Annual Security and Fire Safety Report

January 1, 2014 – December 31, 2014

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
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Preface

This report contains both the Annual Security and Fire Safety Report for the Jersey City and Englewood Cliffs campuses of Saint Peter’s University. It has been produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act or Campus Security Act), codified at 20 U.S.C. 1092(f) as part of the Higher Education Act of 1965 (HEA).

This report is distributed annually via Internet to all Saint Peter’s University students and employees. A hard copy report is made available to all prospective students and employees upon request.

Further information about Saint Peter’s University, regulations, fire safety and security services is available in the student handbook and online at:

Welcome from the Department of Campus Safety

On behalf of the Department of Campus Safety, welcome to Saint Peter’s University. We hope you find this report a helpful resource in regard to your safety and security on our campuses. Our University community recognizes that safety is everyone’s responsibility. We appreciate the opportunity to share with you information regarding Campus Safety policies, programs, and services, as well as campus crime statistics for the past three calendar years. Providing the Saint Peter’s University community with a safe and secure campus conducive to learning is of the utmost importance and is the primary goal of the Department of Campus Safety.

Our Department is responsible for the protection of life and property, the enforcement of University policies, the prevention and detection of on-campus crimes and other violations, emergency response management, and other safety services.

The safety and security of Saint Peter’s University is a mission shared by all who live, work and study here. The Campus Safety Department and the University will strive to provide our community with a safe and secure learning environment. Crime prevention and awareness play a vital role in this educational mission. By creating a trusting partnership with our community, we share the responsibility of safety and security with each other. Through an established partnership with the Jersey City Police Department and the Englewood Cliffs Police Department we strive to provide superior service to keep our campuses safe and secure.

This report will provide important information to keep you informed of the policies and procedures that will assist us in maintaining a safe and secure environment for all of our students, faculty and staff at Saint Peter’s University.

This annual security report focuses the Jersey City campus located at 2641 John F. Kennedy Blvd. Jersey City, New Jersey and our Englewood Cliffs Campus, located on Hudson Terrace, Englewood Cliffs, New Jersey.

If you have questions, or would like further information about safety and security at Saint Peter’s University, please contact the Department of Campus Safety at 201-761-7400.

Thank you for taking the time to review this report.

Sincerely,

Scott F. Torre, Director
Department of Campus Safety
Annual Campus Safety and Fire Report
Saint Peter's University Department of Campus Safety

Mission Statement:

The mission of the Saint Peter’s University Department of Campus Safety, is to provide a safe and secure environment to enhance the overall educational excellence of this University. This will be accomplished through an established partnership with the students, faculty and staff of this diverse institution. Campus Safety will strive to protect, serve and work within an organizational culture that will foster trust, mutual respect, and cooperation with the community we serve.

About the Department of Campus Safety

The Saint Peter’s University Department of Campus Safety protects and serves the Saint Peter’s University community 24 hours a day, 365 days a year. The department is responsible for a number of campus safety and security programs, including Emergency Management, Community Safety and Security, Education, and physical security, including security technology, behavioral threat assessment, and special event management.

The department consists of a Director, Assistant Director and two shift managers, all of which are retired law enforcement professionals, an Operations Manager and 65 contracted Security Officers. The department is responsible for vehicle and crowd control during special events, security services, residence hall security, parking enforcement and proactive bicycle and walking patrols. All Security Officers are certified by the NJ State Police in SORA, the Security Officer Registration Act.. Officers are also trained in First Aid, CPR and AED (Automated External Defibrillator), emergency response, effective supervision and customer service.

Preparation of the Annual Report:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Department of Campus Safety is responsible for collection, reporting, and dissemination of the annual crime statistics from the local police agencies and Campus Safety Authorities. Preparation requires a compilation of crimes and incidents reported throughout the previous calendar year. The crimes and incidents are tabulated primarily from the Campus Safety Incident Management System, and verified by the Jersey City and Englewood Cliffs Police Departments. They also include statistics provided by the Office of Student Life and Development in conjunction with the Dean of Students. Once completed, the Annual Report is published and made available on our website. Printed copies of the report can also be requested from the Department of Campus Safety office located at 2641 John F. Kennedy Blvd. Jersey City, NJ 07306.
Security and Access to Campus Facilities and Residence Halls:

The Department of Campus Safety provides security services to the Jersey City campus. This includes officers on fixed posts at many strategic locations, in addition to roving bicycle, walking patrols and motorized patrols. Additionally, several parking facilities are protected and monitored by Campus Safety Officers assigned.

Residence Halls are staffed by Campus Safety Officers around the clock at most locations. The Officer’s primary duties are to verify the identity of occupants entering and leaving the buildings and assuring a safe environment. Providing physical security at entrances to residence halls further enhances our One-Card proximity card access. All residents, their guests, and authorized members of the University community are permitted access to the residence halls though an established procedure. Guests are permitted only after producing valid photo ID, which is left with the Campus Safety Officer. All guests are required to remain with their host while on the campus. Guests are required to leave the campus by 2:00 am. University members must accompany their guest at all times while on campus. University members are responsible for the actions of their guests, including behavior and violations. Campus Safety Officers work in conjunction with residence life assistants and Community Directors to ensure the safety and security of all residence halls.

The University provides an effective structure for the protection of students in residence halls. The elements of this system include:

- Security personnel
- Door peepholes
- Locked entrance doors
- Available information about steps students can take to maintain their safety
- Requirement that residents show identification and use proximity card (ID Card) for entry
- Requirement that students escort their guests at all times
- Required programming efforts in areas of safety and security

The University places restrictions on guests, building access, and actions that may have a detrimental effect on our student security. Such restrictions include:

- Building entrance only through designated areas
- Prohibition on assisting others to gain unauthorized entry
- Prohibition on propping open doors
- Security procedures at security checkpoints
- Prohibitions on duplicating or giving a room key to another person
- Prohibition on any activity that would endanger the safety of others
If a student is found in violation of any of the above restrictions, the University may impose sanctions or fines on the student.

**Reporting Crime and other incidents**

The University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire University Community that you immediately report all incidents so that the Campus Safety can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or emergency notification.

We encourage all members of the University community to report all crimes and other emergencies to the Department of campus Safety in a timely manner. Campus Safety Dispatch is available by phone at (201) 761-7400 or in person twenty-four hours a day at Saint Peter Hall, first floor. Although many resources are available, Campus Safety strongly encourage all crimes be reported, whether or not an investigation continues, to assure the University can assess any and all security concerns and inform the community if there are any significant threats to the University community.

All reported criminal incidents within our jurisdiction are investigated by the Department of Campus Safety in conjunction with the local police departments at our campuses. The Department of Campus Safety maintains a cooperative relationship with the Jersey City Police and Englewood Cliffs Police Departments. This includes Mutual Link, interoperability system. Members of the campus community are encouraged to call 911 simultaneously while contacting Campus Safety if the situation may require an emergency response from police, fire or EMS.

**Monitoring and Recording Criminal Activity at Off-Campus Locations:**

Saint Peter’s University works closely with local law enforcement agencies in regard to crime and incidents occurring at off campus locations and involving our students. Any findings of student misconduct are handled by the Dean of Students Office through our code of conduct policies. This University Code of Conduct Policy may apply to any students’ conduct that occurs on University property, at University sponsored activities, and also off-campus conduct that adversely affects the University community or the pursuit of its objectives, including, but not limited to, any off-campus conduct that constitutes a violation of any law or municipal ordinance or any off campus conduct that poses a threat to the health, safety or welfare of any members of the University community or any residents of the neighboring communities.
Daily Crime Log:
The Department of Campus Safety maintains a written, easily understood Daily Crime Log as required by the Campus Security Act. The Daily Crime Log records all crimes that occurred on campus or within the University Clery boundaries. The log includes the date, time, general location and nature of each crime reported to the Department, as well as the disposition of the complaint if known at the time the log is written. Saint Peter’s University Daily Crime Log is available for public inspection. Any portion of the Daily Crime Log older than 60 days will be made available within two business days of a request.

Missing Student Policy
If a member of the University community has reason to believe that a resident student is missing, they should immediately notify the Department of Campus Safety at (201) 761-7400. Campus Safety will generate a Missing Person’s report and initiate an investigation. Immediate investigative steps will include interviewing roommates and friends, checking card access, reviewing CCTV footage, speaking with residence life and checking with the Dean of Students for class attendance and/or suspensions. Once it has been determined that the resident student has been missing for 24 hours, Jersey City Police Department will be notified as well as the students emergency contacts. Campus Safety will check with Enrollment Services to determine if the student had registered a confidential emergency contact first. If the resident student is under 18 years of age and not emancipated, Campus Safety will notify the student’s parent(s) or guardian.

Sexual Misconduct Policy:
The Department of Campus Safety office encourages all University members who feel they have been a victim of any sexual assault or related crime, to report the crime immediately to Campus Safety.

Sexual assault concerns or actual incidents that are reported to Campus Safety will be investigated and upon consent of the victim may be transferred to the Hudson County Prosecutor’s Office Special Victims Unit for follow up investigation. The SVU is comprised of specially trained officers, who deal solely with sexual offenses and are skilled and compassionate in dealing with these difficult matters.

Saint Peter’s University recognizes the rights of our students to participate in a community that is conducive to learning and personal growth. In order to achieve this goal, the campus needs to be one in which students feel safe and secure in their surroundings. Below is an excerpt from the Sexual Misconduct Policy.
Acts of sexual assault or other sexual offenses pose a serious threat to the spirit of community, and as such, Saint Peter’s University prohibits all forms of sexual offenses and reaffirms the principle that its’ students, faculty and staff shall be free from sexual discrimination, including sexual harassment and any other form of sexual misconduct.

**Sexual Assault** of any kind will not be tolerated. Sexual Assault is a criminal offense pursuant to New Jersey Criminal Code, N.J.S.A. 2C:14-2., which states: **Sexual Assault** is any nonconsensual, unwanted, coerced, forced or threatened sexual contact and/or sexual intercourse or coerced touching by the victim of another person’s private areas, either directly or through clothing.

It is also a criminal offense to have sexual contact with a person who is physically or mentally incapacitated or intoxicated on drugs, alcohol, or other intoxicating substances.

This statute also addresses **Criminal Sexual Contact**, which is described as “any contact with the intimate parts of another for the purpose of sexual gratification or for the purpose of degrading or humiliating the person.”

Sexual conduct policies are presented to students at student orientations.

**Sexual Offenses, Domestic Violence, Dating Violence and Stalking:**

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), which was signed into law Mach 7, 2013, Saint Peter’s University prohibits and strictly enforces all cases of Domestic Violence, Dating Violence, Sexual Assault and Stalking. University staff will strictly adhere to all laws and regulations to protect our campus community from these violent threats.

Saint Peter’s University, in addition to the Clery Act requirements regarding annual reporting of crime statistics for various offenses, under the new provisions of VAWA have included Domestic Violence, Dating Violence, and Stalking to the categories that, if the incident was reported to a Campus Safety Authority or local police agency, will be reported under the Clery Act.

**These offenses are defined as:**

- **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 the domestic or family violence laws.

- **Dating Violence:** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
• **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 substantial emotional distress.

This report has also added “national origin” and “gender identity” to the hate crimes categories involving intentional selection of a victim based upon actual or perceived characteristics, which will be reported under the Clery Act.

**The Complete Sexual Misconduct Policy** can be found in Appendix A of this report or online at: [http://www.saintpeters.edu/dean-of-students/sexual-misconduct/](http://www.saintpeters.edu/dean-of-students/sexual-misconduct/)
Definitions as updated in the FBI Uniform Crime Reporting Systems:

- **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 (except Statutory Rape):** The carnal knowledge of a person, 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 or physical incapacity.

- **Sodomy:** Oral or anal sexual intercourse with another person, 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 or physical incapacity.

- **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.

- **Fondling:** The touching of the 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 or physical incapacity.

- **Incest:** Non forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited.

- **Statutory Rape:** Non forcible sexual intercourse with a person who is under the statutory age of consent. This offense will be reclassified as Rape, if the offender used or threatened the use of force or the victim was incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Reporting to Other Campus Security Authorities:

While the University encourages all campus community members to promptly report all crimes and other emergencies directly to the Department of Campus Safety at (201) 761-7400, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities (CSA).” The act defines these individuals as “officials of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”
While the University has identified numerous CSAs on our campuses, we officially designate the following offices as places where campus community members should report crimes:

**Department of Campus Safety**  
Saint Peter Hall  
2652 Kennedy Blvd  
(201) 761-7400

**Student Life and Development**  
MacMahon Student Center, 5th floor  
(201) 761-7360

**Dean of Students**  
MacMahon Student Center, 5th floor  
(201) 761-7360

**Office of Residence Life**  
MacMahon Student Center, 5th floor  
(201) 761-7360

**Office of the Athletics Director**  
Yanitelli Recreation Center, Mezzanine Level  
(201) 761-7300

**Office of the Human Resources Director**  
Loyo Hall, 2nd Floor  
121 Glenwood Avenue  
(201) 761-6370

**Health Services**  
Saint Peter Hall  
2652 Kennedy Blvd  
(201) 761-7445

**Pastoral and Professional Mental Health Counselors**  
According to the Clery Act, pastoral and professional mental health counselors who are appropriately credentialed and hired by the University to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the University encourages pastoral and professional mental health counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.
Timely Warning Reports:

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a “serious or ongoing threat” to members of the community, the Campus safety Department issues “Timely Warnings.” The University may issue a Timely Warning for the following crimes: arson; aggravated assault; criminal homicide; domestic violence, dating violence, robbery; burglary, sexual assault, hate crimes; and stalking.

Campus Safety will distribute these warnings through a variety of ways. The University has the ability to send text message alerts to those who register their cell phone numbers. This emergency text messaging system delivers a three pronged message when activated. The three prongs are voicemail, email, and text messages to cellular phones. This system is a critical component of our emergency notifications system, in that it is capable of sending critical emergency notifications to all registered recipients, even in the event of a power outage when use of computers, email and voicemail are not possible. Other notification options include an email blast to the campus community from Campus Safety; posting on the Campus Safety webpage of the University web site; social media, or posting on University monitors throughout the campus.

The text messaging system can be a very effective way to send important information to the campus community. The purpose of a Timely Warning is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents.

The University will issue Timely Warnings whenever the following criteria are met:

- a crime is reported;
- the perpetrator has not been apprehended;
- and there is a substantial risk to the safety of other members of the campus community because of this crime.

The University may also issue a Timely Warning in other circumstances, as outlined above. The Director of Campus Safety will generally make the determination, in consultation with other University offices, if a Timely Warning is required. However, in emergency situations, any Campus Safety Administrator may authorize a Timely Warning. For incidents involving off-campus crimes, the University may issue a Timely Warning if the crime occurred in a location used and frequented by the University population.

Emergency Notifications System

Saint Peter’s University utilizes an Emergency Text Messaging System to alert our Campus Community in the event of an emergency or dangerous situation on campus. University Security Alerts are text messages sent to the cell phones of students, faculty and staff that have elected to receive notices of imminent threats to public safety on or near campus. Register your cell phone number using the link below.
Link to sign up for Emergency Notifications: http://www.saintpeters.edu/campus-safety/alerts/

You will need to know your SPIRIT ID number.

Within a day or so of signing up you will receive an automated text message from the system asking you to confirm your enrollment. **You will need to reply to this text message with “Y” in order to receive future text message alerts.**

**Emergency Operations Plan:**

The Department of Campus Safety develops and updates the University Emergency Operations Plan. This plan provides an operational template for the University to use as a guide to prepare for, respond to, and recover from incidents and/or hazards that disrupt normal University operations. The emergency organizational structure used within this plan is consistent with the federally mandated National Incident Management System (NIMS) and the Incident Command System (ICS).

**Purpose of the Plan**

The purpose of the University Emergency Operations Plan is to identify and respond to emergency incidents by outlining the duties and responsibilities of the University and their employees. The implementation of the EOP empowers employees to act quickly and knowledgably during an incident. The plan ensures employees are aware of their roles and responsibilities before, during, and after an incident. The plan also provides other community members with assurances that the University has established guidelines and procedures in place to respond to incidents in an efficient and effective manner.

The guidelines and procedures for dealing with incidents involving the University are defined in this plan. The basic plan and its functional and hazard specific annexes have been created to provide for an organized, systematic method to mitigate/prevent, prepare for, respond to, and recover from incidents. University faculty and staff receive training in regard to this plan, which enables them to effectively assess the seriousness of an incident, and then respond appropriately utilizing these established procedures and guidelines.

Saint Peter’s University has developed and instituted this EOP in order to ensure preparedness as well as comply with existing local, State and Federal Guidelines. The content, listed procedures and guidelines within the plan are based on guidelines and recommendations found within the State of New Jersey School Safety and Security Plans: Minimum Requirements (N.J.A.C. 6A:16-5.1, dated August 2011), the New Jersey School Security Task Force Report and Recommendations, dated July 2015 as well as best professional practices and recommendations from the Office of Homeland Security and Preparedness.
The Objectives of the Emergency Operations Plan

- Protect the safety and welfare of students, staff, and visitors
- Provide for a safe and coordinated response to emergencies
- Protect property and facilities
- Restore normal conditions both quickly and efficiently
- Provide for a coordinated effort between the University and responding Emergency Personnel.

Emergency Call Boxes:
The University has 19 Emergency Call Boxes located throughout our Jersey City Campus. These call boxes are strategically placed around campus to provide an additional layer of safety and security to our community. To utilize these call boxes is simple and only requires the user to push the button which opens a direct link to the Campus Safety Dispatch. These boxes may be used to request help, report dangerous situations, suspicious persons or items, requesting “walk with” escorts on campus, and all other notifications in regard to safety on our campus.

Crime Prevention, Education and Awareness:
Crime prevention is a high priority for the Department of Campus Safety and the University. Utilizing physical security with our well trained officers, CCTV Cameras, Proximity Card Access, and alarm systems the department proactively establishes the target hardening strategies to keep our campuses safe. We also encourage our community members to be aware of their surroundings, both on and off campus, and to take responsibility for their own safety and that of others.

Toward that end, the Department participates in many crime prevention and educational programs. They include the following:

1. **Critical Infrastructure and Vulnerability Assessments:** The Department routinely conducts security surveys and vulnerability assessments to identify areas of campus that may present risks to the safety of the University community. The Department works with appropriate offices, including Facilities Management, in addressing concerns.

2. **Walk With Service:** Upon request by calling (201) 761-7400, trained officers will escort students and/or other community members free of charge when they are visiting another building or returning from off-campus events late at night. These services are provided by foot patrol, bike patrol or in a Campus Safety vehicle when available.

3. **New Student Orientation:** Campus Safety officers meet with new students and their parents during orientation to provide an overview of the Department’s programs and services and basic safety tips.
4. **Resident Assistant Training:** Campus Safety in cooperation with Student Life and Development provides training on procedures and responsibilities as they relate to programs and services, as well as fire safety and other basic safety tips.

5. **Defensive Driving Classes:** Defensive Driving classes are offered several times throughout the school year. These classes are open to all students and staff. Upon completion, students and staff are then permitted to drive university vehicles upon requests. They will also qualify for a discount on their car insurance.

6. **Crime Prevention Safety Tips:** Crime prevention tips and safety recommendations can be found on the Campus Safety webpage.

**Training:** Saint Peter’s University provides training to students and employees that addresses “primary prevention and awareness”. These training programs promote awareness of Rape, Acquaintance Rape, Domestic Violence, Dating Violence, Sexual Assault and Stalking. The University is committed to preventing sexual misconduct and educating its faculty, staff, and students about sexual misconduct. Each academic year, new faculty receive information about sexual misconduct during the new faculty orientation. Staff attend an emergency protocol presentation. New students receive sexual misconduct information through presentations given during new student orientation. Parents who attend parent orientation will likewise have the opportunity to attend a presentation addressing sexual misconduct. Residents Assistants are given special training on sexual misconduct, bystander intervention, resources, and other items covered in the Sexual Misconduct Policy during RA training. All students are required to complete the Campus Clarity’s “Think About It” online module related to alcohol, drug, and sexual misconduct prevention and sanctions. The Title IX Coordinator, Deputy Title IX Coordinator, Campus Security Authorities, Dean of Students, and other responsible employees also receive annual training.

See Prevention and Education online at: [Sexual Misconduct Policy](#) for additional information.
Campus Sexual Assault Victim’s Bill of Rights

All victims shall have all the rights described in the Campus Sexual Assault Victims Bill of Rights, adopted by the State of NJ Commission of Higher Education. The “Campus Sexual Assault Victims’ Bill of Rights of 1992, exist as part of the campus reporting requirements, commonly known as the Jeanne Clery Act.

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 the university community in achieving these ends.

The boundaries of personal freedom are limited by 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.

CAMPUS SEXUAL ASSAULT VICTIM’S BILL OF RIGHTS

The following rights shall be afforded 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 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 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 crime.
  - 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 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.

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 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 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.

Sex Offender Registration Policy:

A list of registered sex offenders provided by the New Jersey State Police in compliance with Megan’s Law is regularly provided, updated and maintained by the Director of Campus Safety.

To review the: [New Jersey State Police Sexual Offender Registry](#).

The Judicial Process:

Saint Peter’s University takes pride in our Catholic Jesuit educational mission of fostering a learning environment that is conducive to developing our students as a “whole person”. As part of this mission, students are expected to uphold and abide by certain standards of conduct as described in the [Student Code of Conduct](#). These policies clearly define a set of values and principles to be adhered to by our community and describe the Judicial Process and the disciplinary procedures of this University.

The Judicial Process provides for a written notice of specific charges in the alleged violation of the Student Code of Conduct. The Judicial Process begins with a Judicial Complaint, followed by an informal or formal hearing. Upon the completion of any hearing process, the University shall impose appropriate judicial sanctions on any student found to be in violation of the Code. By accepting admission to the University, students are expected to abide by the general conditions for community living and the Code of Conduct. In accordance with provisions of the Code of Conduct, students are expected to enhance the University Community Standards.

To view in its entirety, go to: [Student Conduct and Judicial System Policy](#).
Alcohol, Drugs Policy:

Saint Peter’s University adheres to strict drug and alcohol policies that prohibit the unlawful possession, use, sale, or distribution of alcohol and/or controlled dangerous substances/illicit drugs by students, faculty and staff. All members of the University community are expected to fulfill their obligations in accordance with University policies, and all federal, state, and local laws. Any disciplinary action taken by the University, may be in addition to penalties imposed by an off campus authority.

NJ State law prohibits the use or possession of alcohol by persons under the legal age of 21. This law is strictly enforced on the campuses of Saint Peter’s University. University members who appear to be intoxicated on the campus will be medically treated when necessary and reported to the Dean of Students or his designee for violating the alcohol policy, even if the alcohol might have been consumed off campus.

The University provides alcohol and substance abuse programs to all new students as well as all student athletes every year. Additionally, all Residence Life Staff receive ongoing training and education on alcohol and substance abuse, as well as information on local resources that are available and how to make proper referrals. The Center for Personal Development is advised of students found responsible, so that appropriate follow up can be pursued by their counselors.

Saint Peter’s University maintains a strict policy on drug possession/use on University properties. Violations may be reported to the JCPD or ECPD for identification and further investigation. The University policy includes criminal prosecution when appropriate.

Campus Safety will work with Residence Life Administrators to investigate any allegation of alcohol or drugs in residence halls. Saint Peter’s University is committed to a drug free environment; therefore, reserves the right, among other disciplinary measures, to require anyone who is suspected to have a problem with the use of controlled substances or the abuse of alcohol to participate in an approved rehabilitation program. The University, through the Center for Personal Development, is ready to assist in a confidential manner, any student or employee seeking information or experiencing a problem with alcohol and/or substance abuse. The Center provides education and consultation as well as counseling, psychotherapy and off campus referrals. Students or employees concerned about another person’s drinking or drug use are encouraged to seek assistance and support through this office as well.
Firearms Policy:
Possession of a firearm on the campuses of Saint Peter’s University is strictly prohibited and in most cases a violation of NJ Criminal Code. The only exception to this provision is the carrying of a licensed firearm by Campus Safety staff members who are professionally trained and licensed to carry a firearm. The carrying of the firearm is a personal choice of Campus Safety Administrators under the law governing retired law enforcement officer’s right to remain armed. It is not a requirement of employment at Saint Peter’s University.

Missing Person Notification Policy:
This policy contains the official notification procedures for Saint Peter’s University concerning missing students who reside in on-campus housing in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of the members of our University community through compliance with HEOA requirements. This policy shall be adhered to by all University students, faculty and staff.

In the event a member of the University community has reason to believe that an on campus resident student is missing, he or she should immediately notify Campus Safety at (201) 761-7400. Campus Safety will generate an incident report and initiate an immediate investigation to include card swipe activity, video review and class attendance. Should the Campus Safety investigation determine the student is missing for more than 24 hours, Campus Safety will notify the Jersey City Police Department so they may initiate an investigation and enter the missing student into the NCIC/SCIC database. Campus Safety staff will verify through enrollment service records, whether or not the missing student has designated a confidential emergency contact specifically named for a person missing, and arrange to notify either of the contacts for appropriate emergency notifications. If the resident student is under age 18 and not emancipated, Campus Safety will notify the appropriate parent(s) or guardian(s). A resident student who wishes to name a confidential contact for missing person notification only, can do so at the Office of Enrollment Services at Saint Peter’s University. This information will be made available only to authorized University officials and law enforcement as appropriate.

Emergency Response and Evacuation Procedures:
Saint Peter’s University employs a Crisis Management and Emergency Operations Plan to be utilized during declared emergencies occurring on or in close proximity to campus. Included, is an evacuation plan for every building on the campus. The evacuation plans, maintained inside each building, delineates specific evacuation routes and evacuation directions for each building. The plan also specifies the Jersey City Armory as primary evacuation/recovery site for the
University. The Armory provides a safe comfort station for evacuees and is contracted annually to the University for this purpose.

The Emergency Operations Plan addresses emergency operations through an “All Hazards Approach”. Saint Peter’s University Campus Safety Directors and Shift Managers are trained in Incident Command and certified through the National Incident Management System (NIMS). Emergency Management at Saint Peter’s University begins with the declaration of an actual critical incident, initially identified and confirmed by Campus Safety Officers and or managers. Once confirmed, the Director of Campus Safety in conjunction with the University President will declare an emergency and initiate the emergency response crisis management operation. The Campus Safety Director or his designee will immediately assume the role of Incident Commander. The Incident Commander will coordinate emergency response to the University by Police, Fire, EMS and OEM through a Unity of Command model.

Saint Peter’s University is equipped with Mutual Link, a computerized interoperability connection to each of the above agencies for immediate contact through audio and video feeds from the Campus Safety office. Essentially, the system provides for live radio and video transmissions directly to emergency responders once activated.

The Director of Campus Safety with support from the University President will determine if an emergency alert to the community is needed. The method of notification will depend upon the event. Saint Peter’s University employs an emergency text messaging system that delivers a three pronged message when activated. The three prongs are voicemail, email, and text messages to cellular phones. This system is a critical component of our emergency notifications system, in that it is capable of sending critical emergency notifications to all registered recipients even in the event of a power outage when use of computers, email and voicemail are not possible. Other notification options include an email blast to the campus community from campus safety, posting on the Campus Safety webpage or the University web site, or posting on University monitors throughout the campus.

**Fire Safety Report and Fire Log:**

Saint Peter’s University maintains an active fire log as a part of Campus Safety’s daily operational responsibilities. The fire log contains the dates and times of actual fires, fire alarms, fire department responses, and dates and times of fire drills. Fire drills on the campus are controlled drills, scheduled and conducted by Campus Safety throughout the academic year. University and JCFD policy dictate a complete evacuation of any and all buildings during an active alarm event including a drill. Campus Safety and Residence Life facilitate the evacuation of buildings, supported when necessary by Saint Peter’s University maintenance staff.
All resident buildings of Saint Peter’s University are equipped with wet pipe fire sprinkler systems connected to water supplies without tanks or fire pumps. Each is inspected and tested annually and documented in reports maintained by the Director of Campus Safety.

Each residence hall is equipped with a fire system that is supported by 24/7 fire alarm monitoring. In many of the buildings, the alarm systems are digitally transmitted to the alarm company and provide audible alarms and strobe lights to alert residents throughout the buildings. These alarms are inspected and tested annually, and documented in reports maintained by the Director of Campus Safety. Saint Peter’s University reports all fire related activity as required by the Clery Act provisions and HEOA Office.

**University Fire Safety Plan**

Saint Peter’s University Fire Prevention and Safety Plan has been established to set fire safety standards and best practices and procedures to direct the University community in the event of a fire emergency; enhance safe operations, and ensure regulatory compliance. The purpose of this plan is to provide minimum standards to safeguard life, health, property, and our facilities.

The objective of the plan is to provide one comprehensive fire prevention and safety document to direct our students and staff in the proper procedures to follow in the event of a fire hazard on campus.

In the event of a fire in a campus building, or any activation of fire alarm systems, all occupants of the building are required to immediately evacuate the building following the established Fire and Emergency Evacuation Plan.

All resident buildings on campus are equipped with wet pipe fire suppression systems, fire alarm systems which are monitored 24/7 and provide both audible alarms and strobe lights to alert the building occupants. These alarm and suppression systems are inspected and tested annually by contracted vendors. In addition, ABC rated fire extinguishers are positioned near all stairways on each floor leading to exterior exits.

In compliance with New Jersey State Fire Code, fire alarm evacuation drills are conducted at all buildings periodically, but at least twice annually in residence halls.

These drills are scheduled by the Director of Campus Safety in cooperation with University staff. The purpose of these drills is to acquaint students and staff with the proper procedure for evacuating the affected building utilizing the designated evacuation routes and exits, familiarizing them with the sound of the fire alarm, establishing the designated safe area where the students and staff will assemble once the building has been evacuated, and assuring compliance with the state fire code. Records of all fire drills are maintained by the Director of Campus Safety.
In compliance with NJ State Law, annual inspections are conducted in all residence halls and the New Jersey Life Hazard Use Certificate of Registration is prominently displayed near the entrance of each residence hall.

Campus Safety maintains an active fire log which details the dates and times of actual fires, fire alarms, fire department responses to campus, and the dates, times and locations of all planned fire drills.

**Prevention**

Saint Peter’s University places great emphasis on the safety and security of our students and staff. Fire prevention and preparedness are paramount to our safety initiatives.

Fire prevention takes many forms, which include fire extinguisher maintenance and inspection; yearly inspection of the fire panels with testing of all points of protection by qualified personnel; posted diagrams of evacuation routes for use in buildings; planning and implementation of fire evacuation drills; and training issues, i.e. (fire prevention; fire extinguisher use; and rescue techniques).

The Saint Peter’s University policy on fire alarms in all buildings is one hundred percent evacuation at all times. Occupants of any building, once notified of a fire alarm, are required to GET OUT AND STAY OUT, until such time that they are informed the building is safe to enter. The safety declaration is made by the Jersey City Fire Department in cooperation with the Campus Safety officers at the scene. All Saint Peter’s University residence buildings are equipped with fire alarms that are monitored at all times, and wet pipe and/or stand pipe sprinkler systems, and Smoke and Carbon Dioxide detection devices.

**Preparedness**

Campus Safety conducts continuous inspections to insure that all buildings meet fire code standards. Through drills and training, our campus community is properly prepared in the event of a fire. Compliance measures are in effect to:

- Ensure emergency exit doors are functional and are not blocked.
- Assure that students and staff are trained not to use elevators during a fire alarm condition.
- Conduct regular fire evacuation drills as mandated by State Fire Code and Jersey City Fire Department.
- Post evacuation routes within buildings.
- Provide fire prevention training including training on the proper use of fire extinguishers.
Response

Proper response in a fire emergency is critical to ensuring the safety of our community. In the event of a smoke or fire condition, contact Campus Safety immediately at ext. 7400 as well as placing a call to 911.

Campus Safety responds and performs **R.A.C.E.** protocols, which include building evacuation.

**R**escue: Remove students and staff from danger of immediate harm and insure that all buildings have been properly evacuated and persons with special needs have been cared for.

**A**lert/alarm: Students and staff have been properly trained in the procedure to activate the fire alarms by using the pull boxes and notification to Campus Safety by dialing 7400 in the event of a fire. Campus Safety will announce a “Code Red” and all available officers will respond to the scene of the fire alarm to initiate an immediate and safe evacuation of the building. A door by door confirmation that the building was properly evacuated will be conducted by Campus Safety staff when possible and does not present a substantial risk to the officers.

**C**onfine/contain: Proper procedures regarding confining and containing a fire by closing doors and windows can prevent fire, smoke and other toxins from spreading, cut off the flow of oxygen to the fire and save lives. Students and staff are trained not to open doors if they are hot to the touch.

**E**vacuate/extinguish: University Staff are trained in the proper procedures for evacuation and proper use of fire extinguishers.

Training for use of fire extinguishers is done by utilizing the acronym **P.A.S.S.**

- **P** - Pull the pin in the nozzle of the extinguisher.
- **A** - Aim the nozzle at the base of the fire.
- **S** - Squeeze the handle: and
- **S** – Sweep from side to side, covering the fire.

If time permits, and depending upon the severity of the fire, Campus Safety will attempt to determine the origin of the fire via the fire panel or other means (observation of scene, witnesses, etc.).

Campus Safety will report all known facts to Jersey City Fire Department crews upon their arrival at the scene.

The fire department will announce permission to reset the fire alarm panel and allow faculty, staff, and students back into the building if the scene is clear.
Fire and Emergency Evacuation Plan

The Fire and Emergency Evacuation plan describes the procedure to be utilized whenever a fire alarm sounds.

What to do when a Smoke or Fire Alarm Sounds:

- Proceed to the Nearest Exit.
- Do not use elevators.
- Keep low or as close to the floor as possible if smoke is present or near eye level.
- Leave the building immediately. Stay well away from the building. Do Not Re-Enter until an “ALL CLEAR” is announced by the Fire Department or Campus Safety Department.

What to do when fire or smoke is observed:

- Initiate an alarm by activating the nearest Fire Alarm Pull Station. These are generally found at the ends of hallways, at entrances to stairwells, or doors leading directly to the outside.
- Call Campus Safety at 7400 on campus phones or Dial 201-761-7400 and provide the following information:
  - Your name, telephone number, and location you are calling from
  - The location of the smoke or fire condition (e.g. second floor bathroom, etc.)
  - Describe the situation (e.g. smell smoke, open flame, etc.)
  - If possible, describe what is burning (e.g. wastebasket, stove, etc.)
- When leaving a room or entering a stairwell, feel the doorknob or touch the door with the back of your hand. If it is too hot to touch, do not open the door. If the door is warm but not too hot, brace yourself and open the door slightly. If intense heat or smoke is present do not open the door any further; close the door and stay inside the room.
- If unable to evacuate your room, seal the bottom edge of the door with clothing, towels, and sheets (wet if possible) Pull shades or blinds and hang a white or light colored towel, shirt, or sheet out the window to attract attention Shield your face with a towel, shirt, or sheet and follow instructions given by the Firefighters or Emergency Personnel.
- After you have left the building, move well away from it. Responding Firefighters need room to maneuver. Do not re-enter the building until an “ALL Clear” is announced by a uniformed firefighter or the Campus Safety Department.
Fire Alarm Evacuation Drill Procedure

In compliance with New Jersey State Law, Saint Peter’s University will conduct periodic unannounced fire drills. These drills will be scheduled by Campus Safety in cooperation with University staff. The purpose of these fire drills is to acquaint students and staff with the procedure for evacuating the affected building utilizing the designated routes and exits; establishing a designated assembly area where students will meet once they vacate the building; familiarizing them with the sound of the fire alarm and assuring compliance with state law.

Procedure for conducting fire drills:

- All fire drills will be unannounced to the building occupants.
- Campus Safety will coordinate with Residence Life and the Directors of the buildings affected to schedule the drills.
- Fire Alarm system will be placed on test.
- Once the alarm has been activated by Campus Safety and the fire alarm sounds, a notation of the time will be made.
- All occupants of the building will be evacuated and directed to a designated assembly area.
- Once the building has been evacuated, Campus Safety staff may silence the alarm.
- The building will then be inspected by Campus Safety officers and Residence Life Staff to insure all rooms have been properly vacated.
- While Campus Safety and University staff is searching the building, additional officers may take this opportunity to thank participants and critique any problems observed.
- Evacuated students and staff will be asked to comment on any observed failures of equipment, if there was a problem hearing the alarm, if emergency lighting functioned properly, etc.
- The names of students who did not evacuate their rooms will be notated and reported to the Dean of Students.
- Once the entire building has been inspected, the Campus Safety officers will call the “All Clear “ and students and staff will be permitted to return to their rooms.
- Campus Safety officer will notate the time the drill was completed.
- An after-action report will be written by the Campus Safety officer notating any problems observed during the drill.
- These reports are maintained by the Director of Campus Safety.
Conclusion:

We would like to thank you for reviewing our Annual Campus Safety and Fire Safety Report. The provisions of this annual report are available on the campus web site at:


The documents represented in this report as policies are available for review and maintained in the Campus Safety Office. The Annual Clery Report including statistics and the Annual Campus Safety/Fire Report are also available for print upon request during normal business hours. The statistics provided in this and the Annual Clery Report are provided by the Jersey City Police Department and Englewood Cliffs Police Department as compiled through federal, uniform crime reporting standards.

Submitted by: Scott F. Torre  
Director of Campus Safety  
Dated: September 27, 2015
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and in accordance with the definitions contained in the FBI Uniform Crime Report Handbook, Saint Peter’s University submits the following report based upon crimes reported on campus and on streets running through or adjacent to our campus. This report is for the period January 1, 2014 through December 31, 2014.

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## Disciplinary Actions

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Appendix A

Sexual Misconduct Policy

Sexual misconduct incorporates a range of behaviors, including sexual assault, sexual harassment, intimate partner violence, stalking, and any other conduct of a sexual nature that is non-consensual or has the purpose or effect of threatening, intimidating, or coercing a person. Please refer to the “Definitions” section of this Policy for the definitions of these various terms.

Introduction

Inspired by our Jesuit and Catholic identity, Saint Peter’s University provides our diverse community of learners with individual attention where students are inspired to excel intellectually, lead ethically, serve compassionately, and promote justice in our ever-changing urban and global environment. Saint Peter’s University is committed to maintaining a safe and healthy educational and work environment.

Sexual misconduct is antithetical to the standards and ideals of our community. The University aims to eradicate and strictly prohibits any form of sexual misconduct. This Policy represents Saint Peter’s commitment to establishing a community free from sexual misconduct through uniform guidelines that promote University compliance with Title IX of the Education Amendments of 1972.

Scope of the Policy

This Policy applies to all members of the University community, including students, faculty, and staff, as well as to third parties (including guests and consultants), for sexual misconduct directed toward University students, faculty, or staff members. This Policy applies to conduct that occurs on and off campus and applies regardless of an individual’s sexual orientation or gender identity.

Privacy

Privacy is oftentimes a primary concern to someone who has experienced sexual misconduct. The University is committed to respecting privacy interests while investigating and addressing allegations of sexual misconduct.

The University will use its best efforts not to disseminate information about a report beyond the individuals involved in handling the University’s response. All proceedings, documents, and meetings related to the University’s investigation and complaint process are considered private.

Consistent with certain federal and state mandates, the University is required to issue annual reports containing information about certain offenses that occur on campus. That information is provided in statistical form only and does not include the names or other personally identifiable information of those involved.
Amnesty Policy

The University encourages the reporting of sexual misconduct. As a result, the University will not pursue drug or alcohol charges against individuals reporting offenses involving sexual misconduct based on the personal consumption of drugs or alcohol at or near the time of the incident. Amnesty does not preclude the University from pursuing educational measures, including discussion of the drug or alcohol offense regarding the risks and consequences of such activity.

Initial Steps to Take if You Experience Sexual Misconduct

Sexual assault, harassment, and other forms of sexual misconduct can have profound impacts on personal, professional, and academic life. If you have experienced sexual misconduct of any kind, the University urges you to take action to seek the help and support that you need.

Individual experiences of sexual misconduct vary widely, as do people’s needs. You have choices about what to do and when, and the University has people who can explain the options, answer your questions, and support you along the way.

1. Get to a safe place. In the immediate aftermath of a sexual assault, sexual violence, or other forms of sexual misconduct, the most important step to take is to get to a safe place. Whether it be your home, a friend’s home, or with a family member, immediate safety is what matters most.

2. Seek medical treatment. If you have experienced physical or sexual violence, it is important to get care as soon as possible. Even if you feel okay, you may be injured or at risk of contracting a sexually transmitted infection or becoming pregnant. If you were sexually assaulted within the past 72 hours, you should strongly consider having physical forensic evidence collected at the time of your medical examination.

3. Collect and preserve evidence. Prompt collection of physical forensic evidence is particularly important, because DNA evidence is an integral part of an investigation. You should make every effort to save anything that might contain DNA. You should avoid washing your hands, brushing your teeth, showering, using the restroom, changing your clothes, combing your hair, or cleaning the scene of the incident. A Sexual Assault Nurse Examiner (SANE) is available through Christ Hospital and CarePoint Health. See additional resources. Saving voicemails, e-mails, and text messages also can be very powerful in building a strong case. Even if you do not initially plan to pursue a disciplinary or criminal complaint, it is good to keep those options open by retaining evidence.

4. Report the incident. If you have experienced or learned about sexual misconduct involving a member of the Saint Peter’s community, you may file a report, as outlined below. By reporting the incident, you alert the University and enable administrators to respond appropriately both to your case and to broader patterns of concerning behavior. Reporting also allows you to discuss your options and gives you immediate access to various accommodations.

5. Get support. You should not have to cope with this experience alone. There are many places to turn, but the University’s Center for Personal Development and Campus Ministry
offer particular expertise. The Center for Personal Development is located on the 2nd Floor of Saint Peter Hall and can be reached at (201) 761-6420. Campus Ministry is located on the 1st Floor of the Mac Mahon Student Center and can be reached at (201) 761-7390.

**Reporting Sexual Misconduct**

Individuals are strongly encouraged to promptly report all observed or experienced incidents of sexual misconduct. As further detailed below, upon receiving a sexual misconduct report, different employees on campus have different abilities to maintain a victim’s confidentiality. Please be advised that if you want to maintain confidentiality, a Complaint will not be filed and the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the accused. A victim who at first requests confidentiality may later decide to file a Complaint with the University or report the incident to local law enforcement and thus have the incident fully investigated. In all circumstances, the University may have reporting or other obligations under state and federal law.

If a victim’s request for confidentiality limits the University’s ability to investigate a particular matter, the University will continue to take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence(s). The University will continue to provide training and educational materials for students and employees; revise and publicize the University’s policies on sexual misconduct; and conduct climate survey(s) regarding sexual misconduct.

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual misconduct are not considered reports of sexual misconduct. However, any classroom discussion during which a student discloses an incident of sexual misconduct would be considered a report.

Submission of a false, misleading, or bad faith report or Complaint is considered a violation of this Policy, is prohibited, and may lead to sanctions.

Any retaliatory action against an individual for raising an allegation of sexual misconduct, for cooperating in an investigation of such a Complaint, or for opposing discriminatory practices is strictly prohibited.

**Privileged and Confidential Communications – Professional and Pastoral Counselors**

Professional, licensed counselors, and pastoral counselors who provide mental health counseling to members of the University community are not required to report any information about an incident to the Title IX Coordinator or Deputy Title IX Coordinator without a victim’s permission. Following is the contact information for these individuals:

- Rev. Rocco Danzi, Director, Campus Ministry, (201) 761-7390
- Ron Becker, Director, Center for Personal Development, (201) 761-6420
- Colleen Szefinski, Counselor, Center for Personal Development, (201) 761-6420
- Anna Owusu, Counselor, Center for Personal Development, (201) 761-6420
Non-Confidential Communications – “Responsible Employees,” Campus Security Authorities, and Electronic Reporting

A “responsible employee” is a University employee who has the duty to report an incident of sexual misconduct to the Title IX Coordinator or Deputy Title IX Coordinator. A responsible employee must report to the Title IX Coordinator or Deputy Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the victim, including the names of the victim and accused(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

The following employees (or categories of employees) are the University’s responsible employees:

- Faculty (tenured, non-tenured, adjunct, temporary)
- Staff
- Administrators
- Vendors
- Coaches
- Deans
- Directors
- Coordinators
- Graduate Assistants
- Resident Assistants
- Health Services (nurses, doctors)

Campus Security Authorities (“CSAs”) also have a duty to report incidents of sexual misconduct to the Title IX Coordinator or Deputy Title IX Coordinator. CSAs must report to the Title IX Coordinator or Deputy Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the victim, including the names of the victim and accused(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

CSAs will assist the victim to obtain support and assistance through campus resources or external referrals and to initiate the Complaint process in conjunction with the Title IX Coordinator or Deputy Title IX Coordinator.

While the University has identified numerous CSAs on our campuses, we officially designate the following offices as places where campus community members should report crimes:

Department of Campus Safety
Saint Peter Hall
2652 Kennedy Blvd
(201) 761-7400
Individuals can file reports electronically via an online report form. These forms are directed to the Title IX Coordinator and Deputy Title IX Coordinator, who will become aware of all relevant details about the alleged sexual misconduct shared by the victim, including the names of the victim and accused(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. Electronic reports can be files by victims, third-parties, and anonymously.

The electronic report can be found at the following web address:

Filing a Complaint

After an individual makes a non-confidential report with one of the above-listed individuals, a victim is permitted to file a Complaint with the Dean of Students. The filing of a Complaint triggers the University’s responsibility for conducting an investigation into the particular incident. Submission of a false, misleading, or bad faith report or Complaint is considered a violation of this Policy, is prohibited, and may lead to sanctions.

An individual can choose not to file a Complaint about the incident. However, there may be times when the University may not be able to honor a victim’s request and must file a Complaint, in order to provide a safe, non-discriminatory environment for all students, faculty, and staff. In deciding whether a Complaint must be pursued, the Title IX Coordinator will handle matters involving University employees, vendors, and/or third parties, while the Deputy
Title IX Coordinator will handle matters involving students. In deciding whether a Complaint must be pursued, the Title IX Coordinator and/or Deputy Title IX Coordinator will consider the following factors:

- The increased risk that the accused will commit additional acts of sexual misconduct
- whether there have been other Complaints about the same accused
- whether the accused has a history of arrests or records from a prior school indicating a history of violence
- whether the accused threatened further sexual misconduct or other violence against the victim or others
- whether the sexual misconduct was committed by multiple perpetrators
- whether the sexual misconduct was perpetrated with a weapon
- whether the victim is a minor
- whether the University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence)
- whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

If the Title IX Coordinator or Deputy Title IX Coordinator determines that it will file a Complaint, the Title IX Coordinator or Deputy Title IX Coordinator will inform the victim prior to any investigation. Ongoing support will be available throughout the disciplinary and criminal process.

**Interim Actions**

Upon receiving a Complaint about sexual misconduct, the University is permitted to take interim actions to assist the parties involved. The Title IX Coordinator, Deputy Title IX Coordinator, and/or the Dean of Students or designee will evaluate and decide the appropriate interim actions, in any. The University can assist the victim in accessing victim advocacy, academic support, counseling, health or mental health services, and legal assistance both on and off campus. The University also can inform the victim of the right to report a crime to campus or local law enforcement and provide the victim with assistance in doing so.

Interim actions directed at the victim or the accused may include: restriction to University facilities or activities, no-contact orders, providing alternate course completion, rescheduling exams or assignments, accessing academic support such as tutoring, changing a class schedule, changing on-campus housing, changing work schedule or University job assignment, escorting between classes and activities, interim suspension from the University, or any other actions that achieve the goals of this policy.
Investigation Process

A formal investigation will be employed when a victim files a sexual misconduct Complaint. Mediation is never an appropriate means of resolution for an alleged violation of sexual misconduct. The Dean of Students or designee has specialized training in investigations and will conduct interviews of the victim, accused, and any witnesses identified. Those interviews will be conducted separately and privately. The Dean of Students or designee may re-interview the victim and/or the accused as needed. The Dean of Students or designee will also review any evidence the parties or witnesses may have. The victim and accused have equitable rights during the investigatory process. Either party may raise issues related to potential conflicts of interest to the Title IX Coordinator.

At the conclusion of the investigation, the Dean of Students or designee will decide whether to charge the accused with a sexual misconduct violation using a “preponderance of the evidence” standard. If the Dean of Students or designee decides to charge the accused, he or she will send a notice of the alleged violation to the accused’s and the victim’s respective University e-mail account. If the Dean of Students or designee decides not to charge the accused, he or she will notify the victim and the accused of this decision through their respective University e-mail account.

If a charge is issued, the Dean of Students or designee will then schedule a meeting with the victim to review the judicial process. The Dean of Students or designee will also schedule a separate meeting with the accused to review the judicial process. The Dean of Students or designee will explain the alleged violations, summarize the facts and information that substantiate the allegations, summarize the potential range of outcomes, summarize the role of an advisor, summarize the appeals process, and answer any of the individual’s questions about the proceedings.

Any retaliatory action against an individual for raising an allegation of sexual misconduct, for cooperating in an investigation of such a Complaint, or for opposing discriminatory practices is strictly prohibited.

Hearing Procedures

A formal hearing resolution process will be employed when the Dean of Students charges an accused with a sexual misconduct violation. The hearing will normally be scheduled by the Dean of Students or designee within five (5) business or class days of the charge, barring any extenuating circumstances. The Dean of Students or his/her designee will be the hearing officer at the hearing.

The victim and the accused may each select one advisor of their choice which may include a parent, guardian, friend, attorney, or other person of their choice. The individual must notify
the Dean of Students or designee two (2) University business or class days in advance of the hearing if accompanied by an advisor who is an attorney.

The hearing with the victim and the hearing with the accused will be conducted separately and privately. At the hearing, the victim and the accused shall present facts and circumstances that will enable the Dean of Students or designee to determine whether or not the accused is in violation of this Policy. The victim and the accused may present witnesses, provide personal testimony, and/or present relevant evidence, including but not limited to written statements, law enforcement reports, medical records, or other information directly related to the alleged violation(s). Questions or evidence regarding prior sexual conduct with anyone other than the accused is prohibited.

A witness is someone who directly observed an incident or has direct knowledge related to an incident, not hearsay. They should be able to speak knowledgeably about the incident and be able to provide relevant facts. Character witnesses are prohibited.

The advisor’s actions are limited to advising the victim or the accused. The purpose of the advisor is to assist the victim or the accused in preparation for the hearing and/or to accompany the victim or the accused during the hearing. Advisors are prohibited from presenting information, asking questions, or making any statements during the hearing.

Absent significant and sufficient justification, failure of the victim or the accused to appear at the hearing will result in the case being heard without the victim or the accused being present (in absentia).

Barring any extenuating circumstances, within ten (10) business or class days of the final day of the hearing, the Dean of Students or designee will determine whether the accused is in violation of this Policy using a preponderance of the evidence standard. If the Dean of Students or designee determines the accused violated this Policy, then he or she may impose appropriate sanctions, as outlined below. Once a decision has been reached, both the victim and the accused will be informed in person and via an e-mail to their University e-mail address of the determination and any sanctions being imposed.

Sanctions

Violations of this Policy may result in interim or permanent sanctions as determined by the Dean of Students or designee. Submission of a false, misleading, or bad faith report or Complaint is considered a violation of this Policy, is prohibited, and may lead to sanctions.

Any retaliatory action against an individual for raising an allegation of sexual misconduct, for cooperating in an investigation of such a Complaint, or for opposing discriminatory practices is strictly prohibited.
Disciplinary actions to be taken against faculty, staff, or administration will be in accordance with the University’s Employee Handbook.

Permitted sanctions that may be taken against a student may include any of the following (listed alphabetically):

- **Administrative Hold:** An encumbrance on a student account which precludes the student from altering their academic schedule, registering for classes, accessing University educational databases, re-enrolling, receiving transcripts, graduating, or other privileges.

- **Apology Letter:** A letter of atonement that acknowledges an understanding of how their behavior has impacted others or the community.

- **Assessment:** Mandated assessment conducted by a qualified professional. Examples include an assessment by a nurse, counselor, physician, or other qualified professional.

- **Community Service:** Non-paid work for an approved non-profit agency that is not affiliated with the University. This provides an opportunity for students to provide benefit to others and reflect on the impact of their actions through performing restorative service(s).

- **Course Removal:** Removal from a course or moved to another section of a course.

- **Disciplinary Probation:** A notice to the student that his or her behavior is of such a nature as to place that student in danger of removal from the University. The student is placed on disciplinary probation for a specified period of time. Any violation of this probation or other University policies, rules and expectations may cause the student to be immediately removed from the University.

- **Dismissal:** Permanent removal from Saint Peter’s University. In addition to forfeiting all tuition and fees paid, the student may have restrictions imposed and is not eligible to apply for readmission at any time. The student must leave the campus on the date determined by the hearing officer. The student will be restricted from visiting the University, which may include a criminal trespass warning.

- **Dismissal from Residence:** Permanent or temporary dismissal from the residence halls which includes cancellation of the housing contract and forfeiture of residence fees including deposit.

- **Educational Activity:** Activities with educational outcomes that encourage reflection and engagement. Examples include but are not limited to meetings with appropriate officials, written research assignments, attending or presenting workshops, planning and implementing educational programs, creating educational materials, reflection papers, or other educational activities at the student's or student organization’s own expense.

- **Fines:** A monetary assessment. Fine monies serve as punishment and are used to support educational programs.
- **Follow-Up Meeting**: A follow-up meeting with the Title IX Coordinator or Deputy Title IX Coordinator. The purpose of this meeting is to both evaluate the student’s progress and determine if additional support is needed.

- **Loss of Privileges**: Denial of specified privileges for a designated period of time.

- **No Contact Order**: Prohibited contact with another person.

- **Notation on transcript**: A notation on the student’s permanent academic record regarding the responsible finding of a violation of the Student Code of Conduct and subsequent sanction(s).

- **Parental Notification**: Notification of disciplinary documents sent to the parents or legal guardians of the student.

- **Relocation**: Required to relocate from a current room assignment to another room assignment.

- **Restrictions**: Temporary or permanent loss of privileges. Restriction may include leadership restrictions, parking restrictions, activity restrictions, facility restrictions, and other restrictions.

- **Suspension**: Suspension from the University involves the exclusion of the student from participation in any academic or other activities of the University for a specified period of time.

- **Written Warning**: Written notice to a student that he/she has failed to meet the University’s standards of conduct. The warning will include a caution that the continuation or repetition of the conduct involved or other misconduct will result in a more serious sanction.

**Appeal Process**

The victim and/or the accused may request an appeal of the hearing decision and/or the sanctions imposed. A request for an appeal must be made within three (3) business or class days of the notification of the hearing decision and/or the sanctions imposed. The individual requesting an appeal must submit an appeal letter to the Title IX Coordinator.

The appeal must be based on one or more of the following circumstances, which must be specifically demonstrated in the request for an appeal:

- The individual has new and compelling information that was not reasonably available prior to the original hearing and that information is likely to have substantially changed the outcome of the hearing.

- The original hearing had significant procedural errors or irregularities that denied the individual(s) a fair hearing.
• The judicial decision is not supported by substantial information.
• The sanctions appear to be significantly incongruent with the violation.

An appeal will not be automatically granted. The Title IX Coordinator will decide whether to grant an appeal. Both parties will be notified via University e-mail if a request for an appeal is granted.

If a request for an appeal is granted, the Deputy Title IX Coordinator will serve as the appeal officer. The appeal officer will consider the record of the hearing as well as the information contained in the written request for an appeal.

The appeal officer may take the following actions after considering an appeal:
  • Remand the matter to the original hearing officer to be reheard in whole or part. At the discretion of the appeal officer, a different hearing officer may be designated;
  • Affirm the original decision and/or sanctions;
  • Reverse the original decision and/or sanctions;
  • Affirm or reverse the original decision in part and/or alter the sanctions which could increase or decrease the severity of the sanction(s).

A notification of the decision regarding the appeal will be made to the victim and the accused via University e-mail address. The appeal decision will be rendered within two (2) weeks of the granting of an appeal, barring any extenuating circumstances. The decision of the appeal officer is final and effective immediately.

Prevention and Education

The University is committed to preventing sexual misconduct and educating its faculty, staff, and students about sexual misconduct. Each academic year, new faculty will receive information about sexual misconduct during the new faculty orientation. Staff will attend an emergency protocol presentation. Similarly, new students will receive sexual misconduct information through presentations given during new student orientation. Parents who attend parent orientation will likewise have the opportunity to attend a presentation addressing sexual misconduct. Residents Assistants will be given special training on this Policy during RA training.

All students are required to complete the Campus Clarity’s “Think About It” online module related to alcohol, drug, and sexual misconduct prevention and sanctions. The Title IX Coordinator, Deputy Title IX Coordinator, Campus Security Authorities, Dean of Students, and other responsible employees also receive annual training.
Additional Resources

Jersey City Police
West District Office
576 Communipaw Avenue
Jersey City, NJ 07304
Office: (201)547-5450
Fax: (201)547-5077

Jersey City Medical Center
355 Grand Street
Jersey City, NJ 07302
Office: (201) 915-2000
http://www.libertyhealth.org/

Hudson SPEAKS (Supports Prevents Educates Advocates to Keep Strong)
formerly Hudson County Rape Crisis Center
Christ Hospital and CarePoint Health
179 Palisades Avenue
Jersey City, NJ 07306
24 Hr. Hotline: (201) 795-5757
Office: (201) 795-8741 or (201) 795-5816
Fax: (201) 795-8761 or (201) 418-7017

Hudson County Prosecutor's Office Special Victims Unit
Duncan Avenue Complex
555 Duncan Avenue
Jersey City, NJ, 07306
Office: (210) 915-1234

Hudson Pride
LGBTQ and HIV/AIDS Advocacy
32 Jones Street, Jersey City, NJ
Office: (201) 963-4779

Womenrising, Inc. - Domestic Violence Response
270 Fairmount Ave.
Jersey City, NJ 07306
Office: 24 hr. hotline: (201) 333-5700
http://www.womenrising.org/
womenrising@aol.com

Hudson County Prosecutor's Office
http://www.hcpo.org/hcpo/divisions/cac.php
New Jersey Coalition Against Sexual Assault (NJCASA)
www.njcsa.org
http://www.njcsa.org/get-help-now
http://www.njcsa.org/sexual-violence-nj/sart

White House Task Force to Protect Students from Sexual Assault
https://www.notalone.gov/

The Rape, Abuse and Incest National Network (RAINN)
www.rainn.org

The National Sexual Violence Resource Center (NSVRC)
www.nsvrc.org
Definitions

Sexual misconduct incorporates a range of behaviors, including sexual assault, sexual harassment, intimate partner violence, stalking, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person.

Dating Violence:

The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.
- The term “domestic violence” includes felony or misdemeanor crimes 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Domestic Violence:

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of New Jersey, 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 State of New Jersey.

Hostile Environment:

A “hostile environment” exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the University’s programs or activities.

A hostile environment can be created by anyone involved in a University program or activity (e.g., administrators, faculty members, students, and campus visitors).

In determining whether sex-based harassment has created a hostile environment, the University considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the
student who was harassed. But the University will also need to find that a reasonable person in the student’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a student or students, the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student’s education.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

This policy does not impair the exercise of rights protected under the First Amendment. The University’s sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the University applies and enforces this policy in a manner that respects the First Amendment rights of students, faculty, and others.

**Incapacitation:**

Incapacitation is a mental or physical condition where a person is unable to grant consent or make informed and rational judgments or decisions. Incapacitation may be a state or condition resulting from the use of alcohol or other drugs, lack of sleep, unconsciousness, cognitive impairment, developmental disability, brain injury, or mental illness.

**Intimidation:**

Intimidation is behavior that places another person in reasonable fear of harm to their person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

**Sexual Assault:**

The term “sexual assault” means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

The term “sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting 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 carnal knowledge of a person, 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 or physical incapacity.

**Sodomy** - Oral or anal sexual intercourse with another person, 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 or physical incapacity.

**Sexual Assault With An Object** - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.

**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.

**Non forcible sex offenses.**

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

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

**Sexual Consent:**

"Consent" must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation.
Sexual Exploitation:

Sexual exploitation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include: prostituting another person; recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent; distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and, viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

Sexual Harassment:

Harassment on the basis of sex is a violation of section 703 of title VII.

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  
  (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
  (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
  (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case by case basis. (c) [Reserved] (d) With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action. (e) An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer’s control and any other legal responsibility which the employer may have with respect to the conduct of such non-employees. (f) Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under title VII, and developing methods to sensitize all concerned. (g) Other related practices:
Where employment opportunities or benefits are granted because of an individual’s submission to the employer’s sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

**Stalking:**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

**Retaliation:**

Intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s informal or formal complaint or participation in a school or OCR investigation or proceedings related to sexual violence or other civil rights concerns. Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws.

Any Complaint involving a University employee, vendor, or third party will be administratively handled through the Complaint Procedure outlined in the University’s Employee Handbook. Any Complaint only involving students will be administratively handled through the procedures set forth in this Sexual Misconduct Policy.