

SECURITY TIPS FOR RAMAPO COLLEGE COMMUNITY MEMBERS

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 security.
4. Utilize the campus shuttle at night.
5. Do not use shortcuts through the woods; stay on the lighted paths. Walk with a friend or in a group.
6. Look out for one another at all times.
7. If you are a campus resident, leave your valuables at home. If you must bring some valuable items, e.g., computers, televisions, etc., you are strongly encouraged to take them home during school breaks. Purchase personal theft/damage insurance if you are bringing valuables to campus; the College cannot cover you for losses of any kind.
8. Vacate all buildings immediately when a fire alarm sounds.
9. Recognize that campus crimes are committed both by members of the College community and by outsiders.
10. Make prudent judgments in all your interactions with others and report suspicious persons or activities.

Call Security on extension 6666 or 7432/7433 using internal phones, or dial 201.684.7432 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 itself.

NUMBERS TO CALL FOR HELP

Ramapo College Numbers:

Director of Security/Assistant Director of Security.....	201.684.7786/7787
Vice President for Student Affairs	201.684.7457
Dean of Students	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/studentlife/security/silentWitness.aspx	
“Silent Witness” Program from Intranet (guide.ramapo.edu).....	Click on Divisions/Unit/Schools, then click on Student Affairs, see under Security Department
From Internet Home Page (ramapo.edu)	Click on Student Life, then on Security Home
Director of Judicial Affairs	201.684.7869
Location for all important college publications on Intranet (guide.ramapo.edu).....	Click on Principal Publications
From Internet Home Page (ramapo.edu)	Click on Student Life
<i>Outside Numbers:</i>	
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 Department of Human Services).....	201.336.7575
Bergen County Prosecutor's Office.....	201.646.2300

Ramapo College

Ramapo College enrolls approximately 5,500 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 2,800 students live in College residence facilities. First year students typically live in traditional suite-style or adjoining room configurations. Upper-class students live in traditional-style rooms and in garden-style apartments adjacent to one another.

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

The Security Department is staffed twenty-four hours a day, seven days a week, 365 days a year. Security 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 thirty-seven employees utilize foot, and vehicle patrols to observe, report and respond to situations or activities which may pose a danger to persons or property. SECURITY OFFICERS ARE UNARMED AND DO NOT HAVE POLICE POWERS.

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

How to Report a Crime, Emergency Situation, or Violation of Ramapo College Policies

1. The policies of Ramapo College, which are enforced by the Security Department, are made known to students, faculty, and staff through College publications, including the Residence Agreement, the Guide to Community Living (for resident students), and the Student Handbook.
2. To report a crime, emergency or violation, call Security at 201.684.6666 (or extension 6666 if using an internal Ramapo College phone) or come to the Security Office located on the ground floor of C-wing, Room C-102. (Ramapo College Security TDD 201.684.7011.)
3. Provide a clear description of what the incident was about, who was involved, where it took place, when it took place, and, if you know, how or why it came about. Be as specific as possible and give your own name and those of other witnesses.
4. IF THE EMERGENCY APPEARS TO BE IMMEDIATELY LIFE –OR PUBLIC SAFETY- THREATENING, OR INVOLVES 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.) BE ADVISED THAT MAHWAH’S AMBULANCES, WHICH ARE STAFFED BY VOLUNTEERS, ARE DISPATCHED ONLY BY THE MAHWAH POLICE. SIMILARILY, THE VOLUNTEER FIRE DEPARTMENT IS SENT TO THE COLLEGE BY THE MAHWAH POLICE DEPARTMENT. RAMAPO COLLEGE ALSO HAS ITS OWN EMS (EMERGENCY MEDICAL SERVICES) SQUAD, WHICH IS DISPATCHED BY THE MAHWAH POLICE DEPARTMENT. DO NOT CALL 9-911 UNLESS AN IMMEDIATE AND TRUE EMERGENCY EXISTS. THE NON-EMERGENCY MAHWAH POLICE PHONE NUMBER IS 201.529.1000

How Threatening Situations are Handled by Ramapo College Personnel

If someone commits an act deemed immediately threatening and/or dangerous, certain College administrators, including designated members of the Security Department and On-Call Administrators, can immediately effect 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.

Specific Mechanisms For Reporting Crimes

(A) Regular Reporting

Individuals who wish to report a crime or another matter of concern, including violations of College policy, should complete an Incident Report Form. These forms are available in the Security Department Office (C-102) and from the Students Affairs Office (C-212). Persons using this form normally will be asked to provide their name and contact information. All reported violations are investigated either by Security Department personnel, by other appropriate college staff members, by outside law enforcement agencies, or by both working cooperatively.

Resident Assistants (RAs), Community Assistants (CAs), On Call Administrators (OCAs), Emergency On Call Administrators (EOCCs), and Security Department personnel also fill out Incident Reports when they respond to the location of a crime or other event of concern to the safety and security of the campus.

(B) Anonymous Reporting

Individuals may report violations of the law or other matters of concern using the “Silent Witness” area of the Ramapo website (<http://www.ramapo.edu/studentlife/security/silentWitness.html>). All reports received in this way will be investigated to the extent possible given the anonymity of the reporter and/or of the alleged perpetrators of illegal or improper behaviors. Absent independently developed evidence of wrongdoing, alleged perpetrators cannot be prosecuted in court or through campus judicial proceedings based on Silent Witness reports alone if opportunities cannot be provided for them to confront their accusers and due process safeguards are not followed.

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 Security, constitutes an ongoing or continuing threat to the college community, a campus wide “Timely Warning” will be issued. This warning will be issued through the college e-mail system to students, faculty, and staff, and will be posted on paper outside of the Security Office. When appropriate, the notice will also be posted on the college’s intranet (front page and/or Security Department pages) at guide.ramapo.edu and posted on main entrance doors within the residence community.

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 Security Office (C-102) and is available for public viewing 24 hours/day 7 days/week, 365 days/year. Persons wishing to view it 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 Security 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 Security 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.

How College Disciplinary Cases are Handled

Any person who wishes to file a complaint against a student should submit it in writing to the Security Office, or to Student Affairs. Complaints regarding student violations of the Code of Conduct are forwarded to the 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.

Persons alleging the commission of a crime by a college employee should report that to the Security Director or Assistant Director using an Incident Report or the Silent Witness site. All reports will be investigated and the Human Resources Office and/or the Director of Affirmative Action and Workplace Compliance will be advised of the allegation as appropriate or required.

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.”

How Crimes Reported To College Employees Other Than Security Department Personnel Are Handled

A. “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 Security or to the Vice President for Student Affairs. “Campus Security Authorities” include (in addition to Security 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 Security, the crime meets the conditions for a Timely Warning, one will be issued. (See also section on the Daily Crime Log, Page 4)

B. Professional Counselors and Pastoral Counselors

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". 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 also strongly encourages Professional Counselors and Pastoral Counselors 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 or 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.

How The Annual Disclosure of Crime Statistics Is Compiled

The Vice President for Student Affairs, the Director of Security, the Assistant Director of Security, and the Director of Judicial Affairs meet together to verify to the best of their ability the accuracy of the written report necessary to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. All completed Incident Reports are scrutinized by the Director of Security, the Assistant Director of Security and the Director of Judicial Affairs to ensure that crimes and referrals required under Clery are properly reported. A representative of the Mahwah Police Department meets with appropriate Ramapo Security Department officials 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 "Security Department Policies and Practices/Campus Crime Statistics" booklet and on the college's website (ramapo.edu). This booklet is available in several sites on campus including outside the Advisement Office, outside the Security Office, and within the Student Affairs Office. Crime statistics on a national basis are published by the Federal Government at <http://ope.ed.gov/security/search.asp>. The Security Department Policies and Practices/Crime Statistics booklet is also available at <http://www.ramapo.edu/studentlife/index.html>

Working Together To Have A Safer Campus

The Security Department works actively with the Residence Life Office to review policies, procedures, and potential risks to students. Similarly, the Security 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 Security and the Director of Facilities conduct regular inspection tours together. Vehicle access to the campus is restricted at different times and in various places, although, it should be noted that Ramapo College, as a publicly supported institution, has a gate system that is primarily designed as a parking control and information-providing mechanism, rather than as a way in which to control access by individuals. Each year Security Department staff members speak to potential and enrolled students about safety precautions and disclose crime statistics. The Security

Director is available to make presentations to student organizations. Resident Assistant and Community Assistant training includes a module on maintaining campus safety and security. This Security Department Policies and Practices booklet and others containing safety and security tips are widely available in the C-Core of the Main Academic Building. Specific presentations are annually made to prospective and enrolled students as part of Admissions Office programming, First Year Experience programming, and Residence Life programming.

Ramapo's Safety and Security Features

1. A total of forty-five 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 useful in successfully resolving a number of campus crimes and other incidents.)
3. Security screens on lower windows in some campus residence locations.
4. An evening campus shuttle bus.
5. An after hours escort service when Security Department staff are available for this duty.
6. Professional staff members who live on the campus and move about it as part of a regular "on-call schedule."
7. Items describing Security reports published in the student newspaper upon the invitation of the editor. Campus "Timely Warnings" issued by the Security 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 Security Department or the Mahwah Police Department.
9. Access devices to gain entry to residence halls as well as to individual rooms and a rule that overnight guests be registered.
10. Lockable closet spaces in certain residence halls.
11. State of the art fire suppression system and carbon monoxide detection systems.

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 definitions are from "The Handbook For Campus Crime Reporting", U.S. Department of Education.

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.

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.

- A. *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).
- B. *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.
- C. *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.
- D. *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.

Non-Forcible – Unlawful, nonforcible sexual intercourse.

- A. *Incest*—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. *Statutory Rape*—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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 reported to local police agencies or to a campus security 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 Law 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).

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

In addition, theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. In 2006, there were ninety three thefts on the Ramapo College campus.

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	2004	2005	2006
CRIME REPORTS				
<u>Criminal Homicide</u> -Murder and nonnegligent manslaughter	Campus ¹	0	0	0
	<i>Campus Residential Facilities</i>	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
	<i>Campus Residential Facilities</i>	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	5	12	4
	<i>Campus Residential Facilities</i>	5	11	3
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	5²	12⁴	4⁶
<u>Sex Offenses</u> - Non Forcible	Campus ¹	0	0	0
	<i>Campus Residential Facilities</i>	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Robbery	Campus ¹	0	1	0
	<i>Campus Residential Facilities</i>	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	1	0
Aggravated Assault	Campus ¹	0	1	0
	<i>Campus Residential Facilities</i>	0	1	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	1	0
	Total	0	2	0
Burglary	Campus ¹	8	19	19
	<i>Campus Residential Facilities</i>	6	12	8
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	8	19	19
Motor Vehicle Theft	Campus ¹	0	0	5
	<i>Campus Residential Facilities</i>	0	0	4
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	5⁷
Arson	Campus ¹	0	0	1
	<i>Campus Residential Facilities</i>	0	0	1
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	1

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	2004	2005	2006
Hate Crimes (Involving Bodily Injury)	Campus ¹	0	0	0
	<i>Campus Residential Facilities</i>	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	0	0	0
	<i>Campus Residential Facilities</i>	0	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Drug Law Violations	Campus ¹	3	4	10
	<i>Campus Residential Facilities</i>	1	4	9
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	3	4	10
Illegal Weapons Possession	Campus ¹	0	1	1
	<i>Campus Residential Facilities</i>	0	0	1
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	0	1	1
DISCIPLINARY REFERRALS				
Liquor Law Violations	Campus ¹	614	417	669
	<i>Campus Residential Facilities</i>	550	397	629
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	614³	417⁵	669⁸
Drug Law Violations	Campus ¹	27	15	16
	<i>Campus Residential Facilities</i>	22	15	16
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	27⁶	15	16
Illegal Weapons Possession	Campus ¹	2	0	1
	<i>Campus Residential Facilities</i>	2	0	0
	Non-campus Buildings or Property	0	0	0
	Public Property	0	0	0
	Total	2	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 A new residence hall opened in Fall 2004 and an improved Security response system was put into place.

⁴ Training programs on campus increased awareness among students on how to report incidents. In a substantial majority of the cases, the victim and perpetrator were acquainted.

⁵ An Alcohol and Other Drug educational program was put into place addressing these issues with all incoming students.

⁶ In most incidents, the victim was acquainted with the perpetrator.

⁷ All five motor vehicle thefts involved golf carts that were recovered.

⁸ A new residence hall opened in Fall 2006.

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

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.

Sexual Assault

1. Sexual assaults harm individual student 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 Security 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.
2. During normal business hours (Mon. – Fri. 8:30-4:30 or Mon. – Thurs. 8:00 – 5:00 in the summer), students may report a sexual assault to a member of the professionally trained Assault Contact Team (A.C.T.) at extension 7136, to the Security Office, or to the Student Affairs Office where the Vice President for Student Affairs works. Students may also directly report the matter to the Mahwah Police at 201.529.1000.

During non-business hours (all other times including national holidays or holidays when college offices are usually closed) students may report a sexual assault to a member of the professionally trained Assault Contact Team (A.C.T.), to the Security Office or they can request that Security immediately summon the On-Call Administrator (OCA) and/or the Emergency On Call Counselor (EOCC). Students may also directly report the matter to the Mahwah Police.

When a student requires immediate medical attention in the opinion of a responding college official, Security will call the Mahwah Police in order to summon an ambulance or other health emergency responders. The following is a link to the A.C.T. (Assault Contact Team) booklet: <http://www.ramapo.edu/studentlife/docs/SexualAssaultBrochure.pdf>

If immediate medical attention is not needed, the A.C.T. member will advise students of their rights under the NJ Sexual Assault Victims Bill of Rights, facilitate the preservation of any physical evidence of the sexual assault if the victim so chooses, and alert the victim to other helpful campus and outside service providers, including health care providers. 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). (Note: Most Security Officers and pertinent Student Affairs staff members have been trained by the Bergen County Rape Crisis Center staff on how to respond to an assault victim. Mahwah Police Officers have also received appropriate training.)

3. Students who have been assaulted will 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. 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.

4. 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.
5. 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.

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:** 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 semisynthetic 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. **GHB (Gamma Hydroxybutrate):** (Grevious 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.
7. **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 *Tallissines*. **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.
8. **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.
9. **LSD (Lysergic Acid Diethylamide):** (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.
10. **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.
11. **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.
12. **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.
13. **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.

14. **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.

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. 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/studentlife/healthcounseling/index.html>. **Room D-217; 201.684.7522.**

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, P.O. 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 Service, New Jersey Training and Conference Center, 200 Woolverton Avenue, Building 20, 4th Floor, PO Box 320, Trenton, NJ 08625-0320; **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.

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. Violation of this policy may result in the imposition of employment discipline up to and including termination as defined for specific employee categories by existing College policies, statutes, rules, regulations, employment contracts, and labor agreements. 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 well-being 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. Anyone who is employed at Ramapo who has a drug problem is invited to contact the Department of Human Resources for information about available assistance. Faculty and staff can also contact the Employee Advisory Service directly at 609.292.8543.

As a condition of employment, an employee of Ramapo College will notify his/her supervisor if he or she is 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:
- Date of conviction;
 - disciplinary action taken;
 - whether the employee is one whose duties involve the performance of a Federal grant; and
 - 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:
- 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.
 - 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.
 - 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.
 - 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 if 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>