

THE COLLEGE OF NEW JERSEY

# 2016 ANNUAL SECURITY AND FIRE SAFETY REPORT





# TABLE OF CONTENTS

A Message from the President.....	1	Confidential Resources.....	7
A Message from the Chief of Police .....	1	Resources for Victims.....	8
Safe Campus Policy.....	2	College Disciplinary Procedures .....	8
Reporting Crimes and Emergencies.....	2	Employee Disciplinary Proceedings .....	8
Authority of the Office of Campus Police Services.....	2	Student Disciplinary Proceedings .....	9
and Relationship with Other Law Enforcement Agencies		Non-Title IX Cases	
Campus Safety Measures .....	2	Student Disciplinary Proceedings .....	9
Crime Prevention Tips .....	3	Title IX Cases	
Safety and Security in Campus Facilities.....	3	Notification of Disposition and Appeal .....	10
Crime Prevention .....	3	Procedures in a Student Disciplinary Proceeding	
Timely Warning, Emergency Notification, .....	3	Possible Sanctions in a Student.....	10
and Evacuation		Disciplinary Proceeding	
Missing Student Statement.....	4	Prohibition of Retaliation.....	11
Relationship with Student Conduct Systems .....	4	Fire Safety Education and Awareness .....	12
Access to Campus Facilities .....	4	Campus Town .....	13
Alcohol and Other Drug Education Programs.....	4	Crime Statistics .....	14
Dating Violence, Domestic Violence, .....	5	Fire Statistics .....	16
Sexual Assault, and Stalking Prevention		Sexual Offenses .....	20
Intervention and Prevention Strategies .....	6	Fire Safety Definitions.....	21
Risk Reduction Strategies .....	6	Hate Crime Definitions.....	21
Reducing Risk of Committing .....	6	Offenses Reported Definitions .....	22
Unwanted Sexual Acts		Important Telephone Numbers .....	22
Reporting Dating Violence, Domestic Violence, .....	7	Campus Map .....	23
Sexual Assault, and Stalking			

As mandated by the Clery Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college publishes these annual crime statistics. In addition to offenses reported to TCNJ's Office of Campus Police Services, the crime statistics report also includes offense reports obtained from local police agencies, the New Jersey State Police, and college offices and officials, including: Student Affairs, Student Conduct, Residential Education and Housing, Human Resources, Student Health Services, Anti-Violence Initiatives, Athletics, Conference and Meeting Services, and Facilities. Although students, employees, and others are encouraged to report all criminal activity to TCNJ's Office of Campus Police Services and/or local police, reports may also be made to officials of the above offices for statistical reporting and timely warning purposes.

Disclaimer—The provisions of this document are not to be regarded as a contract between the student or employee and The College of New Jersey. The policies, programs, and services described herein are subject to change from time to time at the sole discretion of the college. The policies, programs, and services described herein are not intended to be a guarantee of individual safety or the protection of personal property.

## A MESSAGE FROM THE PRESIDENT


### Dear Members of the Campus Community,

Please take a moment to review this important material about TCNJ's efforts and experience in the areas of campus security and safety. While we are gratified that our safety record is so good, TCNJ's goal is not merely to have good statistics to report, but also to create an environment where all community members feel comfortable in reporting concerns, and everyone knows that a safe community is the result of broad involvement and the entire campus working together.

TCNJ's Office of Campus Police Services has been proactive in promoting safety and preventing crime on our campus, establishing a number of outreach programs designed to protect and educate members of the campus community. The Office of Campus Police Services is committed to making continuous improvements in campus security and safety. I ask that you, as a member of this campus community, continue to cooperate with our Campus Police and to assist them in preventing and responding to crime on campus.

I encourage you to be an active member of the college community. If you have any questions or would like more information regarding campus safety and security, please contact the Office of Campus Police Services administrative offices at 609.771.2171.

Sincerely,



R. Barbara Gitenstein  
President  
The College of New Jersey

## A MESSAGE FROM THE CHIEF OF POLICE

### Welcome,

The Office of Campus Police Services is comprised of dedicated public servants who link community safety with the core mission of The College of New Jersey. The men and women of our department understand that students, faculty, staff, and visitors expect reasonable safety on our campus. The college has a culture of accountability that requires individuals in the campus community to partner with CPS to enhance safety at TCNJ. CPS strongly believes that campus safety is interlaced with effective day-to-day operations, student success, and a vibrant, productive community.

Services provided to the community by the Office of Campus Police Services include safety walks, crime prevention programs, cardiopulmonary resuscitation classes, emergency response exercises, and Rape Aggression Defense instruction. Our mobile patrol units rapidly respond to the site of any emergency call without delay. Our police and security officers enhance our community-oriented policing while on foot and bicycle patrol. All officers are CPR and Automated External Defibrillator trained as a result of collaboration with TCNJ Emergency Medical Services, our student volunteer emergency medical technicians, to enhance the emergency medical response for our community.

The campus community can expect that a high degree of professionalism will be demonstrated by our officers during each and every encounter. CPS is always committed to working with our campus and law enforcement partners to identify areas where we can improve our performance.

All members of the community are encouraged to take an active role in public safety and to promptly report suspicious activity, health concerns, or hazardous conditions to Campus Police at 609.771.2345 or by calling 911 for emergencies.

Please explore the Campus Police webpage to learn more about our department and TCNJ EMS at:

[campuspolice.tcnj.edu](http://campuspolice.tcnj.edu) and also [tcnjems.tcnj.edu](http://tcnjems.tcnj.edu).

Sincerely,

Timothy Grant  
Interim Chief of Police



Director of Campus Security

## Safe Campus Policy

The purpose of this policy is to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

It is the policy of TCNJ to ensure our campus community is informed of all incidents that may impact their safety and security. The campus community is encouraged to report all crimes, whether actual, attempted, or suspected, and all emergency situations to the Office of Campus Police Services or to any other campus security authority.

The college compiles and discloses statistics of reports of the types of crimes specified in the Clery Act for the campus and immediately adjacent areas. In addition, the college makes an annual report to the Department of Education with statistics of Clery Crimes for the past three years, along with other policy statements addressing campus security and safety.

The college further complies with the Clery Act by issuing, in a timely manner, warnings of Clery Crimes that may constitute an ongoing threat to the campus. This will ensure that individuals take steps to protect themselves and to assist in the prevention of similar crimes.

The Office of Campus Police Services maintains a daily crime log, which is available to the public. This log maintains a listing of all crime reports to campus security.

The Office of Campus Police Services also maintains a daily fire log available to the public of incidents occurring in on-campus student housing. For further review of the Safe Campus Policy, visit:

[tcnj.edu/safecampus/](http://tcnj.edu/safecampus/)

## Reporting Crimes and Emergencies

The College of New Jersey's Office of Campus Police Services provides law enforcement and security services 24 hours a day, seven days a week. The community is encouraged to report all crimes, whether actual, attempted, or suspected, and all emergency situations to the Office of Campus Police Services by calling 609.771.2345. It is important to know that a formal police report or investigation is not needed in order for a crime to be included in the crime statistics provided in this report. Campus security authorities are surveyed monthly for their input during the course of the year. Campus security authorities are represented by, but not limited to, the following offices: Vice President for Administration; Provost/Vice President for Academic Affairs; Vice President for Human Resources; Vice President for Student Affairs; Residential Education and Housing; Disability Support Services; Student Health Services; Athletics; Alcohol and Other Drug Education Program; and Anti-Violence Initiatives. The data collected may be anonymously submitted; the Office of Campus Police Services does not collect victim information unless specifically authorized by the reporting person. Outdoor emergency telephones are installed on campus. These telephones are clearly marked with blue lights and provide direct contact with the Office of Campus Police Services. Fire, police, or medical emergencies may be reported from any campus telephone. Students are encouraged to program

609.771.2345 into the phone book in their cell phone so that they can easily contact the Office of Campus Police Services. Walking escorts are provided by security and police officers throughout the evening and early morning hours.

To request an escort, call extension 2345 from any campus telephone or 609.771.2345 from your cell phone.

## Authority of the Office of Campus Police Services and Relationship with Other Law Enforcement Agencies

Campus Police Services is located within the college's Administration Division and reports to the vice president for administration.

TCNJ's Office of Campus Police Services consists of a chief, captain, lieutenant, sergeants, detective bureau, patrol officers, public safety telecommunicators, and security officers.

All police officers are fully trained, commissioned, and armed in accordance with the state laws under which they are appointed. They have all powers of police and constables in criminal cases and offenses against the law throughout the state of New Jersey.

The Office of Campus Police Services maintains a close relationship and consults with the Ewing Township Police Department on matters of mutual concern. The Ewing Township Police Department and its officers also have full police authority on the campus (Source: NJSA 18A:6-4.2 et seq.). Incidents occurring on campus are handled fully by the Office of Campus Police Services. This includes the duties of response, investigation, and subsequent prosecution of any criminal activities.

The Mercer County Prosecutor's Office, Sheriff's Department, and New Jersey State Police also serve as valuable resources to the Office of Campus Police Services when needed. The college also occupies several off-campus properties in Ewing Township. The Ewing Township Police Department monitors and responds to emergencies and criminal activity at these locations and shares pertinent information with the Office of Campus Police Services whenever appropriate.

## Campus Safety Measures

- Safety Walk Program
- Crime Prevention Program
- Timely warnings and emergency notifications
- To sign up for text message alerts:  
[emergency.tcnj.edu](http://emergency.tcnj.edu)
- Office of Campus Police Services website:  
[campuspolice.tcnj.edu/](http://campuspolice.tcnj.edu/)
- "Cop Shop" column in the student newspaper, *The Signal*
- Alcohol-Awareness Programs
- Blue emergency light telephones

- Campus lighting checks
- Traffic safety
- Electronic and Bicycle Registration and Tracking Asset Program
- Bicycle, Foot, and Segway Patrols
- RAD Program
- TCNJ EMS:  
[lionsgate.tcnj.edu/organization/TCNJEMS](https://lionsgate.tcnj.edu/organization/TCNJEMS)

## Crime Prevention Tips

- Call 911 from any campus phone, cell phone, or pay phone to report an emergency.
- Value your safety as well as the safety of others.
- Always be aware of your surroundings.
- Report all suspicious persons or activities, safety hazards, or unsafe lighting to the Office of Campus Police Services at 609.771.2345.
- Don't walk alone. Get a friend to walk, jog, or run with you. Call the Office of Campus Police Services at 609.771.2345 for a safety escort.
- At night, always choose a well-lit and well-populated walking route.
- Develop a relationship with your neighbors; check in with each other.
- Have your keys in hand before you get to your residence or vehicle.
- Never take shortcuts through poorly lighted areas.
- Properly secure your living area. Avoid allowing non-ID holders to enter when you swipe into your residence hall, and never prop open exterior doors.
- Keep your doors and windows locked at all times.
- Never leave your book bag, purse, laptop, or other valuables unattended.
- For individuals who commute to school, do not leave valuables such as electronics, clothing, loose change, or other personal items in your car. If you need to leave anything in your vehicle, do not leave it in plain sight. Make sure you always lock your doors.

## Safety and Security in Campus Facilities

Security and safety issues are given high priority in the design of new facilities. The Office of Campus Police Services, in an ongoing program, conducts security surveys of existing facilities, with findings and recommendations forwarded to the appropriate administrative areas for remedial action when necessary. Periodic assessments of campus lighting and emergency telephones are conducted, and deficiencies are promptly addressed by the appropriate administrative area.

## Crime Prevention

General information and crime prevention materials are distributed to incoming students and their families during orientation. As part of our TCNJ community policing philosophy, our officers partner with the Department of Residential Education and Housing to develop and implement community outreach presentations relating to crime awareness and services.

The Crime Awareness Program is an effort in which students, faculty, and staff team together with campus police to help prevent crime and educate the campus community through educational programs and interactive events. Please call 609.771.2345 for further information.

Crime prevention information and reporting procedures can be found on the Campus Police Services webpage listed below. Human resources provides the annual Security and Fire Safety Report to new employees. A weekly "Cop Shop" feature in the student newspaper, *The Signal*, an important element of our crime prevention effort, as is the Office of Campus Police Services webpage: [campuspolice.tcnj.edu/](https://campuspolice.tcnj.edu/).

## Timely Warning, Emergency Notification, and Evacuation

The College of New Jersey is required to notify the campus community of certain emergency situations and specific crimes that are covered by the Clery Act. The enumerated Clery Act crimes are: criminal homicide, murder, negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, arson, motor vehicle theft, and hate crimes. In order to effectively distribute safety information, TCNJ disseminates Timely Warnings and Emergency Notifications through emails, text messages, the college's website, and other methods. The alerts are disseminated as soon as pertinent information is available.

Timely Warnings provide the time, location, and type of crime committed on campus. The information provided by Timely Warnings is designed to promote safety and allow for individuals to take precautionary measures. Emergency Notifications are issued without delay upon confirmation that there has been a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees. These threats consist of a range of hazards, including but not limited to: natural disaster, violent crime, or environmental danger. The incident will conclude with an overview of the crisis resolution. Additional useful information relating to the incident may be subsequently transmitted.

## Missing Student Statement

The college will request that students provide a primary emergency contact. That person shall be the first contact person in the event that the student would be reported officially missing during his or her tenure at the college.

If a student is suspected to be missing from the campus, the Office of Campus Police Services should be notified immediately. When a residential or professional staff member is informed of a missing student, he or she will notify the Office of Campus Police Services.

Upon receipt of a report involving a missing student, the Office of Campus Police Services will initiate an investigation to locate that person. Reports of missing students will be expeditiously investigated. When possible, a liaison will be established to support the missing student's family and to assist in the investigation. The emergency contact will be notified if the student is missing more than 24 hours.

## Relationship with Student Conduct Systems

The Office of Campus Police Services maintains close working relationships with the Office of Student Conduct and Dispute Resolution Services, the Title IX Office, and the Department of Residential Education and Housing. Police officers may refer cases to the student conduct process in addition to the formal criminal justice system. It is standard practice of the Office of Campus Police Services to fully inform victims of additional options through college and non-college entities.

College student conduct proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and college policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Student Conduct Code and Title IX policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the director of student conduct/Title IX coordinator. Prior determinations made or sanctions imposed under these procedural standards will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules are later dismissed, reduced, or resolved in favor of or against the criminal law defendant.

## Access to Campus Facilities

The Office of Campus Police Services works closely with college departments to ensure a safe environment exists for students. Residential students may notice police staff working alongside Residence Education staff members on their rounds to enhance the quality of life in residence facilities.

Residence halls are open only to campus residents and their invited guests and authorized college personnel and are so posted, consistent with New Jersey trespass statutes. Entrances to campus residence halls are equipped with card reader identification systems, which provide

24-hour access to campus residents. During evening and early morning hours, those seeking admittance to some facilities are additionally required to present proof of residency or, if they are guests, to present identification and be signed in by a resident.

Academic, administrative, student services, and recreational facilities are open to members of the campus community and general public in accordance with administrative direction and the Use of Campus Property Policy during regular business hours. Individual academic departments establish access policies in academic buildings during hours when classes are not in session. [tcnj.edu/property/](http://tcnj.edu/property/)

## Alcohol and Other Drug Education Programs

The College of New Jersey is an educational institution committed to maintaining an environment that enables community members to enjoy the benefits of an optimal learning experience.

To this end, the Alcohol and Drug Education Program, [adep.tcnj.edu](http://adep.tcnj.edu), was fully implemented at the college in September 1990. The ADEP office is located in Forcina Hall, Room 308.

ADEP goals are guided by the overall mission of the college and Division of Student Affairs:

- The promotion of a healthy, safe, and learning-conducive environment
- The implementation of practices for prevention, education, training, and preliminary screening and referral services
- Instilling in students an awareness of choice, personal responsibility, and understanding of the social and academic consequences associated with the decision to use alcohol and/or other drugs

In fulfillment of its mission, TCNJ is committed to providing a campus environment that promotes the safety and well-being of its students, faculty, and staff. While recognizing that the responsible and lawful use of alcohol and other drugs is socially acceptable in our society, the college regards the abuse of these substances and the use of illicit drugs as antithetical to its mission. Therefore, TCNJ permits the use of alcohol and other drugs only in a manner that is responsible and adheres to restrictions imposed by law and the college's standards of conduct.

TCNJ prohibits the possession, use, and/or distribution of illegal drugs on the college's property or as part of any of its activities. For a detailed summary of laws and college regulations, please visit:

[sa.pages.tcnj.edu/policies/](http://sa.pages.tcnj.edu/policies/) and [adep.tcnj.edu/annual-notification](http://adep.tcnj.edu/annual-notification)

and see the Student Conduct Codes at [tcnj.edu/conduct](http://tcnj.edu/conduct).

Other resources include:

- Counseling and Psychological Services located in Eickhoff Hall, Room 107 or on the web: [caps.tcnj.edu](http://caps.tcnj.edu)



- The Collegiate Recovery Program provides comprehensive supports to students in recovery from alcohol and/or other drugs. Through TCNJ's Collegiate Recovery Program we offer counseling services, community for students in recovery, and recovery housing. For more information, contact Christopher Freeman at 609.771.2134 or [freemanc@tcnj.edu](mailto:freemanc@tcnj.edu). Website: [recovery.pages.tcnj.edu](http://recovery.pages.tcnj.edu)

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

Guided by the mission of Student Affairs, the Office of Anti-Violence Initiatives leads the campus effort to address issues of sexual assault, domestic/dating violence, and stalking by working with community partners to create a campus environment that is intolerant of abuse and is responsive to the needs of victims/survivors. Our objective is to establish a campus culture of safety, free from sexual violence, resulting in a safer living and learning environment. The Office of Anti-Violence Initiatives provides bystander intervention and other prevention programs for members of the TCNJ community, such as programs during orientation, programs for first-year residence halls, student organizations and athletic teams, awareness months, and campaigns. Acts of sexual violence are prohibited by the Title IX Policy, Student Conduct Code, and New Jersey state law.

In the applicable jurisdiction, these offenses are defined as:

- 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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.
- Domestic violence: a "victim of domestic violence" includes any person, regardless of age, who has been subjected to violence by a person with whom the victim has a child, or with whom the victim anticipates having a child, if one of the parties is pregnant, and any other person who is a present or former household member. "Victim of domestic violence" also includes any person who has been subjected to domestic violence by a person with whom the victim has had a dating relationship.
- Sexual assault: any form of unwanted or involuntary touching or penetration of intimate body parts by a person of the same or opposite sex. This can include being forced to touch someone else. "Unwanted or involuntary" means sexual contact without the consent of the victim, including the use of threats, intimidation, coercion, or physical force. It also includes victims who are unable to give consent because of their age or because they are physically helpless, mentally incapacitated, or intoxicated.

"Effective consent" is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A person may be unable to give effective consent when they are unable to consent due to their age, or because the person is physically helpless, mentally incapacitated, or incapacitated from alcohol or other drugs.

- Effective consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Effective consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Effective consent may be initially given but withdrawn at any time.
- Effective consent cannot be given when it is the result of coercion, intimidation, force, or threat of harm.
- When effective consent is withdrawn or can no longer be given, sexual activity must stop immediately.
- "Incapacitated" is being in a state where a person lacks the capacity to understand the fact that the situation is sexual, or cannot understand (rationally and reasonably) the nature and/or extent of the situation. A person who knows or should reasonably know that another person is incapacitated may not engage in sexual activity with that person.

Persons who meet any of the following criteria or conditions are incapacitated: (i) sleeping, (ii) passed out, (iii) under the age of consent or under a certain age in relation to the other party to the sexual activity (both of which are matters of state law), or (iv) due to a disability, not having the mental capacity to consent.

A person who does not meet any of those criteria or conditions for incapacity may become incapacitated through the use of alcohol or drugs. Such a person's state of incapacity is a subjective determination that is based on all of the facts available because persons reach incapacitation at different points and as a result of different stimuli.

Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than that required to produce the minimum levels of influence, impairment, intoxication, inebriation, or drunkenness. Factors that can influence a person's status include gender, body size, and body composition; tolerance for alcohol and other drugs; amount and type of alcohol or other drugs taken or administered, and the mixture taken; amount of food intake prior to administration; propensity for blacking out; genetics; and time elapsed since the ingestion of the alcohol or drugs.

The effects of alcohol and drug use often occur along a continuum. For example, alcohol intoxication can result in a broad range of effects, from relaxation and lowered inhibition to euphoria and memory impairment, and to disorientation and incapacitation. Incapacitation due to alcohol or other drugs use is a state beyond "mere" intoxication or even being drunk. It exists when a person lacks the ability to make or act on a considered decision to engage in sexual activity. Indicators of incapacitation may include inability to communicate, lack of control over physical movements, and/or lack of awareness of circumstances. An incapacitated person can also experience a blackout state during which the person appears to give consent but does not have conscious awareness or the capacity to consent. Some medical conditions may also cause incapacitation. Incapacity can result

from factors including, but not limited to, mental disability, involuntary physical restraint, or from the administration of substances.

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

## Intervention and Prevention Strategies

Bystander intervention is one prevention strategy employed by the college that includes training that focuses on instilling a sense of responsibility in our community members to act when witnessing harmful behavior. This training, offered both in person and online, builds confidence and critical skills in our community members to be able to engage in safe intervention strategies for addressing situations. In addition, the Green Dot campaign capitalizes on the power of peer influence and individual bystander choices to prevent individual incidents of interpersonal violence and create lasting culture change resulting in the overall reduction of power-based personal violence.

The Green Dot strategy offers participants three options for intervention, commonly referred to as the “Three Ds: Direct, Distract, or Delegate.” Bystanders could choose to be direct in their interventions and approach the potential perpetrator to say, “Hey, that’s not OK” or check in with the potential victim and ask, “Are you OK?” to prevent the incident of power-based personal violence from happening. Or bystanders could delegate the intervention and seek help from other individuals, like friends, CAs, or Campus Police. Bystanders’ third option is to distract the perpetrator and interrupt the situation without directly confronting the offender. For example, a bystander could spill their drink, strike up a conversation, or tell the offender his or her car is getting towed. Each situation is different, and every bystander has a different personality or skill set, so having multiple options or ideas for intervention can be helpful.

Any intervention must first be viewed through the lens of personal safety. Bystander risk is going to increase (1) the closer the person is to the situation, (2) the fewer additional people are around, and (3) the more imminent the violence. When risk is elevated, bystanders should consider intervention options that would keep them at a safe distance, such as calling 911 or Campus Police, recruiting others to join you in the intervention, following at a distance, or creating a distraction.

Other ongoing prevention strategies include utilizing the power of peers to provide education. The Student Anti-Violence Education Program is focused on empowering TCNJ students to make healthy lifestyle choices and to make our campus community a safer place. Students can play a uniquely effective role in encouraging their peers to consider and talk honestly about the issues of sexual assault, domestic violence, and stalking, while developing responsible habits and attitudes toward these issues, as well as seeking professional

advice when necessary. Peer educators promote the mission of AVI by creating and facilitating programs about healthy relationships and healthy sexuality. Peer educators also implement programming around Domestic Violence Awareness Month (October) and Sexual Assault Awareness Month (April) that includes a series of campus activities aimed at educating students and staff about issues relating to sexual assault, domestic/dating violence, and stalking, and the services available on campus.

## Risk Reduction Strategies

Sexual violence, dating violence, and stalking is never the victim’s fault. The tips outlined below are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization and assault.

Reducing risk of nonconsensual acts:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are questioning a decision. Respect them when they do.

## Reducing Risk of Committing Unwanted Sexual Acts

If you find yourself in the position of being the initiator of sexual behavior, you owe respect to yourself and your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct.

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- Don’t make assumptions:
  - About consent
  - About someone’s sexual availability
  - About whether someone is attracted to you
  - About how far you can go or about whether your partner are physically and/or mentally able to consent
- If there are any questions or ambiguity, then you DO NOT have consent.



- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading each other. Your partner may not have figured out how far he or she wants to go with you yet. You must respect the timeline for sexual behaviors with which your partner is comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender, size, or position in a club or organization. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent.
- Read your potential partner carefully, paying attention to verbal and nonverbal communication and body language.

The NCHERM Group/ATIXA. (2014). ATIXA gender-based and sexual misconduct model policy and model grievance process can be retrieved from [atixa.org/resources/model-policies/](https://atixa.org/resources/model-policies/)

For more information on risk reduction strategies:  
[rainn.org/safety-prevention](https://rainn.org/safety-prevention)

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

Victims have the right to pursue criminal and/or campus disciplinary proceedings and seek restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, or "no-contact" orders issued by the college. Victims also have the right to decline to report to or notify law enforcement. Those who choose to participate in legal action for offenses that occur on campus can contact the Office of Campus Police Services at 609.771.2345 or 911 or visit the office located in the Administrative Services Building, room 104. If the crime occurred off campus, victims should contact the local police or the Office of Campus Police Services for assistance in reporting the crime to the appropriate police department. Subsequently, the Office of Campus Police Services will work in partnership with the Mercer County Prosecutor's Office for investigations and legal proceedings.

If the offense is committed by a student, victims are encouraged, but not required, to file a complaint with the Title IX Office as soon as possible after the incident takes place. The Title IX coordinator has discretion to accept or issue a complaint and issue charges against a student regardless of when the complaint is submitted if the conduct poses a possible threat to the college community or to individual members of the college community. A complaint may be prepared in writing, in person, or through the online system and submitted to the Title IX coordinator. The Title IX coordinator is responsible for overseeing the report and investigation process. A complaint can be filed with the Title IX Office by visiting [titleix.tcnj.edu](https://titleix.tcnj.edu), or by

calling 609.771.3266. For more information, please refer to the Title IX Policy found on the website. All reports of sexual harassment or violence to a responsible employee will be reported to the Title IX coordinator for inquiry. Victims are also encouraged to report incidents to the Title IX coordinator directly (Brower Student Center, room 201).

Students may seek assistance from the Title IX Office, Office of Student Conduct, or a confidential resource for requesting reasonable protective measures, including, but not limited to, changes to academic, living, transportation, and working situations, or restrictions on contact between parties and participation or attendance at college events or facilities.

Campus Police, Title IX, and Student Conduct are not confidential resources, therefore any information provided may require that the college follow up with an investigation. Although complete confidentiality cannot be guaranteed, the college strives to treat all parties with equal care, respect, and dignity and will to the best of their ability preserve the privacy of all parties involved. Retaliation for filing a complaint is strictly prohibited by Title IX and the college. Any accommodation or protective measure provided to the victim will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

## Confidential Resources

The college believes it is important that students are aware of opportunities for support and assistance. Available confidential resources are listed below. Reporting any incidents to:

- Anti-Violence Initiatives at 609.771.2272, Forcina Hall, room 308
- Counseling and Psychological Services at 609.771.2247, Eickhoff Hall, room 107
- Student Health Services at 609.771.2889, Eickhoff Hall, room 107
- Clergy

Reports to lowercase will not result in an investigation without the consent of the student sharing the information, but will be forwarded to Campus Police anonymously for inclusion in the annual campus crime report. When an assault occurs, safety and medical attention are the most pressing issues. Victims are strongly encouraged to obtain prompt medical examinations and treatment for possible injuries, sexually transmitted diseases, and pregnancy. If it is within five (5) days of the assault, evidence can be collected and preserved by activating the county-based Sexual Assault Response Team regardless of the victim's decision to involve law enforcement. In order to preserve evidence, victims should not shower, wash clothing, or disturb items at the scene of the crime. Once evidence is collected it can be held for up to 90 days while victims consider whether or not to continue with the legal process. Successful adjudication, in court or through the campus conduct process, may be more difficult without this evidence.

The Campus Sexual Assault Victim's Bill of Rights mandates that policies, procedures, and services be designed to ensure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity. This Bill of Rights can be found online at [oavi.tcnj.edu/about/policies/](http://oavi.tcnj.edu/about/policies/).

The Office of the Vice President for Student Affairs and appropriate departments will work collaboratively to implement these accommodations toward the re-establishment of a safe living and learning environment for all parties.

## Resources for Victims

Victims of sexual violence should contact the Office of Campus Police Services, Title IX, or Anti-Violence Initiatives for information and to facilitate access to desired campus and community resources. Persons impacted by violence, directly or indirectly, can meet with Anti-Violence Initiatives staff to obtain confidential counseling, to get advocacy services, and to review available resources on and off campus.

Campus Police will assist the victim in obtaining a temporary restraining order from Mercer County Superior Court, Family Division, or during non-business hours the victim will have the chance to speak to a municipal court judge. In addition, Student Conduct or Title IX can issue no-contact directive orders between parties.<sup>1</sup>

The college provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. This notice includes options and assistance for protective measures, rights, and reporting options; see [oavi.tcnj.edu/survivors/](http://oavi.tcnj.edu/survivors/)

## College Disciplinary Procedures

The College of New Jersey, as an institution of higher education and a community dedicated to learning and the advancement of knowledge, expects and requires the behavior of community members to be compatible with its high standards of scholarship and conduct. Members of the college community are encouraged to participate in all aspects of campus life. For the college, this means a firm institutional commitment to protect the community and the rights of its members, and to cultivate and sustain a positive living and learning environment. Thus, sexual violence will not be tolerated.

The U.S. Department of Education and its Office for Civil Rights emphasize the importance of providing all community members with an educational environment free from discrimination. Harassment, or any form of sexual violence, interferes with a person's right to work or receive an education free from discrimination and, in some cases, may be a crime. Title IX of the Education Amendments of 1972 (Title IX), and its regulations, prohibit discrimination on the basis of sex and/or gender in education programs or activities operated by recipients of federal financial assistance.

To address complaints of sexual violence, the college administers prompt, fair, and impartial disciplinary procedures from the initial investigation to the final disposition. Investigations and related proceedings are conducted by trained investigators who undergo annual comprehensive training on issues related to dating violence, domestic violence, sexual assault, and stalking. Designees receive minimal ongoing annual training on investigations, including trauma informed practices, that protect the safety of victims and promote accountability for behavior.

## Employee Disciplinary Proceedings

Sexual harassment by employees at The College of New Jersey is prohibited under the Policy Prohibiting Discrimination in the Workplace/Educational Environment, [ogc.pages.tcnj.edu/reporting](http://ogc.pages.tcnj.edu/reporting), as well as the Title IX Policy, [titleix.tcnj.edu](http://titleix.tcnj.edu). Procedures for Internal Complaints Alleging Discrimination in the Workplace/Educational Environment, may be found at: [affirm.pages.tcnj.edu/complaint](http://affirm.pages.tcnj.edu/complaint). When a complaint of alleged discrimination is received, the EEO/AA officer, Title IX coordinator, or authorized designee will conduct an investigation and prepare an investigatory report, including a summary of the complaint, a summary of facts developed through the investigation, and an analysis of the allegations and facts. The report is submitted to the president of the college who will issue a final determination. An investigation and/or disposition will be completed within 120–180 days of the date the complaint is filed.

While an investigation is underway, appropriate and relevant interim protective measures may be put in place, including, but not limited to, position reassignment, counseling through the Employee Assistance Program, or suspension. Any determination by the investigator and the president will be made on the basis of whether it is more likely than not that the respondent violated the Title IX Policy and/or Policy Prohibiting Discrimination in the Workplace/Educational Environment. Both the reporter and respondent are entitled equitable participation in the investigation and decision process. The process for appealing a determination through this process is determined by the relevant collective bargaining unit in which the respondent holds membership.

---

<sup>1</sup>The terms "victim," "survivor," "complainant," "complaining party," and "client" are used interchangeably in this document to refer to an individual who in good faith reports having been subjected to action by another individual that constitutes a violation of applicable law or college policy prohibiting sexual misconduct (including sexual assault, sexual battery, domestic or dating violence, and stalking). The use of the forgoing terms does not signify that a determination has been

made that an accused party or respondent has committed such a violation. Such a determination can only be made by a courts (with respect to criminal charges or civil liability) or through the Student Conduct process (with respect to violations of the Undergraduate Student Conduct Code or Graduate Student Conduct Code by students) or employee disciplinary process (with respect to violations of college policy by employees).

Both the reporter and the respondent will be sent notifications simultaneously in writing of the result of any institutional disciplinary proceeding (including appeal) that arises from an allegation of discrimination including dating violence, domestic violence, sexual assault, or stalking. Sanctions for a determination that discrimination took place may include assignment of any of the following sanctions alone or in any combination: warning/reprimand, position reassignment, training, counseling, demotion, suspension, or removal from employment.

## Student Disciplinary Proceedings Non-Title IX Cases

The Student Conduct Code prohibits certain behavior by our students: [conduct.tcnj.edu/student-conduct-code](https://conduct.tcnj.edu/student-conduct-code). If an investigation into a report results in any charge(s) of violations of expectations for student conduct as outlined in the Student Conduct Code, a responding student will have a conference meeting with an administrator to discuss the charges. In non-personal abuse and non-Title IX-related cases, the charged student will choose either an informal or formal hearing process. An informal hearing will typically be conducted immediately following this selection. A formal hearing (either administrative or board) will be scheduled within a practical period.

In personal abuse cases (non-Title IX-related) the college will determine whether an informal or a formal hearing process is appropriate for addressing the charges and will consider the expressed preferences of both the reporter and respondents, and the totality of the circumstances in this determination. If the college elects an informal hearing, both the reporting and responding students will have equal opportunity to share any information with the informal hearing administrator in separate meetings before a final determination on responsibility is made. If the college elects a formal hearing (via a board or single hearing administrator), the reporter will be invited to attend the formal hearing, provide information, and pose questions of any presenting parties to the same extent as the respondent. A reporter is not mandated to participate in any student conduct proceeding(s); however his or her absence may limit the hearing body's ability to evaluate all relevant information to the fullest extent possible.

An informal hearing will be conducted within a practical period by a trained faculty or staff member of the college who is selected by the director of student conduct and who has not previously served as an investigator or administrator in the process for the individuals involved. The hearing administrator will individually interview the reporter/respondent providing information and may temporarily adjourn the informal hearing if he or she determines that further review or clarification is necessary. This includes but is not limited to interviewing the reporter, respondent and/or other relevant witnesses.

A formal administrative hearing is conducted within a practical period by a trained faculty or staff member of the college who is selected by the director of student conduct and who has not previously served as an investigator or administrator in the process for the parties involved. The administrator will hear information presented by the reporter, respondent, and witnesses in a formal hearing setting and render a decision and sanctions if appropriate.

A formal board hearing is conducted within a practical period by a board of trained faculty, staff, and/or students and is advised by the director of student conduct or designee. The advisor does not vote nor participate in deliberations, but may answer questions regarding procedural standards, policy, or sanctioning practices. The board will hear information presented by any parties and render a decision and sanctions if appropriate.

Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. A hearing administrator or board will determine whether the accused student is responsible for any charges. The hearing body's determination will be made on the basis of whether it is more likely than not that the responding student violated the Student Conduct Code. Both the reporter and the respondent are permitted to have an advisor of their choice present during any college proceeding, hearing, or meeting. An investigation and/or disposition should generally be completed within 60 days of the date the report is filed. Refer to the Student Conduct Code for the most updated procedural standards.

## Student Disciplinary Proceedings Title IX Cases

Any person may file a report regarding a possible Title IX incident at any time. The Title IX coordinator will receive the report and determine whether: (i) the allegations in the report, if true, would constitute a violation of this policy, (ii) there are sufficient facts to warrant an investigation, and (iii) the reporter will participate in the college investigation process. Based on the information received, the Title IX coordinator and college administrators may determine that interim action(s) may be necessary to stop or prevent any further harassment from occurring. Should the Title IX coordinator, in consultation with the assistant vice president for student affairs, determine that a threat to the health and/or safety of the campus community exists, an interim suspension may be applied for the respondent pending the outcome of a conduct proceeding. No permanent changes in student status will occur pending the outcome of the conduct proceeding, however; the respondent may be relocated or removed from housing or their academic space on a temporary basis. If the respondent is neither an employee nor a student, the Office of Student Conduct and Dispute Resolution Services and Campus Police may request that the respondent be banned from the TCNJ campus community.

For all investigations there will be one or more trained investigators present. The Title IX coordinator or designee will be the lead investigator and coordinate meetings with the reporter and the respondent. Both parties will be interviewed and asked to share



information they have regarding the incident, as well as all relevant documentation (i.e., text messages, emails, photos, etc.), and identify witnesses who may provide direct information regarding the allegation. The investigator(s) will gather all information and create a statement summary that will be provided to each person providing information for acknowledgement. At that time the reporter or the respondent can make additions to or note any concerns or clarifications to their statement summary. The Title IX coordinator or designee will then add the document to the Title IX Investigation Report. Investigator(s) will strive to gather all information within 35-40 calendar days. (Please refer to the section on time frames for information about delays.). An advisor of the reporter or respondent's choice may be present during the initial meeting, investigation, and any additional meetings with college staff in relation to a Title IX incident but advisors may not represent the party or actively participate in the meeting. The Title IX coordinator or designee or investigator(s) may also have an advisor present at his or her discretion.

After gathering all information the lead investigator will make a determination of responsibility based on a "preponderance of the evidence" standard to determine whether a violation of the policy occurred. Preponderance of the evidence means that the investigator(s) must be convinced based on the information considered that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating this policy.

Once the investigator(s) have made a determination regarding responsibility, the full investigation report, including this finding, will be reviewed by the assistant vice president of student affairs/dean of students or designee to ensure that procedural protocol was followed. The assistant vice president of student affairs/dean of students or designee will either confirm that protocol was followed and the incident was fully investigated, or will ask the investigator(s) to further examine section(s) of the investigation report or seek additional information. The assistant vice president of student affairs/dean of students will make that determination within 10 calendar days of receiving the investigation report. Refer to the Title IX Policy at: [titleix.tcnj.edu](http://titleix.tcnj.edu) for additional information about resolution methods.

## Notification of Disposition and Appeal Procedures in a Student Disciplinary Proceeding

Both the reporter and the respondent will be sent notifications simultaneously in writing of the result of any institutional disciplinary proceeding (including appeal) that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking.

If at the conclusion of a Title IX investigation there is a finding of responsibility, both the respondent and the student reporter are afforded the opportunity to appeal decisions and/or any sanctions issued within five business days of the date of the written decision. Appeals will be reviewed by the vice president of student affairs or designee.

All appeals must be in writing and include any supporting documentation that the student wishes to be considered. Deference

is given to the original investigator's findings of fact and decision of responsibility and/or any sanctions; therefore the burden of proof is on the student filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision, or any sanctions. An appeal will generally be limited to a review of the investigation report and supporting documents for one or more of the purposes below, provided however, that the administrator may request additional information or clarification from the respondent, reporting party, witnesses, investigator(s), and/or other administrators for purposes of this review.

## Possible Sanctions in a Student Disciplinary Proceeding

A student found responsible for sexual penetration that occurs without the effective consent of the victim, or that occurs when the victim is unable to give consent, will be issued sanctions ranging from suspension to expulsion. Students found responsible for any intentional, nonconsensual sexual contact with an intimate body part of another; or forcing another to have sexual contact with an intimate body part of oneself or another, with any object or body part; or any disrobing of another without effective consent will be issued sanctions ranging from pending termination of housing and pending suspension status to expulsion. A student found responsible for dating or domestic violence will be issued sanctions ranging from being moved to a different housing location with pending termination of housing status to expulsion.

The following sanctions, alone or in any combination, may be imposed upon any student found to have violated the Student Conduct Code or Title IX Policy:

### 1. Status Outcomes.

- **Warning.** A notice in writing to the student that the student is violating or has violated institutional regulations and that further violations may result in more severe disciplinary action.
- **Pending termination of housing.** This status serves as a housing probationary status assigned to a student for a specified period of time before his or her housing privileges are terminated. While on this status, any further violations of college policy may result in termination of housing. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct for five years after a student separates from the college.
- **Termination of housing.** Removal or prohibition of a student from college housing after a specific date and for a specified period of time. Through the duration of the termination, the student will be restricted from entering all residential floors in college buildings. Students removed from college housing for disciplinary reasons will receive the refund available based on the time of the semester according to the Department of Residential Education and Housing policies and the housing contract. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct for five years after a student separates from the college.

- **Pending suspension.** This status serves as the disciplinary probation status assigned to a student for a specified period of time before he or she is suspended from the college. While on this status, any further violations of college policy may result in suspension from the college. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct for five years after a student separates from the college.
- **Suspension.** Termination of course registration and residency (if applicable) from the college after a specific date and for a specified time. Through the duration of the suspension, the student may be restricted from college property and may be required to provide prior notice to and receive approval from the director of student conduct for the purpose of conducting college business. Before a student may be readmitted to the college after the designated period of time, the student must meet with the dean of students to show satisfactory completion of any assigned directives or to discuss stipulated conditions for his or her return. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct indefinitely. Should a student wish to return to the college after the suspension period, the student must comply with any academic standards and procedures then in effect. Suspension can range from the current term to four years.
- **Expulsion.** Permanent dismissal from the college and restriction from college property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct indefinitely. Expulsion is the most serious disciplinary action taken by the college and is generally reserved for only those cases of behavioral misconduct in which all the relevant facts and aggravating circumstances support a conclusion that the only reasonable sanction is permanent removal from the college.
- **Degree revocation.** Permanent revocation of an earned degree from the college and restriction from college property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct indefinitely. Degree revocation is reserved for only those case of behavioral misconduct that occur while an individual is a student, but is not made known to the college until after a degree is earned, and in which all the relevant facts and aggravating circumstances support a conclusion that the only reasonable sanction is permanent revocation of an earned degree from the college.

## 2. Education Outcomes.

- **Restorative practices.** Participation in a discussion by trained facilitators with any persons or departments harmed and development of a shared agreement of how to correct the harm. Unlike other sanctions, all participants must voluntarily agree to participate in the restorative process. Restorative practices will not be available to students responding to or being found responsible for any physical sexual misconduct.

- **Mediation.** Participation in a mediated discussion with other disputants facilitated by multipartial trained mediators with the hope of developing a negotiated agreement serving as resolution to the dispute. Unlike in other sanctions, all participants must voluntarily agree to participate in mediation. Mediation will not be available to students responding to or being found responsible for any physical sexual misconduct.
- **Master education plan.** Develop a master education plan with the aid of the director of student conduct and mentor committee, agree to the terms of the plan, and agree to continuous evaluation.
- **Other discretionary sanctions.** Work assignments, essays, presentations, research projects, conduct contracts, service to the college, or other discretionary assignments.

## 3. Administrative Directive Outcomes.

- **Administrative relocation of housing.** Administrative transfer of a student from one campus housing location to another.
- **Loss of privilege.** Denial of any specified privilege for a designated period of time. Examples include but are not limited to: guest privileges, restriction from a college event or program, and/or restriction from an area or building.
- **Restitution.** Compensation for loss, damage, or injury to college property. This may take the form of appropriate service and/or monetary or material replacement.
- **Parental notification.** Notification may be sent to parents or guardians of a student who is under 18 years of age, or who is financially dependent on his or her parents or guardians, depending on the circumstances surrounding the incident. Parents or guardians may also be notified of alcohol and other drug incidents for students less than 21 years of age, regardless of financial dependency or resulting sanction.
- **No-contact directive/extension of existing no-contact directive.** This may include a new directive (as described above), or an extension of an original directive with or without altered or additional parameters or instructions. Sanctioned no-contact directives may only be removed at the discretion of the director of student conduct and per the written request of all involved parties.

Refer to the Student Conduct Code or Title IX Policy for complete definitions of each sanction listed above.

## Prohibition of Retaliation

Retaliation against any employee or student who in good faith alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation into claims of unlawful discrimination/harassment, or opposes a discriminatory practice is prohibited.

No employee or student in good faith bringing a complaint, providing information for an investigation, or testifying in any proceeding will be subjected to adverse employment or educational consequences based upon such involvement or be the subject of retaliation.

## Fire Safety Education and Awareness

The Office of Occupational Safety and Environmental Services works closely with the Department of Residential Education and Housing and the New Jersey Department of Community Affairs, Division of Fire Safety to ensure that all on-campus student housing facilities managed by the college are in compliance with the International Fire Code New Jersey Edition 2006. On-campus student housing facilities managed by the college include traditional dorm-style residence halls and individual houses owned by the college (referred to as College Houses), all of which are managed by the staff of the Department of Residential Education and Housing.

Fire safety systems protect all college-managed on-campus student housing facilities, and each system consists of fire alarms, smoke detection, and sprinkler protection. Strobe lights are equipped in certain rooms based on occupant need and required codes. Additionally, all on-campus student housing facilities and attached parking garages are equipped with fire extinguishers. Fire safety systems in college-managed residence halls are monitored 24 hours a day, seven days a week by the Office of Campus Police Services. In College Houses the sprinkler system is monitored 24 hours a day, seven days a week by a contracted central station monitoring company that notifies the Office of Campus Police Services in the event of an alarm.

Fire safety education for college-managed on-campus student housing facilities is provided through the Office of Occupational Safety and Environmental Services to the Department of Residential Education and Housing. A fire safety awareness briefing is conducted by the Department of Residential Education and Housing to all occupants of these facilities shortly after they move in. Fire safety education topics include, but are not limited to, fire prevention, safe evacuation techniques, and fire extinguishers.

The College of New Jersey maintains a mandatory evacuation policy in all college-managed on-campus student housing facilities. In accordance with this policy, in the event of a fire or upon activation of any fire alarm, all building occupants are required to evacuate the building. Evacuees are then required to retreat to a safe location at least 50 feet from the building. Any person who fails to evacuate during a fire alarm activation is subject to criminal complaints by the Office of Campus Police Services and/or disciplinary action through the student conduct process. Each on-campus student housing facility has a fire safety and evacuation plan.

At the direction of the Office of Occupational Safety and Environmental Services and the Office of Campus Police Services, the Department of Residential Education and Housing performs four (4) fire drills for each college-managed on-campus student housing facility during the academic year. Two (2) drills are performed during the fall semester, and two (2) drills are performed during the spring semester. During each semester at least one (1) drill is performed between sunset and sunrise. This drill schedule is in compliance with the International Fire Code New Jersey Edition 2006. During fire drills at the on-campus student housing facilities each room is checked by the Department of Residential Education and Housing to confirm all residents have evacuated from the building. Additionally, the Department of Residential Education and Housing performs

inspections of each resident's room in on-campus student housing facilities to confirm fire safety compliance. Residents found in violation of college policy are subject to disciplinary action through the student conduct process.

In adherence to the International Fire Code New Jersey Edition 2006, the following is strictly prohibited in all college-managed on-campus student housing facilities: tampering or misuse of all fire safety equipment (which includes, but is not limited to, fire extinguishers, fire alarm pull stations, sprinkler heads, smoke detectors, heat sensors, "Exit" signs, emergency lighting, elevator phones, fire doors, and call boxes); blocking doorways; hanging objects from windows; hanging objects on/from fire safety equipment or the ceiling; and initiating false alarms. The College of New Jersey and the State of New Jersey treat false alarms very seriously. Individuals who initiate false alarms are subject to local, state, or federal legal processes and/or disciplinary action through the student conduct process.

Due to their extreme potential fire hazards the following items are strictly prohibited in college-managed on-campus student housing facilities: candles (even for decorative purposes); incense; halogen lamps; fireworks; smoke/fog machines; flame-producing devices; personal furniture containing or constructed of urethane; and appliances with exposed heating elements, including but not limited to broiler or toaster ovens, heating devices, hotplates, toasters, and space heaters (in emergencies, space heaters may be issued by the Department of Residential Education and Housing staff). The use of appliances with enclosed heating elements for cooking purposes is only permitted in the common areas (i.e., kitchens and lounges); this includes rice cookers, slow cookers, and similar items.

According to New Jersey state law, smoking of any tobacco product or use of any electronic smoking devices in any indoor public place or workplace is prohibited. In order to maintain the highest levels of health and safety possible, The College of New Jersey prohibits smoking of any tobacco product or use of any electronic smoking devices in all residential buildings. Residents and occupants of facilities in which evidence of use of such a product is found are subject to action through the student conduct process and/or fines from the State of New Jersey.

All fire safety violations are considered very serious and may result in removal from residence. A fire log is maintained at the Office of Campus Police Services. To review this log, please visit the dispatch window located in the Administrative Services Building. All fires are required to be reported to the Office of Campus Police Services.



## Campus Town

In addition to the aforementioned college-managed on-campus student housing facilities, there are also on-campus student housing facilities that are located on land owned by The College of New Jersey, but that were developed and are managed by The PRC Group, of West Long Branch, NJ, and its agents. This development is called Campus Town, and it includes student housing and other facilities. For portions of Campus Town that are used as student housing facilities, The PRC Group and its agents establish and enforce any policies or procedures for their residents that they lease to.

At Campus Town, fire safety systems protect all student housing facilities. Each system consists of fire alarms, smoke detection, and sprinkler protection. Strobe lights are equipped in every student apartment and bedroom. Additionally, all Campus Town student housing facilities are equipped with fire extinguishers. Fire safety systems in Campus Town student housing facilities are monitored 24 hours a day, seven days a week by a contracted central station monitoring company that notifies the college's Office of Campus Police Services and Campus Town staff in the event of an alarm activation.

Campus Town residence staff discuss fire safety during initial floor meetings with all residents within a few days of when they move in. In a fire situation, Campus Town staff and students are instructed to use the pull stations, evacuate the building, and to notify the college's Office of Campus Police Services if the alarm has not sounded. Residents are instructed to evacuate the building using stairs to muster locations. The resident handbook has a map that shows where each student should evacuate to. Campus Town staff live in residence and will be present in the event of a building evacuation.

In 2016, planned fire drills were not performed at Campus Town. Starting in 2017, Campus Town will have two (2) planned fire drills each year.

Campus Town residents are instructed to report all fires directly to the college's Office of Campus Police Services, and to give immediate notice to Campus Town management regarding any fire, accident, damage, and/or any dangerous or defective conditions. Emergency contact phone numbers, including for the college's Office of Campus Police Services, are located in each student apartment on a magnet initially located on the refrigerator.

For Campus Town, the following actions and items are prohibited in the premises and about the property: using fire warning devices and equipment for purposes other than cases of emergency; falsely reporting a fire or any other emergency; tampering with fire safety equipment; setting or fueling a fire of any size; using or possessing candles, other open flame devices, incense, hookahs, halogen lamp's or halogen bulbs of any kind; refusing to leave a building during a fire alarm; smoking inside any part of Campus Town; using or possessing fireworks or firecrackers, or dangerous/flammable chemicals or liquids; open flame (e.g., candle, incense, cigarette, cigar, etc.) inside any part of Campus Town; large appliances or structures without Campus

Town management's approval (i.e., waterbeds, additional refrigerators besides mini fridges, large lofts, etc.); "piggy-backing" surge protectors and plugging more than one surge protector into an outlet; excessively overloading or "doubling up" on extension cords or string lights; charcoal and propane grills; use of stove or microwave while apartment is unoccupied; removing fire extinguisher from kitchen space; and failing to comply with procedures established for health and safety concerns.

## CRIME STATISTICS

	Calendar Year	On Campus *	Resident Facilities	Non-Campus Bldg./Property	Public Property **	Unfounded
<i>Murder/Nonnegligent Manslaughter</i>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<i>Negligent Manslaughter</i>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<i>Robbery</i>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<i>Aggravated Assault</i>	2016	0	0	0	0	0
	2015	1	0	0	0	0
	2014	2	1	0	0	0
<i>Burglary</i>	2016	21	18	1	0	0
	2015	4	4	0	0	0
	2014	1	0	0	0	0
<i>Arson</i>	2016	1***	0	0	0	0
	2015	1***	0	0	0	0
	2014	0	0	0	0	0
<i>Motor Vehicle Theft</i>	2016	5	0	0	0	0
	2015	2	0	0	0	0
	2014	0	0	0	0	0
<i>Hate Crimes</i>	2016	1 on-campus incident of vandalism, characterized by ethnicity/national origin				
	2015	1 on-campus incident of vandalism, characterized by racial bias				
	2014	1 on-campus incident of vandalism, characterized by racial bias				

\* Includes all on-campus incidents, including those listed under Residential Facilities.

\*\* Includes incidents that took place off campus on public property immediately adjacent to and accessible from the campus.

\*\*\* Intentionally lit garbage can.

## CRIME STATISTICS

	Calendar Year	On Campus *	Resident Facilities	Non Campus Bldg./Property	Public Property **	Unfounded
<i>Domestic Violence</i>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	1	1	1	0	0
<i>Dating Violence</i>	2016	9	5	0	0	0
	2015	9	7	0	0	0
	2014	1	1	0	0	0
<i>Stalking</i>	2016	4	2	0	0	0
	2015	2	2	0	0	0
	2014	0	0	0	0	0

## CRIME STATISTICS

Arrests for violations of: ****	On Campus * '14 '15 '16			Residential '14 '15 '16			Non-Campus '14 '15 '16			Public Property '14 '15 '16		
<i>Liquor Law</i>	85	73	80	51	42	59	0	0	0	0	0	0
<i>Drug Law</i>	9	18	12	6	6	5	0	0	0	0	0	3
<i>Illegal Weapons</i>	1	0	0	1	0	0	0	0	0	0	0	0

Disciplinary actions/ conduct referrals for violations of: ****	On Campus * '14 '15 '16			Residential '14 '15 '16			Non-Campus '14 '15 '16			Public Property '14 '15 '16		
<i>Alcohol Referral</i>	292	298	276	291	296	276	0	0	0	0	0	0
<i>Drug Referral</i>	115	74	63	115	66	63	0	0	0	0	0	0
<i>Weapons Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0

\*\*\*\* 2014 statistics have been updated as a result of the college's reevaluation of its prior year referral and arrest records. The college has updated its statistics to ensure compliance with its Clery Act obligations and to ensure accurate information is available to our campus community.



## FIRE STATISTICS

On-Campus Student Housing Facility	Calendar Year	Number of Reported Fires	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Value of Property Damage
<i>Allen Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Brewster Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Centennial Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Courtyard Ewing Princeton Hotel 5th Floor</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Cromwell Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	1	Unintentional: Smoking materials, Trash fire	0	0	\$28
<i>Decker Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Eickhoff Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	1	Unintentional: Grease Fire	0	0	\$1,894
<i>Eickhoff Hall Parking Garage, Lot 16</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0

## FIRE STATISTICS

On-Campus Student Housing Facility	Calendar Year	Number of Reported Fires	Cause of Fire	Fire-related Injuries	Fire-related Deaths	Value of Property Damage
<i>Element Ewing</i>	2016	0	N/A	0	0	\$0
<i>Princeton Hotel</i>	2015	0	N/A	0	0	\$0
<i>2<sup>nd</sup> and 3<sup>rd</sup> floors</i>	2014	0	N/A	0	0	\$0
<i>Ely Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Hausdoerffer Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>New Residence Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Norsworthy Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Phelps Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Townhouses East</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Townhouses South</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0

## FIRE STATISTICS

On-Campus Student Housing Facility	Calendar Year	Number of Reported Fires	Cause of Fire	Fire-Related Injuries	Fire-Related Deaths	Value of Property Damage
<i>Townhouse West</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Travers Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Travers/Wolfe Link Parking Garage, Lots 10 and 11</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>Wolfe Hall</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>46 Carlton Avenue</i>	2016	N/A	N/A	N/A	N/A	N/A
	2015	N/A	N/A	N/A	N/A	N/A
	2014	0	N/A	0	0	\$0
<i>60 Carlton Avenue</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>62 Carlton Avenue</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>1884 Pennington Avenue</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0



## FIRE STATISTICS

On-Campus Student Housing Facility	Calendar Year	Number of Reported Fires	Cause of Fire	Fire-Related Injuries	Fire-Related Deaths	Value of Property Damage
<i>1898 Pennington Avenue</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>1904 Pennington Avenue</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>1908 Pennington Avenue</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>1910 Pennington Avenue</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>1914 Pennington Avenue</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	0	N/A	0	0	\$0
<i>100 Campus Town Circle, Campus Town</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	N/A	N/A	N/A	N/A	N/A
<i>200 Campus Town Circle, Campus Town</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	N/A	N/A	N/A	N/A	N/A
<i>300 Main Boulevard East, Campus Town</i>	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	N/A	N/A	N/A	N/A	N/A

## FIRE STATISTICS

On-Campus Student Housing Facility	Calendar Year	Number of Reported Fires	Cause of Fire	Fire-Related Injuries	Fire-Related Deaths	Value of Property Damage
400 Main Boulevard East, Campus Town	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	N/A	N/A	N/A	N/A	N/A
500 Campus Town Drive, Campus Town	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	N/A	N/A	N/A	N/A	N/A
600 Campus Town Drive, Campus Town	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	N/A	N/A	N/A	N/A	N/A
700 Campus Town Drive, Campus Town	2016	0	N/A	0	0	\$0
	2015	0	N/A	0	0	\$0
	2014	N/A	N/A	N/A	N/A	N/A

## SEXUAL OFFENSES

	Calendar Year	On-Campus	Residential	Non-Campus	Public Property	Unfounded
Rape	2016	12	11	0	0	0
	2015	6	4	0	0	0
	2014	3	2	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	N/A	N/A	N/A	N/A	N/A
Fondling	2016	11	11	0	0	0
	2015	2	0	0	0	0
	2014	N/A	N/A	N/A	N/A	N/A
Incest	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	N/A	N/A	N/A	N/A	N/A

## FIRE SAFETY DEFINITIONS

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. For purposes of fire reporting, this only applies to fires in on-campus student housing facilities and parking facilities/dining halls that are physically attached.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**On-Campus Student Housing Facility:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus. For purposes of fire reporting, this includes buildings that are owned by the Trenton State College Corporation, which has an agreement with the college to provide student housing.

**Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Unintentional Fire:** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

**Intentional Fire:** A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

**Undetermined Fire:** A fire in which the cause cannot be determined.

**Fire-Related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-Related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. This includes a person who dies within one year of injuries sustained as a result of the fire.

**Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption. For purposes of fire reporting, any claims made against the college for personal property damage are done directly through the state of New Jersey via New Jersey Tort Claims, so the college is not made aware of personal property damage values. As such, they are not included in reporting.

## HATE CRIME DEFINITIONS

**The College of New Jersey discloses Hate Crime statistics based on the following Clery Act requirements.**

**Hate Crimes:** Crimes that manifest evidence that the victim was intentionally selected because of the victim's race, gender, religion, sexual orientation, ethnicity/national origin, disability, or gender identity.

The College of New Jersey is required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/nonnegligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession, and larceny, vandalism, intimidation, and simple assault, and any crimes involving bodily injury to any person.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** The willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation:** The unlawful placement of 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.

**Simple Assault:** An unlawful physical attack by one person against another where neither the offender displays a weapon, nor 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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault, or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

- **Year:** Disclose statistics for the three most recent calendar years.
- **Geographic category:** Disclose statistics by geographic location.
- **Crime category:** Include all Clery Act offenses that are classified as hate crimes as well as incidents of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that are classified as hate crimes.
- **Bias category:** Include the category of bias for each hate crime.

## OFFENSES REPORTED DEFINITIONS

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

**Burglary:** An unlawful entry of any structure to commit a felony or a larceny.

**Criminal Homicide:**

- 1) Murder and Nonnegligent Manslaughter. The willful (nonnegligent) killing of one human being by another.
- 2) Manslaughter by Negligence. The killing of another person through gross negligence.

**Dating Violence:** The term “dating violence” means violence committed by a person—

- A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - 1) The length of the relationship
  - 2) The type of relationship
  - 3) The frequency of interaction between the persons involved in the relationship

**Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Motor Vehicle Theft:** The theft or attempted theft of any motor vehicle.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**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.

**Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—  
A) fear for his or her safety or the safety of others; or  
B) suffer substantial emotional distress

## IMPORTANT TELEPHONE NUMBERS

Office of Campus Police Services  
24/7 Dispatch Center.....609.771.2345

Office of Campus Police  
Services Administrative Office .....609.771.2171

Safety Escort.....609.771.2345

Office of the Vice President  
for Student Affairs .....609.771.2201

Alcohol and Drug  
Education Program .....609.771.2571

Student Health Services.....609.771.2889

Counseling and  
Psychological Services.....609.771.2247

Anti-Violence Initiatives.....609.771.2272

Occupational Safety and  
Environmental Services .....609.771.2881

Student Conduct.....609.771.2780

Title IX Office.....609.771.3266



# CAMPUS MAP



Current as of May 22, 2017