# Table of Contents

Message from the President 4  
The Clery Act 5  
About This Report 5  
Clery Act Geography 6  
Reporting a Crime or Emergency 7  
Confidential Reporting Procedures 8  
Security Personnel at St. Francis College 10  
“Timely Warning” Policy 10  
Emergency Response and Evacuation Procedures 10  
New York City Office of Emergency Management 10  
Bias Related Hate Crimes 11  
Building Access and Maintenance 13  
Policies and Procedures for Safe Access to Residence Halls 13  
Sex Offender Registry and Access to Related Information 13  
Missing Students Policy 14  
Policies Concerning Law Enforcement 15  
Programs to Educate the College Community Regarding Security and Inform the College Community About Preventing Crime 16  
Personal Security Recommendations 17  
Policies Regarding Illegality of Alcohol and Drugs on Campus 20  
Drug and Alcohol Abuse Education Programs 27  
Policy Regarding Sexual Assault Reporting and Procedures 30
St. Francis College Identification Card

Last Three Years of St. Francis College Crime Statistics Filed with US DOE Appendix A

Important Phone Numbers Appendix B

Fire Safety Report Appendix C

St. Francis College Emergency Action Plan Appendix D

St. George Residence Resident Handbook Policies and Procedures Appendix E
Message from President Brendan J. Dugan’68

On behalf of the administrators and faculty of St. Francis College, we are committed to supporting your academic and career aspirations. In order to achieve this, the College is a safe and trusting environment. We are committed to ensuring the safety and security of all students while maintaining a Franciscan and welcoming environment. We are proud to be one of the safest colleges in an urban setting. We work hard at this. As a member of the college community you play an integral role in maintaining the 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 report every year 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;
- 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.

About this Report

The St. Francis College Office of Community Partnerships and Special Events prepares this 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, outside 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 for 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, residence life, 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 suspects 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.

These statistics can be obtained from the St. Francis College Right to Know Report on the Safety & Security page (http://www.sfc.edu/studentlife/Safety). The College’s administrative regulations and programs to educate the college community regarding security and crime prevention are also available here. The U.S. Department of Education web site for campus crime statistics is http://ope.ed.gov/security.

In addition, St. Francis maintains a daily crime log, available online at 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.

**Clerv Act Geography**

In accordance with the “The Handbook for Campus Safety and Security Reporting (2011),” data included in this Report is presented to review crime both on campus and on the streets adjacent to the College campus. A breakdown of offenses occurring in the St. George Residence Hall appears under the “Non-Campus Building or Property” category. The following definitions are provided:

**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 institutions’ 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 interconnecting 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 or 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.

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 in which students engage at off campus locations of student organizations officially recognized by the institution.

**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 call the New York Police Department (NYPD) or the New York City Fire Department 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 Education Law, Article 129-A, St. Francis College adopted and implemented a plan providing for the investigation of any violent felony offense occurring at or on the grounds of its buildings. The plan provides for the coordination of the investigation of such crimes and reports.
with the NYPD. The college will immediately notify 911 and the 84th precinct. All college personnel will cooperate fully with police authorities in investigating the alleged offense. 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 reports of incidents including 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 or
  Director of Operations 718-489-5275 adevarez@sfc.edu

● 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. 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 Counselor

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. 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 potential criminal activity, including any allegation of criminal sexual abuse, that is brought to the attention of any member of the College, must be reported to the Security Desk at (718)489-5333 (with a specific, limited exemption for pastoral and professional counselors). A priest or a brother who has a crime disclosed during sacrament of confession may not reveal anything that has been disclosed in the sacrament. The priest or brother however, will encourage and work with the penitent to find appropriate services both on and off campus. Pastoral counselors or brothers who have a crime disclosed to them outside of the sacrament of confession are required to report the crime in accordance with this policy.

Every member of the faculty, administration and staff of St. Francis College acting in his or her capacity as an employee of the College is obligated to immediately report any incident of sexual assault, rape, or other forcible sexual offense against any member of the College community upon learning of the incident. Even when the individual requests confidentiality of the incident, the employee has a responsibility to report it.

*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 of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

- A confidential program for enrolled St. Francis College 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 is working on finalizing a memorandum of understanding with the New York City Police Department [NYPD] with respect to the investigation of violent crimes.

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, even if the victim is unable or unwilling to file a report. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

**Timely Warnings – Public Safety Advisory**

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. Under no circumstances will the advisory contain information regarding the identity of the victim of any crime. 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 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. The College 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 C. It includes the full Emergency Action Plan chain of command.

**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.


**Policy For Bias Related/Hate Crimes**

The College believes that all members of the College should be part of a Franciscan campus environment that respects differences of culture, gender, religion, race, age, lifestyle, or ability. These expectations are communicated in our creed, Living the Franciscan Spirit. In accordance with this spirit, the College has established policies and procedures for preventing and adjudicating bias related crimes occurring on the College’s property, including student occupied housing, or any other property on which a College activity takes place.

**Federal Law**

Under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), 20 U.S.C. §1092(f), the College is required to disclose, in its Annual Security Report, all bias related/hate crimes. These statistics can be found on the College’s Safety and Security webpage. The Clery Act defines hate crimes as criminal offenses “that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.” 20 U.S.C 1092(c)(viii)(B)(3).

**New York Law**

The New York Penal Code provides that “a person commits a hate crime when he or she commits a specified offense and either intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.” N.Y. Penal Law § 485.05.

The “specified offenses” mentioned above are “assault in the third degree; assault in the second degree; assault in the first degree; aggravated assault upon a person less than eleven years old; menacing in the first degree; menacing in the second degree; menacing in the third degree; reckless endangerment in the second degree; reckless endangerment in the first degree; strangulation in the second degree; strangulation in the first degree; manslaughter in the second
degree; manslaughter in the first degree; murder in the second degree; stalking in the fourth degree; stalking in the third degree; stalking in the second degree; stalking in the first degree; rape in the first degree; criminal sexual act in the first degree; sexual abuse in the first degree; aggravated sexual abuse in the second degree; aggravated sexual abuse in the first degree; unlawful imprisonment in the second degree; unlawful imprisonment in the first degree; kidnapping in the second degree; kidnapping in the first degree; coercion in the second degree; coercion in the first degree; criminal trespass in the third degree; criminal trespass in the second degree; criminal trespass in the first degree; burglary in the third degree; burglary in the second degree; burglary in the first degree; criminal mischief in the fourth degree; criminal mischief in the third degree; criminal mischief in the second degree; criminal mischief in the first degree; arson in the fourth degree; arson in the third degree; arson in the second degree; arson in the first degree; petit larceny; grand larceny in the fourth degree; grand larceny in the third degree; grand larceny in the second degree; grand larceny in the first degree; robbery in the third degree; robbery in the second degree; robbery in the first degree; harassment in the first degree; aggravated harassment in the second degree; or any attempt or conspiracy to commit any of the foregoing offenses.” N.Y. Penal Law § 485.05.

**Reporting Hate Crimes**

A member of the College community who feels that he or she has been the victim of a hate crime, or may have witnessed such an incident, should contact the College’s Security Desk located in the lobby of 180 Remsen Street and available at (718) 489-5333. In all cases where a hate crime is alleged to have occurred on the College’s property, including student occupied housing, or any other property on which a College activity takes place, the College will investigate the matter and if necessary facilitate or initiate the process of reporting the incident to the New York City Police Department’s 84th Precinct. All College personnel will cooperate fully with police authorities in investigating the alleged offense.

Additionally, any reported allegations of a hate crime against a student will be investigated promptly, thoroughly, and impartially by the Dean of Students or a designee at his or her discretion. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Students charged with committing a hate crime will be subject to the disciplinary sanctions and procedures outlined in The Cord under Sanctions for Misconduct.

**Penalties**

The New York Hate Crimes Act of 2000 provides for enhanced penalties when the commission of a specified offense is determined to be a hate crime. Therefore, when the predicate offense is a class C, D, or E felony or a misdemeanor, the crime for which the individual is convicted is "deemed to be one category higher than the specified offense." N.Y. Penal Law § 485.10(2).
When the specified offense is deemed a violent felony offense, the hate crime shall also be deemed a violent felony offense.

Internal College sanctions can range from written or verbal reprimands to suspension or expulsion. A full list of penalties is set forth in The Cord under Sanctions for Misconduct.

**Hate Crime Prevention Information**

Bias related/hate crimes can occur under any circumstance and in any environment. In order to promote the safety and security of all members of the College community the College provides the following:

Each section of *Introduction to Sociology* will feature a unit on hate crimes starting in the fall of 2014. *Introduction to Sociology* is part of the SFC core curriculum, and required by every student. This unit will be part of the section on Prejudice, Discrimination, and Racism subsection. Students will be exposed to the ideas of racism and discrimination at the macro-level and micro-level, in terms of structural discrimination (e.g. education, housing, and employment) and at the micro-level (e.g. racism and discrimination against individuals in terms of personal attitudes and behavior). The section on micro-level racism will address the causes and consequences of hate crimes, as well as notable NYC cases involving hate crime incidents. The Sociology/Criminal Justice Department will distribute a handout to all students during this unit with a list of resources for students who are victims of hate crimes or sexual assault.

**Availability of Counseling**

Victims of or witnesses to a hate crime can obtain counseling and support services by contacting the College’s Counseling Center at 718-489-5335. Additionally, victims may seek assistance through community resources, including:

- Ambulance / Police / Fire Department - Call 911
- Emergency Medical Service - 718-416-7000
- Emergency Dental Service - 212-582-4065
- The Brooklyn Hospital Center - 718-250-8000
- Brookdale University Hospital and Medical Center - 718-240-5000
- SUNY Downstate Medical Center - 718-270-1000
- New York Methodist Hospital - 718-780-3000
- New York Presbyterian Hospital - 212-746-5454
- Brooklyn’s Women’s Services - 718-748-1234

For updates concerning security procedures, students should refer to the College’s Emergency Action Plan, Annual Security Report, SFCAlerts, or the College’s Safety and Security webpage.

**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. 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 close and to ensure the safety of everyone
in the building. In addition to our Security Team, security cameras monitor all exits and
entrances in addition to other 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 E.

**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**

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

**Missing Student Notification Policy and Procedures**

It is the policy of St. Francis College to investigate any report of a missing student who resides in College-designated housing. The College is committed to maintaining a safe and secure environment for its students and has created the following procedures to be followed in the event a student is reported or believed to be missing. This policy applies to students residing in College-designated housing.

**Confidential Contact**

Students residing in College-designated housing will have the opportunity to register a confidential emergency contact to be notified in the event the student is reported missing. Any contact information provided by the student is confidential and will not be disclosed except to authorized campus officials and law enforcement personnel in furtherance of a missing person investigation. If a student is under the age of 18 and not an emancipated minor, the College will notify the student’s parents or legal guardian in addition to any listed confidential emergency contact information.

**Reporting Procedures**

Any person who has reason to believe that a student may be missing should immediately contact the Dean of Student, located in Room 3307 of 180 Remsen Street and available at (718) 489-5315 or, outside of normal business hours (9:00 a.m. to 5:00 p.m.), at (347)-633-1374. The Dean of Students, in conjunction with College Security, will investigate each report and make an informed determination as to whether the student is considered missing in accordance with this policy. This investigation may include, without limitation: (i) contacting the student’s cell phone or campus phone; (ii) speaking with the student’s roommates, individuals residing in the
student’s building, and any other known associate(s) of the suspected missing student; (iii) reviewing the student’s class schedule and access card history; and (iv) undertaking whatever other action is deemed appropriate, under the circumstances, to be in the best interest of the suspected missing student. If the Dean of Students determines that the student has been missing for 24 hours, the Dean of Students will immediately contact the New York City Police Department’s 84th Precinct, the College’s local precinct. Additionally, within 24 hours of making the determination that the student is missing, the College will notify the student’s confidential emergency contact. If the student is under the age of 18 and not an emancipated minor, the College will also contact the student’s parents or legal guardian within such 24-hour period.

Nothing in this policy prevents the College from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.

**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.

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**

A. Educational Programming on Campus:

a. 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.

b. 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.

c. 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.
d. The college’s Counseling Center will provide aid to students in coping with alcohol and drug abuse.

B. Educational Programming in Residence Halls:

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. Protect your office.

   a. 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.

   b. Do not prop open locked doors. These doors are locked for your protection.

   c. Never open doors for strangers or nonresidents. Always escort your guests to and from the main entrance.

   d. 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.

   e. Do not leave your keys in public places or in your jacket pocket when you are not wearing it.

   f. Do not put your name or address on key rings; this may give the wrong person access to your room.

B. Protect your property:

   a. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take them with you when leaving the office, classroom or residence hall room.

   b. Lock your door whenever you leave your room or office. Always lock your door when sleeping. Always lock your car doors.

   c. Never open doors to strangers or non-residents. Always escort your guests to and from the main entrance.
d. Protect all valuables in your room or office. Do not leave valuables in plain view.

e. Take valuables home with you during vacations.

f. 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:

a. Don’t walk alone.

b. Don’t take shortcuts; walk where there is plenty of light and traffic.

D. Protect yourself walking and jogging:

a. Don’t walk or jog alone after dark.

b. Walk along well-lit routes.

c. 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.

d. 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.

a. Suspicious activity:
   1. If you see any suspicious activity or people on or near campus, call Campus Security immediately.
   2. Do not assume the person is a visitor or College staff member.

b. Suspicious people may be:
   1. Loitering about at unusual hours and locations; running, especially if something of value is being carried.
   2. Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or may need medical or psychiatric assistance.
   3. 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**

**Drug-Free Policy**

**In Accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)**

The unlawful possession, use, or distribution of illicit drugs, prescription medication, and alcohol by students and employees of St. Francis College is prohibited on the College’s property, student-occupied housing, or any other property on which a College activity takes place.

Allegations of any violation of this standard by a St. Francis College student shall be dealt with in accordance with the Judicial Process applicable to all alleged violations of the College’s Standards of Conduct Expected of Students. Students are advised that disciplinary sanctions will be applied following a finding of guilt, and that these may include expulsion from the College.

All members of the College community are further advised that the College may, in addition to imposing its own penalties, refer to appropriate authorities any case involving a violation of the standard of conduct pertaining to drug and alcohol abuse, wherein a finding of guilt is rendered.
Drug and Alcohol Counseling
Treatment and Rehabilitation Programs Available to Employees and Students

The resources listed below are agencies with which the College has developed a good working relationship. Students who believe that they might benefit from any of the services provided below should see the Dean of Students, who will be glad to facilitate a referral, in confidence. Similarly, employees should contact the Director of Human Resources.

(1) Daytop Village
500 8th 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.

(2) Alcoholics Anonymous
Hotline: (718)339-4777

(3) Neighborhood Counseling Center
7701 13th Ave (Dyker Heights)
(718)232-1351

(4) Community Affairs Liaison
84th Precinct, NYPD
(718)875-6850

(5) SAFE Horizon
2 Lafayette Street
New York, New York
(212)577-7700
Hotline (24 hours a day) – (212)577-7777

Additional Resources

For additional information, please contact The National Institute on Drug Abuse Hotline, 1-800-662-4357, an information and referral service that distributes Department of Education publications about drug and alcohol prevention programs.

In addition, the College’s Student Health Center, 718-489-5366, and Counseling Center, 718-489-5335, is stocked with literature and other materials concerning illicit drugs and alcohol abuse treatment resources frequently used by students in the vicinity of the College. Students and employees are encouraged to take advantage of this valuable in-house resource with the assurance that any inquiry will be treated in the strictest confidence.

Legal Sanctions Concerning Alcohol and Drugs
A. Federal Law: The Federal Controlled Substances Act prohibits the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance.”

Simple possession carries a penalty of up to one (1) year imprisonment and a fine of not less than $1,000. Maximum penalties for narcotic trafficking violations range from twenty (20) years to life imprisonment. Certain violations carry mandatory minimum prison sentences of either five (5) years or ten (10) years. For example, the possession with intent to distribute one (1) kilogram or more of a substance containing a detectable amount of heroine carries a term of imprisonment of not less than ten (10) years and up to life imprisonment. Possession with intent to distribute five hundred (500) grams or more of a mixture or a substance containing a detectable amount of cocaine carries a sentence of not less than five (5) years and not more than forty (40) years imprisonment.

Penalties are increased for certain specific drug crimes under federal law as follows:

a) the distribution of narcotics to persons under 21 years of age;

b) the distribution or manufacturing of narcotics near schools and colleges;

c) the employment of juveniles under the age of 18 years in drug-trafficking operations;

d) the distribution of controlled substances to pregnant women.

Penalties for the violation of federal narcotic statutes vary greatly and depend upon two principal factors: the type of drug involved and the quantity of the drug involved. More severe penalties are imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to a person who uses the drug, the penalties are increased.

B. New York Law: The use, possession, and sale of controlled substances are subject to severe sanctions under New York law. The specific criminal sanctions are set forth in the New York State Penal Law and the severity of each offense is contingent upon the type and quantity of the illegal substance as well as the intent of the holder, such as personal use or distribution. For example, knowingly and unlawfully possessing a narcotic drug is a class C felony subject to up to five and one-half (5 ½) years imprisonment. Knowingly and unlawfully possessing a narcotic drug with the intent to sell is a class B felony subject to up to nine (9) years imprisonment. Criminally using drug paraphernalia, including capsules, glassine envelopes, vials, or any other material suitable for the packaging of individual quantities of narcotic drugs or stimulants is considered a class A misdemeanor and is subject to up to one year imprisonment.

Additionally, under New York State laws, the sale or distribution of alcoholic beverages to a person under the age of 21 is deemed a misdemeanor and punishable by a fine of up to $1,000 and imprisonment for up to one year. New York has a Zero Tolerance Law for individuals under the age of 21 who operate a motor vehicle after consuming alcohol, irrespective of whether the individual’s blood alcohol content exceeds the legal limits for intoxication. Under the Zero Tolerance Law an individual can be subject to various penalties including fines and license revocation or suspension.

Health Risks Concerning Alcohol and Drugs
A. Drugs and alcohol are toxic to the human body and can have catastrophic health consequences if abused. Some drugs are so toxic that even one use can be fatal. St. Francis College does not seek to give specific medical advice by disseminating this policy but offers the following information solely for its educational value.

B. Alcohol is the most widely used and abused drug in the United States. Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car or operate machinery safely.

C. Low to moderate doses of alcohol increase the incidence of aggressive acts, including spouse and child abuse and dangerous risk-taking behavior. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses can cause respiratory depression and death.

D. If combined with other depressants of the central nervous system, even low doses of alcohol can be fatal.

E. Alcohol-related automobile accidents account for a significant number of deaths among people ages 15 to 24 years.

F. Repeated use of alcohol can lead to physical and psychological dependence.

G. Dependent persons who suddenly stop drinking are likely to suffer withdrawal symptoms, including severe anxiety, tremors, hallucinations, and seizures.

H. Alcohol withdrawal can be life-threatening. Long term consumption of large quantities of alcohol, especially when combined with poor nutrition, can lead to permanent damage of vital organs, such as the brain and the liver.

I. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants can have irreversible physical abnormalities, as well as learning, memory, attention span, communication, vision, or hearing problems.

J. Research also indicates that children of alcoholic parents are at increased risk to become alcoholics themselves.

K. Drugs interfere with the brain’s ability to take in, sort, and synthesize information. They distort perception, which can lead users to harm themselves or others. Drugs also effect sensation and impair memory. In addition, there are specific health risks associated with particular types of drugs.

L. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucus membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion.
M. Cocaine can produce psychological or physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly, thus leading to higher and higher doses to produce the desired effect.

N. Crack or free base rock is a purified form of cocaine that is smoked. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. Once addicted, many users have turned to stealing, prostitution, and drug dealing in order to support the habit.

O. The effects of crack are felt within seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and a psychotic state similar to schizophrenia.

P. Cocaine in any form, but particularly in the purified form known as crack, can cause sudden death from cardiac arrest or respiratory failure.

Q. Marijuana can cause:
   1) Elevated blood pressure, coughing, dryness of the mouth and throat, decrease in body temperature, sudden increased appetite, and swollen red eyes;
   2) A panic reaction or paranoia;
   3) Distortions of time, reality, and perception, often impairing short term memory;
   4) Possible psychological dependence;
   5) Dysfunctional thinking, learning, and recall;
   6) Impaired ability to drive, operate machinery, or do other things that require physical and intellectual coordination;
   7) Irritation of the lungs, aggravating asthma, bronchitis, or emphysema;
   8) Listlessness, tiredness, inattention, carelessness about personal grooming, withdrawal, and apathy.

R. Narcotics such as heroin, codeine, and morphine can cause:
   1) Loss of appetite
   2) Addiction with severe withdrawal symptoms;
   3) Drowsiness, clouding of the mental processes, apathy, slowing of the reflexes and physical activity;
   4) Infection, hepatitis, or AIDS from contaminated needles;
   5) Death from overdose.

S. Hallucinogens such as LSD, PCP, and angel dust can cause:
   1) Frightening hallucinations;
   2) Worsening problems for a person who has a history of mental or emotional instability;
   3) Distortions of reality, including the feeling that the frightening effects of the drug will last forever;
   4) Tolerance from repeated use, leading to increased dosages to bring about the same effects;
   5) Flashbacks, days or even weeks later;
   6) Death from suicide or accident.
T. Amphetamines, methamphetamines, and other stimulants can cause:

1) Elevated blood pressure, dilated pupils, and decreased appetite;
2) Sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety;
3) Rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse;
4) Sudden increases in blood pressure that can cause a stroke, very high fever, or heart failure;
5) Restless, anxious, and moody feelings;
6) Amphetamine psychosis that includes hallucinations, delusions, and paranoia.

U. Barbiturates, Quaaludes, Valium, and other tranquilizers and depressants can cause:

1) Many of the same effects as alcohol;
2) Calmness and relaxed muscles at smaller doses, but slurred speech, staggering, and altered perception with larger doses;
3) Respiratory depression, coma, and death;
4) Physical and psychological dependence;
5) Increased use as drug tolerance develops;
6) Withdrawal systems ranging from restlessness, insomnia, and anxiety to convulsions and death;
7) Birth defects and behavioral problems in the children of users;
8) Physical dependence and withdrawal symptoms in babies born to mothers who have used depressants during pregnancy.

V. Inhalants such as laughing gas and whippets can cause:

- Nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite;
- Decreased heart and respiratory rate;
- Impaired judgment;
- Rapid pulse, headaches, and involuntary passing of urine and feces;
- Brain damage from long term use;
- Disorientation, violent behavior, unconsciousness, or death;
- Weight loss, fatigue, electrolyte imbalance and muscle fatigue from long term use;
- Permanent damage to the nervous system.

W. Anabolic steroids can cause:

1) Liver disease;
2) Cancer;
3) Growth problems;
4) Testicular atrophy;
5) Bone fusions;
6) Acne;
7) Psychological problems;
8) Rage and uncontrollable anger;
9) AIDS from contaminated equipment;
10) Breast reduction;
11) Failure to develop secondary sex characteristics;
12) Sexual dysfunction, sterility, and impotence;
13) Fetal damage;
14) Jaundice, purple or red spots on the body, swelling of feet or lower legs, unexplained darkening of the skin, and persistent breath odor; 
15) Heart attack; 
16) Stroke.

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.

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10 am to 4 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10 am to 6 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10 am to 6 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>10 am to 6 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>10 am to 2 pm</td>
</tr>
</tbody>
</table>

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
Daytop Village
401 State Street
Brooklyn, NY (718) 625-1388

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

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

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/

On-Campus Drug and Alcohol Programs:

Under the Influence is an online alcohol education course designed by 3rd 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 3rd 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 3rd 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.

If You Are the Victim of a Sexual Assault

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.

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 housing and alternative classes.

ST. FRANCIS COLLEGE
POLICY AND PROCEDURES FOR REPORTS OF STUDENT SEXUAL MISCONDUCT

INTRODUCTION

Notice of Nondiscrimination and Policy Statement on Sexual Misconduct

The health, safety, and well-being of all members of the St. Francis College (“College”) community are the College’s primary concerns. In furtherance of the Franciscan Spirit, and in accordance with Title IX of the Education Amendments of 1972 (“Title IX”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), as amended by the Violence Against Women Act/Campus Sexual Violence Act (“Campus SaVE Act”), the College is committed to maintaining a community free from all forms of sex discrimination, including sexual misconduct. In accordance with Title IX, the College does not discriminate on the basis of sex in its education programs and activities. Under Title IX, discrimination on the basis of sex includes sexual harassment and sexual violence.

Sexual misconduct includes a broad range of behaviors that will not be tolerated in the College’s education programs or activities. The College strictly prohibits sexual harassment and sexual
violence, including the offenses of sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking.

Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of sex, gender, or gender identity. The College does not tolerate any form of sexual misconduct.

Questions regarding Title IX and the Campus SaVE Act may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights.

The College’s designated Title IX Coordinator is:

Linda Werbel Dashefsky  
Vice President of Government and Community Relations  
180 Remsen Street  
Room 7304  
Brooklyn, NY 11201  
Phone: (718) 489-5370 or, if on campus, extension 5370  
Email: lwerbel@sfc.edu

The Title IX Coordinator’s responsibilities include, but are not limited to, overseeing the College’s response to complaints of sexual misconduct, coordinating investigations into allegations of sexual misconduct, and identifying and addressing any patterns or systemic problems of sexual misconduct that arise during the investigation of a complaint of sexual misconduct.

**Scope of Policy**

This policy governs sexual misconduct involving St. Francis College students, and applies to such students regardless of sex, race, national origin, disability, part-time/full-time status, sexual orientation, gender identity, or other protected status. Complaints of discrimination or harassment on the basis of sex that do not involve sexual misconduct are governed by the College’s Non-Discrimination and Anti-Harassment Policy contained in The Cord.

If the respondent is a St. Francis College employee or other person doing business with the College, the investigation and disciplinary processes described in the College’s Policy and Procedures for Reports of Employee Sexual Misconduct will apply. For information about this policy, please contact the head of the Human Resources Department or the Title IX Coordinator.

This policy applies to any allegation of sexual misconduct that takes place on College property, including student-occupied housing, or any other property on which a College program or
activity takes place. This policy also covers conduct that takes place off of College property, but which may have an impact on the College community.

This policy (i) sets forth the available resources and reporting options for victims of sexual misconduct; (ii) specifies and defines the prohibited conduct; (iii) describes the College’s procedures for responding to complaints of sexual misconduct, including the investigation, hearing, and sanctioning process; and (iv) describes programs implemented by the College to educate and increase awareness among the College community regarding sexual misconduct.

RESOURCES AND REPORTING OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT

Immediate Medical Assistance and Counseling

If you or someone you know is or may be the victim of any form of sexual misconduct, the College strongly urges you to seek immediate assistance. Assistance is available 24 hours a day, 7 days a week, from:

- Local Police (84th Precinct) and Emergency Assistance - Call 911
- Campus Security - (718) 489-5333 or, if on campus, extension 5333
- Safe Horizon Rape and Sexual Assault Hotline - (866) 689-HELP (4357)
- Safe Horizon Domestic Violence Hotline - (800) 621-HOPE (4673)
- Maimonides Medical Center Emergency Rm - 4802 10th Ave., Brooklyn, NY 11219 (718) 283-7222
- NYPD Sex Crimes Report Hotline - (212) 267-7273
- Dean of Students cell phone (347)-633-1374

Law Enforcement Notification

If you are the victim of sexual misconduct, the College strongly encourages you to promptly report the incident to the police. Timing is a critical factor in collecting and preserving evidence that may assist in proving that the alleged misconduct occurred, or may be helpful in obtaining a protection or restraining order from the police. College representatives, indicated below, are available to assist you in notifying law enforcement of an incident of sexual misconduct and in contacting law enforcement or legal service organizations to learn about these remedies. You may also decline to notify law enforcement.

College Resources and Reporting

The College is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sexual misconduct. Therefore, the College also encourages the reporting of
sexual misconduct to a College representative in a timely manner. Incidents of sexual misconduct should be reported to the College’s Title IX Coordinator. Any incident of sexual misconduct reported to another College employee, with the exception of those employees designated as confidential, as set forth below, will be reported by the employee to the Title IX Coordinator.

Regardless of whether or not an official complaint of sexual misconduct is made, various counseling options are available from the College’s Counseling Center. In addition, the College’s Student Health Services may be able to provide additional resources:

The SFC Counseling Center
180 Remsen Street, Room 2310
Brooklyn, NY 11201
Phone: (718) 489 - 5335
Monday – Friday 10AM – 2PM

Student Health Services
180 Remsen Street, Room 2310
Brooklyn, NY 11201
Phone: (718) 489 - 5366
Monday – Friday 9AM – 5PM

Accommodations

Any individual who has been the victim of sexual misconduct may request assistance in changing academic, living, transportation, and working situations. The College will grant such accommodations, provided they are reasonable and available, regardless of whether the victim chooses to report the crime to law enforcement. Such accommodations may include moving a student’s residence, adjusting a student’s academic or College work schedule, and issuing a “no-contact” order.

Requests for accommodations in connection with incidents of sexual misconduct should be made to the College's Title IX Coordinator. The College will provide information about the student’s request for accommodations only to those having a need to know such information in order to implement the accommodations.

Confidentiality

The College understands that, for many victims of sexual misconduct, confidentiality is a primary concern. The College values the privacy of all members of the College community.
However, certain College employees are required by state and federal laws to share information from a report of sexual misconduct with the College or governmental agencies. The ability of College employees to maintain confidentiality is as follows:

**Professional and Pastoral Counselors**

Professional, licensed counselors and pastoral counselors (ordained clergy) whose official responsibilities include providing mental-health counseling to College students, including those who act in that role under the supervision of a licensed counselor, are not required to report any information about an incident of sexual misconduct to the Title IX Coordinator without a victim’s permission. State law requires professional counselors to report: (i) when a patient is likely to engage in conduct that would result in serious harm to the patient or to others; or (ii) if there is reasonable cause to suspect that a minor has been sexually abused. The following is a list of the College’s professional and pastoral counselors:

Lyndsay Adesso, LMSW  
The SFC Counseling Center  
180 Remsen Street, Room 2310  
Brooklyn, NY 11201  
Phone: (718) 489 – 5335 or, if on campus, extension 5335

Fr. Brian Jordan, OFM  
McArdle Student Lounge  
180 Remsen Street, Room 1304  
Brooklyn, NY 11201  
Phone: (718) 489-5493 or, if on campus, extension 5493

**Non-Professional Counselors and Advocates**

College representatives who work or who volunteer in the College’s Student Health Center or Counseling Center generally may talk with and provide assistance and resources to a victim of sexual misconduct without being required to report any personally identifying information about the incident to the College. These individuals may maintain a victim’s confidentiality while reporting the nature, date, time, and general location of the incident to the Title IX Coordinator. Non-professional counselors and advocates may be found in the College’s Student Health Services and Counseling Center.

**Responsible Employees**
A “responsible employee” is a College employee who has the authority to redress sexual misconduct, who has a duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty. A report of sexual misconduct to a responsible employee will immediately trigger the College’s investigation into the alleged sexual misconduct in accordance with the procedure described in this policy. A responsible employee must report all relevant details about the alleged sexual misconduct shared by the victim to the Title IX Coordinator. To the extent possible, information reported to the responsible employee will be shared only with those having a need to know such information in order to respond in accordance with College policy.

The College is obligated by law to investigate all allegations of sexual misconduct regardless of whether the victim wishes to file a complaint. Therefore, if a complainant reports an incident of sexual misconduct to a responsible employee, but wishes to remain confidential or requests that no investigation into the incident be conducted, the College will weigh that request against the College’s obligation to provide a safe, nondiscriminatory environment for all members of the College community, including the complainant. If the College honors the request for confidentiality, the complainant must understand that the College’s ability to effectively investigate the incident and pursue disciplinary action against the accused may be limited. The College may not be able to honor a complainant’s request for confidentiality when doing so would jeopardize the College’s responsibility to provide a safe, non-discriminatory environment. The College has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is notified of alleged sexual misconduct. In all cases, St. Francis College will securely maintain records in a manner that ensures identifying information regarding the victim remains confidential, to the extent permissible by law.

When weighing a complainant’s request for confidentiality, the Title IX Coordinator will consider a range of factors, including, but not limited to, the following:

- whether there have been other sexual misconduct complaints about the same respondent;
- whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
- whether the respondent threatened further sexual misconduct or other violence against the complainant or others;
- whether the sexual misconduct was committed by multiple perpetrators;
- whether the complainant’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;
• whether the alleged sexual misconduct was perpetrated with a weapon;
• the age of the complainant;
• whether the College has other means to obtain relevant evidence (e.g., security cameras or personal, physical evidence).

After considering these factors, the College may be compelled to investigate the alleged sexual misconduct and, if appropriate, pursue disciplinary action in a manner that may require the College to disclose the complainant’s identity to the respondent. If the College determines that it must disclose the complainant’s identity to the respondent, the College will promptly inform the complainant.

If, after considering these factors, the College determines that it is able to respect the complainant’s request for confidentiality, the College will nevertheless take all reasonable steps to respond to the complaint consistent with the complainant’s confidentiality request, and will determine whether interim measures are appropriate or necessary. The College will also consider broader remedial action, such as increased monitoring, supervision of security at locations where the reported sexual misconduct occurred, increasing training, education and prevention efforts, and conducting climate surveys.

**Reports of Sexual Misconduct from Others or Anonymous Sources**

If the College receives a report of alleged sexual misconduct by someone other than the complainant (e.g., by a friend or roommate, resident advisor) or from an anonymous source, the College’s Title IX Coordinator will promptly notify the complainant of the report, and inform the complainant of the available resources and assistance. The College will respond to the report of sexual misconduct as if the complainant had made the initial report.

**Time for Reporting**

There is no time limit for reporting sexual misconduct. Nevertheless, any member of the College community who believes that he or she has been a victim of sexual misconduct is encouraged to report the alleged sexual misconduct immediately in order to maximize the College’s ability to obtain evidence and conduct a thorough, impartial, and reliable investigation.

Under no circumstances will the College allow an impending graduation to compromise its resolution of a sexual misconduct complaint. The conferral of a degree may, therefore, be held, if necessary, until proper resolution of any sexual misconduct charges, provided that a hearing
opportunity will be scheduled for the earliest practicable date that can accommodate the parties and their witnesses.

Anti-Retaliation Policy

The College prohibits retaliation against any person who reports sexual misconduct or participates in the investigation of any allegation of sexual misconduct, including testifying as a witness. Retaliation should be reported promptly to the College’s Title IX Coordinator. Reports of retaliation will be investigated in accordance with the appropriate College policy, and such conduct may result in disciplinary action independent of the sanction(s) or interim measures imposed in response to the underlying allegations of sexual misconduct.

DEFINITIONS WITHIN THE POLICY

“Complainant” means the individual making the allegation(s) of sexual misconduct.

“Consent” means an informed, knowing, and voluntary decision to engage in a mutually agreed upon sexual activity. Consent to engage in one form of sexual activity does not imply consent to other forms of sexual activity. Past consent to engage in sexual activity does not constitute present or future consent. Consent cannot be obtained from coercion, force, intimidating behavior or threats. An individual who is incapacitated (by alcohol or drug use, unconsciousness, or disability) or otherwise helpless cannot consent. Silence or lack of resistance is not deemed consent. Consent can be revoked at any time.

“Dating Violence” means violence or coercive behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual, physical, or psychological abuse, or the threat of such abuse.

“Domestic Violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of New York, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of New York.

“Intimidation” means implied threats or acts that reasonably cause another to fear for his/her safety or well-being.
“No-Contact Order” means a directive prohibiting contact between or among designated individuals through any means, direct or indirect, including personal contact, email, telephone, text message, social media, or by means of a third party.

“Sexual Assault” includes non-consensual sexual intercourse and non-consensual sexual contact. “Non-consensual sexual intercourse” means any form of sexual penetration or intercourse (vaginal, anal, or oral), however slight, with any object by an individual upon another individual without consent and/or by force. Intercourse means: vaginal or anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact). “Non-consensual sexual contact” means any intentional sexual touching, however slight, with any body part or object by an individual upon another individual without consent. Intentional sexual contact includes contact with the breasts, buttocks, or groin, or touching another with any of these body parts; making another person touch any of these body parts; and any intentional bodily contact in a sexual manner.

“Sexual Coercion” is the application of unreasonable pressure, including emotionally or physically manipulative actions or statements, or direct or implied threats, in order to compel the person to engage in sexual activity.

“Sexual Exploitation” means abuse or exploitation of another person’s sexuality without consent, for the perpetrators own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Sexual Exploitation includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic or physical conduct of a sexual nature, when: (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education or campus life activities, or used as the basis of any academic, student life or employment decision (quid pro quo); or (2) such conduct is sufficiently severe, persistent or pervasive such that it limits an individual’s ability to participate in, or benefit from, the College’s education or work programs or activities (hostile environment).

“Sexual Misconduct” means a range of unwelcome behavior of a sexual nature that is committed without consent or by intimidation, coercion, threat or force. Sexual Misconduct includes, but is not limited to, sexual harassment, sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking.
“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

For purpose of this definition:

“Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“Reasonable person” means reasonable person under similar circumstances and with similar identities to the victim.

“Respondent” means the individual alleged to have committed acts constituting sexual misconduct.

“Retaliation” means taking any adverse action or attempting to take adverse action, including intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint of sexual misconduct or participation in an investigation or proceeding related to alleged sexual misconduct.

Conduct that violates the College policy may also violate New York State laws and subject the perpetrator to criminal prosecution. Sex Offenses under New York law are described in Sections 130.00 to 130.96 of the New York State penal Code, available at http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS

PROCEDURES FOR RESPONDING TO A COMPLAINT OF SEXUAL MISCONDUCT

The College is committed to providing a prompt, fair, and impartial investigation and resolution to all allegations of sexual misconduct. Incidents of sexual misconduct should be reported to the College’s Title IX Coordinator. Any incident of sexual misconduct reported to another College employee, with the exception of those employees designated above as confidential, will be reported by the employee to the Title IX Coordinator.

Initial Steps

Intake Meeting with Complainant
Upon notice of any allegation of sexual misconduct, the Title IX Coordinator will schedule an individual intake meeting with the complainant. At the intake meeting, the Title IX Coordinator will provide the complainant with a general understanding of this policy, and identify forms of support or immediate assistance available to the complainant (e.g., referrals to appropriate law enforcement agencies; referrals for medical treatment at local hospitals and trauma centers). The Title IX Coordinator will also provide the complainant with a written explanation of his or her rights and options with respect to his or her report of sexual misconduct. The intake meeting may also involve a discussion of any accommodations that may be appropriate concerning the complainant’s academic schedule, College housing, and/or College employment arrangements. Additional information regarding interim accommodations is set forth in the Interim Measures section below.

At the initial intake meeting, the Title IX Coordinator will seek to determine how the complainant wishes to proceed, i.e., whether the complainant wishes to pursue Formal Resolution, Informal Resolution, or does not wish to pursue resolution of any kind. Regardless of how the complainant chooses to proceed, the College seeks to resolve every report of sexual misconduct within 60 calendar days of the initial report, excluding any appeal. The time frames included in this policy may vary depending on the details of the complaint and, in some cases, the time of the academic year (e.g., during College breaks or final exams). The College may extend any time frame for good cause, provided the complainant and respondent are given a written explanation as to the reason for such extension.

If the complainant wishes to proceed with either Formal Resolution or Informal Resolution, the Title IX Coordinator will ascertain the name of the respondent, and the date, location, and nature of the alleged sexual misconduct, and, within two business days, will schedule an individual intake meeting with the respondent.

If the complainant wishes to proceed with Formal Resolution, the Title IX Coordinator will promptly prepare a formal letter to the Faculty Committee on Student Behavior (“Faculty Committee”) notifying the Faculty Committee of the initiation of a formal investigation. The letter will provide the Faculty Committee with the names of the complainant and respondent and the date, location, and nature of the alleged sexual misconduct.

If the complainant does not wish to pursue Formal Resolution or Informal Resolution, and either requests that his or her complaint remain confidential, or refuses to participate in the initial intake meeting with the Title IX Coordinator, the Title IX Coordinator will inform the complainant that the College’s ability to respond may be limited. In such scenarios, Title IX nevertheless requires the College to evaluate the complainant’s request(s) for no action in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment for the entire College community.
Interim Measures

In all complaints of alleged sexual misconduct, the College will undertake an appropriate inquiry and take immediate action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after the intake meeting, the College may impose a “no-contact” order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing.

To ensure the safety and well-being of the complainant, the Title IX Coordinator also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, which may include directing appropriate officials to alter the students’ academic, transportation, College housing, and/or College employment arrangements, or other appropriate protections. Any student who has been the victim of sexual misconduct may request assistance in changing academic, living, transportation, and working situations after a report of sexual misconduct. The College will grant such accommodations, provided they are reasonable and available, regardless of whether the victim chooses to report the crime to law enforcement. When taking such steps to separate the complainant and the respondent, the College will, to the extent practicable, minimize the burden on the complainant.

Violation(s) of the Title IX Coordinator’s directives and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

Effect of Criminal Proceedings

Sexual misconduct may constitute a violation of both law and College policy. The College encourages students to report alleged sexual misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Therefore, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of the policy, has occurred. In other words, conduct may constitute sexual misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute.

The filing of a complaint of sexual misconduct under this policy is independent of any criminal investigation or proceeding. The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or take any necessary interim measures to protect the complainant and the College community. However, the College may
temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation of sexual misconduct matters that may also violate the state criminal code.

**Formal Resolution Process**

When the complainant indicates a desire to pursue Formal Resolution, the reported allegations will be investigated promptly, thoroughly, and impartially by designated members of the Faculty Committee. The Faculty Committee is comprised of at least three College faculty members, all of whom receive training, at least annually, on the issues relating to sexual misconduct, including sexual harassment, dating violence, domestic violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Faculty Committee Chair will select the Faculty Committee members who will conduct the investigation (“Investigation Committee”) and will either serve as the presiding chair of the investigation, or will appoint the presiding chair (or, if the Faculty Committee Chair is unavailable or otherwise unable to serve, the Vice President & Provost will select the members who will conduct the investigation and a presiding chair of the Investigation Committee). The Investigation Committee’s investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

**Pre-Hearing Meeting**

Within two business days of the Title IX Coordinator’s intake meeting with the respondent, the Investigation Committee will schedule separate pre-hearing meetings with the complainant and the respondent. The Title IX Coordinator will provide written notices to the complainant and the respondent, stating the date, time, and place of their respective pre-hearing meetings with the Investigation Committee. Notices of the pre-hearing meetings will be delivered by email or in person, and will be considered effective immediately upon delivery.

At the pre-hearing meetings, the Investigation Committee will review hearing procedures and preliminary matters separately with the parties. The Investigation Committee will instruct all parties concerned to avoid any private discussion of the merits of the complaint.

**Hearing**

Formal Resolution involves a hearing before the Investigation Committee. After the Investigation Committee’s pre-hearing meetings with the complainant and the respondent, the Investigation Committee will schedule a hearing date. The College will provide written notice to
both parties stating the date, time, and place of the hearing with the Investigation Committee at least five business days before the hearing date.

A party wishing to challenge the participation of any member appointed to the Investigation Committee must notify the Investigation Committee Chair, in writing, within three business days of receipt of the notice of hearing, stating the specific reason(s) for the party’s objection. The Investigation Committee Chair will determine whether the challenge has merit, and reserves discretion to make changes in the composition of the Investigation Committee at any time. A party wishing to challenge the participation of the Investigation Committee Chair must notify the Title IX Coordinator, in writing, within three business days of receipt of the notice of hearing, stating the specific reason(s) for the party’s objection. The Title IX Coordinator will determine whether the challenge has merit and reserves discretion to instruct the Faculty Committee to designate a new Investigation Committee Chair.

i. Pre-Hearing Submissions

The parties will provide the Title IX Coordinator with a list of witnesses they wish the Investigation Committee to call, copies of documents, and a description of any other information they propose to present at the hearing at least three business days prior to the hearing. The Title IX Coordinator will provide each party with a copy of the list of witnesses, and identification or copies of documents or other information submitted by each party.

In the absence of good cause, as determined by the Investigation Committee, the parties may not introduce witnesses, documents, or other information at the hearing that were not provided by this deadline.

ii. Committee Investigation

The Investigation Committee may interview witnesses and collect and review such evidence as the Investigation Committee deems necessary or helpful to its investigation into the alleged sexual misconduct.

iii. Conduct of the Hearing

The hearing will take place on the date and time specified in the notice of hearing. If circumstances arise that require a change in the hearing date or time, the College will provide both parties with written notice explaining the reason for such change. The College will arrange for the hearing to be recorded, and may arrange for the preparation of any transcript of the recording that the College deems appropriate.
As a non-adversarial process, the hearing will not follow a courtroom model, and formal rules of evidence will not be observed. The Investigation Committee will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. The College will ask for all necessary witnesses to be present, or to have provided written statements in lieu of attending the hearing. This may be done as necessary to accommodate a witness who cannot be present, or whom the Investigation Committee determines may remain anonymous. The Investigation Committee will review in advance of the hearing all the written materials provided.

Only the Investigation Committee may question the individual parties and any witnesses, unless permission is granted to modify the questioning process. After all witnesses have been questioned, each party may make a closing statement.

In order to comply with the Family Education Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing, documents, testimony, or other information introduced at the hearing, and any transcript of the hearing itself may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law and/or College policy.

Both the complainant and the respondent may have advisors present to support and assist them during the pre-hearing, hearing, and appeal stages of the Formal Resolution process. At the complainant’s or respondent’s request, the Title IX Coordinator will appoint to each party an advisor who has been formally trained. An advisor may not direct questions to the Investigation Committee or witnesses at the hearing, but may consult with the party that he or she is assisting. The Investigation Committee will not allow an advisor’s presence to inhibit the parties’ sharing of information or the conduct of the hearing.

The parties are expected to cooperate at the hearing. If either party fails to appear at the scheduled hearing, the Investigation Committee may postpone the proceedings if there is a legitimate documented reason for the absence, or proceed and determine the complaint on the basis of the evidence available, provided the absent party was duly notified of the scheduled hearing date.

If the Investigation Committee determines that unresolved issues exist that would be clarified by the presentation of additional information, the Investigation Committee may suspend the hearing and reconvene it in a timely manner to receive such information. A delay may not be based on the failure of witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been presented at the pre-hearing meeting.
**Determination and Sanction**

In all investigations into alleged sexual misconduct, the College will evaluate evidence under a “**preponderance of the evidence**” standard. A preponderance of the evidence means that information shows it is “**more likely than not**” that the respondent violated this policy.

The respondent will be found to be responsible for the alleged sexual misconduct if the Investigation Committee concludes, based upon careful review of all information presented, that such sexual misconduct more likely than not occurred. The Investigation Committee shall determine whether the respondent is responsible for sexual misconduct, and will provide a written statement of such determination to the Vice President & Provost. The Investigation Committee’s written report will also be sent to the Vice President & Provost.

The Vice President & Provost may consider suspending or expelling any student found responsible for sexual misconduct; however, he or she may impose any of the following sanction(s) that is determined to be fair and proportionate to the violation:

- Reprimand or warning
- Changing the respondent’s academic schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting the respondent’s access to College facilities or activities
- Community service
- Issuing a “no-contact” order to the respondent or requiring that such an order remain in place
- Changing the respondent’s housing assignment
- Dismissal from or restricting or reassignment of College employment
- Removing the responding from student housing
- Suspension (limited time or indefinite)
- Expulsion
- Revocation of degree
In determining an appropriate sanction(s), the Vice President & Provost will consider any record of past violations of College policies, as well as the nature and severity of such past violation(s). The Vice President & Provost will consider as part of the deliberations whether the respondent poses a continuing risk to the complainant and/or the College community. Any sanction imposed will be explained and supported in the written decision of the Vice President & Provost.

Within five business days from the conclusion of the Investigation Committee hearing, the Vice President & Provost will issue a determination letter to the respondent and the complainant. Both parties, concurrently, will receive a copy of this determination letter.

The outcome of the disciplinary proceeding will be summarized in a determination letter, which will contain only the following information: (i) the name of the respondent; (ii) whether the respondent has been found responsible or not responsible for specific violation(s) of the sexual misconduct policy; (iii) the sanction imposed, if any; (iv) the College’s appeal process; (v) any change to the results that occurs prior to the time that the results become final; and (vi) when the results become final. Both the respondent and the complainant have a right to this information. The determination letter may not be disclosed except where disclosure is authorized or required by law. Compliance with this section does not constitute a violation of FERPA. For the purpose of this section, 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.

St. Francis will, upon written request, disclose to the alleged victim of a crime of violence (as that term is denied in Section 16 of Title 18, United State Code) or a non-forcible sex offense, the report on the result of any disciplinary proceeding conducted against a student who is the alleged perpetrator of such crime or offense. 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.

**Appeal Process**

Either party may appeal the Investigation Committee’s determination and/or the disciplinary decision of the Vice President & Provost. A party has three grounds under which to appeal the College’s determination: (i) the Investigation Committee committed procedural errors that had an impact on the complaint's decision, (ii) there is new evidence that was not reasonably available at the time of the hearing before the Investigation Committee, or (iii) the sanctions are not consistent with past practices or the severity of the alleged sexual misconduct.

Final sanctions are in effect until any timely appeal of the decision is resolved. The Vice President & Provost may suspend the determination pending exhaustion of appeal, allow the student to attend classes or other activity on a supervised or monitored basis, or make such other
modifications to the determination as may be advisable. Interim measures will remain in effect until the appeal is resolved.

The procedure to file an appeal is as follows:

1. A party wishing to appeal the findings of the Investigation Committee and/or sanctions of Vice President & Provost must file a **notice of intent to appeal** within five business days of the date the party is notified of the Investigation Committee’s finding and the Vice President & Provost’s sanctions. The intention to file an appeal must be submitted in writing (either email or hard-copy) to the Title IX Coordinator. This notice of intent to appeal must contain the party’s grounds for the appeal.

2. Within two weeks of filing a notice of intent to appeal, the party’s formal appeal must be filed. The party should submit copies of any and all material the party wishes to provide as evidence for his/her appeal.

3. An ad hoc committee made up of three full-time faculty members (“Appeals Committee”), which shall not include the Vice President & Provost or members of the Investigation Committee, will be assembled by the Title IX Coordinator. Except for appeals brought under (ii) above, the Appeal Committee’s entire review process will be based on the party’s appeal and the Investigation Committee’s record of the case. Otherwise, no additional evidence is allowed and no witnesses may be heard.

4. The Appeals Committee will make a final determination on the appeal. The Appeals Committee shall render its decision regarding the appeal within 20 calendar days.

5. Within three days of the Appeals Committee’s determination, the Vice President & Provost will issue a final determination letter to the respondent and the complainant. Both parties, concurrently, will receive a copy of this final determination letter.

**Informal Resolution**

A complainant who wishes to file a formal complaint but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as “Informal Resolution.” Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process. The Informal Resolution procedure is not available for complaints of sexual violence.

If the complainant wishes to proceed with Informal Resolution the Title IX Coordinator will ascertain the name of the respondent, and the date, location, and nature of the alleged sexual misconduct, and, within two business days, will schedule an individual intake meeting with the respondent in order to provide to him or her with a general understanding of the policy.
Informal Resolution provides an opportunity for the complainant to confront the respondent in the presence of, and facilitated by, a presiding officer, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The respondent will have an opportunity to respond. The respondent is expected to attend this meeting and participate in the College’s investigation.

The complainant and the respondent each may bring an advisor to the Informal Resolution. Advisors are subject to the same restrictions set forth for advisors in Formal Resolution, outlined above. The Vice President & Provost will preside over the Informal Resolution and may elect to be assisted by another member of the senior staff of his or her office.

If, in the course of the Informal Resolution, the respondent admits to violating the College’s Policy and Procedures for Reports of Student Sexual Misconduct, that admission will serve as a finding of responsibility that is final and cannot be appealed. The Vice President & Provost will recommend a sanction, which the respondent can accept or reject. The sanctions that may be imposed as the result of the Informal Resolution process are the same as those outlined in the Formal Resolution process above. If the Vice President & Provost’s recommended sanction is accepted, the process is concluded. If it is rejected, the complaint will proceed to the Formal Resolution process.

Informal Resolution may result in the imposition of protective actions agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution taken together with any other relevant information known to the College at the time of the Informal Resolution.

The College may, at any time, elect to end such proceedings and initiate Formal Resolution instead. Statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the Formal Resolution.

In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

**PREVENTION AND AWARENESS EDUCATION PROGRAMS**

Creating a safe and respectful environment is the responsibility of all members of the College’s Franciscan community. To promote and maintain this environment, St. Francis College engages in comprehensive educational programming to prevent sexual misconduct, including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and retaliation. The
College provides primary prevention and awareness programs for all incoming students and employees, and ongoing prevention and awareness campaigns for all students and employees.

The College educates the student community about sexual misconduct through its mandatory freshman orientation program, certain required courses, and ongoing programming initiatives throughout the students’ time at St. Francis College. Such programming and courses provide students with information about safety and security procedures, the College’s procedures for responding to reports of sexual misconduct, options for safe and positive bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks. For additional information about the College’s sexual misconduct prevention and awareness programming, please contact the College’s Title IX Coordinator, Linda Werbel Dashefsky, Vice President of Government and Community Relations, St. Francis College, 180 Remsen Street, Room 7304, New York, NY 11201, (718) 489-5370, lwerbel@sfc.edu.

**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 or any other college official.
- To obtain your picture ID Card, please go to the office of Student Activities.
## Appendix A

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons possesions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons possesions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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 10th 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
Appendix C - Fire Safety Report

Fire Safety
This report contains information related to fire safety in off campus housing at the St. George, located at 55 Clark Street, operated by Educational Housing Services (EHS). In cooperation with EHS, St. Francis College voluntarily issues this report annually to promote the safety of all members of the St. Francis community.

EHS also maintains the daily crime and fire log in the Public Safety Office.

Floor plans and diagrams for emergency staircases and exits are posted in public areas on all floors as well as the back of every room door. Residents and guests should familiarize themselves with these maps to exit promptly during fire drills or actual emergencies.

Fire Safety Systems
St. George is St. Francis’ only off campus residential facility. The building has the following fire safety systems:

- There is a public address system.
- The fire safety system is monitored by the Fire Safety Directors.
- There are sprinklers throughout the building.
- There are fire extinguishers, smoke detectors, carbon monoxide detectors, fire alarm pull boxes, emergency lights, and emergency exits.
- There is at least one fire drill per semester. Records of each test will be maintained by The Director of Community Partnerships.
- The FDNY will test all fire warning systems in accordance with NYC regulations.

Procedures for Evacuation of EHS residence in Case of Fire
In the event of a fire or other emergency, notify security immediately. Act promptly for the safety of all residents. Do not try to fight a fire, but take action to get residents out of the building. If a fire alarm sounds, please follow the standard procedure:

If the Fire is In Your Room:
All persons are to vacate the room immediately. Before leaving your room, and only if you can, make sure you do the following:

- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors.
- Alert other people by knocking on their doors or yelling “Fire Fire Fire” on your way out.
- Use the nearest stairway to exit, NEVER use the elevator.
- Assemble across the street and await instructions.
- Wait until the appropriate officials indicate that you can re-enter the building.

If the Fire is not in your room:

1 St. Francis College does not have “on campus” housing. St. Francis College is proactively issuing this report.
• Try to exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
• If you can exit your room safely, follow the instructions above for a fire in a room.
• If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
• If you are unable to safely leave your room, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
• Open windows a few inches unless flames and smoke are coming from below.
• Do not break any windows.
• If condition is the room appears life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
• If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

If you ever see fire or smoke, or smell smoke, do not hesitate to pull the alarm nearest to your room. Turning in a false fire alarms is against the law. Residents will be evicted and are subject to punishment to the fullest extent of the law. As a resident, you are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parents’ homeowner’s or tenant homeowner’s insurance policy through a rider.

Tips to avoid triggering smoke detectors and alarms:
• Use lower time intervals and continue to reheat your food until it is ready, as opposed to leaving something in for long periods of time which may cause a fire or excessive smoke.
• Never leave cooking food unattended.
• Do not smoke in the building. All residences are smoke-free environments.
• Remove all prohibited items (toasters, hot plates, grills) from your room.

Fire Safety Education and Training Programs
All SFC security staff members are trained according to the fire safety plans established by St. Francis College. All EHS security staff are trained according to the fire safety plans established by EHS.

Reporting of Fire Safety Information
All fire safety concerns in the academic building should be reported to the Director of Operations at 718-489-5275. After calling 911, emergencies should be reported to 718-489-5333. Any questions regarding fire safety in the student residence should be directed to EHS’s Public Safety Office at 212-977-7622 extension 3624. If a member of the SFC community finds evidence of a fire that has been extinguished and the person is not sure whether the Public Safety/Security has already responded, the community member should immediately notify campus safety. For incidents at St. George, notify EHS at 212-977-7622. For incidents on campus, notify security at 718-489-5222.

Plans for Future Improvements to Fire Safety
SFC currently plans to install a public address system in 180 Remsen Street, barring any future unforeseen circumstances.

**FIRE STATISTICS**

### 2013

<table>
<thead>
<tr>
<th>Residential Facility Name and Address</th>
<th>Total Fires</th>
<th>Fire #</th>
<th>Cause of Fire</th>
<th># of Injuries</th>
<th># of Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. George 55 Clark St.</td>
<td>0</td>
<td>0</td>
<td>Na</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 2012

<table>
<thead>
<tr>
<th>Residential Facility Name and Address</th>
<th>Total Fires</th>
<th>Fire #</th>
<th>Cause of Fire</th>
<th># of Injuries</th>
<th># of Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. George 55 Clark St.</td>
<td>0</td>
<td>0</td>
<td>Na</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 2011

<table>
<thead>
<tr>
<th>Residential Facility Name and Address</th>
<th>Total Fires</th>
<th>Fire #</th>
<th>Cause of Fire</th>
<th># of Injuries</th>
<th># of Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. George</td>
<td>0</td>
<td>0</td>
<td>Na</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>