

# **Ramapo College Annual Campus Security and Fire Safety Report**

## **2015 Clery Report**

Each year, as required by law, crime statistics are disclosed in the Public Safety Department Policies and Practices/Campus Crime & Fire Statistics publication. A printed version of this report may be obtained upon request - 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>. The Public Safety Department Policies and Practices/Crime Statistics booklet is also available at this website: <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 Vice President of Enrollment Management / Student Affairs, the Director of Public Safety, the Assistant Director of Public Safety, and the Director of the Office of Student Conduct 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 the Office of Student Conduct to ensure that crimes and referrals required under Clery are properly reported. The Mahwah Police Department (MPD) provides the Ramapo College Public Safety Department with records to ensure that all crimes reported to either agency are known to both.

### **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. The Public Safety Department maintains orderly conditions and takes measures required to ensure safety and security. Its 34 employees utilize foot and vehicle patrols to observe, report, and respond to situations or activities with the potential to pose a danger to persons or property. Members of the Public Safety Dept. are not sworn law enforcement officers and do not possess the authority to make arrests.

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. The Public Safety Department has a direct hotline to the Mahwah Police Department to facilitate a prompt response to calls for assistance. Public Safety Officers are trained in First Aid and CPR, in addition to extensive training in all campus Public Safety procedures. The College maintains an excellent direct working relationship with the Mahwah Police Department, which has full police authority on the campus. The College's Public Safety Department and MPD have daily contact to address public safety issues of mutual concern. In addition to the MPD, other county, state and federal law enforcement agencies have full police authority on campus.

## **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 campus 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 the Admissions Office, First Year Experience, and Residence Life programming. Public Safety has Campus Outreach Officers available for general and specific presentations upon request, to students, faculty/staff, groups, organizations, such as sororities and fraternities. For information, contact [psoutreach@ramapo.edu](mailto:psoutreach@ramapo.edu) or phone 201-684-7432.

## **Public Safety Features**

1. A total of 43 emergency “Blue Light” phones primarily in residence areas and parking lots.
2. Public Safety has a direct “Hotline” to the Mahwah Police Dispatch Center.
3. 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 has access and capability to monitor more than 514 cameras throughout the campus and residence halls.
4. Safety screens on lower windows in some campus residence locations.
5. Students, Faculty, Staff and/or visitors in need of mobility assistance on campus should call the Public Safety Department at 201-684-7432 for transport. An officer will respond as quickly as possible when available.
6. Professional staff members who live on the campus and move about it as part of a regular “on-call schedule.”
7. Campus “**Timely Warnings**” issued by the Public Safety Department to inform the community about ongoing dangers to their safety or well-being.
8. The College provides telephones to resident students on a first-come, first-serve basis upon request
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 EMS, Valley Hospital, 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.
10. There is a great presence of wildlife on campus. Do not feed or approach wild animals. Report abnormal wildlife behavior to Public Safety immediately, at 201-684-6666.
11. **Bear sightings in particular, are common. If you do see a bear:**
  1. **Make lots of noise so that the bear is aware of your presence. An automobile horn or clapping of hands is extremely effective.**
  2. **Make sure the bear is aware of your presence.**
  3. **Stay at least 100 feet away from the bear.**
  4. **Slowly back away if you are too close to the bear.**

### **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.

**All crimes, emergencies or matters requiring a response by Public Safety may be made directly to the Public Safety Desk at any time during the day or night.**

## **Crimes Reported To Campus Security Authorities and Others**

### **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 the Office of Student Conduct. 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 affect 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.

### **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. 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 (with the exception of all Health Services 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 should be reported as soon as possible so that it can be 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**

A pastoral counselor is 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**

A professional counselor is 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, the consulting psychiatrist with the exception of the Director for the Center for Health and Counseling Services the Alcohol and/other Drug Counselor

## **TITLE IX**

In accordance with reporting requirements state in TITLE IX, reports of crimes, suspected crimes, or incidents included in Title IX reporting/investigative requirements can be reported to the Department of Public Safety, The Title IX Coordinator, or any College official.

## **RCNJ College Student Conduct 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 Director of the Office of Student Conduct for review and are always taken seriously. The Director of the Office of Student Conduct 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 Disciplinary Review Board hearing. Other complaints will be assigned to College and Residence Life Disciplinary Conferences. The results of these disciplinary proceedings are confidential and can only be disclosed under narrow circumstances as permitted by law. The term proceeding refers to the hearing that takes place to determine whether or not an accused student is responsible for the alleged violations. The term result refers to the decision and any sanction issued by the Hearing Officer or the College Disciplinary Review Board.

Students and/or organizations charged with violations of the Code of Conduct will be sent (via e-mail to the Ramapo College issued e-mail account) a “Notice of Disciplinary Proceeding” that will indicate which of the following adjudication options will be employed in their case:

**Residence Life and College Disciplinary Conferences:** If the alleged violation is one for which the student could not be suspended or expelled from the College, the case will likely be heard (although it is not

mandatory) in a Residence Life or a College Disciplinary Conference normally conducted by a professional staff member in Residence Life, Office of Student Conduct, or a designee. The charged student will be required to attend a scheduled conference with the presiding administrator (hereafter referred to as Hearing Officer) and will have the opportunity to discuss the alleged violation. Charged students have the option of taking responsibility for the alleged violation prior to the conference by signing the "Notice of Disciplinary Proceeding" form and returning it to the Office of Student Conduct. Students who choose to accept responsibility (by signing and submitting the form) will not attend the scheduled conference. The Hearing Officer will assess the disciplinary sanction and send this result to the student. Further information regarding Disciplinary Conferences is outlined in Section J (Rights in All Disciplinary Hearings) of the Student Handbook.

**College Disciplinary Review Board Hearings:** If the alleged violation is one for which the charged student could be suspended or expelled from the College, the case must be heard by the College Disciplinary Review Board. Specific information regarding College Disciplinary Review Board Hearings is outlined in Sections J (Rights in all Disciplinary Hearings), K (College Disciplinary Review Board Structure), and L (College Disciplinary Review Board Hearing Format). Board members are trained annually on the topics of Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

In the adjudication of cases, the Hearing Officer or College Disciplinary Review Board will use the "preponderance of the evidence" standard to determine responsibility. The "preponderance of the evidence" standard is a lower one than the "beyond a reasonable doubt" standard employed in criminal prosecutions within the court system.

A student will receive written notice of the charges that is dated at least three (3) business days prior to any scheduled Residence Life or College Disciplinary Conference and seven (7) business days prior to any scheduled College Disciplinary Review Board Hearing. A student may relinquish his or her right to the notification period by signing and executing a waiver with the Office of Student Conduct. A written notice of the charges will be sent to the student's Ramapo College email address. In cases where a student is charged with a Sexual Misconduct (Sexual Assault, Domestic Violence, Dating Violence, or Stalking) violation, written notice of the charges and hearing information will be e-mailed to the charged student and the complainant simultaneously. This does not constitute a violation of FERPA.

Final decisions and a listing of any sanctions imposed will be noted by the Board Advisor/Hearing Officer who will be responsible for ensuring such information is conveyed in writing to the charged student and to all others as deemed necessary or appropriate. The finding will be e-mailed to the charged student no later than ten (10) business days following the date of the hearing. Notification of others with a need or right to know under the law will only take place after all possible appeal processes have upheld the finding. In cases where a student is charged with a Sexual Misconduct violation, written notification of the outcome will be e-mailed to the charged student and the complainant simultaneously. This does not constitute a violation of FERPA.

Reasonable access to the case file prior to and during the proceeding, provided that all reviews of files must take place in the Office of Student Conduct (C-216) will be granted to the charged student and the complainant. All case file materials shall be retained in the Office of Student Conduct.

Students charged with alleged violations, complainants, and witnesses may be accompanied by an advisor who may be an attorney. Advisors may provide counsel to the student, but may not speak on their behalf nor appear in lieu of the student. A student who wishes to have an attorney as an advisor must inform the Office of Student Conduct, in writing by fax, electronic mail, or by telephone at least three (3) business days before the scheduled proceeding. When informed that an attorney will be present at the proceeding, the College may

consult with the College's Legal Counsel/Vice President for advice on whether legal counsel for the College should also be present.

The following sanctions may singly, or in combination, be imposed for a student found responsible for a Sexual Assault, Domestic Violence, Dating Violence or Stalking:

Official Warning

Residence Probation

Disciplinary Probation

Suspension of Activities Privileges

Suspension of Residence Privileges

Suspension of Housing Selection Privileges

College Suspension

Expulsion

Other sanctions as described in Section O.11. (Other Sanctions) in the Code of Conduct, in the Student Handbook.

Full descriptions of the sanctions can be found in Section O (Sanctions) of the Code of Conduct in the Student Handbook.

### **RCNJ College Faculty and Staff Disciplinary System**

All claims of alleged violence, domestic violence, sexual assault, or stalking, whether the claim is made by a student or employee are referred to and investigated by the Office of Affirmative Action and Workplace Compliance/Title IX Coordinator. Upon conclusion of an investigation and issuance of a finding ("Affirmative Action Finding"), the following units are responsible for administering discipline, if disciplinary action is identified for a student or employee:

- Students – Student Conduct
- Faculty and AFT Professional Employees – Employee Relations
- Managers and Classified Employees – Human Resources

Managers and classified employees that are subject to an Affirmative Action Finding and discipline will be processed through the Department of Human Resources' two-phase employee counseling and progressive discipline process.

Employee counseling is the initial phase in the process in which a supervisor advises, coaches and sets expectations for employees regarding the quality of their work and overall performance, as compared to their job descriptions and/or standards of organizational effectiveness. The objective of counseling is to provide feedback on ways to improve the performance so the employee has an opportunity to change or revise how they are meeting their job responsibilities. While employees are advised that failure to address matters identified during counseling may result in discipline and/or termination, it is important to note that counseling is not considered formal progressive discipline.

The second phase of the counseling and progressive discipline process is progressive discipline which is comprised of three tiers: written reprimand, minor discipline, and major discipline (including termination). The number of steps and their sequencing depends on the seriousness of the offense, the employee's performance, and prior counseling/discipline history. Documentation at each step is critical. We are guided in these processes by State regulation and union contracts, as well as by general law and accepted management practices.

Upon referral by a supervisor or an Affirmative Action Finding, Human Resources must complete a thorough investigation to evaluate formal discipline, including meeting with the employee that is the subject of the investigation. When the discipline is the result of an Affirmative Action Finding, Human Resources incorporates the Affirmative Action investigation into this process. Depending on the nature of the infraction, the investigation may also include interviewing any witnesses, visiting the site of the occurrence, and establishing a chronology of events, among other actions. Records of previous counseling or corrective action are reviewed.

When a classified employee is to be interviewed regarding an investigation and disciplinary action is under consideration, the employee has a right to have a union representative/advisor present (“Weingarten Rights”). The union representative’s/advisor’s role is not to negotiate, control, or in any way interfere with the conduct of the interview. The representative is present to make suggestions, ask questions, or advise the employee only. Once all interviews and other investigative work are completed, the Department of Human Resources identifies the nature and scope of the discipline to be assessed.

If discipline is to be assessed, Human Resources provides a preliminary notification to the employee listing the general causes of the discipline, the date(s) and specific act(s) in question, the specific disciplinary action being taken, hearing date, and appeal rights. The College, employee, and union (as applicable) may conduct a pre-hearing settlement meeting to resolve the matter(s) identified in the preliminary notification. If such a meeting does not occur or a settlement cannot be reached, the hearing will take place as scheduled. The hearing is led by a College-appointed hearing officer and is the venue for the College, employee, and their union representative (as applicable) to present their cases. Hearings follow the procedures outlined by Title 4A of the New Jersey Administrative Code and relevant bargaining unit contracts. The hearing officer applies a preponderance of evidence standard. Employees have the right to appeal the hearing officer decision.

Ramapo College of New Jersey is governed by the State of New Jersey’s Policy Against Violence pursuant to Executive Order #49 (1996) related to or any violence in the workplace or disruptive behavior exhibited by any faculty, staff, or contract employees. The goal is to create a safe, respectful work environment free from intimidation, threats, and acts of violence. Workplace violence includes the threat or actual infliction of physical violence as well as the threat or actual occurrence of psychological violence, which sometimes leads to subsequent physical violence. Moreover, violence or threats of violence against State College property shall not be tolerated.

The College will actively intervene at any indication of a possibly hostile or violent situation. The College will take prompt and appropriate action subject to established College policies, procedures, and contractual agreements.

Violators are subject to criminal prosecution, suspension, and/or termination of employment. Other action taken against violators may include mediation, referral to the College’s employee assistance program, Employee Consulting Associates, or counseling. Depending on the circumstances, College management may request law enforcement personnel to remove from the premises any employee or contract employee who makes threats, exhibits threatening behavior, harasses others, attempts to intimidate employees, or intentionally damages property.

**PHONE NUMBERS TO CALL FOR HELP**

**Ramapo College Numbers:**

PUBLIC SAFETY MAIN DESK .....	201.684.7432/6666
Director of Public Safety/Assistant Director of Public Safety .....	201.684.7788 or 7789
Vice President of Administration and Finance.....	201.684.7621
Director of the Office of Student Conduct .....	201.684.7869
Center for Health and Counseling Services:	
Counseling Services .....	201.684.7522

Health Services.....	201.684.7536
Residence Life.....	201.684.7461
Student Affairs .....	201.684.7456
Human Resources.....	201.684.7498
Women's Center.....	201.684.7468
Emergency Information Line and College Closing Announcements .....	201.236.2902
Important RCNJ publications-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, Procedures 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 a paper notice will be posted 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.

The Department of Education Handbook for Campus Safety and Security Reporting describes the purpose of the Clery Act is “to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.”<sup>1</sup>

As part of the offering timely information about safety on campus, Lawmakers require a Timely Warning Notice as a method of providing information to students and families. A Timely Warning Notice must be issued when a crime, considered a threat to both students and employees. The Timely Warning Notice is designed to provide the members of the campus, allowing them to act appropriately through precautions or preventive methods to the reported criminal activity.

The Clery Act identifies crimes to be considered for Timely Warning Notice assessment: Murder/Non-Negligent Manslaughter, Sex Offenses, Robbery, Aggravate Assault, Major Incidents of Arson and all other Clery Crimes as deemed appropriate for notification.

Timely Warning Notices are required to contain a description of what has been reported and a general statement as to where the incident happened, for example: Residence Hall, parking lot, academic hall. The notice should also offer information to aid the community to take measures to prevent a similar occurrence. What is important to keep in mind is Timely Warnings will have two elements, a description of the crime and information helpful in preventing future crimes. We will always take care to guard the confidentiality of the victim of a crime.

As we as a community become more aggressive in encouraging crime reporting it can be expected that there may be an increase in the issuing of Timely Warning Notices.

### **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..

### **Vehicle Evacuation Procedures**

Vehicles parked on the NORTH side of the campus, i.e, Mackin/Bischoff, CPA, Overlook. Bradley Center and the “Overflow gravel lot” will exit from the Main campus entrance near the Bandshell. Pine, Linden, Village and Main Lot vehicles, as well as Health Services will be directed to exit from the SOUTH Gate and make a “LEFT TURN” onto Route 202 /Ramapo Valley Road.

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<sup>1</sup> Westat, Ward, Diane & Mann, Janice. The Handbook for Campus Safety and Security Reporting. <http://www2.ed.gov/admins/lead/safety/handbook-2.pdf>, xi.

It is important that no evacuation of the campus be undertaken 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.**

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 the Director/Assistant Director of Residence Life, resident assistants (RAs), Public Safety Officers, or other Campus officials. In all cases, these reports will be referred to Public Safety immediately for follow up and investigation.

The Public Safety Desk Officer will notify the Director of Public Safety/Chief of a reported missing student. The OCA (On-Call Administrator) will notify the Director of Residence Life, the Vice President of Finance and Administration, and the Provost, of all cases regarding a 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 Clery Crime Log, kept for public inquiries at the Public Safety Desk. Entries must be made within two (2) 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. The first 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 (4) 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

### Sexual Assault Education 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, stalking, domestic violence, and dating violence under the auspices of the Center for Student Involvement (including the Women’s Center), the Center for Health and Counseling Services, the Title IX Committee, and the Public Safety Department. All incoming students participate in primary prevention and awareness programs. Sexual assault is a topic also addressed during mandatory Welcome Week programs and the mandatory First Year College Seminar. Workshop topics include the necessity of clear communication for obtaining consent, the negative role played by alcohol and drug use and misuse, and tools for bystander intervention. All employees receive annual training in compliance with VAWA and Title IX.

### Educational programs include the following:

- **Awareness Programs:** includes programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience specific programming (including both students and employees). Awareness month campaigns, “Speak Outs,” rallies or marches, informational poster campaigns or resource websites, and educational programming that focuses on sharing resources and information about these issues are examples of awareness programs.
- **Bystander Intervention:** educates about safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.
- **Ongoing Prevention and Awareness Campaigns:** includes all campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sexual assault, dating violence, domestic violence, and stalking prevention. These programs will occur at different levels throughout the institution and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally

appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

- **Primary Prevention:** includes programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.
- **Risk Reduction:** provides options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.<sup>2</sup>

### **Immediately After an Assault**

Immediately after an assault, the first and most important consideration is a student's safety. The student should get to a safe place where arrangements for medical services can be made as soon as possible. The student should not wash his/her hands, shower, go to the bathroom, brush his/her teeth, eat, smoke, or douche. If possible, preserve each item of clothing that was worn at the time of the assault separately in a paper bag. This can be important to preserving evidence should a student choose future action. Evidence can be collected through a forensic examination administered at the hospital up to five days after the assault. Completing a forensic examination does **not** require a victim to file a police report.

If a student is on campus and has been physically injured, immediately call Public Safety (201-684-6666). The Public Safety Department will call the Mahwah Police Department to request an ambulance to transport the student to the hospital.

A counselor is available 24/7 by contacting [Counseling Services](#) at **201-684-7522** during regular business hours. After hours please contact the Public Safety Department (**201-684-6666**) to reach an Emergency On-Call Counselor (EOCC).

### **Reporting Sexual Assault**

Students are strongly urged to report sexual assaults to College authorities and to the police in order to protect themselves and others. Students who have been sexually assaulted may report the offense to the Public Safety Department (including anonymous reporting), to the Title IX Coordinator, or to the Mahwah Police Department.

The Public Safety Department (Office Location: C-102 Phone: (201) 684-6666) is available 24 hours a day, 7 days a week, 365 days a year. By contacting the Public Safety Department, a survivor is **not** obligated to file an incident report. At the survivor's request, only an anonymous crime report will be completed for statistical purposes.

The survivor will be asked to make decisions regarding legal and student conduct options only after discussing their options with a confidential counselor and learning what is entailed in filing a report. Even if the survivor

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<sup>2</sup> Definitions adapted from the Ohio Department of Education on September 23<sup>rd</sup>, 2015:

<https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/CampusSafety/VAWA%20Prevention%20Language%20Definitions.pdf>

does not want to make a formal incident report or file charges, he or she still has the right to other victims' services

Officers in the Public Safety Department are trained to gather information about the complaint. Officers must provide notice of the complaint to the Title IX Coordinator within 24 hours or as soon as practical.

The [Public Safety Department Complaint Form](#) is available for anonymous reports. Submissions are read and responded to during business hours, Monday through Friday, 8:00 a.m. – 4:30 p.m. Any submissions sent after business hours, or during weekends or holidays will be read and responded to on the next business day.

If there is an imminent danger to a student or to the community, do not use the Public Safety Department Complaint Form. Instead, contact the Public Safety Department at (201) 684-6666.

The RCNJ Title IX Coordinator is Ms. Kat McGee (office location: C-214 Phone: (201) 684-7136; Email: [kmcgee@ramapo.edu](mailto:kmcgee@ramapo.edu)). Ms. McGee oversees the processes that address reported concerns, or claims of sex or gender based discrimination, harassment, sexual assault, intimate partner violence, and stalking. Each institution must designate a Title IX administrator to review, update and implement current Title IX policies, to coordinate appropriate training and resources, and ensure effective and timely responses to complaints of sexual violence, misconduct, discrimination or harassment.

The College will make every effort to keep the confidentiality of any person(s) reporting a claim and when possible will keep the identity of an unwilling victim or witness confidential. However, we cannot guarantee unqualified confidentiality as we must also balance the safety of other members in our community. If we determine that there is the threat of imminent harm to an individual or to the community, information may need to be shared and then only with appropriate individuals. Complainants will be advised if information pertaining to a claim is shared with individuals outside of the College's investigative process.

Faculty, staff, and administrators who learn of incidents of sexual assault **MUST** report it to the Ramapo College Title IX Coordinator (unless the employee is a designated confidential resource, such as counselors in the Counseling Center or a recognized clergy person acting in the role of a pastoral counselor.)

Students may also report directly to the Mahwah Police Department by calling (201) 529-1000 or by calling 911. If the assault took place within the past five days the responding officer will ask the student if they wish to activate the Bergen County Sexual Assault Response team (SART). SART is a free coordinated community response to assist a survivor in the aftermath of a recent sexual assault. It has been designed to offer a compassionate, victim-centered approach while collecting evidence that can be vital to the investigation and prosecution of the crime. Obtaining a forensic exam does not require that a police report be filed.

Survivors who have been assaulted will receive assistance in considering a number of legal and disciplinary system options which are available to them. Never, at any time, will a student's decision to report or not report be made a condition of receiving other services.

Survivors may choose to:

1. File criminal charges in the outside courts
2. File civil charges in the outside courts
3. Either independent of, or in conjunction with filing through the courts, file an incident report with the Public Safety Department. The incident report will launch an investigation which will be heard through the [Office of Student Conduct](#) (if the accused is a Ramapo College student) or through the [Office of Affirmative Action](#) (if the accused is a College employee)
4. Decide not to file charges. Sexual assault survivors are not required to report this crime. Survivors have the right to be free from any suggestion that victims must report the crime to be assured of any other

rights or resources. Campus personnel will not pressure survivors to report a crime if the survivor does not wish to.

All of these options require that certain due process regulations be followed and that both parties maintain the right to present evidence or witnesses. In both outside court cases and internal student conduct proceedings, the accuser and the accused will be informed of the outcome.

### **Accommodations**

A victim of sexual violence may make a request for accommodations to the Title IX Coordinator, Kat McGee at (201) 684-7136. The survivor does **not** need to make an incident report or file charges in order to receive accommodations.

The Title IX Coordinator will work in conjunction with relevant parties to determine which measures are appropriate to ensure the victim's safety and equal access to educational programs and activities.

Examples of accommodations include:

- Relocation in their on-campus housing assignment or campus job if either will bring them into proximity with the perpetrator. Survivors can also request changes to their class schedule if they have classes in common with the accused.
- A "no-contact" order can be put in place between the survivor and the accused.
- Providing victims with financial aid-related information, such as how to apply for a leave of absence or addressing concerns about loan repayment.
- Accommodations, related to academics, transportation, medical services and counseling.

Ramapo College is committed to providing a safe and welcoming environment in which all its members are treated with dignity and respect. We are committed to providing timely support and assistance to survivors of sexual violence. In the aftermath of a sexual assault, survivors have many options for support, reporting, and advocacy services. The range of protective measures available includes written notification of:

- A victim's options to request changes in their academic, living, transportation, and working situations. These accommodations are available regardless of whether the student provides detailed information about the crime.
- The options for the involvement of law enforcement and campus authorities.
- The victim's rights or institution's responsibilities for orders of protection.

### **On-Campus Resources**

What is the difference between **confidential and non-confidential** resources on campus?

**Confidential resources**, like on-campus health professionals and chaplains operating in a pastoral capacity, are not obligated to report information that is given to them. This allows the victim to explore his or her options in a non-pressure environment in order to make informed decisions. The only exceptions to this rule are in cases that involve imminent risk of serious harm, emergent hospitalization, or a court order. While specific information may be kept confidential, these incidents may be counted for statistical purposes, as per the Clery Act.

**Non-confidential resources** are required by law to report to these incidents/violations and take legal, disciplinary or other action accordingly.

**Counseling Services (201-694-7522) - CONFIDENTIAL RESOURCE**

Confidential support is available 24 hours a day, 7 days a week through Counseling Services. Any student in need of immediate assistance should call Counseling Services at **201-684-7522** during regular business hours (8:30 a.m. – 4:30 p.m. Monday – Friday). After hours, please call Public Safety at **201-684-6666** to contact an emergency on-call counselor.

Professional counselors are available in [Counseling Services](#) to provide victim-centered services and resources for survivors of sexual assault. All interactions with Counseling Services, including scheduling of appointments, sessions, and student records are confidential.

A counselor 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 available after an assault
- Assist in making arrangements for getting medical care if desired
- Review legal and/or campus adjudication options so that the survivor can make an informed decision about what actions they may take. **Getting help does not mean that you must press charges**
- 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

Counseling Services is located in room D-216 (entrance behind stairwell on left).

### **Health Services (201-684-7536) - CONFIDENTIAL RESOURCE**

[Health Services](#) provides emergency contraception, testing for Sexually Transmitted Infections (STI's), pregnancy testing, and more. These services are provided free of charge for survivors of sexual assault. Health Services is located near the campus South Gate entrance at the corner of Route 202 and Hornbeam Road.

### **The Women's Center (201-684-7468) - NON-CONFIDENTIAL RESOURCE**

The [Women's Center](#) advocates for an equitable environment free from violence and harassment based on gender, race, and sexual orientation. Non-confidential peer listening is available for survivors of sexual assault. The Women's Center also offers programs to support survivors and prevent interpersonal violence such as [Take Back the Night](#), [The Clothesline Project](#), and [Walk a Mile in Her Shoes](#). The Women's Center is located in room C220.

### **Off-Campus Resources**

#### [healingSPACE: A Sexual Violence Resource Center:](#)

healingSPACE provides confidential information, support, and victim services. They have trained advocates that provide counseling and medical and legal accompaniments to survivors. HealingSPACE also offers support groups, volunteer training, and educational programs for schools and businesses, as well as sponsors activities to raise community awareness about sexual violence.

The free and confidential 24-hour hotline for healingSPACE is **(201) 487-2227**.

#### [New Jersey Coalition Against Sexual Assault \(NJCASA\):](#)

NJCASA is a statewide advocacy and capacity building organization that elevates the voice of sexual violence survivors. Their mission is to promote the compassionate and just treatment of survivors and their loved ones; foster collaborative relationships between community systems; and affect attitudinal and behavioral changes in society as we work toward the elimination of sexual violence against all people.

For more off-campus resources including resources specifically for veterans, LGBTQA+ identified survivors, survivors with disabilities, male survivors and more please visit the [Rape, Abuse, and Incest National Network \(RAINN\) Resource List](#).

### **Prohibition Against Retaliation**

Retaliation against any person who either alleges that s/he was the victim of discrimination / harassment / sexual harassment, provides information in the course of an investigation into claims of discrimination/harassment/sexual harassment in the academic environment, or opposes a discriminatory practice is prohibited by the policy. Any student bringing a complaint, providing information for an investigation, or testifying in any proceeding under the policy will not be subjected to adverse academic or employment consequences based upon such involvement nor be the subject of retaliation. Students who engage in retaliatory acts will be referred to the Office of Student Conduct where charges will be levied against the student through the College's disciplinary process.

If a student believes that they have been retaliated against for bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy, they are encouraged to report their concerns to the Public Safety Department.

### **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](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](mailto: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:**

1. **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
2. **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.

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

- A current or former spouse, or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim, under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim, who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** Violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.

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

- fear for his or her safety, or the safety of others; or
- suffer substantial emotional distress.

**Theft:** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. **In 2014, there were forty-two (42) thefts on the Ramapo College campus.**

**CAMPUS SAFETY INFORMATION**

**Safety Statistics – Security & Fire Safety Annual Report – Fall 2015**

Current Education Law 6450 crime reporting and statistics for 2014 are as follows:

<b>Offense</b>	<b>*On Campus</b>	<b>Residence Halls</b>	<b>Public Property</b>	<b>Unfounded</b>
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	6	6	0	2*
Fondling	4	4	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	0	0	0
Burglary	2	2	0	0
Motor Vehicle Theft	2	0	0	0
Arson	0	0	0	0
<b>Arrests</b>				
Weapon Possession	1	1	0	0
Drug Abuse Violations	35	33	0	0
Liquor Law Violations	0	0	0	0
<b>Disciplinary Actions/Referrals</b>				
Weapon Possession	8	8	0	0
Drug Abuse Violations	42	39	0	0
Liquor Law Violations	298	275	0	0
<b>Offense (VAWA)</b>				
Domestic Violence	10	7	0	0
Dating Violence	1	1	0	0
Stalking	6	0	0	0

Note: There were no hate crimes reported in 2014.

\*2 unfounded incidents - both third-party reported. Found to be a physical assault and sexual harassment.

## 2012 & 2013 RCNJ Crime Statistics

<u>CATEGORY</u>	<u>CLASSIFICATION</u>	<u>2012</u>	<u>2013</u>
<b><u>Criminal Homicide</u></b> <b>Murder and non-negligent manslaughter</b>	Campus	0	0
	Campus residential facilities	0	0
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b><u>Criminal Homicide</u></b> <b>Negligent manslaughter</b>	Campus	0	0
	Campus residential facilities	0	0
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b><u>Sex Offenses</u></b> <b>Forcible (rape, sodomy, sexual assault w/object and fondling)</b>	Campus	3	5
	Campus residential facilities	1	4
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>3</b>	<b>5</b>
<b><u>Sex Offenses</u></b> <b>Non-Forcible (Incest and Statutory)</b>	Campus	0	0
	Campus residential facilities	0	0
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b><u>Robbery</u></b>	Campus	1	1
	Campus residential facilities	0	0
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>1</b>	<b>1</b>
<b><u>Aggravated Assault</u></b>	Campus	0	2
	Campus residential facilities	0	2
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>0</b>	<b>2</b>
<b><u>Burglary</u></b>	Campus	3	0
	Campus residential facilities	2	2
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>3</b>	<b>0</b>
<b><u>Motor Vehicle Theft</u></b>	Campus	2	3*
	Campus residential facilities	0	0
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>2</b>	<b>3</b>

<u>CATEGORY</u>	<u>CLASSIFICATION</u>	<u>2012</u>	<u>2013</u>
<b><u>Arson</u></b>	Campus	6	2
	Campus residential facilities	5	2
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>6</b>	<b>2</b>
<b><u>Domestic Violence</u></b>	Campus	6	8
	Campus residential facilities	5	8
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>6</b>	<b>8</b>
<b><u>Dating Violence</u></b>	Campus	0	0
	Campus residential facilities	0	0
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b><u>Stalking</u></b>	Campus	0	0
	Campus residential facilities	0	0
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b><u>Hate Crimes</u></b> (Involving bodily injury, larceny, theft, simple assault, intimidation, and/or destruction, damage or vandalism of property.)	Campus	0	0
	Campus residential facilities	0	0
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
<b><u>Arrests</u></b>			
<b><u>Liquor Law Violations</u></b>	Campus	2	1
	Campus residential facilities	2	1
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>2</b>	<b>1</b>
<b><u>Drug Abuse Violations</u></b>	Campus	26	45
	Campus residential facilities	26	39
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>26</b>	<b>45</b>
<b><u>Weapons – Possession, Carrying, etc.</u></b>	Campus	1	1
	Campus residential facilities	1	1
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>1</b>	<b>1</b>

**Disciplinary Referrals**

<b><u>CATEGORY</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>
<b><u>Liquor Law Violations</u></b>	Campus	397	350
	Campus residential facilities	375	321
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>397</b>	<b>350</b>
<b><u>Drug Abuse Violations</u></b>	Campus	13	21
	Campus residential facilities	12	21
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>13</b>	<b>21</b>
<b><u>Weapons – Possession, Carrying, etc.</u></b>	Campus	6	8
	Campus residential facilities	3	7
	Non-campus buildings or property	0	0
	Public property	0	0
	<b>TOTAL</b>	<b>6</b>	<b>8</b>

**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** a subset of the total listed under the classification of 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 through the Center for Health and Counseling Services (Room D-216; 201.684.7522). The staff includes a consulting psychiatrist, psychologists, clinical social workers, , and a counselor specializing in alcohol and drug abuse and. 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:

#### **Bergen County**

- Bergen Regional Medical Center, 230 E. Ridgewood Avenue, Paramus, NJ 07652;
- Clinics
- Evergreen (Detox & Outpatient, Residential Treatment, Partial Hospital, Intensive Outpatient)[IOP] Treatment Center, **800-730-2762, 201.967.4000 or 4260** 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, 70 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**

#### **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, 15 Bloomfield avenue, suite 104, Verona 07044 **973.239.9400** (Dual Diagnosis)  
[www.tpnj.org](http://www.tpnj.org)

#### **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** (men's and women's programs)
- 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**.

## Rockland County

- Good Samaritan Hospital; Chemical dependency unit/ rehabilitation/ inpatient detox. 255 Lafayette Ave., Suffern, NY 10901; **845.368.5242**.
- **Lexington center for recovery, Airmont NY; Outpatient, partial hospital, day treatment.**
- 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**.

## 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,” effecting 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.
9. **K2 or SPICE:** K2 or “Spice” is a mixture of herbs and spices that is typically sprayed with a synthetic compound chemically similar to THC, the psychoactive ingredients in marijuana. The chemical compounds typically include HU-210, HU-211, JWH-018, and JWH-073. K2 is commonly purchased in head shops, tobacco shops, various retail outlets, and over the Internet. It is often marketed as incense or “fake weed.” Purchasing over the Internet can be dangerous because it is not usually known where the products come from or what amount of chemical is on the organic material Looks like K2 is typically sold in small, silvery plastic bags of dried leaves and marketed as incense that can be smoked. It is said to resemble potpourri. Methods of abuse K2 products are usually smoked in joints or pipes, but some users make it into a tea. Effect on mind Psychological effects are similar to those of marijuana and include paranoia, panic attacks, and giddiness. Effect on body Physiological effects of K2 include increased heart rate and increase of blood pressure. It appears to be stored in the body for long periods of time, and therefore the long-term effects on humans are not fully known.
10. **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.
11. **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.

12. **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.
13. **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.
14. **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.
15. **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.
16. **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.
17. **Salvia Divinorum:** Salvia divinorum is a perennial herb in the mint family that is abused for its hallucinogenic effects. Street names Maria Pastora, Sally-D, Salvia Looks like The plant has spade-shaped variegated green leaves that look similar to mint. The plants themselves grow to more than three feet high, have large green leaves, hollow square stems, and white flowers with purple calyces. Methods of abuse Salvia can be chewed, smoked, or vaporized. Effect on mind Psychic effects include perceptions of bright lights, vivid colors, shapes, and body movement, as well as body or object distortions. Salvia divinorum may also cause fear and panic, uncontrollable laughter, a sense of overlapping realities, and hallucinations. Salvinorin A is believed to be the ingredient responsible for the psychoactive effects of Salvia divinorum. Effect on body Adverse physical effects may include: loss of coordination, dizziness, and slurred speech.

18. **Stimulants:** Stimulants speed up the body's systems. This class of drugs includes prescription drugs such as amphetamines (Adderall® and Dexedrine®), methylphenidate (Concerta® and Ritalin®), diet aids (such as Didrex®, Bontril®, Preludin®, Fastin®, Adipex P®, Ionomin®, and Meridia®) and illicitly produced drugs such as methamphetamine, cocaine, and methcathinone. Street names Bennies, Black Beauties, Cat, Coke, Crank, Crystal, Flake, Ice, Pellets, R-Ball, Skippy, Snow, Speed, Uppers, Vitamin R Looks like Stimulants come in the form of pills, powder, rocks, injectable liquids. Methods of abuse Stimulants can be pills or capsules that are swallowed. Smoking, snorting, or injecting stimulants produces a sudden sensation known as a "rush" or a "flash." Abuse is often associated with a pattern of binge use — sporadically consuming large doses of stimulants over a short period of time. Heavy users may inject themselves every few hours, continuing until they have depleted their drug supply or reached a point of delirium, psychosis, and physical exhaustion. During heavy use, all other interests become secondary to recreating the initial euphoric rush. Effect on mind When used as drugs of abuse and not under a doctor's supervision, stimulants are frequently taken to: produce a sense of exhilaration, enhance self-esteem, improve mental and physical performance, increase activity, reduce appetite, extend wakefulness for prolonged period, and "get high." Chronic, high-dose use is frequently associated with agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia, sometimes accompanied by both auditory and visual hallucinations, may also occur. Tolerance, in which more and more drug is needed to produce the usual effects, can develop rapidly, and psychological dependence occurs. In fact, the strongest psychological dependence observed occurs with the more potent stimulants, such as amphetamine, methylphenidate, methamphetamine, cocaine and methcathinone. Abrupt cessation is commonly followed by depression, anxiety, drug craving, and extreme fatigue, known as a "crash." Effect on body Stimulants are sometimes referred to as uppers and reverse the effects of fatigue on both mental and physical tasks. Therapeutic levels of stimulants can produce exhilaration, extended wakefulness, and loss of appetite. These effects are greatly intensified when large doses of stimulants are taken. Taking too large a dose at one time or taking large doses over an extended period of time may cause such physical side effects as dizziness, tremors, headache, flushed skin, chest pain with palpitations, excessive sweating, vomiting, and abdominal cramps.

### **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.

#### **Procedures**

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.

**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	<b>First Offense:</b> 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. <b>Second Offense:</b> 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	<b>First Offense:</b> 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. <b>Second Offense:</b> 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. <b>2 or More Prior Offenses:</b> 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	<b>First Offense:</b> 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. <b>Second Offense:</b> 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	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> 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	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> 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	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> 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

## 1. 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.

## 2. HEA Definition of Terms for purposes of Fire Safety Reporting (§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.

## 3. Evacuation of Campus Buildings

When a Fire Alarm or other means of notification requires evacuation of a campus building, all 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, 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.**

#### **4. Fire Reporting 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 2014 Fire Report 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									

**Note: There were no fires in or on any On Campus Housing Buildings in the calendar year 2014.**

- (i) The number of fires and the cause of each fire. Date of incident is the date incident discovered and reported.
- (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..

#### **5. 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 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](mailto:dharring@ramapo.edu).