



**ST. FRANCIS COLLEGE**  
BROOKLYN HEIGHTS, NEW YORK

# Annual Security Report 2013

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**Message from President Brendan J. Dugan'68**

On behalf of the administrators and faculty of St. Francis College, I want to assure you that we are all committed to supporting your academic and career aspirations. In order to achieve this, the College places a strong emphasis on creating a safe, secure, and trusting environment; all while following our Franciscan tradition. We are proud to be one of the safest colleges in an urban setting. We work hard at this. And we are not the only reasons for this success, as a member of the college community you play an integral role in maintaining safety and security on campus. Please review this annual security report as well as the complete Emergency Action Plan. If you have any questions regarding safety and security on campus, please do not hesitate to contact the Director of Community Partnerships and Special Events at 718-489-5372.

Sincerely,

Brendan J. Dugan '68  
President

## **The Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual security report by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus and public areas immediately adjacent to or running through the campus;
- Provide timely warning notices of crimes that have occurred and pose an ongoing “threat to students and employees”;
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus; and
- Disclose in a public crime log any Clery crime that occurred on campus or within the patrol jurisdiction of the campus security department and is reported to the police or St. Francis College.

## **Preparation and Distribution of the Annual Security Report**

The St. Francis College Office of Community Partnerships and Special Events prepares this Annual Security Report (“ASR” or the “Report”) in compliance with the Clery Act.

This Report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Office of Student Affairs, counsel, and Office of College Relations. Each entity provides updated information on their educational efforts and programs.

The Report contains important information and policies regarding campus security as well as statistics for certain crimes occurring at St. Francis during the last three calendar years. Campus crime, arrest, and referral statistics include incidents reported to local law enforcement agencies, campus security officers, and designated campus officials, including but not limited to student life staff, residence life staff, and coaches.

St. Francis College records all alleged criminal incidents, including non-Clery Act crimes, reported to the Office of Community Partnerships and Special Events, regardless of how much time has passed since the alleged incident occurred. A formal police report or investigation is not necessary in order for a reported crime to be included in the crime statistics in the Report. All crimes reported in any calendar year will be included in the crime statistics included in the Report for that calendar year, regardless of the calendar year in which the crime actually occurred.

The New York State Education Department requires prompt, mandatory reporting to the local enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct, and the Counseling Center informs their clients of the procedures to report crime to the Director of Community Partnerships and Special Events on a voluntary or confidential basis, should they

feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such session.

Prior to October 1 of each year, the College will distribute an email notification to all students and employees alerting individuals of the availability of the Report. The College will also inform prospective students and employees of the availability of the Report. The College will provide a copy of the report upon request.

The College currently has a variety of policies and procedures relating to campus security and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in future issues of this report.

In addition, St. Francis maintains a daily crime log, available online at [www.sfc.edu](http://www.sfc.edu), which includes a brief summary of the nature of the crime, the date and time the crime occurred, the general location of the crime, and the disposition of the complaint, if known. Hard copies of the individual incident reports are kept in the Office of Community Partnerships and Special Events. Multiple employees are trained to maintain the log and it is available to the public.

### **Clery Act Geography**

In accordance with the “The Handbook for Campus Safety and Security Reporting (2011),” crime statistics included in this Report are presented based on the location where the crime occurred. This Report uses the following definitions to determine where a crime occurred:

**On Campus:** Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in matter related to, the College’s educational purposes, including any building or property that is owned by the institution but controlled by another person, and is frequently used by students and supports institutional purposes (such as food or other retail vendors).

The St. Francis College Campus consists of five interconnected buildings with the main entrance geographically located at 182 Remsen Street.

**Public Property:** All public property, including thoroughfares, streets, sidewalks and parking facilities, within the campus or immediately adjacent to, and accessible from, the Campus.

St. Francis College’s Public Property consists of the sidewalks, streets, and sidewalks on the opposing side of the street, in the four blocks surrounding the Campus: Remsen Street, Joralemon Street, Court Street, and Clinton Street.

**Non-campus Buildings and Property:** Includes 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 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.

St. Francis College’s only Non-Campus Building or Property is the St. George Residence Hall, operated by Educational Housing Inc., located at 55 Clark Street. This category includes all St. Francis student

dorms and all common areas in the Residence Hall open to St. Francis students. It does not include private apartments or dorms used by other students and not under the control of St. Francis College.

At St. Francis, student organizations are not permitted to have off-campus housing facilities, and therefore, St. Francis College does not have a policy concerning the monitoring and recording, through local police agencies, of criminal activity at off campus locations of student organizations officially recognized by the institution.

Collectively, these locations make up St. Francis College's **Clery Geography**.

### **Reporting Crimes or Emergencies**

St. Francis College encourages all students and members of the college community to be fully aware of the safety issues on campus and to take action to promptly report any illegal or inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

To report a crime in progress or an emergency, please contact 911. Then please call (718) 489-5333, the College's dedicated emergency line. Reporting crimes to the College Security Desk ensures inclusion in the annual crime statistics and aids in providing timely warning notices to the community, when appropriate.

In response to a call, a security guard will take action she/he deems appropriate; he will also log non-emergency reports that will be submitted to the Director of Community Partnerships and Special Events and Security will review the reports. An internal report that involves a student, submitted by a security guard will be forwarded to the Dean of Students. The Dean of Students or a designee is responsible for reviewing all reports and will determine whether the case will be referred for internal adjudication. If necessary, the security guard will summon NYPD or FDNY to respond to the scene. The Office of Community Partnerships and Special Events is responsible for reviewing and classifying all incident reports for inclusion in the campus crime log and Annual Security Report.

As per NY Law, Article 129A, St. Francis College is required to adopt and implement a plan providing for the investigation of any violent felony offense occurring at or on the grounds of its buildings. The plans shall provide for the coordination of the investigation of such crimes and reports with local law enforcement agencies; further St. Francis College will coordinate with the NYPD.

If a sexual assault or rape should occur, staff on the scene, including security, will call the Dean of Students who will mobilize Neighborhood Counseling Services who are under contract with the College to provide trained members to assist rape victims.

This Report contains information about on-campus and off campus resources. That information is made available to provide St. Francis College Community members with specific information about resources that are available in the event they become the victim of a crime. The information about "resources" is not provided to infer those resources are "reporting entities" for St. Francis College.

#### A. Reporting Policies:

- All criminal reports should be made to the Campus Security Desk, located in the lobby of 180 Remsen Street and available at (718) 489-5333. Everyone on campus (including students, faculty, staff and visitors) is encouraged to report immediately any and all potentially criminal activity to Campus Security and/or the New York City Police Department. Individuals reporting to the College

who wish to file a complaint with the New York City Police Department will be provided assistance. Crimes may also be reported to the following college officials:

- Assistant Vice President for Capital Projects and Facilities Management 718-489-5496, [korourke@sfc.edu](mailto:korourke@sfc.edu)
- Director of Operations 718-489-5275 [adevare@sfc.edu](mailto:adevare@sfc.edu)
- The College requires a written complaint to begin an investigation. The College needs the assistance of the complainant in the disciplinary process. The College may make exceptions when necessary if there is clear danger to a member of and/or the whole College community.
- Students who have experienced harassment or who have friends who have been harassed may find it helpful to discuss the situation with someone. Many victims of hate related crimes are in groups that fear the police. Confidential counseling services are available at the Student Counseling Center in Room 2310 or call (718) 489-5335.
- Additionally, the Office of Human Resources 718-489-5253 has been designated to assist students and staff who have complaints or questions about offensive behavior by faculty, staff and students. Students can also contact various administrators in the college, or a complaint may be filed with the New York City Human Rights Commission (212) 306-7500. Students are encouraged to report hate or bias incidents.

### **Confidential Reporting and Policy on Counselors**

If you are the victim of a crime and do not want to file a complaint within the College System or the criminal justice system, you may still want to consider making a confidential report. Please contact the Dean of Students at 718-489-5315. With your permission, a designee of St. Francis College can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

- The Dean of Students using the FBI Uniform Crime Reporting Definitions will classify reports.
- When alleged perpetrators are identified as students, with the cooperation of the victim, the case will be adjudicated in accordance with the Faculty Committee on Student Behavior. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.

Under St. Francis policy, all criminal activity, including any allegation of sexual abuse, that is brought to the attention of any member of the College, must be reported to the Director of Community Partnerships and Special Events (with a specific, limited exemption for pastoral and professional counselors).

If you would like the services of Campus Ministry, please contact Father Brian Jordan at 718 489-5493. Pastoral and Professional Counselors, priests, religious order brothers and sisters must report all potential criminal activity to the Director of Community Partnerships and Special Events. The only

exception is the sacrament of confession which is heard only by priests. However, Priests will attempt to work with the penitent to find appropriate services both on and off campus. Pastoral counselors, priests, religious orders brothers and sisters who have a crime disclosed to them outside of the sacrament of confession are required to report the crime in accordance with this policy. For the purposes of reporting crimes for inclusion in the ASR, pastoral and professional counselors are defined as follows:

***Pastoral Counselor***

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

***Professional Counselor***

An employee whose official responsibilities include providing psychological counseling to members of the St. Francis community and who is functioning within the scope of his or her license or certification.

- St. Francis College offers a confidential program for enrolled students, providing individual and group counseling, focused problem solving, consultations and workshops. Problems are identified, options are reviewed, and assistance is offered. Referral services are available when needed. A safe, confidential environment to discuss areas of life that are troublesome or cause you concern.
- Confidentiality is the cornerstone of the program. *(Note exceptions to confidentiality: Exceptions include unusual circumstances, such as a court subpoena or information regarding imminent danger to self or someone else.)*

St. Francis College hopes that, if needed, students will avail themselves of this service. No problem is too small.

**Security Personnel at St. Francis College**

St. Francis College employs contracted security guards with the authority to ask for identification and remove individuals who do not have lawful business at St. Francis College. Security guards do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

St. Francis College does not have a memorandum of understanding with the New York City Police Department (NYPD). St. Francis College maintains a highly professional working relationship with the New York City Police Department. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Security Desk and the Police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

**Timely Warnings – Public Safety Advisory**

In an effort to provide timely notice to the St. Francis College community, and in the event of a crime which may pose a serious or ongoing threat to members of the St. Francis College community, a “Timely Warning” will be sent to all students and employees via SFC email. In the event email is not functioning, the college’s emergency notification system may be used. These alerts will be prepared and approved by

the Provost, Director of Security or the President. In the event of a failure of electricity, timely warning notices may also be disseminated by placing posters around campus and the St. George Residence Hall.

St. Francis issues timely warning notices, called Public Safety Advisories, whenever a Clery crime occurring on campus is considered to pose a serious or continuing threat to students and employees. The Director of Community Partnerships and Special Events reviews all reports to determine if there is a serious or continuing threat, and if a campus wide Public Safety Advisory is warranted. The Advisory will be issued through the college's email system to students, faculty, and staff, and it will also be posted on the St. Francis College web site.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Director of Community Partnerships and Special Events may also issue an emergency text and voice message alert through SFC-Alerts, the college's emergency notification system.

### **Emergency Notification to the St. Francis College Community about an Immediate Threat**

St. Francis College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring in and around the St. Francis College campus. The Director of Community Partnerships, The Assistant Vice President for Facilities Management, or the Provost or his designee will confirm the emergency with assistance from various offices/departments on campus or external agencies, such as the NYPD and the FDNY. The Executive Vice President, the Provost, the Vice President for Government of Community Relations and/or the President of the College will determine the content of the message and the appropriate segments of the community to receive the notification.

St. Francis College staff, without delay and taking into account the safety of the community, will determine the content of the notification and initiate the notification system, unless issuing a notification, in the judgment of the first responders, will compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

The College may use the following notification devices:

- SFC Alerts provided by Everbridge: (Phone, email, and text messages) - The Provost or web master may use this.
- SFC web site and plasma screen - The webmaster or Director Media Relations may post messages.
- SFC email - Provost, Vice President of Government and Community Relations
- Fire alarm system - Assistant Vice President for Facilities or Director of Operations
- Face to face communication - Any member of the Provost's office, College Relations Office, or President's office.

### **Emergency Response and Evacuation Procedures**

The health and safety of all our students, faculty, administration, staff and visitors is of paramount concern at St. Francis College. While the likelihood of a major emergency situation is remote, St. Francis

recognizes the critical importance of being prepared and has designed a comprehensive program that ensures the security of the College community in the event of a crisis. The College's Emergency Action Plan is attached as **Appendix B**. It includes the full Emergency Action Plan chain of command.

Annually, St. Francis will conduct a test of its emergency policies and procedures. These tests may be announced or unannounced. In conjunction with each annual test, SFC will distribute an email notification to all current students and employees with a link to emergency evacuation procedures. SFC will document each test including a description of the exercise, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. Records of each test will be maintained by The Director of Community Partnerships.

### **New York City Office of Emergency Management**

To ensure St. Francis College is aware of potential hazardous or emergency situations that may affect the College community within the New York City area, the College administration maintains direct contact with the New York City Office of Emergency Management as well as the New York City Police and Fire Departments.

The New York City Office of Emergency Management also supplies a wide range of emergency and preparedness-related topics at <http://www.nyc.gov/html/oem/html/home/home.shtml>.

### **Personal Conduct**

St. Francis College is committed to providing each member of the College community with the best possible environment for learning and human development. The diversity of campus life means to interact, work, study and live with those of other races, cultures and economic classes; and to benefit from this interaction, by developing attitudes of tolerance, open-mindedness, and respect for individual differences.

What enables a college to provide a truly "higher education" is an atmosphere in which students, faculty, administrators, staff and local residents can interact with individuals who are diverse in ability, ethnicity, belief, culture, geographic origin, and age.

Recognizing and reporting hate crimes and bias incidents is necessary to develop appropriate prevention measures. Hate crimes and bias incidents affect both the victim and the groups targeted by the language or symbols used. A policy of non-acceptance and victim support by the College community reassures both the victim and the community at large that these crimes/incidents will not be tolerated.

The purpose of College discipline is to be corrective and educational as well as punitive. The disciplinary experience is intended to make clear to students the limits of acceptable behavior and to give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into his/her overall development. Assigned discipline may include a combination of sanctions for a particular incident. The sanctions which may be incurred include, but are not limited to the following:

1. *Verbal Warning*: Notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. *Formal Reprimand*: An official written statement of the College's disapproval of a student's actions and a warning that any future violation(s) will be dealt with more severely.

3. *Disciplinary Probation*: An official notice that the student's conduct is in violation of the Standards of Conduct Expected of Students but does not warrant suspension or permanent dismissal. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student commits another Standards of Conduct Expected of Students violation during the probationary period. During the Probation period, a student will be considered "not in good standing" and may be excluded from some programs and curricular or extracurricular activities, including running for and/or holding office in any student organization.
4. *Suspension*: An involuntary separation of the student from the College for a definite period of time and/or until certain conditions for readmission are met. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. (Suspension requires administrative review and approval by the President or his/her designee.)
5. *Deferred Suspension*: The sanction of suspension may be placed in deferred status provided that the student completes other assigned sanctions by the specified deadline dates. Failure to complete all sanctions and provide proof of completion of the deadline date(s) will result in the automatic enactment of the suspension without charges or hearing. If a student is found responsible for another violation of the Standards of Conduct Expected of Students during the period of deferred suspension, the student may be permanently dismissed from the College.
6. *Permanent Dismissal*: An involuntary permanent separation from the College.
- 7.
8. (Permanent dismissal requires administrative review and approval by the President or his/her designee.)
9. *Delay and/or Denial of Degree Award*: During the period disciplinary charges are pending against a student the College may deny and/or delay issuance of a degree. Further, the College may refuse to issue a degree to a student who is serving a suspension or has been permanently dismissed from the College.
10. *Revocation of Degree*: An awarded degree may be revoked for violations of the
11. Standards of Conduct Expected of Students, which occur prior to the award of the degree but are discovered after the degree has been awarded, where the violation is sufficient to justify the suspension or permanent dismissal of the student. (Revocation of a degree requires administrative review and approval by the President or his/her designee.)
12. *Other Secondary Sanctions* may be imposed instead of or in addition to those specified above. Secondary sanctions include, but are not limited to:
  - a. Restitution (compensation for loss, damage or injury)
  - b. Fines (for alcohol or drug violations)  
First Offense =\$100; Second Offense =\$200; Third Offense =\$300
  - c. Community Service
  - d. Educational activities such as a reflective writing assignment or attendance at an event directly related to the violation committed, (e.g., alcohol/drug workshop; diversity awareness training; ethics workshop)
  - e. Restrictions (temporary or permanent loss of privileges or the use of a College facility or service.)

## **Building Access and Maintenance**

The College campus is for the use of the students, faculty, staff and their invited guests and those on official business. The entrance of St. Francis College is located at 180 Remsen Street (shouldn't this be 182?). All members of the College community must swipe their identification card at the bollards upon arrival. All guests must present identification and register with our Security and Concierge Team. Guests will then be directed to their place of business. As people enter the building they are monitored by our Security Team, which covers the front desk, 24 hours a day, 7 days a week. Patrols are done hourly to ensure all exits are properly closed and to ensure the safety of everyone in the building. In addition to our Security Team, security cameras monitor all exits and entrances and certain areas on Campus.

Students, faculty, staff and visitors are encouraged to report needed repairs to the Facilities Department.

## **Policies and Procedures for Safe Access to Buildings**

Keys are only issued to authorized faculty, staff and students.

Problems caused by people in buildings after hours should be reported to Campus Security immediately at extension 5333.

## **Policies and Procedures for Safe Access to Residence Halls**

Please see Educational Housing rules and regulations attached as Exhibit D.

## **Sex Offender Registry and Access to Related Information:**

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.

The **Federal Campus Sex Crimes Prevention Act** requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the State of New York convicted high risk sex offenders must register with the *Sex Offender Registry*. The Registry was established pursuant to Chapter 192 of the Laws of 1995. The *Sex Offender Registration Act* (SORA) (Correction Law Article 6-C) established a Sex Offender Registry within the New York State Division of Criminal Justice Services, SORA was enacted to assist local law enforcement agencies to protect communities by: 1) requiring sex offenders to register with the State; and, 2) providing information to the public about certain sex offenders living in their communities.

As part of the Registry, the SORA requires the Division of Criminal Justice Services to maintain a *Subdirectory of High-Risk (Level 3) Sex Offenders*. The Registry also contains information on low-risk (level 1) and moderate-risk (level 2) sex offenders. This site provides you with public access to the *Subdirectory of High-Risk level 3 offenders only*.

To request information you must be at least 18 years old and must provide your name, address and telephone number. The information line is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; it is

not open on State holidays. For a fee of \$.50 (fifty cents), which will appear on your telephone bill, you can inquire about up to five individuals.

To learn the status of an individual, a caller must have the individual's name and at least one of the following identifiers: the individual's street address and apartment number, driver's license, social security number, or birth date.

**Sex Offender Registry Information Line – 1-900-288-3838 or 1-800-262-3257**

**Sex Offender Registry DCJC website – [www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us)**

### **Missing Students Policy**

St. Francis College will work and cooperate fully with any investigation of the NYPD of missing St. Francis College students.

### **Policies Concerning Law Enforcement**

A. Security staff are New York State certified Security Officers, not sworn peace officers.

B. Campus Security works closely with the New York City Police Department, and State and Federal law enforcement agencies to track and respond to campus criminal activity. Annually, the Director of Community Partnerships and Special Events formally requests crime statistics from the 84 Precinct (NYPD) in preparation for submission to the United States Department of Education. The statistics will then be included in the Annual Security Report.

C. Report all crime immediately: All criminal activity on campus should be reported immediately to Campus Security and the New York City Police Department (911).

1. The College will assist in completing criminal reports.
2. The College will accept the third party reports in certain cases, like sex offenses. The College prefers to receive reports from the victim because the detail from the victim is often more accurate.
3. Persons that would like to report criminal activity or crime conditions occurring on campus, but would like to report on a voluntary confidential basis may be assured that the College will not disclose the reported information, but will include the incident without specifics, if applicable, in the annual disclosure of crime statistics.
  - a. Such confidential reports can be called into the Office of Community Partnerships and Special Events (718) 489-5372, during business hours, 9AM to 5PM, Monday thru Friday (excluding holiday schedules).
4. Preserve all physical evidence. Do not wash off or destroy evidence that may be critical.

D. Report as much detail as possible. If you are a victim of a crime, your immediate recall is often the best. Write down as much information as you can after a crime. If you cannot identify the perpetrator by name, list as many details as possible, including:

1. Gender
2. Approximate age
3. Height
4. Weight/build
5. Description of face including eye color, hair color, hair style (short, curly, etc.), jaw, nose
6. Dress/clothing
7. Facial hair
8. Glasses
9. Distinguishing walk
10. Voice

### **Programs To Educate The College Community Regarding Security And Inform The College Community About Preventing Crime**

St. Francis College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty.

#### A. Educational Programming on Campus:

1. Through SFC 1001, a required course of all freshmen students, the college's safety and security procedures and basic crime prevention techniques will be discussed for part of one class period. Sociology 1001, a course that most freshmen students are required to take includes lessons on sexual assault prevention. Office of Community Partnerships and Special Events in association with the Counseling Center provides assistance in presenting programs on campus security and safety. Together they assist in presenting educational programs in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, etc. College Relations will also work with the New York City Police Department in presenting needed safety programs. These programs will begin at student orientation and are reinforced throughout their time at St. Francis.
2. At the beginning of each semester, the Student Affairs department will distribute educational brochures to all students with content covering crime prevention and safety awareness, sexual assault prevention, and drug and alcohol abuse prevention.
3. Likewise the same material will be annually distributed and discussed at the first faculty meeting of each academic year and included in the faculty manual. This will also be incorporated into the orientation provided to new staff by the Office of Human Resources.
4. The college's Counseling Center will provide aid to students in coping with alcohol and drug abuse.

#### B. Educational Programming in Residence Halls:

1. At the beginning of each academic year, residence hall staff will review security and safety procedures.

## **Personal Security Recommendations**

Campus security is available to assist you. However, only you can protect yourself by being aware of your surroundings and take appropriate steps to prevent crime.

Security staff normally patrols the building 24 Hours a day. The Campus Security Desk, (718) 489-5333, is located in the lobby at 182 Remsen Street.

### A. Secure your office:

1. Lock your door – even if you are only going out for a short time or only going a short distance. It only takes 8 seconds to walk into your room to steal your valuables.
2. Do not prop open locked doors. These doors are locked for your protection.
3. Never open doors for strangers or nonresidents. Always escort your guests to and from the main entrance.
4. Do not loan your keys to anyone – even classmates or friends. They may not be careful and may misplace them, giving the wrong person access.
5. Do not leave your keys in public places or in your jacket pocket when you are not wearing it.
6. Do not put your name or address on key rings; this may give the wrong person access to your room.

### B. Protect your property:

1. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take them with you when leaving the office, classroom or residence hall room.
2. Lock your door whenever you leave your room or office. Always lock your door when sleeping. Always lock your car doors.
3. Never open doors to strangers or non-residents. Always escort your guests to and from the main entrance.
4. Protect all valuables in your room or office. Do not leave valuables in plain view.
5. Take valuables home with you during vacations.
6. You are encouraged to open a saving or checking account rather than having large sums of money in your room. If you have a checking account, remember the number of the last check written. Theft of a check can go undetected until you receive the bank statement.

### C. Protect yourself at night:

1. Don't walk alone.
2. Don't take shortcuts; walk where there is plenty of light and traffic.

D. Protect yourself walking and jogging:

1. Don't walk or jog alone after dark.
2. Walk along well-lit routes.
3. Be aware of your surroundings. If you think you are being followed, go in a different direction or to the other side of the street and yell for help. Quickly go to a lighted area or to a group of people.
4. Have your keys ready when returning to your room and keep your personal or valuable items concealed and close to your body.

E. Help us protect you:

Watch for suspicious persons in and around buildings and parking lots. Do not pursue them; call Security immediately.

1. Suspicious activity:
  - i. If you see any suspicious activity or people on or near campus, call Campus Security immediately.
  - ii. Do not assume the person is a visitor or College staff member.
2. Suspicious people may be:
  - i. Loitering about at unusual hours and locations; running, especially if something of value is being carried.
  - ii. Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or may need medical or psychiatric assistance.
  - iii. Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.

Door-to-door soliciting is not permitted in Educational Housing Services housing. Rule violations should be reported to a Resident Aid immediately.

Report all thefts and property losses immediately to Campus Security.

Be security conscious at all times.

### **Policies Regarding Illegality of Alcohol and Drugs on Campus**

St. Francis College is designated "Smoke Free" and "Drug Free," the possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by St. Francis College Residence Life Staff and Security staff. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

#### Legal Sanctions – Laws Governing Alcohol

The State of New York sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are

available from the Office of Director of Compliance. Effective January 1, 1990, a package of state laws was passed regarding alcohol. They include the following:

1. Persons under age 21 found possessing alcohol may be given a maximum fine of \$50.
2. Anyone convicted of fraudulently using a driver's license to buy or attempt to buy alcohol may have his/her driver's license suspended for up to 90 days.
3. Persons convicted of buying alcohol through fraudulent means face a possible \$100 fine and/or being required to do up to 30 hours of community service work.

*A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

The College seeks to promote healthy living in community and individual life. The College recognizes that the misuse and abuse of alcohol and other chemicals is a serious health problem affecting every aspect of human life. Therefore St. Francis College accepts the responsibility to provide education about alcohol and other drug use and to intervene in situations where individuals are losing control of their chemical use and/or where that use is harming them and others in any way. The College will intervene to help out of concern for both the individual and the College community.

The College is also committed to providing alternatives to chemical use through social and recreational opportunities. Therefore, the possession, use, and/or sale of alcohol or illegal chemicals by any person or group using College facilities will not be permitted. Students possessing or using alcoholic beverages or illegal chemicals on campus or in College owned housing, and students selling illegal chemicals or persuading others to use them will be subject to disciplinary action.

In instances where College officials are informed that St. Francis College students have caused a disturbance off campus in connection with the use of alcohol or that St. Francis students have been found to be in possession, using or distributing illegal chemicals off campus, the College reserves the right to take disciplinary action.

The College enforces the New York State drinking laws, including the prohibition of use by persons less than 21 years of age, and the College's policy. *The College prohibits possession or consumption of alcohol on campus and student possessing or using alcohol will be subject to disciplinary action.* Disciplinary action includes monetary fines.

The College enforces both New York State and Federal drug laws regarding the use, possession, and sale of illegal drugs.

### **Drug and Alcohol Abuse Education Programs**

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The College recognizes the existence of chemical dependency and is aware of its occasional presence in the College community. Counseling and prevention programs are provided to the College community.

St. Francis' full Alcohol Abuse Prevention Program is available here:  
[http://www.sfc.edu/uploaded/documents/academics/College\\_Policies.pdf](http://www.sfc.edu/uploaded/documents/academics/College_Policies.pdf)

The Dean of Students is the adjudication authority for any violation of the drug and alcohol rules and procedures or any infraction committed by students. The Dean of Students, or his/her designee, has the authority and ability to adjudicate situations on a case-by-case basis and impose a penalty as is seen fit by the office to include exclusion from institutional use in the future. Human Resources is the adjudication authority for violation of drug and alcohol rules by employees.

The College provides reasonable assistance to any student, faculty or staff member seeking information on chemical dependency or treatment. Various offices on campus, including Health Services, and Human Resources provide information and prevention programs for those seeking help with substance abuse. The College counselors make off-campus referrals to area agencies and professionals specializing in chemical dependency.

### **St. Francis College Student Counseling Center- Wellness Center**

Room 2310 – 718-489-533

Monday	10 am to 4 pm
Tuesday	10 am to 6 pm
Wednesday	10 am to 6 pm
Thursday	10 am to 6 pm
Friday	10 am to 2 pm

Service will be provided during the summer period:

June:	10 am to 3 pm 3 days per week - specific days to be determined
July	10 am to 3 pm 2 days per week - specific days to be determined

500 8<sup>th</sup> Avenue  
New York, NY 10018  
212-904-1500

#### Services:

- (a) Counseling, treatment and rehabilitation for abusers of all drugs (non-methadone)
- (b) In and out-patient treatment
- (c) Job training

National Institute on Drug Abuse Hotline (301) 460-2600

### Alcoholics

#### Anonymous

**What Is Provided:** Support for people with alcoholism  
**For Whom:** Anyone who wants to stop drinking  
**Contact:** Call (212) 647-1680 or visit [www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org)

### Narcotics

#### Anonymous

**What Is Provided:** Support for people with drug problems  
**For Whom:** Anyone who wants to stop using drugs  
**Contact:** Call (212) 929-6262 or visit [www.na.org](http://www.na.org)

**New York City Al-  
Anon**

**What Is Provided:** Support for individuals and families whose loved ones have alcoholism

**Contact:** Call (212) 941-0094 or visit [www.nycalanon.org/](http://www.nycalanon.org/)

**On-Campus Drug and Alcohol Programs:**

*Under the Influence* is an online alcohol education course designed by 3<sup>rd</sup> Millennium Classrooms. Its course content includes attitude and behavioral surveys, self –assessments, law reviews and discussions on alcohol and/or drug abuse. Course completion is mandated of all first-time alcohol offenders. Program overseers include the Offices of Student Activities, Residence Life, and Dean of Students.

*Marijuana 101* represents a marijuana online education course designed by 3<sup>rd</sup> Millennium Classrooms. Its interactive course content orients students on drug consequences, law and self-help tools to reduce and stop drug usage. Course completion is mandated of all first-time marijuana offenders. Program overseers include the Offices of Student Activities, Residence Life, and Dean of Students.

*Alcohol Wise* represents an online alcohol education course designed by 3<sup>rd</sup> Millennium Classrooms. Its target population is first-year dormitory students. Course content includes presentations on alcohol use, consumption and impact on academic and social behaviors. Course completion is required of all incoming dorm students within their first month of moving into our off-site dormitory. Moreover, students are also called on to complete a post-course evaluation tool that is based on assessment of student entered data and decision making. Program overseers included the Offices of Residence Life and the Dean of Students.

*Greek Wise* represents an evidence-based online course tutorial aimed at all members of SFC Greek Life. Its course content includes an introduction and review of hazing, alcohol use, sexual assault and legal definitions. Course completion is mandated of Greek members during the fall of each academic school year. Program overseers include the Offices of Student Activities and Dean of Students.

*NYPD Community Affairs* – At the start of each new school year, SFC will host members of our local Community Affairs Division to conduct campus and off-campus (dormitories) tabling events that introduce campus safety. Moreover, the college will also disseminate attached literature, promotional materials and media communications.

**Policy Regarding Sexual Assault Programs and Complaint Procedures**

The College condemns sexual violence, be it stranger rape, date rape, acquaintance rape or sexual assault. It is the goal of the College to be a community free of sexual assault. Accordingly, this policy, which covers all members of the College community, will be distributed annually. This policy statement should also be considered in relation to the College’s policy on sexual harassment.

The College educates the student community about sexual assaults, domestic violence, dating violence, stalking, and date rape through mandatory freshman orientation each fall and it continues in Sociology 1000. The College offers sexual assault education and information programs to College students and employees upon request. Literature on date rape education, risk reduction, and College response is available through the Student Affairs Department.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It is strongly advocated that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the New York City Police Department and/or Campus security officer. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the victim has access to free confidential counseling specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the NYPD, the New York City Police Sex Crimes Unit will be notified as well. A representative from the Office of Student Affairs will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College's judicial system, or only the latter. A College representative will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the College's Wellness Counseling Center. Counseling and support services outside the College system can be obtained through the Rape and Sexual Abuse Hotline at 212-267-7273.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in *The Cord Student Handbook*. The handbook provides, in part, that the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. Fault in the disciplinary will be determined using a preponderance of the evidence standard. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Whenever sexual violence occurs, be it on or off campus, it is strongly recommended that the victims report the incident to the police and to Campus Security. Victims are advised that the College will assist and support them in reporting the incident to the police. At the direction of the police, the College will assist in obtaining, securing and maintaining evidence. The victim can report an incident to the police even if she/he does not wish to have charges filed. Whether or not criminal charges are filed depends, first and foremost, upon the wishes of the victim and secondly upon the decision by the District Attorney on whether or not there are sufficient grounds to prosecute. If the accused is a member of the campus community, the College will investigate the complaint and initiate appropriate disciplinary action against the accused, even in cases also being handled by civil authorities. The College will also, at the victim's request, shield him/her from unwanted contact with the alleged assailant by providing, if available and feasible, alternative College owned housing and alternative classes.

The College's decision to initiate disciplinary action will be influenced by the wishes of the victim and the results of an investigation. The disciplinary process will be explained and possible outcomes of the proceedings discussed with the victim(s) prior to proceeding. Victims can participate in the disciplinary

hearing and be accompanied by a support person. Consistent with the Family, Education Rights and Privacy Act, (FERPA) and New York State law, victims now have a right to be informed of the final outcome of any disciplinary proceeding alleging a sex offense. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. The College will support and assist any victim throughout the process and preserve for the complaint or victim, materials relevant to a campus disciplinary proceeding.

The College will continue its efforts to deal with the issue of sexual violence through education, counseling and appropriate disciplinary and/or legal action. All members of our campus community should take responsibility for preventing sexual violence, and if it does occur, take appropriate action to report it to appropriate civil and College authorities.

The College offices of the Dean of Students, Wellness Center, Student Health Services and Human Resources have informational brochures available from the New York Crime Victims Board.

Once each semester an educational program for the student body to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses is given. Check the St. Francis College web site for date and time.

### **What to do if you are assaulted, Go to a safe place.**

1. Call Campus Security (718) 489-5333 or on campus Extension 5333 and 911 even if you do not want to press charges.
2. Contact the Rape Hotline Safe Horizon 1-800-621-4673.

Consider talking with someone you trust – a relative, a good friend, a program director, a counselor, and/or campus ministry – for the much-needed support you deserve.

Do not shower or douche. While at the hospital, you will be checked for physical injuries, and evidence will be collected in case you decide to press charges. Going to the hospital does not mean that you will need to press charges. You can decide that later.

Explore legal avenues for criminal and/or civil action as well as utilizing on-campus-reporting procedures, including the College's disciplinary system.

Allow yourself time to heal. Seek counseling services at Rape Crisis Center and or campus counselor.

### **St. Francis College Identification Card**

Your St. Francis College Identification Card:

- Allows you recognition as a St. Francis College student, faculty member, administrator, or staff member.
- Serves as your library card.
- Provides access to College facilities, events, and activities.
- Must be presented when asked for by Security personnel.
- To obtain your picture ID Card, please go to the office of Student Activities.



**Appendix A:****Appendix A  
Crime Statistics - 2010,  
2011, 2012**

	2010			2011			2012		
	On Campus	Non Campus	Public Property	On Campu s	Non Campus	Public Property	On Campu s	Non Campus	Public Property
<b>Criminal Offenses</b>									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	1	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	8	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Illegal Weapons possessions	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>									
Illegal Weapons possessions	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	8	0	0	2	0	0	6	0
Liquor Law Violations	0	19	0	1	6	0	0	7	0

## **Appendix B - Important Telephone Numbers**

- Ambulance/ Police / Fire Department 911
- Emergency Medical Service 718-416-7000
- Emergency Dental Service 212-582-4065
- The Brooklyn Hospital Center 718-250-8000
- Brookdale Hospital Medical Center 718-240-5000
- Downstate Medical Center 718-270-1000
- New York Methodist Hospital 718-780-3000
- New York Presbyterian Hospital 212-746-5454
- Brooklyn’s Women’s Center 718-748-1234
- Safe Horizon 212-227-3000
- 212-577-7777 Hotline
- The Long Island College Hospital 718-780-1717
- Maimonides Medical Center ER 4802 10<sup>th</sup> Avenue Brooklyn 718-283-6000
- Poison Control Center 800-222-1222 or 212-764-7667
- Rape and Sexual Abuse Hotline 212-267-7273
- VIRS (Domestic Violence, Rape & Sexual Assault) 800-656-4673
- New York State AIDS Hotline 800-541-2437
- SFC Disabilities Coordinator 718-489-3485
- AA Hotline 212-647-1680
- NA Hotline 212-929-6262
- Suicide Hotline “Response” 800-LIFENET
- “Crisis” Hotline (suicide prevention) 212-673-3000