



FELICIAN COLLEGE

2012

REVISED

Annual Security & Fire Safety Report

Compliance Office

December 31, 2012

This report covers all safety and security policies of Felician College, including law enforcement, campus safety, substance abuse, sexual misconduct, fire safety, missing persons and crime statistics.



Dear Felician Community,

As you know, our Franciscan values are grounded in the fundamental beliefs of joy, peace, respect, service, diversity, reverence and compassion. These values guide us in our efforts to create a welcoming, secure and safe campus environment in which we study, work and welcome guests onto our campus.

Please take time to read this document. It is this 2012 Annual Security & Fire Safety Report that complies with the Federal Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542 as amended into the Jeanne Clery Act of 1998 and the revisions of the Higher Education Reauthorization Act (HERA).

This report contains important information about policy and procedures for maintaining a secure and safe campus. It describes the many ways in which we strive to improve the safety and well-being of our community, and it also contains statistics that speak to our campus as being extremely safe.

Peace and All Good,

Dr. Charlie Rooney

CONTENTS

<u>Campus Safety & Security</u>	4
<u>Incident Reporting</u>	4
<u>Response to Reported Incidents</u>	5
<u>Timely Warning and Emergency Notifications</u>	5
<u>Daily Crime Log</u>	5
<u>Emergency Response Evacuation</u>	6
<u>Campus Security Authorities</u>	6
<u>Campus Crime Data Collection Policy and Procedures</u>	7
<u>Access to Campus Facilities</u>	8
<u>Parking and Traffic Regulations</u>	8
<u>Policies Concerning Campus Law Enforcement</u>	8
<u>Programs Offered on Campus Safety</u>	8
<u>Substance Abuse Policy and Procedures</u>	8
<u>Sexual Misconduct Policy and Procedures</u>	9
<u>Sexual Assault Victim’s Bill of Rights</u>	10
<u>Sexual Offender Registry</u>	11
<u>Fire Safety and Prevention</u>	11
<u>Missing Persons</u>	15
<u>Reportable Crimes</u>	15
<u>Crime Statistics</u>	16
<u>Campus Maps</u>	20

Campus Safety & Security

Campus Safety and Security at Felician College is a shared responsibility. We are concerned about the safety and welfare of our students, faculty, staff, and guests, and we are committed to providing a safe and secure campus environment. The best protection is a strong security presence and an aware, informed, alert campus community who uses reason and caution in all situations. In accordance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following is a summary of information concerning campus security procedures and crime statistics.

The Office of the Vice President for Student Affairs is responsible for preparing and distributing this report. This office works with a contracted security agency, APG Security, Sterling Investigative Services, law enforcement agencies appropriate to our Clery geography, and staff designated as Campus Security Authorities (CSA) to compile the information. Security coverage is provided 24 hours, seven days a week for the entire campus community, both in Lodi and Rutherford. The Campus Security Department is under the direction of the Vice President for Student Affairs.

An overwhelming majority of the Felician community and campus visitors never experience crime at our College. However, crimes sometime occur. In an effort to inform the college community of our commitment to campus safety and security, this report is available to all students, faculty, and staff in document form in the Lodi office of the Vice President for Administration, Enrollment and Planning. On the Rutherford campus it is available in the Office of the Vice President for Student Affairs. Email notification is sent to the entire community describing Clery Law, an electronic copy of the report, and a link to its publication on the college website. The following is a summary of information for the calendar year 2011.

Incident Reporting

It is the responsibility of every member of the Felician College community (administrators, faculty, staff, and students) to immediately report any incident that occurs on the campus that is disruptive, causes harm, loss or damage to a person or to personal or real property. Any unacceptable or offensive behavior, criminal act, medical emergency, injury to persons, theft, auto accident, fire, vandalism, damage to buildings or equipment, is to be reported immediately.

If medical assistance is required, victims of crime are encouraged to seek aid from the Center for Health located on the lower level of Milton Residence Hall on the Rutherford Campus.

Free and confidential professional counseling services are available to campus crime victims through the Counseling Center located on the Rutherford Campus in the Student Union. In accordance with NJ Statute 45:15BB-13, disclosure of confidential client or patient information regarding Confidential Relations and Communication, Professional Counselors maintains confidentiality within the counseling office. The inclusion of crime statistics reported to Professional Counselors is not required and may not be included in campus crime statistics.

Additionally, pastoral counseling is available through the Campus Ministry Office located on the lower level of Obal Hall on the Lodi Campus and in the Student Union Building on the Rutherford Campus.

➤ *Reporting Procedures*

In cases where there is a need for emergency assistance by Police, Fire, or Medical personnel, students, faculty and staff are instructed to go to the nearest phone and dial 911, to reach the Lodi or Rutherford Police, and then notify the Campus Security Office (201-559-3561) on the Rutherford Campus or by dialing zero from a College phone to reach the College operator.

In all cases, both emergency and non-emergency, an Incident Report is to be completed by the immediate supervising administrative authority within 24 hours and forwarded to the appropriate office. The possible offices include, but not limited to, the Office for the Vice President for Student Affairs, the Campus Security Office, Office of Residence Life, and the Office of the Provost. In the case of an employee of the College, an Incident Report should be sent to the Director of Human Resources.

Prompt filing of Incident Reports enables the President, the Vice President for Student Affairs, and other senior officials to issue Timely Warnings to the Campus Community, if deemed necessary.

Response to Reported Incidents

When there is an emergency or a criminal action that endangers some or all of the campus community or its neighbors, the Vice President for Student Affairs (or his/her designee) will consult with the appropriate administrator and local authorities and enact plans of action which includes the means of communicating with all persons affected or at risk. For other incidents, the appropriate administrator is responsible for evaluating a possible reoccurrence and future risk potential. Based on this assessment, he/she will recommend a corrective policy and/or procedure to the Vice President for Student Affairs. Additionally, the College may initiate the college wide notification system and determine the content of the notification based on the severity of the situation and taking into consideration the safety of the College community. This would be done unless this issuing of a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.

Timely Warning and Emergency Notification

In the event that a situation arises, either on or off campus that, in the judgment of a Senior Administrator, constitutes a threat a campus-wide timely warning will be issued. It will be decided on a case by case basis in light of facts, nature of the threat, and any possible danger to the campus community. The notifications regarding emergencies are issued through one or more of the following means listed below:

- Campus emergency notification system, E2 campus emergency text message
- Campus wide e-mail and/or voice mail
- Notification on the Felician website

Anyone with information suggesting a timely warning is needed is to report the circumstances to a Senior Administrator or by dialing the Lodi Telephone Operator at 201-559-6000, or by dialing zero from a campus phone, or the Security Office at 201-559-3561.

Daily Crime and Fire Log

A written, Daily Crime and Fire Log is maintained by the Office of the Vice President for Student Affairs that records, in chronological order, all crimes, instances of fire, and other serious incidents reported on campus or within the department's jurisdiction. The crime and fire log for the most recent 60 day period is open to public inspection during normal business hours in the Office of the Vice President for Student Affairs located in Martin Hall on the Rutherford campus and in the Office of the Vice President for Administration, Enrollment and Planning located in Obal Hall on the Lodi Campus. Any portion of the log older than 60 days, is available within two business days of a request for public inspection.

Felician College Procedure for Collecting Data and Publishing Daily Crime Log

- When incidents are reported they are sent to the College Conduct Officer
- The College Conduct Officer determines if the incident should be classified by any of the crimes defined by the Clery Act in the Handbook for Campus Crime Reporting
- If the answer is yes, the information is added to the daily crime log via an excel document
- The excel document is saved as a pdf. so that it cannot be altered and is sent to the webmaster.
- The webmaster posts the information online in the consumer information portion of our website.
- The College Conduct Officer then sends an email copy to the Office of the Vice President of Student Affairs and the Office of the Vice President for Administration, Enrollment and Planning.
- The above ensures that there is a paper copy immediately available on the both the Rutherford and Lodi campuses during normal business hours.

Emergency Response Evacuation

The College will immediately notify the campus community of an emergency or dangerous situation upon confirmation that a legitimate critical situation exists. The Office of the Vice President for Administration Enrollment and Planning, or designee, is responsible for the notification and coordination of the College response. Different levels of critical situations require specialized consideration and professional judgment to provide protection for the College community. Decisions will be made on a case-by-case basis by senior administrators in conjunction with local authorities. Procedures may include securing the residence halls and/or directing students, staff and visitors to safe locations. If required, transportation of persons will be coordinated with appropriate personnel, most immediately by the members of the professional staff in conjunction with Campus Security and by a senior administrator who is granted authorization for this action. Coordination for assistance, equipment and supplies will be determined at the relocation site as needed.

Members of the Senior Administration located closest to the campuses are tasked with the determination, based on reported conditions, to enact a partial or full campus evacuation, a College lock-down or other appropriate steps to protect members of the College community. Once the decision has been made to invoke emergency procedures, students, faculty and staff will be notified by the communication systems as outlined in the section above entitled “Timely Warnings and Emergency Notifications.” The Director of Institutional Communications will be continually briefed by the Senior Administrator in charge and in turn will issue reports to the media and general public regarding the conditions which resulted in the emergency situation and any appropriate changes in the circumstances.

In the event of a partial evacuation, students, faculty and staff will be alerted and instructed to report to a safe building or area, a facility or area not threatened by the current conditions, transported to the other campus or when possible sent home. In the event of a full campus evacuation, students, faculty and staff will be transported to the other campus, or when possible sent home. In the event of a lock-down situation, students, faculty and staff will be notified by established procedures and instructed to take shelter in a College facility which will be under the supervision of College Administration and College Security.

Campus Security Authorities

The Clery Act requires that the College identify individuals with significant responsibility for student and campus activities as Campus Security Authorities (CSA). The function of a CSA is to report to the office designated to collect crime report information, those incidents that he or she concludes were made in “good faith.” The Office of the Vice President for Student Affairs is the designated office.

Alleged crimes that are reported to Campus Security Authorities are reported to the College Conduct Officer, which is the designated individual by Vice President for Student Affairs as the appropriate person for collecting and processing all incident reports.

When a student, faculty, or staff member tells a Campus Security Authority about an incident it must be reported. The CSA should complete an incident form and submit it to the College Conduct Officer for investigation. The CSA should consult with the Campus Conduct Officer about the investigation of the alleged crime. Designated College personnel may assist with further investigation, and may additionally consult with the reporting CSA and/or others to gather additional information.

Note: For serious crimes where there is likely and foreseeable threat to persons or property, immediately contact the Police by dialing 911, and then contact Campus Security at 201-559-3561 to report the incident.

The following are identified as Felician College Campus Security Authorities:

Position	Campus Security Authorities	Office Location	Phone Number
Vice President, Student Services	Susan M. Chalfin	Martin Hall	201-559-3564
Director, Residence Life	Laura Barry	Elliott Hall	201-559-3504
Assoc. Director, Residence Life	Ian Wentworth	Elliott Hall	201-559-3082
Campus Security	Office Staff	Elliott Hall	201-559-3561
Sr. Director, Facilities Management	Rick Riccio	Obal Hall	201-559-6099
Director, Athletics	Ben Dinallo	Student Center	201-559-3507
Special Assistant to the President	Vance Valerio	Obal Hall	201-559-6294

*The Division of Student Affairs is undergoing reorganization and will be completed the summer of 2013.

In addition, all Resident Assistant Staff has been trained on reporting incidents of crime and is considered to be a CSA for Felician College. Each resident student has a Resident Assistant that is assigned to them within their space. The RA can be contacted directly as they live on the floor with the resident students. Also, there is a Resident Assistant on duty every in the Milton RA Office (located in the lobby of Milton Hall) 365 days a year starting at 8 p.m. The Resident Assistant on duty is posted in the main lobby of Milton Hall.

Campus Crime Data Collection Policy and Procedures

In order to comply with the federal requirement published by the Department of Education, Felician College has established a policy in regards to gathering accurate and complete crime statistics for the information of all members of the College Community, prospective students and their families, prospective employees and for the general public.

The following is the procedure for collecting crime data:

- Incidents are recorded in an incident report using Felician College Incident Report Forms and on a Campus Security Incident Report.
- The incident reports are sent to the College Conduct Officer.
- The College Conduct Officer then processes the case for adjudication, marking the incident in yellow file folders with a Clery identifiable tag.
- All information and documents involving this incident are placed in judicial files labeled FC-YEAR-INCIDENT NUMBER.
- The color coated files are placed in the Office of the Vice President of Student Affairs when they are complete.
- At the end of each semester or session, the College Conduct Officer and the Vice President of Student Affairs, reviews the content of the folders and confirms that the incidents were categorized properly as per the Federal definitions.
- The files are also checked to verify the consistency of sanctions.
- Once the files are checked the information is then collated and categorized for Clery data compilation by the College Conduct Officer.
- The analysis report is formatted to the specifications of the Handbook for Campus Crime Reporting.
- A letter is then sent to all of our offsite locations as well as our their local law enforcement agencies requesting Clery Crime Data
- The information is then received electronically or in physical document and placed with all other Clery in a folder located in the Office of the Vice President of Student Affairs.
- The information is then prepared at the beginning of each calendar year for the previous year's Clery Crime Data.

Access to Campus Facilities

Felician College is an open campus. While the entire campus community is encouraged to practice personal safety awareness, the Campus Security Department works in conjunction with the Lodi and Rutherford Police Departments to insure regular patrol of the campus. The Campus Security Officers patrol both campuses 24 hours per day, 7 days per week, both on foot and by utilizing vehicles so marked as campus security.

Residence Hall doors are staffed and/or locked 24 hrs per day with a required sign in. To gain access, Residential Students have to present a Felician College issued student ID card. All College personnel are required to identify themselves prior to entering a Resident Hall.

Parking and Traffic Regulations

All members of the Campus Community must abide by the College's campus parking and traffic regulations. Campus Security is responsible for the administration and enforcement of these regulations. Campus parking hangtags are required for campus parking and are obtained from the Security Office in Rutherford. The College is not responsible for any damage or theft which may occur to vehicles or contents while parked on campus. Campus parking regulations are published in the Student Handbook.

Policies Concerning Campus Law Enforcement

Felician College provides its own Campus Security. The contracted security agency, APG Security, has their Security Officers trained by the College Conduct Officer in the College's accepted procedures and policies. The security officers are under the control and direction of the Vice President for Student Affairs. The security officers have the authority to require persons be identified and to determine whether individuals have lawful business on the campuses. The Security Officers have the authority to issue parking citations and to prepare incident reports and other miscellaneous reports. These Security Officers do not have the power of arrest. The investigation of criminal activities and the issuance of municipal summonses for parking violations are referred to the Lodi or Rutherford Police Departments.

Security incident and accident reports are submitted to the Office of the Vice President for Student Affairs and the College Conduct Officer. Also APG Security keeps a log that records all activity that occurs on each shift, the times that building checks are performed, any outdoor lights which are not functioning, a detailed account of all vehicles found to be in violation of College parking/safety regulations, and all vehicles which may have been towed.

Programs Offered on Campus Safety

Programs regarding campus and personal safety are offered to students entering Felician College and their parents during Orientation and, for returning students, at the opening residence hall meeting in September (Fall semester) and again in January (Spring semester). At these meetings, the issue of campus/residence hall safety is extensively discussed. Attendees are:

- Encouraged to act responsibly to ensure their own safety
- Informed of emergency procedures (including but not limited to how, and whom to contact in case of fire, theft, medical, or other life-threatening situations)
- Provided with information and/or pamphlets dealing with campus safety and personal safety

Substance Abuse Policy and Procedures

Felician College is committed to providing a safe and healthy environment for all its members and one that maximizes the academic and social development of its students. Felician College believes that the health and safety of all its members, particularly the academic and social development of its students, is negatively affected by the use of illegal drugs and the abuse and improper consumption of alcohol. In the Fall of 2010, in the spirit of our commitment to a drug and alcohol free environment, an Alcohol and Other Drugs Education Coordinator was added to the Counseling Center.

As a private, value-center institution, Felician College embraces a philosophical premise that seeks to be in support of and compliance with the mandates of both the “Annual Security and Fire Safety Report” and the “Drug-Free Schools and Campuses Regulations.” The College is here to educate students—through observation, challenge, intervention, education, and redirection and where necessary, punitive response. This premise guides our practice, training, and implementation. Primary gatekeepers in this process include, but are not limited to, the Office of Residence Life, Counseling Services, and the Vice President for Student Affairs.

Felician College recognizes its responsibility to provide an educational setting and a work milieu free of substance abuse. The unlawful possession, use or distribution of illicit drugs and alcohol on the campuses or at any sponsored activity is prohibited. Disciplinary sanctions consistent with College policy, local, state and Federal law, including but not limited to counseling, suspension/dismissal, termination of employment, prosecution and/or referral to an appropriate rehabilitation or treatment program, is imposed on those who violate the College’s drug and alcohol policies.

Copies of the College’s Substance Abuse Policy and Procedures are available in the Student Handbook and on the Felician College website, www.felician.edu. Printed copies are available in the Student Government Association Office. Copies of the College’s Drug Free Workplace Policy are available in the Office of Human Resources and online in the SharePoint section of the College website.

Sexual Misconduct Policies and Procedures

Felician College has a very positive environment and seeks a safe and healthy environment for all persons on campus. Our community depends upon trust, respect and dignity for all who study, work or visit our campus. These values are detailed in the Student Handbook. The College expects all those on campus to demonstrate a respect for others as well as to uphold Federal laws and the laws of the State of New Jersey. The College encourages all members of the community to be aware of both the consequences of sexual misconduct and the options available to those who are the victims of such misconduct.

Students or staff who are the target of sexual misconduct, sexual harassments or sexual assault, will report their concerns or incident to one of the following Campus Security Authorities.

Campus Security Authorities for sexual misconduct, sexual harassment, or sexual assault include:

Counseling Center	*Mary Reilly	201-559-3587
Counseling Center	*Ben Silverman	201-559-3505
Student Affairs	TBD	
Office of Student Rights & Responsibilities	Student Government Office	201-355-1129
Health Services	Carolyn Lewis	201-559-3586
Residence Life	Laura Barry	201-559-3505
Residence Life	Ian Wentworth	201-559-3506
Director of Human Resources	Diane DePadova Title IX Coordinator	201-559-6186

The above Campus Security Authorities (CSA) will assist the individual in obtaining help, either through campus resources or seeking outside referrals, and also to initiate a complaint process through the Title IX Coordinator, Ginny Topolski.

*All CSA are required by Title IX to report incidents of sexual assault. The only exception to reporting is with licensed counselors in the Counseling Center and with the Bergen County Rape Crisis Center, 201-487-2227.

The Bergen County Rape Crisis Center, recently renamed “The Healing Space,” provides confidential sexual violence advocacy, and they are available 24 hours a day, seven days a week.

Counseling can be the most important step in the healing process after an assault. Counseling services are available in the Counseling Center located on the main floor of the Student Union on the Rutherford Campus. Counseling services on campus are **free and confidential**. Additional information about services provided by the Counseling Center is available on the College website www.felician.edu/counselingcenter.

Reporting to the police and/or filing a complaint is encouraged, but not necessary for the victim to receive counseling or other support services.

If a victim discloses an incident of sexual assault to a staff or faculty member a report must be made to the Director of Human Resources.

Sexual Assault Victim's Bill of Rights

Felician College recognizes that sexual violence committed on campus has a profound impact on the campus community and surrounding communities. Accordingly, to ensure the College is free from violence, sexual assault and nonconsensual sexual contact, and to support individual dignity and rights of each person in an academic environment, the College has adopted the New Jersey Campus Assault Victim's Bill of Rights.

The State of New Jersey has established this Bill of Rights which requires that all New Jersey colleges and universities create and support policies, procedures, and services designed to ensure that the needs of victims are met and to support their wishes and human dignity.

The following rights shall be accorded to victims of sexual assault which occur on the campus of any public or private institution of higher education in the State of New Jersey and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

➤ ***Bill of Rights***

The following rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey
- Where the victim or alleged perpetrator is a student at that institution
- When the victim is a student involved in an off-campus sexual assault

➤ ***Human Dignity Rights***

- To be free of any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy
- To have any allegations of sexual assault treated seriously and the right to be treated with dignity
- To be free from any suggestion that victims are responsible for the commission of crimes against them
- To be free from any pressure from campus personnel to:
 - Report crimes if the victim does not wish to do so
 - Report crimes as lesser offenses than the victim perceives the crime to be
 - Refrain from reporting crimes to avoid unwanted personal publicity

➤ ***Rights to Resources On and Off Campus***

- To be notified of existing campus and community based medical services, counseling services, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civilian authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students of the institution.
- To be informed of and assisted in exercising:
 - Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy
 - Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases

➤ ***Campus Judicial Rights***

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

➤ ***Legal Rights***

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

➤ ***Campus Intervention Rights***

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

➤ ***Statutory Mandates***

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of each individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this Act or in any “Campus Assault Victim’s Bill or Rights” developed in accordance with the provisions of the Act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act amends the Violent Crime Control and Law Enforcement Act of 1994 to require Sex Offenders who must register under state law to provide notice of enrollment and/or employment at any institution of higher education in the state where the offender resides and to provide notice of each change of enrollment or employment status to the institution of higher education. New Jersey has a statute requiring Sex Offender registration. Information concerning registration of Sex Offenders may be obtained by accessing the New Jersey State Police website at www.njsp.org and using the link to the New Jersey Sex Offender Registration information.

Fire Safety and Prevention

Felician College is required by the Higher Education Opportunity Act of 2008 to disclose information about housing fire statistics, fire safety systems in student housing facilities, mandatory fire drills, fire safety policies, and education and training programs.

➤ ***Implementation of a Fire Log for each Residential Location***

All fire incidents must be documented regarding:

- a. Nature of the fire
- b. Date the fire occurred
- c. Time of day the fire occurred
- d. Location of the fire
- e. Cause of the fire
- f. Injuries/deaths resulting from the fire
- g. Property damage incurred by the fire

The College Conduct Officer is responsible for maintaining and updating a Daily Crime and Fire Log. All incidents of fire are documented and sent to the College Conduct Officer via APG Security Report, Felician College Incident Report or e-mail for collation and cataloguing. The incidents are catalogued using the definitions provided in the Handbook for Campus Crime Reporting pg. 181-187. The Daily Crime and Fire Log will be accessible on site in the Office of the Vice President for Student Affairs located in Martin Hall on the Rutherford campus and in the Office of the Vice President for Administration, Enrollment and Planning. The Daily Crime and Fire Log is also located on the College’s website at the following link: <http://www.felician.edu/student-consumer-information> under “General Institutional Information.” The Daily Crime and Fire Log for the most recent 60-day period will be open to inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days will be made available within two business days of the request. The Daily Crime and Fire Log must be kept for three years following the publication of the last annual report to which it applies (in effect, seven years).

➤ **2011 Fire Log – Student Housing**

Facility	2009			2010			2011		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Death
Milton Hall	0	0	0	0	0	0	0	0	0
Elliott Hall	0	0	0	0	0	0	0	0	0

➤ **Fire Safety Systems**

Each residence hall is fully alarmed and equipped with sprinkler systems. When an alarm is triggered, a notification is sent directly to Rutherford Fire Department. Fire extinguishers, sprinklers, heat/smoke detectors, fire alarms, pull stations, and exit lights are located throughout the residence halls. Fire safety equipment is to be used only in emergency situations. Fire equipment, fire alarm systems, smoke detectors and fire evacuation procedures are provided for the protection of the life and property of residents. Residents are familiarized with the type and location of equipment, exits, windows and proper evacuation procedures from their floor/tower meetings and residence hall during orientation and routine fire drills. There are also diagrams conspicuously located in each of the rooms, suites and hallways in the Residence Halls.

Fire safety equipment is checked at the start of each Resident Assistants duty round. If an extinguisher is low, the On Call Administrator is called and the Fire Department is notified to come and fill and or replace it immediately.

Misuse, tampering with fire safety equipment, or covering smoke detectors may result in immediate eviction from College housing, and other College disciplinary measures. Additionally, possible fines and prosecution through the town/state legal system will be pursued.

The equipment per Residence Hall is as follows:

	Sprinkler System	Fire Alarm System/Addressable
Milton Hall-	Yes	Yes
Elliott Hall-	Yes	Yes

➤ **Supervised Fire Drills**

Each residence hall has two unannounced fire drills per semester. Additional drills may be scheduled at the discretion of the Fire Chief and Director of Residence Life. Each fire drill is scheduled with the Rutherford Fire Chief. The Fire Chief is present and provides feedback for continued improvement for evacuation times. The time for an acceptable evacuation has been designated as 3 minutes to ensure community compliance. Each drill is timed to mark effectiveness of drills.

Elliott Residents are expected to exit their suite and proceed to the ground level to evacuate the building. Once a fire alarm is activated the bathroom doors become demagnetized. In case of a fire that hinders the standard evacuation of a room student can exit through the bathroom to an adjoining suite. Once students have evacuated there are two evacuation points. The first is in the quad area located in front of Martin Hall. The other is located at the corner of West Passaic and Wood Street. These are indicated by the diagrams located on the back of the doors in each suite and room in Elliott Hall.

Martin Hall Residents expected to exit their rooms and head to the nearest exit. There are 4 main exit points in Martin Hall. One located at the main entrance, one located at the bottom of the stairs on the North Side, one located at the bottom of the stairs on the South Side, and one located in the Wellness Center level that leads to the back parking lot.

Students are expected to gather in two specific locations. The first is across the street in the Student Union Parking Lot. The second is located at the corner of West Passaic and Wood Street.

In any case of a fire, it is an expectation that students do not cross the typical path of a fire engine. Therefore, traffic is directed away from crossing streets if it can be helped. Resident Assistant Staff, Security Staff and Residence Life Professional Staff are trained in the evacuation procedures and locations.

The following individuals must be notified in the event of an on-campus fire:

	Lodi	Rutherford
Fire Department	973-859-7429	201-939-3011
Campus Security Department	201-559-6011 or after 8:30 p.m. 201-538-6623	201-559-3561
Senior Director of Facilities Management	201-559-6099	
Director, Residence Life		201-559-3504
Vice President of Student Affairs/Services	201-559-6086 or after 4:30 p.m. 201-438-4794	201-559-3564 or 908-601-5359
President	201-559- 6022	
Campus Maintenance	973-951-0489	201-575-1823
Director of Institutional Communications	973-559-1309	201-559-1425

➤ **Fire Safety Policies Procedures and Violations/Prohibitions**

Information about the residence halls’ fire equipment, fire alarm systems, and smoke detectors, along with the fire evacuation procedures are provided in the Residence Life Guidebook. This Guidebook is updated annually to reflect any changes in Federal or state law, College policy, and updates regarding fire safety procedures and relevant information. For the protection of life and property, residents should familiarize themselves with the type and locations of equipment, exits, windows and the proper evacuation procedures from their floor/tower and the residence hall. These items are reviewed and discussed with First Year Students during their Freshmen Orientation. Additionally, all residential students are informed of the Fire Policies and Evacuation Procedures during their first floor meetings at the beginning of the academic year.

Health and Safety Inspections are done three times a semester by the Assistant Director of Residence Life and Resident Assistant Staff. Students who pass an inspection are given a green slip indication their successful inspection. If a student fails the inspection they will receive a red notification that they have failed the inspection and will receive a letter to meet with the College Conduct Officer shortly thereafter. Any student that fails a Health and Safety Inspection has a right to request a copy of the inspection form from the Assistant Director of Residence Life. The College Conduct Officer then sends out a “Notice to Appear” letter and will meet with the student for adjudication.

The residential fire safety policies are listed on pages 22 and 23 in the Residential Guidebook under “Public Safety” and are as follows:

4.1 Health and Safety Violation – If you fail room inspection, and the violation does not pose an immediate threat, you will be warned and your room will be re-inspected within one day. If the bathroom does not meet the standards of cleanliness a cleaning charge will be assessed.

The possession of any of the following items is prohibited in the residence halls:

- Exposed Heating Elements
- Extension Cords
- Broilers, toaster ovens, toasters
- Electrical lights (i.e. Christmas lights, rope lights, etc.)
- Hot pots or hot plates
- Coffee Makers (with the exception of those with internal heaters and automatic shut off)
- Blenders
- Live cut Christmas trees

- Candles, incense, oil lamps, open flames
- Popcorn poppers
- Space heaters
- Amplifiers, large speakers, base boxes
- Air conditioners
- Electric Blankets
- Halogen Lamps
- Large non-college issued furniture (couches, futons, ect)
- Firecrackers
- Lava lamps

4.2 Misuse of Windows – Throwing objects out the window, entering or exiting through a window and/or suspending objects outside of a window is prohibited.

4.3 Blocking of Exits, Entrances– The reckless blocking of entry and exit points within a residence hall.

4.4 Failure to Evacuate or a Delayed Evacuation – Failure to vacate the building during a fire alarm or exceeding 3 minutes to evacuate the building.

4.5 Deliberate Activation of an Alarm under False Pretenses - Attempted/actual deliberate activation of a fire alarm or smoke detector without just cause.

4.6 Possession or Use of a Weapon or Explosive – The unauthorized possession of a weapon as defined by the State of New Jersey statues, regardless if the weapon is operational.

4.7 Misuse of Fire Safety Equipment- The deliberate use of fire safety equipment in a way that is not meant to prevent or extinguish a fire. (i.e. Discharging a fire extinguisher, hanging clothing from a sprinkler pole, covering up a smoke detector or sprinkler head etc.)

Consequences for violating any of these policies can range from a monetary fine and community restitution to possible removal from the residence halls.

Under the Felician College Code of Conduct, students are prohibited from reporting a false emergency, which includes false reporting of a fire, bomb, medical emergency, or any other emergency by means of activating a fire alarm or in any other manner.

All individuals on campus are prohibited from smoking in all campus buildings including the residence halls. Smoking is also prohibited in close proximity to a building on campus; therefore, the College has established designated smoking areas throughout the campus.

The Residential Smoking Policy is as follows:

5.5 Smoking in/near the Residence Halls – The smoking or lighting of cigarettes, cigars, black and mild’s, hookah etc. in the Residence Halls or in the areas closely surrounding the residence halls. The distance one must be to smoke on campus is 50 feet from any building.

It can be found on page 24 of the Residential Handbook under the “Drug and Alcohol” Section.

Consequences can range from a monetary fine or community restitution to possible removal from the residence halls.

➤ ***Fire Safety Education and Training Programs***

Fire safety training is conducted each semester during the academic year for the Residence Life Professional Staff and Resident Assistants by the Fire Chief for the Borough of Rutherford. Evacuation procedures mentioned in “Fire Safety Policies Procedures and Violations/Prohibitions are covered during the trainings. Fire procedures are also stated in the Residence Life Guidebook which is issued to and signed for by each residential student upon check-in. This information is disseminated by both a printed guidebook and an electronic copy which is located on the Felician College website. The Residence Life Staff covers the procedures in full detail during Freshmen Orientation and the First Floor/Tower Meetings.

Future improvements to the fire safety system at Felician College will be made as necessary.

Missing Student/Person

In accordance with the Higher Education Opportunity Act of 2008, Felician College has implemented a Missing Persons Policy to establish procedures to respond to reports of a missing student. This policy applies to students who are deemed missing or absent from the College for a period of more than 24 hours without any known reason or actions that may be contrary to usual patterns of behavior or unusual circumstances that may have caused the absence. Such circumstances include, but are not limited to: a) reports or suspicion of foul play, b) evidence of suicidal thoughts, drug use, any life threatening situation, or c) has been with persons who may endanger the student’s welfare.

Once a student has been reported missing, an investigation will begin. Notification will be made to the individual(s) identified by the missing person as his/her emergency contact and, if necessary, local law enforcement agencies. In the event the student is under 18 years of age, the Vice President for Student Affairs, or designee, will communicate with the parents or guardian.

If a member of the Felician College Community has reason to believe that a student who resides in on-campus housing is missing, he or she will immediately notify Campus Security as well as the Residence Life Office. The Director of Residence Life will generate a missing person report and initiate an investigation.

In addition to registering an emergency contact, students residing in on-campus housing have the option to sign a FERPA form expressing consent for parental notification. Whoever is listed on this form will be contacted in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Felician College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Residence Life Office.

Reportable Crimes

The following definitions are used for reporting crimes in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program:

- ✓ **CRIMINAL HOMICIDE:**
 - **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
 - **Negligent Manslaughter:** The killing of another person through gross negligence.

- ✓ **FORCIBLE SEX OFFENSES:**
 - **Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that person’s will, where the victim is incapable of giving consent.
 - **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, where the victim is incapable of giving consent
 - **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, where the victim is incapable of giving consent
 - **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, where the victim is incapable of giving consent

- ✓ **NON-FORCIBLE SEX OFFENSES:**
 - **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.
- ✓ **ROBBERY:**
The taking, or attempted taking, of anything of value from the care, custody, or control of a person or persons by 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.
- ✓ **BURGLARY:**
The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- ✓ **MOTOR VEHICLE THEFT:**
The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.
- ✓ **ARSON:**
Any willful or malicious burning or attempt to burn, with or without intent to defraud, of property.
- ✓ **OTHER OFFENSES:**
 - **LIQUOR-LAW VIOLATIONS:**
The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Does not include drunkenness or driving under the influence.
 - **DRUG-LAW VIOLATIONS:**
The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment needed to produce or use them.
 - **WEAPONS-LAW VIOLATIONS:**
The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.
- ✓ **HATE CRIMES:**
A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias based on race, gender, religion, disability, sexual orientation or ethnicity/national origin.
 - Category A: Murder and Non-negligent manslaughter; Forcible sex offenses; Non-forcible sex offenses; Robbery; Aggravated assault; Burglary; Motor vehicle theft; Arson.
 - Category B: Larceny-theft; Simple assault; Intimidation; Destruction/damage/vandalism property.

Crime Statistics

The procedures for preparing the annual disclosure of crime statistics includes the reporting of statistics from the College community obtained from the following sources: The Campus Security Department, the Office of Residence Life, and the Office of the Vice President for Student Affairs. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Crime statistics are gathered for both the Rutherford and Lodi Campuses and are provided in the annual Clery report. All of the statistics have been gathered, compiled, and reported via Incident or Security Report to the appropriate office.

Felician College publishes all of the Crime Data on the Felician College Website which is updated on an annual basis. The report can be found at <http://www.felician.edu/about/general-information/consumer-information>.

Criminal Offenses - On Campus

Criminal Offense	2009	2010	2011
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses- Forcible	0	0	0
d. Sex offenses- Non- forcible (include only incest and statutory rape)	0	0	0
e. Robbery	1	0	0
f. Assault	2	0	1
g. Burglary	4	3	0
h. Motor vehicle theft	1	0	0
i. Arson (Only includes fires that are investigated by law enforcement and determined to be arson.)	0	0	0

Criminal Offenses – On Campus – Residence Halls

Criminal offense	2009	2010	2011
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0	0	0
d. Sex offenses Non- forcible (include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Assault	2	0	0
g. Burglary	4	3	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses – Public Property

Criminal offense	2009	2010	2011
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses forcible	0	0	0
d. Sex offenses Non forcible	0	0	0
e. Robbery	0	0	0
f. Assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle Theft	0	0	0
i. Arson	0	0	0

Hate Crimes – On Campus

Criminal Offenses	2009	2010	2011
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses forcible	0	0	0
d. Sex offenses Non forcible	0	0	0
e. Robbery	0	0	0

f. Assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle Theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Crimes – Public Property

Criminal Offense	2009	2010	2011
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses forcible	0	0	0
d. Sex offenses Non forcible	0	0	0
e. Robbery	0	0	0
f. Assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle Theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Crimes – On Campus – Residence Halls

Criminal Offense	2009	2010	2011
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses forcible	0	0	0
d. Sex offenses Non forcible	0	0	0
e. Robbery	0	0	0
f. Assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle Theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Arrests – On Campus

Crime	2009	2010	2011
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – On Campus – Residence Halls

Crime	2009	2010	2011
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – On Campus

Crime	2009	2010	2011
a. Illegal weapons possession	0	0	1
b. Drug law violations	0	0	0
c. Liquor law violations	10	0	64

Arrests – Public Property

Crime	2009	2010	2011
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – Public Property

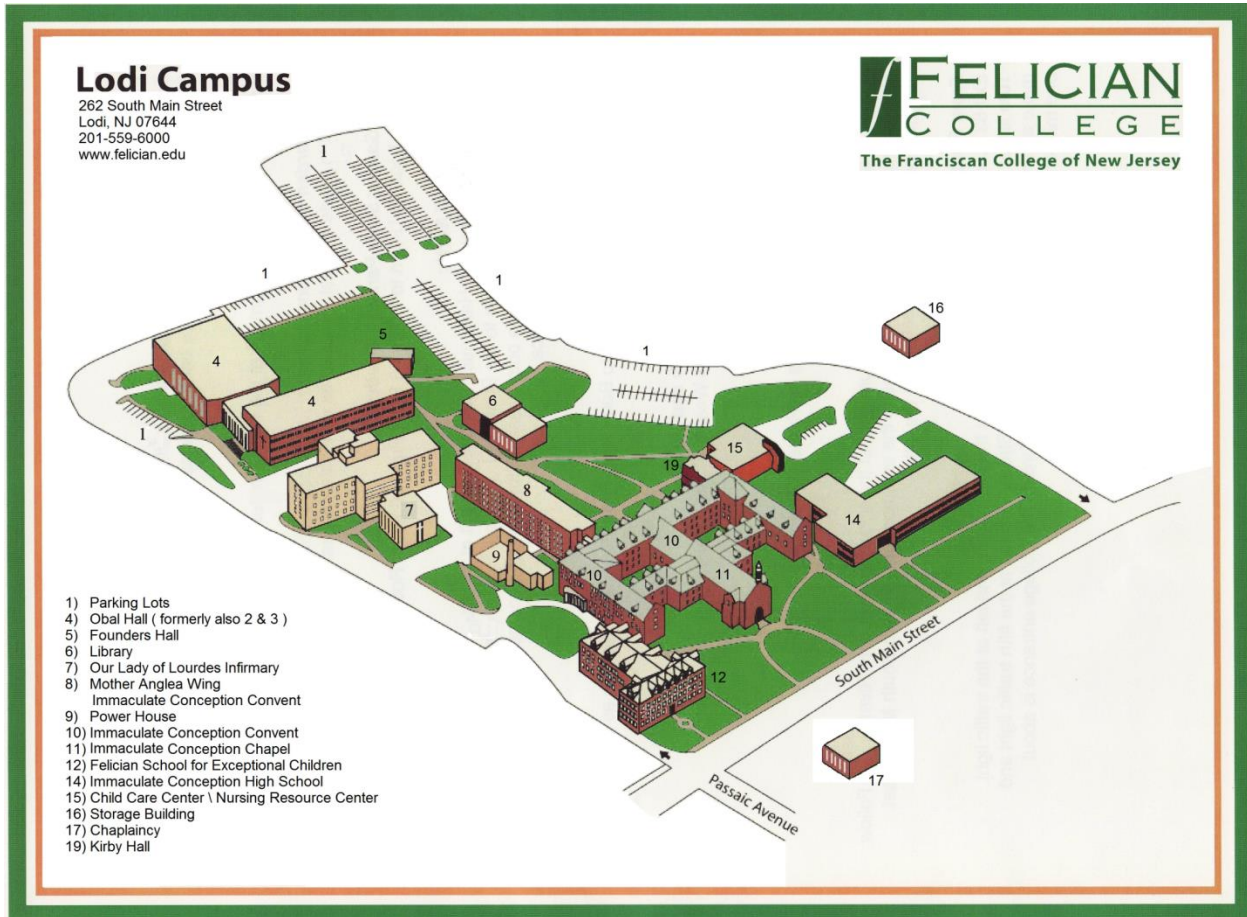
Crime	2009	2010	2011
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Summary of Fires

Facility	2009			2010			2011		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Death
Milton Hall	0	0	0	1	0	0	0	0	0
Elliott Hall	0	0	0	0	0	0	0	0	0

Felician College leases and controls several off-site locations that include: Raritan Valley Community College, Middlesex County Community College, Sussex County Community College, Mercer County Community College, Warren County Community College, St. Luke Baptist Church of Paterson, and the Lyndhurst Recreational Complex. The crime statistics provided by the offsite locations were not specific to our Clery geography and are therefore not included.

Lodi Campus Boundary Map



Rutherford Campus Boundary Map

