



Rowan College of South Jersey

Administrative Procedure: 9001

CAMPUS SECURITY AND COMPLIANCE WITH THE CLERY ACT

In accordance with Board policy and the Campus Security Act (Clery Act), the following procedures have been adopted:

Annual Security Report

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

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

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

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

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

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

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime victims will receive counseling and referral information. Confidential reports are important because they provide information that will enhance the safety of the community-at-large and will, at least, provide a more accurate portrait of actual campus crime.

Timely Warnings (Campus Alert) and Emergency Notification

Timely Warnings (Campus Alert)

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

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

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

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

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

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

Emergency Notification

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

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

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

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

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

The following systems will be used as appropriate:

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

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

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

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

Campus Crime and/or Incident Log

Crime Log

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

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

The log will be made available to the public through the RCSJ Safety and Security Department tab. The Crime and/or Incident Log will be updated within two business days of the incident unless disclosure of such information would:

1. Be prohibited by law;
2. Jeopardize the confidentiality of the victim;
3. Jeopardize an ongoing criminal investigation;
4. Jeopardize the safety of an individual;
5. Cause a suspect to flee or evade detection; and or
6. Result in the destruction of evidence.

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

Reportable Crimes

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

Persons Responsible For Reporting Crimes and Campus Offenses

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

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

Area: Safety and Security
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *9002 Campus Security Act (Clery Act)*

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