



SAFETY & SECURITY DEPARTMENT ANNUAL SECURITY REPORT 2016



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Introduction

Colleges and Universities are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act) to publish and distribute an Annual Security Report (ASR) every year by October 1.

This report has been prepared for Rowan College at Gloucester County (RCGC) by the Office of Safety and Security under the direction of Joseph M. Getsinger, Executive Director. Questions regarding this ASR may be directed to Mr. Getsinger by calling 856-681-6209 or emailing jgetsinger@rcgc.edu.

The ASR is available on-line at <http://www.rcgc.edu/Security/Documents/AnnualReports/Annual-Report-2016.pdf>

A hard copy may be obtained in person from the Office of Safety and Security or by calling 856-681-6209.

The Annual Security Report (ASR) is divided as follows:]

Introduction contains programs concerning Safety and Security

- **Section One** contains statements that address RCGC's policies and procedures .
- **Section Two** contains statistics for the last three years for certain types of crimes that were reported to have occurred on campus and on public property immediately adjacent to the campus. (See Clery Map [Appendix A-1](#)). Section Two also includes a Fire Safety Report which highlights the College's fire evacuation plan, fire safety tips and fire statistics.
- **Section Three** details who gets the report and how the report is advertised and when it gets distributed.

In compiling the ASR each year, the Office of Safety and Security submits written requests for crime statistics from the following law enforcement agencies:

- Deptford Township Police Department
1011 Cooper Street, Deptford, NJ 08096
856-845-2220
- Mantua Township Police Department
405 Main St, Mantua Township, NJ 08051
856-468-1903
- East Greenwich Township Police Department
159 Democrat Road, Mickleton, NJ 08056
856-423-4100
- Gloucester County Prosecutor's Office
70 Hunter Street, Woodbury, N.J. 08096
856-384-5500

Reporting Crimes and Other Emergencies

The safety and security of all members of the College and the protection of College property are of the utmost importance to the Board of Trustees and Administration. This safety and security function has been assigned to the Office of Safety & Security.

- **The Office of Safety and Security** is located in the Safety and Security Building (see Campus Map—[Appendix A-2](#))

The building is strategically located nearest to the main entrance on Tanyard Road. Contained in the building are the Operations/Dispatch Center, the office of the Executive Director, the Emergency Operations Center (EOC) and the satellite office of the Gloucester County Sheriff's Department.

Safety & Security Building
West College Drive and Roadrunner Way
Telephone: 856-681-6287
856-468-5000 extension 4444

- For immediate help, anyone on campus may **call 9-1-1** or use the blue light emergency telephones throughout campus by pushing the **RED button**.
- In addition to the campus security officers, the College has a long standing contract with the **Gloucester County Sheriff's Department** which provides law enforcement of-ficers 7 a.m. to 11 p.m. daily and 7 a.m. to 5 p.m. on Saturdays.

Gloucester County Sheriff's Department
Satellite Office
Safety and Security Building
West College Drive and Roadrunner Way
856-415-2200

- **Deptford Township Police Department**
Criminal activity may be reported 24/7 by calling 856-845-2220 or dialing 9-1-1.

The College does not have a written memorandum of understanding but works closely with the Deptford Township police department.

Reporting Crimes and Other Emergencies

- **Campus Security Authorities**

Reporting of crimes can also be done by contacting one of the College's Campus Security Authorities. A Campus Security Authority (CSA) is a Clery-specific term denoting an official of the College who has significant responsibility for student and campus activities and are required to report crimes that are reported to them.

While you may contact any of the CSA's listed by function or titles (Appendix B). The College prefers you contact one of the following officials to report a crime:

- Safety and Security Officers 856-681-6287
- Almarie J. Jones, Title IX Officer, Executive Director, Diversity and Equity, College Center Building 856-415-2154

All reports of sexual misconduct, harassment, discrimination and hate crimes must be reported to the Title IX Officer

- Cheryl McBride, Director, Student Affairs 856-468-5000, ext. 6456

- **RCGC Campus Security Authorities**

Crimes on campus should be reported to Campus Security or the Sheriff's Office on campus. Reports of harassment, discrimination or sexual violence must be also reported to the Title IX Officer, whether by the person reporting the incident or by the Security Officer who receives the report.

Other individuals on campus, called Campus Security Authorities, may also receive reports of crimes, harassment, discrimination or sexual violence. The Campus Security Authority is obligated to report the incident to Campus Security or to the Title IX Officer.

Campus Authorities, by definition in the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, include by title or job function, individuals who have responsibility for campus security but do not constitute a campus police department; any official of an institution who has significant responsibility for student and campus activities, including student discipline and campus judicial hearings, who has the authority to take action or respond to particular issues of the institution. Rowan College at Gloucester County identifies the following as Campus Security Authorities:

Reporting Crimes and Other Emergencies

Campus Security Officers

Title IX Officer

Student Affairs Director

Executive Director, Student Engagement

Athletics

Director

Coaches/Assistant Coaches; full and part-time employees and volunteers

Athletic Trainer

Fitness Center Director

Advisors to Student organizations and clubs

Student Advisors

Campus Officials

President

Vice Presidents

Deans

Campus Security Authorities (CSAs) are responsible for reporting any information they receive to Campus Security or the Title IX Officer or a campus official designated to receive reports of crimes. CSAs are **not** responsible for reporting or investigating incidents that they overhear in an indirect manner (overhear students talking in a hallway conversation; a victim mentions in a speech, workshop or similar group presentation).

CSAs are not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A CSA should not try to apprehend the alleged perpetrator of the crime. The CSA should **not** try to convince to contact law enforcement if the victim chooses not to.

Professional counselors whose official responsibilities include providing mental health counseling to students are **exempt** from reporting crimes they learn about through their role as a professional counselor. These include: Counseling and Wellness Center and People in Transition directors.

Security and Campus Law Enforcement

- There are no residence facilities or dormitories on campus.
- There are no non-campus student organizations.

Patrols

Security officers patrol campus buildings and grounds to ensure the public welfare. The number of officers on duty varies according to the time of day and expected level of activity. All officers are trained to assist in situations ranging from emergency response to general advice on crime prevention and provide escorts to vehicles. Please see [Appendix C](#) for a complete list of required training.

The security officers conduct foot patrols, assist in monitoring building access and activity, enforce College rules and regulations, respond to fire and intrusion alarms, assist the public as appropriate and enforce traffic and parking regulations. Security also provides many routine services to the campus community, including unlocking rooms for authorized members of the student body, faculty, staff and an escort program.

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Security officers are not licensed to carry firearms and do not have arrest powers.

Gloucester County Sheriff's Department

The mission of the Office of the Sheriff on the RCGC's campus is to keep students, employees and visitors safe from crime, and to increase the quality of the educational environment. The direct office number is 856-415-2200.

Sheriff's Officers perform law enforcement activities, including but not limited to the administration of first aid to injured students, assisting with vehicle problems, parking and traffic enforcement, patrolling the campus for criminal activity and assisting with emergency response. Sheriff's Officers are authorized to carry firearms and have arrest powers.

Emergency Blue Light Telephones

There are emergency blue light telephones strategically located throughout the campus to ensure direct communications with the Safety & Security department and to the 9-1-1 Gloucester County Communications Center for a rapid police, fire or other emergency response. The Safety & Security patrol inspects these telephones once each shift. Security personnel are alerted to the exact location of the 9-1-1 activation whether it is from an office or from an emergency telephone.

Building Inspections

On a nightly basis after all classes are completed, all classroom doors are locked and each campus building is secured and alarmed by personnel from the Facilities department accompanied by campus security.

Security Camera Systems

The College utilizes and maintains a security camera system throughout the campus. The system is comprised of a network of cameras in both the interior and exterior of campus buildings. The system both deters and records any criminal activities throughout the campus. The system is monitored by security personnel at several monitoring stations.

Overhead Street and Building Lighting

Safety & Security officers inspect all exterior and exit light fixtures on all campus buildings as well as overhead street, path and parking lot lighting.

Emergency Operations Center (EOC)

The Safety & Security building houses an Emergency Operations Center, which can be activated during an emergency on campus. This operations center includes telecommunications, radio systems, network connections, camera monitoring system, news and weather television stations and a training and conference center. The EOC will be utilized during times of a critical Incident and special events.

Emergency Notification

While a Timely Warning focuses on a Clery crime that has already occurred but may represent an ongoing threat, an Emergency Notification is given for any imminent threat to the health and safety of students or employees.

Emergency Notifications can be related to a crime and other threats to the campus community such as severe weather, fire or potential explosion. The dissemination of the Emergency Notification will be the same as a Timely Warning. The Director of Safety and Security with the Chief Information Officer will be responsible for testing the system each semester.

Emergency Evacuation Procedures

Evacuation training is coordinated by the Safety and Security Office each semester for all College's facilities. Evacuation drills are used as a way to educate and train students and employees on fire safety issues specific to the building. During the drill, students and employees "practice" drill procedures and familiarize themselves with the location of exits, assembly locations and the sound of the fire alarm.

Shelter in Place

If an incident occurs where people are located, e.g. an act of terrorism, or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors. Thus, to "Shelter in Place" means to make a shelter of the building that people are in that can be made even safer with a few adjustments until it is safe to go outside.

Website

The College's website, [**RCGC.edu/security**](http://RCGC.edu/security), provides instructions on the basic steps to shelter-in-place including:

- locate an interior room which is above ground level and with the least number of windows;
- shut and lock all windows;
- unplug heaters and fans;
- close vents; and
- turn on a radio or television and wait for directions.

The website ***RCGC.edu/security*** provides information about the Office of Safety and Security's programs, crime prevention tips and crisis management information. It complies with the Clery Act by providing an annual security report online and timely access to all appropriate crime data.

Township, County, State and Federal Law Enforcement

The Safety & Security Office fully cooperates with local, county, state and federal agencies, such as the Deptford Township Police and fire departments, the Gloucester County Sheriff's Office, the Prosecutor's Office, County Probation and Parole, the Office of Emergency Management, the New Jersey State Attorney General, FBI, Drug Enforcement Agency (DEA), Secret Service, Alcohol, Tobacco and Firearms (ATF), and local, state and federal level Homeland Security branches.

Student/Staff Identification

Students request their College photo identification badge after they are registered for classes. Employees request their College photo identification badge upon confirmation of employment. Employees are required to display their photo identification at all times while on campus. Students must carry their photo identification badge and present it to a Security Officer or law enforcement official who requests to see it.

Grounds Maintenance:

All trees and shrubs are trimmed to minimize safety concerns and maximize line-of-sight. All campus roads and walking paths are maintained regularly and salted when winter conditions dictate.

The Center for Counseling and Wellness Services

The Center for Counseling and Wellness Services is located in the College Center, room 206. The center supports RCGC students who may be dealing with personal issues that affect College success. The center has licensed behavioral health staff available to meet confidentially with students to discuss concerns.

The Center for Counseling and Wellness Services staff are available:

Monday—Thursday	8:30 a.m. to 4:30 p.m.
Friday	8:30 a.m. to 4 p.m.

Contact 856-464-5236 or 856-681-6240 for assistance.

Security Awareness and Crime Prevention Programs

On-Going

The following programs, presentations, services and materials are provided on a regular and on-going basis:

- New Student Orientation: Crime prevention material is available to students through brochures and the RCGC website as a standard part of the new student orientation at the start of the academic year.
- New Employee Orientation: New employees are provided with campus safety and security information.
- Personal Safety Escort Program: Officers from the department of Safety and Security provide escorts for persons walking from one point on campus to another point on campus and will assist any individual with special needs.
- Printed Crime Prevention Materials: Brochures and posters carrying crime prevention and awareness information related to safety and security are widely distributed at crime prevention presentations and at the campus Safety and Security office.
- Safety and Security website: The department's website provides up-to-date crime prevention programs, tips and general information.
- Brochures on Substance Abuse

Mandated

- Preventing Discrimination and Sexual Violence: Title IX, VAWA and the Clery Act—Faculty and Staff
- Student Empower: Title IX, VAWA and the Clery Act.

In Service

- AAO/EEOC Title IX Training

Registered Sex Offender Information (Megan's Law)

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. Information about registered sex offenders may be obtained by visiting: http://www.state.nj.us/njsp/info/reg_sexoffend.html

SECTION ONE

Policy Statements*

*See the College's website
for the current policies

Anti-Bullying and Intimidation—Policy 8110 (Approved 08-03-2011)

The College maintains a strict policy prohibiting harassment, bullying and intimidation. This policy applies to all students of the College.

The College defines harassment, bullying and intimidation as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing), that takes place on the property of the College or at any function sponsored by the College, or by electronic means at or away from the College, that substantially disrupts or interferes with the orderly operation of the institution or the rights of other students and that such action/behaviors:

- a. as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming another student or damaging another student's property, or placing another student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
 - b. have the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College; or
 - c. create a hostile educational environment for other students at the college; or
 - d. infringe on the rights of other students at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
- e. Violations of this policy are subject to disciplinary action in accordance with College policy and the Student Standard of Conduct. Students who engage in prohibited harassment, intimidation or bullying are subject to disciplinary action, up to and including possible expulsion from any academic or continuing education program, the College and all its events and activities.

Procedure for Reporting

Complaints of bullying/intimidation should be reported immediately to the Director of Student Affairs at 856-415-2276. Complaints may also be reported to the Executive Director of Diversity and Equity at 856-415-2154. Complaints of bullying/intimidation will be investigated in a timely manner.

References: *N.J.S.A. 18:A37-13 et seq.* Anti-Bullying Bill of Rights Act

Rowan College at Gloucester County *Board of Trustees Policy Manual*, 2011 Information Technology Acceptable Use; 7005 Affirmative Action and Equal Employment Opportunity; 7003 Harassment and Discrimination; 7007 Sexual Misconduct; 8100 Student Rights and Responsibilities; 8106 Student Standard of Conduct; 8107 Student Discipline and Procedural Standards

Rowan College at Gloucester County *Administrative Procedures*, 2011 E-mail Acceptable Use; 2013 Internet Acceptable Use

Establishment of the Office of Safety and Security Policy 9000

(approved 11/13/2012)

The safety and security of all members of the College and the protection of College property are of the utmost importance to the Board of Trustees and Administration. This safety and security function has been assigned to the Office of Safety and Security.

The Office of Safety and Security shall be organized and staffed in such a way that the following are accomplished:

- Protection of an individual's constitutional rights
- Maintenance of a feeling of security and well-being on campus
- Creation and enforcement of safety and security administrative rules and regulations and directives
- Coordination of effort with local, state and federal law enforcement authorities
- Enforcement of local, state and federal laws related to the mission
- Identification and elimination of hazards and/or opportunity for crime
- Assistance with the development of crisis management plans
- Maintenance of effective crime prevention
- Preparation of security reports as required
- Testing and inspection of protective controls and devices to deter and detect crime, fire and life safety hazards
- Establishment and maintenance of procedures to deter the occurrence of traffic accidents, vehicular congestion and parking violations
- Lost and found services
- Emergency first aid, CPR/AED and EMS support
- Investigation of crimes, incidents and accidents
- Protective escort services

The College shall require the Director of the Office of Safety and Security to develop administrative procedures and directives necessary to accomplish its mission.

Campus Security (Clery Act) Administrative Procedure 9001 (05-19-2014)

In accordance with Board policy and the Campus Security Act (Clery Act), as amended, the following procedures have been adopted to ensure both the letter and spirit of the law are complied with.

Annual Security Report

The College designates the Department of Safety and Security to prepare, publish and make available the security report, required by the above law, to all current and prospective students and employees.

The Annual Security Report, published no later than October 1st of each year, shall contain the following information:

- Statistics on reports of on-campus murders, sex offenses, domestic violence, dating violence and stalking incidents, robberies, aggravated assaults, burglaries, motor vehicle thefts, theft, hate and bias crimes, arrests for weapons possession, liquor and drug abuse violations and violations referred for disciplinary action for hate and bias incidents, weapons possession and liquor and drug abuse violations.
- Policies regarding security and campus law enforcement.
- Procedures for reporting crimes and other emergencies.
- Information on campus sexual assault and rape awareness programs, procedures to follow when a sex offense occurs, disciplinary action procedures, counseling opportunities and notification to students that the College will make changes in a victim's academic situation if reasonably possible.
- Policies on the use, possession and sale of alcoholic beverages and illegal drugs; and
- A description of programs informing the campus community about alcohol and drug abuse education, crime prevention and campus security policies.

The College is committed to a campus-wide compliance effort and requires all Campus Security Authorities; i.e., any employees who interact with students, to cooperate in reporting campus criminal activity directly to the Safety and Security Department via [email](#) or by phone.

In some instances, members of the College community may choose to file a report with the local police or sheriff's department.

College professional counselors are encouraged to tell their clients about the reporting procedures outlined in this document. As noted below, confidential/anonymous reports are extremely valuable in order to prevent further victimizations and to obtain a more accurate portrait of campus crime.

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential

reports are important because they provide valuable information that will enhance the safety of the community-at-large and will, at least, provide a more accurate portrait of actual campus crime.

Timely Warnings (Campus Alert) and Emergency Notification

Timely Warnings (Campus Alert)

In accordance with Board Policy, the Campus Security Act (Clery Act), and the Higher Education Opportunity Act (HEOA), the College must provide a timely warning ("Campus Alert") to the campus community of any incident that represents a serious or continuing threat to the students and employees of the College. The Campus Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

A description of the types of crimes that require a Campus Alert is included under the section on Campus Crime and/or Incident Log.

The Campus Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

Every attempt will be made to give the Campus Alert promptly; however, the release is subject to the availability of accurate facts concerning the incident and also if issuing the notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency as determined by emergency response personnel. Campus Alerts are disseminated by the Chief Information Officer with the assistance of Campus Security utilizing College emails, website, Facebook, telecommunications and text messaging.

Campus Alerts provide details of the crime, description of the suspect (if known), information on whom to contact and safety tips (see Campus Alert Action Report form).

Whenever the local or state police issue a news release about an off-campus crime that represents a serious or ongoing threat to the safety of students and staff, the College will assist in publicizing the crime on campus.

Emergency Notification

While Campus Alerts are triggered by crimes that have **already occurred** but represent an ongoing threat, Emergency Notifications are required by an event that is **currently occurring** on or imminently threatening the campus.

The types of incidents that may cause an immediate threat to the College community could include but are not limited to:

- Active shooter on campus
- Hostage/barricade situation
- A riot
- Suspicious package with confirmation of a device
- A tornado, a fire/explosion
- Suspicious death
- Structural damage to a College building
- Biological threat (anthrax, etc.)
- Significant flooding
- A gas leak
- Hazardous materials spill, etc.

An Emergency Notification will not be sent unless it is decided there is an immediate threat to the health or safety of students or employees on campus.

Safety and Security personnel will immediately notify the President of the College or designee, the Vice President and Chief Operating Officer, the Chief Information Officer and the Executive Director of College Relations, Communications and Marketing. If the threat to the health and safety of the students and employees is confirmed, an Emergency Notification using some or all of the systems described below will be made unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The following systems will be used as appropriate:

- Campus Alert: A secure emergency notification service that allow College personnel to send information and instructions simultaneously to individuals through land-line, cell phones, text messaging and email.
- Campus Emergency Public Address: a siren and/or voice alert.

College officials will post updates during a critical incident on its website at rcgc.edu/security.

The College will be responsible for testing the system each semester.

Emergency evacuation procedures including basic “shelter-in-place” guidance are included on the College’s portal as listed above, published and disseminated in the Annual Security Report and included in the College’s Emergency Response Guide Book posted in all campus facilities.

Campus Crime and/or Incident Log

Crime Log

In accordance with Board Policy and the Campus Security Act (Clery Act), the Office of Safety and Security shall make, keep and maintain a daily log recording all crimes reported to the Security Office or local police department that includes the following information:

1. Date and time of occurrence
2. Date and time of reporting
3. Crime and/or Incident Category and Classification
4. General location
5. Description of occurrence
6. Disposition of the complaint and/or incident

Stalking means purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

Persons Responsible For Reporting Crimes and Campus Offenses

Persons who receive referrals for discipline involving alcohol, drug or weapon violations which are also a violation of the law, and for which a sanction may be imposed, must report those cases to the Office of Safety and Security.

Anyone who is a “Campus Security Authority” and who receives a report of or is aware of a crime must report it to the Office of Safety and Security.

Additional information detailing the Crime Log and more specific reporting requirements may be found in the Office of Safety and Security’s Directive #01-016 dated 2/28/2011 and is incorporated by reference.

The log shall be made available to the public through the [Safety and Security Department website](#). The Crime and/or Incident Log will be updated within two business days of the incident unless disclosure of such information would:

- Be prohibited by law
- Jeopardize the confidentiality of the victim
- Jeopardize an ongoing criminal investigation
- Jeopardize the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

The log must be publicly available during normal business hours. This means that in addition to students and employees, the general public such as parents or members of the local press may access it. Logs remain open for 60 days and subsequently must be available within 2 business days of a request.

Reportable Crimes

- *Criminal Homicide:* Murder, non-negligent and negligent manslaughter.
- *Sex Offenses:* Forcible or Non-forcible. A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent, i.e., intoxicated. Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse,” e.g., incest or statutory rape.
- *Robbery:* The taking or attempting to take anything of value from the control, custody or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- *Aggravated Assault:* An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- *Burglary:* The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
- *Arson:* Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle, aircraft or personal property.
- *Motor Vehicle Theft:* The theft or attempted theft of a motor vehicle.
- *On-Campus Arrests for Alcohol, Drug and Illegal Weapon Violations.*
- *Certain Referrals for Campus Disciplinary Actions for alcohol, drug or illegal weapon violations.* (If included in the report as an arrest, a referral need not be reported under this category.)

- Hate Crimes falling into the above list involving bodily injury or reported to the campus security office or local police. (Hate crimes are to be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity or disability.)
- Dating violence means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.
- *Domestic violence* includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family law, or anyone else protected under domestic and family violence law.
- Stalking means purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

Persons Responsible For Reporting Crimes and Campus Offenses

- Persons who receive referrals for discipline involving alcohol, drug or weapon violations which are also a violation of the law, and for which a sanction may be imposed, must report those cases to the Office of Safety and Security.
- Anyone who is a "Campus Security Authority" and who receives a report of or is aware of a crime must report it to the Office of Safety and Security.

Additional information detailing the Crime Log and more specific reporting requirements may be found in the Office of Safety and Security's Directives dated 08-15-2016 and is incorporated by reference.

Emergency Operations Plan—Policy 9002 (Approved: 11/13/2012)

In compliance with State Law (PL 2011, C. 214), the College has adopted an Emergency Operations Plan to ensure the continuity of essential functions under all emergencies.

The plan is required to include the following components and will be updated as needed:

- Identification of essential functions, programs and personnel;
- Procedures to implement the plan;
- Delegation of authority and lines of succession;
- Identification of alternative facilities for continuity of operations;
- Protection of vital records and databases; and
- Periodic tests, training and exercises.

Self-assessments shall be performed annually. Additionally, the College has agreed to participate in on-site assessments by peer reviewers; e.g., College and Universities Private Security Association (CUPSA) once every five years.

The President shall have administrative procedures developed to ensure this policy is carried out and complies with State law.

References:

Gloucester County College *Administrative Procedures*, 9002 Emergency Operating Procedures

Harassment and Discrimination—Policy 7003 (Revised 06/10/14)

The Board of Trustees is committed to providing every College employee and student with a workplace and educational environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, ancestry, age, gender, marital status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability are prohibited and will not be tolerated. Sexual harassment and sexual assault, dating violence, domestic violence and stalking of employees or students are forms of unlawful gender discrimination and violations of law and will not be tolerated.

The President will ensure that appropriate and comprehensive administrative procedures are developed, reviewed and provided to employees, students and other appropriate persons to ensure compliance with federal and state statutes and this policy.

References:

Age Discrimination in Employment Act of 1967

Civil Rights Act of 1991

Family Education Rights and Privacy Act (FERPA)

Title IX of the Education Amendments of 1972

Clery Act Amendments -Violence Against Women Act (VAWA)

Gloucester County College *Administrative Procedures*, 7003 Harassment and Discrimination; 7006 Sexual Misconduct (under development)

Harassment and Discrimination—Administrative Procedure 7003

All forms of employment and educational harassment and discrimination based on protected categories (see policy 7003 Harassment and Discrimination for listing) are prohibited. Sexual harassment is a form of unlawful gender discrimination and sexual assault, dating violence, domestic violence and stalking constitute a violation of federal law.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made a condition of employment or participating fully in the educational experience; or

- Submission or rejection of such conduct is used as a basis for employment or educational decisions affecting the individual; or

- Such conduct has the purpose or effect of substantially interfering with the work performance of an employee or the educational performance of a student, or creating or maintaining an intimidating, hostile or offensive environment.

Sexual harassment may include a wide range of obvious and/or subtle comments and conduct. Depending on the circumstances, it may include, but is not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching or other physical touching; suggestive, insulting or obscene comments or gestures; and/or display of sexually suggestive objects or pictures. Sexual harassment may include harassment between individuals of the same gender.

Domestic Violence, Dating Violence, Sexual Assault and Stalking

Sexual misconduct (including domestic violence, dating violence, sexual assault and stalking) destroys mutual respect and a trusting environment and can bring substantial personal harm to individuals and violates individual rights. Such behaviors will not be tolerated at the College and are expressly against Board policy and constitute a violation of state and federal law. (See policy 7007 Sexual Misconduct [under development]).

Consensual Relationships

Whenever an employee uses a position of authority to induce another person to enter into a non-consensual relationship, the harm both to that person and to the institution is clear and is a violation of law. Even where the relationship is consensual, there is significant potential for harm when there is an institutional power difference between the parties involved, as is the case for example between supervisor and employee, faculty and student, coach and athlete, or academic advisor and advisee. Such relationships may cast doubt on the objectivity of any supervision and/or evaluation provided.

Harassment and Discrimination—A P 7003 (continued)

Therefore, consensual romantic and sexual relationships are discouraged. These relationships may be subject to concerns about the validity of consent, conflicts of interest and unfair treatment of other students or employees. Such relationships can undermine the atmosphere of trust essential to the employment relationship and the educational process. A person involved in a consensual relationship should not have a direct responsibility for evaluating employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship.

Other Forms of Protected Classification Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, national origin, ancestry, age, gender, marital status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work or educational performance; and/or
3. Otherwise adversely affects an individual's employment or educational experience.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping, threatening, bullying, intimidating, stalking or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated on the College campus or workplace, including email or the College's computer system.

Bullying and Cyber Harassment

The College is committed to providing a campus free from threats, bullying, intimidation, stalking and other harassing behaviors. These behaviors may include, but are not limited to the following:

1. Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, online posts, blogging, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts; and/or
2. Verbal or written abuse, threats, harassment, coercion or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual; and/or
3. Threatening or persistent offensive communication through the Internet, via email chat rooms or other electronic devices.

Harassment and Discrimination—A P 7003 (continued)

Complaint Resolution Procedure: Investigation and Non-Retaliation

The College encourages employees and individuals to utilize the following complaint resolution procedure which is also found under administrative procedure 7005 Affirmative Action and Equal Employment Opportunity and repeated here:

- Any individual or applicant for employment who has reason to believe that he or she is the victim of discrimination or harassment in any of its many forms, or any individual who has witnessed such conduct, should report such a complaint to the Executive Director Diversity and Equity, Affirmative Action/Title IX, located in the College Center, telephone number (856) 415-2154.
- All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.
- All reports of harassment in violation of this policy will be investigated promptly and thoroughly. An investigation will include meeting with the alleged harasser as well as all relevant persons, including the complainant, and other potential witnesses, as appropriate under the circumstances. The results of the investigation will be communicated in writing to the complainant and the alleged harasser simultaneously.
- Supervisory personnel must be alert to evidence of possible ongoing harassing conduct and report such incidents to the Executive Director, Diversity and Equity, Affirmative Action/Title IX.
- An individual need not personally have been the target of an instance of offensive or harassing conduct in order to report a complaint based on that conduct.
- Any individual who is found after appropriate investigation to have engaged in conduct prohibited by this policy will be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program. No individual will be subject to retaliation, intimidation or discipline as a result of making a good faith complaint of harassment or providing information in connection with another's complaint. The College considers retaliation to be a serious violation of this policy and urges all individuals to report any incidents of retaliation immediately, in the same manner as any act of harassment. The College will investigate and resolve reports of retaliation in the same manner as any act of harassment (See policy 7004 Conscientious Employee Protection).
- If, after investigation of a complaint of harassment, it is determined that either the complainant, or any other person providing information during the investigation, intentionally and knowingly provided false information regarding the complaint, such individual will also be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program (See policy 7065 Employee Conduct and Rules).

Harassment and Discrimination—A P 7003 (continued)

- If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with the policy.
- After the close of the investigation and after any remedial actions have been taken, the Executive Director Diversity and Equity, Affirmative Action/Title IX will follow up at least twice with the complainant to ensure that no harassment or retaliation is occurring or to prevent the recurrence of harassment.
- Any criminal assault or battery, sexual or otherwise, will be reported to the appropriate authorities.

The *Complaint Form* may be found on the College website or in the Office of Diversity and Equity located in the College Center.

Area: Human Resources

Approved: 2/13/13

Revised: 06/10/14

References:

Gloucester County College *Board of Trustees Policy Manual*, 7003 Harassment and Discrimination

Sexual Misconduct and the Rights of Victims—Policy 7007

All acts of sexual violence including dating violence, domestic violence, sexual assault and/or stalking are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The College will not tolerate sexual misconduct in any of its forms.

The College strives to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the college to provide safety, privacy and support to victims of sexual misconduct. No person should bear the effects of sexual misconduct alone.

Definitions:

"Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

"Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

"Sexual Assault" includes both forcible and non-forcible acts of sexual assault. This includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Additionally, non-forcible sexual offenses include incest and statutory rape.

"Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer emotional distress.

"Consent/Consensual" means clear communication given by words or actions that shows an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is given freely and voluntarily. Consent may not be inferred from silence, passivity or when an individual is incapacitated or otherwise prevented from giving consent as a result of impairment due to a mental or physical condition or age. No consent exists when there is a threat of force or physical or psychological violence. Although consent may be given initially, it may be withdrawn at any point without regard to activity preceding the withdrawal of consent. The voluntary nature of consent will be subject to heightened scrutiny in circumstances in which a person engages in a sexual relationship with a person over whom he or she has any power or authority within the College.

Reporting Sexual Misconduct

Employees and/or students should report incidents of domestic violence, dating violence, sexual assault and/or stalking, occurring either on or off campus, to a Campus Security Authority. These individuals include any official with significant responsibility for student and campus activities such as, but not limited to, a dean, department chair, a faculty member, staff advisor or a coach. The College strongly advocates that the victim report incidents in a timely manner. Additionally, the College recommends that a victim of domestic violence, dating violence, sexual assault and/or stalking, occurring either on or off campus, report the crime to the law enforcement agency for the applicable municipality. The College can facilitate notification on

your behalf. However, filing a report will not necessarily obligate a victim to prosecute the crime and victims will have the option not to notify and seek assistance from law enforcement and campus authorities, if they so choose. The College will take measures to safeguard the confidentiality of those reporting incidents of domestic violence, dating violence, sexual assault and/or stalking.

Proceedings

College officials who conduct disciplinary proceedings for cases involving domestic violence, dating violence, sexual assault and/or stalking will be trained on how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability.

The accused and accuser are entitled to the same opportunities to be accompanied by an advisor, counsel or other representative at his/her own expense.

The accused and accuser will be notified simultaneously in writing of the outcome of the proceeding as well as any applicable appeal procedures, any change to the result before the decision becomes final, and when the result becomes final.

Sanctions Against the Violator

The College will not tolerate acts of domestic violence, dating violence, sexual assault and/or stalking by any member of the College community including, but not limited to, employees and students. Any individual charged with a violation of domestic violence, dating violence, sexual assault and/or stalking is subject to prosecution under applicable New Jersey criminal statutes.

Following an investigation, College employees charged with such conduct are subject to prosecution and are subject to disciplinary action under applicable policies, procedures and/or collective bargaining provisions. Sanctions that the College may impose on an employee following a final determination of responsibility include, but are not limited to, counseling, written warning, suspension and final warning and/or termination of employment. Students charged with such conduct are subject to prosecution and are also subject to disciplinary action under the College's policy, 8107 Student Discipline and Procedural Standards. Sanctions that the College may impose on a student following a final determination of responsibility include, but are not limited to, warning the student, loss of privileges, restitution, disciplinary probation, suspension or expulsion.

The standard of evidence used in College hearings is a preponderance of the evidence standard; i.e., more likely than not that sexual misconduct occurred.

Confidentiality

The substance and outcome are to remain confidential and will only be shared with the accused, accuser, and those directly involved in the investigation. Any violation of confidentiality of substance and/or outcome will be subject to disciplinary action under applicable policies, procedures, Student Standard of Conduct, and/or collective bargaining provisions.

Retaliation

No individual will be subject to retaliation, intimidation or discipline as a result of making a good faith complaint of sexual misconduct or harassment or providing information in connection with another's complaint (policy 7004 Conscientious Employee Protection and policy 7003 Harassment and Discrimination).

Additional Information

Employees and/or students who report such incidents will be afforded reasonable accommodations to avoid hostile environments. Accommodations include, but are not limited to, a change in academic and/or working situations.

Employees and/or students who report such incidents will be provided written information regarding counseling, health, victim advocacy, legal assistance, mental health and other services available both on campus and in the community. This information will include a victim's right to obtain and enforce a restraining order as well as information regarding the preservation of evidence. For a written explanation of the student or employee's rights and options; please refer to administrative procedure, 7007 Sexual Misconduct and the Rights of Victims.

The President will have administrative procedures developed to implement this policy including required training for students and employees, resources and assistance available for victims, rules of confidentiality, reasonable academic accommodations and reporting protocols.

References:

Rowan College at Gloucester County *Board of Trustees Policy Manual and College Administrative Procedures*, 7007 Sexual Misconduct and the Rights of Victims, 7003 Harassment and Discrimination, 7004 Conscientious Employee Protection, 8106 Student Code of Conduct & Procedural Standards.

Student Code of Conduct and Procedural Standards

Administrative Procedure— 8106 (06/09/2015)

The College is dedicated to the advancement of knowledge while ensuring an environment that is orderly and to act decisively to eliminate disruption of the educational process.

It should be noted that all Rowan College at Gloucester County students who officially participate in dual activities at another college or university are responsible for being aware of, and are held accountable for adhering to the conduct policies and procedures at **both** institutions.

These administrative procedures have been designed to protect the student, to be fair to all parties, to prevent the imposition of inappropriate penalties and to offer the right to appeal.

In all situations, the student will be informed of the charges, allowed to be represented, provided with written copy of the complaint and be given an opportunity to appeal.

While the final responsibility for administration of student discipline rests with the President of the College, the President may, through a designee, immediately impose an interim suspension upon a student when there is evidence that the presence of the student on campus may pose a threat to others or to the continuance of normal college function when, due to the immediacy of the issue, time does not allow for the formal discipline process.

Student Discipline Guidelines

In all cases, any disciplinary action should be appropriate to the nature and severity of the violation. Single or multiple sanctions may be imposed when students are found responsible for violating the Student Standard of Conduct. Many factors are considered when deciding sanctions. These factors may include past disciplinary record, the nature of the violation, and the severity of damage or harm resulting from the violation.

Students who are suspended or expelled as a result of a violation of the Student Standard of Conduct are not eligible for a refund of tuition or fees for the semester in which the suspension or expulsion occurs. Students who are suspended or expelled after the Withdrawal Deadline has passed are not eligible to receive Withdrawals.

Process for Student Conduct Issues and Discipline

Filing a Complaint

Complaints should be filed in a timely manner. Complaints against students may be filed by anyone who feels the Student Standard of Conduct has been violated. A complaint must be received in writing by the Office of Student Affairs. Students and staff may file complaints directly in the Office of Student Affairs or complaints may be sent via email to the Director of Student Affairs or his or her designee, (hereafter "Director"). Complaints should include as much detail as possible and make a specific reference to the part of the Student Standard of Conduct the complainant feels has been violated. If the complaint involves perceived criminal activity, it should immediately be reported to Campus Safety and Security (856-681-6287) who will then forward a report to Student Affairs. If a

complaint provides evidence that presence of the accused student on campus may pose a threat to others or to the continuance of normal College function, the College reserves the right to impose an interim suspension from campus pending a disciplinary hearing.

Notice

If it is determined that a complaint will be adjudicated by the disciplinary system, the accused student will be notified of the alleged violation via the campus webmail system. Notice may also be made in writing or by phone using the student's contact information on file. The disciplinary hearing notice will state which portion of the Student Standard of Conduct was allegedly violated and describe the date and location on which the alleged violation occurred if applicable. The hearing notice will instruct the student to call and schedule a disciplinary hearing or waive his/her right to a hearing by signing a Hearing Waiver. If the accused student fails to attend or reschedule the hearing, a decision may be made in the student's absence. Alternately, an administrative hold may be placed on the student's account for failure to respond to a disciplinary hearing notice.

Rights in Disciplinary Hearings

1. The student has the right to receive written notice of the charges.
2. The student has the right to review the case file prior to and/or during the hearing. All personally identifying information of other individuals mentioned in the case will be redacted. The student may review the file, but may not take photographs of the file or be provided with copies.
3. The burden of proof in determining responsibility rests upon the complainant, who must establish that the accused student is "more likely than not" responsible for the conduct violation based on the information presented.
4. Disciplinary hearings will be closed. Only those directly involved in the case can attend.
5. The student has the right to confidentiality pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974
6. The student has the right to be assigned an impartial hearing officer.
7. The student has the right to have a personal advisor present at the disciplinary hearing as a support person. The advisor may be an attorney. While the advisor can be present, he or she can have no role in the hearing. Advisors are not permitted to speak on behalf of the student, appear in the place of the student, or ask questions during the hearing. A student wishing to have an advisor present must inform the Office of Student Affairs at least 24 hours in advance of the disciplinary hearing. If the advisor is an attorney, the College will determine if legal counsel for the College should also be present at the hearing. If the student's selected advisor is unable to attend, the hearing will not be cancelled.

8. The student has the right to bring witnesses with information directly related to the incident to the hearing. Witnesses may not be present for the entire disciplinary hearing. They will be called to participate when appropriate. A hearing will not be postponed if a witness is unable to attend. Written statements from witnesses may be considered. A student wishing to have a witness present must inform the Office of Student Affairs at least 24 hours in advance of the disciplinary hearing by providing the name of the witness or witnesses and a summary of the information s/he is expected to provide.
9. The accused student will receive written notification of the decision reached via campus webmail after a decision is reached. The student may be notified via postal mail as well. The notification of results will include a list of sanctions imposed, if any.
10. Victims may submit written statements detailing the effects of the violation. These statements will remain confidential and will be used in determining appropriate sanctions if the accused is found responsible. In “crimes of violence” or “sex offenses,” victims have the right to be notified of the outcome of the disciplinary hearing and information. Victims in these cases also have the right to appeal. In cases of sexual misconduct, victims have the right to full participation in the disciplinary hearing process.

Hearings for Sexual Misconduct

The College, at its sole discretion, may utilize an experienced lawyer (who is not a member of the campus community) to serve as hearing officer in cases of sexual misconduct. The evidentiary standard (preponderance of the evidence; i.e., more likely than not a violation occurred) will be used to determine the finding (responsible or not responsible).

While the hearing officer will determine the finding after the case is concluded, the College reserves the right to impose any and all sanctions. As a general rule, cases of sexual misconduct will be heard by a hearing officer. (See policy and administrative procedure, 7007 *Sexual Misconduct and the Rights of Victims*)

Description of Sanctions

Types of sanctions which may be imposed include, but are not limited to the following:

Official Warning: An official warning is a written statement indicating that a student has violated the Student Standard of Conduct and warning that subsequent violations may result in more severe disciplinary sanctions.

Probation: A student on probation is not in good social standing with the College. If a student is found responsible for a subsequent similar violation while on probation, suspension or expulsion may occur.

Restitution: The requirement that a student be held accountable for public or private property that he/she damaged or destroyed by either replacing or paying for the property lost. A restitution fee can be added to the student account.

Decision Making Reflection: A decision making reflection is a written assignment designed to provide an opportunity for the student to reflect on the violation of the Student Standard of Conduct. Decision making assignments are submitted to the Director of Student Affairs.

Educational Task: Completion of an educational assignment such as a workshop or online training course designed to give the student the opportunity to reflect on the violation.

No Contact Directive: A no contact directive states that the student may not have any interaction with a specific individual for the remainder of the student's academic career at the College.

Educational Counseling: Students sanctioned to educational counseling are required to visit the Center for Counseling and Wellness Services to learn about available resources and strategies for success.

Suspension of Privileges: While on suspension of privileges, a student may be restricted from participation in athletics, student organizations, and/or campus employment. A student may also be suspended from the privilege of utilizing campus parking, computer labs, or other facilities if deemed appropriate. Notification of the suspension will be sent to the appropriate coach, advisor, or supervisor if applicable.

Suspension: Suspension is dismissal from the institution for a specified period of time. A suspended student may not attend classes or complete academic work for a specified period of time. A currently suspended student may not be present on campus or at College sponsored events for any reason. The terms of the suspension may stipulate that the student fulfill certain conditions before returning to the College. The student is not eligible for a refund of tuition or fees.

Expulsion: Expulsion is permanent dismissal from the institution. A student who is expelled may never again register for courses or attend classes at the College. Additionally, the student may not be present on campus or at College sponsored events for any reason. Expulsion will be noted on the student's academic transcript. The student is not eligible for a refund of tuition or fees.

The Office of Student Affairs reserves the right to notify parents/guardians of students less than 21 years of age when a student is found responsible for an alcohol and/or drug violation.

Note: Failure to complete sanctions will result in an administrative HOLD on the student's account until the student completes the sanction.

Hearing and Appeals Processes

Step 1 A Complaint is Filed:

- ◇ A report of misconduct is received by the Director of the Office of Student Affairs.
- ◇ The Director notifies involved parties of the complaint in writing. A disciplinary hearing is offered to the accused student. The student may choose to waive his/her right to a hearing and have a decision made in his/her absence.
- ◇ The Director determines whether it is more likely than not that a violation occurred. A decision is communicated to the student in writing and if warranted sanctions may be imposed.

Step 2 The Appeal:

- ◇ If the student disagrees with the findings, the student contacts the Office of Student Affairs within five (5) business days of receipt of the Director's decision to begin the appeal process. The student is responsible for completing the written appeal. The written appeal and case information is submitted to the Office of Student Affairs and forwarded to the Vice President of Student Services for review. Sanctions remain in place during the appeal process.
- ◇ The Vice President reviews the appeal information and notifies the student of the results of the appeal within fifteen (15) business days of receipt of the appeal.

Step 3 Final Appeal:

- ◇ The student may appeal to the President within five (5) business days of receipt of the Vice President's decision. The **written** appeal and case information is submitted to the Office of Student Affairs and forwarded to the President for review.
- ◇

The President's decision is final.

References:

Rowan College at Gloucester County *Board of Trustees Policy Manual*, 8106 Student Code of Conduct and Procedural Standards; 7007 Sexual Misconduct and the Rights of Victims

Rowan College at Gloucester County *Administrative Procedure*, 7007 Sexual Misconduct and the Rights of Victims

Substance Abuse—Policy 7041 (revised 06/10/14)

The College acknowledges that substance abuse is a serious, complex but treatable condition which affects institutional productivity, stability and safety. The use of alcohol and drug abuse are linked to risk factors associated with incidents of sexual assault, domestic violence and dating violence. Victims and witnesses are encouraged to report and cooperate with investigations of sexual assault, domestic violence and dating violence, including incidents where there is an implication of alcohol or drug use.

The College offers programs and services to College employees and students to aid in their own recovery or help a family member with a substance dependency problem. Employees and students are encouraged to seek assistance as appropriate from Employee Assistance Programs, counseling or psychological services available at the College or through referral programs. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential in accordance with federal, state and local laws.

The College is committed to cultivating a safe, orderly environment free of illegal activity for employees and students. As part of this commitment, the College will comply with the Drug-Free Workplace Act and other relevant federal, state and local substance abuse laws.

The unlawful manufacture, distribution, possession or use of a controlled substance or alcohol by employees, students and visitors on College property or as part of any of the College's activities is strictly prohibited. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination, under applicable College policies and collective bargaining agreements, or may be required, at the discretion of the College, to participate satisfactorily in an Employee Assistance Program. Violators other than employees or students may be removed from the campus or any of its activities.

The College will issue administrative procedures to detail the administration of a drug-free awareness program, the availability of an employee assistance program as well as counseling services for students.

References:

Rowan College at Gloucester County *Board of Trustees Policy Manual*, 8106 Student Code of Conduct and Procedural Standards and 7065 Employee Conduct and Work Rules.

Rowan College at Gloucester County *Administrative Procedure*, 7041 Substance Abuse.

SECTION TWO

CRIME STATISTICS
FIRE SAFETY REPORT

Rowan College at Gloucester County *Crime Statistic Report 2013 to 2015*

Crime Reporting and Clery Act: Crime Statistics on Campus

Category	Venue	2013	2014	2015
Criminal Homicide: Murder and Non-Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offenses: Rape/Fondling	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offenses: Incest/Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
		2013	2014	2015

Category	Venue	2013	2014	2015
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arrest for: Liquor law violations	On Campus	0	0	0
	Non-Campus	0	0	18
	Public Property	0	0	0
Drug-related Violations	On Campus	0	0	1
	Non-Campus	0	0	5
	Public Property	0	0	0
Weapons Possession	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Larceny/Theft Offenses	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Intimidation Bias/Hate Crime	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	*	0	0
	Non-Campus	*	0	0
	Public Property	*	0	0
Domestic Violence	On Campus	*	0	0
	Non-Campus	*	0	0
	Public Property	*	0	0
Stalking	On Campus	*	0	0
	Non-Campus	*	0	0
	Public Property	*	0	0
* Not required to report in these previous years		2013	2014	2015

Rowan College at Gloucester County

2015 Crime Incidents

Incident #	Date Reported	Date Occurred	Time	Description of Incident	Location	On/Non-Campus	Disposition
2015-015	1/23/2015	1/23/2015	9:23 AM	Theft>\$1,000 .00 (Book/Nook)	Book Store	On Campus	TOT Deptford PD
2015-024	2/04/2015	2/04/2015	10:04 AM	Theft<\$200.00 Book	Instructional Center Ladies Room	On Campus	Closed
2015-034	2/13/2015	2/13/2015	2:45 PM	Theft>\$500.00 Radio	University Center Ladies Room	On Campus	Closed
2015-036	2/18/2015	2/18/2015	1:50 PM	Theft<\$500.00 Glove	Gym Lobby	On Campus	Closed
2015-068	3/24/2015	3/24/2015	6:20 PM	Assault (Security Officer)	Library	On Campus	TOT Deptford PD
2015-188	10/12/2015	10/12/2015	10:00 AM	Harassment	Parking Lot E	On Campus	TOT Sheriff Dept.
2015-205	10/26/2015	10/26/2015	2:48 PM	Drug Overdose	Instructional Center Ladies Room	On Campus	TOT Sheriff Transported to Hospital
Total Incidents: 07							Updated: 08-15-2016

Fire Safety Report

The Office of Safety & Security publishes this fire safety report to instruct the College community on safety practices and procedures.

The report also includes statistics concerning:

- The number of fires
- The cause of each fire
- The number of injuries and death related to fire
- The value of the property damage caused by fire

This information is available for review 24 hours a day on the College website at ***RCGC.edu/security***.

Fire Evacuation Plan

If a fire occurs on campus, you should immediately notify the Office of Safety & Security through a blue light emergency telephone by pressing the blue button or on a campus land-line telephone at extension 4444. Safety & Security personnel will initiate a response by contacting the Gloucester County Emergency Dispatch Center (9-1-1).

All students and employees are required to evacuate the building when the alarm has sounded and proceed slowly to the nearest exit and go directly to a designated assembly point (at least 200 feet away from the building) determined by security or emergency personnel at the time of the incident.

The last individual exiting a room should close the door and proceed to the closet exit away from the danger. If smoke hampers your means of egress, you must find an alternative route or exit on your hands and knees.

Elevators are never to be used to evacuate the building, as smoke will rise into the elevator shaft, placing everyone inside at serious risk. Handicapped individuals should go to the nearest staircase and wait for assistance. Call 856-681-6287.

Safety and Security officers or Deptford Township Fire Department personnel will indicate when the building is safe to re-occupy.

2015 Statistics for On-Campus Facilities Alarms

Building	Cooking	Smoke Odor	Unknown	Other Cause	Fire	Construction	False Fire Alarm	Candle	TOTAL
College Center							3		3
College Services							6		6
Continuing Education Center							1		1
Welcome/Testing Center							4		4
Facilities									0
Fine Arts Center									0
Business & Corporate Center							1		1
Instructional Center							1		1
Library, Learning Resource Center and Bookstore							2		2
Physical Education Center									0
Police Academy									0
Safety & Security									0
Scott Hall							1		1
Student Services							1		1
University Center									0
TOTALS	0	0	0	0	0	0	20	0	20

2014 Statistics for On-Campus Facilities Fires

Building	Injuries relating to fire	Death relating to fire	Value of property damage by fire
College Center	0	0	0
College Services	0	0	0
Continuing Education Center	0	0	0
Early Childhood Center	0	0	0
Facilities	0	0	0
Fine Arts Center	0	0	0
Health Sciences	0	0	0
Instructional Center	0	0	0
Library, Learning Resource Center and Bookstore	0	0	0
Physical Education Center	0	0	0
Police Academy	0	0	0
Safety & Security	0	0	0
Scott Hall	0	0	0
Student Services	0	0	0
University Center	0	0	0
TOTAL	0	0	0

Health and Safety Inspections

The Gloucester County Fire Marshall's Office performs inspections twice a year, once in the Fall and once in the Spring. The inspections are primarily designed to find and eliminate safety violations. The inspections will include, but not limited to: a visual examination of electrical cords, sprinkler heads, smoke detectors and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles, non-surge protected extension cords, halogen lamps, portable cooking appliances in non-cooking areas, etc.) or prohibited activity (e.g., smoking in buildings, tampering with life safety equipment, etc.).

Fire Safety Tips

Fire Drills/Evacuation

- Never assume a false alarm.
- Evacuate the building promptly.
- Know the safest and quickest route out of the building.
- For evacuation routes, see the evacuation map posted in each classroom.
- Always move as quickly and safely as possible.
- Do not use elevators.
- Upon exiting the building, remain approximately 200 feet away from the building.
- Do not re-enter the building until emergency personnel have declared it safe to do so.

Fire Safety Equipment

- Never hang items or cover sprinkler piping or heads.
- Know locations of the nearest alarm pull station and/or emergency blue light telephone.
- Never tamper or cover smoke detectors.

Prevention

- Maintain a clear path through the classroom to the door.
- Never cook in non-designated cooking areas.
- Never use candles.
- Avoid placing extension cords under carpeting.
- Always plug personal items into power strips.
- Avoid using thin wire extension cords.
- Outlet adapters are prohibited.
- Flammable materials and combustion source devices, such as kerosene heaters, are prohibited in. Always keep hallways free of personal items and trash.

SECTION THREE

Distribution of the ASR

WHEN

The ASR is made available on October 1 of each year in accordance with the federal Clery Act.

WHO

The ASR is made available to all current and prospective students as well as all current and prospective employees.

HOW

Current Students and Current Employees

The following message will be sent to each current student and employee announcing the availability of the ASR on the College's portal at:

<http://www.rcgc.edu/Security/Documents/AnnualReports/Annual-Report-2016.pdf>
as well as making hard copies available upon request.

Sample Clery email to potential students, students, potential employees and employees:

The security of all members of the campus community is of vital concern to Rowan College at Gloucester County (RCGC). In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, an Annual Security Report (ASR) containing information regarding campus security programs, recommended personal safety practices, the authority of the campus Safety and Security Officers, campus crime statistics for the most recent three year period and College policies concerning disciplinary procedures, sexual assault harassment, etc. can be found online at:

<http://www.rcgc.edu/Security/Documents/AnnualReports/Annual-Report-2016.pdf>
or a hard copy may be requested from the Office of Safety and Security at 856-681-6287.

Prospective Students and Prospective Employees

The HR office will include a printed version of the above referenced email in each interview folder for those prospective employees interviewed on campus.

The Admissions Office will include the same announcement in their application process for interested applicants (both on-line and hard copy applications).

RCGC Map Overview

Appendix A-1



RCGC Map Overview

Appendix A-2



Main Campus
1400 Tanyard Road

Continuing Education Center
1492 Tanyard Road

College Services
6 Blackwood Barnsboro Road

Sewell, NJ 08080

CAMPUS SECURITY AUTHORITIES

Appendix B, 1 of 8

Collecting Statistics: Authorities and Law Enforcement Agencies



Now that you know all of the categories of crimes, arrests and referrals to disclose and how geography fits into compliance with campus safety and security regulations, you need to know how to obtain reportable statistics associated with that geography. This requirement involves collecting information from individuals and organizations associated with your institution (i.e., campus security authorities or CSAs) about crimes, arrests and referrals that have been reported to them, and requesting crime and arrest statistics from local law enforcement agencies. We'll begin by discussing campus security authorities.

Although every institution wants its campus community to report criminal incidents to law enforcement, we know that this doesn't always happen. Even at institutions with a police department on campus, a student who is the victim of a crime may report it to someone other than the campus police. For example, a victim of a sexual offense may turn to a resident advisor for assistance, or a student whose car was stolen may report the theft to the school's director. For this reason, the *Clery Act* requires all institutions to collect crime reports from a variety of individuals and organizations that are considered to be "campus security authorities" under the law.

Under the *Clery Act*, a crime is "reported" when it is brought to the attention of a campus security authority, the institution's police department or campus safety office, or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives a report, he or she must include it as a crime report using whatever procedure has been specified by your institution.

What you must include, therefore, are statistics based on reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a campus

It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to include the reported crime in your institution's crime statistics.

CAMPUS SECURITY AUTHORITIES (Cont'd)

Appendix B, 2 of 8

Chapter 4. Collecting Statistics: Authorities and Law Enforcement Agencies

Campus security authority
definition citation
34 CFR 668.46(a)

security authority, nor must a finding of guilt or responsibility be made to include the reported crime in your institution's crime statistics.

How to Identify Your Institution's CSAs

"Campus security authority" is a *Clery Act*-specific term that encompasses four groups of individuals and organizations associated with an institution.

- *A campus police department or a campus security department of an institution.* If your institution has a campus police or security department, all individuals who work for that department are campus security authorities. A security department can be as small as one person. (More about this in Chapter 5.)
- *Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).* Include individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).
- *Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.* As mentioned in Chapter 1, your institution must publish a number of safety- and security-related policy statements. (These are discussed in Chapters 7 and 8.) If you direct the campus community to report criminal incidents to anyone or any organization in addition to police or security-related personnel, that individual or organization is a campus security authority.
- *An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.* An

CAMPUS SECURITY AUTHORITIES (Cont'd)

Appendix B, 3 of 8

Chapter 4. Collecting Statistics: Authorities and Law Enforcement Agencies

official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Because official responsibilities and job titles vary significantly on campuses, we are not providing a list of specific job titles. To determine specifically which individuals or organizations are campus security authorities for your institution, consider the function of that individual or office. Look for officials (i.e., not support staff) whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, he or she is a campus security authority. Note that whether or not your institution pays an individual is not a factor in determining whether that individual is a CSA. Be sure to keep your CSA list current so that you do not omit any individual or organization that fits the definition of a CSA.

Examples of individuals (outside of a police or security department) who generally meet the criteria for being campus security authorities include

- a dean of students who oversees student housing, a student center or student extracurricular activities;
- a director of athletics, all athletic coaches (including part-time employees and graduate assistants);
- a faculty advisor to a student group;
- a student resident advisor or assistant;
- a student who monitors access to dormitories or buildings that are owned by recognized student organizations;
- a coordinator of Greek affairs;
- a Title IX coordinator;
- an ombudsperson (including student ombudspersons);
- the director of a campus health or counseling center;
- victim advocates or others who are responsible for providing victims with advocacy services, such as

Be sure to keep your CSA list current so that you do not omit any individual or organization that fits the definition of a CSA.

CAMPUS SECURITY AUTHORITIES (Cont'd)

Appendix B, 4 of 8

Chapter 4. Collecting Statistics: Authorities and Law Enforcement Agencies

assisting with housing relocation, disciplinary action or court cases, etc.;

- members of a sexual assault response team (SART) or other sexual assault advocates; and
- officers from local law enforcement who are contracted by the institution to provide campus safety-related services.

If your institution directs students or employees to report crimes to other individuals, then those individuals are also CSAs. These individuals could include

- physicians in a campus health center;
- counselors, including peer counselors (except for professional or pastoral counselors addressed later in this chapter); and
- health educators, including peer health educators.

Examples of individuals who would not meet the criteria for being campus security authorities include

- a faculty member who does not have any responsibility for student and campus activity beyond the classroom; and
- clerical or cafeteria staff.

The total number of CSAs at your institution depends on the number of individuals or organizations involved in security or that have significant responsibility for student and campus activities, not on the size of your school. Even a small school can have a number of CSAs. For example, your school may have a director, a registrar and a faculty advisor who fit the CSA definition. On the other hand, perhaps only the director fits the definition. If your school does not have security personnel but has one administrator who has all of the responsibility for student and campus activities at the school, that administrator is your only CSA.

Remember, too, that because personnel and job positions can change, someone who is a CSA one year might not be a CSA the following year or vice versa. For example, suppose that you have a computer science instructor who is teaching at

CAMPUS SECURITY AUTHORITIES (Cont'd) Appendix B, 5 of 8

Chapter 4. Collecting Statistics: Authorities and Law Enforcement Agencies

the main campus. She isn't a CSA because she doesn't have any responsibility for student and campus activity beyond the classroom. The following year, this instructor is teaching computer science at one of your institution's **noncampus** locations. Because there aren't any security personnel on site, your institution's security policy identifies this instructor as the person to whom students should report crimes or other emergencies that occur there. This instructor is now a campus security authority. Institutions are advised to reevaluate the CSA status of all employees (including student employees) on at least an annual basis and document the rationale of the determinations.

Please note that, while there may be some overlap, persons considered to be CSAs for *Clery Act* reporting are not necessarily the same as those defined as "responsible employees" for Title IX.

What Does a Campus Security Authority Do?

The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of *Clery Act* crimes that he or she receives. CSAs are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

While there may be some overlap, persons considered to be CSAs for *Clery Act* reporting are not necessarily the same as those defined as "responsible employees" for Title IX.

CAMPUS SECURITY AUTHORITIES (Cont'd)

Appendix B, 6 of 8

*Chapter 4. Collecting Statistics: Authorities and Law Enforcement Agencies***Examples of Collecting Crime Information**

Scenario 1: A resident assistant who has been identified as a CSA is told by a fellow student that she has been raped and is seeking emotional and medical support. The resident assistant should forward the report to the institution's designated official for inclusion in the statistics regardless of whether the victim chooses to file a report with law enforcement or press charges.

Scenario 2: A student mentions to her boyfriend that a number of rooms on her dorm floor were broken into during the previous night's football game. Later that day, her boyfriend tells the athletics director (AD) what he heard. The AD asks which dorm it was and what, if anything else, the boyfriend knows about the incident. The AD should document the information and forward it to the school's campus security department or the institution's designated official for inclusion in the statistics per the school's crime reporting policy.

Scenario 3: Ms. Jones, director of Student Housing at your school, gets a call from the director of a counseling center in town. The caller wants to let the director know that four students from the school sought assistance at the center and told the center's counselors that they had been sexually assaulted on campus and were seeking emotional support. They did not want police investigations. These are third-party reports and Ms. Jones, having no reason to believe that they were not made in good faith, should document all of the information she was given and forward the reports to the person or office responsible for collecting *Clery Act* crime reports at her institution.

Scenario 4: Jane, a resident advisor, is attending a Take Back the Night rally at her school. She attends the event as a participant and is not involved in providing any counseling services. As part of the event's programming, a student gives a speech in which she says that she was raped on campus last year. In response to hearing the speech, three other students decide to address the crowd and disclose their own experiences being sexually assaulted. After the event, Jane returns to her room where a student from her housing facility knocks on her door and tells her that she was sexually assaulted at an on-campus party in another housing facility three months ago. Jane should forward the report of the incident that was reported to her as she was acting in her capacity as an RA for her housing facility. Jane should not report the Sexual Assaults that she heard discussed at the Take Back the Night event.

What Shouldn't a Campus Security Authority Do?

A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement.

CAMPUS SECURITY AUTHORITIES (Cont'd)

Appendix B, 7 of 8

Chapter 4. Collecting Statistics: Authorities and Law Enforcement Agencies

It's also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

Exemption for Pastoral and Professional Counselors

There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not campus security authorities under the *Clergy Act*:

- **Pastoral counselor:** *A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.*
- **Professional counselor:** *A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.*

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors. State licensing requirements for professional counselors typically include completion of a minimum of 3,000 hours of post-master's degree supervised clinical experience, performed within two years before a license is awarded. If an unlicensed counselor has completed his or her master's degree course work, and is acting in the role of a licensed counselor under the supervision of a licensed professional in order to gain the required supervised clinical

Campus security authority
exemptions citation
34 CFR 688.46(a)

CAMPUS SECURITY AUTHORITIES (Cont'd)

Appendix B, 8 of 8

Chapter 4. Collecting Statistics: Authorities and Law Enforcement Agencies

experience in a two-year period, he or she would be exempt from CSA requirements. An example is a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the institution. However, a dean of students who has a professional counselor's license but is employed by the institution only as a dean and not as a counselor, is not exempt from reporting. If that same dean is employed by the institution as both a professional counselor and an academic counselor, and she learns of a criminal incident while she is engaged in academic counseling, she is not exempt from reporting that incident. Note also, that if your institution has an individual with dual roles, one as a professional or pastoral counselor and the other as an official who qualifies as a CSA, and the roles cannot be separated, that individual is considered a campus security authority and is obligated to report *Clery Act* crimes of which they are aware.

An individual who is counseling students and/or employees, but who does not meet the *Clery Act* definition of a pastoral or professional counselor, is not exempt from being a campus security authority if they otherwise have significant responsibility for student and campus activities. This may include a triage nurse at the student health center or crisis intervention staff at the rape crisis clinic at your institution.

In most cases it is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality. CSA reports are used by the institution to compile statistics for *Clery Act* reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (i.e., a timely warning or emergency notification discussed in Chapter 6). However, those responsibilities can usually be met without disclosing personally identifying information.⁴ A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue this action.

⁴ "Personally identifying information" is defined in section 40002(a)(20) of the *Violence Against Women Act of 1994* and is incorporated into the *Clery Act* regulations; therefore, this handbook uses the term "personally identifying information" when discussing *Clery Act* requirements.

Appendix C



ROWAN COLLEGE at GLOUCESTER COUNTY SAFETY AND SECURITY DEPARTMENT



VARIOUS IN-SERVICE TRAINING FOR MEMBERS OF THE OFFICE OF SAFETY AND SECURITY INCLUDES:

CPR/AED/First Aid	Commitment to Safety
Violence in the Workplace	Bloodborne Pathogen Awareness
Emergency Planning	Fire Extinguisher Use
Respect in the Workplace	Sexual Harassment Awareness
Slips, Trips and Falls	Active Shooter
Ear Protection	Supervisor Training
Security Officer Basic Training	Ethics
Minors on Campus	Dealing with Sexual Assaults
Radio Guidelines and Procedures	Crisis Intervention Training
Field Training Program	Incident Command System-100
Stormwater Management	Safety Programs

Definitions of Crimes — The Clery Act

APPENDIX D, 1 of 3

Definitions and Terms: 2013 VAWA Amendments to Clery

Sexual Assault: An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's UCR program.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed

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

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definitions of Crimes — The Clery Act

APPENDIX D, 2 of 3

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

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

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Consent/Consensual: Clear communication given by words or actions that shows an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity.

- Consent is given freely and voluntarily;
- Consent may not be inferred from silence, passivity or when an individual is incapacitated or otherwise prevented from giving consent as a result of impairment due to a mental or physical condition or age.
- No consent exists when there is a threat of force or psychological violence.
- Consent may be given initially, and it may be withdrawn at any point without regard to activity preceding the withdrawal of consent.

The voluntary nature of consent will be subject to heightened scrutiny in circumstances in which a person engages in a sexual relationship with a person over whom he/she has any power or authority within the College.

Criminal Homicide:

Murder and Non-negligent Manslaughter — The willful, non-negligent, killing of one human being by another.

Negligent Manslaughter — The killing of another person through gross negligence.

Robbery — The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Definitions of Crimes — The Clery Act**APPENDIX D, 3 of 3**

Aggravated Assault — The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Burglary — The unlawful entry into a building or other structure with the intent to commit a felony.

Motor Vehicle Theft — The theft of a motor vehicle.

Arson — To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire and incendiary device.

Hate Crimes — Hate crimes are not separate, distinct crimes, but rather traditional offenses, including criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson, plus larceny-theft, simple assault, intimidation and destruction, damage or vandalism of property that is motivated, in whole or in part, by the offender's bias against a race, gender, religion, national origin, sexual orientation gender identify ethnicity, or disability.

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

Simple Assault — An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bone(s), loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation — To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack,

Destruction, Damage, Vandalism of Property — To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or other person having custody or control over it.

Illegal Weapons Possession — The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug/Narcotic Violations — The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Liquor Law Violations — The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages.

Emergency Procedures Quick Reference

Appendix E

Emergency Procedures Quick Reference



Rowan College
at GLOUCESTER COUNTY
1400 Tanyard Road, Sewell, NJ 08080
RCGC.edu

RCGC Security

- Use an Emergency phone or Dial extension 4444 from any campus phone
- Dial direct 856-681-6287
- **Call Emergency 9-1-1**
- Follow directions given over the Public Address system



Building Evacuation

- Exit the building during a fire alarm
- Take personal belongings
- Evacuate using the nearest unobstructed exit
- Close doors behind you
- Do not use elevators
- Move 300 feet away from building
- Do not re-enter building until authorized by emergency personnel

Persons with disabilities on upper floors:

- Move to stair tower. Call Security or 9-1-1 and identify location

Fire

- Activate the nearest Fire Pull Station
- Call Security
- Inform others
- Follow building evacuation guidelines

Suspicious Object/Package

- Do not touch or disturb the object or package
- Move to a safe distance, **then** call Security
- If possible, keep others away from object
- Prepare to evacuate

To Report a Suspicious Person/Crime

- Call Security or use any Emergency Phone
- If you witness a crime call Police and Security immediately
- **Do not ignore the behavior or delay the call**
- Be attentive; identify everything known about the situation
- Do not hang up until told to by call taker
- Take only actions necessary for self defense
- If safe, stay where you are until help arrives

Active Shooter

- If possible, exit the building to a safe area
- Call 9-1-1, then Security

If you cannot exit the building:

- Go to the nearest lockable room
- Close door, lock or block door, stay out of sight
- Turn off lights and silence cellphones

Disruptive/Violent Behavior

- Call 9-1-1 first, then Security
- Stay calm
- Do not confront the person or block their exit
- Leave if danger is imminent

Severe Weather

- If possible, move to lowest level hallways or take cover under desk
- If safe to do so, secure vital equipment and files
- Shut off electronic equipment
- Stay away from windows
- Call Security to report injuries or damage

Medical Emergencies

- Call 9-1-1, then Security
- If properly trained, provide first aid
- Assure the injured person help is on the way
- Do not attempt to move an injured person unless necessary to prevent further injury

Crisis Intervention (Person in Emotional Crisis)

- Contact the Center for Counseling and Wellness Services at 856-464-5236 or Security at 856-681-6287
- For non-emergencies, escort the student to the College Center, Counseling and Wellness Services in room 206
- If the student refuses and there is a safety concern, contact Security or 9-1-1

Sexual Assault — (Report to Title IX Officer)

- Victims of sexual assault: **Get to a safe place**
- All sexual assaults are crimes — you should call Security and Police. **Seek medical attention** whether you make a report or not
- Before police arrive, do not shower, drink, eat or change clothes. If you are there to help, provide reassurance but refrain from touching the victim before emergency personnel arrive (**see reverse side for Reporting Allegations of Sexual Assault and Resource Referrals**)

Power Outage

- Call Security
- Move **cautiously** to lighted area

If people are trapped in elevator:

- Call Security, stay calm, use emergency phone
- Do not attempt to exit elevator without assistance from emergency services

Chemical Hazards

- Call 9-1-1
- Do not touch substance or inhale fumes
- Move to a clear area and keep others away
- Isolate contaminated persons

If you or someone else contacts a suspicious chemical/substance:

- Remove contaminated clothing and seek medical attention

Gas Leaks

- Evacuate the area
- Call 9-1-1
- Do not touch the fire alarm, light switches or electrical equipment

For Emergency Announcements:
RCGC.edu
Call 856-468-5000
Tune to KYW-TV News (CBS 3) or
KYW-News Radio 1060 AM

For Emergencies call 9-1-1

Facilities/Maintenance Problems: (Heat, A/C, plumbing, etc.) Call 856-415-2201 or ext. 6370 or 2231. After 4:30 pm or weekends call Security at 856-681-6287.

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Reporting Sexual Assault and Resource Referrals

APPENDIX F-1

Reporting Allegations of Sexual Assault and Resource Referrals <i>(Revised: 8/2016)</i> There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.		
Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Local Law Enforcement	Gloucester County Sheriff's Office	856-681-2200
	Deptford Twp. Police Dept.	856-845-6440
	Gloucester County Prosecutor's Office	856-384-5500
Non-Confidential Reporting Campus Security Authorities and 9-1-1	Campus Security and/or 9-1-1 Gloucester County	Blue Light Emergency Phones around campus
	Campus Security	ext. 4444 from any campus desk phone
		856-681-6287 from any non-campus phone
Non-Confidential On-Campus Reporting Support Service	Almarie Jones AA/Title IX Officer, Executive Director Diversity and Equity	856-415-2154 College Center, First Floor ajones@rcgc.edu
	Cheryl L. McBride Director, Student Affairs	856-468-5000, ext. 6456 Student Services Building cmcbrid2@rcgc.edu
Non-Confidential Reporting	All students and employees are encouraged to report alleged crimes on campus. All employees are obligated by federal law to report crimes that pose an ongoing threat to the community to the Office of Safety and Security or to Deptford Police.	
Confidential On-Campus Counseling and Support Services	Center for Counseling and Wellness Services (CWS) Lois Y. Lawson-Briddell Ph.D., MSW, LSW, Director Shannon T. White MSW, LCSW, Clinical Consultant William Leonard Ph.D., Intervention Teams Consultant	College Center, room 206 856-415-2243 llawsonb@rcgc.edu 856-468-5000, ext. 6767 swhite19@rcgc.edu College Center, STEM Division Offices 856-415-2119 • bleonard@rcgc.edu
Confidential On-Campus Support Services	Jeanne LaBuz, Director, The Center for People in Transition (PIT)	856-415-2264 College Center (Lower Mezzanine) jlabuz@rcgc.edu
Confidential Off-Campus Full-Service Support	Services Empowering Rights of Victims (SERV)	1-866-295-SERV (7398) https://centerffs.org/serv

CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS **APPENDIX F-2**, 1 of 2

(Pursuant to NJSA 18A, Chapter 61E)

Revised as of 11/18/04

INTRODUCTION

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the college community in achieving these ends. The boundaries of personal freedom are limited to applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance. The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

BILL OF RIGHTS

The following Rights shall be accorded to victims of sexual assault that occur:

- on the campus of any public or independent institution of higher education in the state of New Jersey, and
- where the victim or alleged perpetrator is a student at that institution, and/or
- when the victim is a student involved in an off-campus sexual assault

HUMAN DIGNITY RIGHTS

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any pressure from campus personnel to:
 - ◊ report crimes if the victim does not wish to do so
 - ◊ report crimes as lesser offenses than the victim perceives the crime to be
 - ◊ refrain from reporting crimes
 - ◊ refrain from reporting crimes to avoid unwanted personal publicity.

RIGHTS TO RESOURCES ON AND OFF CAMPUS

- To be notified of existing campus and community based medical, Counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
- To be informed of and assisted in exercising:
 - ◊ any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
 - ◊ any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS APPENDIX F-2, 2 of 2

CAMPUS JUDICIAL RIGHTS

- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

LEGAL RIGHTS

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.
- To be free from any suggestion that victims were contributory negligent or assumed the risk of being assaulted.

CAMPUS INTERVENTION RIGHTS

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

STATUTORY MANDATES

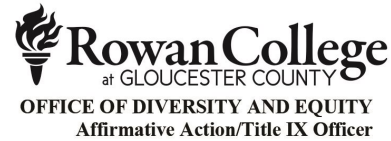
Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required to implement the Bill of Rights and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.

Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Title IX Complaint Form, page 1

APPENDIX G, 1 of 2



COMPLAINT FORM

Name of Complainant: _____ A _____

Street Address: _____

City and State: _____ ZIP Code: _____

Phone: _____ Email: _____

Status: _____ Student _____ Employee _____ Other (Please specify) _____

Name of the person(s) you are filing the complaint against:

Complaint Summary: (Please use additional sheets to provide specific details)

Date(s) of Incident(s): _____

Location(s) of Incident(s): _____

Summary of Complaint:

Please check one:

____ I understand that this is a formal complaint form that will initiate an investigation into my allegations. It is a confidential process based on need to know.

____ I do not want a formal investigation into my allegations and want the incident kept as a private, confidential matter.

(Signature Required)_____
(Date)

Rowan College at Gloucester County reserves the right to proceed with an investigation without a formal complaint if it deems necessary. This decision will be made on a case-by-case basis.

Title IX Complaint Form, page 2

APPENDIX G, 2 of 2

Complaint Summary: *(continued)*

List the names of all known or potential witnesses:

How would you like to see this situation resolved?

Have you informed any other college employee in another department about your complaint? If yes, please identify the individual(s).

Return this form to:**Almarie J. Jones, Executive Director, Diversity and Equity****Affirmative Action/Title IX Officer****Phone: 856-415-2154****Email: ajones@rcgc.edu****For Use by the Title IX Officer Only****Type of Complaint**

☐ Bullying/Intimidation ☐ Discrimination ☐ Harassment ☐ Retaliation
☐ Sexual Misconduct ☐ Stalking

Basis of the Complaint

☐ Race/Color ☐ Creed ☐ Ancestry ☐ Age ☐ Gender
☐ Marital Status ☐ Familial Status ☐ Religion ☐ Affectional or Sexual Orientation
☐ Atypical heredity cellular or blood trait ☐ Disability ☐ Genetic information
☐ Liability for Service in the US Armed Forces ☐ Other: *(Please specify)* _____

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Revised: 11-20-2015

Diversity and Equity • 1400 Tanyard Road, Sewell, NJ 08080 • 856-468-5000 • **RCGC.edu**

CAMPUS SECURITY AUTHORITY**APPENDIX H, 1 of 4****AUTHORITY REPORT**

Name of CSA: _____

Title/Position Description: _____

Date that incident occurred (mm/dd/yyyy): _____

*If multiple incidents were reported or if the date the incident occurred is unknown, please note below:***Reporting Person Contact Information**

Reported By: The Victim <input type="checkbox"/> A Third Party <input type="checkbox"/>	
First Name:	Last Name:
Phone Number:	Email Address:
If a third party reported the crime to you, please enter the relationship of the third party to the victim: _____	

Agency Notified*If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.*

Agency: _____

Does the victim want the incident reported to law enforcement? Yes ☐ No ☐

Incident Category

APPENDIX H, 2 of 4

Homicide: Murder and Non-negligent Manslaughter	<input type="checkbox"/>	Sex Offenses: Rape/Sexual Assault, Fondling, Incest and Statutory Rape	<input type="checkbox"/>	
Dating Violence	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>	
Robbery	<input type="checkbox"/>	Stalking	<input type="checkbox"/>	
Aggravated Assault	<input type="checkbox"/>	Burglary	<input type="checkbox"/>	
Motor Vehicle Theft	<input type="checkbox"/>	Arson	<input type="checkbox"/>	
Hate Crime: Criminal offense committed against a person or property, that is motivated in whole or in part, by the offender's bias. Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of property are included in Clery crime statistics <u>if</u> they are hate crimes.			<input type="checkbox"/>	
Arrest for Liquor Law Violation	<input type="checkbox"/>	Referral for Liquor Law Violation	<input type="checkbox"/>	
Arrest for Drug Law Violation	<input type="checkbox"/>	Referral for Drug Law Violation	<input type="checkbox"/>	
Arrest for Weapons Law Violation	<input type="checkbox"/>	Referral for Weapons Law Violation	<input type="checkbox"/>	
If the crime was not listed above, please enter the type of incident:				

Is there any evidence that this crime was motivated by bias? Yes ☐ No ☐

If yes, please choose any/all categories of prejudice that apply.

Race ☐ Ethnicity ☐ Disability ☐ Gender Identity ☐
 Gender ☐ Religion ☐ National Origin ☐ Sexual Orientation ☐

Please send completed form to:
 Joseph Getsinger, Executive Director, Safety and Security
jgetsing@rcgc.edu ~ 856.681.6209

Crime Definitions

APPENDIX H, 3 of 4

Sex Offenses:	Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
Rape	The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
Fondling	The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
Incest	Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape	Sexual intercourse with a person who is under the statutory age of consent.
Domestic Violence	A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; or by a person with whom the victim shares a child in common; or a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner; or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred.
Dating Violence	Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
Stalking	Engaging in a course of conduct directed at a specific purpose that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
Homicide	Murder/non-negligent manslaughter: the willful (non-negligent) killing of one human being by another Negligent Manslaughter: the killing of another person through gross negligence.
Robbery	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.

Please send completed form to:
Joseph Getsinger, Executive Director, Safety and Security
jgetsing@rcgc.edu ~ 856.681.6209

APPENDIX H, 4 of 4

Aggravated Assault	Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
Burglary	The unlawful entering of a structure to commit a felony or a theft.
Motor Vehicle Theft	The theft or attempted theft of a motor vehicle.
Arson	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.
Hate Crime	Criminal offense committed against a person or property that is motivated in whole or in part by the offender's bias. Larceny-Theft, Simple Assault, Intimidation and Destruction/ Damage/Vandalism of property are included in Clery crime statistics if they are hate crimes.
Liquor Law Violation Arrest/Referral	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
Drug Law Violation Arrest/Referral	The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.
Illegal Weapons Possession Arrest/ Referral	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Please send completed form to:
Joseph Getsinger, Executive Director, Safety and Security
jgetsing@rcgc.edu ~ 856.681.6209

APPENDIX H-2

Campus Security Authority (CSA) — Nothing to Report

Name of CSA: _____

Please Print

CSA Title/Position Description: _____

I understand that I have an obligation to all crimes on campus that I may be aware of, witnessed or were reported to me. I have reviewed the list of crimes below and confirm that I have no knowledge of any crime occurring on campus since January 1, 2012.

Signature of Campus Security Authority

Date Signed

*Please send completed form to:
Joseph Getsinger, Executive Director, Safety and Security
jgetsing@rcgc.edu ~ 856.681.6209*



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