



2016 Annual Security Report



RVCC Branchburg Campus & RVCC @ Bridgewater

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A MESSAGE FROM COLLEGE PRESIDENT MICHAEL MCDONOUGH

Raritan Valley Community College acknowledges among its prime responsibilities the assurance of providing a safe learning and working environment for the campus community and the thousands of visitors who attend events here each year.

I am pleased to present the 2016 RVCC Department of Campus Safety Annual Security Report. With this report, it is our intent to communicate not only mandatory information required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act of 1990) but also to describe to current and prospective students, as well as employees, the many ways in which we strive to keep this community safe on a daily basis.

The College's focus on preventing sexual violence on campus and supporting victims of such assault are further strengthened by compliance requirements mandated by recent federal legislation — the 2013 extension of the 1994 Violence Against Women Act (VAWA) and the 2013 Campus Sexual Violence Elimination Act (Campus Save Act). In the past year, the College as required by New Jersey law, began reporting campus incidents to the Board of Trustees.

Additional safety efforts include high-visibility patrolling, prompt responses and investigations of campus incidents, furnishing guard services at all campus events, maintaining a confidential tips line, and sustaining close working relationships with local law enforcement and other responding agencies.

We welcome and value your input and ask for your continued support.



About Raritan Valley Community College

Raritan Valley Community College is a comprehensive community college that offers more than 90 associate degrees and certificates. It was first established as “Somerset County College” on April 5, 1966 when a nine-member Board of Trustees was appointed. Classes began for the first 229 students in September 1968 at the College’s temporary home: Green Brook High School. When a 240-acre site in Branchburg was purchased in July 1968, the College had found its permanent home. In July 1987 Somerset County College was renamed Raritan Valley Community College, joining with Hunterdon County to form the state’s first bi-county college.

RVCC’s student population is approximately 8,000 each semester, which includes about 3,400 full-time students. Financial support from Hunterdon and Somerset counties, and from the State, enables the College to offer the highest quality education at a relatively low cost.

The College’s distinguished faculty hold advanced degrees and have broad experience in their fields. Class size is small and students have easy access to excellent facilities, including the newly expanded Christine Todd Whitman Science Center, the West Building, the Theatre, the Conference Center, the Ray Bateman Center for Student Life and Leadership, the Planetarium and 3M Observatory. A new Workforce Training Center is scheduled to open this winter.

Approximately 1,400 courses are offered each semester in day, evening and weekend sessions, and online. Programs of study include career programs that are designed to prepare students for entry-level positions and transfer programs that prepare students for transfer to baccalaureate programs. Comprehensive student support services, including tutoring, counseling, transfer and career advisement, are available to all students.

The Service Learning Program at RVCC has become a national model of student, faculty, and community partner involvement and has received many awards for its leadership in advancing service learning to improve the quality of life for communities. Since 1998, the program has received honors annually. National awards include recognition from the Corporation for National and Community Service naming RVCC to the President’s Community Service Honor Roll with Distinction from 2006-2015, and the 2008 Carnegie Community Engagement Classification and 2015 Re-Classification for the Advancement of Teaching from the Carnegie Foundation.

RVCC offers a wide variety of non-credit professional development courses as well as customized training for business and industry.

The Theatre at Raritan Valley Community College offers the best in dance, music, theatre, and children’s programming. The RVCC Planetarium offers public star shows and laser concerts, as well as programs for school, camp and community groups, and professional development for educators.

The College is nationally recognized for its sustainability and was one of only 11 colleges and universities in the nation to be honored in April 2016 with the U.S. Department of Education Green Ribbon Schools Postsecondary Sustainability Award. In 2009, RVCC was the first community college in the nation to sign an environmental stewardship agreement with the United States Environmental Protection Agency.

Important Phone Numbers

On Campus Emergencies:

Department of Campus Safety – **908-231-8800** or Dial **911**

Red Emergency Phones located within campus building hallways call direct to Security.

Blue Light Emergency Call Boxes - located in parking lots, calls direct to Security. Push to talk, release to listen.

Off Campus Emergencies: Dial **911**

RVCC Main Campus, Branchburg Township	908 – 526 – 1200
RVCC @ Bridgewater (Somerset County Vo-Tech)	908 – 526 – 8900
RVCC Department of Campus Safety	908 – 231 – 8800
Confidential Tips Line	908 – 231 – 8806
Office of Campus Disability Services	908 – 526 – 1200 ext. 8418
Office of the Dean of Student Services	908 – 526 – 1200 ext. 8976
Advising and Counseling Services	908 – 526 – 1200 ext. 8336
Human Resources	908 – 526 – 1200 ext. 8941
RVCC Workforce Development	908 – 218 – 8871
Branchburg Township Police Department	908 – 526 – 3830
Bridgewater Township Police Department	908 – 722 – 4111
Somerset County Communications Center	908 – 526 – 2500
Hunterdon County Communications Center	908 – 788 – 1202
Somerset County Prosecutor’s Office	908 – 231 – 7100
Bound Brook Police Department	732 – 356 – 0800
Raritan Township Police Department	908 – 782 – 8889
Readington Township Police Department	908 – 534 – 4031
Hillsborough Township Police Department	908 – 369 – 4324
Hunterdon County Poly Tech	908 – 788 – 1119
New Jersey State Police – Somerville Barracks	908 – 725 – 0107

On Campus Resources

Department of Campus Safety – 908-231-8800 (24 hours/7 days a week)

Ground floor level of Somerset Hall, Room S-010

Office of the Dean of Student Services – 908-526-1200 ext. 8294

College Center 1st floor, Room C-143

Dean of Student Services: Diane Lemcoe – 908-526-1200 ext. 8976

Assistant Dean of Student Services: Jason Fredericks – ext. 908-526-1200 ext. 8311

Advising and Counseling – 908-526-1200 ext. 8330/8336

College Center 1st floor, Room C-165

***Title IX Coordinator:** Nancy Moore, Vice President of Human Resources

908-526-1200 ext. 8345

*For reporting Sex Offenses for students, faculty, staff and the campus community.

Somerset Hall 2nd floor, Room S-220

Counselors at RVCC

Counselors	Specialty
Gina Kuijlaars, LPC, CCFC Clinical Psychologist 908-526-1200 ext. 8641	<ul style="list-style-type: none"> • Relationship difficulties • Anxiety and Depression • Grief Counseling
Bambi Kuhl, M.A., CSW Social Worker 908 -526 -1200 ext. 8427	<ul style="list-style-type: none"> • General Assistance • Sexual abuse • Stress/time management
Bruce Yellin, M.S.W., LCSW Social Worker 908 - 526 - 1200 ext. 8427	<ul style="list-style-type: none"> • Substance Abuse Prevention, Young Male Development Trauma
Barbara Luby, MA 908 -526 - 1200 ext. 8374	<ul style="list-style-type: none"> • LEOS Adult Students, adjustment issues, anger management, conflict resolution
Jeffery Warren, MS 908 -526 - 1200 ext. 8947	<ul style="list-style-type: none"> • Brothers-Helping-Brothers, transfer counselor, general guidance counseling

Off Campus Resources Somerset County

Adult Protective Services (Board of Social Services)

Provides services to vulnerable adults, 18 years of age and older, who are at risk of, or victims of abuse, neglect and/or exploitation

908 – 526 – 8800

73 East High Street
Somerville, NJ 08876-0936

<http://www.co.somerset.nj.us/government/affiliated-agencies/social-services>

Somerset County Screening Center & Suicide Hotline

908 – 526 – 4100 (24 Hour Hotline)

Robert Wood Johnson University Hospital Somerset

Support Groups Include:
Bereavement, Eating Disorders, Alcohol & Narcotics
Anonymous, and More

908 – 685 – 2200

110 Rehill Avenue,
Somerville, NJ 08876

<http://www.rwjuh.edu/rwjuh/home.aspx>

Richard Hall Community Mental Health

community mental health center dedicated to the prevention, early detection and treatment of mental illness and serious emotional and behavioral problems

908-725-2800

500 N Bridge St, Bridgewater, NJ 08807

<https://www.co.somerset.nj.us/hservices/rhmhc/>

GenPsych- Outpatient psychiatric, substance abuse services

855 – 436 – 7792

981 US-22, Bridgewater, NJ 08807

<http://genpsych.com/locations/bridgewater/>

Sexual Assault Women's Health and Counseling Center

908 – 526 – 7444

71 Fourth St. Somerville, NJ 08876

Safe + Sound Somerset

Lead agency for information about prevention of domestic violence in Somerset County

908 – 359 – 0003

427 Homestead Rd.

Hillsborough, NJ 08844

<https://www.safe-sound.org/>

Somerset Treatment Services

Provider of outpatient substance abuse and HIV related illnesses

908 – 722 – 1232

118 West End Ave, Somerville, NJ 08876

<http://www.somersetmentservices.org/>

Somerset County Domestic Violence Hotline (24hr)

Provides help to individuals and families affected by Domestic Violence and Sexual Assault

866 – 685 – 1122

<https://www.safe-sound.org/>

Catholic Charities Diocese of Metuchen, Family Service Center

Provides services to help victims and children of family violence in Somerset County

908 – 722 – 1881

540 Route 22 East

Bridgewater, NJ 08807

<http://www.ccdom.org/locations/bridgewater-family-service-center>

Somerset County **SART**: Sexual Assault Response Team
Somerset County **SANE**: Sexual Assault Nurse Examiner
SART: Laurie Head-Mellilo, Assistant Prosecutor
908 – 231 – 7100
SANE: Sharon H. Williams, RN, FN – CSA
908 – 575 – 3426 – Office
Somerset County Prosecutor’s Office
40 N. Bridge Street, P.O. Box 3000
Somerville, NJ 08876
http://www.scpo.net/resources_brochures.html
http://www.scpo.net/downloads/RS_sartbro.pdf

Zufall Health Centers Sexual Assault Support Services of Somerset County
Sexual Assault Support Service is a free service available to anyone who has been impacted by sexual violence
908 – 526 – 7444 (24 Hour Hotline)
908 – 526 – 2335 (Main Office)
71 Fourth Street
Somerville, NJ 08876
<http://www.zufallhealth.org/community-programs/sexual-assault-support-services/>

Somerset County Court, Family Division
Parties may request Temporary and Final Restraining Orders
908 – 231 – 7600
Somerset County Family Division
2nd Floor Somerset County Court House
PO Box 3000
Somerville, NJ 08876
<https://www.judiciary.state.nj.us/somerset/family.htm>

Off Campus Resources Hunterdon County

Safe in Hunterdon
Legal advocacy, crisis intervention and support services for individuals dealing with Domestic Violence and Sexual Abuse
800-988-4033 (24 Hour Hotline)
<http://safeinhunterdon.org/>

Hunterdon Behavioral Health
Mental health and addiction services
908-788-6400 (24 Hour Hotline)
2100 Wescott Dr, Flemington, NJ 08822
<http://www.hunterdonhealthcare.org/behavioralhealth>

Hunterdon Behavioral Health Outpatient
908-788-6401

Hunterdon Health Care
2100 Wescott Drive, Flemington, NJ 08822
908-788 6100
<http://www.hunterdonhealthcare.org/>

Hunterdon Prevention Recourses
Health and wellness and preventing violence
908-782-3909
<http://hunterdonprevention.com/>

Hunterdon County Helpline
1-800-272-4630
908-782-4357
<http://www.helplinehc.org/>

State of New Jersey Resources

NJ Mental Health Referral Helpline
866-202-4357
New Jersey Coalition against Sexual Assault
800-601-7200 (24 Hour Hotline)

NJ Drug Addiction Services Hotline
800-238-2333
Gamblers Hotline
800-426-2537

Safety Tips for On and Off Campus

Raritan Valley Community College's Department of Campus Safety is dedicated to keeping all those who utilize our facilities safe and secure, but campus safety is also a group effort.

Main Campus Safety Tips

- Always be aware that you are a potential victim of crime. Stay alert and attuned to people and circumstances around you
- Do not leave your property (backpacks, textbooks, jackets, keys, etc.) unattended or attach personal ID information to your car keys. Theft is the number one crime on all college campuses
- Know the locations of Emergency Phones and Call Boxes on campus
- Pre-program emergency numbers into your cell phone

Campus Safety – (908) 231-8800 (Branchburg and Bridgewater campuses)

Branchburg Police – (908) 526-3830 (for main campus)

Bridgewater Police – (908) 722-4111 (for RVCC @ Bridgewater)

In Case of Emergency Dial 911

- Register for Blackboard Connect Ed to guarantee that you will be informed of important emergency alerts and information
- If you see or hear something suspicious, contact the Campus Safety Department
“If you see something, say something”
- Report lights that are out and any hazards immediately to the Department of Campus Safety (908) 231-8800
- Have your keys in your hand ready when walking to your car
- When parking on campus do not leave valuables out in plain view in the passenger compartment. Lock them in the trunk or glove compartment
- There is safety in numbers. Travel in groups both on campus and off
- Do not hitchhike or get into a stranger's vehicle. Use public transit or ride with a friend, and notify the appropriate authorities if someone appears to need assistance.
- Do not let technology (cellular phone, tablet, MP3 player, etc.) make you unaware of your surroundings. Pay attention to where you are
- Avoid isolation. After dark, walk with others. Use well-lighted paths.
- If you are concerned about your safety while moving about the campus, you may request a security escort by calling **(908) 231-8800**

Preparing the Annual Security Report

Pursuant to the Campus Security Act, the Raritan Valley Community College Department of Campus Safety is responsible for preparing and distributing an annual campus security report. Colleges and Universities are required to publish an annual security report every year, which must contain three years of campus crime statistics along with specific campus security policy statements.

The Campus Safety Department works with the Office of the Dean of Student Services and other campus security authorities, as well as local law enforcement agencies to compile statistics for the annual report.

The Annual Security Report is available for the Branchburg and Bridgewater sites, as well as off-site locations on RVCC's web site at www.raritanval.edu. Paper copies are available at the Campus Safety office at the main Branchburg campus, as well as the front lobby at the Bridgewater campus, near the security desk. The Branchburg Campus Safety office can be contacted at (908) 231-8800 or by emailing security@raritanval.edu.

This Annual Security Report applies to both the main college campus in Branchburg and the RVCC @ Bridgewater site in Bridgewater. It reflects security and college policies, resource information and crime statistics applicable to both campus sites.

The Clery Act

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, known as the *Clery Act*, is the landmark federal law that requires Colleges and Universities to disclose information about crime on and around their campuses. Since 1990, numerous amendments were added as provisions to protect crime victims. The law applies to all institutions of higher education, both public and private, and is enforced by the U.S. Department of Education.

This act requires Raritan Valley Community College to provide students and employees with information about its security policies and procedures, and disclose specific statistics for certain crimes, arrests and disciplinary referrals, which must be made available to prospective students and employees. This information is available on the college security webpage <http://www.raritanval.edu/security> under the Campus Crime Statistics tab and paper copies at the Department of Campus Safety and the RVCC @ Bridgewater site.

Specific requirements of the law are:

- Publish an annual report every year by October 1 that contains three years of campus crime, fire safety statistics and specific campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, at non-campus facilities and remote classrooms. Statistics must be obtained from the Department of Campus Safety, local law enforcement, and other college officials who have “significant responsibility for student and campus activities”;

- Provide “timely warning” notices of crimes that have occurred and pose an ongoing threat to students and employees;
- Implement “emergency notification” procedures if there is an immediate threat to the health or safety of students or employees on campus;
- Disclose in a public crime log any crime that occurred on campus within the patrol jurisdiction of the campus police or safety department, that is reported to the campus police or campus safety department;
- For colleges and universities that have on-campus student housing facilities, maintain in a public Fire Log a record of any fire that occurred in any on-campus student housing facility.

The Department of Campus Safety strives to provide professional service to ensure the safety of our college community. In doing so, the requirements of the Clery Act are addressed in our security program that provides for:

- Issuing Timely Warning Notices, Campus Safety Alerts and Crime Alerts
- Send emergency text messages during significant emergency events
- Maintain a Daily Crime Log listing crimes occurring on or near the campus
- Coordinating the Emergency Preparedness program

The Department of Campus Safety

Raritan Valley Community College devotes significant resources to provide a safe campus for our students, faculty, staff and visitors. The Department of Campus Safety provides a variety of safety, emergency and informational services to ensure a safe and secure learning environment for all members of the campus community. The Campus Safety office is located on the lower level of Somerset Hall and is staffed 24 hours per day. The department maintains professional working relationships with all law enforcement, fire and emergency medical services that respond to the campus.

The Campus Safety Department is staffed by 28 Campus Security Officers and supervisors who are trained in security and safety procedures. All Campus Security Officers are certified in accordance with the New Jersey Campus Security Officers Registration Act (SORA), which requires training in first aid, CPR, use of force, report writing and observing suspicious behavior. Campus Security Officers are not sworn, do not have police arrest powers and do not carry firearms. The Campus Safety Department has authority to enforce college policies and ask for identification to determine lawful business or presence on campus.

To safeguard the campus, the department coordinates security patrols, provides asset protection and responds to calls for assistance. Campus Security Officers are assigned to both fixed posts and mobile patrols. Security patrols inside and outside campus buildings are conducted on foot, on bicycles and in vehicles.

At the main Branchburg campus, Campus Security Officers provide coverage 24 hours per day, seven days a week. The College Welcome Center is staffed by a Security Officer 6:00 AM – 8:00 PM, Monday through Friday. At the *RVCC @ Bridgewater site*, security service is available in our building (identified as building B) 3:00–10:00 PM, Monday through Friday.

The Campus Safety office can be reached by telephone at 908-231-8800 (direct line) or by calling the College at 908-526-1200, and dialing 8800, or following voice prompts to Security. The security station at the RVCC @ Bridgewater site can be reached by dialing 908-218-8871 extension 8632.

Red colored emergency telephones are located throughout building hallways of the Branchburg campus and provide a direct link to the Campus Safety office.

Blue light Emergency Call Boxes are located in exterior parking lots of the Branchburg Campus.

Emergency phones and call boxes can be used to report suspicious activity, fires, medical emergencies, crimes or to request a safety escort.

Surveillance cameras are strategically located campus wide providing video surveillance of interior buildings and exterior parking lots. Cameras are monitored from the Campus Safety office. Video is recorded, and generally stored for a 30 day period.

Visitors and members of the campus community should immediately report emergencies, crimes or suspicious activity to the Campus Safety Department by calling 908-231-8800 from an outside telephone, cell phone, using a red campus emergency telephone or emergency call box. If an emergency requires the assistance of an outside public safety agency, Campus Safety will contact the appropriate organization as warranted by the situation.

Campus Policing

Branchburg Police Department

Law enforcement services are provided by the Branchburg Police Department, which responds to crimes, fires, medical and other emergencies on campus. Branchburg Police are the primary law enforcement authority for the college and have the power to arrest. They help maintain a safer environment through mobile patrols on and around campus grounds. They respond to and investigate criminal offenses reported on and nearby the main campus, and provide supplemental security at college and special events. If mutual aid is required, they are supported by law enforcement services from communities contiguous to the college: Bedminster, Bridgewater, Readington, Somerset County Sheriff's Department, and New Jersey State Police.

Interagency Cooperation - Working Relationships

The Campus Safety Department enjoys the support and cooperation of numerous government law enforcement agencies and private organizations dedicated to security. It maintains close working relationships with the Branchburg Police, the Somerset County Prosecutors Office and other local, county and State law enforcement and emergency service agencies. Relevant information to prevent criminal activity on or near the campus is shared with the Branchburg Police and other agencies as needed.

Criminal incidents are referred to the Branchburg Police. Campus Safety communicates with and provides assistance to police with incidents occurring on the college campus. Campus Safety assists with criminal investigations, utilizes college resources, provides crime and investigative reports, shares crime prevention strategies and exchanges relevant information with law enforcement agencies, as necessary.

The Department also works with agencies having police jurisdiction in communities where Raritan Valley Community College classes are held at off-campus locations. These agencies are the Bound Brook, Bridgewater, Hillsborough, Raritan Township and Readington Township Police Departments, the Somerset County Sheriff's Department and the Somerset County Prosecutor's Office.

Interagency Radio Communication

The Campus Safety Department operations center has radio communication links with the Branchburg Police, the North Branch Fire Department and Branchburg Emergency Medical Services. The North Branch Fire Department is located on college property near the main entrance to the campus.

Branchburg Police have direct radio capability with the Somerset County Regional 911 Communications Center, which in turn has radio capabilities with all Somerset County law enforcement, fire and emergency medical services, and the Hunterdon County Communications Center. The Campus Safety office also has a direct radio communication link with the Somerset County Communications Center, reducing time delay when reporting important information during emergencies.

Investigations

The Campus Safety Department conducts follow-up investigations of all reported crimes on campus. This includes confidential (the reporting parties names are known but not released) and anonymous (the reporting parties names are not known) reports. Campus Security will also assist with police investigations, and provide assistance and resources as necessary. Campus video assets and any other resources are shared with law enforcement investigators.

Reporting Criminal Incidents

Students, employees and guests are encouraged to report all criminal incidents, suspicious behavior, accidents and other emergencies promptly to the Campus Safety Department. Criminal offenses can be reported in a number of ways. The most direct manner is in-person at the Campus Safety Office, located on the lower level of Somerset Hall. The office is staffed 24 hours per day, 7 days a week. Crimes can also be reported directly to any Security Officer, any member of the RVCC faculty or staff, or any of the sworn law enforcement officers who routinely use campus facilities for their own training and education purposes. The Welcome Center, located on the lower level of Somerset Hall is staffed by a Security Officer, 6:00 AM – 8:00 PM.

Criminal acts can also be reported by both phone and email. The Campus Safety Office can be reached by phone at **908-231-8800** or by picking up any interior campus emergency phone or exterior emergency call box. Campus Safety can also be reached by email at security@raritanval.edu. A confidential report can be made by using the Confidential TIPS line by dialing **908-231-8806**.

If reporting an emergency or crime directly to the Branchburg Police Department, dial 911 for emergencies, or **908-526-3830** for non-emergencies. If you make a report to local law enforcement you are encouraged to also report the incident to the College Campus Safety Department.

Campus Security Officers respond to on-campus locations to take reports and are available to take reports at the Campus Safety office. Criminal offenses and other incidents are routinely investigated. Serious matters are always reported to the Branchburg Police. Campus Safety often encourages crime victims to file a report with local police and will assist with notifications to law enforcement, if necessary.

If a sexual assault is reported, Counseling and Campus Safety staff will offer a variety of support services to the victim. On and off-campus resources are available 24 hours per day.

At the *RVCC @ Bridgewater* campus contact security at **908-526-1200** extension **8632** or call the Bridgewater Police Department at **908-722-4111**. A Campus Safety Officer is on duty at the security desk located on the first floor of Building B, across from the Small Business Development offices, 3:00 – 10:00 PM, Monday through Friday.

At the Automotive Service Center, contact the Readington Police at **908-534-4031**.

At the Bound Brook High School, contact the Bound Brook Police at **732-356-0800**.

At Hunterdon Central High School and the Hunterdon County Polytech Academy, contact the Raritan Township Police at **908-782-8889**.

At the Somerset County Emergency Services Training Academy, contact the Hillsborough Police at **908-369-4323**.

Incident reports involving student behavior are forwarded to the Office of the Dean of Student Services for review and potential judicial/disciplinary action. Supplemental information developed during an investigation relevant to the judicial process is also forwarded to the Dean of Student Services.

Confidential Reporting - Anonymous Caller Procedure

If you are the victim of a crime and do not want to pursue action within the college or the criminal justice system, you can consider making a confidential report. With your approval, the Campus Safety Department can report the details of the incident without revealing your identity in the public crime log or, on a Campus Safety Incident Report. The report will reflect your wish to keep the matter confidential, while taking action to ensure your safety and the safety of others.

This information helps the Campus Safety Department keep an accurate record of the number of incidents involving students, employees and visitors to determine where there may be a pattern of crime relating to a specific location, method or assailant. This allows for timely alerting of the campus community to potential danger.

Confidential reports are counted and disclosed in the annual crime statistics for the college.

Confidential TIPS Hotline

A confidential TIPS Hotline is available to share information about criminal, dangerous or potentially dangerous activity on campus. Campus Safety encourages the college community to report all crimes, threatening behavior, bullying, intimidation, bias, hate related activity, stalking, illegal drugs or alcohol, weapons possession or threats to use a weapon on campus, or any information suggesting a planned act of violence.

You can access the TIPS line by dialing **908-231-8806** or from the myRV College mobile App. Access the mobile reporting form from the App by clicking on Tips.

The TIPS telephone line and mobile App reporting form are monitored by the Campus Safety Department. The hotline and mobile App form is confidential and information can be reported anonymously.

Monitoring and Recording Criminal Activity at Off-campus Locations

Raritan Valley Community College cooperates with local law enforcement agencies regarding off-campus crimes and other serious incidents involving RVCC students. Crimes that occur at off-campus locations are investigated by the appropriate law enforcement agency and are included in annual crime statistics.

Incidents involving student misconduct are handled by the Office of the Dean of Student Services for disciplinary action. The Code of Conduct may apply to any student related incident that occurs on college premises, at college sponsored activities, and to off-campus conduct that adversely affects the college community or the pursuit of its objectives. This includes but is not limited to, any off-campus conduct that constitutes a violation of any law or municipal ordinance or poses a threat to the health, safety or welfare of any members of the college community. On a case-by-case basis, the Dean of Student Services will decide whether the code of conduct should be applied to off-campus conduct.

Reporting a Missing Person

Members of the College community are encouraged to report a missing student or visitor to the Campus Safety Department to determine the safety and welfare of the missing person. Teenagers and small children routinely attend planetarium, theatre and conference events hosted by the College. Campus Safety will take immediate reports on all persons reported to be missing and to immediately begin efforts to locate the person.

Anyone seeking to report a missing person can direct their information to any Campus Safety Officer, RVCC faculty or staff member. Faculty and staff members are responsible for

forwarding the information to the Department of Campus Safety, and should escort the reporting person to the Campus Safety office located on the lower level of Somerset Hall.

Campus Safety will immediately compile facts relevant to the report of the missing person and initiate an investigation. If circumstances indicate a police inquiry is warranted, the Branchburg Police will immediately be notified. Campus Safety will support the police investigation by providing whatever facts are available, including video recordings, photos, schedules, emergency contact and any other information relevant to the search for the missing person. Information regarding the report of the missing person will be documented in a Campus Safety incident report.

Campus Safety will make internal notifications regarding the missing person to the following: the college President, Vice President of Academic Affairs, Vice President of Finance and Facilities, Dean of Student Services and the Vice President of Human Resources. In the event of a missing child, parents or a legal guardian will be notified immediately.

Campus Security Authorities

Individuals who are considered “campus security authorities” pursuant to the Clery Act are aware of their duty to report all crimes to the Department of Campus Safety, or local police for inclusion in the annual disclosure of crime statistics. The college has trained individuals who are deemed Campus Security Authorities of their duty to report all Clery Act crimes to the Department of Campus Safety.

A campus security authority is not responsible for determining whether a crime occurred, since that is the function of law enforcement and the investigatory process. Campus Security Authorities are required to report all allegations of a crime, even if the campus security authority was told of the crime in the context of providing emotional or health care support. Allegations of a crime must be reported whether or not the victim chooses to file a report or press charges. Campus Security Authorities may also provide victims or witnesses with assistance in reporting a crime to Campus Safety or local police, or to any official or office which should be informed of the crime or complaint.

Professional Counselors are not considered a “campus security authority”. A Professional Counselor is defined as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification. Professional Counselors working within RVCC’s Advising and Counseling Department are not obligated to report crimes for inclusion in campus crime statistics.

When appropriate, college Counselors are encouraged to inform a person they are counseling of the procedure to report crimes on a voluntary, confidential basis so that they can be included in the annual statistics.

Daily Crime Log / Crime Reporting Notifications

Members of the college community are kept informed on a timely basis of crimes and safety events occurring on campus by the availability of the Annual Security Report, daily crime logs and the campus emergency alert system (Blackboard Connect Ed).

The college Annual Security Report is published annually and is available to the college community at the main campus in Branchburg and RVCC @ Bridgewater in Bridgewater Township. It is available to any individual or organization requesting a copy, and is also available on-line through the college website, on the campus security page.

A crime log is maintained by the Department of Campus Safety at the main college campus. Criminal acts reported to Campus Safety at the main Branchburg campus or *RVCC @ Bridgewater*, are entered into the crime log. The log contains a chronological record of all crimes, fires and other significant safety incidents that are reported. The log is maintained at the Campus Safety office, and is available for viewing, at any time. Generally three years of reported crimes are readily available in the log,

Information in the crime log typically includes the incident number, nature of the crime or event, date and time reported, date and time occurred, general location, and disposition of each reported crime/event. Identifying information of victims, witnesses and accused is not recorded in the crime log. Confidentiality of a victim is always protected.

The Blackboard Connect Ed emergency alert system utilizes text and voice messaging and email to notify students and employees of weather emergencies and upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students and staff. Students and employees are reminded to keep their personal telephone numbers, email address and text messaging information updated to ensure receipt of emergency messages.

The alert system is used whenever a situation exists which constitutes an imminent threat to members of the campus community. Employees and students are encouraged to register to receive Blackboard Connect Ed emergency alert messages via the Campus Closings tab in Lion's Den.

Response to Emergency or Dangerous Events

Disseminating Emergency Information

Raritan Valley Community College is committed to ensure appropriate information is disseminated during emergencies as quickly and accurately as possible. The college Campus Safety Department responds to emergency events on campus, and receives emergency alerts from the Branchburg Police Department, the Bridgewater Police Department, the Somerset County Regional Communications Center, and the Somerset County Office of Emergency Management regarding incidents in Somerset County that could impact the safety of the main campus in Branchburg, our satellite campus, *RVCC @ Bridgewater* and other off-site locations that host college courses. When necessary, Campus Safety officials will coordinate with college and public safety officials to immediately notify campus and off-campus locations of

threats that could represent a serious or continuing threat to students, employees and visitors.

In the event that a serious crime or continuing threat to students or employees, or the greater college community, either on college property or near the vicinity of the college campus, the college will advise members of the college community. Efforts will be made to inform the campus community of the threatening situation and identify protective precautions to take. Accurate information about the crime and potential threats is provided in a timely manner via campus wide warning notices. The college will provide timely information that students and other college community members can use to protect themselves from becoming victims. These notices will be in the form of either a **Timely Warning Notice** or **Emergency Notification**.

Timely Warning Notices and Emergency Notifications are sent via the Blackboard Connect Ed emergency notification system and college email messaging system. After the emergency message is disseminated, it will be posted on the college website. Emergency alerts may also be posted in conspicuous places inside and outside campus buildings, at entrances/exits, student lounges, on the College web site and electronic message boards located at the welcome center and cafeteria.

Crime Alerts and Campus Safety Alerts

Timely Warning Notices

Issuing Timely Warning Notices

Issuing a Timely Warning Notice is decided on a case by case basis, based on facts relating to the crime. These include the nature of the crime, the continuing danger to the college community, and the possible risk of compromising law enforcement efforts. Timely Warning Notices will be issued as soon as relevant information is available to enable community members to protect themselves. Decisions to issue Timely Warning Notices are made in coordination and consultation between the Director of Campus Safety, the college President and Vice President of Finance and Facilities.

In the event a crime occurs, either on or off campus, which constitutes a serious or continuing threat to students and employees within the college campus, or the area surrounding the campus, or greater college community, a campus-wide Timely Warning Notice will be issued. Criminal events that may necessitate a warning notice include violent crimes, Clery Act reportable crimes and patterns of non-violent property crimes. Taking into account the safety of the college community, the college will, without delay, determine the content of the warning notice and initiate the notification, unless issuing a notification, will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The warning will be sent as a crime alert, which will contain a brief description of the incident, the date, time, location of the incident, and specific safety precautions to take to

protect one-self from becoming a victim. Based on the circumstances of the incident, the type and amount of information, as well as the manner of notification may vary.

When Campus Security Officers become aware of criminal events that may warrant issuing a warning notice, the on-duty security supervisor will confirm the emergency and immediately contact the Director of Campus Safety. The Director will evaluate the situation to confirm a significant threat exists, then will consult and coordinate with the college President and Vice President of Finance and Facilities.

If a warning notice is necessary, the Vice President of Finance and Facilities and/or the Director of Campus Safety will develop the content of the warning notice, and determine the appropriate segment or segments of the campus community to receive the notification. Once the message content is developed and the appropriate campus community is determined, the warning notice will be initiated by the Vice President of Finance and Facilities, the Director of Campus Safety, or his designee.

In the event of an immediate threat to the campus community that may require a warning notice without delay to ensure life safety, the Director of Campus Safety or his designee has the authority to issue a warning alert without consultation with other college officials.

Anyone with information that may require dissemination of a warning notice should report the information to the Department of Campus Safety immediately, by calling 908-231-8800 or in person to the Campus Safety office located on the lower level of Somerset Hall, room S-010.

Emergency Notifications

Where an emergency situation lacks an imminent threat, the Director of Campus Safety or his designee will consult with members of the campus Facilities Department to determine the significance of the emergency, the appropriate notification message and segment of the college community to receive the message. The Director of Campus Safety in consultation with the college President and Vice President of Finance and Facilities will determine the content of the Emergency Notification. The Vice President of Finance and Facilities, the Director of Campus Safety, or his designee will initiate the notification to the appropriate segments of the college community designated to receive the message.

Issuing emergency notifications will be evaluated based on the judgment of responsible college officials and other authorities, to ensure that dissemination of the message will not compromise assisting a victim, or hinder efforts to contain, respond to or otherwise mitigate an emergency.

Disseminating Emergency Information to the Larger Community

When there is an immediate or ongoing threat to the health or safety of the College community, the larger community such as neighbors and parents can access campus emergency notifications via the College website <http://www.raritanval.edu/>, the college Facebook and Twitter pages.

Blackboard Connect Messaging System

The primary emergency notification system for the College is the Blackboard Connect Ed messaging system. It is a voice, email and text messaging emergency-alert system that is used as one means of providing time sensitive distribution of emergency alerts and timely warning of important information. It is used to inform the College community about ongoing threats to College safety and events that may significantly impact the campus. It is also used to disseminate information about weather-related emergencies that cause early dismissal or campus closings. Members of the college community are encouraged to register to receive these important messages.

To receive real-time emergency notifications, safety and crime alerts, students, faculty and staff members should register on line for Blackboard Connect Ed. Log on to the college web site www.raritanval.edu and access the Campus Closing tab via the Lion's Den icon. Add or update contact information using the Campus Closing information links.

Messages can be sent to a primary (non-cell) telephone number, cell phone, alternate work number and an alternate, non-RVCC email address.

Fire Alarm System

In addition to fire evacuations, the fire alarm system can be used as a public address system to deliver audible emergency messages. These messages can be broadcast as a pre-set emergency message or deliver specific instructions to address an emergency situation.

College E-mail System

Emergency announcements may also be sent via the college e-mail system. Students must have a college e-mail account issued through the MIS department located on the 1st floor of Somerset Hall, room S-118. Emergency announcements will be posted to the Announcements section in Lion's Den.

Other methods to deliver emergency information include the college web page, facebook and twitter accounts, messaging boards and verbal announcements by campus safety officials. During emergencies or dangerous situations that can threaten the immediate health and safety of the campus community, the college uses some or all of these notification systems to make immediate emergency notifications, and provide follow-up information to the college community.

Facilities Access and Security Maintenance

The college campus in Branchburg is open to both students and the general public. The main entrance from State Highway 28 and the entrance from Lamington Road remain open and accessible to vehicular traffic 24 hours per day. All campus roads and parking lots remain open day/night. Overnight parking is prohibited without prior permission of campus security.

The college is open 7:00 AM to 10:00 PM, Monday through Friday; 7:00 AM to 5:00 PM on weekends. Campus Security Officers are on duty and monitor all activities at the campus. Security Officers conduct mobile, bicycle and foot patrols throughout the day and night. Building security checks are performed during patrol activities. Following evening classes, buildings are locked and reopened starting at 6:00 AM. Surveillance cameras record activity in the majority of campus parking lots and other public areas, inside and outside campus buildings.

Campus Safety works closely with Facilities Management in an on-going effort to help ensure the safety of all buildings and exterior areas. Overhead lighting designed to enhance visibility illuminates all parking areas, buildings, and walkways. Security Officers conduct routine campus lighting surveys and forward notice of any needed repairs to the Facilities Department.

Members of the college community are encouraged to report any lighting or mechanical deficiencies on the Branchburg campus to Facilities at extension 8363. Campus Safety maintains an on-call list of Facilities personnel in the event of any maintenance or mechanical emergencies that occur after normal business hours.

Emergency Management Program

The Campus Safety Department coordinates the college's Emergency Management Program, and has a comprehensive Emergency Management Plan to address weather, technological, accidental or public safety emergencies. The college Emergency Operations Plan includes information for incident management teams, operational protocols and procedures, emergency sheltering and evacuation guidelines, as well as contingency and planning requirements. The college has a continuity plan to address continuity of operations for critical operational functions. Campus Safety develops, reviews and revises procedures regarding emergency preparedness and response, including evacuation, shelter-in-place and lockdown protocols.

The Emergency Management Plan has specific procedures to manage response to different types of emergencies that include violent/threatening events, fire emergencies, bomb threats and suspicious items, hazardous materials incidents, medical emergencies, utility failures, severe weather emergencies, and others. First responders to an emergency on campus are usually members of the Campus Safety Department. The college relies on municipal law enforcement, fire, EMS and specialized public safety services to respond to and manage significant emergencies on campus. Depending on the emergency, these services routinely include the Branchburg Police Department, North Branch Fire Department and the Branchburg, Whitehouse or Robert Wood Johnson Hospital-Somerset emergency medical services.

When an emergency incident is reported to the Campus Safety Department, Security Officers are immediately dispatched to the emergency. Security Officers assess the event, and relay information to the Campus Safety Office, to summon necessary resources. Notification is then made to the Somerset County Regional Communication Center, who dispatches appropriate

public safety services to the college. The Campus Safety office has both telephone and direct radio communications with the Regional Communications Center, Branchburg Police and North Branch Fire Department.

Responding Security Officers and the on-duty supervisor initially determine the extent and seriousness of the emergency. If a serious event, notification is then made to the Director of Campus Safety, the college President and the Vice President of Finance and Facilities. Consultation may also include other executive and facilities staff, media relations and student services staff, and senior members of the Campus Safety Department to help manage and mitigate the event. Following these notifications, emergency response protocols are activated as necessary.

All municipal and county public safety responders and specialized resources are requested and dispatched through the Regional Communications Center. Depending on the type and severity of the emergency, in addition to the first responding agencies, additional specialized resources may be dispatched. Specialized resources may include but are not limited to hazardous materials teams, bomb detection, K-9 and search and rescue teams. In addition to local and county public safety assets, State or Federal emergency response agencies can be requested to respond to help manage the emergency event. Campus Safety coordinates all emergency actions with responding public safety agencies.

Campus Safety supervisors follow Incident Command protocols when responding to critical incidents on campus. Supervisors have authority to take immediate action to address and stabilize an event until the arrival of local emergency services.

If an emergency occurs on or near the campus that poses a potential threat to the health or safety of the college community, emergency actions may include:

- Issuing a Timely Warning Notice or Emergency Notification
- Deployment of initial and additional Campus Security Officers
- Increased security patrols of the campus
- Request for law enforcement officers
- Request assistance of local, county or state emergency management officials
- Closing roads and entrances to the campus
- Securing campus buildings
- Evacuation of buildings, lockdown, or initiation of shelter-in-place procedures

RVCC @ Bridgewater

The *RVCC @ Bridgewater* site is staffed with one Campus Safety Officer from 3:00 – 10:00 pm. When on duty, this Security Officer is generally the first to respond to an emergency. The college relies on Bridgewater municipal law enforcement, fire, EMS and specialized public safety services to respond to and manage significant emergencies at the Bridgewater site. Depending on the emergency, this may include the Police Department, Green Knoll Fire Department and the Green Knoll or Robert Wood Johnson at Somerset emergency medical services.

Emergency Response and Evacuation Procedures

The Emergency Plan is exercised during actual events and training exercises. Campus Security officers and supervisors are trained in emergency response, lockdown, evacuation and shelter-in-place procedures. Emergency response and evacuations are coordinated by the Campus Safety Department. Evacuations of the college, during an actual emergency or drill help evaluate exit procedures and capabilities. When necessary, procedural or equipment deficiencies are corrected to improve emergency procedures.

Evacuation drills educate and train students and staff about evacuation procedures, familiarizing them with emergency exits and routes to travel when exiting a building. Maps identifying exits, egress routes and safe staging areas are posted on placards in hallways, work areas and classrooms in all campus buildings.

Trained Evacuation Marshals provide a valuable resource to assist students and staff during evacuations or when sheltering-in-place. Evacuation Marshals receive semi-annual training, and are assigned as primary and secondary marshals for all college buildings. In addition, evacuation marshals assist with managing designated evacuation staging areas on campus property.

College staff receive training relating to lockdown procedures, workplace violence and recognizing potential threats on campus. Fire evacuation training is included in most safety presentations provided to college employees.

Information about evacuation, shelter-in-place and lockdown procedures is available in the Student Handbook, on the college website and in handout materials available in campus buildings.

Fire Evacuation Procedures

When the fire alarm is activated, evacuation is mandatory. Fire Evacuation Marshals will instruct students, staff, faculty and all other persons to evacuate the building and proceed to designated assembly points.

Basic Evacuation Procedures

- When a fire alarm is activated, immediately evacuate the building using the nearest exit and move to a safe location
- Follow the instructions of evacuation marshals and Campus Security Officers
- **Do Not** use elevators
- **Do Not** assemble in the center courtyard
- Warn and help others to evacuate, if possible help others with disabilities
- Keep roads and fire lanes clear for emergency responders
- **Do Not** re-enter buildings until authorized by evacuation marshals, Campus Security Officers or RVCC officials

Shelter-in-Place Procedures — What it Means to Shelter-in-Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. "Shelter-in-place" which means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter-in-Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for the building you are in (close doors, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to Shelter-in-Place

A shelter-in-place notification may come from several sources, including the Department of Campus Safety, other college employees, or public safety authorities utilizing the college's emergency communications systems.

How to Shelter-in-Place

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (College staff will turn off ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (faculty, or other staff) to call the list in to Campus Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.

Lockdown Procedures

- Adhere to emergency warning messages
- Immediately seek shelter in a safe area by entering the nearest classroom or office, or any other room with a lockable door

- Warn others of the lockdown and assist them to safety, if possible
- Close and lock doors and windows, barricade the door with furniture, such as desks and bookshelves
- Stay away from doors and windows
- Close blinds
- Turn off lights, computers and other electronic devices that can make noise
- Remain quiet and await further instructions from college officials or police

Emergency Exercises and Tests

In coordination with emergency agencies the college conducts emergency response activities, that include training drills, discussion based, table top and full scale exercises. Exercises and tests are designed to assess and evaluate emergency plans and response capabilities of the college.

The fire alarm emergency notification system, interior emergency phones, exterior emergency call boxes, panic alarms and elevator emergency phones are tested monthly. These tests ensure reliable operability when emergency notifications and communications are needed.

Fire evacuation drills are conducted twice monthly at the Child Care Center which is located on the college campus.

A response drill involving two municipal fire departments was conducted at the college in July 2015, focusing on preparedness and response. Information relevant to campus fire alarm and fire suppression systems, critical infrastructure, mechanical equipment and hazardous materials safety equipment was reviewed and discussed during the drill. It tested primary responding fire departments knowledge of critical fire safety systems at the college. Improvement action included providing the fire departments with comprehensive location guides and floor plans for fire safety systems, mechanical systems and critical utilities for use during an emergency response to the campus.

Emergency Procedures

Information relating to emergency procedures is readily available to the college community in campus buildings and are included in the Student Handbook.

Safety Training

In 2015 and 2016 training workshops were provided to college employees, designated fire evacuation marshals, faculty members and security officers focusing on active shooter and fire evacuation safety practices. A handout of safety guidelines was provided at each session.

An overview of safety and security procedures was provided to new employees at the start of fall and spring semesters. Information focused on fire and active shooter safety practices, emergency communication and notification systems, as well as general safety protocols.

- Fire safety and fire evacuation procedures – 6 sessions
- Active shooter awareness, lockdowns, shelter-in-place, evacuation – 11 sessions
- Emergency communication systems, campus safety and security protocols – 3 sessions

Department of Campus Safety Training

Campus Security Officers are trained in appropriate areas of campus safety. Topics include criminal law, emergency response, lockdown, shelter-in-place and fire evacuation procedures. All officers complete active shooter awareness training, including the FEMA IS-907 active shooter on-line training course.

In 2015 and 2016 security officers received in-service emergency response training in a variety of specialized topics relating to active shooter, fire evacuations, workplace violence, managing aggressive behavior, conflict management, dealing with medical emergencies and traumatic injuries, CPR/AED.

Additional training included security topics relating to professional conduct, diversity training, crime prevention and observation techniques, information gathering, responding to sexual assaults, vehicular and bicycle patrol practices.

All Campus Safety Officers received training regarding their responsibilities as Campus Security Authorities. Training focused on an overview of the Clery Act, including campus geography, crimes and their proper classification, timely warning/emergency notifications and reporting requirements and maintaining proper documentation.

Crime Prevention and Awareness Programs

Crime prevention is a high priority for the college and Campus Safety Department. Community members are encouraged to be aware of their surroundings, on and off campus, and to take responsibility for their own safety and that of others. Campus Safety coordinates several programs to enhance the personal safety and safeguard property through education and awareness.

Active Shooter, Workplace Violence, Bomb Threat/Suspicious Package Training

Active Shooter, workplace violence, and bomb threat/suspicious package training programs are provided to college employees.

FEMA IS-907 Active Shooter: What You Can Do

All Campus Safety staff are required to take and pass the FEMA Active Shooter course.

Bicycle Patrol Program

Bicycle patrols continue to augment motor vehicle patrols. Campus Security Officers patrol the campus on bicycles between the hours of 6:30am and 10:30pm. Bicycles improve response time to emergencies and increase guard visibility and availability to the campus community.

Campus Safety Presentations

These interactive presentations are available to any group upon request. They provide vital information on how to maintain the safest possible campus environment.

Community Outreach

The RVCC Bicycle Patrol Unit stands at the center of the Department of Campus Safety's Community Outreach programs. Establishing personal contact with members of the College community in a non-crisis situation helps foster communication and recognition between the community and the Campus Safety Department. The unit is responsible for disseminating information related to campus safety and security procedures at College events, through the use of safety information materials and personal contact with students, staff and guests.

Confidential TIPS Hotline

Pursuant to a campaign to raise awareness that safety on campus is everyone's responsibility Campus Safety maintains a confidential TIPS Hotline 908-231-8806. Information can be provided by phone or by accessing the college's myRV mobile application and using the reporting form under Tips. Information is reported directly to the Campus Safety Office.

Escort Program

Escorts are available to students, faculty and visitors who are moving around campus late at night. Trained employees of the Department of Campus Safety are available to perform security escorts for all members of the college community.

New Employee Orientation – Safety and Security

The Director of Campus Safety meets annually with new employees to provide an overview of college Security and Safety programs and services, as well as fire safety and other basic safety tips.

Reporting Suspicious Activity

Observing/reporting suspicious persons or incident training is provided to college employees. Posters and information in student handbooks stress the importance of reporting suspicious or unusual behavior.

Security Surveys and Vulnerability Assessments

The Campus Safety Department conducts security surveys and vulnerability assessments to identify potential hazards and vulnerable areas of the campus.

Substance Abuse Education and Awareness

Consistent with its core mission, Raritan Valley Community College provides students a variety of prevention focused substance abuse education and awareness programs. These are coordinated by the Manager of Safe Communities Coalition, a state funded program designed to address harmful consequences of alcohol and drug use among 18 to 25 year olds. Partnering with *Empower Somerset*, *Hunterdon Prevention Resources* and the on campus club: Health Oriented Peer Educators (HOPE), provide alcohol and other drug abuse prevention workshops for students, staff, faculty and community agencies.

Alcohol and Other Drugs – Brochure provided to the campus community regarding RVCC's alcohol and drug policies, standard of conduct, health risks and how to get help.

E-Checkup to Go – An online personal assessment tool for alcohol use provided to students.

Educational sessions focusing on boosting alcohol consciousness concerning the health of college students:

- Binge Drinking and Date Rape – Discussion forum
- How to Deal with Friends/Family Members with Alcohol or Drug Dependence
- How to Party Safely – Poster campaign
- Rethinking Drinking – Pamphlet campaign

E-Toke – An online personal assessment tool for marijuana use provided to students.

Marijuana & Motivation – Open discussion on the use of Marijuana, and its potential dangerous effects.

Pills to Heroin – A documentary film created by the HOPE club formally BACCUS, focusing on dealing with the misuse and abuse of prescription drugs.

How to talk to a Friend or Loved One about Alcohol/Drug Abuse – A workshop provided to students by the HOPE Club.

Poster Campaign– Provides “social norm” statistics for campus wide alcohol consumption, drinking too much, driving sober with a designated driver, drinking and pregnancy.

In a Split Second – A documentary film through the SAFE coalition and partnership with HOPE, focusing on dealing with the bad decisions made when under the influence of alcohol and drugs.

HOPE and Safe Communities Coalition Post Card Campaign – 911 lifeline cards, Good Samaritan *Do Not Run* / Call 911 and Rx drop box cards.

Health and Wellness Programs

NEDA: National Eating Disorder Association Awareness Table – Information session focusing on eating disorders.

Keep Calm and Call a Counselor – Postcard campaign, focusing on crisis resources.

Cup Cakes and Condoms – Free HIV testing offered to the campus community.

Conquering Test Anxiety – Workshop offered through Advising and Counseling on how to manage anxiety.

Destress Day – Materials and discussion on coping with stress and study habits.

Get a Grip/Time Management – Workshop offered through Advising and Counseling on time management skills.

Social Anxiety – How to cope with anxiety in a social setting.

A Joyful Feast, Potluck Dinner – Dinner to raise awareness for students struggling with depression, addiction, self-injury, and suicide.

Mental Health Awareness Day – An emphasis on promoting mental health awareness.

Mental Health First Aid – Ways to identify, understand and respond to signs of addiction and mental health.

Poster and Pamphlet Campaigns – Provide information to students regarding:

- Victims and witnesses of crime
- Stop anti-gay – Bullying violence
- Treatment for eating disorders
- Protect yourself from HIV
- Homeless/Pregnant Women/Adolescents Children
- Suicide prevention
- Drug Overdose

Stop Texting Pledge – A safety presentation provided by the Student Nurses Association.

Poetry Slam – Using poetry to deal with emotions as a positive coping skill dealing with suicide.

Suicide Prevention Day Table – Focusing on raising awareness for preventing suicide.

Butterfly Wall – Suicide prevention awareness.

Examining Depression and Bipolar Disorder – Identifying and understanding depression and bipolar disorder. Resources on how to get help.

Rules and Regulations, Student Code of Conduct

College Policies, Rules and Regulations, the Student Code of Conduct, and Disciplinary Procedures for violations of the Code of Conduct are published in the Student Handbook and posted on the College website. Student Handbooks are available to students at all College locations.

College Policies

Sensitive Crimes

The Department of Campus Safety will assist victims of bias or hate crimes, bullying or intimidation, sexual harassment or discrimination, sexual assault and domestic violence. Bias or hate crimes relate to incidents involving race, religion, gender, gender identity sexual orientation, ethnicity/national origin, and disability. Sexual assault includes force and non-force, acquaintance and stranger rape, statutory rape, incest, unlawful touching or fondling, or sexual coercion.

If you are the victim of bullying or intimidation, a bias or hate crime, sexual assault, stalking, an act of dating or domestic violence, or if you see offensive graffiti on or near the campus, contact the Campus Safety Department, the Dean of Student Services or the Vice President of Human Resources.

Somerset County offers trained teams that can respond to assist victims of sexual assault or domestic violence.

Bullying and Intimidation

Acts of harassment, intimidation, or bullying in gesture, written, verbal or electronic communication that is motivated by actual or perceived factors such as race, color, religion, gender, sexual orientation or disability are violations that should be reported to the, Campus Safety Department, Title IX Coordinator, or the Office of the Dean of Student Services.

Sexual Harassment and Discrimination

RVCC seeks to provide an environment free from harassment and discrimination. The college is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees. The college takes active measures against all discrimination, discriminatory harassment, and sexual harassment, including violence and any type of sexual misconduct.

Title IX of the Education Amendments Act of 1972 protects people from discrimination, discriminatory harassment, and sexual harassment, including any type of violence or sexual misconduct in educational access, programs and activities. These behaviors are demeaning and interfere with the rights of others to pursue their education in an atmosphere that is safe and respectful. In addition to any overt acts of harassment and assault, any sexual contact without consent and any gender-based violence are strictly prohibited. Incidents involving this type of behavior should be reported immediately.

Students and employees are encouraged to report any incidents of discrimination, harassment, sexual violence and bullying which cause physical or emotional harm, or create a hostile environment. This activity can include any gesture, written, verbal or physical act, or electronic communication, whether a single incident or a series of incidents, which you perceive motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental, physical or sensory disability which interferes with the rights of a student or employee. Likewise, students or employees who witness or learn of another person becoming the victim of discrimination, discriminatory harassment, or sexual harassment, including any type of sexual violence or sexual misconduct are urged to report the matter immediately.

Anyone being harassed should report the incident immediately to the Department of Campus Safety **908-231-8800**, the Title IX Coordinator **908-526-1200**, extension **8345**, or the Office of the Dean of Student Services **908-526-1200**, extension **8976**.

Confidentiality will always be maintained insofar as it does not interfere with the College's legal obligation to investigate allegations of misconduct, and the ability to take corrective action consistent with rights of due process.

Substance Abuse Policy

RVCC promotes personal responsibility among students, encouraging them through various policies, education programs and services to make informed and responsible decisions. The College's policies and Code of Conduct governing the use of alcohol and illegal drugs apply to

all RVCC students. The primary responsibility for knowing and abiding by the provisions of the College's policies rests with the individual student.

Alcohol & Illegal Drugs

Possession, sale, consumption, being under the influence, manufacturing or furnishing alcohol or illegal controlled dangerous substances on the college campus is illegal under New Jersey law and violates college policy. Violators of the Alcohol or Illegal Drug policy or related New Jersey laws are subject to disciplinary action and criminal prosecution.

Enforcement of the Alcohol and Drug policy on campus is the responsibility of the Campus Safety Department. Criminal enforcement of alcohol and drug laws is the responsibility of the Branchburg Police Department.

RVCC's policy states: Except at specific organized social functions, the use, possession and sale of alcoholic beverages is forbidden. The manufacture, use, possession, distribution, sale or being under the influence of drugs unless prescribed by a doctor is forbidden. RVCC adheres to all local, state and federal laws and statutes pertaining to the possession, use and distribution of alcohol and illegal drugs and expects its students and employees to do the same. If the student is found to be under the influence of drugs or alcohol, the Campus Safety Department will notify local police. Persons violating these policies will be subjected to all applicable civil and criminal penalties and the college disciplinary procedure.

The college recognizes the right of law enforcement agencies to enforce statutes pertaining to illegal substances on its campuses, including executing search and arrest warrants.

DRUG FREE SCHOOLS & CAMPUSES ACT

Raritan Valley Community College endorses the mandates of the **Drug-Free Campus provisions of the Higher Education Act**. The college prohibits the manufacture, possession, use, or distribution of illegal drugs and alcohol by all students. Possession means having the substances or being in the presence of these substances.

The college will involve local law enforcement officials when appropriate. Illegal possession, use, or distribution of illicit drugs, or illegal use or possession of alcohol is punishable under applicable local, state, and federal law. Municipal complaints may be lodged against suspected violators of the drug laws. Violators will also be subject to the college discipline process that may result in disciplinary sanctions.

Drug and alcohol abuse counseling is available through the Advising and Counseling Department. Alcohol abuse programs the college uses to comply with the Act include counseling, education (outlined earlier), focus groups, poster and brochure campaigns and prevention programs.

Firearms, Weapons & Explosives

Weapons, ammunition, explosives and fireworks are not permitted on college property. Law enforcement personnel who are authorized to possess weapons may do so within the scope

of their authority. Off-duty law enforcement officers who are required to carry their firearms while attending class, are to ensure their weapon is properly secured and concealed.

Gambling

In compliance with New Jersey State Laws, gambling is forbidden on campus.

Reporting and Responding to Sexual Assault

Sexual assault is a serious concern on college campuses throughout the country. To address this problem, RVCC provides on going educational and prevention programs to students during the academic year. In addition, the college provides services to individuals who may be victims of sexual assault. Students who report sexual assault can be assured of accessible, prompt, and equitable methods of investigation and resolution.

The college treats allegations of sexual assault extremely seriously and can assist victims in obtaining medical treatment, counseling and advocacy services and legal assistance. The College is committed to treating victims with care and compassion, and will safeguard a victim's confidentiality, respect the victim's privacy and support a victim's right to make choices about resources and options available to them.

In a campus setting, sexual assault often occurs when one or both parties are intoxicated from alcohol or drugs or in connection with group activities where unanticipated social pressures may develop. Therefore, it is important to understand that intercourse or other sexual activity with a person unable to give free and full consent (e.g., because of intoxication, substance abuse, or intimidation) constitutes sexual assault or rape. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior.

RVCC recognizes that sexual assault is never the fault of the victim. Please read the information provided herein and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings.

Actions for Victims of Sexual Assault

It is recommended that victims of sexual assault take the following steps:

Seek Medical Treatment

To get immediate medical treatment, call the Department of Campus Safety or 911

It is important that a person who has been recently assaulted receive prompt medical attention to ensure that he/she is medically well. Because physical injury is not always noticeable at first, it is important to receive a medical examination and treatment as soon as possible. This may include screening and/or treatment for sexually transmitted diseases and emergency contraception, if appropriate.

Hospital Visits

A medical examination may include the collection of physical evidence for use in prosecution, if the victim so chooses. Such evidence may increase the chances of successful prosecution, and its collection is therefore strongly encouraged. For this reason, victims should not bathe, wash, or change clothes before seeking medical treatment. Reliable forensic evidence can be collected by a medical provider, usually in an emergency room, up to 96 hours following a sexual assault. The medical examination and collection of forensic evidence are done simultaneously. RVCC students can go to the emergency room at the Robert Wood Johnson University Medical Center at Somerset or the Hunterdon Medical Center, or any other nearby medical facility.

Even though a victim may be unsure about immediately reporting an incident to the police, making a report after a few days is still helpful. Collecting forensic evidence makes it much easier to pursue a prosecution at a later time. Toxicology testing for "date rape drugs" is most effective within 72 hours of an assault. Results will not be analyzed unless a police report is filed.

Seek Support Services

The safety and wellbeing of a victim is of paramount importance. The College strongly encourages victims to contact trained professionals for emotional support, medical services, and advocacy as soon as possible.

Contact options include:

- The Advising and Counseling Department
- The Department of Campus Safety
- The Dean of Student Services
- A Sexual Assault/Anti-Violence Crisis Center
- A Medical Treatment Facility
- Any trusted friend, adviser, or faculty member

College faculty and staff members have the duty to report incidents of sexual assault to the Department of Campus Safety. Students wishing to keep their information as confidential as possible should speak with a rape crisis counselor, a clinician at the counseling center, a medical provider in the context of receiving medical treatment, or a member of the clergy. These community members are confidential and private resources for students, and do not have an obligation to report instances of sexual assault.

Seek Counseling

RVCC and the community offer a variety of counseling resources to victims of sexual assault. Advising and Counseling Services at the college can provide initial guidance and information regarding additional counseling and support services. The Sexual Assault Women's Health & Counseling Center in Somerville, provides professional counseling and crisis intervention services for victims of sexual abuse/assault and their families. Many other support services are available in Somerset and Hunterdon Counties for victims of sexual abuse or assault.

File a Report with Local Law Enforcement

To report an assault, the college urges victims to consider contacting the local law enforcement agency where they reside or the law enforcement agency where the assault occurred. If requested, Campus Safety personnel will assist the victim through the reporting process. Although the college encourages filing criminal charges, it respects a victim's choice in deciding to report or not report an assault to law enforcement.

File a Report with the College

Students may also choose to file a report with the college. The college reporting and judicial system and police/legal system work independently from one another. Students can file reports with the college, with law enforcement, or with both. Information about filing a report with the college can be provided by Counselors in the Advising and Counseling Department, extensions 8330 or 8336, the Office of the Dean of Student Services, extension 8294 or 8311 and the Campus Safety Department, extension 8800.

Reports of alleged sexual assault by an RVCC student should be filed with the office of the Dean of Student Services, located in College Center, room C-171 or the Campus Safety Department, located on the lower level of Somerset Hall.

Reports of alleged sexual assault by an RVCC faculty member, staff member, or administrator should be filed with the Human Resources Department, located in Somerset Hall, room S220, extension 8550, or the Campus Safety Department.

Students who report an instance of sexual assault to the college are entitled to have a designated support person available to them throughout the process.

Consider Changing Academic Class Situations

Victims of sexual assault may seek alternative class arrangements. The Dean or Assistant Dean of Student Services will arrange the accommodation, if reasonably possible. Alternative class arrangements depend on scheduling considerations and the availability of equivalent courses.

Disclosure to Victims of Crimes of Violence or Non-forcible Sex Offenses

Raritan Valley Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin.

Victim's Bill of Rights

New Jersey established a Bill of Rights to ensure that the needs of victims are met and that Colleges and Universities create and maintain a culture supporting human dignity. All members and representatives of the RVCC community, including Campus Security Officers, administrators, faculty, employees and students are expected to recognize and abide by the following principles regarding victims of campus related sexual assaults:

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 College personnel to:
 - Report crimes if the victim does not wish to do so,
 - Report crimes as lesser offenses than the victim perceives them to be,
 - Refrain from reporting crimes, or refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources

- To be notified of existing College and community based medical, counseling, mental health, and student services for victims of sexual assault, whether or not the crime is formally reported to College or civilian authorities.
- To have access to College counseling under the same terms and conditions as applied 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, and
 - Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

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

Legal Rights

- To have any allegations of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- To receive full and prompt cooperation and assistance of College personnel in notifying the proper authorities.
- To receive full, prompt, and victim-sensitive cooperation of College personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

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

Statutory Mandates

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of 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.

For further information on the Sexual Assault Policy and Procedures, contact the college Department of Campus Safety at **908-231-8800**, the Department of Advising and Counseling at **908-526-1200, extension 8336 or 8330**, or the Office of the Dean of Student Services at **908-526-1200, extension 8294 or 8311**.

Sex Offender Registry

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working, or volunteering on campus.

Pursuant to this law, RVCC is required to notify students and employees of the location of information pertaining to individuals employed or enrolled on campus who have been convicted of violent sex offenses or criminal offenses against minors. Law enforcement information provided by the New Jersey State Sex Offender Registry relating to registered sex offenders can be obtained from the following site:

<http://www.njsp.org/sex-offender-registry/index.shtml>

The Clery Act – Reporting Crime

Who must report campus crime?

In addition to the Campus Safety Department, anyone with Campus Security Authority must also report crimes that are reported to them. Individuals with Campus Security Authority may be any of the following:

Individuals with Campus Security Responsibility – staff assigned to security functions.

Designated individuals – any individual or organization identified at the College as Clery Act Coordinator who receives reports of crimes.

Officials with Significant Responsibility for Student and Campus Activities – campus officials who manage or otherwise oversee student and campus activities. Staff responsible for campus student housing, a student center, or student extra-curricular activities; a director of athletics or a team coach; faculty advisors to student groups; staff responsible for student discipline; campus judicial staff and persons who receive complaints.

Who is exempt from reporting?

Pastoral or professional counselors are exempt from Clery reporting responsibility.

A Pastoral Counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as pastoral.

A Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification. Other persons who have significant responsibility for student and campus activities are not exempt from reporting if they counsel or advise students and employees, even if done so in confidence.

What crimes must be reported?

The Annual Security Report includes statistics on nine types of crime. The Campus Safety Department ensures reported crimes are properly classified.

Criminal Homicide – Murder and Non-Negligent Manslaughter, and Negligent Manslaughter
Sex Offenses – Forcible and Non- Forcible Sex Offenses

Robbery
Aggravated Assault
Burglary
Arson
Dating Violence
Domestic Violence
Stalking
Sexual Assault
Motor Vehicle Theft
Arrests and Disciplinary Referrals for liquor law violations, drug law violations, and illegal weapons possession
Hate Crimes

NOTE: The Final Regulations of the 2013 Violence Against Women reauthorization Act (VAWA) breaks down Sexual Offenses into Rape, Fondling, Incest, and Statutory rape.

VAWA also adds reporting requirements for the criminal offenses of: Domestic Violence, Dating Violence and Stalking.

What to Report

All allegations of crimes and crime information disclosed to Campus Security Authorities must be reported. Even though law enforcement may conclude after an investigation that some allegations are not substantiated by facts or the law, all information must be reported. Neither a formal police report, or an investigation is needed in order for a crime to be reported or included in Clery Crime Statistics. Campus Security Authorities are responsible to provide an accurate and complete description of what occurred, including the location and whether the victim or alleged perpetrator was a student.

Crimes and related disciplinary referrals are reported to the Campus Safety Department. The Clery Act Coordinator consolidates reported data and reports the data to the federal Department of Education, includes it in the Annual Security Report and informs the campus community where the report is available.

Confidentiality

Crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime.

Statistical Disclosure of Reported Incidents

Incidents reported to Department of Campus Safety that meet requirements of any of the mandated Clery Act reporting classifications will be disclosed as a statistic in the college Annual Security Report.

Campus Security Statistics

Property Definitions

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes, including any building or property that is within or reasonable contiguous to the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non- Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.

On Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Definitions of Reportable Crimes

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, house breaking, safecracking, and all attempts to commit any of the aforementioned acts.

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

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

Rape

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

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

Liquor Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places: bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

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-Forcible

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.

Sex Offenses-Non-Forcible

Unlawful, non-f forcible sexual intercourse.

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons, concealed or openly; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

Hate Crime Definitions

The following acts are now reportable as Hate Crimes under the Cleary Act, when motivated by prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability.

Destruction, damage, or vandalism of property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Intimidation (Hate Crime Handbook)

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.

Larceny-Theft

The unlawful taking, carrying, or riding away of property from the possession or constructive possession of another. (Count one offense per incident)

Simple Assault

All assaults and attempted assaults which are not of an aggravated nature and do not result in severe or aggravated bodily injury.

Violence Against Women Act (VAWA)

As of March 2013, the Violence Against Women Reauthorization Act (VAWA) adds new reporting provisions for Clery Crimes. These reporting requirements are:

Dating Violence

Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

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.

Stalking

Means a course of conduct directed as specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Campus Sexual Assault Violence Elimination Act (SaVE Act)

Violence Against Women Act (VAWA)

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Raritan Valley Community College (Herein referred to as RVCC) does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not. These acts include dating violence, domestic violence, and stalking. As a result, RVCC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and when it is reported to a College official. In this context, RVCC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community. For a copy of RVCC's policy governing sexual misconduct, refer to:

<http://www.raritanval.edu/general-information/policies-and-consumer-information/sexual-misconduct-policy>

<http://www.raritanval.edu/general-information/policies-and-consumer-information/anti-discrimination-policy>

Definitions: There are numerous terms used by RVCC in our policy and procedures.

Consent:

The state of **New Jersey** defines *consent*, in relation to sexual activity, as follows:

Consent (2C:2-10): *as defined in New Jersey Title 2C Code of Criminal Justice;*

1. In general. The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
2. Consent to bodily harm. When conduct is charged to constitute an offense because it causes or threatens bodily harm, consent to such conduct or to the infliction of such harm is a defense if:
 - (a) The bodily harm consented to or threatened by the conduct consented to is not serious; or
 - (b) The conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law; or
 - (c) The consent establishes a justification for the conduct under chapter 3 of the code.

3. Ineffective consent. Unless otherwise provided by the code or by the law defining the offense, assent does not constitute consent if:
 - (a) It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense; or
 - (b) It is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature of harmfulness of the conduct charged to constitute an offense; or
 - (c) It is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

The RVCC Code of Conduct Violations related to Sexual Misconduct and Violence defines sexual consent as:

Sexual Consent is defined as giving explicit permission to participate in any sexual act.

Consent must be active, not passive; it cannot be implied or assumed. Each partner must knowingly give permission each and every time they engage in a sexual act.

Consent cannot be given if either participant is:

- under age
- incapacitated
- mentally handicapped/ impaired
- Asleep
- Being threatened, forced or coerced

Sexual Assault:

The Federal Clery Act defines the crime of sexual assault:

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person, without the consent of the victim.

Fondling is defined as touching the private parts of another person for the purposes 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 is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Definitions for Sex Offenses in New Jersey (*As defined in New Jersey Title 2C Code of Criminal Justice*)

2C:14-1. Definitions. The following definitions apply to this chapter:

1. "Actor" means a person accused of an offense proscribed under this act;
2. "Victim" means a person alleging to have been subjected to offenses proscribed by this act;
3. "Sexual penetration" means vaginal intercourse, cunnilingus, fellatio or anal intercourse between persons or insertion of the hand, finger or object into the anus or vagina either by the actor or upon the actor's instruction. The depth of insertion shall not be relevant as to the question of commission of the crime;
4. "Sexual contact" means an intentional touching by the victim or actor, either directly or through clothing, of the victim's or actor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor. Sexual contact of the actor with himself must be in view of the victim whom the actor knows to be present;
5. "Intimate parts" means the following body parts: sexual organs, genital area, anal area, inner thigh, groin, buttock or breast of a person;
6. "Severe personal injury" means severe bodily injury, disfigurement, disease, incapacitating mental anguish or chronic pain;
7. "Physically helpless" means that condition in which a person is unconscious or is physically unable to flee or is physically unable to communicate unwillingness to act;
8. (Deleted by amendment, P.L.2011, c.232)
9. "Mentally incapacitated" means that condition in which a person is rendered temporarily incapable of understanding or controlling his conduct due to the influence of a narcotic, anesthetic, intoxicant, or other substance administered to that person without his prior knowledge or consent, or due to any other act committed upon that person which rendered that person incapable of appraising or controlling his conduct;
10. "Coercion" as used in this chapter shall refer to those acts which are defined as criminal coercion in section 2C:13-5(1), (2), (3), (4), (6) and (7).

Domestic Violence:

The Federal Clery Act defines the crime of Domestic Violence as:

Domestic violence means;

- 1) Felony or misdemeanor crimes of violence committed by:
 - A) A current or former spouse or intimate partner of the victim;
 - B) A person with whom the victim shares a child in common;
 - C) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - D) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) 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.
- 2) For the purposes of complying with the requirements of this section and section 668.41, (US Code of Federal Regulations - Institutional Security Policies and Crime Statistics) any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The New Jersey Code of Criminal Justice defines domestic violence as:

2C:25-19. Definitions as used in this act:

- a. "Domestic violence" means the occurrence of one or more of the following acts inflicted upon a person protected under this act by an adult or an emancipated minor:
 - (1) Homicide N.J.S.2C:11-1 et seq.
 - (2) Assault N.J.S.2C:12-1
 - (3) Terroristic threats N.J.S.2C:12-3
 - (4) Kidnapping N.J.S.2C:13-1
 - (5) Criminal restraint N.J.S.2C:13-2
 - (6) False imprisonment N.J.S.2C:13-3
 - (7) Sexual assault N.J.S.2C:14-2
 - (8) Criminal sexual contact N.J.S.2C:14-3
 - (9) Lewdness N.J.S.2C:14-4
 - (10) Criminal mischief N.J.S.2C:17-3
 - (11) Burglary N.J.S.2C:18-2
 - (12) Criminal trespass N.J.S.2C:18-3
 - (13) Harassment N.J.S.2C:33-4
 - (14) Stalking P.L.1992, c.209 (C.2C:12-10)

When one or more of these acts is inflicted by an un-emancipated minor upon a person protected under this act, the occurrence shall not constitute "domestic violence," but may be the basis for the filing of a petition or complaint pursuant to the provisions of section 11 of P.L.1982, c.77 (C.2A:4A-30).

b. "Law enforcement agency" means a department, division, bureau, commission, board or other authority of the State or of any political subdivision thereof which employs law enforcement officers.

c. "Law enforcement officer" means a person whose public duties include the power to act as an officer for the detection, apprehension, arrest and conviction of offenders against the laws of this State.

d. "Victim of domestic violence" means a person protected under this act and shall include any person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present or former household member. "Victim of domestic violence" also includes any person, regardless of age, who has been subjected to domestic violence by a person with whom the victim has a child in common, or with whom the victim anticipates having a child in common, if one of the parties is pregnant. "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.

e. "Emancipated minor" means a person who is under 18 years of age but who has been married, has entered military service, has a child or is pregnant or has been previously declared by a court or an administrative agency to be emancipated.

Dating Violence:

The Federal Clery Act defines the crime of dating violence as:

Dating Violence means violence committed by a person;

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and;
- 2) The existence of such a relationship shall be based on the reporting party's statement, 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;

- (a) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (b) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41 (US Code of Federal Regulations - Institutional Security Policies and Crime Statistics), any

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

The State of New Jersey defines Dating Violence as: For New Jersey State Code definition for Dating Violence refer to definitions listed under Domestic Violence 2C:25-19 subsection (4), dating.

New Jersey Title 18 "Education", 18A: 37-34 defines dating violence as:

Dating partner means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.

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.

Stalking:

The Federal Clery Act defines the crime of Stalking as:

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to;

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

For the purposes of this definition:

Course of conduct means two or more acts, including, but not limited to, acts 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.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the requirements of this section and section 668.41 (US Code of Federal Regulations - Institutional Security Policies and Crime Statistics), any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The New Jersey Code of Criminal Justice defines Stalking as:

2C:12-10. Definitions; stalking designated a crime; degrees.

Course of conduct means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against

a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.

Repeatedly means on two or more occasions.

Emotional distress means significant mental suffering or distress.

Cause a reasonable person to fear means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.

A person is guilty of stalking, a crime of the fourth degree, if he purposefully or knowingly engages 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 suffer other emotional distress.

A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior.

A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.

A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.

This act shall not apply to conduct which occurs during organized group picketing.

B. Education and Prevention Programs

Raritan Valley Community College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines using definitions provided both by the Department of Education as well as New Jersey state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

3. Defines what behavior and actions constitute consent to sexual activity in the State of New Jersey and/or using the definition of consent found in the RVCC Student Code of Conduct Violations related to Sexual Misconduct and Violence if state law does not define consent;

Awareness programs means community wide or audience specific programming initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

4. Provides a description of safe and positive options for bystander intervention. **Bystander intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
5. Information on risk reduction. **Risk reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

RVCC has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new and current students, as well as new and current employees.

Sexual Awareness and Abuse Programs

The college offered the following ongoing awareness and prevention programs to students, faculty and employees in 2015 that focused on Domestic Violence, Dating Violence, Sexual Assault and Stalking:

Name of Program	Topics Covered	Date Held
No More Sexual Assault Awareness Electronic Campus Ads	Electronic ad campaign highlighting the myths and excuses that create misplaced blame on survivors and allow perpetrators to evade accountability	Electronic campus display
Sexual Misconduct and Bystander Intervention Online Educational program (Haven)	Ongoing educational initiative for Sexual assault and Bystander Intervention strategies, healthy relationships and the importance of consent	Online

Domestic violence and Sexual Assault Website	How to report a sexual assault and available resources	Online
Campus *SaVE Act: Bookmark Handout Campaign	Information on the Campus SaVE act and how to file a report	Yearly – Campus Dissemination
Training Certification: Preventing Workplace Harassment	Sexual Assault, Sexual Violence and Sexual Harassment	Online – Required for all full time staff, faculty and adjuncts
Domestic Violence Awareness: Presented by the Women’s Center of RVCC	Understanding Domestic Violence	1/29/15
Green Dot Training	Bystander Intervention training for Sexual assault, Dating violence and Bullying safety.	2/20/15
Green Dot Training	Bystander intervention training for Sexual assault, Dating violence and Bullying safety.	2/27/15
Sexual Assault: Bookmark Handout Campaign	Sexual Assault awareness and on campus resources	Yearly – Campus Dissemination
Green Dot Training	Bystander intervention training for Sexual assault, Dating violence and Bullying safety.	3/20/15
No More Sexual Assault Awareness Month Poster Campaign	Poster Campaign highlighting the myths and excuses that create misplaced blame on survivors and allow perpetrators to evade accountability	4/1/2015
Denim Day Sexual Assault Awareness	Information session on “What is Sexual Assault and when to get help”	4/9/15
Healthy Relationships	Discussion covering Domestic Violence, Dating Violence, Stalking and Sexual Assault	4/11/15
**VAWA Training – Understanding the Campus *SaVE Act	Training for employees Covering Domestic Violence, Dating Violence, Stalking and Sexual Assault	4/14/15
Hypermasculinity and Sexual Assault	What is Hypermasculinity and how it relates to Sexual Assault	4/20/15
Domestic Violence Bulletin Board	Domestic Violence awareness and resources	8/14/15

Sexual Misconduct and Violence Prevention Brochures	Brochures on the topic of Sexual Misconduct, Domestic Violence and Stalking and the available resources to assist victims of violence. Distributed to the campus community and all new students	Yearly – Campus Dissemination
Healthy Relationships	First year students discussion covering Domestic Violence, Dating Violence, Stalking and Sexual Assault	9/24/15
The Mask You Live In (Film Discussion)	Perceptions of harmful notions about masculinity in American culture	9/29/15
Healthy Relationships	First year student discussion covering Domestic Violence, Dating Violence, Stalking and Sexual Assault	10/1/15
Campus Security Authority Training – Association for the promotion for Campus Activities (APCA)	Training for Campus Security Authorities – Advisors and Students involved with the Office of Student Life	10/1/15 – 10/4/15
Domestic Violence in the Muslim Community	Discussion about Domestic Violence in the Muslim Community	10/8/15
Healthy Relationships	First year student discussion covering Domestic Violence, Dating Violence, Stalking and Sexual Assault safety	10/19/15
Stuff Guys Say: Part 1	Awareness campaign to begin the discussion on how to respect one’s self and others. Including media influence	10/27/15
Healthy Relationships	Discussion on ways to stay safe, statistics and social media safety regarding Sexual Assault	11/4/15
Stuff Guys Say: Part 2	Awareness campaign to continue the discussion on how to respect one’s self and others. Including media influence	11/13/15

* **SaVE** = Sexual Violence Elimination Act

****VAWA** = Violence Against Women Act

C. Procedures for Reporting a Complaint

The college has procedures in place that are sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on

and/or off campus as well as additional remedies to prevent contact between a complainant¹ and an accused party, such as academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Safety Department or local law enforcement. Students and employees should contact resources such as:

Department of Campus Safety	Somerset Hall ground level – room S-010	908-231-8800
Dean of Student of Services – Diane Lemcoe	College Center – room C-143	908-526-1200 Ext. 8976
Assistant Dean of Student Services – Jason Fredericks	College Center – room C-143	908-526-1200 Ext. 8311
Title IX Coordinator – Vice President of Human Resources – Nancy Moore	Somerset Hall – room S-220	908-526-1200 Ext. 8345
Mental Health Counseling – Gina Kuijlaars	College Center – room C-165	908-526-1200 Ext. 8641
Advising and Counseling Department	College Center – room C-165	908-526-1200 Ext. 8330, 8336

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Robert Wood Johnson University Hospital - Somerset, located in Somerville Borough. This hospital serves both the main campus in Branchburg and the RVCC @ Bridgewater site in Bridgewater Township. In New Jersey, evidence may be collected even if you chose not to make a report to law enforcement². Information and evidence gathering will be conducted by a members of the Somerset County Sexual Assault Response Team (SART). This team includes a law enforcement officer, a care advocate and a Sexual Assault Nurse Examiner (SANE). Victims can request that one, two or all three SART members be activated. Each county will have a policy and procedure allowing the evidence to be preserved for at least 90 days and up to five years, affording the victim the opportunity to determine if evidence will be turned over to the police. The victim will be informed of the county procedure for evidence storage and correct steps if they want to proceed with prosecution. The name of the victim will be asked by the Sexual Assault Nurse Examiner.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past

96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to a College hearing board/investigators or police. **Victims are encouraged to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.**

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College Campus Safety Department will assist any victim with notifying local police and/or the Somerset County Prosecutors Office, if they so desire. Local and county law enforcement agencies and the Somerset County Sexual Assault Response Team contact information is:

Main Branchburg Campus: Branchburg Police Department, 590 Old York Road, Branchburg, 908-526-3830

http://www.branchburg.nj.us/emergency_services/police/index.php

RVCC @ Bridgewater Site: Bridgewater Police Department, 100 Commons Way, Bridgewater, 908-722-4111

<http://bridgewaterpd.com/>

Robert Wood Johnson University Hospital, Somerset, 110 Rehill Avenue, Somerville, Emergency Department, 908-685-2900

Sexual Assault Women's Health and Counseling Center, 908-526-7444

Somerset County Prosecutor's Office, 40 North Bridge Street, Somerville, 908-231-7100 or 908-575-3300

<http://www.scpo.net/>

Somerset County Prosecutor's Office website for SART information:

www.SCPO.net/resources_brochures.html

http://www.scpo.net/downloads/RS_sartbro.pdf

Somerset County website for SART information:

www.co.somerset.nj.us/sart.html

Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking:

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, by calling, writing or

coming into the office to report in person, and if the victim desires, the Campus Safety Department, if the victim so desires.

Contact information for the Title IX Coordinator:

Title IX Coordinator
 Vice President of Human Resources Nancy Moore
 Somerset Hall, S-220
 908-526-1200, Ext. 8345
Nancy.Moore@raritanval.edu

Department of Campus Safety
 Somerset Hall, S-010
 908-231-8800
security@raritanval.edu

The college will provide resources, on campus off campus or both, to include medical and health care, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Campus Safety Department or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the college, listed below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	1. Depending on when reported (immediate vs delayed report), College will provide complainant with access to medical care	Preponderance of the evidence.

	<ol style="list-style-type: none"> 2. College will assess immediate safety needs of complainant 3. College will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 4. College will provide complainant with referrals to on and off campus mental health providers 5. College will assess the need to implement interim or long-term protective measures, such as change in class schedule, "No Contact" directive between both parties 6. College will provide a "No trespass" directive to accused party if deemed appropriate 7. College will provide written instructions on how to apply for a Protective Order 8. College will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 9. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 10. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	
Stalking	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 	

	<ol style="list-style-type: none"> 2. College will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 3. College will provide written instructions on how to apply for a Protective Order 4. College will provide written information to complainant on how to preserve evidence 5. College will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide a “No trespass” directive to accused party if deemed appropriate 	
Dating Violence	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 3. College will provide written instructions on how to apply for Protective Order 4. College will provide written information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide a “No trespass” directive to accused party if deemed appropriate 	Preponderance of the evidence.
Domestic Violence	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 	

	<p>3. College will provide written instructions on how to apply for a Protective Order</p> <p>4. College will provide written information to complainant on how to preserve evidence</p> <p>5. College will assess need to implement interim long-term protective measures to protect the complainant, if appropriate</p> <p>6. College will provide a “No trespass” directive to accused party if deemed appropriate</p>	
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D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Victims will also be provided with an explanation of the procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault and stalking. The college will make every effort to ensure victims and witnesses are treated with dignity and compassion throughout the criminal justice process.

In New Jersey, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

- To be informed about the criminal justice process.
- To be free from intimidation.
- To have inconveniences associated with participation in the criminal justice process minimized to the fullest extent possible.
- To make at least one telephone call from the police station provided the call is reasonable in both length and location called.
- To medical assistance if, in the judgment of the law enforcement agency, medical assistance appears necessary.
- To be notified if presence in court is not needed.
- To be informed about available remedies, financial assistance and social services.
- To be compensated for their loss whenever possible.
- To be provided a secure, but not necessarily separate, waiting area during court proceedings.
- To be advised of case progress and final disposition.
- To the prompt return of property when no longer needed as evidence.
- To submit a written statement about the impact of the crime to a representative of the county prosecutor's office which shall be considered prior to the prosecutor's final decision concerning whether formal criminal charges will be filed; and

- To make, prior to sentencing, an in-person statement directly to the sentencing court concerning the impact of the crime. This statement is to be made in addition to the statement permitted for inclusion in the persistence report.

Further, Raritan Valley Community College complies with New Jersey law in recognizing orders of protection, Temporary Restraining Orders (TRO), and Final Restraining Orders (FRO). The order will be provided to the Campus Safety Department and the Office of the Title IX Coordinator by the Family Court. A complainant may meet with the Campus Safety Department to develop a Safety Action Plan, which is a plan to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: on campus escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

The college cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services in conjunction with local law enforcement and the appropriate county services established in each county. The college may issue an institutional no contact order if deemed appropriate or at the request of the victim. To the extent of the victim's cooperation and consent, college offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint.

While the college's investigation is pending, the college will offer interim measures to protect the Complainant(s) and others. Interim measures may include but are not limited to: safety plan development (including escorts, special parking arrangements), no contact directives, interim suspension from campus, exam (paper or assignment) rescheduling, taking an incomplete grade in a class, transferring of class sections, alternative course completion options, changing transportation and working situations, assistance with the college disciplinary process, referrals to on-campus resources or reporting to police. The college will maintain as confidential any protective measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the protective measures. These measures can be offered regardless of whether or not the Complainant chooses to report the crime to Campus Safety or local law enforcement. If the college's investigation determines that a violation of the policy has occurred, the college will offer remedies to the Complainant, which may include, but are not limited to, the measures listed above. In addition, the college will provide written notification to victims about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration, student financial aid, and other services available for victims, both at the college and in the surrounding communities.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are

investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).)

Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college does not publish the name of crime victims nor store identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by a request to the Campus Safety Department.

On Campus Resources

Counselors at RVCC

Gina Kuijlaars, LPC, CCFC Clinical Psychologist 908-526-1200 ext. 8641	<ul style="list-style-type: none"> • Anxiety and Depression • Relationship difficulties • Grief Counseling
Bambi Kuhl, M.A., CSW Social Worker 908 -526 -1200 ext. 8427	<ul style="list-style-type: none"> • Sexual abuse • General Assistance • Stress/time management
Bruce Yellin, M.S.W., LCSW Social Worker 908 - 526 - 1200 ext. 8427	<ul style="list-style-type: none"> • Substance Abuse Prevention, Young Male Development Trauma
Barbara Luby, MA 908 -526 - 1200 ext. 8947 908 -526 - 1200 ext. 8374	<ul style="list-style-type: none"> • LEOS Adult Students, adjustment issues, anger management, conflict resolution
Jeffery Warren, MS 908 -526 - 1200 ext. 8947	<ul style="list-style-type: none"> • Brothers-Helping-Brothers, transfer counselor, general guidance counseling

Off Campus Resources

Adult Protective Services (Board of Social Services) Provides services to vulnerable adults, 18 years of age and older, who are at risk of, or victims of abuse, neglect and/or exploitation

908 – 526-8800
73 East High Street
Somerville, NJ 08876-0936
<http://www.co.somerset.nj.us/government/affiliated-agencies/social-services>

Somerset County Screening Center & Suicide Hotline

908 – 526 – 4100 (24 Hour Hotline)

Robert Wood Johnson University Hospital Somerset

Support Groups Include:

Bereavement, Eating Disorders, Alcohol & Narcotics Anonymous, and More

908 – 685 – 2200

110 Rehill Avenue,
Somerville, NJ 08876

<http://www.rwjuh.edu/rwjuh/home.aspx>

Richard Hall Community Mental Health

Community mental health center dedicated to the prevention, early detection and treatment of mental illness and serious emotional and behavioral problems

908-725-2800

500 N Bridge St, Bridgewater, NJ 08807

<https://www.co.somerset.nj.us/hservices/rhmhc/>

GenPsych- Outpatient psychiatric, substance abuse services

855 – 436 – 7792

981 US-22, Bridgewater, NJ 08807

<http://genpsych.com/locations/bridgewater/>

Sexual Assault Women’s Health and Counseling Center

908 – 526 – 7444

71 Fourth St. Somerville, NJ 08876

Resource Center for Women & Families

Lead agency for information about prevention of domestic violence in Somerset County

908 – 359 – 0003

427 Homestead Rd.
Hillsborough, NJ 08844

<https://www.safe-sound.org/>

Somerset Treatment Services

Provider of outpatient substance abuse and HIV related illnesses

908 – 722 – 1232

118 West End Ave, Somerville, NJ 08876

<http://www.somersetmentservices.org/>

Somerset County Domestic Violence Hotline (24hr)

Provides help to individuals and families affected by Domestic Violence and Sexual Assault

866 – 685 – 1122

<https://www.safe-sound.org/>

Catholic Charities Diocese of Metuchen,

Family Service Center

Provides services to help victims and children of family violence in Somerset County

908 – 722 – 1881

540 Route 22 East

Bridgewater, NJ 08807

<http://www.ccdom.org/locations/bridgewater-family-service-center>

Somerset County **SART**: Sexual Assault Response Team

Somerset County **SANE**: Sexual Assault Nurse Examine **SART**: Laurie Head Mellilo, Asst.

Prosecutor 908 – 231 – 7100

SANE: Sharon H. Williams, RN, FN – CSA

908 – 575 – 3426 – Office

Somerset County Prosecutor’s Office

40 N. Bridge Street, P.O. Box 3000

Somerville, NJ 08876

http://www.scpo.net/resources_brochures.html

http://www.scpo.net/downloads/RS_sartbro.pdf

Somerset County Court, Family Division

Parties may request Temporary and Final Restraining Orders

908 – 231 – 7600

Somerset County Family Division

2nd Floor Somerset County Court House

PO Box 3000

Somerville, NJ 08876

<https://www.judiciary.state.nj.us/somerset/family.htm>

Zufall Health Centers Sexual Assault Support Services of Somerset County

Sexual Assault Support Service is a free service available to anyone who has been impacted by sexual violence

908 – 526 – 7444 (24 Hour Hotline)

908 – 526 – 2335 (Main Office)

71 Fourth Street

Somerville, NJ 08876

<http://www.zufallhealth.org/community-programs/sexual-assault-support-services/>

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about

it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment.

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **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. Knowing where you are and who is around you may help you to find a way out of a bad situation.

10. **Trust your instincts.** If you feel unsafe in any situation, follow your instincts. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **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.
13. **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 is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a) **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b) **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c) **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d) **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

E. Adjudication of Violations

Whether or not criminal charges are filed, the college or a person may file a complaint under the Sexual Misconduct and Violence policy alleging that a student or employee violated the college's policy on Sexual Misconduct and Violence.

Reports of all domestic violence, dating violence, sexual assault and stalking made to the Campus Safety Department will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The college disciplinary process is consistent with the College's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, and are taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. College policy provides for:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
3. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;
4. The institutional disciplinary procedures will be conducted in a fair and impartial manner.
5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
6. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the college's Student Code of Conduct"
7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and

8. The accuser and the accused each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the college's policy against Sexual Harassment in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved by following procedures set forth Student Code of Conduct.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College's ability to respond to the complaint may be limited.

Confidentiality

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct and Violation Policy occurred, will lead to the initiation of disciplinary procedures against the accused individual. College sanctions (Refer to Sanctions & Penalties for Violations in the Student Code of Conduct) may be imposed upon those determined to have violated this policy. The college may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a college order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the College.

The college will, upon written request, disclose to the alleged victim of a crime of violence, 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 crime or

offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

Raritan Valley Community College

Code of Student Conduct

Sexual Misconduct and Violence

Raritan Valley Community College affirms the rights of its students, faculty, and staff to live, work, and study in an environment free from violence and sexual misconduct (sexual assault, sexual harassment, dating/domestic violence, and sexual exploitation). Sex offenses; violate college regulations and criminal law. Any reported violation will be treated swiftly through established college disciplinary procedures and/or legal avenues. Reports of Sexual Misconduct and Violence can be reported to Campus Safety and / or The Office of the Dean of Student Services. Confidential support services can also be obtained from our team of counselors within the Office of Advising and Counseling Services and from outside agencies.

Contact Information for the **Title IX Coordinator:**

Nancy Moore, Title IX Coordinator

Vice President of Human Resources and Labor Relations

Nancy.moore@raritanval.edu

The following can be expected for all cases/investigations that are designated a Title IX incident:

- The college will provide a timely and thorough investigation, and will treat all parties with respect before, during, and after the student conduct process.
- Cases of sexual misconduct or sexual harassment shall be resolved within a 60 day period once the incident has been reported.
- Once a decision has been rendered all of the involved parties will be informed of the decision.
- All involved parties have 5 Business Days to appeal the decision.
- If any involved party appeals, all other parties will be informed and will have the opportunity to review the appeal materials. The other involved parties, if they choose to do so, can submit a statement of response within 5 Business Days of receiving notice of the appeal.

Sexual Consent

Consent is defined as giving explicit permission to participate in any sexual act. Consent must be active, not passive; it cannot be implied or assumed. Each partner must knowingly give permission each and every time they engage in a sexual act.

Consent cannot be given if either participant is:

- Under age
- Incapacitated
- Mentally handicapped/ impaired
- Asleep

- Being threatened, forced or coerced.
1. Physical or verbal abuse or harassment that injures another person or threatens another person and/or creates a hostile environment for any member of the College community. Sub categories included under physical abuse and harassment also include the following:
 - 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 violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
 - Rape, defined as, 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
 - Stalking, defined as a person who purposely and repeatedly engages in a course of conduct directed at a specific member of the campus community that would cause a reasonable person to fear bodily injury or death to him or herself or a member of his or her family.
 4. Harassment, intimidation or bullying in gesture; written, verbal or electronic communication that is motivated by actual or perceived characteristics such as race, color religion, gender, sexual orientation or disability as well as violations of the RVCC policy on Student Harassment, Intimidation and Bullying by students.
 5. Any non-consensual physical contact of a sexual nature; voyeurism or making, attempting to make, viewing, transmitting, or attempting to transmit audio or video of any person(s) where there is an expectation of privacy with respect to nudity and/ or sexual activity without the knowledge and consent of all participants subject to such recordings.
 6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.

Violations to the Code of Student Conduct either in the classroom, on campus, or with college-sponsored activities may result in specific sanctions including the following: written or verbal warning; probation, suspension, dismissal, or the imposition of such penalties as are found to be appropriate. Students who wish to challenge an accusation of Academic Dishonesty should speak to the Dean of Academic Affairs and may request a formal Disciplinary Review to adjudicate the matter.

Interim Suspension:

When it is determined that a student's continued presence at the college poses, a significant risk of substantial harm to the safety or security of themselves, others, or to property, a student may be suspended pending resolution of the disciplinary process.

An interim suspension means that the student cannot attend classes and must leave college property and remain off of college property. The student may, within three (3) working days

of the imposition of the suspension, petition the Dean of Student Services for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the safety or security of themselves, others, or to property. A decision on such petition will be made without undue delay by the Dean of Student Services or their designee.

Code of Conduct's application to off campus incidents:

The college reserves the right to take disciplinary action where off-campus offenses are involved and where the interests of the college as an educational community are clearly impacted. The determination of the applicability of the Code of Conduct in these cases will be made by the Dean of Student Services or their designee.

Disciplinary Procedures for Violations of the Code of Conduct

Accused student(s) are presumed to be not responsible for violations. Responsibility must be established by a preponderance of evidence. This standard requires that the Disciplinary Review Board or Conduct Officer must be persuaded that it is more likely than not that the allegations brought against the accused student are true

Where there is an alleged breach of the Code of Student Conduct by a student, the following procedures will be followed as part of the formal disciplinary process. Mid-year changes to the Code of Conduct will be reflected within the Student Conduct RVCC website.

1. In all cases, the dean or his/her designee shall ascertain whether the alleged breach of conduct is one that occurred inadvertently. If so, the breach may be resolved informally with no further action necessary.
2. After discussing with the student, if the dean or his/her designee determines there is a violation the Dean shall advise the student that there has been a breach in the Student Code of Conduct.
3. The Dean and the student may meet and agree to a resolution and resolve the matter without a Disciplinary Review.
4. If there is no mutually agreeable resolution, the matter will be referred to the Code of Conduct Disciplinary Review Board. The Disciplinary Review Board is comprised of five members of the campus community. It is made up of three students and two college employees either from the faculty, administration or staff.
5. Incidents involving Sexual Assault, Domestic Violence or other sensitive matters where a high level of privacy must be maintained may be comprised of specially trained college employees only. The Dean will inform the student in writing that the matter has been forwarded to the Disciplinary Review Board.
6. At least five (5) business days prior to the Disciplinary Review before the Code of Conduct Disciplinary Review Board, the Chair will notify the student and Disciplinary Review Board members of the date, time and place of Disciplinary Review, and general procedures to be followed. The Dean will advise the student and any witnesses.
7. Proceedings before the Code of Conduct Disciplinary Review Board shall be private and are not intended to be formal legal proceedings. The student may request that one support

person be allowed with them in the Disciplinary Review but they shall not participate. A representative from within the College community shall be permitted to advise and assist students. The student may either seek out that representative or request assistance finding that representative at least five (5) business days prior to the Disciplinary Review. The Disciplinary Review shall provide a fair inquiry into the charges, with both parties afforded the opportunity to ask and respond to questions. The decision shall be based on the preponderance of the evidence.

8. After the Disciplinary Review, the Chair shall summarize the proceedings and the outcome in writing along with the Board's decision and sanction(s) imposed to all parties involved and forward this to the Dean of Student Services who will review and officially inform the student. This report will be placed on file in the office of the Dean of Students. Inquiries about the student's conduct from transfer colleges and employers may include confirmation of a code violation.
9. Within 5 business days of the notification of the sanction, a student may submit a written appeal of the Disciplinary Review Board's decision to the Dean of Student Services. See Appeals section of the Code of Student Conduct for additional information. The decision of the dean is the final appeal.
10. If a student fails to respond to disciplinary correspondence within a specified timeframe a decision of responsibility may be made based on the information available. Students will have the opportunity to appeal any such decisions.

Appeals:

Any student found responsible of a violation and any complaint party in cases of sexual misconduct, violence or other Title IX designated incidents, will have one appeal of the finding and/or sanction.

Students and complaint parties will be given 5 business days, from the date of their decision letter, to submit their appeal. Appeals are to be submitted to the Dean of Student

Services. Failure to submit an appeal by the appropriate deadline will render the decision final and conclude the process.

Appeals can be made on the following grounds:

1. **Unsupported Conclusion:** The decision made is not supported by the facts of the case.
2. **Procedural Error:** The disciplinary process was conducted unfairly and not in conformity with prescribed procedures. The error committed must be determined to have substantially impacted the fairness of the disciplinary process.
3. **Disproportionate Sanction:** The sanction imposed against the student was not appropriate for the offense committed.
4. **New Information:** There is new information available that was not available at the time of the disciplinary process and that is sufficient to alter the original decision.

Appeal Procedures:

During the appeal process the Dean of Student Services will review the written sanction appeal and may or may not request an in person meeting. A decision letter will be sent to all necessary parties at the conclusion of the appeal process. The Dean of Student Services will do one of the following.

1. Affirm the finding and sanction originally determined.
2. Affirm the finding and modify the sanction if it is found to be clearly disproportionate to the gravity of the violation, precedent for similar offenses, and/or the accused student's prior disciplinary record.
3. Remand the case for a new Disciplinary Review only if the appeal demonstrates an issue that was so substantial it effectively denied the accused student or the complaint party a fair disciplinary process.

Disciplinary Files and Records Retention

The State of New Jersey's Records Retention Policy requires that disciplinary records be kept for a specific length of time after the conclusion of the case. Records may be kept for a minimum of one year up to an indefinite period, depending on the characteristics of the case. Disciplinary records may only be reported to third parties in accordance with college regulations and are subject to the Family Educational Rights and Privacy Act of 1974.

Crime Statistics

Raritan Valley Community College – Main Campus

Criminal Offenses	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	*	*	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	*	*	0	0	0	1	0	0	0	0	0	1	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	1	0	0	0	0	0	1	0	0
Burglary	1	4	2	0	0	0	0	0	0	1	4	2	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	3	0	0	0	1	1	0	0	0	3	1	1	0	0
Stalking	2	2	2	0	0	0	0	0	0	2	2	2	0	0

*Sex Offenses	On Campus		Non-Campus		Public Property		Totals		Unfounded Reports	
	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	1	0	2	0	0	0	3	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0

*Under the new reporting requirements set by the Violence Against Women Act for 2014, Sex Offenses are broken down into Rape, Fondling, Incest and Statutory Rape.

Hate Crimes	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	*	*	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	*	*	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0	0	0	0	1	0	0	0	0
Destruction, Damage or Vandalism to Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes (Involving bodily Injury)	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2015 Hate Crime - 1 on campus Hate Crime for intimidation characterized with the bias of sexual orientation

Crime Statistics

Raritan Valley Community College – Main Campus

Liquor, Drug, Weapons Violations

Arrests	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	0	0	0	0	1	0	0	0	0	0	1	0	0
Drug Violations	0	0	2	0	0	5	0	0	5	0	0	5	0	0
Weapons Violations	0	0	0	0	0	2	0	0	0	0	0	2	0	0

Referrals for Disciplinary Action

Referrals	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	1	1	0	0	0	0	0	0	0	1	1	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	2	0	0	0	0	0	0	0	0	2	0	0	0

NOTE 1: A review of previously submitted Crime Statistics for the years of 2013 and 2014 was conducted by Raritan Valley Community College in 2016 to ensure crimes were properly classified. The Crime Statistics now posted in this year's report reflect any changes from those numbers originally posted in reports for 2013 and 2014 crime stats.

RVCC @ Bridgewater Campus Bridgewater, NJ

Liquor, Drug, Weapons Violations

Arrests	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	3	0	0	0	0	0	0	0	0	3	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Referrals for Disciplinary Action

Referrals	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTE 1: A review of previously submitted Crime Statistics for the years of 2013 and 2014 was conducted by Raritan Valley Community College in 2016 to ensure crimes were properly classified. The Crime Statistics now posted in this year's report reflect any changes from those numbers originally posted in reports for 2013 and 2014 crime stats.

**Hunterdon Central High School & Hunterdon County Polytech
(Shared campus)
Flemington, NJ**

Reporting Requirements for the term: January 20, to May 4, 2015 and September 2, to December 14, 2015

Liquor, Drug, Weapons Violations

Arrests	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	5	0	0	0	0	0	0	0	0	5	0	0
Weapons Violations	0	0	2	0	0	0	0	0	0	0	0	2	0	0

Referrals for Disciplinary Action

Referrals	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTE 1: A review of previously submitted Crime Statistics for the years of 2013 and 2014 was conducted by Raritan Valley Community College in 2016 to ensure crimes were properly classified. The Crime Statistics now posted in this year's report reflect any changes from those numbers originally posted in reports for 2014 and 2013 crime stats.

Bound Brook High School
Bound Brook, NJ

Reporting Requirements for the term: January 20, to May 4, 2015

Liquor, Drug, Weapons Violations

Arrests	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Referrals for Disciplinary Action

Referrals	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTE 1: A review of previously submitted Crime Statistics for the years of 2013 and 2014 was conducted by Raritan Valley Community College in 2016 to ensure crimes were properly classified. The Crime Statistics now posted in this year's report reflect any changes from those numbers originally posted in reports for 2013 and 2014 crime stats.

Automotive Service Center Whitehouse Station, NJ

Reporting Requirements for the term: January 2, to March 31, April 1, to June 26, and September 1, to December 22, 2015

Criminal Offenses	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Murder & Non-Negligent Manslaughter	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Negligent Manslaughter	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Sex Offenses – Forcible	*	*	-	0	-	-	0	-	-	0	-	-	-	-
Sex Offenses – Non-Forcible	*	*	-	0	-	-	0	-	-	0	-	-	-	-
Robbery	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Aggravated Assault	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Burglary	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Motor Vehicle Theft	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Arson	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Dating Violence	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Domestic Violence	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Stalking	0	-	-	0	-	-	0	-	-	0	-	-	-	-

*Sex Offenses	On Campus		Non-Campus		Public Property		Totals		Unfounded Reports	
	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014
Rape	0	-	0	-	0	-	0	-	0	-
Fondling	0	-	0	-	0	-	0	-	0	-
Incest	0	-	0	-	0	-	0	-	0	-
Statutory Rape	0	-	0	-	0	-	0	-	0	-

*Under the new reporting requirements set by the Violence Against Women Act for 2014, Sex Offenses are broken down into Rape, Fondling, Incest and Statutory Rape.

Hate Crimes	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Murder & Non-Negligent Manslaughter	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Negligent Manslaughter	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Sex Offenses – Forcible	*	*	-	0	-	-	0	-	-	0	-	-	0	-
Sex Offenses – Non-Forcible	*	*	-	0	-	-	0	-	-	0	-	-	0	-
Robbery	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Aggravated Assault	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Burglary	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Motor Vehicle Theft	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Arson	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Larceny/Theft	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Simple Assault	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Intimidation	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Destruction, Damage or Vandalism to Property	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Other Crimes (Involving bodily Injury)	0	-	-	0	-	-	0	-	-	0	-	-	0	-

**Automotive Service Center
Whitehouse Station, NJ**

Reporting Requirements for the term: January 2, to March 31, April 1, to June 26, and September 1, to December 22, 2015

Liquor, Drug, Weapons Violations

Arrests	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Drug Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Weapons Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-

Referrals for Disciplinary Action

Referrals	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Drug Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Weapons Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-

NOTE 1: A review of previously submitted Crime Statistics for the years of 2013 and 2014 was conducted by Raritan Valley Community College in 2016 to ensure crimes were properly classified. The Crime Statistics now posted in this year's report reflect any changes from those numbers originally posted in reports for 2013 and 2014 crime stats.

NOTE 2: There were no reporting requirements for crime statistics at the Automotive Service Center for the 2013 and 2014 terms.

Somerset County Emergency Services Training Academy Hillsborough, NJ

Reporting Requirements for the term: January 2, to April 23, 2015 and September 2, to December 14, 2015

Criminal Offenses	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Murder & Non-Negligent Manslaughter	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Negligent Manslaughter	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Sex Offenses – Forcible	*	*	-	0	-	-	0	-	-	0	-	-	-	-
Sex Offenses – Non-Forcible	*	*	-	0	-	-	0	-	-	0	-	-	-	-
Robbery	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Aggravated Assault	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Burglary	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Motor Vehicle Theft	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Arson	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Dating Violence	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Domestic Violence	0	-	-	0	-	-	0	-	-	0	-	-	-	-
Stalking	0	-	-	0	-	-	0	-	-	0	-	-	-	-

*Sex Offenses	On Campus		Non-Campus		Public Property		Totals		Unfounded Reports	
	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014
Rape	0	-	0	-	0	-	0	-	0	-
Fondling	0	-	0	-	0	-	0	-	0	-
Incest	0	-	0	-	0	-	0	-	0	-
Statutory Rape	0	-	0	-	0	-	0	-	0	-

*Under the new reporting requirements set by the Violence Against Women Act for 2014, Sex Offenses are broken down into Rape, Fondling, Incest and Statutory Rape.

Hate Crimes	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Murder & Non-Negligent Manslaughter	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Negligent Manslaughter	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Sex Offenses – Forcible	*	*	-	0	-	-	0	-	-	0	-	-	0	-
Sex Offenses – Non-Forcible	*	*	-	0	-	-	0	-	-	0	-	-	0	-
Robbery	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Aggravated Assault	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Burglary	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Motor Vehicle Theft	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Arson	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Larceny/Theft	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Simple Assault	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Intimidation	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Destruction, Damage or Vandalism to Property	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Other Crimes (Involving bodily Injury)	0	-	-	0	-	-	0	-	-	0	-	-	0	-

**Somerset County Emergency Services Training Academy
Hillsborough, NJ**

Reporting Requirements for the term: January 2, to April 23, 2015 and September 2, to December 14, 2015

Liquor, Drug, Weapons Violations

Arrests	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Drug Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Weapons Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-

Referrals for Disciplinary Action

Referrals	On Campus			Non-Campus			Public Property			Totals			Unfounded Reports	
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014
Liquor Law Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Drug Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-
Weapons Violations	0	-	-	0	-	-	0	-	-	0	-	-	0	-

NOTE 1: A review of previously submitted Crime Statistics for the years of 2013 and 2014 was conducted by Raritan Valley Community College in 2016 to ensure crimes were properly classified. The Crime Statistics now posted in this year's report reflect any changes from those numbers originally posted in reports for 2013 and 2014 crime stats.

NOTE 2: There were no reporting requirements for crime statistics at the Somerset County Training Academy for the 2013 and 2014 terms.