



ANNUAL SECURITY REPORT

2018

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FROM THE OFFICE OF CAMPUS SAFETY & SECURITY

We're here to protect your safety.

On behalf of the Safety and Security Department, welcome to Rowan College of South Jersey (hereafter "RCSJ" or the "College") formerly known as Cumberland County College. We hope you find this report helpful as it pertains to your safety and security on campus.

We are dedicated to maintaining a safe campus atmosphere for all persons. However, we can only achieve a truly safe campus through the cooperation of all students and employees. Safety and security at RCSJ is a shared responsibility. Clearly, the best protection against campus crime is an aware, informed, and alert campus community. You can help maintain your own safety on campus by using common sense safety practices, such as walking in groups, reporting suspicious activities and incidents, not leaving books, coats, backpacks or other valuables unattended.

The information contained in this publication provides security procedures, services and crime statistics. The security procedures outlined are for your safety. Crime statistics that are reported to the RCSJ Security Department and the Vineland, Millville and Bridgeton Police Departments are included in this report.

The College has a record of being a relatively crime free campus. As you review this information and the statistics on campus crime, you will see virtually no major crimes or arrests occurring on campus. This report is part of the Safety and Security Department's ongoing efforts to inform and educate the campus community, so that we all can be better prepared and educated about safety issues that confront each of us in our day-to-day life.

The Safety and Security Department understands the overall mission statement of the college and strives to be a vital component toward enhancing that mission.

We are here to be of service and assist the college community 24 hours a day, 7 days a week, year-round.

We hope you find this report informative and helpful, and that your stay at RCSJ will be enjoyable and safe. If you have any questions or would like further information about safety and security at RCSJ, please contact the Safety and Security Department at 856/691-8600, extension 1777.

Access to Campus Facilities

Rowan College of South Jersey is an "open" college serving students and the general public. Campus facilities are generally open from 7 a.m. to 10 p.m., when classes are in session. Security officers are on duty 24 hours a day, 7 days a week, monitoring the entire campus.

Campus buildings are locked by an officer every night and are accessible when locked with college identification only. The Safety and Security Department works closely with Facilities and Grounds Department in an ongoing effort to help ensure safe

facilities on campus. Lighting in all buildings and public areas is inspected and maintained daily. Maintenance staff is available to respond to calls regarding unsafe facility conditions, safety and property protection that occur after normal business hours.

Alcohol & Drug Policy

RCSJ is an educational institution committed to maintaining an environment which allows students to enjoy the full benefits of their learning experience and to understand the consequences of the illicit use of alcohol and drugs on their lives. In accordance with the policy approved by the Board of Trustees of RCSJ on June 12, 1990 and in accordance with Public Law 101-226, the college declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The possession, use and/or distribution of alcohol and/or illegal drugs on campus is in violation of the Student Conduct Code and is prohibited. Disciplinary sanctions ranging from warnings to dismissal will be imposed on students who violate the alcohol and drug policy as well as local, state and federal laws when applicable.

Annual Security Report

The College's Department of Safety and Security is responsible for preparing and distributing an annual campus security report as per the Campus Safety Act, which requires colleges and universities to publish an annual report. The report contains three years of campus crime statistics and certain security policy statements.

Rowan College of South Jersey maintains a strong commitment to campus safety and security. Security is present on campus at all times, monitoring the entire campus. The Safety and Security Office is located at the

Information Desk in the Student Center building and is responsible for emergency responses and maintains a working relationship with the Vineland Police Department to ensure a safe environment for the entire campus community.

To accomplish our goal it is imperative that students, all college employees or visitors report any emergencies, suspicious or criminal activity they observe. Security can be reached 24 hours a day, 7 days a week by dialing “1777” from any campus phone. If you are calling from off campus or cell phone, dial the main campus number, 856/691-8600, when the recorded message comes on dial “1777.”

Campus Security officers are non-sworn college employees who do not have police powers. However, the department is charged with the enforcement of college regulations, along with state and local laws. The Vineland Police Department is the law enforcement authority with the power to arrest on campus.

This information is provided because of our commitment to campus safety and security and in compliance with the federal law, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Each year the Annual Security Report and the Crime Statistics for the preceding three years are posted on the Campus Security webpage (www.rcsj.edu).

Bomb Threat/Suspicious Package

In the event of a bomb threat, try to keep the caller on the line as long as possible.

1. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller.
2. Call Security at extension **1777** immediately, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time you received the call.
3. If you should spot a suspicious object, package, etc., report it to Security. Under no circumstances should you touch, tamper with, or move a suspicious package in any way.
4. If instructed to evacuate, move a safe distance away from the building. Do not re-enter the building until instructed that it is safe by Security.

Children on Campus

Unsupervised children are not allowed on campus. This requirement is for the safety of the children and the learning environment of the campus. Students may not bring their children to their class(es). Students may not leave their children in offices, labs, lounge, cafeteria, library or other college facilities. Children can be distracting to students and instructors when present in instructional areas. Unattended children are at greater risk to be injured, cause damage, or be lost. Failure to observe and comply with this requirement can result in the student being directed to leave campus with their children and/or other disciplinary sanctions. Children enrolled or participating in college programs or activities are permitted on campus for the duration of their particular activity or program.

College Identification Cards

The ID card is your official identification and should be carried at all times while on the college premises. All college employees, along with students enrolled in credit classes must have an identification card. Student ID validation must be updated every semester. Student photo ID's are available in the Admissions and Recruitment office, located in the Student Center. There is a replacement fee for lost, stolen or damaged ID cards. Student ID's are required at all campus events and specialized venues such as: Computer Lab, Library, Fitness Center, and Gym.

Communications: Call Boxes and Hallway Telephones

Campus Security can also be contacted by the use of call boxes and hallway telephones. The call boxes are strategically placed around campus. These call boxes are clearly marked and identifiable. Simply follow the instructions on the front panel of the call box to contact Campus Security. The Academic, Science, Wheaton, Fine Arts Center and University Center buildings, are equipped with hallway telephones. These are in-house telephones that can be used to call any in-house extension, including Campus Security. The extension to reach Campus Security from any hallway telephone is **1777**, for emergency and non-emer-

agency requests, 24 hours a day, 7 days a week. These telephones have been programmed to allow direct dialing to the police. Simply dial 9-911 and you will be connected to the Vineland Police Department.

Crime Definitions

From the Uniform Crime Reporting Handbook, the National Incident- Based Reporting System Edition of the Uniform Crime Reporting Handbook, and the Uniform Crime Reporting Hate Crime Data Collection Guidelines.

Aggravated Assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson. Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary. The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Criminal Homicide/Manslaughter by Negligence. The killing of another person through gross negligence.

Criminal Homicide/Manslaughter by Non-Negligence. The willful (non-negligent) killing of one human being by another.

Dating Violence. The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship shall be determined based on a consideration of the following factors: Length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

Domestic Violence. The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.) Carjacking is not included in this category, it is considered a robbery.

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

Sex Offense Forcible. Any sexual act directed against another person, forcibly or non-forcibly, and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent: forcible rape; forcible sodomy; sexual assault with an object; forcible fondling and attempted rape.

Stalking. The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Crimes/Hate

Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race; religion; gender; sexual orientation; ethnicity or physical/mental disabilities.

The following crimes only apply to hate crime reporting:

Intimidation. To intentionally say or do something which would cause a person of ordinary sensibilities to be fearful of bodily harm.

Larceny Theft. The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault. Assaults and attempted assaults where no weapon was used and which did not result in serious or aggravated injury to the victim.

Vandalism. To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Crime Prevention on Campus

Security and safety procedures and practices are presented at orientation programs for new students and employees. Student orientation programs are provided at the beginning of the student's enrollment at college. Employee orientation/development programs are held twice each year.

Educational programs to promote awareness of rape, acquaintance rape, and other sex offenses are scheduled during the year. Announcements of programs are posted and available through the Student Activities Office.

Crime Reporting

All students, college employees or visitors should promptly report criminal incidents, accidents, and other emergencies to the Safety and Security Department, by dialing extension "1777."

You can also report a criminal incident in person at the Information Desk, located in the Student Center building. Security will also assist students who wish to contact the Vine-land Police Department.

Campus Security can also be contacted by the use of call boxes and hallway telephones. The call boxes have been strategically placed around campus. These call boxes are clear-

ly marked and identifiable. Simply follow the instructions on the front panel of the call box to contact security. The Academic, Science, Wheaton, Fine Art Center, and University Center buildings are equipped with hallway telephones. These are house telephones that can be used to call any in-house extension, including Campus Security.

The extension to reach Campus Security from any hallway telephone is “1777” for emergency and non-emergency requests, 24 hours a day, 7 days a week. These telephones have been programmed to allow dialing “9-911” to Vineland Police Department. This is the only direct outside dialing from hallway telephones.

When a report of a criminal act, safety-related issue or violation of college policy is made to the Campus Security Department, a Security representative will respond to investigate the facts. The Security representative may make a report or may log the incident on his/her daily log, depending upon the nature of the incident. The Security representative may summon local law enforcement or may refer the reporting party to a law enforcement agency. The Security representative may collect information, interview witnesses and participants, and summon medical aid.

Confidential reports will be taken when an individual does not want his or her identity publicly revealed in the reporting of a crime or other serious incident.

When you report a potential emergency, or suspected criminal activity, be prepared to provide the following information: Type of incident, location of incident, description of persons involved (if criminal in nature), suspected injury or condition (if medical emergency), your name, location, and number you are calling from.

Campus Security Authorities (CSAs) who are informed of crimes or other serious incidents are required to notify the Safety and Security Office for annual crime reporting and/or other action as appropriate. The *Campus Security Act* defines campus security authorities as officials of an institution who have significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issue on behalf of the institution.

Individuals holding the following positions are designated as Campus Security Authorities:

- Campus Safety and Security Officers
- Nathaniel Alridge, Jr., Diversity & Equity, Title IX, Judicial Affairs Director

Other CSAs on campus who are obligated to report crimes to the Office of Campus Safety and Security, and the Title IX director include: president, vice president, deans, student advisors, athletic director, assistant athletic director, coaches, assistant coaches, and athletic trainers.

Crime Statistics

On-Campus: Vineland Campus 3322 College Drive Vineland, NJ 08360

Cleary Act Statistics

In accordance with the *Student Right to Know* and *Campus Security Act*, the following crimes were reported.

Crime Statistics (On-Campus)	2016	2017	2018
OFFENSES			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA)			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	1	0
ARRESTS FOR			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (On-Campus, Vineland)	2016	2017	2018
OFFENSES			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA)			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	1	0
Vandalism	0	0	0

Disciplinary Actions (On-Campus, Vineland)	2016	2017	2018
OFFENSES			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In accordance with the *Student Right to Know* and *Campus Security Act*, the following crimes were reported occurring at non-campus building/property. Non-campus building/property are crimes occurring in or on building or property owned or controlled by the college, and not within the same contiguous geographic area of the college.

Crime Statistics (Non-Campus Building/Property)	2016	2017	2018
OFFENSES			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA)			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (Non-Campus Building/Property)	2016	2017	2018
OFFENSES			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA)			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Disciplinary Actions (Non-Campus)	2016	2017	2018
OFFENSES			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In accordance with the *Student Right to Know* and *Campus Security Act*, the following crimes were reported occurring on public property. Public properties are crimes occurring in areas reasonably contiguous to the college campus but not part of the campus.

Crime Statistics (Public Property)	2016	2017	2018
OFFENSES			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA)			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (Public Property)	2016	2017	2018
OFFENSES			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
OF THOSE CRIMES THAT OCCURRED			
On Campus, Non-Campus Building/ Property, Public Property, the number of crimes that were unfounded.....			
	0	0	0

On-Campus: Paula J. Ring Education Center, 10 Buck Street, Millville, NJ 08332

Cleary Act Statistics

In accordance with the *Student Right to Know and Campus Security Act*, the following crimes were reported.

Crime Statistics (On-Campus)	2016	2017	2018
OFFENSES			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA)			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (On-Campus)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Disciplinary Actions (Non-Campus)	2016	2017	2018
OFFENSES:			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In accordance with the *Student Right to Know and Campus Security Act*, the following crimes were reported occurring at non-campus building/property. Non-campus building/property are crimes occurring in or on building or property owned or controlled by the college, and not within the same contiguous geographic area of the college.

Crime Statistics (Non-Campus Building/Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (Non-Campus Building/Property)	2016	2017	2018
OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Disciplinary Actions (Non-Campus)	2016	2017	2018
OFFENSES:			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In accordance with the *Student Right to Know* and *Campus Security Act*, the following crimes were reported occurring on public property. Public properties are crimes occurring in areas reasonably contiguous to the college campus but not part of the campus.

Crime Statistics (Public Property)	2016	2017	2018
OFFENSE			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (Public Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
Of those crimes that occurred On Campus, Non-Campus Building/Property, Public Property, the number of crimes that were unfounded.	0	0	0

On-Campus: Clay College 108 High Street Millville, NJ 08332

Cleary Act Statistics

In accordance with the *Student Right to Know and Campus Security Act*, the following crimes were reported.

Crime Statistics (On-Campus)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (On-Campus)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Disciplinary Actions (On-Campus)	2016	2017	2018
OFFENSES:			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In accordance with the *Student Right to Know* and *Campus Security Act*, the following crimes were reported occurring at non-campus building/property. Non-campus building/property are crimes occurring in or on building or property owned or controlled by the college, and not within the same contiguous geographic area of the college.

Crime Statistics (Non-Campus Building/Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (Non-Campus Building/Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Disciplinary Actions (Non-Campus)	2016	2017	2018
OFFENSES:			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In accordance with the *Student Right to Know* and *Campus Security Act*, the following crimes were reported occurring on public property. Public properties are crimes occurring in areas reasonably contiguous to the college campus but not part of the campus.

Crime Statistics (Public Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (Public Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
Of those crimes that occurred On Campus, Non-Campus Building/Property, Public Property, the number of crimes that were unfounded.....	0	0	0

On-Campus: STEAMWorks, 46 Commerce Street Bridgeton, NJ 08302

Cleary Act Statistics

In accordance with the *Student Right to Know and Campus Security Act*, the following crimes were reported.

Crime Statistics (On-Campus)	2016	2017	2018
OFFENSES			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (On-Campus)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Disciplinary Actions (On-Campus)	2016	2017	2018
OFFENSES:			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In accordance with the *Student Right to Know* and *Campus Security Act*, the following crimes were reported occurring at non-campus building/property. Non-campus building/property are crimes occurring in or on building or property owned or controlled by the college, and not within the same contiguous geographic area of the college.

Crime Statistics (Non-Campus Building/Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (Non-Campus Building/Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Disciplinary Actions (Non-Campus)	2016	2017	2018
OFFENSES:			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

In accordance with the *Student Right to Know* and *Campus Security Act*, the following crimes were reported occurring on public property. Public properties are crimes occurring in areas reasonably contiguous to the college campus but not part of the campus.

Crime Statistics (Public Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Colleges and universities must include, by geographic location and by category, any of the aforementioned offenses, and any crime involving bodily injury reported to the local police agency or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Included in the bodily injury category are all applicable crimes with the exception of Aggravated Assault which is a separate crime category. The categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

The following criminal offenses that manifest evident of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity and can be classified as Hate Crimes as prescribed by the *Hate Crime Statistics Act* occurred.

Crimes/Hate (Public Property)	2016	2017	2018
OFFENSES:			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA):			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
ANY OTHER CRIME:			
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
ARRESTS FOR:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
JUDICIAL REFERRALS:			
Liquor Law	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0
Of those crimes that occurred On Campus, Non-Campus Building/Property, Public Property, the number of crimes that were unfounded.....	0	0	0

Daily Crime Log

The Safety and Security Department maintains a Daily Crime Log of all crimes reported to the department.

The Daily Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if known at the time the log is written.

Defibrillators (AED)

The college has six automated external defibrillators (AED) for the campus to be administered by trained personnel according to state regulations. Several staff members, including Campus Security, have received CPR/AED training.

Defibrillators are installed in the following locations:

- Security Office
- Fitness Center (wall-mounted)
- Wheaton Building/Office Complex (wall-mounted)
- FPAC/Humanities/Office Complex (wall-mounted)
- University Center/Office Complex (wall-mounted)
- Conference Center/Lobby Desk (wall-mounted)

Emergency Closings

Weather-Related Closings

In the event of an emergency, a message will be posted at the college's main number (856/691-8600), on the voice mail system, Facebook, and on the home page of the college's website: www.rcsj.edu.

In addition, an emergency message will be sent via the college's Emergency Notification system to all phone numbers, text message numbers, cell phone numbers and email addresses stored in the college's Emergency Notification System. Students should go to <https://www.rcsj.edu/Security-site/Cumberland-site/Pages/Emergency-Notification.aspx> to add their information to the system if they haven't done so already.

Emergency Evacuation Chair

The college has enhanced its emergency evacuation capability for persons with impaired mobility by installing two Evacu-Trac evacuation chairs. These chairs are encased in metal cabinets and marked "Emergency Evacuation Device." One chair is located on the second floor of the Academic Building outside classroom A-27, and the other chair is located inside the Fitness Center. Several staff members including Campus Security have received training in the operation of these chairs, which allows for movement of

people with disabilities down stairways quickly and safely during an emergency.

Emergency Notifications/Timely Warnings

To help prevent crimes or serious incidents the Safety and Security Department will coordinate timely warnings and emergency notifications to the campus community. In the event that a situation arises that represent a serious or ongoing threat to the campus community and to heighten safety awareness a timely warning and/or an emergency notification message will be issued.

An emergency message will be sent via the college's Emergency Notification System to all phone numbers, text message numbers, cell phone numbers and email addresses stored in the college's Emergency Notification System. Please be sure to check your contact information for completeness and accuracy by going to the Personal Information section of the Portal.

Evacuation Procedures

In the event of an emergency situation an evacuation of one, some or all campus buildings may be necessary. An emergency evacuation would be required when there is an actual or potential danger to the occupants of any building on campus as a result of fire, bomb or other emergency situations. The following is some information which will assist you in an emergency evacuation.

Each building has staff members designated as building coordinators to assist with evacuations.

If the fire alarm is sounded, all occupants must leave the building(s) via the nearest exit and proceed immediately to the appropriate prearranged staging areas. Time permitting; everyone should take his or her personal belongings with them. Designated building coordinator will assist in the evacuation of their building. Security or representative will notify personnel when it is safe to re-enter their building.

Fire

If smoke or fire is observed in a building, the alarm should be activated, and Security called at extension 1777 immediately, giving your name, department, and location of fire. Everyone should evacuate the building/ area immediately.

Evacuate to the staging area corresponding to the building you are currently occupying. Do not return to the building until instructed to do so by Security or Fire Department.

Notify Security or Firefighters if you suspect someone may be trapped inside the building.

Incidents/Crimes: Off-campus

In instances where there has been a Student Conduct Code Violation or a commission of a crime relating to an off campus location or activity, the college will consider its responsibility in these incidents on an individual basis.

Lock-Down Procedures

Upon notification that the college/building(s) will be in lock-down, you should keep away from doors, windows, and outer walls. Lock the door if possible, otherwise attempt to secure the room by stacking furniture in front of the door. Do not draw attention to yourself, and keep out of the line of sight. Do not exit the building when a fire alarm sounds unless you have reason to believe that there really is a fire in the building. Lock-down concludes only with notification from Campus Security, a college administrator, or law enforcement personnel.

Shelter Indoors

This message will be activated when everyone is required to take shelter indoors and remain indoors until additional instructions are received. If you are not on campus when you receive this message, please stay away from campus.

Lost & Found

RCSJ's Lost and Found is located at the Information Desk in the Student Center. If you find an item, please drop it off at the Information Desk. Items lost may be claimed at the Information Desk. Call the Information Desk at 856/691-8600, ext. 1000 to see if your lost item has been turned in. All items are held for a reasonable amount of time. If possible, always mark your personal property. The Information Desk hours are Mondays through Fridays, from 7:30 a.m. to 10 p.m., and Saturdays, from 7:30 a.m. to 5 p.m.

Parking, Traffic and Motor Vehicles

There is ample on-campus student parking at virtually all times. This allows for students to park properly in designated student parking spaces. Students must understand that conveniently located authorized (legal) parking spaces are not guaranteed. The parking facilities are utilized on a first come/first serve basis. The responsibility of finding an authorized parking space rests with the student (vehicle) operator; inability to do so shall not be justification for improper parking. You will find that student parking on campus is relatively close to the various campus facilities, particularly when compared to other colleges both in the state and region.

Fines & Payment

Vineland Police, Cumberland County Sheriff's Department, and the New Jersey State Police, are authorized to issue motor vehicle and handicap parking violations on campus. Violators cited by Campus Security will be charged \$10 for each violation, and \$50 for each handicap parking violation.

In addition to any violators cited by Campus Security, **the College reserves the right to seek additional penalties for motor vehicle and/or handicap parking violations in Vineland Municipal Court.** The College fine will be in addition to any penalties, fines, or court cost assessed by the local court Appeals to the violation notice must be made within ten (10) days of the date of violation to the Director of Safety and Security, who is located in the Student Center Building. Any appeals submitted later than the ten

(10) day appeal period will NOT be considered. Students who incur excessive violations or demonstrated blatant disregard for parking and/or traffic regulations, or are disrespectful to Campus Security or other personnel, will be subject to disciplinary action and sanctions in addition to payment of fines. Failure to pay violations will cause a student's record to be held and may restrict future registration, enrollment and participation in college classes and/or activities. Questions or additional information is available at the Information Desk, located in the lobby of the Student Center Building. The Information Desk is open Mondays through Fridays, 7:30 a.m. until 10 p.m., and on Saturdays, from 7:30 a.m. until 3 p.m. Violations received by students must be paid at the Bursar's Office in the Student Center Building, or by mail to: **RCSJ, Bursar's Office, 3322 College Drive, Vineland, New Jersey 08360. Make checks payable to Rowan College of South Jersey**

Student Parking

Parking is available for students in parking areas A, B, C, D, E, G, H, I, J, K, L and M as well as along the outside perimeter road next to the tennis courts and baseball field. Parking area F is a controlled lot for faculty and staff. Within these areas, student parking places are designated by white line markings. **Allowable student parking is between two white lines. Any area not designated with two white lines is a No Parking area. Not all No Parking areas are posted with signs. The absence of a sign does not mean parking is permitted.** Disabled parking places are designated by blue line markings. Only vehicles with disabled parking tags, or disabled parking placards, are allowed to park in the designated disabled parking areas. When a particular parking lot becomes full, students can seek parking in one of the other parking areas. Students who improperly park in a lot because it is full can receive parking violations.

Traffic Pattern

Most of the roads and parking lots are one-way directional traffic patterns. The one-way direction is indicated by signs on campus. This pattern has been designed for safety and to reduce congestion and improve access for students to and from campus, and in and out of parking areas. Failure to observe these traffic patterns can cause backups and parking congestion and may result in auto accidents. Students can receive tickets for driving improperly on campus. The speed limit is 10 mph. Your observance and compliance with these traffic patterns and regulations will enhance parking and traffic flow for all students.

Motor Vehicle Assistance

Jump Start

Campus Security will provide a service to motorists that find that their car battery will not start while on College property. The College does not accept responsibility for any damages that may occur when this service is provided. Therefore, the individual utilizing this service must sign a waiver of liability form, before services are administered, releasing the College from any responsibility.

Vehicle Lock Outs

A lock out service is provided upon proper identification by owners, who have locked their keys in their vehicle. Due to different automobile manufacturers, it is sometimes impossible to enter a locked vehicle without the proper key; however, Campus Security will make an attempt to unlock your vehicle. The college does not accept responsibility

for any damages that may occur when this service is provided. Therefore, the individual utilizing this service must sign a waiver of liability form, before services are administered, releasing the College from any responsibility. In addition, the individual requesting such service must show evidence of ownership/authorization and must provide identification.

Flat Tire Assistance

Campus Security will provide assistance for a vehicle that may need air in its tires. The person requesting air for tires must sign a waiver of liability form, releasing the College from any responsibility of damage to the vehicle.

Sex Offender Notification Statement

The Federal *Campus Sex Crimes Prevention Act*, effective October 28, 2002, demands that the higher education entities be involved in community notification regarding campus affiliates and that such entities issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. The *Campus Sex Crimes Prevention Act* also mandates that sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In turn, The State of New Jersey is obligated to notify the College when any registered individual convicted of one or more of eight separate offenses registers as a student or becomes employed by the college.

Rowan College of South Jersey, Department of Safety and Security, in compliance with the *Campus Sex Crimes Prevention Act*, is obliged under law to make information available to the university community in order to afford the community with the opportunity to be aware of the condition of their environment concerning known sex offenders. This information is not to be used in any other fashion or for any other purpose. Information regarding the enrollment or employment of convicted sex offenders is available from the RCSJ Safety and Security Office at extension 1777.

Information regarding Sex Crimes Offenders is available on the New Jersey Sex Offender Registry accessible through the Internet at http://www.nj.gov/njsp/info/reg_sexoffend.html

Excerpts from the New Jersey State Police Web site follow:

Under Megan's Law, New Jersey law authorizes the Division of State Police to make available to the public over the Internet information about certain sex offenders required to register. The sex offender Internet registry law can be found in the New Jersey Code at 2C:7-12 to -19. This information is made available on the Internet to facilitate public access to information about persons who have committed a sex offense, to enable a person to take appropriate precautions to protect oneself and those in your care from possible harm. Public access to registry information is intended solely for the protection of the public, and should never be used to threaten, intimidate or harass another.

Consistent with this public safety purpose of Megan's Law, the Internet registry law expressly prohibits the use of registry information for the purpose of applying for, obtaining, or denying health insurance, insurance, loans, credit, education, scholarships or fellowships, benefits privileges or services provided by any business establishment (unless for a purpose consistent with the enhancement of public safety), or housing or

accommodations.

The law also makes it a crime, punishable by a term of imprisonment between three and five years and a fine of up to \$15,000, to use registry information to commit a criminal offense, and makes it a disorderly persons offense, punishable by a fine of up to \$1,000, to use registry information to commit any disorderly persons or petty disorderly persons offense. These charges would be in addition to any charges related to the underlying criminal act committed.

Source http://www.nj.gov/njsp/info/reg_sexoffend.html

Sexual Misconduct

Sexual misconduct, including but not limited to harassment, discrimination, assault, domestic/dating violence, nonconsensual contact, or attempted contact and stalking are violations of Title IX and Civil Rights regulations, Student Conduct Code and criminal law. Reported sexual misconduct incidents/offenses will be addressed through the established Title IX procedures for investigation, resolution and/or sanctions. The Title IX policies and procedures are administered through the Human Resources/Title IX Coordinator and available on Blackboard. These procedures ensure that both the accuser and the accused have the opportunity to present their involvement, have representative/advocate present and that both will be notified of the outcome. Resolution/sanctions for sexual misconduct complaints may include dismissal of charges, verbal or written reprimand, establishment of specific stipulations to be met for continued enrollment, disciplinary probation, suspension or dismissal.

Sexual misconduct offenses should be reported to the Title IX officer, Mr. Nathaniel Alridge Jr., located upstairs in the academic building, or by phone at 856-691-8600 ext. 1414, or by email at nalridge@cc.rcsj.edu, or through Campus Security, located in the Student Center. Students also have the option of notifying local police and can be assisted in doing so, if desired. Incidents of sexual misconduct should be reported immediately as described above. Additionally any evidence of sexual offenses should be preserved. Students who are reluctant to notify the Title IX Coordinator, Campus Security or local police are encouraged to meet with the College's Mental Health Counselor, located in the downstairs in the academic building wellness office.

Prevention and awareness of sexual assault and other intimate partner violence is provided to new students in Freshman Seminar courses. Other educational programs to promote awareness and prevention of stalking, rape, acquaintance rape and other sex offenses are scheduled during the year. Additionally there are community services available to assist victims of sexual misconduct. Information on campus programs and community services may be obtained from the Mental Health Counselor.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. All recipients of federal financial assistance must comply with the Title IX implementing regulations. Sexual harassment should always be understood to include sexual violence. This view was expressly affirmed by the Department of Education in its April 4, 2011, "Dear Colleague Letter" reiterating that Title IX's prohibitions against sexual harassment also cover sexual violence and that schools must "take immediate and effective

steps to respond to sexual violence in accordance with the requirements of Title IX.”The Department of Education’s Office of Civil Rights broadly defined sexual violence to mean “physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol.” The Department of Education added, “An individual also may be unable to give consent due to an intellectual or other disability.” Sexual violence includes, but is not limited to, rape, sexual assault, forcible fondling, and sexual coercion or intimidation. The offenses of stalking, dating violence, and domestic violence are included as “Clery crimes” under the Clery Act, as amended by the 2016 Reauthorization of the Violence Against Women Act and must be counted for inclusion in the College’s Annual Security Report. Additionally, under the Act, those offenses must be also decided using the “preponderance of the evidence standard” in student conduct proceedings. Title IX requires institutions to respond to those offenses if perpetrated against a complainant based on their sex.

The Department of Education lays out specific Title IX requirements for responding to sexual harassment/sexual violence. These guidelines are comprehensive and must be reviewed annually to ensure compliance. In general, the broad themes offered by the Department of Education include:

1. If sexual violence has occurred, a school must take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation.
2. A school must take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
3. A school’s grievance procedure must provide for students to file complaints of sex discrimination, including complaints of sexual violence. These procedures must include an equal opportunity for both parties to present witnesses and other evidence and the same appeal rights.
4. A school’s grievance procedures must use the preponderance of the evidence standard to resolve complaints of sex discrimination.
5. A school must notify both parties, simultaneously, of each outcome of the complaint.

The Department of Education’s Office of Civil Rights applies the “reasonableness” test for determining when a school must respond to a possible incident of sexual violence. That is, if a school “knows or reasonably should know of possible sexual violence, it must take immediate and appropriate action to investigate or otherwise determine what occurred.” Moreover, when investigating whether sexual violence has occurred, the Department of Education instructs schools to apply the legal standard of “preponderance of the evidence,” discarding the heightened “clear and convincing” standard previously utilized by some schools. (This standard is in keeping with the burden of proof required for establishing a prima facie case of discrimination under Title VII). In the Department of Education’s view, a school is expected to act once it has reasonable knowledge of possible sexual harassment/sexual violence whether or not the victim has filed a complaint. In addition, a law enforcement investigation does not relieve the school of its independent obligation to investigate the alleged conduct. Rather, the Department advises schools to conduct an investigation irrespective of parallel investigations undertaken by other agencies, including local law enforcement.

All employment activities and decisions on behalf of the educational agency must not

limit, segregate, or classify applicants in any way that could adversely affect any applicant's or employee's opportunities because of sex. In terms of compliance with Title IX, as well as Title VII, sex-based discrimination is prohibited in recruitment, advertising, application processes, hiring, upgrading or promoting, consideration for tenure, demotion, transfer, layoff, termination, the application of policy, right of return from layoff, and re-hiring. Rates of pay or other compensation, changes in compensation, job assignments, classifications, positions, seniority, fringe benefits available, including pension plans, and even the terms of collective bargaining are subject to Title IX regulations (as are they under Title VII). All policies related to leaves of absence, pregnancy leave, child-birth leave, and leave to care for children or dependents must be the same for employees of either sex.

Title IX also extends to selection and financial support for training, professional meetings, conferences, tuition assistance, sabbaticals, leaves to pursue training, employer-sponsored events (including social or recreational), and any term, condition, or privilege of employment. The institution shall not use any test or other criterion for employment that disproportionately has an adverse effect of persons on the basis of sex and shall not apply any policy or take any employment action on the basis of marital, parental, or family status. The institution has the obligation to implement specific and continuing steps to notify all applicants for employment that it does not discriminate on the basis of sex.

Bias

A pre-formed negative opinion or attitude toward a person or group of people because of their ethnicity, race, national origin, religion, gender, sexual orientation or disability (varied ability) or based upon the perception that the person or group has one or more of those characteristics.

Consent

The act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes".

- Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
- Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.

In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because

he or she lacks capacity to give knowing consent (e.g. to understand the “who, what, when, where, why or how” of their sexual interaction). Incapacity may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose. Whether a person is incapacitated is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note, that indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Confidential Resources

Students who desire that details of an incident be kept confidential can receive confidential services through the Wellness Office (856-200-4759). When speaking with these resources, your right to confidentiality is legally protected. However, there are limits to this protection in specific situations. If you disclose that the incident involved the use of a weapon or other contraband as defined by New Jersey law, or there is an ongoing threat or danger to the safety of another person (particularly children or the elderly), these resources may be required to report the incident to police.

Investigative and Resolution Procedures

The College recognizes its obligation to address incidents of sexual misconduct, discrimination and harassment on campus when it becomes aware of its existence even if no complaints are filed; therefore, The College reserves the right to take appropriate action unilaterally under this procedure, including but not limited to issuing discipline, no-contact orders, modification of course-schedules, etc.

Students

With respect to students, The Title IX Coordinator and/or Deputy Coordinators, may take immediate administrative or disciplinary action deemed necessary for the welfare or safety of the College community.

Employees

With respect to employees, upon a determination at any stage in the investigation or Complaint procedure that the continued performance of either party's regular duties or College responsibilities would be inappropriate, the Title IX Coordinator may issue a written warning, suspension or termination, may suspend or reassign said duties or responsibilities, place the individual on leave of absence, or any combination of the above, pending the completion of the investigation or Complaint procedure.

Investigation

The person complaining of sexual misconduct is called the "complainant," "reporting party" or "accuser" and those terms may be used interchangeably in this policy. The person alleged to have engaged in sexual misconduct is called the "respondent" or "accused party" and those terms may be used interchangeably in this policy. The Title IX Coordinator and Deputy Coordinators, are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and grievance process that protects the safety of the victim and promotes accountability.

Reporting Options

Duty to Report Sexual Harassment, Discrimination, and Misconduct Mandatory Reporting

With limited exceptions, **every** College employee **must** report conduct that could constitute sexual harassment/sex discrimination/sexual misconduct under this policy.

Supervisors, managers and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs, and must promptly report it to:

Nathaniel Alridge, Jr., Diversity & Equity, Title IX, Judicial Affairs Director
Rowan College of South Jersey
nalridge@cc.rcsj.edu
Phone: (856) 691-8600 ext. 1414

Failure to report may result in disciplinary action up to and including termination.

Students and those who have knowledge of sexual misconduct or harassment are strongly encouraged to report this information as soon as possible. Prompt reporting of incidents greatly improves the ability of the College and law enforcement to provide support resources to victims and to address the violations effectively. Although there is no time limit for reporting sexual harassment or misconduct offences, delays in reporting may reduce the ability of the College and law enforcement to investigate and respond to incidents. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection

from abuse orders related to the incident more difficult. Students and employees can use the Title IX Complaint Form to report an incident, which is available on both the College website and the Portal.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible. In New Jersey, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/line/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/ or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/Deputy Coordinators or police. Where criminal behavior is involved, the College encourages reporting to law enforcement. However, reporting to law enforcement is not required for students to report an incident to the College. A student may choose to report to the College even before they have made a decision about whether or not to report to law enforcement. A student's choice not to pursue a criminal complaint with law enforcement will not limit their rights or options under this policy.

Complaints of sexual misconduct or harassment and Title IX Complaint Forms can be sent to any of the following College administrators:

- Campus Safety and Security Office
security@cc.rcsj.edu
Phone: (856) 691-8600 ext. 1777
- Nathaniel Alridge, Jr., Diversity & Equity, Title IX, Judicial Affairs Director
Rowan College of South Jersey
nalridge@cc.rcsj.edu
Phone: (856) 691-8600 ext. 1414

The Complaint should contain a concise statement of the alleged violations and a detailed statement of the facts supporting the alleged violations. When the Title IX Coordinator and/or Deputy Coordinators receives a complaint of a violation, the Coordinator will provide information about options and resources available to the student(s) involved. The Coordinator will collect basic information from the reporting party. Where criminal behavior is involved, complaints may be filed with the law enforcement agency that has jurisdiction in the place where the crime took place. For offenses that occur on the College campus, that agency is Safety and Security, (856) 691-8600 ext. 1777. Campus Safety and Security can assist students in contacting and filing a complaint with any other agency when the incident did not occur on campus:

- Safety and Security, (856)691-8600 ext. 1777
- Vineland Police Department (856)691-4111

- Millville Police Department (856)825-7010
- Bridgeton Police Department (856)451-0033
- Cumberland County Sheriff's Department (856)451-4449
- Emergency Services 911

For complaints in which an employee is involved, students have the right to file a complaint with the New Jersey Division of Civil Rights or the U.S. Equal Employment Opportunity Commission. A copy of the New Jersey Policy Prohibiting Discrimination in the Workplace is available in the Cumberland County College Policy and Procedure Manual.

Coordination with Law Enforcement

If any party chooses to file a criminal complaint, The College will assist the student or employee in making a criminal report and will cooperate with law enforcement agencies if he/she decides to pursue the criminal process to the extent permitted by law. Except where the complainant is younger than eighteen (18) years old, The College will respect an individual's choice whether or not to report an incident to local law enforcement. In a case of suspected child abuse, The College has a responsibility and duty to report the concern under the appropriate state mandatory reporting law. Neither law enforcement's nor a prosecutor's determination on whether or not to prosecute a suspect, nor the outcome of any criminal prosecution, are determinative on whether a policy violation has occurred. Criminal and College investigations are separate and may be conducted simultaneously. Cumberland County College will not wait for the completion of a criminal investigation in order to respond, but will pause the administrative investigation for between 3-10 days to allow law enforcement to engage in the initial fact-finding.

Retaliation

Any harassment or adverse employment or educational action taken against a person because of that person's participation in a complaint or investigation of discrimination or sexual misconduct is a violation of this policy, and will result in immediate action by the College to stop the retaliatory behavior, prevent further violations by the perpetrator. Sexual misconduct is a violation of this policy, and will result in immediate action by the College to stop the retaliatory behavior, prevent further violations by the perpetrator(s), and remedy any adverse impact of the violation.

Confidentiality

When the College is made aware of a report or allegation of sexual misconduct or harassment, the College will endeavor to maintain the confidentiality of the matter and of all individuals involved to the extent permitted by law. The College will balance the needs of the individuals involved (victim and accused) with its obligation to fully investigate allegations and to protect the safety and wellbeing of the community at large. In all cases, the College and its employees will respect the dignity and rights of all individuals involved. When consulting campus resources, victims should be aware that certain campus authorities are mandated to report and take action after receiving information regarding sexual misconduct and harassment. These include but are not limited to, Safety and Security Officers, managers and supervisors, coaches, club and organization advisors, faculty and Deans. If you wish to speak to employees of the College confidentially, ask them about their ability to maintain confidentiality.

Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the College.

Rights of Victims, Complainants and Accused Students

- The right to a prompt, fair, and impartial investigation and appropriate resolution of all credible formal complaints.
- The right to have an institutional disciplinary proceeding (hearing).
- The right to have a support person (Advisor) of their choosing accompany and assist them during any institutional disciplinary proceeding or in any related meeting or proceeding. The Advisor may not speak or take part directly in the meeting or proceeding itself, though the student may request a recess to confer with their Advisor.
- The right to consult with an attorney at their own expense. An attorney may not speak or take part directly during any institutional disciplinary proceeding or in any related meeting or proceeding itself but is permitted to serve as an Advisor.
- The right to have the College compel the presence of student, faculty, staff and non-student witnesses, except for the complainant or victim, who shall not be compelled to be present by the College, and the right to ask questions, directly or indirectly of witnesses, and the right to challenge documentary evidence.
- The right to petition that any member of the Sexual Misconduct & Harassment Hearing Board be removed on the basis of bias.
- The right to be present for all information given and evidence presented at a hearing.
- The right to present relevant witnesses at a hearing, including expert witnesses.
- The right to submit a written statement at the conclusion of the hearing and to have that statement considered by the Sexual Misconduct & Harassment Hearing Board in determining its sanction if it has been determined that the accused violated and Title IX Policy.
- The right to receive simultaneous written notice of the results and sanction(s) of the hearing.
- The right to appeal the finding and sanction of the Sexual Misconduct & Harassment Hearing Board in accordance with the provisions of the Title IX policy.
- The right to receive simultaneous written notice of any change to the results prior to final imposition and the date of final imposition.
- The right to be informed in advance of any public release of information regarding the formal complaint to the extent possible and as allowed by law.
- The right to be free from retaliation.
- Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

In New Jersey, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

- To be treated with dignity and compassion by the criminal justice system.

- To be informed about the criminal justice process.
- To be free from intimidation.
- To have inconveniences associated with participation in the criminal justice process minimized to the fullest extent possible.
- To make at least one telephone call from the police station provided the call is reasonable in both length and location called.
- To medical assistance if, in the judgment of the law enforcement agency, medical assistance appears necessary.
- To be notified if presence in court is not needed.
- To be informed about available remedies, financial assistance and social services.
- To be compensated for their loss whenever possible.
- To be provided a secure, but not necessarily separate, waiting area during court proceedings.
- To be advised of case progress and final disposition.
- To the prompt return of property when no longer needed as evidence.
- To submit a written statement about the impact of the crime to a representative of the county prosecutor's office which shall be considered prior to the prosecutor's final decision concerning whether formal criminal charges will be filed; and
- To make, prior to sentencing, an in-person statement directly to the sentencing court concerning the impact of the crime. This statement is to be made in addition to the statement permitted for inclusion in the persistence report.

Procedures

Voluntary Resolution Procedures

Some complaints of sexual misconduct can be resolved through voluntary problem resolution processes between parties. The Title IX Coordinator or Title IX Deputy Coordinators may arrange for/or facilitate mediation between the involved parties or coordinate other voluntary problem resolution.

- The College reserves the right to extend time periods identified in this policy. The resolution of a complaint will be completed within 60 days, unless extraordinary circumstances exist.
- Once a report of sexual misconduct has been made, voluntary resolution procedures will be initiated within seven calendar days. Details of the complaint will be given to the accused during the first Title IX Coordinator and/or Title IX Deputy Coordinator interview.
- Voluntary Resolution Procedures are optional and may be used when the College determines that it is appropriate. Voluntary procedures are never applied in cases involving violence or non-consensual sexual intercourse or penetration.
- An investigation into the report will be conducted by the Title IX Coordinator or Title IX Deputy Coordinators. Title IX Coordinators receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and

how to conduct an investigation that protects the safety of victims and promotes accountability. For reports involving allegations against College employees, the Title IX Coordinator/Executive Director of Human Resources conducts the investigation and resolves the issue according to employee policy.

- Once the Voluntary Resolution Procedure is complete, written notification to both parties will be given by the Title IX Coordinator or Title IX Deputy Coordinator. If either party is unsatisfied with the outcome of the voluntary resolution procedure, the formal resolution procedure may be pursued.

Formal Resolution Procedures

The formal resolution procedure will be followed when the College determines it is necessary.

- The College reserves the right to extend time periods identified in this policy. The resolution of a complaint will be completed within 60 days, unless extraordinary circumstances exist.
- Once a report of sexual misconduct has been made, an investigation into the report will be initiated by the Title IX Coordinator or Title IX Deputy Coordinator within seven calendar days. Title IX Coordinators receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability. For reports involving allegations against College employees, the Title IX Coordinator/ Human Resources conducts the investigation and resolves the issue according to employee policy.
- The investigation may include any of the following: interviews of the parties involved, including witnesses, review of written statements, and the gathering of other relevant information.
- Once the accused has been notified of the formal written complaint, the victim, complainant and the accused will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint. Details of the complaint will be given to the accused during the first Title IX Coordinator/Title IX Deputy Coordinator interview.
- Findings will be based on a “Preponderance of the Evidence” standard which means whether “It is more likely than not” that a violation of the Title IX Policy occurred.
- When investigative findings do not substantiate a violation, a hearing may be requested by either party within 5 business days (exceptions may be made in extenuating circumstances).
- For complaints that involve students, the appropriate adjudicator will be determined as follows:
 - Sexual Misconduct & Harassment Hearing Board - If the alleged violation is one for which the accused student could likely be suspended or expelled from the College, the complaint will be heard by the Sexual Misconduct & Harassment Hearing Board. Hearing Officers and Hearing Board members are Title IX Coordinators and receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking that protects the safety of victims and promotes accountability.

- The accused, complainant, and victim will be informed in writing of the date and time of the hearing before the Sexual Misconduct & Harassment Hearing Board.
- The accused, complainant and victim will have the opportunity to make a request to the Hearing Board for witnesses to participate in the hearing on their behalf. Witnesses will be approved based on the relevance of the information that they are expected to provide.
- The accused, complainant and victim must notify the Hearing Board of any witnesses attending the hearing five business days prior to the hearing.
- Any additional scheduling requests must be directed to the Hearing Board to be determined.
- If a sexual misconduct or harassment case based on the same alleged incident(s) is also being heard by a civil or criminal court, the College retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action to maintain the safety of the parties involved and the campus.
- The College will attempt to schedule a hearing within 20 business days after the accused has received the formal complaint.

Hearing Board Procedures

- The Title IX Coordinator will assemble a Sexual Misconduct & Harassment Hearing Board with at least two trained Title IX Deputy Coordinators to hear sexual misconduct and harassment cases. Each Sexual Misconduct & Harassment Hearing Board will be composed of representatives of both genders.
- The Title IX Coordinator will present the facts of the case up to the point in time the Sexual Misconduct & Harassment Hearing Board convenes.
- All hearings will be closed to the public.
- Each Board member must indicate to the Title IX Coordinator within 3 days prior to the hearing whether they have knowledge of the participants in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially, and to excuse themselves if their participation might compromise the integrity of the hearing process.
- All hearings will be audio recorded. A digital file will be made available to the complainant, victim and/or accused student in the event a request for an appeal is filed.
- Board members will be provided with access to written information and evidence at least 24 hours prior to the hearing.
- The accused student, complainant and victim may each be accompanied by an Advisor. The Advisors are present to support the accused student, complainant and victim, and to provide advice on procedural matters. The Advisors do not have speaking privileges during the hearing. A hearing will not be cancelled or postponed in the event an
- Advisor does not attend. If the Advisor is not able to attend, the accused student complainant or victim should arrange for a substitute.
- If the accused student, complainant or victim fails to appear at the hearing, the mat-

ter will be resolved in their absence.

- Witnesses may be present at the hearing only at the time they are called to participate. A hearing will not be cancelled or postponed if a scheduled witness does not attend.
- Written statements of witnesses not in attendance due to extraordinary circumstances may be considered by the Sexual Misconduct & Harassment Hearing Board, if approved by the Title IX Coordinator.
- In making its determination the Sexual Misconduct & Harassment Hearing Board will consider only the evidence admitted at the hearing and the admission of evidence will be within the discretion of the Title IX Coordinator.
- At the start of the hearing, the Title IX Coordinator will ask if the accused student has received the formal complaint, and if the nature of the formal complaint is understood.
- Only the information and evidence related to the alleged violations set forth in The formal complaint will be considered.
- The remainder of the hearing will customarily proceed in the following order:
 1. Opening statement from complainant.
 2. Opening statement from accused student.
 3. Complainant and accused student questioning of witnesses (each witness will be questioned separately).
 4. Board questioning of witnesses (each witness will be questioned separately then excused).
 5. Board questioning of complainant and accused student.
 6. Accused student's responding statement.
 7. Complainant's responding statement.
 8. Final questions from Board
 9. Accused student's closing statement.
 10. Complainant's closing statement.
- The Sexual Misconduct & Harassment Hearing Board will deliberate in private and make an appropriate determination based on the information presented during the hearing. The Sexual Misconduct & Harassment Hearing Board by a majority decision will determine whether or not the accused student violated the Title IX Policy as alleged in the formal complaint by finding either: "In violation" or "Not in violation" of the Title IX Policy. The Sexual Misconduct & Harassment Hearing Board's determination will be based on a "Preponderance of the Evidence" standard which means the Board will determine whether "it is more likely than not" that a violation of the Sexual Title IX Policy occurred.
- If a determination of "In violation", is rendered the Sexual Misconduct & Harassment Hearing Board will determine an appropriate sanction.
- The Sexual Misconduct & Harassment Hearing Board will have up to ten days to render a decision.

- The Title IX Coordinator will notify the accused student, complainant and victim simultaneously in writing of the decision.
- The accused student, complainant and victim may file a written appeal of the decision in accordance with established procedures (See Appeals procedure).
- The Title IX Coordinator will notify the accused student, complainant and victim simultaneously in writing of any change to the results prior to final imposition and the date of final imposition.

Appeals

- Upon receiving notification of the outcome of a case, the accused student, complainant, or the victim may file an appeal under the following circumstances:
- The specified procedural error(s) or error(s) in the interpretation of College regulations is so substantial as to effectively deny the participant a fair hearing.
- New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing.
- The sanction is inappropriate in light of the violation.
- The facts of the case were insufficient to establish that a violation occurred.
- All appeals must be made within five (5) business days of the date on the letter informing the parties of the decision. Appeals must be submitted in writing to the Title IX Coordinator and should explain in detail the basis of the request, including any supporting documentation.
- Upon receipt of the written appeal, the Title IX Coordinator will defer the imposition of the sanction(s) pending the decision on the appeal. Note: Interim Suspension as well as any other prior restrictions will remain in effect during the appeal process.
- Cases adjudicated by the Sexual Misconduct & Harassment Hearing Board will be forwarded to the Sexual Misconduct & Harassment Appeals Board.
- An appeal will be responded to within 15 days and a final decision will be issued in writing either accepting or denying the appeal and giving the reasons for this decision.
- The Title IX Coordinator will assemble a Sexual Misconduct & Harassment Appeals Board with at least two trained Title IX Deputy Coordinators (that are not the same Title IX Deputy coordinators that were on the Sexual Misconduct & Harassment Hearing Board). The Sexual Misconduct & Harassment Appeals Board will be composed of representatives of both genders. The Title IX Coordinator convenes the Sexual Misconduct & Harassment Appeals Board.
- The Title IX Coordinator presents the facts from the Sexual Misconduct & Harassment Hearing Board. Each member must be in attendance for a quorum.
- Appeal Board members receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking that protects the safety of victims and promotes accountability.
- The Sexual Misconduct & Harassment Appeals Board will review the written appeal and all documentation contained in the case file in a closed meeting. The decision to deny or uphold the appeal will be made by a simple majority vote. If an appeal is up-

held based on procedural error or new information the case will be remanded to the

- Sexual Misconduct & Harassment Hearing Board for re-opening of the hearing. If an appeal is upheld based on disproportionate sanction or lack of sufficient information, the Sexual Misconduct & Harassment Appeals Board will render the appropriate determination and/or sanction.
- Normally, all Sexual Misconduct & Harassment Appeals Board decisions are final and will be implemented immediately.

Findings

- The Title IX Coordinator, or designee, shall render a finding based on the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, utilizing a preponderance of the evidence standard (i.e. the facts complained of are more likely true than not). Mediation between the parties is never an appropriate resolution option in cases involving sexual misconduct and will not be used by the College. Upon completion of the Title IX investigation, the Title IX Coordinator, or designee, is authorized to take the following actions:

Finding of Not Responsible

The Title IX Coordinator finds that no policy violation occurred and dismisses the complaint, giving written notice of said dismissal to each party involved.

Finding of Some Other Policy Violation

The Title IX Coordinator has determined that the Title IX policy has not been violated, however, the investigation yielded that there is:

A violation of another College policy (for example, an employee violated the **Consensual Sexual Relationship Policy** or a student violated a provision of the Student Code of Conduct.) In these cases, a Finding of Not Responsible will be found with the caveat that the matter is a potential violation of another policy and will direct the matter to the appropriate College official with oversight for the enforcement of the other policy.

Finding of Responsibility

Students: The matter is resolved and the accused party has been found responsible for sexual misconduct as defined in the Title IX policy. The Title IX Coordinator or his/her designee will prepare an outcome letter indicating the finding, the reason for the finding, and the sanction, which includes but is not limited to:

Standard Sanctions for Sexual Misconduct and Harassment Violations

- Any violation involving the use, attempted use; or threat of use of a weapon or other dangerous, illegal, or hazardous object; or, the use or attempted use of a drug or intoxicant to incapacitate a person.

First violation: College Expulsion

- Any form of non-consensual sexual intercourse or penetration

First Violation: College Expulsion or College Suspension

Second Violation: College Expulsion

- Non-consensual Sexual Contact without use of a weapon, drug or intoxicant; Domestic Violence; Dating Violence; Stalking; Sexual Exploitation or Sexual Harassment

First Violation: Disciplinary probation, College Suspension or Expulsion

Second Violation: College Expulsion

The Title IX Coordinator will provide an outcome letter to the complainant and respondent, simultaneously and via College email or US Mail. The Title IX Coordinator will also convey any permanent protective measures that they determine appropriate based on the facts of the case (for example, the Title IX Coordinator may impose permanent no contact between the parties, or may restrict a party's access to certain spaces on campus indefinitely.) At that time, the investigation and the record shall be closed.

Employees

The Title IX Coordinator makes a finding of impropriety and notifies the Human Resources Officer/Title IX Administrator of the finding and may recommend discipline up to and including termination of employment. If there is a conflict of interest or bias for or against the accuser or the accused on the part of the Title IX Coordinator or Deputy Coordinator, the Coordinator or Deputy Coordinator will recuse himself/herself.

Special Provisions

Alternative Testimony Options

For all participating parties, alternative testimony options will be provided. Options include, placing a privacy screen in the hearing room, providing testimony from another room via video or other options that provide a safe space for participation while not depriving the accused student of their rights in the process. While alternative testimony options are intended to help make the complainant, victim or other participating parties more comfortable, they are not intended to work to the disadvantage of the accused student.

Attempted Violations

In most circumstances, the College will treat attempts to commit any of the violations described in this policy as if those attempts had been completed, and students will be subject to disciplinary action accordingly.

False Reports

The College does not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Immunity from Disciplinary Action

The welfare of students in our community is of paramount importance. It is in the best interests of this community that as many victims as possible choose to report incidents involving sexual misconduct or harassment. The College encourages the reporting of sexual misconduct and harassment violations. The College also encourages students to offer help and assistance to others in need. This is true even when the student who has a

complaint or a witness may have a concern that his or her own actions, including drug or alcohol use, may have violated College policies. The College will not pursue disciplinary action for drug or alcohol violations, or most other violations of the Code of Student Conduct, against a victim or witness who comes forward in good faith to report sexual misconduct or harassment, crimes of violence, or other serious criminal behavior. While violations cannot always be completely overlooked, the College will provide educational options rather than punishment, in such cases. This limited immunity does not extend to the perpetrator(s) of the sexual misconduct or harassment, crimes of violence, or other serious criminal behavior.

Notification of Outcomes

The outcome of a campus disciplinary hearing is part of the education record of the accused student and is protected from release under FERPA. However, the College observes the exceptions as follows:

- Victims of incidents charged under the Student Sexual Misconduct and Harassment Policy have a right to be informed simultaneously of the outcome and sanctions of the hearing, in writing. Victims are also permitted to submit an appeal.
- Students who bring a complaint against faculty or staff under the Sexual Misconduct and Harassment Policy may be informed of the outcome and sanction.
- The College may release publicly the name, nature of the offense and sanction for any student who is found in violation of a College policy that is a sex offense or crime of violence
- Parents or guardians of the accused student may be notified for cases involving sex offenses.

Student Intervention Team (SIT)

Cumberland County College strives to provide a safe and secure campus and learning environment for students, employees and visitors. To enhance campus safety, a Student Intervention Team (SIT) has been established to facilitate campus awareness and render administrative decisions that respond to student mental health issues and behaviors

Students who experience depression, high anxiety, suicidal ideations or other mental or emotional distress should contact the mental health counselor, ext. 1258.

Students who observe or are aware of other students who appear to be distressed or a threat to harm themselves or others should refer the student(s) to SIT. Students can anonymously refer students of concern by calling ext. 1414 or at the student Blackboard MyCumberland Portal by clicking on SIT under campus bookmarks for E-Form submission. SIT will assess reported student(s) and provide assistance to support student wellness and campus safety.

Tobacco Use Policy

The interior campus grounds are tobacco/smoke free. Tobacco product use is prohibited inside the perimeter campus road, including in, near or between campus buildings and all college athletic and recreational fields and facilities. Tobacco use is only allowed in the lettered parking lots (A, B, C, D, E, F, G, H, I, J, K, L, M).

This policy applies to all students, as well as college employees, guests and visitors. Fines and disciplinary sanctions can be imposed on students violating tobacco use regulations.

Vehicle & Property Safety

Observance of the traffic and parking regulations will enhance the safety of your vehicle and deter damages, theft, and vandalism. You should also practice good sense when parking your vehicle on campus. Removing from sight valuable items, such as textbooks, CD's, coats/jackets, stereo- audio equipment, etc. will reduce the likelihood of the theft of such items. There have been incidents of thefts from vehicles on campus. Following the practices mentioned above or those you would follow when leaving your car in public places (malls, movie theatres, etc.) will help reduce the likelihood of theft occurring. Traffic accidents, vandalism, or thefts which occur on campus should be reported to Security in the Student Center. Security can also be reached by dialing "1777" from any campus telephone. If calling from an off-campus public or cell phone, dial 856-691-8600 and dial "1777" when message starts. An incident report will be completed and the local police contacted. Their report may be necessary for any claim you wish to file with your auto insurance. It is important for accidents, vandalism, and/or thefts to be reported so the college can monitor and respond to such incidents.

Vehicle Registration

Vehicles which are used by students on campus must be registered with the college. All vehicles which students operate on campus are required to be registered and display a valid student parking permit. Vehicle registration forms may be obtained from and submitted to the Information Desk in the Student Center. Students completing the vehicle registration form will be issued a student parking permit. This permit should be placed on the driver's side rear window. Vehicles which do not display a college parking permit may be ticketed. Vehicles operated and/or parked on campus are subject to regulations by the State of New Jersey, the County of Cumberland, the City of Vineland and Cumberland County College. The college assumes no liability for vehicles or personal property in vehicles parked on campus. A vehicle can be towed at the owner's expense, without notice, if in the judgment of Security or college personnel, the vehicle is in violation of campus policy.



1. Administrative Building
2. Academic Building
3. Computer Classroom, Labs
4. Academic Support Labs
5. Luciano Conference Center
6. Guaracini Arts Center
7. University Center
8. Library
9. Network Operations Center
10. Student & Enrollment Services Center-Information
11. Dr Charles Cunningham Building

12. Navone Healthcare
13. Alampi Science Building
14. Central Plant - Shipping & Receiving
15. Center for Workforce & Economic Development

Parking Lots

A, B, C, D, E, F, G, H, I, J, K, L, M

Off-Campus Sites

Arts & Innovation Center
Paula J Ring Education Center
STEAMWorks



Rowan College
SOUTH JERSEY

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