

Ramapo College Annual Campus Security and Fire Safety Report

2010 Clery Report

The Public Safety Department Policies and Practices/Crime Statistics booklet is also available at:
<http://www.ramapo.edu/facultystaff/publicsafety/index.html>

Campus Security and Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, (Public Law 110-315, the Higher Education Opportunity Act (HEOA)). The Public Safety Department at Ramapo College provides information on fire and crime statistics, crime prevention, law enforcement, crime reporting, and other related issues. The Associate Vice President for Student Affairs, the Chief Planning Officer, the Director of Public Safety, the Assistant Director of Public Safety, and the Director of Judicial Affairs meet regularly to discuss issues related to the health and safety of our students. All completed Incident Reports are reviewed by the Director of Public Safety, the Assistant Director of Public Safety and the Director of Judicial Affairs to ensure that crimes and referrals required under Clery are properly reported. The Mahwah Police Department provides the Ramapo College Public Safety Department with records to ensure that all crimes reported to either agency are known to both.

Each year, as required by law, crime statistics are disclosed in the Public Safety Department Policies and Practices/Campus Crime & Fire Statistics publication, available and downloadable at <http://www.ramapo.edu/facultystaff/publicsafety/index.html>. For a printed version of this publication, please contact the Department of Public Safety. The Clery Crime statistics are published nationally by the Federal Government at <http://ope.ed.gov/PublicSafety/search.asp>.

Campus Overview

Ramapo College of New Jersey

Ramapo College enrolls approximately 5,700 students and is located on a suburban 315-acre campus near major highways. The College has one main academic building, several residence facilities, a recreation center, a visual and performing arts center, and a number of smaller buildings housing individual academic or support units. Approximately 3,000 students live in College residence facilities. First-year students typically live in traditional suite-style or adjoining room configurations. Upper-classmen students live in traditional-style rooms and in garden-style apartments adjacent to one another.

The Ramapo College Public Safety Department (located in C-102, x6666)

The Public Safety Department is staffed 24 hours a day, 7 days a week, 365 days a year. Public Safety Officers provide assistance and protection to persons and property on the Ramapo College campus. They maintain orderly conditions and take measures required to assure observance of the law. Its 37 employees utilize foot and vehicle patrols to observe, report and respond to situations or activities with potential to pose a danger to persons or property.

PUBLIC SAFETY OFFICERS ARE UNARMED AND DO NOT HAVE POLICE POWERS.

Public Safety Officers respond to all complaints as soon as possible and, if the Officer or complainant requires local police assistance, Public Safety notifies the Mahwah Police Department. (There is a direct hotline to the Mahwah Police Department in the Public Safety Office.) Public Safety Officers have received First Aid and CPR training, in addition to instruction in campus Public Safety procedures. The College enjoys an excellent working relationship with the Mahwah Police Department. Their response to requests for assistance is very prompt.

Working Together for a Safer Campus

The Public Safety Department works actively with the Residence Life Office to review policies, procedures, and potential risks to students. Similarly, the Public Safety Department works directly with the Facilities Department to inspect the campus for light outages, overgrown vegetation, and other problems which could affect the safety of the campus. The Director of Public Safety and the Assistant Director of Public Safety conduct regular inspection tours together. Vehicle access to the campus is restricted at different times and in various places. Each year Public Safety Department staff members speak to potential and enrolled students about safety precautions and disclose crime statistics. The Public Safety Department is available to make presentations to student organizations. Resident Life Student Staff training includes a module on maintaining campus safety and Public Safety. Specific presentations are made annually to prospective and enrolled students as part of Admissions Office, First Year Experience, and Residence Life programming.

Public Safety Features

1. A total of 43 emergency "Blue Light" phones primarily in residence areas and parking lots.
2. Closed-circuit cameras in the main parking lot, in traditional-style residence life buildings and in some areas of the Village (while not continuously monitored, these cameras have provided evidence in successfully resolving a number of campus crimes and other incidents). The Department of Public Safety passively monitors more than 430 cameras throughout the campus and residence halls.
3. Safety screens on lower windows in some campus residence locations.
4. An after hours escort service when Public Safety Department staff are available for this duty.
5. Professional staff members who live on the campus and move about it as part of a regular "on-call schedule."
6. Public Safety statistical reports published in the student newspaper upon the invitation of the editor.
7. Campus "Timely Warnings" issued by the Public Safety Department to inform the community about ongoing dangers to their safety or well-being.
8. College-provided telephones available for every residence room, suite, or apartment that can be used to summon emergency assistance from the Ramapo Public Safety Department or the Mahwah Police Department.
9. Access devices to gain entry to residence halls as well as to individual rooms
10. A guest policy.
11. Lockable closet spaces in certain residence halls.
12. State-of-the-art fire suppression system and carbon monoxide detection systems.

All emergency vehicles, i.e. Mahwah Ambulance Corps, Mahwah Fire Department, are dispatched by the Mahwah Police Department. Do not call 9-911 unless an immediate and true emergency exists.

PUBLIC SAFETY TIPS

1. Be aware of your surroundings at all times; pay attention to what other people are doing.
2. Always lock your room and vehicle. Keep valuables out of sight.
3. Acknowledge that excessive alcohol consumption decreases your personal safety because your judgments are impaired. Do not compromise your own public safety.
4. Do not use shortcuts through the woods; stay on the lighted paths. Walk with a friend or in a group.
5. Look out for one another at all times.
6. If you are a campus resident, leave your valuables at home. If you bring valuable items, e.g., computers, televisions, etc., you are strongly encouraged to take them home during school breaks and purchase personal theft/damage insurance. The College cannot cover personal losses of any kind.
7. Vacate all buildings immediately when a fire alarm sounds and report to your instructor, residence life staff or college administrator.
8. Recognize that campus crimes are committed both by members of the College community and by outsiders.
9. Make prudent judgments in all your interactions with others and report suspicious persons or activities.

Reporting Crimes, Emergency Situations, or Violations of Ramapo College Policies

The policies of Ramapo College, which are enforced by the Public Safety Department, are made known to students, faculty, and staff through online College publications, including the Residence Agreement, the Guide to Community Living (for resident students), and the Student Handbook, all available at <http://www.ramapo.edu/administration/principalpub.html>.

1. To report a life or public safety-threatening incident or the commission of a serious crime, call 9-911. (Calls from internal Ramapo phones, including those in residence facilities, must be made by dialing “9” first and then 911.)
2. To report an emergency or violation of College policy, call Public Safety at 201.684.6666 (or extension 6666 if using an internal Ramapo College phone) or come to the Public Safety Office located on the ground floor of C-wing, Room C-102. (Ramapo College Public Safety TDD 201.684.7011)
3. Individuals may also report a crime or another matter of concern, including violations of College policy, by completing an Incident Report Form. These forms are available in the Public Safety Department Office (C-102). Persons using this form will be asked to provide their name and contact information.
4. Individuals may report violations of the law or other matters of concern using the “Complaint Form,” found on the Public Safety webpage of the Ramapo website. Complaint Forms are reviewed during regular business hours (9 a.m. – 4 p.m.) Monday-Friday. If an emergency is being reported, call ext. 6666 or dial 911. The “Complaint Form” allows for the reporting person to provide contact information if they wish to be contacted about the complaint.
5. Persons alleging the commission of a crime by a college employee should report that to the Director of Affirmative Action and Workplace Compliance. Refer to the Code of Conduct in the *Student Handbook* for further information about the College’s discipline system and policies regarding “Complaints Against Employees.”

All crimes, emergencies or matters requiring a response by Public Safety can be made directly to the Public Safety Desk at anytime during the day or night.

Investigating Crime and Violations Reports

All reported violations are investigated either by Public Safety Department personnel, by other appropriate college staff members, by outside law enforcement agencies, or by several of these groups working cooperatively depending on the nature of the complaint.

Resident Life Student Staff, On Call Administrators (OCAs), Emergency On Call Administrators (EOCCs), Public Safety Department personnel and other college staff complete Incident Reports when responding to the location of a crime or other event of concern to the public safety of the campus. All of these reports are reviewed by management personnel in the Public Safety Office and by the Director of Judicial Affairs. Reports concerning serious incidents are reviewed by the Associate Vice President for Student Affairs & the Chief Planning Officer.

Anyone reporting a crime or violation of policy must provide a clear description of the incident, who was involved, where it took place, when it took place, and, if known, how or why the incident came about. Be as specific as possible and give your name and the names of other witnesses.

If someone commits an act deemed immediately threatening and/or dangerous, certain College and On-Call Administrators can immediately affect an interim suspension from the College or from the residence halls alone. When serious violations of the law occur, the College alerts the Mahwah Police Department whose members can effect an arrest. Criminal court charges may then result in addition to campus judicial system proceedings. Students are strongly urged to report crimes and violations of College policy so they and their fellow students are protected to the maximum extent possible.

Crimes Reported To Campus Security Authorities and Others

Campus Security Authorities

As a result of the final rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those designated "Campus Security Authorities". The Clery law requires that persons designated "Campus Security Authorities" notify the institution about crimes they have learned about from persons believed to be acting in good faith. At Ramapo College "Campus Security Authorities" must report these crimes to the Director of Public Safety or to the Associate Vice President for Student Affairs. "Campus Security Authorities" include (in addition to Public Safety Department personnel themselves) staff members who have "significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings". The job titles so designated by Ramapo College are as follows:

- Admissions Office Professional Staff
- Advisement Office Professional Staff
- Affirmative Action and Workplace Compliance Director
- EOF Office Professional Staff
- Financial Aid Office Professional Staff
- Registrar's Office Professional Staff
- Resident and Student Assistants (ORL)
- Student Affairs Division Staff
- Student Organization Advisors (including Greek Advisors)
- Summer Camp and Conference Directors
- International and Intercultural Education Office Staff
- Human Resources Professional Staff

When the college learns of a crime in this way, it is included in the annual crime statistics report and is entered in the Daily Crime Log. The Public Log does not list the names of alleged victims or perpetrators. If, in the judgment of the Director of Public Safety, the crime meets the conditions for a Timely Warning, one will be issued.

Professional Counselors and Pastoral Counselors

Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be "Campus Security Authorities" and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of Ramapo College policy, these persons are encouraged to inform persons being counseled of the procedures in place to report crimes on a voluntary basis for inclusion in the annual crime statistics. Ramapo College Professional Counselors and Pastoral Counselors are also strongly encourages to report all crimes of which they become aware. This can be done without identifying any of the parties involved if anonymity has been requested or is advised but it also allows for others in the college community to have an accurate picture of campus crime. The Clery Regulations define counselors as follows:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. At Ramapo College, there are clergy and others appropriately recognized as fitting that definition who are associated with the Campus Ministries Office.

Professional Counselor

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. At Ramapo College, this means all the counselors employed in the Counseling Center, as well as the consulting psychiatrist. Health Services professional staff follow the regulations appropriate for their licensing.

College Judicial/Disciplinary System

Any person who wishes to file a complaint against a student should submit it in writing to the Public Safety Office. Complaints regarding student violations of the Code of Conduct are forwarded to the Associate Vice President for Student Affairs and the Director of Judicial Affairs for review and are always taken seriously. The Director of Judicial Affairs will review the complaint, determine the applicability of charges and, when appropriate, assign the complaint to a disciplinary proceeding for adjudication. Complaints involving violations of the Code of Conduct that may result in suspension or expulsion will be assigned to a College Judicial Board hearing (full description is available in the *Student Handbook*). Other complaints will be assigned to College and Residence Life Disciplinary Conferences. (Full description is available in the *Student Handbook*.) The results of these disciplinary meetings are confidential and can only be disclosed under narrow circumstances as permitted by law.

NUMBERS TO CALL FOR HELP

Ramapo College Numbers:

Director of Public Safety/Assistant Director of Public Safety	201.684.7788 or 7789
Chief Planning Officer	201.684.7621
Associate Vice Presidents for Student Affairs	201.684.7456
Center for Health and Counseling Services:	
Counseling Services	201.684.7522
Health Services.....	201.684.7536
Residence Life	201.684.7461
Human Resources	201.684.7498
Women's Center	201.684.7468
Emergency Information Line and College Closing Announcements.....	201.236.2902
Assault Contact Team (A.C.T.)	201.684.7222
Link: http://www.ramapo.edu/students/act/index.html	
Director of Judicial Affairs	201.684.7869
important college publications on Intranet (guide.ramapo.edu).....	Click on Principal Publications
From Internet Home Page (ramapo.edu).....	Click on Student Life

Outside Numbers:

Police or Fire (emergency only)	9-911
Mahwah Police Department (non-emergency)	201.529.1000
Bergen County Victim Witness Advocacy Unit	201.646.2057
Bergen County Rape Crisis Center Hotline	201.487.2227
Alternatives to Domestic Violence (a Division of the Bergen County Dept of Human Services) 201.336.7575	
Bergen County Prosecutor's Office.....	201.646.2300

Call Public Safety on extension 6666 using internal phones, or dial 201.684.6666 using outside phones (TDD 201.684.7011). All internal office or residence phones require that "9" be dialed first in order to reach numbers outside the College.

Policies, Processes and Regulations

Emergency Communication

Timely Warning Reports – (Clery Act)

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety, constitutes a serious or continuing threat to the college community, a campus wide “Timely Warning” will be issued. This warning may be deemed an immediate threat to the community and will be issued through the college e-mail system and the Alert Me Now emergency notification system to students, faculty, and staff, and will be posted on paper outside of the Public Safety Office. When appropriate, the notice will also be posted on the college’s intranet (front page and/or Public Safety Department pages) at ramapo.edu and posted on main entrance doors within the residence community.

Evacuation of Campus

In the event of a large-scale event on or off of the campus which requires the evacuation of the entire campus, evacuation will be done under the direction of the Mahwah Police Department and Mahwah Fire Department/Office of Emergency Management and the Department of Public Safety..

Evacuation Procedures

Vehicles parked in the main, Bradley Center, Laurel Garage, Facilities, Student Center, and Health Services Lots will be directed out of the SOUTH Gate and directed to make a “LEFT TURN” only onto Route 202, away from the Main (North) entrance.

Vehicles parked on the NORTH side of the campus, Mackin/Bischoff, CPA, Overlook and the overflow gravel lot will be directed to exit the campus via the NORTH/Main entrance. This traffic will be directed to make the “RIGHT TURN” onto Route 202.

It is important that no evacuation of the campus be taken unless authorized by the Public Safety Department or Mahwah Police Department. Evacuation routes may change as a result of conditions on roadways surrounding the campus.

Evacuation of Campus Buildings

When a Fire Alarm or other means of notification requires evacuation of a campus building the occupants are to proceed to the assigned “Evacuation Assembly Site” and check-in with a “Fire Marshal” or administrator from the building. Once at the Evacuation Site for the building await further instruction. Evacuation Assembly sites are marked by signage in the area of each building. Once a building is evacuated, do not re-enter unless instructed to do so by the Fire Marshal or other law enforcement official. If you believe someone is trapped in the building notify arriving emergency workers of the situation.

Missing Student Procedures

To maintain compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), The Department of Public Safety has the authority and responsibility to investigate reports of missing students.

All reports of missing students shall be directed to the Department of Public Safety, which will conduct an investigation in accordance with the policy and procedure.

Procedures:

The student will be reminded at least once during an academic year to verify their emergency contact information in the student system(s).

Reports of a missing student can be taken by director/assistant director of residence life, resident assistants (RAs), Public Safety Officers, or other members of the Campus. In all cases these reports will be referred to Public Safety immediately for follow up and investigation.

The Desk Officer notifies the Director of Public Safety/Chief of a reported missing student. The OCA (On-Call Administrator) notifies the Director of Residence Life, the Associate Vice President(s) in Student Affairs, and the Provost of a reported missing student.

When a student (regardless of resident or non-resident status) is reported "missing" by anyone (friend, relative, roommate or other) to the Department of Public Safety, a Public Safety Officer will attempt to identify the last time the student was seen. In the event a student is under 18 years old and not emancipated, their legal guardian will be contacted. If attempts to contact student are unsuccessful, the College will proceed with the investigation. After initial attempts to locate the student are unsuccessful, the Mahwah Police Department will be notified *within* 24 hours that the student is missing and all information gathered will be shared with them.

Daily Crime Log: Policies and Access – (Clery Act)

The Clery Act requires that the college maintain a daily Public Crime Log covering the most recent 60-day period. Ramapo's log is located in the Public Safety Office (C-102) and is available for public viewing 24 hours/day, 7 days/week, 365 days/year. Persons wishing to view the Public Crime Log should simply state their desire to do so to the Desk Officer and ready access will be provided. If someone requests information beyond the 60-day window, it will be provided within 2 business days. The Log contains information about the nature of the reported crime, the date and time reported, the date and time it occurred, the general location, and the disposition of the matter by the college.

All crimes (not just Clery-reportable crimes) are entered into the Log. Log entries must be made within two business days of the report being made to the Public Safety Department. There are two exceptions when entries are permanently excluded from the Public Log. One is when the disclosure is prohibited by law, and the other is if the disclosure would jeopardize the confidentiality of the victim. In addition, there are four instances when information may be temporarily withheld from the Public Log. This withholding can only take place when there is clear and convincing evidence that the release of information would (1) jeopardize an ongoing investigation; or (2) jeopardize the safety of an individual; or (3) cause a suspect to flee or evade detection; or (4) result in the destruction of evidence. Once the release of the information will no longer likely cause one of these adverse effects, it will be placed in the Public Log. Only law enforcement personnel (not Public Safety Department personnel) can determine following an investigation that a crime is "unfounded" (i.e. did not occur). "Unfounded Crimes", which are very rare, are not included in the annual statistical report.

Sexual Assault and Prevention

Sexual assaults harm individual victims and represent the possibility of ongoing harm to others. Ramapo College regularly schedules presentations and workshops concerning sexual assault under the auspices of its Student Development Office (including the Women's Center), the Center for Health and Counseling Services, and the Public Safety Office. Sexual assault is a topic also addressed during First Year Experience programs and the mandatory First Year Seminar. All these presentations stress the necessity for clear communications regarding desired or undesired sexual interactions, common myths about sexual assault, as well as the extraordinarily negative role played by alcohol misuse and drug abuse in relation to sexual assaults

Sexual Assault

1. Victims of sexual assaults should call 9-911 immediately and/or the Department of Public Safety at 201.684.6666 and request that the Public Safety Office immediately summon the On-Call Administrator (OCA) and/or the Emergency On Call Counselor (EOCC). students may also report a sexual assault to the Associate Vice President for Student Affairs at 201.684..7456.
2. When a student requires immediate medical attention in the opinion of a responding college official, Public Safety will call the Mahwah Police in order to summon an ambulance or other health emergency responders.
3. Assault victims will be advised of their rights under the NJ Sexual Assault Victims Bill of Rights. Victims should not bathe, shower, clean their clothing or use the toilet if evidence is to be optimally preserved, although evidence can be collected, even if this has occurred for up to 120 hours (5 days).
4. the student will be provided other helpful campus and outside service providers, including health care providers, including the . **Assault Contact Team (ACT)**

In the aftermath of a sexual assault, victims have many decisions to make and many choices regarding the type of assistance they may want.

The Ramapo College **Assault Contact Team (ACT)** is a group of trained professional staff members who provide services for victims of sexual assault. **ACT** ensures that the college is in compliance both with federal and state reporting regulations and with state guidelines for victims' rights.

Any student who has been assaulted or thinks he or she may have been assaulted should [contact an ACT member directly](#).

An ACT member will:

- Listen and provide sensitive, nonjudgmental support
- Review the victim's rights under the NJ Sexual Assault Victims Bill of Rights
- Explain the types of medical care necessary after an assault
- Assist in making arrangements for getting medical care
- Review legal and/or judicial options, so that the student can make an informed decision about what action to take
- Assist in filing a formal report if the student should decide to do so
- Review additional resources and options
- Provide follow-up assistance if desired

Students who have been assaulted can receive assistance from A.C.T. or from other Student Affairs Division staff members in considering a number of legal and disciplinary system options which are available to them. Students may:

- a) file criminal charges with local law enforcement authorities;
- b) file civil charges in the outside courts;
- c) either independent of, or in conjunction with these actions, file a complaint which will be heard through the internal campus judicial system (if the attacker is a Ramapo College student) or through other processes (if the attacker is a College employee);
- d) decide not to file charges.

Campus authorities will assist the student in notifying the local law enforcement authorities when requested. All these options, both on campus and off, require that certain due process regulations be followed and that both parties retain the right to present evidence or witnesses. Students may be accompanied by an advisor, but must provide direct testimony in campus judicial proceedings and in court. This advisor may be an attorney. Please see "Rights in All Disciplinary Proceedings", Section 'J' of the College Code of Conduct. In both outside court cases and internal judicial proceedings, the accuser and the accused will be informed of the final outcome.

The Center for Health and Counseling Services (D-216), which houses the College's mental health professionals, is an available resource to assist victims of sexual assault as is the Director of the Women's Center (C-220). The Bergen County Rape Crisis Center Hot Line **(201-487-2227)** maintains a 24-hour a day service through which trained counselors assist victims of sexual assault.

Ramapo College reports all sexual assaults of which it is made aware, regardless of the circumstances. Students are strongly urged to report sexual assaults to College authorities and to the police in order to protect themselves and others. The *Student Handbook* outlines all the sanctions which may be applied when any disciplinary case is brought forward. Students found responsible for sexual assaults through the campus judicial process should expect serious consequences, including the very real possibility of suspension or expulsion from the College.

Students who report having been sexually assaulted may request to be relocated with regard to their on-campus residence assignments, as well as their class schedules if proximity may bring them into contact with a person they identify as their attacker. Such requests will be granted whenever possible.

Please also see the *Student Handbook Addendum* for the College policy entitled, "Anti-Discrimination Policy" which includes information regarding sexual harassment. Please note, too, that the provisions of New Jersey's "Campus Sexual Assault Victim's Bill of Rights" published in the *Student Handbook* are strictly followed and are carefully reviewed in writing with victims.

Campus Sex Crimes Prevention Act

The "Campus Sex Crimes Prevention Act" is a federal law enacted October 28, 2000, that calls for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The act amends the "Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act" to require sex offenders already required to register in a state to provide notice, as well, of each institution of higher education in that state at which the offender is employed, carries on a vocation or is a student. State procedures ensure that this registration information is then promptly made available to law enforcement agencies with jurisdiction where institutions of higher education are located and that it is entered into appropriate state records or data systems.

This act also amends the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the campus community of how to obtain information provided by a state concerning registered sex offenders. That statement is as follows: The Mahwah Police Department maintains information on "Megan's Law" (New Jersey's disclosure mechanism) at: <http://www.mahwahpd.org/meganslaw.php>. For additional information, contact the Mahwah Police Detective Bureau at 201.529.1000 ext. 216, or the Bergen County Prosecutor's Office at 201.646.2300. In the State of New Jersey, information about registered sex offenders can be found through the New Jersey Department of Law and Public Safety's N.J. Sex Offender Internet Registry at: http://www.state.nj.us/lps/njsp/info/reg_sexoffend.html. If you experience technical problems or have inquiries about the Sex Offender Registry, please e-mail the NJ Department of Law & Public Safety's Citizen Services at: lpaciti@lps.state.nj.us.

FBI Definitions of Crime Categories for Required Statistical Reporting

The Clery Act requires that certain crimes be reported each year. The following definitions are excerpted from the *“The Handbook For Campus Crime Reporting”*, U.S. Department of Education. These definitions are provided to assist the reader in understanding the crimes that are reported in this report.

Sex Offenses:

Forcible Rape: The carnal knowledge of a 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

Forcible Sodomy: Oral or anal sexual intercourse with 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, hand gun, stick, etc.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent (which in New Jersey is 18). If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory.

Criminal Homicide:

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

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

Robbery: The taking or attempting to take anything of value 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.

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

Burglary: The unlawful entry of a structure to commit a felony or a 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; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft in all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

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.

Hate Crimes: Hate crimes are those listed above (or any other crime involving bodily injury, larceny, theft, simple assault, intimidation, destruction, damage or vandalism of property are reported to local police agencies or to a campus Public Safety authority) that manifest evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias are: race, gender, religion, sexual orientation, ethnicity or disability.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence or drunkenness. Include in this classification: the manufacture, sale, transporting, furnishings, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons, Possessing, Carrying, etc. : The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Theft: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. In 2010, there were eighty-nine (89) thefts on the Ramapo College campus.

Crime Statistics

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act
Reported crimes may involve individuals not associated with the institution**

CATEGORY	CLASSIFICATION	200820092010		
CRIME REPORTS				
<u>Criminal Homicide</u> -Murder and non-negligent manslaughter	Campus ¹	0	0	0
	Campus Residential Facilities	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	0
<u>Criminal Homicide</u> -Negligent manslaughter	Campus ¹	0	0	0
	Campus Residential Facilities	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	0
<u>Sex Offenses</u> - Forcible	Campus ¹	6	3	11
	Campus Residential Facilities	6	3	11
	Non-campus Buildings or Property	1	0	0
	Public Property	0	0	0
	Total	7²	3	11
<u>Sex Offenses</u> - Non Forcible	Campus ¹	0	0	0
	Campus Residential Facilities	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Robbery	Campus ¹	0	0	0
	Campus Residential Facilities	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Aggravated Assault	Campus ¹	1	0	0
	Campus Residential Facilities	1	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	1	0	0
Burglary	Campus ¹	8	16	3
	Campus Residential Facilities	5	12	2
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	8	16	3
Motor Vehicle Theft	Campus ¹	2	3	3
	Campus Residential Facilities	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	2	3	3
Arson	Campus ¹	2	3	0
	Campus Residential Facilities	2	3	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	2	3	0

. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act Reported crimes may involve individuals not associated with the institution.

CATEGORY	CLASSIFICATION	200820092010		
Hate Crimes (Involving Bodily Injury, Larceny, Theft, Simple Assault, Intimidation, Destruction, Damage, or Vandalism of Property)	Campus ¹	0	0	0
	Campus Residential Facilities	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	0
ARRESTS				
Liquor Law Violations	Campus ¹	3	7	12
	Campus Residential Facilities	1	7	12
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	3	7	12
Drug Abuse Violations	Campus ¹	22	11	32
	Campus Residential Facilities	20	7	27
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	22³	11	32
Weapons - Possessing, Carrying, etc.	Campus ¹	1	0	0
	Campus Residential Facilities	1	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	1	0	0

DISCIPLINARY REFERRALS

Liquor Law Violations	Campus ¹	652	700	783
	Campus Residential Facilities	639	666	705
	Non-campus Buildings or Property	4 ⁴	0	0
	Public Property	0	0	0
	Total	656	700	783
Drug Abuse Violations	Campus ¹	9	22	26
	Campus Residential Facilities	9	22	26
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	9	22³	26
Weapons - Possessing, Carrying, etc.	Campus ¹	1	0	1
	Campus Residential Facilities	1	0	1
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	1	0	1

¹ This category includes all on-campus incidents, including those listed in the category, "Campus Residential Facilities."

² In most incidents, the victim was acquainted with the perpetrator.

³ In one incident, 12 individuals were referred for disciplinary action.

⁴ In Fall 2008, some students resided in an off-campus hotel

Key to Hate Crime Notations: Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D)

Clery Act Reporting Definitions:

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 residence halls; and any building or property that is within or reasonably contiguous to the area identified above of this definition, 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). "Campus Residential Facilities" is a subset of the number listed under "Campus."

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 reasonably contiguous geographic area of the institution.

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.

All the above crimes and other actions which violate the Ramapo College Code of Conduct are subject to the imposition of sanctions administered by the campus judicial system, as well as criminal or civil penalties imposed by municipal, State, or Federal courts. The student newspaper receives a yearly summary concerning cases adjudicated on campus. Ramapo does not authorize, supervise, or recognize any off-campus residences or other student organization buildings other than residence space occasionally rented at local hotels by Ramapo College itself. The statistics in this report refer exclusively to acts committed on the Ramapo College campus, in non-campus buildings or property, and public property as defined above.

Alcohol and Other Drugs - Assistance and Education

Getting Help For An Alcohol/Other Drug Problem

Free, confidential counseling is available to students and employees through the Campus Center for Health and Counseling Services (Room D-216; 201.684.7522). The staff includes a consulting psychiatrist, psychologist, clinical social worker, psychotherapist, and a counselor specializing in substance abuse and violence prevention. All staff members in the Center receive extensive ongoing training regarding substance abuse and related issues. Information regarding the services available through the Center for Health and Counseling Services can be found online at <http://www.ramapo.edu/students/counseling/index.html>.

Local and Area Agencies:

A. Bergen County

- Bergen Regional Medical Center, 230 E. Ridgewood Avenue, Paramus, NJ 07652;
 - Clinics
 - Children's Mental Health Center, **201.967.4000**
 - Behavioral Health (Mental Health), **201.967.4080**
 - Evergreen (Detox & Outpatient) Treatment Center, **201.967.4303** (Main number for outpatient program) **201.967.4194** (Detox).
 - West Bergen Mental Health Center, 120 Chestnut Street, Ridgewood, NJ 07450; **201.444.3550**.
 - Family Counseling Service of Ridgewood, 148 Prospect Street, NJ 07450; **201.445.7015**.
 - High Focus Center, 40 Eisenhower Drive, Paramus, NJ, 07652; **201.291.0055 or 1.800.777.FOCUS**
 - Mid Bergen Community Mental Health Center, 610 Valley Health Plaza, Paramus, NJ 07652-3607; **201.626.0645**

B. Essex County

- Alcohol Dependence Treatment Program, East Orange VA Medical Center, 385 Tremont Avenue, East Orange, NJ 07018; **973.676.1000**, ext.1558.
- Newark Beth Israel (substance abuse), 201 Lyons Avenue, Newark, NJ 07112; **973.926.7857** (Inpatient);
210 Lehigh Avenue, Newark, NJ, **973.926.7026** (Outpatient).

- Turning Point, 125 Fairview Avenue Complex, Essex County Hospital Grounds, PO Box 111, Verona, NJ 07044, **973.239.9400**.

C. Passaic County

- Beth Israel Hospital, North Jersey Addiction/Recovery (Intensive Outpatient), 70 Parker Avenue, Passaic, NJ 07055; **973.365.8500**
- Straight and Narrow (Outpatient), 508 Straight Street, Paterson, NJ 07501; **973.345.6000**.
- New Life Recovery Program (Outpatient), 1810 Macopin Road, West Milford, NJ 07480; **973.728.7788**. or 265 Rt. 46 West, Totowa, NJ 07512, **973.837.9669**.

D. Rockland County

- Good Samaritan Hospital (Inpatient detox), 255 Lafayette Ave., Suffern, NY 10901; **845.368.5242**.
- Recovery Center of Nyack Hospital, 160 Midland Avenue, Nyack, NY 10960; **845.348.2070** (Inpatient); (detox and rehab) **845.348.6760** (Outpatient). or 100 Bethune Ave., Spring Valley, NY, 10977, **845.348.6780**.

E. For Employees of the State of New Jersey

- Employee Advisory Services, New Jersey Training and Conference Center, 200 Woolverton Avenue, Building 20, 4th Floor, PO Box 320, Trenton, NJ 08625-0320; 1.800.EAS.9133, **609.292.8543**, Fax: 609.633.8584, **Web: www.state.nj.us/personnel**. Confidential counseling with clinical psychologist for substance abuse problems; no charge. If you require further medical help or outside counseling, you may use your employee health benefits plan.

F. For Ramapo College Employees

- The Employee Assistance Program is a service for Ramapo College faculty and staff and their household members. The EAP offers short term counseling and referral for problems ranging from work-related concerns to personal difficulties that affect an individual's everyday life. Ramapo College's Department of Human Resources has arranged with Employee Consulting Associates (ECA) to provide this service to you and your household members at no cost. Dr. Michael J. Kahn is the Director of ECA. Dr. Kahn may be reached by:
Telephone: **888.291.1524 or 973.761.5303**
Fax: **973.761.5005**
E-Mail: **drmjkahn@aol.com**
Details are available at: <http://ww2.ramapo.edu/facultystaff/hr/eap.aspx?id=7636#about>

Health Risks From Alcohol And Other Drug Misuse/Abuse (Facts About Drugs)

(used with permission from Parlay International, NJ Prevention Network & US DOJ/ DEA)

1. **ALCOHOL:** Central nervous system depressant. **Short term effects** (*begins with the first drink, increasing as the number of drinks increase*): slowed brain and nervous system activity, lowered inhibitions, impaired judgment, affected learning, behavior, and mood; reduced coordination, blurred vision, muddled speech; distorted memory. **Long term effects:** physical dependence, digestive ailments; sexual impotence, infertility/sterility; liver damage, heart problems; nerve/brain damage; memory loss; **for women:** difficult menstruation and greater likelihood for miscarriages. **Heavy drinking can lead to excessive irritability, violent behavior, severe depression, severe withdrawal effects; death from inability to breathe, heart failure, suicide.**
2. **MARIJUANA:** (Pot, Herb, Smoke, Grass, Reefer, Boo, Joint, Chronic). THC is the main active ingredient; contains 400+ chemicals. **Short term effects:** impairment of short-term memory and logical thinking; impaired ability to concentrate and learn; confusion; restlessness, excitement, anxiety; impaired coordination, motor skills; altered perception. **Long term effects:** slow, confused thinking; risk of chronic bronchitis; lack of motivation; problems in the respiratory, immune, and/or reproductive systems.
3. **ECSTASY/MDMA:** (E, Adam, XTC, X, M, Bean, Roll). Synthetic, psychoactive, mind-altering drug; amphetamine and hallucinogenic properties. Snorted, smoked, injected, or used as a suppository;

tablets are branded. **Short term physical effects (felt within twenty to forty minutes and last four to six hours):** increased heart rate, blood pressure, body temperature; dehydration, hypothermia; involuntary teeth clenching; dilated pupils, sweating. **Short term psychological effects:** increased energy, sexual arousal, need to be touched, need for stimulation; confusion, depression, sleep problems, drug cravings, paranoia, and severe anxiety. **After effects (one to two days):** drowsiness; muscle aches; fatigue; depression; difficulty concentrating; irritability; stomach cramps/nausea; headaches; electrolyte imbalance; blurred vision; chills; sweating, dullness of senses. **Long term effects:** rapid weight loss; acute renal kidney failure; cardiovascular collapse; liver failure; respiratory failure; brain damage; psychosis; depression.

4. **COCAINE:** (Coke, Snow, Nose Candy, Flake, Blow, Big C, Lady, White, Snowbirds). Two forms: cocaine hydrochloride and “crack”/“rock”; both forms very addictive. **Short term effects:** constricted peripheral blood vessels, dilated pupils; increased temperature, heart rate, blood pressure; loss of appetite; feelings of irritability, confusion, paranoia, restlessness; respiratory failure, cardiac arrest, seizures. Highs last fifteen to thirty minutes when snorted; five to ten minutes when smoked. **Long term effects:** damage to lungs, nasal tissue and septum (snorting), resulting in collapse; physical dependence; severe weight loss; paranoia, hallucinations; destruction of liver cells.
5. **DXM (Dextromethorphan):** (Dex, DXM, Robo, Tussin, Skittles, Vitamin D, Robodosing, Robotripping). Found in many over-the-counter semi synthetic narcotics – commercial cough suppressants (legal); produced (illegally) in form of tablets to look similar to XTC; either is used in combination with other OTC drugs; often as alternative to XTC. **Effects:** increased body temperature, sweating, dry mouth, dry, itchy skin; blurred vision, hallucinations, cognitive alterations, delusions, dissociative state; nausea, abdominal pain, vomiting; irregular heartbeat, high blood pressure; numbness of fingers/toes; headache, loss of consciousness, death.
6. **OPIOIDS (OxyContin), hydrocodone (Vicodin):** Opioids attach to opioid receptors in the central nervous system (the brain and the spinal cord), preventing the brain from receiving pain messages. **CENTRAL NERVOUS SYSTEM (CNS) Depressants (Valium, Xanax):** slow down brain activity by increasing the activity of neurotransmitter called GABA. The result is a drowsy or calming effect. Abuse of these drugs can cause problems with the senses (especially vision and hearing) and can lead to confusion, stomach pain, numbness and even hallucinations.
7. **GHB (Gamma Hydroxybutrate):** (Grievous Bodily Harm, G, Liquid Ecstasy, Georgia Home Boy, Gamma-oh, Goop, EZ Lay). Central nervous system depressant; illegally manufactured as a clear liquid (slightly thicker than water), white powder, tablet, capsule; odorless, tasteless (slightly salty when liquid). **Effects:** felt within fifteen to thirty minutes, lasts for three to six hours; early sense of euphoria, followed by drowsiness, confusion, stupor, nausea/vomiting; decreased heart rate, blood pressure and respiration; low levels: reduction of social inhibitions, increased libido, aggressive and/or sexual behavior; high levels: insomnia; after effects last up to 4 hours; date rape drug. **Overdose of GHB (overdose is very easy due to various concentrations produced; fine line between low and high dose):** seizures; coma; death. Recognizing overdose: failed muscle coordination, involuntary movement of eyes, hypothermia, vomiting, decreased heart rate.
8. **HEROIN:** A “downer” affecting brain pleasure system and interferes with ability of brain to perceive pain. (Smack, Horse, Mud, Brown Sugar, Junk, Black Tar, Big H, Dope, Skag). White or brown powder or tar-like substance; injected, inhaled, or smoked; packaged in *Tallisines*. **Short term effects:** slurred speech; slow gait; constricting pupils, impaired vision, droopy eyelids; flushing of the skin, dry mouth; heavy extremities; fluctuation between wakeful and drowsy states. **Long term effects:** collapsed veins; infection of heart lining and valves; abscesses; liver disease; pneumonia; clogged arteries; physical dependence.
9. **KETAMINE:** (Special K, Vitamin K, New Ecstasy, Super-K, Breakfast Cereal, Psychedelic Heroin, K, Ket). Central nervous system depressant; effects usually last twenty to thirty minutes, but can last up to sixty minutes. **Short term effects:** delirium, profound hallucinations; lack of motor function; lack of feeling; convulsions, vomiting; increased heart rate; potentially fatal respiratory problems; memory

difficulties. **Long term effects:** tolerance quickly built up if used regularly; psychological and/or physical dependence.

10. **LSD (Lysergic Acid Deethylamide):** (Acid, Microdot, Tabs, Doses, Trips, Hits, Sugar Cubes). Hallucinogen, potent mood changing chemical; colored tablets, blotter paper, clear liquid, squares of gelatin. **Short term effects:** begin thirty to forty minutes after use, effects peak at two to six hours; dilated pupils; increased body temperature, heart rate, blood pressure; sweating; loss of appetite; sleeplessness; tremors; radical change in emotions; hallucinations, delusions, panic. **Long term effects:** flashbacks occur suddenly/without warning, may occur over a year after use.
11. **METHAMPHETAMINE:** (Chalk, Crank, Croak, Crypto, Crystal, Fire, Glass, Meth, Speed, White Cross). Addictive stimulant; crystal-like powdered substance, sometimes rock-like chunks or glass-like shards; white or yellowish; taken orally, injected, snorted or smoked. **Short term effects:** (only after small doses): increased wakefulness, increased physical activity; decreased appetite; increased respiration, hyperthermia, euphoria; other effects: irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, aggressiveness, death (due to hyperthermia and convulsions). **Long term effects:** increased heart rate, blood pressure; strokes, irregular heartbeat, extreme anorexia.
12. **NITROUS OXIDE (Laughing Gas, Whip-its).** Inhalant, colorless and sweet-smelling; inhaled with use of balloons, whipped-cream containers or small canisters. **Short term effects:** intoxication, feeling less inhibited, less in control; loss of consciousness; headache, muscle weakness; abdominal pain; mood swings; numbness and tingling of hands and feet; hearing loss; nausea; fatigue; lack of coordination. **Long term effects:** respiratory failure, central nervous system or brain damage; death.
13. **PCP (Phencyclidine):** (Angel Dust, Ozone, Rocket Fuel, Peace Pill, Elephant Tranquilizer, Dust). Hallucinogen, white crystalline powder readily dissolved in water; bitter chemical taste; tablets, capsules, colored powders; usually snorted or smoked with tobacco or marijuana. **Short term effects:** Small doses: slightly increased breathing rate, increased blood pressure, pulse rate; shallow respiration; rapid, involuntary eye movement; flushing, profuse sweating; slurred speech; numbness, lack of muscle control; changes in body awareness; extreme manifestations of rage, power, strength, invulnerability. High doses: decreased blood pressure, respiration; nausea, vomiting; blurred vision; drooling; large motor dysfunction, dizziness; auditory hallucinations, image distortion, mental turmoil, amnesia, blank stare, mangled and sparse speech; acute anxiety or paranoia, feelings of impending doom; Overdose: (seizure/coma); death from cardiac or respiratory arrest or stroke. **Long term effects:** memory loss, speech difficulties; depression, psychoses, mood disorders; weight loss; loss in fine motor skills, loss in short-term memory.
14. **RITALIN (Methylphenidate):** (Kibbles and Bits, Pineapple): pharmaceutical stimulant mainly used to treat ADHD. Effects less potent than amphetamines, more potent than caffeine; pill or tablet; crushed, snorted; dissolved in water and injected. **Short term effects:** nervousness, insomnia, loss of appetite, nausea/vomiting, dizziness, palpitations, headaches; changes in heart rate and blood pressure; skin rashes/itching; weight loss, digestive changes, abdominal pain; toxic psychoses, psychotic episodes; dependence, withdrawal syndrome. **Long term effects:** loss of appetite, malnutrition; tremors/muscle twitching; fevers, convulsions, headaches; irregular heartbeat and/or respirations; delusions; excessive repetition of movements and meaningless tasks.
15. **ROHYPNOL (Flunitrazepam):** (Roachies, La Roche, Rope, Rib, Rophies, Roofies, Mexican Valium, "Forget Me Pill"). Central nervous system depressant; seven to nine times more potent than valium; used as a tablet or mixed with a drink. **Short term effects:** felt within fifteen to twenty minutes when taken orally; muscle relaxation, slowed psychomotor responses; lowering of inhibitions; nausea, vomiting, dizziness; disorientation and blackouts when taken with alcohol; lasts for eight to twelve hours. **Long term effects:** decreased blood pressure; persistent dizziness and confusion; withdrawal; physical dependence; anxiety, insomnia, intense dreaming; seizures.

Drug Free Workplace Policy

Ramapo College is committed to maintaining a drug free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on College premises.

Drug Free Workplace Procedure

Ramapo College is committed to maintaining a drug free workplace in compliance with applicable laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on College premises. At the discretion of the College, any employee convicted of a drug offense involving the workplace shall be subject to employee discipline and/or required to satisfactorily complete a drug rehabilitation program as a condition of continued employment.

The illegal use of controlled substances can seriously injure the health of employees; adversely impair the performance of their responsibilities; and endanger the safety and wellbeing of fellow employees, students, and members of the general public. Therefore, the College urges employees engaged in the illegal use of controlled substances to seek professional advice and treatment. Such employees are invited to contact the Department of Human Resources for information about available assistance. Faculty and staff may also contact the Employee Assistance Program provided by Employee Consulting Associates, **1.888.291.1524** or the Civil Service Commission's Employee Advisory Service directly at **609.292.8543**. Information is available at <http://ww2.ramapo.edu/facultystaff/hr/eap.aspx?id=7636#about>.

As a condition of employment, Ramapo College employees must notify their supervisor if they are convicted of a criminal drug offense involving the workplace within five days of the conviction. In the event any such conviction involves an employee working on a Federal contract or grant, the College will notify the granting or contracting Federal agency within ten days of receiving notice of a conviction. A statement to this effect shall be given to all employees.

This statement and its requirements are promulgated in accordance with the requirements of the Drug Free Workplace Act of 1988 enacted by the United States Congress. The College will continue its efforts to maintain a drug-free environment by adhering to the above policy and by providing ongoing drug awareness programs.

STATE OF NEW JERSEY EXECUTIVE ORDER NO. 204

WHEREAS, the problem of drug abuse is adversely affecting the lives and safety of our citizens; and

WHEREAS, the abuse of drugs in the workplace, among other things, reduces job efficiency, increases absenteeism and sick leave, and, most importantly, jeopardizes the lives and safety of fellow employees and citizens; and

WHEREAS, the State of New Jersey has a vital interest in promoting a safe and drug-free workplace and in ensuring our citizens that public safety employees do not threaten life and limb due to the abuse of drugs; and

WHEREAS, the Federal Drug-Free Workplace Act of 1988, Public Law 100-690, Title V, Subtitle D, conditions receipt of Federal grant funds upon the grantee's agreement to provide a drug-free workplace; and

WHEREAS, the Federal Drug-Free Workplace Act requires a grantee to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, to specify actions that may be taken against employees who violate the prohibition, to establish a drug-free awareness program for employees, to require employees and employers to give notice of any conviction for a drug offense committed in the workplace; and

WHEREAS, the citizens of the State greatly benefit from the State government's participation in Federally funded programs;

NOW, THEREFORE, I, THOMAS H. KEAN, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the Statutes of this State, do hereby ORDER and DIRECT:

1. The following "Policy for a Drug-Free Workplace in New Jersey State Government" shall apply to all principal executive departments in New Jersey State Government, the Office of the Governor, and all agencies that are in, but not of, principal executive departments.

This policy establishes minimum standards for the imposition of discipline and for participation in drug abuse treatment programs in the limited context of convictions for drug offenses committed in the workplace. Nothing in this Policy precludes the application of other more comprehensive or more stringent provisions governing drug offenses committed by State employees. In fact, the Cabinet Task Force on Drug Testing in the Workplace, which was created in Executive Order No. 191, will formulate a more comprehensive State policy regarding drug abuse and the workplace in the near future.

2. The State of New Jersey is committed to maintaining a drug-free workplace for all State employees in order to protect the health and safety of State employees and the public.
3. The unlawful manufacture, distribution, dispensation, possession, or use of a drug in the workplace is prohibited.
4. In addition to any other applicable civil or criminal penalty, any employee convicted of illegal manufacture, distribution, dispensation, possession, or use of a drug in the workplace shall be subject to the following consequences:
 - A. The State Forfeiture of Public Office Statute (N.J.S.A. 2C:51-2) requires forfeiture of public office or employment upon conviction of a crime of the third degree or higher. All convictions of crimes of the third degree or higher listed in the Comprehensive Drug Enforcement Act of 1987, and all convictions for equivalent Federal and out-of-state drug offenses, require forfeiture of public office or employment.
 - B. The Forfeiture of Public Office Statute also requires forfeiture of public office or employment upon conviction for an offense involving dishonesty or upon conviction for an offense involving or touching upon the convicted person's public employment irrespective of the degree of the offense. Consequently, convictions for any drug offense occurring in the workplace (including fourth degree, disorderly persons, and petty disorderly persons offenses) which are determined to involve or touch upon the office or employment of an individual may result in the statutory forfeiture of public office or employment.
 - C. In the case of a drug conviction for an offense occurring in the workplace that does not result in statutory forfeiture of public office or employment, disciplinary action shall be taken. The extent of disciplinary action shall be determined by the appointing authority. In addition, in the case of any disciplinary action other than removal, an employee shall be required to satisfactorily participate in a program for the treatment of drug abuse approved by both the appointing authority and any Federal or State agency responsible for the approval or licensure of such programs.
 - D. Each department head, agency head, or their designee who receives notice of a drug offense conviction shall, within 30 days of receipt of notice, take the administrative action necessary for removal where statutory forfeiture is required, and where statutory forfeiture is not required, take the administrative action necessary to impose discipline and require satisfactory participation in an approved program for drug abuse where appropriate.
5. An employee who is convicted of a drug offense committed in the workplace must, within five days, report the conviction to his or her supervisor.
6. Each supervisor who receives a report of a conviction for a drug offense in the workplace must immediately report the conviction, according to departmental or agency procedures, to the department head, agency head, or their designee.
7. Within 10 days of the supervisor's receipt of notice of a conviction for a drug offense, the department head, agency head, or their designee shall ensure that notification of such conviction is provided to any Federal agency providing funds for a program in which the convicted employee is employed.

8. Each department head, agency head, or their designee must develop and implement procedures to ensure that reports, which are received by supervisors concerning convictions for drug offenses in the workplace are reported promptly to the department head, agency head, or their designee.
9. Each department head, agency head, or their designee must maintain records that contain the following information on each conviction for a drug offense committed in the workplace by an employee:
 - a) Date of conviction;
 - b) disciplinary action taken;
 - c) whether the employee is one whose duties involve the performance of a Federal grant; and
 - d) date Federal grantor was notified of the conviction, if applicable.
10. Each department head, agency head, or their designee will distribute an Employee Notice, and this Executive Order to each current employee. Each department head, agency head, or their designee shall distribute these documents to any employee who joins the work force after the initial distribution. A program entitled, "Drug-Free Awareness" is being developed, and upon completion will be provided to all employees.
11. Definitions for purpose of this policy:
 - a) **Conviction** - means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of *nolo contendere*. A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pre-trial intervention program, pursuant to N.J.S.A. 2C:43-12, et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.
 - b) **Drug** – means a controlled dangerous substance, analog, or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in Schedules I through V of Section 202 of the Federal Controlled Substance Act of 21 U.S.C. 812. The term shall not include tobacco or tobacco products or distilled spirits, wine, or malt beverages as they are defined or used in N.J.S.A. 33:1-1, et seq.
 - c) **Employee** – means all employees of the Office of the Governor or a department or agency within the scope of this Policy, whether full- or part-time and whether in the career, senior executive, or unclassified service.
 - d) **Workplace** – for the purposes of this Policy only, means the physical area of operations of a department or agency including buildings, grounds, and parking facilities provided by the State. It includes any field location or site at which an employee is engaged, or authorized to engage, in work activity, and includes any travel between such sites.
12. This policy is effective March 18, 1989 and shall remain in effect until superseded by statute, regulation, or Executive Order.

Thomas H. Kean
GOVERNOR

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule I)	500 - 4,999 gms	First Offense Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual. Second Offense Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	5 kgs or more	First Offense Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses Life imprisonment
Cocaine Base (Schedule I)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule I)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule I)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs	Any amount	First Offense Not more than 20yrs. If death or serious injury, not less than 20 or more than life. Fine \$1 million an individual, \$5 million if not an individual. Second Offense Not more than 30yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV)	1 gm	
Other Schedule III drugs	Any amount	First Offense Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	30 or more mgs	
All other Schedule IV drugs	Any amount	First Offense Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	First Offense Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life if death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million if an individual, \$10 million if other than an individual.	Not less than 20 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$8 million if an individual, \$20 million if other than an individual.
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million if an individual, \$5 million if other than an individual.	Not less than 10 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$4 million if an individual, \$10 million if other than an individual.
Marijuana	10 kg or more hashish; 50 to 99 kg mixture 1 kg or more hashish oil; 50 to 99 plants	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 years. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if other than individual.
Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Source: <http://www.usdoj.gov/dea/agency/penalties.htm>

FIRE SAFETY REPORT COMPLIANCE

INTRODUCTION

Fire Safety at Ramapo College is in keeping with the Strategic Plan Guiding Principles, “The College will promote campus safety and security and lifestyle practices that focus on safety, health and avoiding the abuse and illicit use of alcohol and other drugs”

Toward that end, Fire Safety has always been and continues to be a high priority at Ramapo College. We continue to assess what more can be done to:

- Assure a Fire Safe Environment
- Raise our Fire Preparedness and Prevention
- Re-examine and update Fire Safety Instructions and Fire Evacuation Procedures
- Review and update available Training and Information

Fire Safety is an essential tool in protecting our campus community from injuries, deaths, business interruption, and property damage resulting from fires and related perils. Fire Safety includes education, training, and policies and procedures designed to ensure that all students, staff and faculty are aware of and understand the fundamentals that help to ensure their safety; and a maintenance support program intended to help sustain the continued operations of our fire safety systems; thereby further ensuring the safety of our campus community.

I. **DEFINITION OF TERMS** (§668.49(a)):

- a. **Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- b. **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- c. **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- d. **Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.
- e. **Fire-related Death:** Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.
- f. **Fire Safety Systems:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- g. **Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.
- h. **On-Campus Student Housing Facility:** any student housing facility that is owned or controlled by the institution’ or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

II. FIRE LOGS

As per law, Ramapo College maintains a written fire log by the date that the fire occurred in an on-campus student housing facility. This log includes: the nature, date, time, and general location of each fire for the most recent 60 day period and is open to public inspection during normal business hours. Older fire logs shall be available within 2 business days of request.

Ramapo College 2009 Fire Log

The Higher Education Opportunity Act (HEOA Public Law 110-315) signed into law by President George H. Bush on August 14, 2008 and effective July 1, 2010 requires institutions with on campus student housing facilities to provide the following to enrolled students and current employees.

Line No.	Case Number	Incident Type	Date of Incident (i)	Time of Incident	General Location	Nature of the Fire (i)	Number of Injuries (ii)	Number of Deaths (iii)	Value of Property Damage (iv)
1	09-00528	Fire	02/01/09	23:41	Maple Hall, 1st Floor Laundry Room	Clothes Dryer	0	0	\$2,500
2	09-01218	Fire	02/27/09	18:23	Tamarack Apartment W	Unattended Cooking	0	0	\$0
3	09-01320	Fire	03/04/09	11:42	Village, Outside Apartment 18	Small Burnt Mark on Exterior Wall	0	0	\$0
4	09-01534	Fire	03/11/09	21:14	Village Apartment F	Unattended Cooking	0	0	\$250
5	09-02655	Fire	04/29/09	12:35	Oak Hall 2nd Floor Hallway	Smoking Light Fixture	0	0	\$200
6	09-02749	Fire	05/02/09	19:45	Cypress Apartment B	Cooking Oil	0	0	\$0
7	09-03097	Fire	06/06/09	11:33	Village Apartment 9	Cooking Oil	0	0	\$0
8	09-03280	Fire	07/14/09	17:14	Laurel Hall	Burnt ID Card	0	0	\$25

(i) The number of fires and the cause of each fire.

(ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.

(iii) The number of deaths related to a fire

(iv) The value of property damage caused by a fire; approximate for 2009.

Ramapo College 2010 Fire Log

The Higher Education Opportunity Act (HEOA Public Law 110-315) signed into law by President George H. Bush on August 14, 2008 and effective July 1, 2010 requires institutions with on campus student housing facilities to provide the following to enrolled students and current employees.

Line No.	Case Number	Incident Type	Date of Incident (i)	Time of Incident	General Location	Nature of the Fire (i)	Number of Injuries (ii)	Number of Deaths (iii)	Value of Property Damage (iv)
1	10-00373	Fire	01/25/10	13:26	Mackin Hall	Unattended Cooking	0	0	\$0
2	10-00523	Fire	01/31/10	15:44	Butternut	Cooking	0	0	\$0
3	10-03436	Fire	06/14/10	00:40	Palm H	Cooking	0	0	\$0
4	10-05560	Fire	11/05/10	17:38	Village 13	Unattended Cooking	0	0	\$0

(i) The number of fires and the cause of each fire.

(ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.

(iii) The number of deaths related to a fire

(iv) The value of property damage caused by a fire.

III LINKS TO RAMAPO COLLEGE FIRE SAFETY REPORTS AND FIRE SAFETY INFORMATION

The Headings of the information required by the HEOA to enrolled students, current employees and perspective students and employees are listed below and are located at the following web address:

The direct link to the following information is:

<http://ww2.ramapo.edu/facultystaff/hr/safety/index.aspx?id=8018>

- [Fire Log 2010 Student On Campus Housing](#)
- [Fire Log 2009 Student On Campus Housing](#)
- [Fire Drills Information](#)
- [Student On Campus Housing Facilities Fire Safety Systems - Summary Report](#)
- [Smoking Policy](#)
- [Open Flame Policy](#)
- [Education and Training](#)
- [Evacuation Policy and Procedures for Students and Employees](#)
- [Reporting Fires](#)
- [Plans for Future Improvements in Fire Safety](#)

Paper copies of these documents are available upon request to: Dennis Harrington, Fire Marshal, Ramapo College of New Jersey at: dharring@ramapo.edu.