

2010
Annual Security
and
Fire Safety Report

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Welcome,

In compliance with the federal Student Right-to-Know and Campus Security act of 1990, Public Law 101-542 as amended into the Jeanne Clery Act of 1998 and the revisions of the 2010 HERA, I am pleased to provide you with this copy of the 2010 Annual Security and Fire Safety Report for the College of Saint Elizabeth (CSE).

This report contains important information about safety and security at CSE. In addition to providing statistics about crime and fire safety on the CSE campus for the past three years (2010 - 2008), it also describes the many ways in which we strive to keep the CSE Community safe with our crime prevention and security programs. The statistics demonstrate that CSE is an extremely safe campus. These crime statistics are also reported to federal agencies as mandated.

CSE also focuses on emergency management operations in the unlikely event that an incident that represents a serious threat to our community should occur. The Security Department is committed to working with our local first responders and our community to achieve our shared goal: a safe and welcoming campus environment. The Security Officers are here to be of service and assist you 24 hours a day, seven days per week, year-round.

We value our partnership with our local communities as well as the County and State Agencies we work with. We realize our success depends upon these relationships and we will continue to foster them.

At CSE, the safety and well-being of our students, faculty, staff and guests are our highest priority. Maintaining a safe and secure campus is a shared responsibility that we all have.

If you have any questions or would like further information about safety and security at the College of Saint Elizabeth, please contact the Security Department at (973) 290-4290.

Thank you,

Maria Cammarata
Vice President
Finance and Administration

Campus Safety & Security

Campus safety and security at the College of Saint Elizabeth is a shared responsibility. We are concerned about the safety and welfare of our students, faculty, staff and guests and we are committed to providing a safe and secure campus environment. Clearly, the best protection is an aware, informed, alert Campus Community who uses good judgment and caution along with a strong security presence. In accordance with Section 485 (a) and (f) of the Higher Education Act, also known as the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, the following is a summary of information concerning campus security procedures and crime statistics.

The Campus Security Act requires colleges and universities to:

- publish an annual report each year by October 1 that contains three years of campus crime statistics and certain campus security policy statements
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”;
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”, policy on missing students and a Fire Log for student residences.
- disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of Campus Security and is reported to the Campus Security group.”
- comply with all the provisions of the Higher Education Opportunity Act of 2008 including; Missing Student Policy, Fire Log, and Emergency Preparedness.

The College Office of Finance and Administration is responsible for preparing and distributing this report. We work with many other departments and agencies, such as the Offices of the Dean of Students, the Dean of the Graduate School, the Florham Park and Morris Township Police Departments, and many other law enforcement jurisdictions to compile the information.

Security at the Campus of Saint Elizabeth is provided by officers from Securitas Security Services, a contract security provider. The security coverage is 24 hours a day, seven days a week for the entire Campus Community. All security officers are registered with the State of New Jersey having completed the Security Officer Registration Act (S.O.R.A.) which is required by the State. Security is under the direction of the Securitas Security Site Manager, who is an employee of Securitas, and is part of the contract between Securitas and the College of Saint Elizabeth.

The overwhelming majority of our students, faculty, staff and guests never experience crime at the College of Saint Elizabeth. However, crimes sometime occur. This information is provided because of our commitment to campus safety and security and is in compliance with this disclosure. The information is compiled by the Office of the Vice President of Finance and Administration and is available to students, faculty and staff in hard copy form throughout the college campus. An email notification is sent to the entire community with a link to the report and it is also made available via the college website for review and printing. The following report is a summary of information for the calendar year 2010.

Incident Reporting

It is the responsibility of every member of the College Community (administrators, faculty, staff and students) to immediately report any incident that occurs on the campus that is disruptive, causes harm,

loss or damage to a person or to personal or real property. Any unacceptable or offensive behavior, criminal act, medical emergency, injury to persons, theft, auto accident, fire, vandalism, damage to buildings or equipment, should also be reported immediately. An Anonymous Tip site was introduced in 2010 to our website which enables anyone to report an incident or pass along important information without being identified.

Free professional, confidential counseling and medical services are available to student crime victims through the Wellness Center located in Founders Hall at x4175. The Wellness Center will refer non-student victims to appropriate resources in the local community. Pastoral counseling is available through the Campus Ministry Office at x4209. Although clinical and pastoral counselors functioning within the scope of his/her duties are required to inform clients of crime reporting procedures, the decision to do so is strictly voluntary on the part of the client. Therefore, the inclusion of crime statistics reported to counselors or clergy is not required and may not be included in the campus crime statistics. If medical assistance is required, student victims of crime are encouraged to seek aid from the Health Center in Founders Hall at x4175, all others should call 911.

Reporting Procedures:

In cases where there is need for emergency assistance by local Police, Fire or Medical personnel, go to the nearest phone and dial 911 to reach the Florham Park Police and then notify Campus Security at x4090.

In all cases, both emergency and non-emergency, an Incident Report should be completed within 24 hours and forwarded to the V.P. of Finance and Administration (973-290-4498) and one or more of the following: the V.P. and Dean for Academic Affairs (973-290-4405) when faculty are involved; the V.P. for Student Life and Dean of Students (973-290-4203) when students are involved; or when it involves a staff employee, to their supervisor and to the Office of Human Resources (973-290-4478) if it is a work related accident/injury. Visitors may contact the security booth (973-290-4090). Copies of the Incident Report form are available in all aforementioned offices.

Prompt filing of incident reports enables the V.P. for Finance and Administration, the V.P. for Student Life and Dean of Students and/or the Securitas Site Security Manager to issue Timely Warnings to the Campus Community if deemed necessary.

Members of the College Community are encouraged to report and may also anonymously report criminal incidents. All confidential and anonymous reports of crime are included in the annual statistical report.

Cf: Student Handbook and College Employee Handbook.

Response to Reported Incidents

When there is an emergency or a criminal action that endangers some or all members of the Campus Community or its neighbors, the President (or her designee) will consult with the appropriate administrator and local authorities to establish a plan of action including the means of communicating with all persons affected or at risk. For other incidents, the administrator within whose scope of responsibility it occurs is responsible for evaluating possible reoccurrence and future risk potential. Based on this assessment, she/he will recommend corrective policy and/or procedure to the President. The College will take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the

responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Timely Warnings

The College Community will be notified in a timely manner of any crime reported that is deemed to pose a threat to our Campus Community so that additional security precautions can be taken by all individuals who might be at risk. An institution is not required to provide a security alert/timely warning to the College Community with respect to crimes reported to a pastoral or professional counselor.

Timely warnings will be issued to the Campus Community through any or all of the means listed below:

- Campus wide e-mail and/or voice mail;
- Notification on the CSE website;
- Posters placed strategically throughout campus;
- Messages placed on the Send Word Now emergency telephone/text notification system.
- Messages placed on the campus-wide TV system
- Verbal notification from designated building marshals

Daily Crime Log

A written daily crime log is maintained by Campus Security that records by date all crimes and other serious incidents reported on campus or within the department's patrol jurisdiction. The crime log for the most recent 60-day period is open to public inspection during normal business hours in the main Security Office located in Henderson Hall Room 24. Any portion of the log older than 60 days is available within two business days of a request for public inspection.

The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created. The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident.

Emergency Preparedness

The College of Saint Elizabeth has recognized the need to be prepared for multiple incidents. Under the guidance of the Emergency Response Team (ERT), various departments and offices work together to ensure the College is doing all it can to prepare for, respond to, and recover from emergencies. In conjunction with local first responders, such as the Florham Park and Morris Township Offices of Emergency Management, the Morris County Office of Emergency Management (OEM) office and the New Jersey State Police OEM group, the College is well-prepared to respond to a range of critical incidents.

The Office of Environmental Health and Safety (EHS) and the Campus Security work together to ensure our emergency protocols and plan are updated, as needed, and are applicable as new risks are identified. The College's Emergency Response Procedures are located on the Security website <http://www.cse.edu/about-cse/safety-security/emergency-communications.dot> contains important information about what to do during various situational emergencies.

Some preparedness initiatives include: Natural Disasters Team, Building Marshal Group, CSE CERT Team, Safety and Response Assessment Team, Emergency Blue Light Call System, and our Send Word Now mass

emergency notification system that allows authorized officials to send news and instructions to community members.

Campus Security Authorities

In addition to the Campus Security officers, there are members of the Campus Community that are deemed as Campus Security Authorities and are responsible for reporting incidents of alleged crimes on and near campus to Security for inclusion in the crime statistics.

The Clery Act regulations define a Campus Security Authority as:

- A member of a campus police department or a campus security officer of an institution (i.e.,...Securitas)
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus Campus Security
- Any individual or organization specified in an institutions statement of campus security officers as an individual or an organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for students and campus activities. Including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Access to Campus Facilities

The entire campus is fenced with a mixture of chain link and steel rod fencing with a height of seven feet. There are three gates. The North and South gates are for vehicles and pedestrians. The Fairleigh Dickinson University (FDU) Gate is for pedestrian use only.

Gate hours are as follows:

- The North Gate (Park Avenue) is locked from Monday-Thursday 10:00 p.m. until 5:30 a.m.; Friday - Sunday 8:00 p.m. until 5:30 a.m.
- The Fairleigh Dickinson University Gate is locked from 7:00 p.m. until 6:00 a.m.
- The South Gate (Madison Avenue) is covered as follows;

There is 24 hours per day/7 day's week coverage at the South Gate throughout the entire year. The Security Officer at the South Gate observes incoming traffic, responds to calls for assistance from the Campus Community and directs visitors to campus destinations. Beginning at 8:00 p.m. all vehicles are stopped and the drivers are questioned as to their business on campus. A log is kept of last name, driver license number, and license plate number, event destination, building destination and vehicle make and model. In rare instances, people have been banned from campus by the Assistant Dean of Students. A list of the names of these individuals is kept at the Campus Security Booth in an effort to prevent unlawful entry to the campus by these individuals.

After 1:00 a.m. vehicles without a parking decal are not admitted unless there is a student passenger being dropped off or a campus resident is being picked up. If a visitor comes after 1:00 a.m. to pick up a student, the Security Officer at the security booth will call the student to inform her that she has a visitor. The driver is allowed on campus for 15 minutes only. The driver's car is logged in and his/her driver's

license is kept at the Campus Security Booth until he/she exits campus. Visitors are not permitted to enter the residence halls after 12:30 a.m.

Roving patrol officer coverage is in effect 24 hours/day, seven days a week throughout the year. Using the security vehicle, the security officer patrols college property, buildings and parking lots, issuing tickets to vehicles found to be in violation of parking regulations and arranging for towing when necessary. The officer also provides mobile radio patrol coverage, checks campus buildings for unlocked exterior doors, records any outdoor lighting which is not working, assists library personnel in securing the building each evening, and provides limited transportation after dark for students.

When daylight savings time is in effect (March 14, 2010 to November 7, 2010), there is a walking patrol officer available to escort students from 8:00 p.m. to 12:00 a.m., Sunday through Thursday. When daylight savings time ends, a walking patrol officer is in effect from 4:00 p.m. to 12:00 a.m., Sunday through Thursday. In both instances, after 12:00 a.m., the roving patrol officer will escort students. Although no walking patrol is in effect Friday and Saturday evenings during the academic year, escorts by the roving patrol officer are available to students when requested. The function of the walking patrol is to:

- Walk students from building to building and escort them to and from the train station just beyond the campus boundary.
- Concentrate on security at the following locations: O'Connor and Founders Hall, Mahoney Library, Henderson, Santa Maria and Saint Joseph Halls and the Annunciation Center.
- Escort students from the St. Joseph parking lot to classes or to their residence halls. Students desiring a security escort must notify the Security Officer stationed at the security booth when they arrive on campus. The Officer at the front security booth will contact the walking patrol to meet the student in the parking lot and walk them to their destination.
- The walking patrol officer will wear an orange vest; carry a flashlight and mobile radio.

Emergency blue light telephones have been strategically placed throughout the campus (including at the entrance to each residence hall) to enable students to contact the Florham Park Police Department or Campus Security directly should the need arise.

Residence Hall doors are locked twenty-four (24) hours per day. Access is permitted by a secure identification card issued to resident students and authorized personnel only. The receptionist on duty will allow non-residents access from 12:00 noon until 12:30 am. Visitation in the residence halls is not permitted when the receptionist is not on duty. All maintenance personnel are required to identify themselves prior to entering a student's room.

When the Department of Homeland Security and Preparedness issues a National Advisory Threat Alert, the College may choose to close the Park Avenue Gate indefinitely to ensure the safety of the Campus Community. Access to campus would be limited to the Madison Avenue gate and the services of additional security officers would be engaged. The Campus Emergency Response Team alerts the Campus Community of any other changes relative to national security as they occur.

Parking and Traffic Regulations

All members of the Campus Community must abide by the College's campus parking and traffic

regulations. Campus Security is responsible for the administration and enforcement of these regulations. The College is not responsible for any damage or theft which may occur to vehicles or their contents while parked on campus.

Campus parking and traffic regulations are available on the College website <http://www.cse.edu/dept/campus-security/parking-and-traffic.dot> . Copies of these policies are also available in the Business Office, the Security Office, the Office of Finance and Administration and at the Security booth.

Policies Concerning Campus Law Enforcement

Securitas Security Services, Inc. provides the College of Saint Elizabeth with uniformed, unarmed and qualified security officers. They are professionally trained in the College's accepted procedures and policies. These officers are required to be properly registered with the State of New Jersey (Security Officer Registration Act). The security officers are under the control and direction of the Securitas Site Security Manager, who is an employee of Securitas. The security officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the campus. The security officers have the authority to issue parking and smoking citations and to prepare incident and other types of reports. These officers are unsworn and do not have the power of arrest. The investigation of criminal activities or the issuance of municipal parking summons for violations is referred to the Florham Park and the Morris Township Police Departments. The College maintains excellent working relationships with both of these law enforcement agencies.

Daily officer reports are submitted to the Securitas Site Security Manager recording all activity that occurs on each shift including: all College residence hall visitors arriving after 8:00 p.m., all transport services provided, the times that building checks are performed, any outdoor lights which are not functioning, detailed accounting of all vehicles found to be in violation of College parking/safety regulations, and all vehicles which have been towed.

Programs Offered on Campus Safety

Information about Campus Security is located on the CSE website at <http://www.cse.edu/dept/campus-security/index.dot> . Additionally, programs regarding campus and personal safety are offered to students entering the Women's College and their parents/guardians during Orientation. For returning students at the opening residence hall meeting in September, and again in January, the issue of campus/residence hall safety is discussed. Specifically, attendees are:

- Encouraged to act responsibly to ensure their own safety;
- Informed of all emergency procedures (including how and whom to contact in case of fire, theft, medical, or other life-threatening situations);
- Provided with information and/or pamphlets dealing with campus safety, personal safety and the activities of the Campus Emergency Response Team.

Educational programs promoting campus safety are also offered on campus throughout the year by Campus Security, the Office of Residence Life, and the Wellness Center, the Safety Committee and the local police and fire departments. Advertisements for these programs are placed throughout the campus buildings, classrooms, dormitories and student center areas, as well as emailed and distributed to all new and returning students at the beginning of each semester. These programs may include, but are not

limited to, the following topics:

- Date rape prevention;
- Fire prevention and evacuation procedures;
- Self-protection tips for women;
- Alcohol awareness/substance abuse;
- Internet safety;
- Social Media, cyber and internet harassment;
- Self defense;
- Emergency preparedness

The College also promotes employee safety. All employees are instructed to work safely and to report any unsafe conditions in accordance with the CSE Employee Handbook.

Traffic safety is also promoted on-site by way of programs as well as public notices to the Campus Community. These programs may include but are not limited to, the following areas:

- Defensive Driving;
- AAA sponsored Safe Driving Tips;
- Winter Driving Safety.

Substance Abuse Policies

The College of Saint Elizabeth makes every effort to provide an environment for students, faculty and staff, that is conducive to the total health, education and well being of each member of our community. Therefore, the College recognizes its responsibility and the responsibility of each person within the College Community to provide an educational and workplace setting free of substance abuse.

Alcohol Abuse:

The possession, sale or the furnishing of Alcohol on the College campus is governed by the school Alcohol policy and State of New Jersey law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of New Jersey Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of the Florham Park and Morris Township Police Departments. The College campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the local police jurisdictions. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. In the State of New Jersey, it is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior College approval. Organizations or groups violating alcohol policies or laws may be subject to sanctions by the College.

Drug Abuse:

The College of St. Elizabeth campus has been designated “Drug free”. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are

strictly enforced by the local law enforcement agencies. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

Substance abuse programs promoting a healthy lifestyle and responsible use of alcohol are offered throughout the year. Program topics include, but are not limited to, Drugs, Alcohol and Date Rape, Alcohol and AIDS, Issues of Children of Alcoholics, Prevention Strategies and the observance of National Collegiate Alcohol Awareness Week. Prior to entrance to any event where alcohol is served, students in the Women's College must attend the mandatory Substance Awareness and Aids Education program given on campus every Fall and Spring by the Dean of Students office.

The unlawful possession, use, or distribution of illicit drugs or alcohol on the campus or as part of any of its sponsored activities is prohibited. This statement serves notice that disciplinary sanctions (consistent with College policy, local, state, and federal law), up to and including counseling, suspension/dismissal, termination of employment, prosecution, and /or referral to an appropriate rehabilitation or treatment program, will be imposed on those who violate the College's drug and alcohol policies.

All employees receive information regarding the Policies of the College and the use and abuse of alcohol and drugs as part of their new employee orientation process. The same information is included in their Employee Handbook issued to all new employees.

Copies of the Substance Abuse Policy and Procedures are available in the Dean of Students' Office, the Wellness Center, the Office of the Dean of the Graduate Programs, the Office of the Dean of the Women's College and Undergraduate Programs, and the Office of Human Resources.

Cf: Student Handbook, Employee Bulletin Board and College Employee Handbook.

Sexual Misconduct Policy and Procedures

As a Catholic institution of higher education, the College of Saint Elizabeth fosters a community of learning, which is based on trust, respect, and the dignity of its members. As such, the College has adopted a policy that prohibits any form of sexual misconduct by faculty, administrators, staff or students. It is a violation of College policy for any member of the College Community to engage in such behavior or to retaliate against anyone initiating an inquiry or complaint in good faith. The College encourages all members of the Campus Community to be aware of both the consequences of sexual misconduct and the options available to those who are the recipients of such misconduct. Furthermore, in an effort to prevent the occurrence of sexual misconduct on campus, the College provides educational programs which promote awareness of sexual assault and related issues. New employees are advised of this policy upon employment.

Copies of the Sexual Misconduct Policy and Procedures are available in the Dean of Students' Office, the Wellness Center, the Office of the Dean of the Graduate Programs, the Office of the Dean of the Women's College and Undergraduate Programs, and the Office of Human Resources. Programs such as Dating Violence, Sexual Assault Awareness and Response, Cyber harassment and other programs relating to Sexual Misconduct are conducted during the year and information can be found at the above offices on campus for students and employees.

Students or staff who are the target of sexual assault or sexual harassment should report their concern to one of the following Campus Security Authorities. These designated individuals have significant responsibility for student, employee and/or campus activities. They include, but are not limited to:

- Katherine Buck, Vice President for Student Life and Dean of Students, Lower Level, St. Joseph Hall, (973) 290-4203
- Kaitlin Burud, Associate Athletic Director, Lower Level, St. Joseph Hall, (973) 290-4255
- Don Green, Securitas Security Site Manager, Henderson Hall, (973) 290-4090
- Gina Kuiljaars, Counselor, Wellness Center, Founders Hall (973) 290-4175
- Susan Lasker, M.D. Director of Health Services, Wellness Center, Founders Hall, (973) 290-4175
- Sharon McNulty, Director of Counseling Services, Wellness Center, Founders Hall (973) 290-4175
- Jocelyn Moses, Coordinator of Residence Life, Founders Hall, (973) 290-4184
- Meredith B. Novkovic, Director of Residence Life, Founders Hall, (973) 290-4130
- Juliene Simpson, Athletic Director, Lower Level, St. Joseph Hall, (973) 290-4207
- Dianna Sofo, Director of Human Resources, 4th Floor, Santa Rita Hall, (973) 290-4478

These campus officials will assist the victim to obtain help (either through campus resources or outside referrals), and to initiate the Complaint Process (and/or criminal proceedings) through the Title IX Coordinator. Students or employees who experience sexual violence are strongly encouraged to report the assault to the police; campus officials will assist victims with such reports. Should the victim of sexual violence decide not to report the assault to the police, the College reserves the right to determine whether the College community may be at risk if such a report is not made. Should the College decide to contact the police, every effort will be made to protect the victim's confidentiality.

For additional information on the College's process for making a complaint of sexual assault or harassment and the complaint process, including timelines, go to:

<http://www.cse.edu/dotAsset/7927e743-2143-4f6c-85bf-0a255dd428f7.pdf>

Cf.: Student Handbook and Employee Handbook

Campus Sexual Assault Victim's Bill Of Rights (Pursuant to NJSA 18A, Chapter 61E)

The College of Saint Elizabeth recognizes that the effect of violence especially that of sexual violence, committed on campus has a profound impact on the Campus Community and the surrounding communities. Therefore, to ensure that the College of Saint Elizabeth Campus Community is free from violence, sexual assault and nonconsensual sexual contact, and to support the individual dignity and rights in an academic environment, the College has adopted the New Jersey Campus Assault Victim's Bill of Rights.

The State of New Jersey has established this Bill of Rights which requires that all New Jersey colleges and universities create and support policies, procedures and services designed to insure that the needs of victims are met and to support their wishes and human dignity.

The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey, and where the victim or alleged

perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

Bill of Rights

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

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

Human Dignity Rights

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

Rights to Resources On and Off Campus

- To be notified of existing campus and/or community based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to the campus or civilian authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students of the institution.
- 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, and
 - 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

- Have any allegations of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.

- 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 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 effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this Act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of the 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.

Penalties or sanctions are imposed for two purposes: to protect the College Community from behaviors that are detrimental to the educational process and to assist students' growth in identifying acceptable parameters of their activities and consequences of future behaviors. Any of the following penalties may be imposed for any act of misconduct:

- Reprimand
- Social Suspension
- Termination of Privileges
- Restitution and/or Fine
- Disciplinary encumbrance on student records
- Warning or Probation
- Work-Related or Community Service
- Parental Notification
- Suspension
- Expulsion
- A referral to the Counseling Services.
- Other penalties, as deemed appropriate.

Failure to comply with sanctions may result in a hold being placed on a student's account.

As part of the disciplinary process, a student may be required to sign a waiver allowing the College to share information among College officials and/or parents.

It is the intention of the College to take prompt and effective action against any instance of sexual misconduct occurring in its community. Any individual who feels that she/he has been sexually assaulted is encouraged to report the occurrence immediately to any Campus Security Authority or Administrator.

Reporting a sexual assault may help to prevent another assault. Reporting the incident does not mean that the individual who was the recipient of such misconduct must proceed with a College disciplinary action or a criminal prosecution. Immediately following an attack, the individual who was the recipient of the misconduct should try to write down everything she/he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s).

Sex Offender Registry

The College of Saint Elizabeth is required by the Campus Sex Crimes Prevention Act to notify students and employees of the location of information pertaining to individuals employed or enrolled on campus who have been convicted of violent sex offenses or criminal offenses against minors. The web site address for New Jersey is <http://www.nsopr.gov>.

Fire Safety And Prevention

The College of Saint Elizabeth is required by the Higher Education Opportunity Act of 2008 to disclose information about housing fire statistics, fire safety systems in student housing facilities, mandatory fire drills, fire safety policies, education, and training programs.

2010 Fire Log – Student Housing

| Date Occurred | Time Occurred | Incident Report Number | General Location | Nature |
|---------------|---------------|------------------------|----------------------|----------------------------------|
| 3/8/10 | 8:30pm | 09-10/3146 | Founders Hall Lounge | Oven mitt caught on fire in oven |

During 2010, there were no injuries, deaths, or property damage due to fires in student housing.

2010 - Residential Hall Fire Safety Amenities by Building Location

| Location | Fires Alarms Monitored by Security & Facilities | Bldg Equipped with Full Sprinkler System | Bldg Has Fire Alarms & Smoke Detectors | Evacuation Plans Posted & Fire Safety Training Conducted | Number of Fire and Evacuation Drills Conducted Each Academic Year |
|---------------|---|--|--|--|---|
| Founders Hall | YES | YES | YES | YES | 4 |
| O'Connor Hall | YES | YES | YES | YES | 4 |

The College of Saint Elizabeth has a total of two on-campus student housing facilities. Each facility is equipped with fire detection systems, including smoke and heat detectors, and pull box stations. Each facility is fully suppressed with fire sprinklers. All fire life safety systems report to the Facilities Department.

The College of Saint Elizabeth Residence Life Staff conducts four mandatory fire evacuation drills per calendar year. The fire evacuation drills are supervised by the town Fire Inspector and a team of College employees. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility. Three of the fire evacuation drills are conducted during the daytime hours and one fire evacuation drill is conducted after dark.

On-Campus Student Housing Facility Fire Safety Systems

Both O'Connor Hall and Founders Hall are fully suppressed with a sprinkler system with sprinkler heads located in each resident room and all common areas including lounges and kitchens, networked fire alarm systems that register smoke, heat, and steam, and networked carbon monoxide alarm systems. Both halls are also equipped with multiple fire extinguishers per floor. When an alarm is activated in the halls, it sounds at the Campus Security Booth, (which is staffed 24 hours a day), the local fire department, and to a third-party monitoring company. Messages are sent simultaneously to the phones and computers of the Director and Supervisor of Facilities. The local fire department is then deployed to respond to the alarm as the Residence Life Staff aids in the evacuation of the building.

Supervised Fire Drills

Fire and evacuation drills are conducted in Residence Halls twice a semester. These drills are often supervised by the Fire Inspector of the Florham Park Fire Department and a campus Facilities Supervisor. In addition supervised evacuation drills are conducted in the fall and spring semesters. During these evacuation drills, Residence Life Staff members complete random checks of resident rooms to ensure that students have properly evacuated from the building. At this time, if fire safety hazard violations are noted, Residence Life Professional Staff confiscate and secure the items that are in violation to the policy. In an evacuation, students and staff are instructed to report to their designated meeting spot to be accounted for.

Fire Safety Violations and Prohibitions

The College Student Handbook further outlines fire safety hazards and prohibited fire hazards. Resident students are not permitted to possess and/or use halogen lamps, electrical cooking appliances, extension cords, holiday lights or heaters in their rooms. Open flames and the possession and/or burning of candles or incense are prohibited in the residence halls.

Under the College Conduct Policy students are prohibited from reporting a false emergency which includes false reporting of fire, bomb, medical emergency, or any other emergency by means of activating a fire alarm or in any other manner. Students are also prohibited from tampering with fire and/or safety equipment, including elevators, elevator phones, smoke detectors and sprinkler systems. Resident students are further prohibited from hanging items on or within an 18 inch radius of the sprinkler pipes or detector heads.

All individuals on campus are prohibited from smoking in all campus buildings including the residence halls. Smoking is also prohibited in close proximity to any building on campus; therefore the College has established designated smoking areas throughout campus.

Fire Safety Education and Training Programs

The Residence Life Staff receive fire safety and emergency response training during the fall semester. This training consists of an educational session with the fire extinguisher company focusing on the difference in fires and extinguishers, and an educational session with the Florham Park Fire Department's Fire Inspector focusing on origination points of fires and how to put out a fire safely. The training culminates with field training where staff members are given the opportunity to deploy a fire extinguisher against a live controlled fire set by the Florham Park Fire Department.

Prior to the first fire and evacuation drill held in the fall semester, residents of each floor are required to attend a mandatory floor meeting where information about, (a) fire evacuation procedures, (b) designated evacuation meeting spots, (which are posted throughout the building and on the Community Assistant doors), (c) fire hazards and (d) prohibitions are thoroughly discussed. Additionally, upon fall check-in, resident students are given information on personal fire insurance provided by an external company. Residents can choose to insure their items from any damage should an emergency take place, since the College is only responsible for replacing College owned furnishings.

All residence hall rooms are equipped with evacuation maps posted on the back of the door which indicate the primary and secondary exit routes on the floor in case of an emergency. Additionally, two building marshals are designated for the residence halls to assist in proper evacuation of the building should an emergency arise during the day. During evening hours the Assistant Director on duty and the Community Assistants assist in the evacuation of the building and are responsible for a count of the resident students.

Missing Person Policy

In accordance with the Higher Education Opportunity Act of 2008, the College has implemented a Missing Persons Policy to establish procedures to respond to reports of a missing student. This policy applies to students who are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior or unusual circumstances that may have caused the absence. Such circumstances include, but are not limited to: a) reports or suspicions of foul play, b) evidence of suicidal thoughts, drug use, any life threatening situations, or c) may have been with persons who could endanger the student's welfare.

Once a student has been reported missing an investigation will begin. Notification will be made to the individual(s) identified by the missing student as her emergency contacts and if necessary the local law enforcement agency. In the event the student is under 18 years of age, the Dean of Students or designee will be responsible for communicating with the parents or guardian.

Reportable Crimes

The following definitions are used for reporting crimes in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program:

CRIMINAL HOMICIDE:

Murder and Nonnegligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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

FORCIBLE SEX OFFENSES:

Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person’s will, where the victim is incapable of giving consent.

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, where the victim is incapable of giving consent

Sexual Assault with an object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will, where the victim is incapable of giving consent

Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will, where the victim is incapable of giving consent

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.

ROBBERY:

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

AGGRAVATED ASSAULT:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

BURGLARY:

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

MOTOR VEHICLE THEFT:

The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

ARSON:

Any willful or malicious burning or attempt to burn, with or without intent to defraud, of property.

OTHER OFFENSES:

LIQUOR-LAW VIOLATIONS:

The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of

alcoholic beverages. Does not include drunkenness or driving under the influence.

DRUG-LAW VIOLATIONS:

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment needed to produce or use them.

WEAPONS-LAW VIOLATIONS:

The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

HATE CRIMES:

Is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias based on race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Category A: Murder and Non-negligent manslaughter; Forcible sex offenses; Non-forcible sex offenses; Robbery; Aggravated assault; Burglary; Motor vehicle theft; Arson.

Category B: Larceny-theft; Simple assault; Intimidation; Destruction/damage/vandalism property.

Crime Statistics

The numbers provided in the crime statistics for the College of Saint Elizabeth reflect incidents reported to Campus Security, Residence Life staff and/or the Florham Park and Morris Township Police Departments. The statistics reflect incidents on campus, incidents off-campus reported to the college from remote campus police jurisdictions and incidents involving our students that the Florham Park and Morris Township Police Departments report to the College. The local Police provide data to the College regarding reportable crimes that occur in the immediate vicinity of campus boundaries.

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, colleges are required to publish crime statistics in the following major categories. These statistics cover the period from January 1st to December 31st for the respective years. The College also files the crime statistics report with the Department of Education on an annual basis.

On-Campus: any building or property owned or controlled by the institution of higher learning within the same contiguous geographic area and used in direct support of educational purposes.

Public Property - all public property areas within the same contiguous geographic area of the institution, such as sidewalks, streets, or facility parking that is adjacent to the owned or controlled areas of the institution.

Non-Campus - any building or property, other than a branch campus, that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same contiguous geographic area of the institution.

2010 to 2008 Crime Statistics

| <u>2010</u> | On Campus | Public Property | Non-Campus | Totals | On-Campus Residence |
|--------------------------------|------------------|------------------------|-------------------|---------------|----------------------------|
| Violent Crimes Reported | | | | | |
| Criminal Homicide | | | | | |
| Murder/Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 |

| | | | | | |
|---|----|---|---|----|----|
| Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | | | | | |
| Forcible | 0 | 0 | 0 | 0 | 0 |
| Non-forcible | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 1 | 1 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 |
| Non-Violent Criminal Arrests | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Actions or Judicial Referrals | | | | | |
| Liquor Law Violation Referrals | 12 | 0 | 0 | 12 | 12 |
| Drug Abuse Violation Referrals | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession Referrals | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes* | 0 | 0 | 0 | 0 | 0 |

| <u>2009</u> | On Campus | Public Property | Non-Campus | Totals | On-Campus Residence |
|---|------------------|------------------------|-------------------|---------------|----------------------------|
| Violent Crimes Reported | | | | | |
| Criminal Homicide | | | | | |
| Murder/Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 |
| Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | | | | | |
| Forcible | 0 | 0 | 0 | 0 | 0 |
| Non-forcible | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 |
| Burglary | 1 | 0 | 1 | 2 | 0 |
| Motor Vehicle Theft | 0 | 0 | 1 | 1 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 |
| Non-Violent Criminal Arrests | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 2 | 2 | 0 |
| Weapons Possession | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Actions or Judicial Referrals | | | | | |
| Liquor Law Violation Referrals | 9 | 0 | 0 | 9 | 9 |
| Drug Abuse Violation | 0 | 0 | 0 | 0 | 0 |

| | | | | | |
|------------------------------|---|---|---|---|---|
| Referrals | | | | | |
| Weapons Possession Referrals | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes* | 1 | 0 | 0 | 1 | 0 |

| 2008 | On Campus | Public Property | Non-Campus | Totals | On-Campus Residence |
|---|------------------|------------------------|-------------------|---------------|----------------------------|
| Violent Crimes Reported | | | | | |
| Criminal Homicide | | | | | |
| Murder/Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 |
| Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses | | | | | |
| Forcible | 0 | 0 | 0 | 0 | 0 |
| Non-forcible | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 |
| Burglary | 6 | 0 | 0 | 6 | 1 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 |
| Non-Violent Criminal Arrests | | | | | |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession | 1 | 0 | 0 | 1 | 0 |
| Disciplinary Actions or Judicial Referrals | | | | | |
| Liquor Law Violation Referrals | 3 | 0 | 0 | 3 | 3 |
| Drug Abuse Violation Referrals | 0 | 0 | 0 | 0 | 0 |
| Weapons Possession Referrals | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes* | 0 | 0 | 0 | 0 | 0 |

*Hate Crimes: Note – In 2009 there was one hate crime reported as defined by the Clery Act that manifested evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as a Hate Crime as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534).

Copies of this report are available in the following Campus Community locations:

- Business Office
- Center for Theological and Spiritual Development
- Dean of the Graduate Programs
- Dean of the Women’s College and Undergraduate Programs
- Financial Aid Office
- Office of Human Resources
- Office of Admission
- Registrar’s Office
- Security Office
- Vice President for Student Life and Dean of Students’ Office

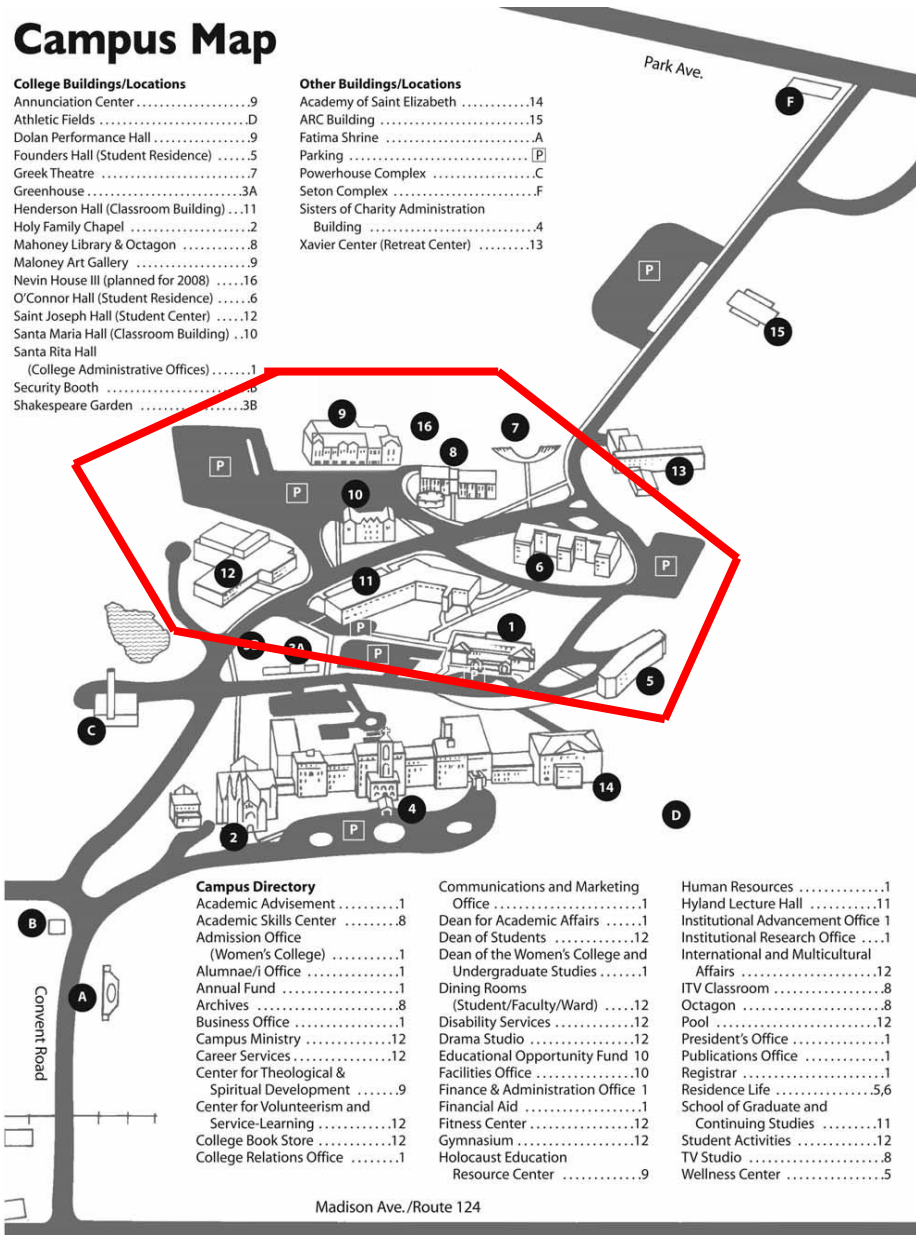
Campus Map

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