



# ANNUAL SECURITY REPORT 2016



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# Introduction and the Jeanne Clery Act

The Jeanne Clery Act requires all colleges and universities which receive federal funding to share information about crimes on campus and their efforts to improve campus security. Colleges and Universities are required to:

- Make public its campus security policies.
- Collect, report and disseminate to the campus community and the U.S. Department of Education certain crime data.
- Give timely warnings of crimes that represent a threat to the safety of students or employees.
- Create, maintain and make available for public inspection, a daily crime log.

In compliance with the Clery Act, the Annual Security Report has been prepared for Rowan College at Gloucester County (hereafter “RCGC” or the “College”) by the Office of Safety and Security under the direction of Joseph M. Getsinger, Executive Director.

The Annual Security Report is published each year by October 1st and contains crime statistics obtained from multiple reporting sources including the Office of Safety and Security, College departments, local law enforcement agencies (to include Deptford Township Police Department, Mantua Township Police Department, East Greenwich Township Police Department), the Gloucester County Prosecutor’s Office, Sheriff’s Office, the New Jersey State Police and Campus Security Authorities.

For statistical purposes, crime statistics reported to any of the above sources are recorded in the calendar year the crime was reported. Crime statistics are reported for the three calendar years prior to the October 1 publication; i.e., 2014, 2015 and 2016.

For definitions of Clery crimes see **Appendix A**. For a description of RCGC’s campus, properties operated or controlled by the College, and adjacent public property, see **Appendix B-1, B-2 and B-3**.

The Annual Security Report is made available to the entire campus community including prospective employees and students. A hard copy may be obtained in person from the Office of Safety and Security or by calling 856-681-6287, see **Appendix C**.

The Annual Security Report is available on-line at:

<http://www.rcgc.edu/Security/Documents/AnnualReports/Annual-Report-2017.pdf>

Questions regarding this Annual Security Report may be directed to Mr. Joseph Getsinger by calling (856) 681-6287 or emailing: [jgetsinger@rcgc.edu](mailto:jgetsinger@rcgc.edu)

# Reporting Crimes and Other Emergencies

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

- **The Office of Safety and Security** is located in the Safety and Security Building (see Campus Map—**Appendix D**)

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

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

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

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

- **Deptford Township Police Department**  
Criminal activity may be reported 24/7 by calling 856-845-2220 or dialing 9-1-1. The Police Department is located in the Deptford Township Municipal Building, 1011 Cooper Street, Deptford, N.J. 08096

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

- **Campus Security Authorities (CSAs)**

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

While you may contact any CSA's listed below, the College prefers you contact one of the following officials to report a crime:

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

All reports of sexual misconduct, harassment, discrimination and hate crimes must be reported to the Title IX Officer (See Appendix D).

- Samantha Van Kooy, Executive Director, Student Engagement 856-415-2276
- Other CSAs on campus who are obligated to report crimes to the Office of Campus Security and the Title IX Officer include:
  - President
  - Vice Presidents
  - Deans
  - Student Advisors
  - Athletic Director
  - Coaches
  - Athletic Trainers

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

CSAs are not responsible for determining authoritatively whether a crime took place, that is the function of law enforcement personnel. A CSA should not try to apprehend the alleged perpetrator of the crime. The CSA should not try to convince the victim to contact law enforcement if the victim chooses not to. The College encourages prompt and accurate reporting of incidents.

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

# Collection of Crime Statistics

Each year letters are sent out to the following agencies and departments or individuals requesting crime statistics for RCGC: campus at 1400 Tanyard Road; College Services Building at 6 Blackwood-Barnsboro Road, Mantua, N.J.; Gloucester County Fire Academy 200 Shady Lane, Clarksboro, N.J.; Adult Center for Transition 530 Salina Road, Sewell, N.J.; Workforce & Professional Development Institute 1492 Tanyard Road, Sewell, N.J.; and Rowan University 201 Mullica Hill Road, Glassboro, N.J. based on a Clery Map geography of their location. **See Appendix B**

The College encourages accurate and prompt reporting of all crimes to the Office of Campus Security and appropriate police agencies, which include:

Deptford Township Police Department	856-845-2220
East Greenwich Township Police Department (Mickleton)	856-423-4100
Mantua Township Police Department	856-468-1920
Gloucester County Prosecutor's Office	856-384-5500
New Jersey State Police	609-882-2000
RCGC Student Affairs Assistant Director	856-468-5000 ext. 6456
Rowan University – Dean, University Relations	856-464-5230
Sheriff's Office	856-415-2200

The New Jersey State Police maintain a Real Time Crime Center on campus with sworn officers/troopers occupying the location.

The federally required "daily crime log," crime statistics, evacuation drill information and emergency operations plans are maintained in the Office of Safety & Security.

Access to these files is limited to security personnel. Hard copy of the crime log and the electronic file are solely maintained by the Director and Assistant Director of the Office of Safety & Security.

## Notes:

1. While there are student organizations on campus, no student organization owns or controls property on or off campus.
2. A cohort of RCGC's students attend classes and are housed at Rowan University. While Rowan University's Security Department will be responsible for the safety of these students, crimes committed against these RCGC students will be included in the statistics of both institutions (a potential duplication).

# Security on Campus

## Patrols

Security officers patrol campus buildings and grounds to ensure the public welfare. RCGC is located at 1400 Tanyard Road, Sewell, N.J. 08080 which is part of Deptford Township, N.J. It is situated north of Salina Road, west of Route 55 and south of Gloucester County Institute of Technology in Gloucester County New Jersey. The number of officers on duty varies according to the time of day and expected level of activity. All officers are trained to assist in situations ranging from emergency response to general advice on crime prevention and provide escorts to vehicles. Please see **Appendix E** for a complete list of required training.

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

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

## Gloucester County Sheriff's Department

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

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

## Emergency Blue Light Telephones

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

## **Building Inspections**

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

## **Security Camera Systems**

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

## **Overhead Street and Building Lighting**

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

## **Emergency Operations Center (EOC)**

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

## **College Website**

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

## **Township, County, State and Federal Law Enforcement**

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

## **On Campus Confidential Resources**

- The Center for Counseling and Wellness Services

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

The Center for Counseling and Wellness Services staff are available:

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

Friday                            8:30 a.m. to 4 p.m.

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

- People in Transition

The People in Transition staff are available:

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

Contact Nancy Howard, Director 856-415-2264 for assistance.

## **Student/Staff Identification**

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



# Security Awareness and Crime Prevention Programs

## On Going

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

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

## Mandated Training

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

## In Service

### **Clery/VAWA and Title IX Training**

These programs are offered to students, faculty and staff.

**Creating a Safe and Inclusive Classroom Environment** keynote Professional Development Day presenter Angela Provitera McGlynn, Professor Emeritus, Psychology, Mercer County College

**Embracing LGBTQ Students, Faculty and Staff**—Professional Development Day presentation by RCGC Faculty Bryan Buttler

**Be Alert to Your Surroundings**—Professional Development Day presenter Jack DeAngelo, Gloucester County Office of Emergency Management

**The Link between Alcohol, Drugs and Sexual Assault** presentation by Jiwe Morris, author and speaker to uplift at risk youth

# Security Awareness and Crime Prevention Programs

## In Service (cont'd)

**Sexual Assault Awareness**— Wellness Wednesday presentation by Services Empowering the Rights of Victims (SERV).

**Sexual Assault Awareness**— presented by Center for Family Services

**“Miss Representation,”** film hosted about how the media stereotypes gender, hosted by the CWS and Center for Family Services

### **Suicide Prevention Awareness / Mental Illness Awareness Month**

Presenter: Barbara Maronski, MSW, LSW, Traumatic loss Colalition

Coordinator for Camden and Gloucester Counties

### **Domestic Violence Awareness / Suicide Awareness Month**

Presenters: Monica Gural, Esq., Legal Services of New Jersey. Representatives from Center for Family Services (table with literature and give-aways) Guest presenters: Jim Jefferson, Gloucester County Freeholder, Eileen Caraker, RN, MS, FN-CSA, SANE-A, SANE-P, FNE Coordinator, Gloucester County Prosecutors Office

**LGBTQ Inclusion** presentation by Jamie McGonnigal, funding Artistic Producer of the World AIDS Day Concerts and a Founding Producer of the NY Musical Theatre Festival and successful producer/director of multiple Broadway musicals

**Stalking** presentation by Gloucester County Sheriff’s satellite office at RCGC Officers Stan Kemp and Lori Shaw

**Diversity, Respect, Civility, Inclusion** presentation by Jesus Nebot, inspirational speaker and author

**Madison Halloren Suicide Prevention Bill (new NJ)** regarding 24/7 access to support Professional Development Day presentation by CWS Director, Lois Y. Lawson-Briddell, Ph.D., LSW

**Gender Diversity Among College Students/LGBTQ+** Professional Development Day presentation by Ann Villinski, Ph.D., Licensed Psychologist from Rowan University, Counseling and Psychological Services

**See Something; Hear Something; Say Something** Professional Development Day presentation by Jack DeAngelo, Gloucester County Office of Emergency Management

## **Risk Reduction Strategies** *(taken from Rape, Abuse & Incest National Network, www.rainn.org)*

- **Be aware** of your surrounding. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)
- **Don't leave your drink unattended** while talking, dancing, using a restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or it acting out of character, get him or her to a safe place immediately.

## **Registered Sex Offender Information (Megan's Law)**

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

# Emergency Operations Plan

The purpose of the Emergency Operations Plan is to provide the College response to an emergency or widespread disaster that exceeds the capacity of any one department.

While the College's Emergency Operations Plan is a voluminous and comprehensive document, a "Quick Reference" chart is provided in **Appendix H**.

The College utilizes the Rowan College Text Alert System, a mass notification system that includes text messaging, email and social media platforms for campus notification. Other methods include public address systems, fire alarm system, emergency vehicles equipped with public address systems, mega phones and the College webpage.

As soon as the Office of Safety and Security confirms, after deliberation or notification from first responders or the National Weather Service, that there is an emergency or dangerous situation that poses an immediate threat to the health and safety of the campus, the Office of Safety and Security will notify the President who will approve the content of the message and the mass notification system to be used.

In the event the President is unavailable, the Vice President and Chief Operating Officer will assume control. The existing chain of command will be used should the Vice President and Chief Operating Officer not be available.

**Note:** There are situations that the Executive Director of the Office of Safety and Security will have the discretion to contact the College community without consulting the President. The public's safety is the single most important determining factor in influencing which communication protocol is chosen.

In an emergency, the College will, without delay, taking 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 judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

## Emergency Notification Process:

An incident that occurs on the campus, or near the campus even if on public property, may require an **Emergency Notification** to the College community, especially if **the incident represents an imminent threat to the health or safety of the community** according to the Clery Act. An Emergency Notification to the community for any serious event that is occurring currently or a disaster, whether natural, or man-made will be determined by as noted above. The types of incidents that may cause an immediate threat to the College could include but, are not limited to emergencies such as:

- Active Shooter on campus
- Hostage/barricade situation
- Riot
- Suspicious package with confirmation of a device
- Tornado
- Fire/Explosion
- Suspicious death
- Structural damage to a College building, or owned and controlled by the facility
- Biological threat (anthrax, etc.)
- Significant flooding
- Gas leak
- Hazardous materials spill, etc.

In most cases, emergencies will be reported to the **9-1-1 County Operations Center**. The operator will dispatch a Sheriff's Officer to the scene to assess the situation. If the dispatcher deems the situation as being critical, he or she will request that surrounding municipal police departments assist in the response. If the situation is severe enough, the dispatcher will mobilize the County Emergency Response Team (ERT), which will arrive on campus and establish an onsite unified command and mobilize with RCGC's Emergency Operations Center. Responders will work to provide assistance and guidance on how to work in a higher education environment.

The Emergency Notification will work as follows:

1. The Director of the Office of Safety and Security will confirm the emergency as discussed previously;
2. The President will be notified and approve the content and mass notification system to be used; and
3. If the President is unavailable, the College chain of command will be utilized.

RCGC will hold a series of information sessions and post updates throughout and after an emergency. This will be followed up with a thorough after action review of the incident.

## Timely Warning Process:

A **Timely Warning** will be released to the campus community for any crime that “**represents a serious or continuing threat to the students and employees**” of the **College**. The major incidents that require a timely warning according to the Clery Act are murder/non-negligent manslaughter, manslaughter by negligence, sex offenses, (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson or incidents if the crime represents a serious or continuing threat to the campus. Additionally, any hate crimes involving bodily injury or any of the previously listed crimes, that represent a continuing threat to the campus require a timely warning. Any other crimes that represent a serious or continuing threat to the community may also have a timely warning issued for them and they will be assessed on a case-by-case basis.

A timely warning can be issued in many ways, including, but not limited to the following:

- Rowan College Alert (text messaging, voice, email , social media)
- College Webpage
- Public address systems
- Fire Alarms
- Mega phone

The intention of a timely warning is to aid in the prevention of similar type incidents. A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description (s) when deemed appropriate and if there is sufficient detail (see note below).
- Office of Safety and Security contact information.
- Other information as deemed appropriate by the President or Vice Presidents.

The description of subjects in a case will only be included in the alert if there is sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, this information will not be included in the alert.

The **Timely Warning** will work as follows:

1. The Director of the Office of Safety and Security will confirm the emergency as discussed previously;
2. The President will be notified and approve the content and mass notification system to be used; and
3. If the President is unavailable, the College chain of command will be utilized.

## Timely Warning Process: (continued)

Timely warnings are issued in a manner to students and employees that is timely and withholds the names of the victims as confidential, and that will aid in the prevention of similar occurrences.

**Note:** Campus Security Authorities have a duty to report sexual misconduct for federal statistical reporting purposes. As explained prior, all personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off campus, in the surrounding area, etc- with addresses withheld), for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Victims of sexual misconduct should also be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the College community to aid in the prevention of similar occurrences. The College will withhold the names and other personally identifiable information of victims as confidential, while still providing enough information for community members to make decisions related to their safety in the light of the danger.

### Administrative Coordinating and Testing:

- The mass notification system is administratively coordinated through the Offices of Information and Technology and Safety and Security. Both offices have the ability to issue timely warnings and manage the mass notification system.
- Test(s) of the mass notification system, which broadcast timely warnings to the College community, is at minimum, conducted annually.
- The Office of Information and Technology is responsible for testing the system. Additionally, all emergency evacuation exercises are recorded. **See Appendix I.**

## RCGC ALERT

RCGC Alert is an emergency and outreach notification system for students and employees. In the event of an emergency, Rowan College will contact you by phone, email and/or text message in a timely manner to ensure your safety as required by federal regulations. Rowan College also may wish to contact you by phone, email and/or text message for outreach notifications, including registration reminders, eLearning alerts and more.

### How to Register

- To register for the RCGC Alert:  
<http://www.rcgc.edu/Technology/Pages/RCGC-Alert.aspx>
- To register for the Gloucester County Alert System for weather alerts and emergency information  
<http://www.gloucesteralert.com/index.pho?CCheck=1>

# Sexual Misconduct and the Rights of Victims

The College's position on sexual misconduct and its student code of conduct are provided in full on the following pages. Please note that these policies are currently being revised and the proposed changes are shown in the drafts.

Plain and simple, sexual misconduct in any of its forms is prohibited, will not be tolerated and will be met with decisive administrative action.

In addition to the College's policy and administrative procedure on Sexual Misconduct, a copy of the Campus Sexual Assault Victim's Bill of Rights is included in **Appendix F**.

The following policies and administrative procedures are related to campus safety and security and are provided in APPENDIX G. These are essential reading for all students and employees.

Anti-Bullying and Intimidation

Conscientious Employee Protection

Employee Conduct & Work Rules

Harassment & Discrimination

Minors on Campus

Substance Abuse



**SEXUAL MISCONDUCT  
AND THE  
RIGHTS OF VICTIMS**



Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell, NJ 08080

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Administrative Procedure: 7007 REVISE  
**Sexual Misconduct and the Rights of Victims**

All acts of sexual violence including dating violence, domestic violence, sexual assault and/or stalking are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The use of alcohol and drug abuse are linked to risk factors associated with incidents of sexual assault, domestic violence and dating violence. Victims and witnesses are encouraged to report and cooperate with investigations of sexual assault, domestic violence and dating violence, including incidents where there is an implication of alcohol or drug use. The use of drugs or alcohol is not an excuse for failing to obtain consent for sexual activity. The College prohibits will not tolerate sexual misconduct in any of its forms.

The College encourages any victim or witness to sexual misconduct to contact one of the individuals or agencies listed on *Attachment A, Reporting Allegations of Sexual Assault*.

**Definitions**

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

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

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

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

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

### 53

### 54

### 55 **Sanctions Against the Violator**

56

57 Following an investigation, College employees charged with such conduct are subject to  
 58 prosecution and are subject to disciplinary action under applicable policies, procedures and/or  
 59 collective bargaining provisions. Sanctions that the College may impose on an employee  
 60 following a final determination of responsibility include, but are not limited to, counseling,  
 61 written warning, suspension and final warning and/or termination of employment.

62

63 Students charged with such conduct are subject to prosecution and are also subject to disciplinary  
 64 action under the College’s policy, *8106 Student Code of Conduct and Procedural Standards*.  
 65 Sanctions that the College may impose on a student following a final determination of  
 66 responsibility include, but are not limited to, warning the student, loss of privileges, restitution,  
 67 disciplinary probation, suspension or expulsion. (for a full list of sanctions see; administrative  
 68 procedure *8106 Student Code of Conduct and Procedural Standards*)

69

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

### 72

### 73

### 74 **Reporting Sexual Misconduct and Assistance Available for Victims**

75

76 The following actions should be taken by the victim or a witness to sexual misconduct:

- 77
- 78
- 79 1. Report the alleged offense as soon as possible to:
- 80 • Almarie Jones, Title IX Officer and Executive Director of Diversity and Equity at  
 81 (856) 415-2154.
  - 82 a. Cheryl McBride, Director of Student Affairs at (856) 468-5000, ext. 6456.
  - 83 b. Campus Security (856) 681-6287
  - 84 • Gloucester County Sheriff (856) 681-2200
  - 85 • Deptford Police (856) 845-6440
  - 86 • Campus Security Authorities - In addition to the resources listed on Attachment A, a  
 87 victim or bystander can notify any College official with significant responsibility for  
 88 student and campus activities such as, but not limited to, a dean, department chair, a

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- 89 faculty member, staff advisor or a coach. *All Campus Security Authorities are*  
 90 *required to report the incident to the Title IX Officer.*  
 91
- 92 2. Before a student or employee reveals information that he or she may wish to keep  
 93 **confidential**, a Campus Security Authority should make every effort to ensure that the  
 94 student or employee understands the following considerations based on their desired level  
 95 of confidentiality:
- 96 a. The Campus Security Authority's obligation to report the names of the alleged  
 97 victim and complainant involved in the alleged sexual misconduct (including the  
 98 date, time, and location) to the Title IX Officer;
- 99 b. The victim's option to request that the College maintain his/her confidentiality,  
 100 which the Title IX Officer will consider; and
- 101 c. The victim's ability to share the information with the following resources  
 102 confidentially:
- 103 • The Center for Counseling and Wellness Services (CWS) will provide  
 104 **confidential** counseling and assistance. Professional counselors are  
 105 available in Room 206 of the College Center building (during regular  
 106 business hours) or a complainant can call Dr. Lois Lawson-Briddell at  
 107 (856) 415-2243 for an appointment.
  - 108 • Center for People in Transition located in the College Center (just off  
 109 mezzanine) provides confidential assistance to displaced homemakers  
 110 whose major source of income and financial support is lost through  
 111 spousal separation, divorce, death or disability and who is emotionally  
 112 and/or vocationally unprepared to enter the job market. The Center works  
 113 directly with SERV for victims of domestic and sexual abuse and can  
 114 provide expedient referrals if deemed necessary. Contact Nancy Howard,  
 115 Director at 856-415-2264. Hours: Monday – Friday 8:30 a.m. to 4:30 p.m.
  - 116 • Services Empowering Rights of Victims (SERV), provides a 24/7 toll-free  
 117 hotline at 1-866-295-SERV (7378), crisis intervention, counseling,  
 118 advocacy and support at hospitals, police stations and courts for survivors  
 119 of sexual and domestic violence. SERV provides safe housing for female  
 120 victims of domestic violence and their children. SERV provides a  
 121 website: [www.centerffs.org](http://www.centerffs.org)  
 122
- 123 NOTE: As required by the Clery Act, the above confidential resources are  
 124 required to report to the Title IX Officer any "Clery" crime of which they have  
 125 knowledge. The individual's identity is not required to be revealed.  
 126
- 127 3. Preserve evidence as may be necessary as proof of criminal activity or to obtain a  
 128 protection order, even if the victim does not want to report to law enforcement at the time  
 129 of the incident. While the College does not have the authority to issue orders of  
 130 protection, the Office of Safety and Security (856-681-6287) will provide assistance.  
 131
- 132 4. A victim will be assisted by Campus Authorities in notifying law enforcement  
 133 authorities, if the victim chooses.  
 134

- 135 5. A victim has the option NOT to notify and/or seek assistance from campus authorities  
 136 and law enforcement.  
 137  
 138  
 139 1. ~~Call Services Empowering Rights of Victims (SERV) on their 24/7 toll-free~~  
 140 ~~hotline 1-866-295-SERV (7378) SERV is the New Jersey designated sexual~~  
 141 ~~violence service provider. This agency is available 24/7 to coordinate care and~~  
 142 ~~support of the victim. Instructions in victim rights, escort to the hospital,~~  
 143 ~~counseling and assistance with court appearances are provided.~~  
 144 • ~~Your reporting of a crime or suspected crime to any of the above authorities is **voluntary**~~  
 145 ~~and **confidential**.~~  
 146 • You also have the option NOT to notify and/or seek assistance from campus authorities  
 147 and law enforcement. Filing a report will not necessarily obligate a victim to prosecute  
 148 the crime.  
 149  
 150

### 151 **Investigating Allegations of Sexual Misconduct**

152  
 153 As soon as a complaint form is filed with Almarie Jones, Title IX Officer and Executive Director  
 154 of Diversity and Equity, an impartial and reliable investigation will be performed. Opportunity  
 155 will be provided for both the complainant and the alleged perpetrator to present witnesses and  
 156 evidence. Both parties will be provided with the opportunity to be accompanied by an advisor of  
 157 their choice.  
 158

159 In a protracted case, the College will take interim measures and make reasonable  
 160 accommodations to protect the complainant.  
 161

162 For both students and employees, the evidentiary standard (preponderance of the evidence; i.e.,  
 163 more likely than not that sexual misconduct occurred) will be used in resolving a complaint. In  
 164 the event of a complaint or for obtaining and/or enforcing a restraining order, the Gloucester  
 165 County Sheriff Department should be contacted. The Sheriff's Department has the responsibility  
 166 to engage the Deptford Township Police to investigate and/or handle the preservation of  
 167 evidence.  
 168

169 Written notice to the complainant and alleged perpetrator of the outcome of the complaint will be  
 170 done concurrently; including sanctions imposed and appeal procedures.  
 171

172 For students, follow the appeal procedures in policy *8106 Student Code of Conduct and*  
 173 *Procedural Standards*. For employees, follow appeal procedures in policy *7026 Grievances*.  
 174  
 175

### 176 **Confidentiality**

177  
 178 The substance and outcome are to remain confidential and will only be shared with the alleged  
 179 perpetrator, complainant, and those directly involved in the investigation. Any violation of

180 confidentiality of substance and/or outcome will be subject to disciplinary action under  
 181 applicable policies, procedures, and/or collective bargaining provisions.  
 182 The complainant will be informed that an employee of the College hearing the complaint of  
 183 sexual misconduct has the responsibility to report the incident to the Title IX Officer or inform  
 184 the complainant of his/her right to request the College to maintain his/her confidentiality. The  
 185 professional counselors in the Center for Counseling and Wellness Services (CWS) are exempt  
 186 from reporting the crime if functioning within the scope of his or her license or certification.  
 187

188 The College is required under federal law (Clery Act) to report incidents of sexual misconduct  
 189 but will not identify any victim in the mandated annual security report.  
 190

## 191 **Assistance Available to the Victims**

### 192 On Campus

193  
 194  
 195  
 196 • A complainant or witness can file a Complaint Form with Almarie Jones, Title IX Officer  
 197 and Executive Director of Diversity and Equity as soon as possible. The form is  
 198 available on the College's website or the complainant can call 856-415-2154 for a  
 199 confidential meeting.

200 ➤ For student-on-student sexual misconduct, a complainant or witness may also  
 201 contact Cheryl McBride, Director of Student Affairs at (856) 468-5000, ext.  
 202 6456.  
 203

204 • The Center for Counseling and Wellness Services (CWS) will provide confidential  
 205 counseling and assistance. Professional counselors are available in Room 206 of the  
 206 College Center building (during regular College business hours) or a complainant can call  
 207 Dr. Lois Lawson-Bridgell at (856) 415-2243 for an appointment.  
 208

209 • Center for People in Transition located in the College Center (just off mezzanine)  
 210 provides confidential assistance to displaced homemakers whose major source of  
 211 income and financial support is lost through spousal separation, divorce, death or  
 212 disability and who is emotionally and/or vocationally unprepared to enter the job  
 213 market. The Center works directly with SERV for victims of domestic and sexual abuse  
 214 and can provide expedient referrals if deemed necessary. Contact Naney Howard,  
 215 Director at 856-415-2264. Hours: Monday – Friday 8:30 a.m. to 4:30 p.m.  
 216

### 217 Off Campus

218  
 219 • Services Empowering Rights of Victims (SERV), listed above, provides a 24/7 toll-free  
 220 hotline, crisis intervention, counseling, advocacy and support at hospitals, police stations  
 221 and courts for survivors of sexual and domestic violence. SERV provides safe housing  
 222 for female victims of domestic violence and their children. SERV provides a website:  
 223 [www.centerffs.org](http://www.centerffs.org)  
 224  
 225

226

227

228 **Reasonable Accommodations**

229

230 Employees and/or students who report or are the victims of sexual misconduct will be afforded  
 231 reasonable accommodations to avoid hostile environments or working conditions.

232

233 The College does not provide housing or dormitories, therefore, accommodations for living  
 234 situations are not provided.

235

236 For students, contact Almarie Jones, Title IX Officer at (856) 415-2154 to navigate through the  
 237 appropriate departments to serve:

238

- 239 • Change of class;
- 240 • Class withdrawal past deadline;
- 241 • An incomplete class grade;
- 242 • Class retake, free of charge; and
- 243 • Campus safety escort and protective measures; and
- 244 • Transportation.

245

246 For employees, contact the Director of Human Resources at (856) 415-2113 to secure:

247

- 248 • Change of work location or assignment;
- 249 • Leave as provided or allowed under law or policy;
- 250 • Campus safety escort; and
- 251 • Adjustment in hours worked.

251

252 A copy of this administrative procedure will be provided to all students and employees. The  
 253 College catalog and student handbook also address a variety of campus community concerns  
 254 such as visa and immigration assistance, student financial aid and College policies and  
 255 administrative procedures.

256

257 For students:

258

- 258 • ~~Change of class;~~
- 259 • ~~Class withdrawal past deadline;~~
- 260 • ~~An incomplete class grade;~~
- 261 • ~~Class retake, free of charge; and~~
- 262 • ~~Campus safety escort.~~

263

263 For employees:

264

- 264 • ~~Change of work location or assignment;~~
- 265 • ~~Leave as provided or allowed under law or policy;~~
- 266 • ~~Campus safety escort; and~~
- 267 • ~~Adjustment in hours worked.~~

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271

**272 Training for Students and Employees**

273

274 Training will be provided to all staff and students.

275

276 A brochure, titled *TITLE IX is not just a number... it's the Law!* is provided to each new student  
 277 and employee.

278

279 The training will consist in part with the mandatory on-line training titled, *Preventing*  
 280 *Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act for Faculty and Staff and*  
 281 *Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act for Students.*

282

283 In addition to this educational awareness experience, other related resources and training will be  
 284 provided.

285

286 Compliance will be monitored by the Title IX Officer as well as tracked by an electronic learning  
 287 management system.

288

289

**290 Retaliation**

291

292 Title IX and other laws include protection against retaliation. If the College learns of possible  
 293 retaliation for filing a complaint of sexual misconduct, including threats, intimidation, coercion  
 294 or discrimination, it will take immediate and appropriate steps to investigate and remedy the  
 295 action with disciplinary action, if necessary.

296

297

298

299 Area: Human Resources

300 Approved: 10/10/2014

301 Revised: TBD

302

303

304 President's Authorization: \_\_\_\_\_

305

## 306 References:

307 Rowan College at Gloucester County *Board of Trustees Policy Manual and College Administrative*  
 308 *Procedures, 7007 Sexual Misconduct and the Rights of Victims, 8106 Student Code of*  
 309 *Conduct & Procedural Standards, 7026 Grievances.*

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## Reporting Allegations of Sexual Assault and Resource Referrals *(Revised: 7/2017)*

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting  Local Law Enforcement	Gloucester County Sheriff's Office	856-681-2200
	Deptford Twp. Police Dept.	856-845-2220
	Gloucester County Prosecutor's Office	856-384-5500
Non-Confidential Reporting  Campus Security Authorities and 9-1-1	Campus Security and/or 9-1-1 Gloucester County	Blue Light Emergency Phones around campus
	Campus Security	ext. 4444 from any campus desk phone
		856-681-6287 from any non-campus phone
Non-Confidential  On-Campus Reporting Support Service	Almarie Jones AA/Title IX Officer, Executive Director Diversity and Equity	856-415-2154 College Center, first floor ajones@rcgc.edu
	Samantha Van Kooy Executive Director, Student Engagement	856-415-2276 College Center, room 202 svankooy@rcgc.edu
Non-Confidential Reporting	All students and employees are encouraged to report alleged crimes on campus. All employees are obligated by federal law to report crimes that pose an ongoing threat to the community to the Office of Safety and Security or to Deptford Police.	
Confidential  On-Campus Counseling and Support Services	<b>Center for Counseling and Wellness Services (CWS)</b>  Lois Y. Lawson-Briddell Ph.D., MSW, LSW, Director  William Leonard Ph.D., Intervention Teams Consultant	<b>College Center, room 206</b>  856-415-2243 llawsonb@rcgc.edu  College Center, STEM Division Offices 856-415-2119 • wleonard@rcgc.edu
Confidential  On-Campus Support Services	Nancy Howard Director, The Center for People in Transition (PIT)	856-415-2264 College Center (Lower Mezzanine) nhoward@rcgc.edu
Confidential  Off-Campus Full-Service Support	Services Empowering Rights of Victims (SERV)	1-866-295-SERV (7398) <b>centerffs.org/serv</b>

**STUDENT CODE OF CONDUCT  
AND  
PROCEDURAL STANDARDS**



Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell, NJ 08080

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Administrative Procedure: 8106  
**Student Code of Conduct and Procedural Standards**

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

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

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

In all situations, the student will be informed of the charges, allowed to be represented, provided with written copy of the complaint and be given an opportunity to appeal. The proceedings will include a prompt, fair, and impartial process from initial investigation to the final result.

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

**Student Discipline Guidelines**

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

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

42 **Process for Student Conduct Issues and Discipline**

43 **Filing a Complaint**

44 Complaints should be filed in a timely manner. Complaints against students may be filed by  
45 anyone who feels the Student Standard of Conduct has been violated. A complaint must be  
46 received in writing by the Office of Student Affairs. Students and staff may file complaints  
47 directly in the Office of Student Affairs or complaints may be sent via email to the Director  
48 of Student Affairs or his or her designee, (hereafter "Director"). Complaints should include  
49 as much detail as possible and make a specific reference to the part of the Student Standard  
50 of Conduct the complainant feels has been violated. If the complaint involves perceived  
51 criminal activity, it should immediately be reported to Campus Safety and Security (856-681-  
52 6287) who will then forward a report to Student Affairs. If a complaint provides evidence  
53 that presence of the accused student on campus may pose a threat to others or to the  
54 continuance of normal College function, the College reserves the right to impose an interim  
55 suspension from campus pending a disciplinary hearing.

56

57 **Notice**

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

68

69 **Rights in Disciplinary Hearings**

- 70
- 71 1. The student has the right to receive written notice of the charges.
  - 72 2. The student has the right to review the case file prior to and/or during the hearing. All  
73 personally identifying information of other individuals mentioned in the case will be  
74 redacted. The student may review the file, but may not take photographs of the file or  
75 be provided with copies.
  - 76 3. The burden of proof in determining responsibility rests upon the complainant, who  
77 must establish that the accused student is "more likely than not" responsible for the  
78 conduct violation based on the information presented.
  - 79 4. Disciplinary hearings will be closed. Only those directly involved in the case can  
80 attend.
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  - 82

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5. The student has the right to confidentiality pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974
  6. The student has the right to be assigned an impartial hearing officer.
  7. The student has the right to have a personal advisor present at the disciplinary hearing as a support person. The advisor may be an attorney. While the advisor can be present, he or she can have no role in the hearing. Advisors are not permitted to speak on behalf of the student, appear in the place of the student, or ask questions during the hearing. A student wishing to have an advisor present must inform the Office of Student Affairs at least 24 hours in advance of the disciplinary hearing. If the advisor is an attorney, the College will determine if legal counsel for the College should also be present at the hearing. If the student's selected advisor is unable to attend, the hearing will not be cancelled.
  8. The student has the right to bring witnesses with information directly related to the incident to the hearing. Witnesses may not be present for the entire disciplinary hearing. They will be called to participate when appropriate. A hearing will not be postponed if a witness is unable to attend. Written statements from witnesses may be considered. A student wishing to have a witness present must inform the Office of Student Affairs at least 24 hours in advance of the disciplinary hearing by providing the name of the witness or witnesses and a summary of the information s/he is expected to provide.
  9. The accused student will receive written notification of the decision reached via campus webmail after a decision is reached. The student may be notified via postal mail as well. The notification of results will include a list of sanctions imposed, if any.
  10. Victims may submit written statements detailing the effects of the violation. These statements will remain confidential and will be used in determining appropriate sanctions if the accused is found responsible. In "crimes of violence" or "sex offenses," victims have the right to be notified of the outcome of the disciplinary hearing and information. Victims in these cases also have the right to appeal. In cases of sexual misconduct, victims have the right to full participation in the disciplinary hearing process.
  11. The College will, upon written request, disclose to the alleged victim of a crime of violence (as the term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for purposes of this policy.

129

130 **Hearings for Sexual Misconduct**

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

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

139

140

141 **Description of Sanctions**

142

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

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

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

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

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

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

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

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

166 **Suspension of Privileges:** While on suspension of privileges, a student may be restricted  
167 from participation in athletics, student organizations, and/or campus employment. A

168 student may also be suspended from the privilege of utilizing campus parking, computer  
169 labs, or other facilities if deemed appropriate. Notification of the suspension will be sent  
170 to the appropriate coach, advisor, or supervisor if applicable.

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

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

182 The Office of Student Affairs reserves the right to notify parents/guardians of students less than  
183 21 years of age when a student is found responsible for an alcohol and/or drug violation.

184  
185 ➤ **Note: Failure to complete sanctions will result in an administrative HOLD on the**  
186 **student's account until the student completes the sanction.**

187  
188 **Hearing and Appeals Processes**

189  
190 *Step 1 A Complaint is Filed:*

- 191  
192 ➤ A report of misconduct is received by the Director of the Office of Student Affairs.  
193  
194 ➤ The Director notifies involved parties of the complaint in writing. A disciplinary  
195 hearing is offered to the accused student. The student may choose to waive his/her  
196 right to a hearing and have a decision made in his/her absence.  
197  
198 ➤ The Director determines whether it is more likely than not that a violation occurred.  
199 A decision is communicated to the student in writing and if warranted sanctions may  
200 be imposed.

201  
202 *Step 2 The Appeal:*

- 203  
204 ➤ If the student disagrees with the findings, the student contacts the Office of Student  
205 Affairs within five (5) business days of receipt of the Director's decision to begin the  
206 appeal process. The student is responsible for completing the written appeal. The  
207 written appeal and case information is submitted to the Office of Student Affairs and  
208 forwarded to the Vice President of Student Services for review. Sanctions remain in  
209 place during the appeal process.

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- The Vice President reviews the appeal information and notifies the student of the results of the appeal within fifteen (15) business days of receipt of the appeal.

*Step 3 Final Appeal:*

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

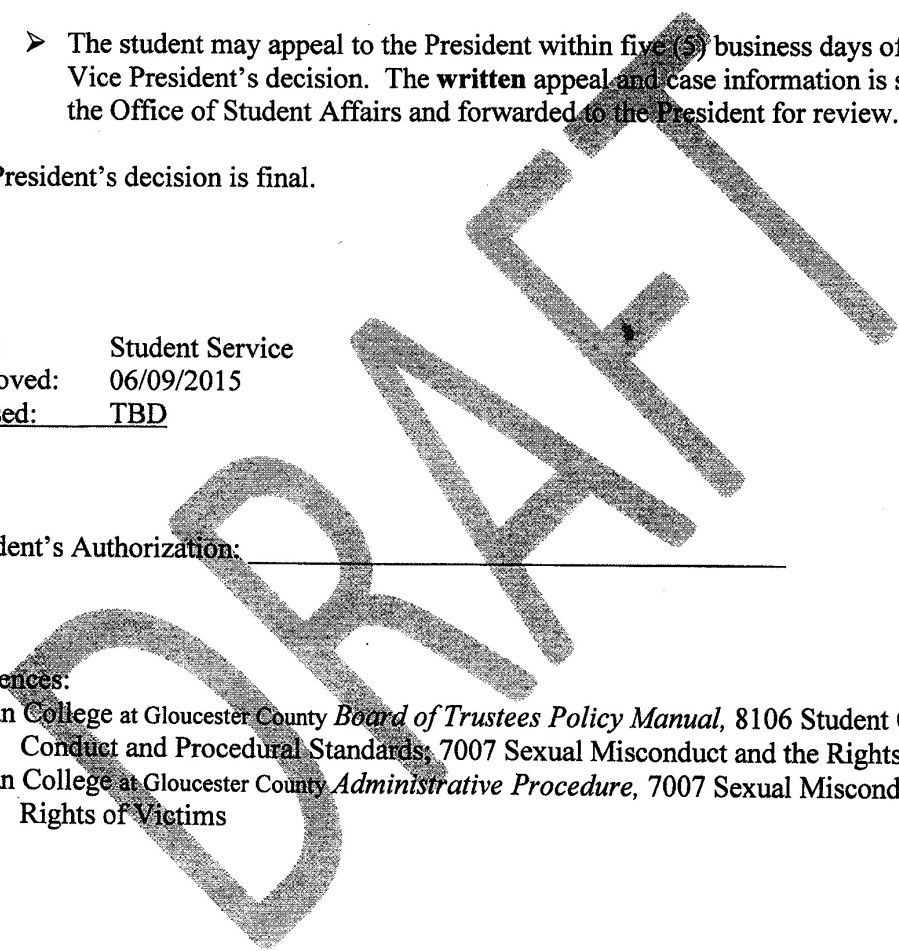
The President’s decision is final.

Area: Student Service  
 Approved: 06/09/2015  
 Revised: TBD

President’s Authorization: \_\_\_\_\_

References:

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





# CRIME STATISTICS

(Calendar Year 2014, 2015, 2016)

In compliance with the Jeanne Clery Act, the College reports crime statistics by Clery-defined geography.

**On-campus** is defined as:

- Owned or controlled by the institution;
- Within the same reasonably contiguous geographic area; and
- Used to meet or support the Institutions educational purposes

The College's On-campus locations include all College-owned buildings on campus, including Workforce and Professional Development Institute and the Adult Center for Transition.

**Public property** is defined as:

- Owned by a public entity—city, state or federal government;
- Within campus or borders and is accessible from campus;

Accessible is defined as:

- No barrier between campus border and public property
- Some type of barrier exists but frequently ignored by students (fence or wall that students climb over, under or through)

Tanyard Road, Salina Road and Blackwood-Barnsboro Road are public property surrounding the campus.

**Non-campus building or property** is defined as:

Any public building or property not part of the main campus nor a separate campus and is:

- Owned or controlled by the College
- Used in support or in relation to the College's educational purposes
- Remote classrooms
- Student Housing
- Frequently used by students

RCGC Non-campus buildings or property are:

- Fire Academy, 200 County House Rd., Clarksboro, NJ
- RCGC College Services Building 6 Blackwood-Barnsboro Rd., Mantua Twp., NJ
- Rowan University, 201 Mullica Hill Rd., Glassboro, NJ – *Rowan Choice Cohort*

*RCGC cohort of students who take classes and live in a dormitory on the campus of Rowan University. Rowan University reports Clery crime statistics for this cohort of students in their Annual Security Report as On-campus geography. RCGC also reports Clery crime statistics for this cohort, as Non-campus geography, in our Annual Security Report.*

Note: No Fire Report is required due to no student housing at this College

# Rowan College at Gloucester County *Crime Statistic Report 2014 to 2016*

## Crime Reporting and Clery Act: Crime Statistics on Campus

Category	Venue	2014	2015	2016
<b>Criminal Homicide: Murder and Non-Negligent Manslaughter</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Manslaughter by Negligence</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses: Rape</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses: Fondling</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses: Incest</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses: Statutory Rape</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	On Campus	0	0	0
	Non-Campus	0	0	<b>1</b>
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>1</b>
		<b>2014</b>	<b>2015</b>	<b>2016</b>

# Rowan College at Gloucester County *Crime Statistic Report 2014 to 2016*

## Crime Reporting and Clery Act: Crime Statistics on Campus

Category	Venue	2014	2015	2016
<b>Aggravated Assault</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	On Campus	0	0	0
	Non-Campus	0	0	<b>1</b>
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Arson</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Domestic Violence</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dating Violence</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Stalking</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Arrests</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>2014</b>	<b>2015</b>	<b>2016</b>

# Rowan College at Gloucester County *Crime Statistic Report 2014 to 2016*

## Crime Reporting and Clery Act: Crime Statistics on Campus

Category	Venue	2014	2015	2016
<b>Liquor Law Referrals</b>	On Campus	0	0	0
	Non-Campus	0	18	42
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>18</b>	<b>42</b>
<b>Drug Law Arrests</b>	On Campus	0	0	0
	Non-Campus	0	0	<b>5</b>
	Public Property	0	0	<b>0</b>
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Drug Law Referrals</b>	On Campus	0	1	<b>0</b>
	Non-Campus	0	5	<b>7</b>
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>6</b>	<b>7</b>
<b>Weapons Possession Arrests</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Weapons Possession Referrals</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hate Crimes</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unfounded Crimes</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>2014</b>	<b>2015</b>	<b>2016</b>

**Hate Crimes:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Included are any of the previous listed crimes and any incidents of : Larceny/Theft, Simple Assault, Intimidation, or destruction/damage/vandalism of property which manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The bias categories are: Religion, Race, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin or Disability. **Unfounded Crimes:** For Clery purposes, only if a sworn or commissioned law enforcement personnel makes a formal determination that the report was false or baseless.

# Rowan College at Gloucester County *Crime Statistic Report 2014 to 2016*

## Crime Reporting and Clery Act: Crime Statistics on Campus

Rowan College at Gloucester County 2016 Crime Incidents							
Incident #	Date Reported	Date Occurred	Time	Description of Incident	Location	On/Non-Campus	Disposition
2016-029	2/25/2016	2/18/2016	4:00PM	Harassment	Student Services	On Campus	Referred to Student Services
2016-024	4/28/2016	4/28/2016	7:35AM	Disorderly Conduct	Parking Lot D	On Campus	Closed
2016-034	6/7/2016	5/31/2016	2:47PM	Criminal Mischief	IC Snack Area	On Campus	Closed
2016-035	6/28/2016	6/28/2016	1:50PM	Criminal Mischief	IC Snack Area	On Campus	Closed
2016-101	7/28/2016	7/28/2016	11:30AM	Harassment	Student Services	On Campus	Referred to Student Services
2016-127	9/19/2016	9/19/2016	9:00AM	Harassment	College Center	On Campus	Referred to Human Resources and Sheriff's Officer
2016-183	11/17/2016	11/17/2016	11:30AM	Suspicious Activity	Scott Hall	On Campus	Referred to Title IX Officer and Sheriff's Officer
<b>Total Incidents: 07</b>							<b>Updated: 03-21-2017</b>

**Hate Crimes:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Included are any of the previous listed crimes and any incidents of : Larceny/Theft, Simple Assault, Intimidation, or destruction/damage/vandalism of property which manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The bias categories are: Religion, Race, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin or Disability.

**Unfounded Crimes:** For Clery purposes, only if a sworn or commissioned law enforcement personnel makes a formal determination that the report was false or baseless.

## **Fire Safety Report**

The Office of Safety & Security is not required to publish a fire safety report to since there are no student residences on campus at this time.

### **Fire Evacuation Plan**

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

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

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

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

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

Notify the Office of Safety & Security after a fire has occurred if you extinguished it yourself and no one reported the original fire.

## Health and Safety Inspections

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

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

## Fire Safety Tips

### Fire Drills/Evacuation

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

### Fire Safety Equipment

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

### Prevention

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

### Definitions and Terms: 2013 VAWA Amendments to Clery

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

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

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

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

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

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

**Domestic Violence:** A felony or misdemeanor crime of violence committed

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

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

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



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

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

For the purposes of this definition:

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

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

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

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

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

### **Criminal Homicide:**

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

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

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

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

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

**Motor Vehicle Theft** — The theft of a motor vehicle.

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

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

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

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

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

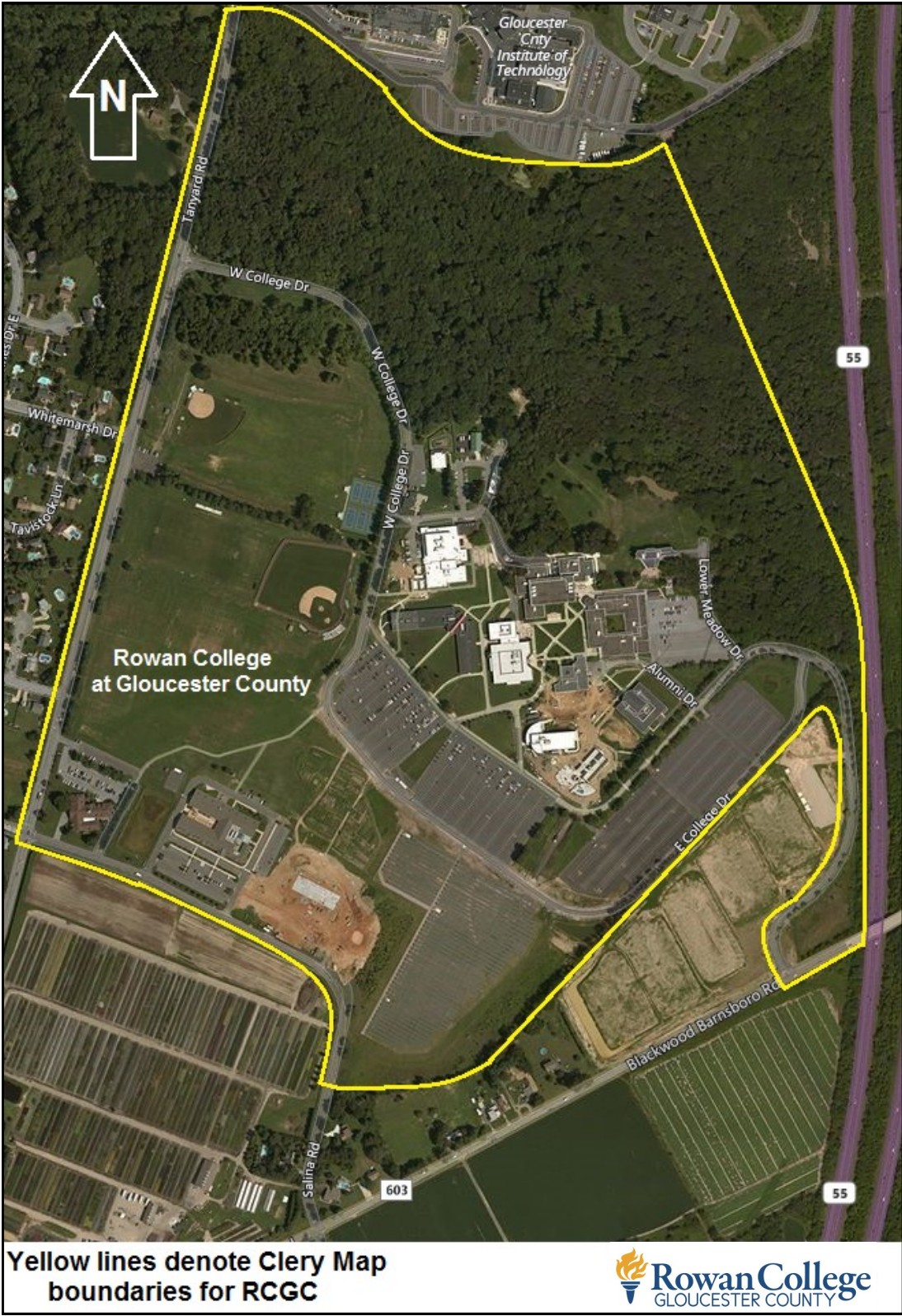
**Destruction, Damage, Vandalism of Property** — To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or other person having custody or control over it.

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

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

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

ON CAMPUS





NONCAMPUS



**Gloucester County  
Fire Academy**  
200 County House Road,  
Clarksboro, N.J.  
Clergy map with boundaries  
in yellow



## NONCAMPUS



Clery Map of  
College Services  
Boundaries



### WHEN

The Annual Security Report (ASR) is made available on October 1 of each year in accordance with the federal Clery Act.

### WHO

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

### HOW

#### **Current Students and Current Employees**

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

***<http://www.rcgc.edu/Security/Documents/AnnualReports/Annual-Report-2017.pdf>***

“The security of all members of the campus community is of vital concern to Rowan College at Gloucester County (RCGC). In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, an Annual Security Report (ASR) containing information regarding campus security programs, recommended personal safety practices, the authority of the campus Safety and Security Officers, campus crime statistics for the most recent three year period and College policies concerning disciplinary procedures, sexual assault harassment, etc. can be found online at: ***<http://www.rcgc.edu/Security/Documents/AnnualReports/Annual-Report-2016.pdf>*** or a hard copy may be requested from the Office of Safety and Security at 856-681-6287.”

#### **Prospective Students and Prospective Employees**

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

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



## COMPLAINT FORM

Name of Complainant: \_\_\_\_\_ A \_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Status:  Student  Employee  Other (*Please specify*) \_\_\_\_\_

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

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

Date(s) of Incident(s): \_\_\_\_\_

Location(s) of Incident(s): \_\_\_\_\_

Summary of Complaint:

**Please check one:**

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

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

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
(Date)

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

Complaint Summary: *(continued)*

List the names of all known or potential witnesses:

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How would you like to see this situation resolved?

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

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**Return this form to:**

**Almarie J. Jones, Executive Director, Diversity and Equity**

**Affirmative Action/Title IX Officer**

**Phone: 856-415-2154**

**Email: [ajones@rcgc.edu](mailto:ajones@rcgc.edu)**

**For Use by the Title IX Officer Only**

**Type of Complaint**

Bullying/Intimidation       Discrimination       Harassment       Retaliation  
 Sexual Misconduct       Stalking

**Basis of the Complaint**

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

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Revised: 11-20-2015



**CAMPUS SEXUAL ASSAULT  
VICTIM'S BILL OF RIGHTS**

(Pursuant to NJSA 18A, Chapter 61E)

Revised as of 11/18/04

## **INTRODUCTION**

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

## **BILL OF RIGHTS**

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

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

## **HUMAN DIGNITY RIGHTS**

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

## **RIGHTS TO RESOURCES ON AND OFF CAMPUS**

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

# CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS **APPENDIX E** 2 of 2

## **CAMPUS JUDICIAL RIGHTS**

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

## **LEGAL RIGHTS**

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

## **CAMPUS INTERVENTION RIGHTS**

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

## **STATUTORY MANDATES**

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

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

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

**ANTI-BULLYING  
AND INTIMIDATION**

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F



Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell, NJ 08080

Policy: 8110  
Title: **Anti-Bullying and Intimidation**  
Area: Student Services  
Approved: 8/3/11

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

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

- a. as a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming another student or damaging another student's property, or placing another student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
- b. have the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the College; or
- c. create a hostile educational environment for other students at the college; or

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY **APPENDIX F**

- d. infringe on the rights of other students at the College by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Violations of this policy are subject to disciplinary action in accordance with College policy and the Student Standard of Conduct. Students who engage in prohibited harassment, intimidation or bullying are subject to disciplinary action, up to and including possible expulsion from any academic or continuing education program, the College and all its events and activities.

### **Procedure for Reporting**

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

### References:

*N.J.S.A. 18:A37-13 et seq.* Anti-Bullying Bill of Rights Act  
Rowan College at Gloucester County *Board of Trustees Policy Manual and Administrative Procedures*, 2011 Acceptable Use of Technological Resources; 7005 Affirmative Action and Equal Employment Opportunity; 7003 Harassment and Discrimination; 7007 Sexual Misconduct and the Rights of Victims; 8100 Student Rights and Responsibilities; 8106 Student Code of Conduct and Procedural Standards.

**CONSCIENTIOUS  
EMPLOYEE PROTECTION  
(WHISTLE BLOWER)**

# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F



Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell, NJ 08080

Administrative Procedure: 7004  
**Conscientious Employee Protection (Whistleblower)**

## **Intent**

New Jersey's Conscientious Employee Protection Act (Whistleblower) (N.J.S.A. 34:19-3 et. seq. also known as CEPA) and Board Policy 7004 were established to prohibit retaliatory action by an individual against another person who discloses or threatens to disclose an individual's illegal activities, who testifies before a public body regarding an individual's violations of law or who refuses to participate in an activity which the individual believes is illegal.

## **Reporting Suspected Misconduct**

An individual reporting suspected misconduct:

- will be protected from retaliation for reporting suspected misconduct;
- can report suspected misconduct anonymously, but doing so may limit an individual's protection from retaliation and the College's ability to conduct a full investigation;
- can contact the Executive Director of Human Resources at any time concerning the timeline of the review or investigation;
- can amend a report if new information becomes available;
- should not investigate suspected misconduct on their own; and
- will be notified when the investigation is complete.

## **Misconduct**

Misconduct is any on-the-job activity performed by a College employee or student that violates state and/or federal laws or regulations, local ordinances or Board policy. Misconduct includes, but is not limited to:

- Misuse, mismanagement, or misappropriation of funds, securities, vehicles, property, facilities or any other College asset
- Corruption or bribery
- Theft of College property
- Paying or receiving money for hours not worked
- Falsification of documents or reports
- Willful failure to perform duties
- Discrimination

Administrative Procedure: 7004 Conscientious Employee Protection (Whistleblower)

1 of 3



## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY **APPENDIX F**

- Sexual harassment
- Using or being under the influence of alcohol or drugs at work
- Endangerment of public health or safety
- Unauthorized release of confidential information
- Retaliation against an employee who has reported suspected misconduct or interference with the right of an employee to report suspected misconduct

Great care must be taken in dealing with suspected misconduct to avoid the following:

- inaccurate accusations;
- violating any employee's right to due process;
- making statements that could lead to claims of false accusation or other offenses; or
- alerting suspected individuals that an investigation is under way.

### **Confidentiality**

The College will attempt to prevent disclosure of the identity of the employee reporting suspected misconduct without their consent. However, often the identity of an individual may become obvious to others due to the nature of the information. The reporting individual's identity may be disclosed if necessary or required:

- to any law enforcement agency investigating the matter;
- to College employees assigned to investigate the matter;
- if required pursuant to a subpoena or by law;
- if necessary to defend a grievance by an employee or student; or
- if required by due process in connection with disciplinary action against the person accused.

The individual will be notified by the Executive Director of Human Resources when the individual's identity will be disclosed under any of the above circumstances. Whenever possible, the individual will be notified in advance of the disclosure. Individuals reporting suspected misconduct or subsequent retaliation may need to testify in order to prove misconduct occurred and to defend against legal action or grievance that may be brought against the College, its officers or its agents.

### **Reporting Suspected Misconduct**

Individuals who are aware of or have reason to suspect misconduct should report the conduct either orally or in writing. An individual should report suspected misconduct as soon as reasonably possible. Once an initial report has been filed, an individual may amend the report if the individual becomes aware of new information. Supervisors should not investigate reports, but instead must notify the Executive Director of Human Resources when a report of suspected misconduct is received.

Reports of suspected misconduct should include the following information:

- Name of individual filing the report (a report may be anonymous, but such action may limit an individual's protection from retaliation and the College's ability to conduct a full investigation)
- Address and telephone number where the individual prefers to be contacted

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

- A detailed description of the suspected misconduct. This should include the name(s) and department(s) of all those believed to be involved
- Dates or range of dates of suspected misconduct
- Any supporting evidence or material that may be available to the reporting individual. However, employees are not to investigate suspected misconduct on their own or remove College records from their proper location.

If suspected misconduct is reported orally, the supervisor or College administrator receiving the report will document all information received at the time the report is made or as soon afterwards as possible and forward the report to the Executive Director of Human Resources.

### **False Information**

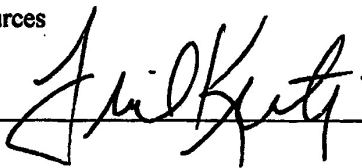
It is important to protect individuals from false, unsubstantiated or inaccurate accusations. An individual who knowingly gives false information or knowingly makes a false report of suspected misconduct or a subsequent false report of retaliation, or who knowingly provides false answers or information in response to an ongoing investigation will be subject to disciplinary action, up to and including dismissal, by the College.

### **Report of Investigation**

When the investigation is completed, a confidential report of the investigation will be sent for appropriate action to the vice president responsible for the unit where the investigation was conducted or to the President for units that report to the President. If illegal activity appears to have occurred, the findings will be reported to the appropriate authorities.

Area: Human Resources  
Approved: 2/13/2013

President's Authorization: \_\_\_\_\_



### **References:**

Rowan College at Gloucester County *Board of Trustees Policy Manual*, 7004 Conscientious Employee Protection (Whistleblower)

**EMPLOYEE CONDUCT  
AND WORK RULES**

# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F



Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell, NJ 08080

**Administrative Procedure: 7065  
Employee Conduct and Work Rules**

To assure orderly operations and the best possible work environment, the College expects employees to follow rules of conduct that will promote respect and protect the interests and safety of all members of the College community. All employees are expected to wear a College Photo ID or Name Badge during work hours.

It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace, but the following is a core listing of such behavior. Committing any of the following violations will be considered sufficient grounds for disciplinary action, ranging from a verbal warning to immediate discharge depending on the seriousness and the frequency of the offense. Depending on the nature of the violation it may be necessary to skip the warning steps. Any violation classified as gross misconduct will result in immediate termination.

The disciplinary steps listed below are intended to be a guide for employees and supervisors. No disciplinary action should be imposed on any employee without the consultation of Human Resources.

The code for the actions listed below is as follows:

- V = Verbal warning
- W = Written warning
- S = Suspension
- T = Termination of employment

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Patterns of absence or tardiness	V	W	S	T
Contributing to disorderly or unsanitary conditions	V	W	S	T
Disregard of business dress code standard	V	W	S	T
Failure to report for accepted overtime work without a justifiable reason, or failure to properly notify the College of such absence	V	W	S	T
Idling or inattention during work hours	V	W	S	T

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY **APPENDIX F**

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Improper use of College property or facilities including parking areas	V	W	S	T
Indecent or abusive language or gestures	V	W	S	T
Leaving assigned work area without permission	V	W	S	T
Parking in unauthorized area	V	W	S	T
Participating in any activity that interferes with normal operations, or attempting to influence or persuade others to engage in such activities	V	W	S	T
Posting or removing notices in work areas or on bulletin boards without prior approval of the College	V	W	S	T
Rude or discourteous behavior to a student, vendor or fellow employee	V	W	S	T
Smoking in unauthorized areas	V	W	S	T
Disregard or violation of safety rules or common safety practices	W	S	T	
Failure to adhere to College policy and administrative procedures.	W	S	T	
Gambling during working hours	W	S	T	
Making, publishing or distributing false, vicious or malicious statements concerning any vendor, employee, student, supervisor of the College, college facilities or any individual directly or indirectly related to the conduct of College business	W	S	T	
Solicitation or distribution of unauthorized material during work time	W	S	T	
Failure to comply with Federal, State or College mandated training and/or required reading	W	S	T	
Drinking, being under the influence of alcohol or a detected odor of alcohol on an employee's breath during working hours	S	T		
Insubordination, including the refusal to follow a supervisor's instructions	S	T		
Off duty conduct that reflects adversely on the College or may affect job performance or arrest or indictment for conviction of any crime	S	T		
Retaliating against a student, vendor or fellow employee	S	T		

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY **APPENDIX F**

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an employee's work performance or creating an offensive work environment	S	T		
Sleeping or giving the impression of sleeping during working hours	S	T		
Abusing, destroying, or defacing College premises	T			
Carrying, possession or using firearms or any dangerous weapons at any time on College premises	T			
Dishonesty or the failure to report an act or plan of dishonesty	T			
Falsification of one's own timecard, and/or another employee's timecard	T			
Falsification, misuse, removal or unauthorized disclosure of confidential College information or records to outsiders, including but not limited to employee, student or vendor information	T			
Fighting, making threats, assault or any act of violence	T			
The inappropriate use of cameras, cell phones, imaging, and digital devices which is prohibited in showers, restrooms or other areas where privacy is expected	T			
Possession, sale, distribution, use or being under the influence of illegal drugs or a controlled substance at any time on College premises. An employee using a legal drug (prescription drug), which may affect behavior, is required to report such use to his/her supervisor prior to starting work. If job performance is affected, the supervisor may remove the employee from his/her shift	T			
Theft, attempted theft, unauthorized possession, or removal of College property or the property of others	T			

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY **APPENDIX F**

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an employee's work performance or creating an offensive work environment	S	T		
Sleeping or giving the impression of sleeping during working hours	S	T		
Abusing, destroying, or defacing College premises	T			
Carrying, possession or using firearms or any dangerous weapons at any time on College premises	T			
Dishonesty or the failure to report an act or plan of dishonesty	T			
Falsification of one's own timecard, and/or another employee's timecard	T			
Falsification, misuse, removal or unauthorized disclosure of confidential College information or records to outsiders, including but not limited to employee, student or vendor information	T			
Fighting, making threats, assault or any act of violence	T			
The inappropriate use of cameras, cell phones, imaging, and digital devices which is prohibited in showers, restrooms or other areas where privacy is expected	T			
Possession, sale, distribution, use or being under the influence of illegal drugs or a controlled substance at any time on College premises. An employee using a legal drug (prescription drug), which may affect behavior, is required to report such use to his/her supervisor prior to starting work. If job performance is affected, the supervisor may remove the employee from his/her shift	T			
Theft, attempted theft, unauthorized possession, or removal of College property or the property of others	T			

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

### Supervisor's Guidance

The purpose for this administrative procedure is to ensure equitable treatment of employees in disciplinary actions. For employees whose performance is below the acceptable level, please refer to the policy and administrative procedure, *7062 Employee Performance Appraisal and Salary Administration Program*.

Policy and administrative procedure requires supervisors to request the guidance of Human Resources (HR) **prior** to any formal disciplinary action.

The following guidance is provided to instruct supervisors when using the above chart:

*Verbal Warning:* an informal disciplinary action for violations as listed above is taken after ascertaining the facts and providing an opportunity for the employee to respond. The warning may take the form of a memo or email with acknowledgement and is maintained by the Supervisor. A copy is **not** placed in the employee's personnel file.

*Written Warning:* a formal disciplinary action taken for violations listed above or repeat violation(s) where a verbal warning has been given. The employee will have an opportunity to meet with the supervisor, HR representative and a union representative, if applicable and requested by the employee. A copy of the written warning is filed in the employees' personnel file. Written warnings may be appealed according to Board policy or negotiated agreements. (See policy and administrative procedure, *7026 Grievances*)

*Suspension:* a formal disciplinary action taken to place an employee on a non-pay status. An employee may be placed on suspension with pay if an investigation is required. While a suspension is generally a progressive disciplinary step, as shown in the above chart, a suspension may be imposed for the "1<sup>st</sup> offense". Suspensions may be appealed according to Board policy or negotiated agreements. (See policy and administrative procedure, *7026 Grievances*)

*Termination:* the most severe disciplinary action terminating the individual's status as an employee and may be based on the employee's actions **on or off the job** depending on the adverse effects on the College. Additionally, termination may be based on actions **before** appointment which reflect upon the employee's suitability for employment and which were not divulged or made known to the appointing officials at the time of appointment. Terminations may be appealed according to board policy or negotiated agreements. (See policy and administrative procedure, *7026 Grievances*)

### Guidance For Suspensions And/or Terminations (Guidance of a representative from HR is required.)

- a. An employee should be given advance written notice of the proposed action that will be submitted to the Board of Trustees for approval, except as outlined in policy and administrative procedure, *7065 Employee Conduct and Work Rules* where termination is the action imposed for the 1<sup>st</sup> offense. Terminations may be appealed according to Board policy or negotiated agreements. (See policy and administrative procedure, *7026 Grievances*)
- b. The notice must state any and all reasons for the proposed action specifically and in detail. Normally, not more than one year of an employee's past disciplinary record may be considered in determining the severity of an adverse action except when past discipline is directly related to the current charges and established a pattern of abuse.



## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

- c. It must be clear that the proposed action is for reasons related to the efficiency of the College.
- d. All material relied on to support the reasons for the proposed action must be assembled and made available to the employee for review.
- e. The employee must be informed of the right to appeal the action or of the right to grieve using the negotiated grievance procedure, if applicable. (See policy and administrative procedure, 7026 *Grievances*)
- f. A reasonable amount of time must be allowed for the employee to secure affidavits and prepare a reply. There is no formula for determining what a reasonable time is. A maximum time to reply in terms of work hours should be stated in the proposal. It can be extended on approval of a written request from the employee.
- g. The employee must be given an opportunity to make any pleas which may sway the decision. It is not proper to restrict the employee to responding solely to the reasons given for proposing the action. The employee may plead extenuating circumstances or make any other representation.
- h. If the employee replies, the reply must be considered before the proposed action is submitted to the Board of Trustees.
- i. The official who hears the employee's personal reply must have the authority to submit the final action to the Board of Trustees for approval.
- j. The final action cannot be more severe than the action that was proposed, but may be less severe.
- k. The final decision must be approved by the Board of Trustees. HR must prepare a RICE notice and ensure delivery to the employee at least 48 hours prior to the Board of Trustees meeting.

Area: Human Resources  
Approved: 5/14/2013  
Revised: 06/09/2015

President's Authorization: \_\_\_\_\_



References:

Rowan College at Gloucester County *Board of Trustees Policy Manual*, 7065 Employee Conduct and Work Rules; 7062 Employee Performance Appraisal and Salary Administration; 7026 Grievances  
Rowan College at Gloucester County *Administrative Procedures*, 7062 Employee Performance Appraisal and Salary Administration; 7026 Grievances

**HARASSMENT &  
DISCRIMINATION**

# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F



Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell, NJ 08080

## Administrative Procedure: 7003 **Harassment and Discrimination**

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

### **Sexual Harassment**

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

1. Submission to such conduct is made a condition of employment or participating fully in the educational experience; or
2. Submission or rejection of such conduct is used as a basis for employment or educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with the work performance of an employee or the educational performance of a student, or creating or maintaining an intimidating, hostile or offensive environment.

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

# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

Page 2 of 5

## **Domestic Violence, Dating Violence, Sexual Assault and Stalking**

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

## **Consensual Relationships**

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

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

## **Other Forms of Protected Classification Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of his/her race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing), and that:

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

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping, threatening, bullying, intimidating, stalking or hostile acts; and written or

Administrative Procedure: 7003 Harassment and Discrimination

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

Page 3 of 5

graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated on the College campus or workplace, including email or the College's computer system.

### **Bullying and Cyber Harassment**

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

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

### **Complaint Resolution Procedure: Investigation and Non-Retaliation**

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

- Any individual who has reason to believe that he or she is the victim of discrimination or harassment in any of its many forms, or any individual who has witnessed such conduct, should report such a complaint to the Executive Director Diversity and Equity, Affirmative Action/Title IX, located in the College Center, telephone number (856) 415-2154.
- All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.
- All reports of harassment in violation of this policy will be investigated promptly and thoroughly. An investigation will include meeting with the alleged harasser as well as all relevant persons, including the complainant, and other potential witnesses, as appropriate under the circumstances. The results of the investigation will be communicated in writing to the complainant and the alleged harasser simultaneously.

Administrative Procedure: 7003 Harassment and Discrimination

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

Page 4 of 5

- Supervisory personnel must be alert to evidence of possible ongoing harassing conduct and report such incidents to the Executive Director, Diversity and Equity, Affirmative Action/Title IX.
- An individual need not personally have been the target of an instance of offensive or harassing conduct in order to report a complaint based on that conduct.
- Any individual who is found after appropriate investigation to have engaged in conduct prohibited by this policy will be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program. No individual will be subject to retaliation, intimidation or discipline as a result of making a good faith complaint of harassment or providing information in connection with another's complaint. The College considers retaliation to be a serious violation of this policy and urges all individuals to report any incidents of retaliation immediately, in the same manner as any act of harassment. The College will investigate and resolve reports of retaliation in the same manner as any act of harassment (See policy *7004 Conscientious Employee Protection*).
- If, after investigation of a complaint of harassment, it is determined that either the complainant, or any other person providing information during the investigation, intentionally and knowingly provided false information regarding the complaint, such individual will also be subject to disciplinary or corrective action the College considers appropriate under the circumstances, up to and including termination of employment or dismissal from the College's academic program (See policy *7065 Employee Conduct and Rules*).
- If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with the policy.
- After the close of the investigation and after any remedial actions have been taken, the Executive Director, Diversity and Equity, Affirmative Action/Title IX will follow up at least twice with the complainant to ensure that no harassment or retaliation is occurring or to prevent the recurrence of harassment.

Administrative Procedure: 7003 Harassment and Discrimination

# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

- Any criminal assault or battery, sexual or otherwise, will be reported to the appropriate authorities.

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

Area: Human Resources

Approved: 2/13/13

Revised: 06/10/14

President's Authorization:

A handwritten signature in black ink, appearing to read "Jim Kelly", is written over a horizontal line.

References:

Rowan College at Gloucester County *Board of Trustees Policy Manual*, 7003 Harassment and Discrimination; 7004 Conscientious Employee Protection; 7005 Affirmative Action and Equal Employment Opportunity; 7007 Sexual Misconduct; 7065 Employee Conduct and Rules

Rowan College at Gloucester County *Administrative Procedure*, 7005 Affirmative Action and Equal Employment Opportunity

**MINORS ON CAMPUS**



# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F



Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell, NJ 08080

## **Administrative Procedure: 2002 Minors on Campus**

### **Purpose**

These procedures are provided to ensure that minors (individuals under 18 years of age) while on campus, participating in College programs, when interacting with College staff or as visitors, are safe and protected from abuse.

The College is concerned for those who are potentially vulnerable, especially minors on campus, who require special attention and protection.

### **The Law**

Under New Jersey law, persons who in good faith make a report of child abuse shall not be discharged from employment and will have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Also see Policy 7004 Conscientious Employee Protection.

“If you see something, say something.” It is the law as well as a moral obligation.

Any person who knowingly fails to report suspected abuse or neglect has violated the law.

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

### Special Approvals

Minors who have been approved by the Vice President of Academic Services to take courses will be:

- interviewed by a College advisor;
- registered in person;
- authorized by the parent or legal guardian to attend; and
- approved by their high school counselor.

Minors under 15 years of age, in addition to the above, must be evaluated by the College's Admissions Office to determine the student's readiness and to address specific safety concerns.

### Minors on Campus who are not College Students

While the College recognizes the need to assist members of its community with balancing family and educational or work commitments, the responsibility for ensuring the safety of all persons on campus falls to the Board of Trustees.

- Minors who are not students must at all times be under the direct supervision of a parent or legal guardian.
- Minors who are not students are not allowed in areas where their presence is disruptive or where health, safety, and liability risks are identified; e.g. testing centers, the library, student computer laboratories, scientific and technical laboratories, the fitness center, areas that contain hazardous chemicals, machinery or equipment, etc.
- No one may use the College campus or its facilities as an alternative to childcare for preschool minors or minors who are not College students.
- College staff are directed to call campus security in the event minors who are not college students are left unattended.

If bringing a minor to campus, either by a student or staff member, is an unforeseen emergency, supervisors or instructors may grant an exception. This exception may only be considered if the minor does not exhibit symptoms of a potentially contagious illness and is not disruptive in any manner. An exception, if granted, may be revoked at any time.

These provisions do not affect the attendance of supervised minors at any event or program on campus that is open to the general public.

## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

### **Administration of Medications**

The administration of medications to minors on campus and/or participation in College activities or programs is the sole responsibility of the minor's parent(s) or guardian(s).

### **Background Checks**

Employees, volunteers and other designated individuals who are responsible for the supervision of minors or whose duties would require close contact with minors must undergo a criminal background check and sex offender registry check prior to employment, volunteering or participation in those duties. See policy, *7052 Background Checks and Self-Disclosure of Criminal Convictions* and its implementing administrative procedure.

Based on the nature of the service provided or duties performed, an annual background check may be required.

If the results of an individual's criminal background check or sex offender registry check include a sexually based offense or crime involving a minor, then the individual may not be permitted to serve in a role or program involving minors. If the results of an individual's background check include any other crime or offense, then the supervisor responsible for the department or program must consult with the Human Resources Office to determine if such crime or offense will prevent serving in the intended capacity.

In the event of extenuating circumstances, such as the need for numerous volunteers with short lead time, an alternative to background checks may be allowed. The alternative method utilizes a background check completed by another organization; e.g., criminal background clearance performed within the year by a local school, hospital etc. The alternative method may only be utilized for volunteers, temporary or seasonal extra help, or student workers, and may only be considered for occasional events of limited duration. However, a background check may not be waived for individuals in programs where the direct interaction with minors is required.

### **Reporting Abuse**

Every member of the College community has an obligation to immediately report instances or suspected instances of the abuse of or inappropriate interactions with minors.

Any allegation of inappropriate conduct or suspicion of child abuse must be reported. While there are several agencies and methods for reporting, the College also offers the services of a liaison, the Executive Director, Diversity & Equity, Affirmative Action/Title IX, located in the College Center, telephone number (856) 415-2154. If the minor is in immediate danger, call 911. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

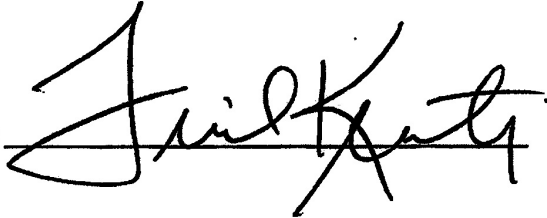
## OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

Reports can also be made to the appropriate department head and, under New Jersey law, to Division of Child Protection and Permanency at 1-877 NJ ABUSE (1-877-652-2873).

Any person who knowingly fails to report suspected child abuse or neglect according to the law is guilty of a crime.

Area: General Administration  
Approved: 04/08/2014  
Revised: 01/13/2015

President's Authorization:

A handwritten signature in black ink, appearing to read "Jill Kauty", is written over a horizontal line. The signature is cursive and somewhat stylized.

**References:**

Rowan College *Board of Trustees Policy Manual*, 2002 Minors on Campus; 7052  
Background Checks and Self-Disclosure of Criminal Convictions

**SUBSTANCE ABUSE**

# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

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Rowan College at Gloucester County  
1400 Tanyard Road  
Sewell, NJ 08080

1  
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7 Administrative Procedure: 7041 REVISE  
8 **Substance Abuse**  
9

10  
11  
12 The unlawful possession, and use or distribution of a controlled substance and alcohol by  
13 employees and students on the College's property or as part of the College's activities are strictly  
14 prohibited.

15  
16 State law prohibits the sale, possession and consumption of alcohol by individuals under 21  
17 years of age. The College complies with law enforcement authorities in addressing underage  
18 drinking.  
19

20 The College's commitment to the well-being and safety of all its employees, students and  
21 visitors as well as the College's obligations under various federal, state and local laws including  
22 the Drug-Free Workplace Act require publication of its policy on substance abuse; the  
23 availability of employee treatment services, student counseling and community resources; and  
24 the imposition of sanctions for violations of standards of conduct.  
25

26  
27 **Publication of Substance Abuse Policy**  
28

29 Each employee is required to read and sign off on the College's Substance Abuse policy as part  
30 of his/her hiring orientation.  
31

32 Faculty Handbooks are published annually which include standards of conduct, the Board's  
33 policy on Substance Abuse and related policies. An email is sent annually to all personnel that  
34 include instructions on how to access the College's policies and procedures. The Substance  
35 Abuse Policy is specifically referenced in the email.  
36

37 The College's policies and administrative procedures are posted on the College website and are  
38 included in the annual College catalog.  
39

40 Substance Abuse Prevention Program brochures are published and distributed to all employees  
41 and students. This brochure recites the Substance Abuse policy, describes legal sanctions and

# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

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Drug and alcohol awareness workshops are held on campus for all to attend.

## **Availability of Employee and Student Counseling and Treatment Services**

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation and for personal, family and social interactions.

Employees are encouraged to seek help for problems related to substance abuse. The Employee Assistance Program (EAP) provides confidential counseling services, free of charge, for direct assistance and confidential referral services for employees seeking help with a substance abuse problem.

Students are also encouraged to seek help for problems related to substance abuse through the Center for Counseling and Wellness Services (CWS). Employees and students may also refer to the College's Substance Abuse Prevention Program brochure for an extensive list of additional College and community resources as well as the following online resources:

- <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>
- <http://www.webmd.com/mental-health/alcohol-abuse/features/12-health-risks-of-chronic-heavy-drinking>

## **Enforcement and Violations**

The College takes seriously its responsibility to educate its employees and students regarding the implications of substance abuse. However, while the College recognizes that drug dependency and alcoholism are illnesses and will provide channels of referrals for help, it is the employee's or student's responsibility to seek help.

If an employee is found to be in the possession of or under the influence of drugs or alcohol, disciplinary action will be taken in accordance with Policy 7065 Employee Conduct and Work Rules.

It is the employee's responsibility to inform his/her supervisor if they are unable to fulfill their current job responsibilities due to taking legally prescribed and/or over the counter medications. An employee who fails to disclose this information and whose job performance, safety or the efficient operation of work is negatively affected will be disciplined according to Policy 7065 Employee Conduct and Work Rules.

Uses of alcohol and drug abuse are linked to risk factors associated with incidents of sexual assault, domestic violence and dating violence. Victims and witnesses are encouraged to report

# OTHER POLICIES AND PROCEDURES FOR CAMPUS SECURITY APPENDIX F

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88 and cooperate with investigations of sexual assault, domestic violence and dating violence,  
89 including incidents where there is an implication of alcohol or drug use.

90  
91 Students found to be in possession of or under the influence of drugs or alcohol will be subject to  
92 disciplinary action in accordance with Policy 8106 Student Code of Conduct and Procedural  
93 Standards.

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99 Area: Human Resources  
100 Approved: 6/10/14  
101 Revised: TBD

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105 President's Authorization: \_\_\_\_\_

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108 References:  
109 Rowan College at Gloucester County *Board of Trustees Policy Manual*, 7041 Substance Abuse,  
110 7065 Employee Conduct and Work Rules, and 8106 Student Code of Conduct and  
111 Procedural Standards.



### HOW TO OBTAIN A RESTRAINING ORDER IN NEW JERSEY

#### ELIGIBILITY

Under the Domestic Violence Act, a restraining order may be obtained by a victim of domestic violence committed by a spouse, former spouse, a present or former household member, someone with whom they have had or are expecting a child, or someone with whom they have had a dating relationship. Only an adult or an emancipated minor may obtain a restraining order.

There are 14 criminal offenses that qualify as grounds to obtain a restraining order under the law, including, assault, terroristic threats, kidnapping, criminal restraint, false imprisonment, sexual assault, lewdness, criminal trespass, harassment, or stalking. The New Jersey State Police website has an overview of the eligibility requirements for a restraining order at:

<http://www.njsp.org/division/operations/domestic-violence-info.shtml>

#### THE PROCESS

A plaintiff who wishes to obtain a restraining order should contact the family division of the Superior Court in their county on Monday through Friday from 8:30 a.m. to 3:30 p.m. On weekends, holidays, and weekdays after 3:30 p.m. When the Superior Court is closed, the plaintiff may file a complaint at their local police department. The NJ Administrative Office of the Courts Family Practice Division has posted a guide online detailing the procedure for obtaining a restraining order at

[https://www.judiciary.state.nj.us/prose/11253\\_dv\\_act.pdf](https://www.judiciary.state.nj.us/prose/11253_dv_act.pdf)

Additionally, New Jersey residents may call the Statewide Domestic Violence Hotline at 1-800-572-SAFE (1-800-572-7233) with questions about the restraining order process and other resources for domestic violence victims.

#### ON RCGC CAMPUS

If you wish to obtain a restraining order you may speak to a Security Supervisor. He or she will direct you to the Sheriff's Officer on campus or the Deptford Police Department. Security Officers cannot initiate or process restraining orders.

## Emergency Procedures Quick Reference



### RCGC Security

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



#### Building Evacuation

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

#### Persons with disabilities on upper floors:

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

#### Fire

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

#### Suspicious Object/Package

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

#### To Report a Suspicious Person/Crime

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

#### Active Shooter

- If possible, exit the building to a safe area
- Call 9-1-1, then Security
- **If you cannot exit the building:**
- Go to the nearest lockable room
- Close door, lock or block door, stay out of sight
- Turn off lights and silence cellphones

#### Disruptive/Violent Behavior

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

#### Severe Weather

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

#### Medical Emergencies

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

#### Crisis Intervention (Person in Emotional Crisis)

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

#### Sexual Assault — (Report to Title IX Officer)

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

#### Power Outage

- Call Security
- Move **cautiously** to lighted area
- **If people are trapped in elevator:**
- Call Security, stay calm, use emergency phone
- Do not attempt to exit elevator without assistance from emergency services

#### Chemical Hazards

- Call 9-1-1
- Do not touch substance or inhale fumes
- Move to a clear area and keep others away
- Isolate contaminated persons
- **If you or someone else contacts a suspicious chemical/substance:**
- Remove contaminated clothing and seek medical attention

#### Gas Leaks

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

#### For Emergency Announcements:

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

#### For Emergencies call 9-1-1

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



**ROWAN COLLEGE at GLOUCESTER COUNTY  
SAFETY AND SECURITY DEPARTMENT**



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

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

## APPENDIX J

### Emergency Evacuation Log

<u>ACTIVITY</u>	<u>DATE TIME</u>	<u>LOCATION</u>	<u>A=ANNOUNCED</u> <u>U=UNANNOUNCED</u>
Fire Drill – Evacuation	2/17/2016 10:44am	ACT Building	A
Fire Drill – Evacuation	2/18/2016 10:28am	ACT Building	A
Fire Drill – Evacuation	3/24/2016 10:37am	ACT Building	A
Fire Drill – Evacuation	4/28/2016 1:03pm	ACT Building	A
Fire Drill – Evacuation	5/24/2016 10:20am	ACT Building	A
Fire Drill – Evacuation	8/9/2016 12:38pm	ACT Building	A
Fire Drill – Evacuation	9/28/2016 1:50pm	ACT Building	A
Fire Drill—Evacuation	10/5/2016 7:30am	College Center	U
Fire Drill – Evacuation	12/14/2016 9:54am	ACT Building	A



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