$200.00 and immediate dismissal from the halls.
- F. Disruption or misuse of Residential Life on-call phones, including prank calls, is prohibited - \$100, additional educational sanctions and possible dismissal from the residence halls.
- G. Unauthorized or misuse of the intercom system is prohibited - \$100, additional educational sanctions and possible dismissal from the residence halls.
- H. False Fire Alarm as a Result of Microwave Use:

1st Offense- would result in written warning unless the situation is determined by the Professional Hall staff member to be a purposeful violation in which case greater sanctions would be immediately applied.

2nd Offense- would result in \$100.00 fine, loss of microwave for one semester and housing probation for one month.

### **Firearms, Weapons, & Explosives**

The possession and/or use of guns, knives, explosives (including firecrackers) or other dangerous weapons or devices of any kind are prohibited in the residence halls. The possession and/or use of these weapons will result in immediate probation and administrative action up to and possibly including the termination of your Housing Contract and referral to the College Board of Discipline. For the purpose of this policy, the term “weapons” includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols and revolvers, paint ball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (fixed-blade) style knives of any length, throwing knives, or folding (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; mace, pepper gas/spray and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily injury or damage to property.

### **Incense/ Candles**

Fire safety for the residence halls is the responsibility for the whole community within the halls. Candles and incense are considered to be significant causes of fire on college campuses around the world.

- A. Candles, incense, candle warmers and related paraphernalia are illegal within the residence halls. These items will be confiscated from the room or suite area upon discovery of their presence.

- B. The smell of incense or candles is sufficient evidence to request to do a plain view search of the room or suite area. The evidence and/or smell of incense or candles will be documented and the individual(s) will be given a candle/incense warning.
- C. Further administrative actions may occur if a person is found to have large amounts of candles/incenses or if the person violates the policy on a repetitive basis.
- D. Illegal items confiscated by the Residential Life and Housing Staff must be claimed within 30 days after the official closing of the residence halls each semester or the items will be disposed.

### **Pets**

For reasons of health and sanitation, pets of any kind are not allowed in the residence halls. This includes pets that may be “just visiting.” The only exceptions to this rule are small flake-eating fish and guide dogs for the disabled. Aquariums for small fish are allowed, but due to the possibility of breakage and damage to college property, a 10-gallon tank per room or 20-gallon tank per suite area is the largest acceptable in the halls. Students who are found in violation of this policy will be documented and face judicial action.

### **Resident Privacy**

Authorized college representatives shall have the right to enter housing spaces for the purposes of:

- A. Fire, safety, and health inspections
- B. Compliance with multiple dwelling unit laws
- C. Responding to clear indications of immediate danger to life, safety, health, or property
- D. Maintaining the conditions of facilities and furnishings

Whenever possible and feasible, students will be present during these entries. Room checks may also be conducted; however, students will be notified at least 24 hours before they are held. Entrance of premises occupied by students or the search of personal possessions of students may be conducted upon authorization of designated college officers to determine compliance with Rhode Island College regulations and State laws where there is probable cause to believe that a violation has occurred or is taking place. The resident will be held responsible for any violations that may be found in their room.

### **Roof Tops/Windows**

Residents and guests may not enter upon, cross, or use rooftops in any manner, or climb in or out of windows. Items should not be thrown out of the windows. Residents in violation will receive warnings and be fined \$50.00. If an object (football, Frisbee, etc.) lands on a rooftop, please notify a Resident Assistant or Professional Hall staff member. Tampering with or removal of a room or suite window screen will result in a \$25.00 fine, cost of replacement, and possible administrative action.

### **Room Furnishings**



The Office of Residential Life & Housing furnishes residence hall rooms, suites, and lounges. All suite and lounge furniture is to remain in the suite or lounge area for use by all of the residents in that suite or hall. Likewise, all room furnishings must remain in the room that they are assigned to since storage space in the residence halls is limited. If residents are found to be moving furniture from rooms into suites or lounges and/or from suites or lounges into rooms, they will receive a warning, be fined \$20.00 per item, and the furniture will have to be returned to its original area. No more than 50 % of the total wall area may be covered with combustible materials (e.g., flags, poster, and pictures). Electrical outlets and lights may not be covered at all. Nothing may be posted or suspended from the ceiling or any fire apparatus. Those in violation of this may face administrative actions.

### **Room Occupancy**

Residents have contracted for a single space in the residence halls. By contract, you may not sublet, allowing another person to occupy your space with you or in your place. Residents who allow illegal residents to reside in their room and/or suite are subject to eviction from the residence halls. The College reserves the right to assign and to reassign rooms when in its sole discretion such action is deemed necessary. Any residents involved in deliberately discouraging or rejecting a fellow student who is officially applying for or attempting to occupy a legitimate vacancy will be reassigned within College housing or be dismissed from College housing. Any personal belongings or items left abandoned in a student room/ suite after a student moves out will be disposed of after 5 business days or by the close of the semester.

### **Sign Postings**

Any signs to be posted in the residence halls must be approved by the Professional Hall staff member and posted in designated posting areas. If a sign is not approved, it will be taken down and disposed of. Signs posted for the benefit of all residents (Fire Safety Regulations, Evacuation Procedures, RA posters, Hall banners, Policy Signs, etc.) should not be tampered with. Those found to be tampering with such postings will be held responsible for a violation of the Vandalism Policy.

### **Smoking/No Smoking Policy**

The residence halls at Rhode Island College are a smoke free community. Pursuant to RI State Law, smoking is illegal in all areas of the residence halls including but not limited to rooms, bathrooms, suites, lounges, lobbies, courtyards, front desks, kitchens, rec rooms, laundry rooms, hallways, stairways, and elevators. The residence halls at Rhode Island College are a smoke free community. Smoking is prohibited in all areas of the residence halls including but not limited to rooms, bathrooms, suites, lounges, lobbies, courtyards, front desks, kitchens, recreation rooms, laundry rooms, hallways, stairways, and elevators. Smoking outside a residence hall can be done 50 feet away from the building or at a designated location by the residence hall staff. Smoking in other areas around the residence halls will be in violation of this policy. These areas may also be designated as non-smoking when necessary by the Residential Life & Housing staff. Smoking in other areas around the residence halls will be in

violation of this policy. All items, such as cigarettes and ashtrays, found in the student's room or suite area will be confiscated and the appropriate administrative actions taken. Please note that hookahs are not allowed in the residence halls.

### **Suite/External Door Propping**

Due to fire, theft, and safety hazards, the propping of fire doors and/or suite/external doors is restricted and residents will receive warnings if violations occur. Any student or guest who intentionally violates this policy by propping, damaging, or vandalizing a suite or external door will be subject to a fine of \$50.00 and Judicial actions.

### **Water Beds, Lofts & Cinderblocks**

Due to possible leakage and other damage, waterbeds are not allowed in the residence halls. Lofts or any other structures used to support residents' beds are also prohibited due to Fire and Safety Regulations. Also, the use of bunk beds not provided by the College is prohibited. The use of room furnishings or cinderblocks to construct alternate sleeping levels is prohibited. The Office of Residential Life & Housing is not responsible for injuries to persons and/or damage to furnishings due to unsafe bed construction.

**CINDERBLOCKS are not allowed in the residence halls! If a staff member finds cinder blocks present in any room or suite they will require the student to remove them immediately. There are several safe alternatives to cinderblocks, i.e. Rack Raisers, available at home & bedding stores.**

### **RIC CAMPUS FIRE SAFETY RESOURCES**

#### **RIC Campus Police Department – Campus Emergencies 456-8201**

The RIC Campus Police provides service and protection to the Rhode Island College campus, properties, staff, faculty, visitors, and students. Campus Police Officers are on-duty 24-hours per day, 7 days per week. Working with Student Services, Residential Life, Physical Plant and others in our on-campus community, we are an integrated team striving to achieve excellence in police protection and to ensure a high quality of student-faculty life by promoting a tranquil, safe atmosphere conducive to the objectives of the College. The department is dedicated to the protection of the College properties to ensure the beauty, security, and safe function of the campus grounds and resources. The department is located in Browne Hall.

#### **Department of Facilities and Operations/ Fire Safety 456-8262**

The Department of Facilities and Operations/ Fire Safety oversees all campus fire safety and code requirements at RIC. This department performs regular fire inspections and random room inspection in all campus facilities; provides training programs and presentations to faculty, staff and students; and provides direct liaison activities with the Providence and North Providence Fire Departments. The Department of is located in the Physical Plant building on the west side of the campus.

# Crime Statistics

The statistics in Table 1 are compiled and published annually in this Annual Security Report. The figures represent the total number of those incidents reported to the Department of Security & Safety or other campus security authorities, as that term is defined in the Clery Act regulations, either **On Campus** or in **Dorm/Residence**(from Table 2) but excludes **Non-Campus Public Property** as those incidents are reported directly to local law enforcement agencies.

## Rhode Island College - Crime Statistics

Crime Category	Reported Crimes		
	2012	2013	2014
CRIMINAL HOMICIDE			
A. Murder and Non-negligent Manslaughter	0	0	0
B. Negligent Manslaughter	0	0	0
C. Sex Offenses--Forcible	1	1	
D. Rape			2
E. Fondling			0
F.. Sex Offenses—Non forcible	0	0	
G. Incest	0	0	0
H. Statutory Rape	0	0	0
1.. Domestic Violence*			0
2.. Dating Violence*			0
3. Stalking*			1
I. ROBBERY	0	0	0
J. AGGRAVATED ASSAULT	0	0	0
K. BURGLARY	4	5	3
L. MOTOR VEHICLE THEFT	5	3	2
M. ARSON	1	0	0
Arrests for:			

A. LIQUOR LAW VIOLATIONS	0	0	0
B. DRUG LAW VIOLATIONS	0	0	0
C. ILLEGAL WEAPONS POSSESSION	0	0	0
<b>Disciplinary Action (but not arrested):</b>			
A. LIQUOR LAW VIOLATIONS	81	61	79
B. DRUG LAW VIOLATIONS	29	25	21
C. ILLEGAL WEAPONS POSSESSIONS	0	1	0

Below is the breakdown of Reported Crimes by location. Note that the locations are mutually exclusive (an incident reported under "Dorm/Residence" is not reported under "On Campus" even though all residence halls are on campus), and the total of all three categories represents the figures above. The Clery Act category of "Non-Campus Building/Property" has been omitted because the College does not have any facilities that fall under this category.

Crime Category	On Campus <sup>2</sup>			Non-Campus Public Property <sup>3</sup>			Dorm/Residence <sup>4</sup>		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
A. Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
B. Negligent Manslaughter	0	0	0	0	0	0	0	0	0
C. Sex Offenses-Forcible	1	1		0	0		0	0	
D. Rape			0			0			2
E. Fondling			0			0			0
F. Sex Offenses-Non Forcible	0	0		0	0		0	0	

G.- Incest	0	0	0	0	0	0	0	0	0
I. Statutory Rape	0	0	0	0	0	0	0	0	0
Domestic Violence*			0			0			0
Dating Violence*			0			0			0
Stalking*			1			0			0
<b>ROBBERY</b>	0	0	0	0	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	0	0	0	0	0
<b>BURGLARY</b>	2	1	0	0	0	0	2	4	3
<b>MOTOR VEHICLE THEFT</b>	5	3	2	0	0	0	0	0	0
<b>ARSON</b>	0	0	0	0	0	0	1	0	0
<b>ARRESTS FOR:</b>									
A. Liquor Law Violations	0	0	0	0	0	0	0	0	0
B. Drug Violations	0	0	0	0	0	0	0	0	0
C. Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0
<b>Persons not included under "Arrests" above who were referred for campus disciplinary action for:</b>									
A. Liquor Law Violations	0	0	0	0	0	0	81	61	79
B. Drug Violations	0	0	0	0	0	0	29	25	21

C. Illegal Weapons Possessions	0	0	0	0	0	0	0	1	0
Above crimes where victim intentionally selected based on actual or perceived race, religion, sexual orientation, gender, disability, or ethnicity/national origin.	0	0	0	0	0	0	1	0	0

<sup>1</sup> The Clery Act category of "Non-Campus Building/Property" has been omitted because the College does not have any facilities that fall under this category.

<sup>2</sup> On campus in a location other than a dormitory or other student residence.

<sup>3</sup> On public property not under the control of the College but located immediately adjacent to the campus.

<sup>4</sup> In a dormitory/residence hall or parking lot assigned to resident students.

\*Statistics not federally mandated to track until 2013

# Fires

Summary of Fires									
	2012			2013			2014		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Browne	0	0	0	0	0	0	0	0	0
Sweet	0	0	0	0	0	0	0	0	0
Thorp	0	0	0	0	0	0	0	0	0
Weber	0	0	0	0	0	0	0	0	0
Willard	0	0	0	0	0	0	0	0	0
Penfield	1	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>