



Annual Security and Fire Safety Report

IN COMPLIANCE WITH THE JEANNE CLERY ACT

Monmouth University

Monmouth University is a private, coeducational school committed to providing a learning environment that enables men and women to pursue their educational goals and realize their full potential to make significant contributions to their community and society. Small classes, which allow for individual attention and student-faculty dialogue, together with careful academic advising and career counseling, are hallmarks of a Monmouth education.

Founded in 1933, Monmouth earned university designation from the state of New Jersey in March 1995. The 156-acre, park-like campus includes two nationally recognized historic buildings, one of which is a landmark.

In the 2011–2012 academic year, Monmouth University enrolled approximately 6,000 undergraduate and graduate students in eight schools that offer degree programs in the humanities, social sciences, science, education, business, social work, nursing, and health studies.

Approximately 2,000 undergraduate students live in eleven residence halls and three apartment complexes. Approximately 300 students are housed in off-campus University-sponsored apartments. Our suburban campus is located less than a mile from the Atlantic Ocean.

Student athletes compete in 21 Division I NCAA-sponsored sports.

The safety and security of the campus community is the primary responsibility of the University Police Department. We have twenty state-commissioned police officers. The University Police Department also employs safety officers, dispatchers, and various other personnel, all dedicated to providing quality service to all members of the University community.

Beginning in the Fall 2012 semester, the University's Psychological Counseling Academic Department and Physician Assistant Program will be located at the University's off-site campus located at the Monmouth Park Corporate Center, 185 State Highway 36 in West Long Branch. In maintaining the University's commitment to safety, a MUPD Safety Officer will be assigned to the site from 4 p.m. until closing, Monday through Thursday. An emergency phone will be located in the parking lot as well. The emergency phone will allow immediate access to the West Long Branch Police Department.

Police Authority

University police officers are commissioned under the State of New Jersey Title 18A:6-4.2 and, in accordance with state laws, have "...all powers of police and constables in criminal cases and offenses against the laws..." as well as the authority to enforce New Jersey motor vehicle laws, local ordinances, and University rules and regulations. University police are also armed. They are fully trained at state-approved police

academies and receive the same training as do municipal police officers.

University police officers consist of many university-career and retired municipal police officers with more than 300 years of combined college and municipal police service. Police agencies currently represented include Lakewood, Long Branch, Manalapan, Middlesex County College, Newark, Paterson, the Township of Ocean, South Amboy, Allenhurst, Elizabeth, Maplewood, and the New Jersey State Police.

Police officers respond to all on-campus calls and investigate and document all incidents. Additionally, the police departments of West Long Branch, the Township of Ocean, and Long Branch have full police authority on areas of the campus, since parts of the University campus fall within their respective jurisdictions. Those departments respond to matters on campus only upon request. In addition, the Monmouth University Police Department maintains an excellent working relationship with the Monmouth County Prosecutor's Office, NJ Office of Homeland Security and Preparedness, the Sheriff's Department, the New Jersey State Police, and the FBI, all of which offer investigative assistance when requested and will provide a regional advisor for legal aid.

LAW ENFORCEMENT RELATIONSHIPS

It is the University's policy to work cooperatively with all state and federal law enforcement agencies as well as local police agencies and emergency management organizations. The University is mandated to notify the Monmouth County Prosecutor's Office when a serious crime or death occurs on campus. The county either assumes responsibility or delegates its authority to the University Police Department to investigate criminal matters and determine what action should be taken. The University maintains a close working relationship with county investigators and legal counsel.

The University has a written Memorandum of Agreement with the County MOCERT (Monmouth/Ocean County Emergency Response Team). In addition, the University has reciprocal mutual aid agreements with the surrounding local police agencies.

The University Police Chief is a member of the Monmouth County and State Police Chiefs' Associations and maintains a professional working relationship with them.

Local police agencies monitor and record criminal activity engaged in by students at off-campus locations and provide this information to the Monmouth University Police Department. The information is then forwarded to the Vice President for Student and Community Services for possible University sanctions. When deemed necessary, the Monmouth University Police Department in conjunction with the Long Branch Police Department jointly patrol areas in which students live and frequent off campus.

All individuals, whether they are members of the University community or visitors, are subject to all federal, state, and local laws while on campus and, therefore, may be subject to criminal charges when applicable, even for first offenses.

Police Response

The University Police Department provides vehicle and foot patrols on campus twenty-four hours a day, seven days a week, 365 days a year. Faculty, administrators, staff, and students are encouraged to immediately report all crimes, suspicious activities, and emergencies to the University Police at **732-571-4444** or by dialing **911** in an emergency. Routine business calls or calls for non-emergency assistance should be directed to **732-571-4444**. Students residing at sanctioned off-campus housing are reminded to contact the Long Branch Police Department if they need assistance at **732-222-1000**, or **911** in an emergency.

There are ninety-two emergency telephones on campus. These telephones can be identified by either a blue light and/or "Emergency" labels and provide direct contact to the University Police at all times. Also, regular telephones in all buildings have labels affixed to them, which include the University Police Department telephone number.

The University Police Department reports directly to the Vice President for Administrative Services and maintains close and direct contact with the Vice President for Student and Community Services and the Assistant Vice President for Student Services, providing a daily exchange of information that is within the context of federal and state privacy laws.

REPORTING CRIMINAL ACTIVITY

Monmouth University encourages all members of the University community to report any criminal activity or suspicion of criminal activity to the University Police Department as soon as possible. If requested, the identity of the complainant will be kept confidential whenever possible.

Suspicious or criminal activity can be reported to the University Police Department at **732-571-4444**. Emergency phones located throughout the campus can also be used to report suspicious activity or to summon emergency help.

UNIVERSITY REGULATIONS

In addition to local municipal judicial proceedings, the University has established rules and regulations (see the Student Handbook or the Employee Handbook). It is the policy of the University Police to fully inform complainants of all options available to them through the University, as well as municipal, county, state, or federal entities, for dealing with offenses committed against them.

DISSEMINATION OF EMERGENCY INFORMATION

Blackboard/Connect®

Students, faculty, and staff are required to register for Blackboard/Connect®. To do so, log onto the Web site at <http://notify.monmouth.edu> and register today.

This service allows the University the ability to send alerts via phone and text to all subscribers regarding emergency situations, school closings, and other emergencies. All members of the campus community are **required** to sign up. It is the primary emergency notification system of the University. Registration is free, but there may be text message fees depending on your individual service plan.

EMERGENCY COMMUNICATIONS

In the event of an emergency that constitutes an immediate ongoing or continuing threat to the community and individuals, the University Police will send a message through the Blackboard/Connect® system advising of the situation and what actions should be taken. If upon receiving a message,

more information is needed, people are advised to call the Emergency Information telephone line at **732-263-5900**.

Depending on the particular circumstances of a crime or threat, the University police may also make timely reports using any of the following: electronic signage, Hawk Safety alert bulletins, e-mail messages, voice mail, the University student newspaper (*The Outlook*), the University radio station (WMCX), and the University Web site.

Hawk Safety Alerts are also available on the University Web site at: **www.monmouth.edu/alerts**. In compliance with federal law, the Monmouth University Police Department maintains a crime log that provides a list of all crimes that occur on campus that have been reported to the University police. The crime log is updated daily, Monday through Friday. Interested individuals may review the crime log at police headquarters twenty-four hours a day, seven days a week.

Timely Warning Policy (Hawk Safety Alert)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act), Monmouth University shall issue Timely Warnings (Hawk Safety Alerts) to notify members of the University community about certain crimes/incidents as defined in the Clery Act and as set forth in Monmouth University's Reporting Crimes for Annual Security Report (Clery Act) Policy, as well as, non-Clery Act crimes/incidents. Hawk Safety Alerts shall be issued in a manner that is timely and will aid in the prevention of similar crimes/incidents when such crimes/incidents occur on the Monmouth University campus or in close proximity to the campus, and when the crime represents a serious or continuing threat to students, employees, and members of the University community.

I. TIMELY MANNER

A Hawk Safety Alert shall be issued in a timely manner in order to enable the campus community to protect themselves and shall be issued, on a case-by-case basis, as soon as the pertinent information is available, in light of all facts surrounding the crime/incident.

II. CRITERIA

In compliance with the Clery Act, the following criteria will be evaluated to determine if a Hawk Safety Alert shall be issued:

A. Nature of the Crime/Incident

Hawk Safety Alerts may be issued for certain crimes/incidents as defined in the Clery Act and as set forth in Monmouth University's Reporting Crimes for Annual Security Report (Clery Act) Policy. Timely warnings may be issued for threats to persons or threats to property.

B. Geographic Location

Timely warnings may be issued for any Clery Act crime which occurs: (1) on campus, (2) on public property within or immediately adjacent to the campus (or in an area frequented by University students), and (3) in or on non-campus buildings or property that Monmouth University owns or controls and such crimes been reported to the Monmouth University Police or a Campus Security Authority.

C. Continued Threat or Danger to the Campus Community

The University shall consider whether or not the crime/incident represents a serious or ongoing threat to the University community. Such situations shall be evaluated on a case-by-case basis taking into account: the need to alert the campus community in order to enable people to protect themselves; the need to aid in the prevention of similar crimes/incidents; the continuing danger to the University community; and the risk of compromising law enforcement efforts to resolve the case in a timely manner. The possible risk of compromising law enforcement efforts to resolve the case in a timely manner may also be considered; however, in the event of a serious or continuing threat to students or employees, a timely warning shall be issued, but the timely warning shall not require the disclosure of specific law enforcement efforts which could compromise an ongoing criminal investigation.

III. PROCEDURES

A. Determination

The Chief of Police or his designee (Shift Supervisor), upon review of all available information, is responsible for making the determination if a Hawk Safety Alert is appropriate.

The Chief of Police or his designee (Shift Supervisor) shall then notify the Vice President for Administrative Services and the Vice President of Student and Community Services (or their designees) and advise them of the crime(s)/incident(s) and circumstances that warrant the issuance of the Hawk Safety Alert. Once agreed upon, the Hawk Safety Alert shall be issued. If there is a question or disagreement on whether the Hawk Safety Alert should be sent out, the Vice President and General Counsel shall be consulted.

B. Method

The Hawk Safety Alert shall be issued using a method that allows for the prompt notification of the University community. Methods of dissemination may include, but are not limited to, e-mail, voice mail, emergency notification system, and the Monmouth University Police Web site. Hawk Safety Alerts shall include information which would promote safety and aid in the prevention of similar crimes/incidents.

C. Content of a Timely Warning

Hawk Safety Alerts shall contain in the subject line the phrase "Hawk Safety Alert" and the type of alert "Imminent On-Campus Threat," "Non-Imminent On-Campus Threat," or "Informational Alert." The timely warning shall include information that would aid in the prevention of similar crimes and enable the members of the campus community to protect themselves. The body of the notification shall include, but not be limited to:

- A succinct description of the incident and/or type of crime including location, date and time of occurrence, and reported offense;
- A physical description of the suspect including gender, age, height, weight, hair color, race, and

other distinguishing characteristics if available and accompanied by other description characteristics;

- A composite drawing of the suspect or photograph if available;
- A description to an apparent connection to previous incidents if applicable;
- Race of victim, but only if there is an apparent bias motive;
- Sex of the victim, if relevant;
- Notice to the campus community to use caution and the provision of safety and/or crime prevention tips;
- Other relevant and pertinent information such as weapons and vehicles involved, if applicable.

The notification posted on the Monmouth University Police Department Web site shall include any suspect information, such as available description of the suspect that is not included in the campus e-mail alert.

IV. STATUS UPDATES

When appropriate, status updates as to the resolution and/or disposition of the crime/incident will be similarly disseminated and updated as soon as possible.

V. REPORTING

A. Campus Security Authorities

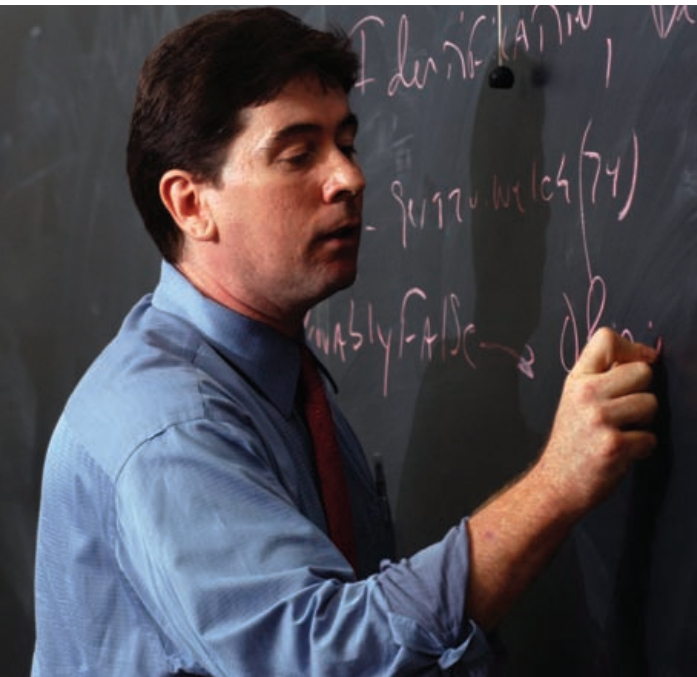
It is the responsibility of Campus Security Authorities to notify the University Police when they become aware of any incidents that are suspected to be crimes or alleged to be crimes.

B. Community Members

Community members who know of a crime or other serious incident are encouraged to report that incident as soon as possible to the Monmouth University Police so a determination can be made whether to issue a Hawk Alert.

VI. THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) AND THE TIMELY WARNING REQUIREMENT

Although personally identifiable information is generally precluded from disclosure, FERPA does not preclude the University from releasing information necessary for the purposes of a timely warning. Information may be released in an emergency situation without consent to protect the health and safety of others.



Security, Fire Safety, and Access to Facilities

University offices are generally open weekdays from 8:45 a.m. to 5 p.m. Classes begin at 8:30 a.m., and evening classes are in session until 10:05 p.m. Buildings are generally open by 7:30 a.m. and are secured by 10:30 p.m.

There are eleven residence halls and three apartment complexes on campus. All residence halls are locked twenty-four hours a day. Residents are supplied with an ID card to enter their residence hall and must utilize an intercom/telephone system to allow visitors to enter.

To ensure safety, please do not prop open doors or allow unfamiliar individuals to enter the building.

The apartments are secured twenty-four hours a day. Suspicious individuals should be reported to the police.

The Office of Residential Life also employs student resident assistant staff members at each of the off-campus housing facilities and has a resident staff member at all off-campus apartment complexes.

ESCORT SERVICE

The University Police Department offers an on-campus escort service twenty-four hours a day to all members of the University community. The escort service may be provided by a police officer or safety officer on foot, in a golf cart, or by police vehicle. For your protection, you are encouraged to utilize this service.

FIRE AND SAFETY

The University has a Supervisor of Electrical and Fire Safety Services who conducts, with the assistance of the three full-time Fire and Safety Technicians, safety inspections of all areas on campus. In addition, a University fire and safety committee meets regularly to address a variety of safety issues on campus. The University Police reports all noted conditions to the Department of Facilities Management for corrective action. The University is in full compliance with the regulations set forth in the New Jersey Dormitory Safety Trust Fund Act of 2000. All residential halls and campus apartments have sprinklers and carbon monoxide (CO) detectors installed.

University police along with fire and safety personnel conduct four fire drills per year in all buildings on campus and in off-campus residence facilities. In addition, University officials have an excellent relationship with the local fire marshals and welcome their input. All fire safety systems are inspected and tested annually by an outside vendor to ensure continued compliance.

All members of the University community are reminded that intentionally causing a fire alarm to activate wherein no fire condition is present is an indictable offense under the State of New Jersey Criminal Justice Code. All persons found to have perpetrated this crime, as with all other crimes on campus, will be arrested by the Monmouth University Police Department and prosecuted to the fullest extent of the law. In addition, students may be charged under the Student Code of Conduct. The police department maintains a fire log at dispatch which can be reviewed twenty-four hours a day, 365 days a year. All members of the University community are also reminded that all fires must be reported to the University Police. The police will then contact the appropriate fire and other emergency personnel needed.

ON-CAMPUS STUDENT HOUSING FACILITY FIRE SAFETY SYSTEMS

In order to provide safe and secure student housing, an understanding of the Residential Life Facility Fire Safety System is critical. The following procedure shall address the fire protection equipment in Monmouth University's Campus Residence Halls.

All University Residence Halls feature the following fire protection equipment:

- Fire alarm systems which are centrally monitored twenty-four hours/day, 365 days/year. All fire alarm devices in University Residence Halls (smoke detectors, CO detectors, heat detectors, pull stations, flow detectors, etc.) are "addressable" (i.e., the fire alarm panels can pinpoint the specific location of each device and send that information to the central monitoring station)
- Smoke detectors in all student living areas
- Combination horn/strobe light fire alarms in all common areas requiring audible devices

- Horn/strobe light fire alarms in all ADA-compliant bedrooms
- Fire-suppression sprinklers in all student living areas
- Rated fire doors with self-closing devices throughout the buildings
- CO detectors in all areas with appliances which combust fuels (e.g., boiler rooms, furnace closets, kitchens, etc.)
- Fire alarm pull stations in all common areas
- Emergency lighting to illuminate building egresses in the event that power is lost
- Fire extinguishers in common areas

Apartment-style residence halls (Maplewood Hall, the Garden Apartments, and the Great Lawn Apartments) have fire extinguishers inside each apartment, located in the common living space near the apartment's kitchen. Additionally, the Garden and Great Lawn Apartments have fire alarm pull stations within the student apartments near each kitchen.

Residence halls that have centrally handled air systems (Oakwood and Redwood Halls) feature:

- Smoke detectors in the central-air-handling duct work
- Smoke dampers in air-handling ducts and fan motor relays to shut off air circulation in the event of a fire
- Magnetic hold-open devices which allow fire doors in building hallways to automatically close when the fire alarm system is activated.

Oakwood Hall incorporates a voice alarm system with speakers located in each student sleeping area.

Fire alarm systems, fire extinguishers, and exit signs are required by the state, are for the protection of all residents. Tampering with fire equipment or setting off a false fire alarm is an offense under state law. Deliberately causing a fire is a crime. A student will be subject to disciplinary action and/or arrest if found tampering with fire equipment, falsely setting off the alarm system, or causing a fire. The above noted violations will also be handled through the University judicial process.

In addition, each resident is responsible for being familiar with the location of exits, fire extinguishers, and alarm pull stations. Residential Life staff will be happy to provide additional information or assistance in this area.

CANDLES AND OPEN FLAMES

No candles are permitted in any campus or University-sponsored facility. Items, which require an open flame to operate, or which produce heat (i.e., Bunsen burners, lighted candles, incense, indoor and outdoor grills, etc.) are not allowed in residents' rooms. Unburned candles may not be used for decorative purposes.

REFRIGERATORS AND APPLIANCES

Owned or rented refrigerators must be of a compact size, UL approved, and not in excess of 3.2 cubic feet. Only one refrigerator per resident is allowed. In triple rooms a maximum of two refrigerators is permitted. Any exceptions must be approved by the area coordinator. Refrigerators may not be stored in closets or other areas that do not provide adequate ventilation. Extension cords are prohibited for use with refrigerators.

All appliances used for food preparation (**i.e., hot plates, hot pots, toaster ovens, microwave ovens, popcorn poppers, etc.) are prohibited** in the residence halls. In addition, halogen lamps (floor or desk) are not permitted. Possession or use of these appliances in the residence halls will result in an administrative fine and confiscation of the appliance. These appliances are considered a serious fire hazard since they draw more electricity than the buildings can provide.

FLAMMABLE ITEMS

Items that are flammable, such as hazardous fuels, liquids, or objects (**i.e., gasoline, kerosene, fireworks, propane tanks, turpentine or other art supplies, etc.), are prohibited.**

FIRE EDUCATION AND TRAINING

It is the policy of the Monmouth University Police Department to strive to provide and maintain safe conditions and to follow operating practices that safeguard all students, employees, and visitors. The purpose of Fire Safety Training is to provide a safe environment. The goals of the training are to:

- encourage safe practices and living habits throughout the University community;
- reduce the threat of injury to faculty, staff, students, and visitors;

- reduce the risk to property; and
- mitigate injuries to persons and damage to property in the event of a fire.

THE TRAINING

1. The University Police along with the University Office of Fire and Safety shall conduct fire drills for all residential halls (in conjunction with Residential Life Staff) and academic buildings. Fire drills will be conducted twice a semester.
2. Annual fire training for Residential Assistants shall be conducted in conjunction with the West Long Branch Fire Department, Monmouth University Office of Fire and Safety, and the Monmouth University Police Department.
3. An approved Fire Education "Smoke Trailer" will be brought on campus. The trailer simulates a smoke-filled room and the difficulties involved in fleeing a smoke-filled environment. All students and staff are invited and encouraged to participate.
4. Fire Personnel Training Exercise: Fire Department personnel tour residential halls; familiarize themselves with residential halls; and perform search and rescue in an area filled with non-toxic smoke.
5. During Fire and Safety Month (September), Hawk TV will broadcast a fire and safety video.
6. Fire safety information is also distributed at all events including, but not limited to, Move-In Day, Open House, Family Weekend, and Orientation Periods.

SMOKING ON UNIVERSITY PROPERTY

1. Smoking is permitted on the grounds of the campus; however, smoking inside campus buildings is not permitted.
2. The University urges due consideration for others and compliance with safety measures while smoking.
3. Outside groups who utilize University facilities are required to comply with this policy.
4. Individuals wishing to smoke are required to stand at

least twenty-five feet from the building entrance and are required to utilize appropriate receptacles to discard cigarettes.

5. Appropriate disciplinary action will be taken against individuals who do not comply with this policy.

FIRE AND EMERGENCY EVACUATION PROCEDURES

Employees are not required to fight fires and should evacuate the building they occupy immediately in the event of a fire. The University Police have primary responsibility for managing fire emergencies and **must be** notified immediately of such situations at their emergency number, ext. **4444**, or, if dialing from your cell phone or off campus, dial **732-571-4444**. Employees may use fire extinguishers to fight small, incipient stage fires (no larger than a wastepaper basket) only if they have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire. In such cases, fire-fighting efforts must be terminated when it becomes obvious that there is danger of harm from smoke, heat, or flames.

Each University department head must maintain a current copy of the Fire Evacuation Policy and Procedures and review the contents of this document with all employees in the department. Employees are required to sign and document that they have received a copy of the policy and annually update the requirement of reviewing the policy. In addition, the Director of Compliance must appoint an emergency coordinator for each building or group of buildings on campus. Emergency coordinators will receive annual training about their responsibilities, which will include:

1. Assisting in the safe and orderly evacuation of the occupants of the building;
2. Serving as the first point of contact for questions about the emergency evacuation procedures;
3. Ensuring that a Fire Evacuation Information Poster is posted inside every classroom and/or office, on the left side of the door jamb approximately five feet from the floor and **at the point of exit from each floor(s) of the building** within your area of responsibility;

4. Receiving training on the use of fire extinguishers;
5. Having thorough knowledge of the assembly area for their building and assist supervisors in accounting for all personnel at the assembly point;
6. Notifying emergency personnel of anyone needing evacuation assistance;
7. Assisting emergency personnel as needed; and
8. Maintaining and updating the Fire Evacuation Information Poster and ensure that the poster is properly encased in the plastic holder and mounted appropriately in accordance with item #3 of this paragraph.

The Vice President for Administrative Services and Chief of Police will maintain a current list of building emergency coordinators.

If a fire is discovered, activate the nearest fire alarm and call the University Police at ext. **4444** from any campus phone or at **732-571-4444** from your cell phone. Give your name; advise of the location of the emergency; state the nature of the emergency. If the fire alarm does not work, or the building is not equipped with one, notify the police at either of the aforementioned numbers and notify occupants verbally of the emergency and the need to evacuate. You should only attempt to put out the fire if you have been trained and are comfortable with using a fire extinguisher; otherwise, immediately evacuate the building. Hazardous equipment or processes should be shut down before leaving unless doing so presents a greater hazard. Remember to close all doors when leaving as long as conditions permit.

Evacuate via the nearest stairwell or street level exit. **Do Not Use Elevators.** Close the door as you leave the area/room. Each University building has a pre-designated assembly point. A poster with information as to the location of your assembly point must be posted in each department.

After you have left the building, go to the pre-designated assembly point and remain there. At the assembly point, supervisors will account for all personnel and report any who are unaccounted for to the University Police. During an emergency, students and visitors who may not be familiar with this plan must be informed by faculty or department personnel of the requirement to evacuate. Special attention

should also be given to any person requiring assistance because of a disability, especially those who are visitors or unfamiliar with the building. People requiring evacuation assistance should proceed to the nearest stairwell and position themselves to the side of the stairwell. Emergency personnel will attend to their evacuation. In the unlikely event that a person needs evacuation assistance before emergency personnel arrive, ask the person to instruct you as to the safest method of evacuation for him or her. No one is permitted to reenter any building until the ranking police officer or commander on the scene has given the "all clear" message.

Each department head is responsible for training its employees on all elements of this emergency action plan. New employees will be given this document during orientation by Human Resources and must receive training when first assigned to the department. Additional training is necessary when an employee's responsibilities under the plan change or when there are changes to the plan. Additional training is available from the University Supervisor of Electrical and Fire Safety Services.

The Associate Vice President of Student Services is responsible for establishing evacuation procedures for Monmouth University students residing in residence halls, campus apartments, and University-sponsored housing. These procedures should be in writing and made available to Conference and Event Services and all other departments that utilize the residence halls and/or campus apartments to house students, employees, or visitors.

PROCEDURES FOR RESIDENTIAL LIFE STAFF TO ASSIST IN EVACUATION OF RESIDENCE HALLS

In an effort to ensure safety and promote fire safety awareness in the residence halls, the following guidelines for staff have been developed to assist with evacuating the residence halls in the event of a fire alarm activation and/or actual fire.

1. When an alarm is activated, contact University Police at ext. **4444** from any campus phone or **732-571-4444** from your cell phone. The Residential Life staff should then immediately exit the building via the nearest exit

on their floor. If possible and if safety permits, the staff within the buildings, along with the staff on duty, should knock on the doors of the residents on their floor and direct the residents to exit the building.

2. The area coordinator should proceed to the front of the building and wait for the University Police to arrive. If it has been determined that there is no imminent danger, the staff can assist the police with monitoring the residents as they exit the building.
3. While outside, the University Police and the Residential Life staff should instruct all residents to remain at least 100 feet from the building. Once the police have determined that the alarm is false and the system has been reset, the officers will notify the Residential Life staff and residents that they may reenter the building. It should also be noted that if the alarm was set off as a result of a prank, the area coordinator staff and the police will ask to question students about their knowledge of the false alarm.

4. **Never use the elevator.**

5. While assembled outside of the building, every effort should be made to determine if all residents have safely exited the building. This should be coordinated by the Area Coordinator (AC), on duty, the area coordinator of the building, and the AC staff of the building if possible.

The Director of Conference and Event Services is responsible for notifying groups who have contracted the use of facilities through them of the evacuation procedures for all areas they will be occupying prior to the start of their event.

The New Jersey Uniform Fire Code, as well as other state and local regulations and ordinances, require that the University conduct inspections and fire drills of campus buildings. These inspections and drills must conform to the regulatory requirements and must be properly documented. When discrepancies and/or violations occur, they must be identified and corrected. Violations include but are not limited to failure of building occupants to exit a building, disregard of fire alarms, and disregard of a legitimate directive of police officers and

other emergency personnel. Please know that a failure to evacuate a building during a fire drill is a serious offense. Violators are subject to disciplinary action.

Monmouth University prohibits, without prior approval, the use of open flames (i.e., candles, incense, etc.) of any type, anywhere on campus, including sporting events. Exceptions to this policy can be found below. The procedure for obtaining approval requires the group to submit, in writing, a memorandum including the details of the event to the Director/Chief of University Police, area vice president, and department head.

MONMOUTH UNIVERSITY LIST OF EXCEPTIONS REGARDING OPEN FLAMES

- Lighted candles will be permitted for ceremonies, religious functions, cultural events, or honorary groups provided they have the written approval of the Monmouth University Director/Chief of Police. Lit candles should never be left unsupervised. Candles should be securely fixed in sturdy, approved candleholders or glass enclosures (i.e., hurricane lamps, etc).
- To use open flames used in an assembly area that holds more than fifty (50) people, you must secure the written approval of the Monmouth University Chief of Police and comply with the requirements of the National Fire Protection Association (NFPA) Life Safety Code 101/13.7.2.
- Food service operations such as portable cooking equipment must be placed on a non-combustible surface.
- Laboratories are excluded from this policy, but extreme care should be exercised to ensure safe operations.
- Tailgating at sporting events.
- Bonfires, with the prior written approval of the Monmouth University Director/Chief of Police.
- Open-flame barbecue grills or propane tank barbecues for specific University events such as Homecoming, with the necessary University approvals. The storage of propane or barbecue grills in any University-owned or -sponsored housing for students is strictly prohibited. The storage of propane or barbecue grills inside a University

building requires the written approval of the Monmouth University Chief of Police. Said storage must comply with NFPA 58.

- Pyrotechnic and open-flame devices for special effects with the written approval of the Monmouth University Chief of Police. Consideration will only be given for areas in which there are fire sprinklers.

The Monmouth University Fire Evacuation Information Poster must be displayed in each department area and on all bulletin boards within the building.

Any setting of nuisance type fires (vandalism, hazing) will result in immediate arrest, criminal prosecution, and student disciplinary action up to, and including, expulsion from the University.

Crime Prevention

The University Police Department conducts crime prevention presentations for all members of the University community throughout the year. Crime prevention literature is distributed at new student orientations and at various seminars and programs. Many programs are also conducted in the residence halls and the Rebecca Stafford Student Center. Crime prevention information covers a wide variety of topics including date rape, alcohol and drug abuse, fire safety, as well as other criminal issues pertinent to students and the college environment.

Additional formal programs include these lecture programs and videos:

OPERATION ID

Upon request, the Monmouth University Police Department will engrave and register a student's property.

FIRE PREVENTION AND ESCAPE SEMINAR

This program emphasizes fire safety techniques and also allows students to participate in a "Smoke Trailer," where students will actually experience the blinding and disorienting effects of a fire as they attempt to evacuate.

ALCOHOL EDUCATION

The Monmouth University Police Department, in conjunction with the Division of Student and Community Services, are supporters of the University HERO campaign for designated drivers. HERO offers an alcohol education program that addresses the dangers of drinking, driving, and underage consumption of alcohol. It also educates students about State laws and the University's rules and regulations regarding underage drinking and possession and/or consumption of alcoholic beverages.

EDUCATIONAL INFORMATION/RESOURCES

When requested, the police department sponsors programs and distributes literature to educate students on the dangers of drug abuse, alcohol abuse, date rape, and other campus safety issues.



Campus Security Act

THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act) requires all colleges and universities receiving federal funds to report certain crime and fire statistics. Pursuant to the Clery Act, higher education institutions must: publish and disseminate an annual campus security and fire safety report containing various security and fire policies and three years of certain crime and fire statistics; issue timely warnings about crimes that pose an ongoing danger; and maintain a public crime and fire log of all crimes and fires reported to their police or security department.

The United States Department of Education (DOE) monitors compliance with the Clery Act and can issue civil fines up to \$27,500 per violation for a substantial misrepresentation of the number, location, or nature of the crimes or fires required to be reported and can also suspend a university from participating in federal student financial aid programs. In addition, the DOE's Final Review Determination reports are public documents.

It is important for every campus security authority at Monmouth University to understand what is required of them under the Clery Act.

I. CAMPUS SECURITY AUTHORITY

A. Definition

The Clery Act regulations define the following persons as campus security authorities:

1. A member of a campus police department or a campus security department of an institution.
2. Any individual who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

B. Examples of Campus Security Authorities at Monmouth University

Examples of campus security authorities at Monmouth University include, but are not limited to:

- All members of the Monmouth University Police Department.
- All Vice Presidents, Associate Vice Presidents, and Assistant Vice Presidents.
- All Academic Deans, Associate Deans, and Assistant Deans.
- All Advisors to recognized student clubs and organizations, including fraternities and sororities.
- All Vice Presidents, Deans and Directors, Associate Deans and Directors, Assistant Deans and Directors, and Advisors in the following units of the organizational area of Student Services: Student Services; Student Activities; Student Center Operations; Director of Off-Campus and Community Services; Student Activities for Greek Life; Judicial Affairs and Special Projects; International Student Services; and Residential Life.
- All Directors and Associate Directors, and all Head Coaches, in the Athletics Department.

C. Examples of Noncampus-Security Authorities at Monmouth University

The following individuals would not meet the criteria for being campus security authorities and include, but are not limited to:

- Faculty members who do not have any responsibility for student and campus activity beyond the classroom.
- Cafeteria staff.
- Clerical staff.

- Payroll staff.
- Accounts payable staff.
- Professional counselors acting within the scope of their license or certification.

II. WHAT IS REQUIRED?

A. “Reported” Crimes

All campus security authorities are required to disclose incidents that are suspected to be crimes or alleged to be crimes (called in Clery Act terminology “reported crimes” even if at some later date it is determined that no crime was committed). A crime is reported when it is brought to the attention of a campus security authority or the local police by the victim, witness, other third party, or even the offender.

B. Location

The Clery Act requires universities to disclose statistics for offenses committed in certain geographic locations associated with the university. The following locations that must be included are:

1. On campus

On-campus locations include buildings or properties that the university owns, rents, or leases. Examples of on-campus buildings or properties are:

- Residence halls.
- Buildings that house classrooms and labs.
- Buildings that house administrative offices.
- Fraternity and sorority houses located on campus that are owned or controlled by the institution.
- Student activity centers.
- Health clinics.
- Storage facilities.

2. Noncampus Buildings or Property

Noncampus buildings or properties that are not part of the main campus, and do not constitute a separate campus, must meet the following criteria:

1) owned or controlled by the university; 2) used for its educational purposes; and 3) frequently used by students. For Clery Act purposes, any building or property that is either owned or controlled by an officially recognized student organization is also considered to be a “noncampus” location. It is irrelevant whether or not the building or property is located on campus or off campus.

a. Examples of Noncampus

Examples of noncampus buildings or property for Clery Act purposes are:

- Research facilities.
- Institutionally owned research vessels carrying students participating in institutional programs.
- A site owned or controlled by the university where a student does an internship, externship, clinical training, or student teaching.

b. Examples of Properties Not Considered Noncampus:

For Clery Act purposes, the following properties would not be classified as noncampus locations:

- A group of students who go on an overnight trip to see a play and rent hotel rooms. Any crimes that occur in the hotel rooms would not have to be disclosed for Clery Act purposes.
- A coffeehouse located just off campus that is frequented by students and not controlled by the university. Crimes would not need to be disclosed.

3. On Public Property

Offenses that occur on public property (property not owned or controlled by the university and not private residences or businesses) must be disclosed. Only public property that is within the campus, or next to or bordering the campus and that is easily accessible from the campus, is included in this definition. Examples of public property that would be included for Clery Act purposes are:

- The sidewalk across the street from the campus.
- Publicly owned parking facilities adjacent to the campus.

C. Good Faith

All campus security authorities are required to report all crimes in writing to the Monmouth University Police Department if they have a reasonable basis for believing the information is not simply rumor or hearsay, i.e., there is no reason to doubt the validity of the information. If a campus security authority is unsure whether or not the information was provided in good faith, he or she should report the information to the Monmouth University Police Department. A campus security authority is not responsible for determining authoritatively whether a crime took place. It is the function for law enforcement personnel to determine whether or not a crime took place.

Note: Whether on or off campus, a building or property owned by a third party that has a written contract with the university is also to be considered controlled by the university. Also, it is not necessary for the crime to be investigated by police or a campus security authority, nor must there be a finding of guilt or responsibility, in order for it to be included in the annual campus security report. Alleged criminal incidents must be reported if there is a reasonable basis for belief that the information was provided in good faith.

D. What to Report

The following information should be reported in writing to the Monmouth University Police Department:

- Date and time incident occurred
- Description of the incident or crime
- Location of incident
- Type of crime

Note: Do not personally identify the victim without his or her consent.

E. When to Report

All incidents should be reported:

- Immediately if the Monmouth University Police Department needs to investigate further and/or needs to know for campus security issues; or

- As soon as practicable if there is no need for investigation and no issue of campus security.

III. TYPES OF CRIMES/REPORTABLE OFFENSES

The following categories of crime statistics must be reported:

A. Type of Offense

1. Criminal homicide

- a. Murder
- b. Negligent manslaughter

2. Sex offenses

- a. Forcible
- b. Nonforcible

3. Robbery

4. Aggravated assault

5. Burglary

6. Motor vehicle theft

7. Arson

B. Hate Crimes Involving Bodily Injury

Of any of the crimes listed in Section III (A) above, or any crimes of theft, simple assault, intimidation, and destruction, damage, or vandalism of property or any other crimes involving bodily injury to any person, that are reported to Campus Security Authorities, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim, the data shall be collected by the Monmouth University Police Department and reported according to the category of prejudice.

C. Arrests and Referrals for Disciplinary Action for Illegal Weapons Possession and Violation of Drug and Alcohol Laws

IV. CONFIDENTIALITY

Campus security authorities should report alleged criminal incidents to the Monmouth University Police Department (MUPD). If in doubt as to whether or not a crime has to be reported, err on the side of caution and report it to the MUPD. The MUPD will determine whether or not the crime should be reported pursuant to the Clery Act.

If you are unsure whether or not you are considered a campus security authority, you should contact the General Counsel's Office at ext. **3598**.

THINGS YOU CAN DO TO PREVENT CRIMES:

- Always lock your room, office, and windows.
- Never leave valuables unattended.
- Walk in well-lighted areas.
- Do not prop doors open.
- Know the location of emergency telephones.
- Don't allow strangers to enter residence halls or other University buildings.
- Report any suspicious persons or activities to the police immediately.
- Utilize the police escort service.

CRIME AND FIRE LOGS

The Monmouth University Crime and Fire Logs are located within the Monmouth University Police Department. Please see Dispatch at the Monmouth University Police Department. The Logs are available to view 24 hours a day, 7 days a week.

Crime and Fire Statistics Charted

The charted statistics on the following pages are provided in compliance with the Jeanne Clery Act and are for informational purposes only. If you have questions regarding this information, please contact Chief of Police William McElrath at **732-571-4444**.

The Monmouth University Police Department has an excellent working relationship with neighboring police departments and is notified of any significant criminal activity reported to local police involving Monmouth University students.

Surrounding police departments have also been requested to immediately report any serious crimes adjacent to the campus, or any imminent dangerous situation near the campus, to the University Police. This information will then be forwarded to the campus community.

In order to assist the University Police in complying with requirements set forth by the Jeanne Clery Act, members of the University community are encouraged to report all criminal activities to the Monmouth University Police Department at **732-571-4444** to ensure timely warnings are issued, and to ensure inclusion of those activities in the annual statistics.

Students wanting to report criminal activities confidentially should contact the Director of Counseling and Psychological Services, the Vice President for Student and Community Services, or the Assistant Vice President for Student Services. Employees who wish to report criminal activities confidentially should contact the Vice President for Administrative Services.

As a matter of University policy, members of the counseling and psychological services staff are required to inform individuals they are counseling that they can confidentially report crimes as stated in the paragraph above.



Crime and Fire Statistics

JEANNE CLERY ACT NOTIFICATION

Monmouth University Police Department Crime Statistics 2009-2011	Criminal Homicide						Sex Offenses																				
	Murder & Non-Negligent Manslaughter			Negligent Manslaughter			Forcible Sex Offenses			Non-Forcible Sex Offenses			Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
	'11	'10	'09	'11	'10	'09	'11	'10	'09	'11	'10	'09	'11	'10	'09	'11	'10	'09	'11	'10	'09	'11	'10	'09	'11	'10	'09
On Campus, All Areas Combined	0	0	0	0	0	0	3	8	7	0	0	0	1	0	0	0	0	5	19	4	10	2	1	5	2	1	0
In Residential Areas on Campus Only	0	0	0	0	0	0	2	0	1	0	0	0	0	0	0	0	0	5	13	0	7	0	0	0	2	1	0
On Non-Campus Property <i>Fountain Garden Apartments</i>	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
<i>Pier Village</i>	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	1	0	1	0	0	0	0	0
<i>Diplomat Apartments</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
On Adjacent Public Property	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported to University Officials other than Police	0	0	0	0	0	0	0	8	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- In 2009, 2 of the 5 Aggravated Assaults were on Police.
- Burglaries for 2009 and 2010 were adjusted after reevaluation.
- The Motor Vehicle Theft from a residential area previously reported in 2009 has been removed. It was proven unfounded.
- The 5 Motor Vehicle Thefts reported in 2009 and the 1 reported in 2011 were all golf carts.
- Burglaries in 2011 would have been 20 and 14, respectively, but one has been proven unfounded.
- The Motor Vehicle Theft from Pier Village in Long Branch in 2011 was from an attached residential parking garage.

Crimes Only Listed if Prejudice 2009-2011	Larceny/ Theft			Simple Assault			Intimidation			Destruction, Damage, or Vandalism to Property (Criminal Mischief)			Other Crimes (involving bodily injury)		
	2011	2010	2009	2011	2010	2009	2011	2010	2009	2011	2010	2009	2011	2010	2009
On Campus, All Areas Combined	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
In Residential Areas on Campus Only	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
On Non-Campus Property <i>Fountain Garden Apartments</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Pier Village</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Diplomat Apartments</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
On Adjacent Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported to University Officials other than Police	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Crime and Fire Statistics

JEANNE CLERY ACT NOTIFICATION

Fire Statistics 2009-2011	Fires			Injuries Requiring Treatment at a Medical Facility			Deaths			Value of Damaged Property			Fire Drills		
	2011	2010	2009	2011	2010	2009	2011	2010	2009	2011	2010	2009	2011	2010	2009
On Campus, All Areas Combined	4	7	0	0	0	0	0	0	0	\$30	\$250	0	80	81	122
In Residential Areas on Campus Only	3	4	0	0	0	0	0	0	0	\$30	\$250	0	36	27	47
On Non-Campus Property <i>Fountain Garden Apartments</i>	0	0	0	0	0	0	0	0	0	0	0	0	2	1	3
<i>Pier Village</i>	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
<i>Diplomat Apartments</i>	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
On Adjacent Public Property	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Reported to University Officials other than Police	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

- Of the 2010 fires, one was arson; two were a piece of toilet paper set on fire in academic bathrooms; one was due to a shirt being left over a lamp to dry; one was a mulch fire outside of a residence hall; one was a telephone pole fire due to a blown transformer; and one was smoldering mulch outside of a residence hall.
- Of the 2011 fires, one was a Styrofoam food container set on fire in a 2nd floor residential hall bathroom; one was newspapers set on fire in a residential hall suite; one was due to hot ash thrown into a garbage can outside of the Multipurpose Activity Center; and one was taco shells that ignited in a toaster oven in a residential hall apartment.
- Fountain Gardens, Pier Village, and the Diplomat Apartments are overseen by municipal fire officials. Certificate of Fire Systems Operability are available upon request.

Number of Arrests by All Police 2009-2011	Liquor Laws			Drug Abuse Laws			Weapons		
	2011	2010	2009	2011	2010	2009	2011	2010	2009
On Campus, All Areas Combined	37	44	36	11	8	16	2	3	1
In Residential Areas on Campus Only	33	42	29	5	8	11	0	2	1
On Non-Campus Property <i>Fountain Garden Apartments</i>	0	0	0	0	0	1	0	0	0
<i>Pier Village</i>	0	0	0	4	0	2	0	1	0
<i>Diplomat Apartments</i>	0	0	0	0	1	2	2	0	0
On Adjacent Public Property	0	0	1	0	0	0	0	0	0

Crime and Fire Statistics

JEANNE CLERY ACT NOTIFICATION

Number of students not arrested but referred for campus disciplinary action due to lack of information to charge criminally 2009-2011	Liquor Laws			Drug Abuse Laws			Weapons		
	2011	2010	2009	2011	2010	2009	2011	2010	2009
On Campus	74	125	70	10	7	2	1	0	0
Fountain Garden Apartments	4	0	0	4	0	0	0	0	0
Pier Village	0	0	0	0	0	0	0	0	0
Diplomat Apartments	0	0	0	0	0	0	0	0	0
On Adjacent Public Property	0	0	0	0	0	0	0	0	0



Alcohol Policy

The Office of Student and Community Services at Monmouth University is committed to the educational and social growth of students within the University's community. On campus, students and their guests interact through a variety of programs and activities. The purpose of these events is to promote a healthy social experience on campus. The misuse and abuse of alcohol in any form is inconsistent with University philosophy. The University encourages and supports students who abstain from the use of alcoholic beverages. It acknowledges that we live in a social environment, which establishes by law a minimum age of 21 for the use of alcohol. Monmouth University does permit the legal consumption of alcohol on campus provided the guidelines established by the University, and departments within, are followed.

This policy has been established to regulate the use of alcohol on Monmouth University property or in University-owned or -sponsored housing and to promote responsible conduct of Monmouth University students with regard to such use. We recognize the need for order and regulation in this process, and we will not tolerate disruptive behavior or conduct that infringes upon the rights of those who wish to pursue their academic interests as responsible members of this community. The specific ramifications of violating this policy are outlined and specifically noted in the University's Student Code of Conduct.

THE BASICS

New Jersey State Law

- a. No one under 21 years of age may purchase, possess, or consume alcoholic beverages.
- b. Transportation of open alcoholic beverages on campus by persons under 21 is a violation of state law, thus, the transportation of alcoholic beverages by persons under 21 on campus is strictly prohibited. No person, regardless of age, may consume alcoholic beverages in public areas of campus unless specifically approved by the Office of the Vice President for Student and Community Services. Transportation of open alcoholic beverages in a motor

vehicle by those 21 or over is also a violation of state law and is also strictly prohibited on campus.

- c. The Attorney General has defined public areas as including residential hall entrances and lobbies, lounges, hallways, and stairwells, or common grounds of a college or university to which the general public by specific or implied invitation has access and in which an individual could have no expectation of privacy.
- d. The sale or distribution of alcoholic beverages to persons under the legal drinking age is a serious criminal offense. Individuals can be held liable to both criminal and civil action (i.e., lawsuits for damages and negligence) for the injury or death of any person resulting, either directly or indirectly, from the distribution of alcoholic beverages by them to a person under the legal drinking age.

Definition of Alcohol

This policy has been designed to ensure a uniform application and understanding. The definition of "alcoholic beverage" is to be interpreted in the broadest sense.

Therefore, alcohol and alcoholic beverages are defined as any beverage that has an alcohol content. This would include but not be limited to all forms of beer, wine, wine coolers, and distilled spirits.

Jurisdiction and Violations

- a. The Alcoholic Beverage Policy shall apply to every function and event, including but not limited to receptions, banquets, dinners, picnics, and any outdoor event, social event, or campus-wide activity sponsored by organizations or individuals associated with Monmouth University. All events must be registered and regulated as outlined below.
- b. This policy shall be in effect during all periods of the year including the summer.
- c. Student violations of this policy will be reviewed under the jurisdiction of the Student Code of Conduct. Violations by other constituencies within the University will result in a loss of future approval for alcohol-related events for a prescribed period of time.

- d. This policy shall apply to all Monmouth University students who violate New Jersey state law within local municipalities.
- e. This policy shall apply to all University-owned or -sponsored housing.

RESTRICTIONS ON QUANTITY

- 1. Kegs, beer balls, and similar products are prohibited on University property. Kegs and beer balls, as well as taps, will be subject to confiscation by University officials should they be discovered. Kegs, beer balls, and taps will not be returned to the person(s) from whom they were confiscated. This applies to full, as well as empty, containers.
- 2. Only cash bars will be permitted and approved for student events.

PERSONAL CONSUMPTION WITHIN UNIVERSITY HOUSING

- 1. Possession or use of alcohol in any form, including being in the presence of alcohol, is strictly prohibited in any University-sponsored housing designated for “first-year students,” or deemed “substance free” regardless of one’s age. This restriction applies to all students of Monmouth University, their guests, and members of their families.
- 2. Only students who are at least 21 years of age and their guests who are at least 21 years of age may possess or consume alcohol on campus in designated areas. Students must present valid identification to University personnel upon request. No alcohol may be consumed in the presence of roommate(s), apartment mate(s), and/or guest(s) under the age of 21.
- 3. All forms of excessive consumption of alcoholic beverages are prohibited. This includes, but is not limited to, participation in or encouraging and/or coercing drinking games, alcoholic consumption against one’s will, and binge drinking.
- 4. The possession of and/or use of devices or engaging in activities designed for group and/or excessive consumption of alcoholic beverages are prohibited.

This includes, but is not limited to, punch bowls, beer pong, funnels, and/or shot blocks.

- 5. Alcoholic beverages are permitted only in the assigned residence hall rooms or apartments of students 21 years of age or older.
- 6. Alcoholic beverage containers must be sealed and concealed from public view when transported on campus.
- 7. Intoxicated individuals may not be served alcoholic beverages.

REGISTRATION AND REGULATION OF EVENTS

Policy Implementation

- 1. Any event at which there will be alcoholic beverages must be authorized by the Vice President for Student and Community Services. A request for authorization must be made two weeks in advance of the event. All individuals at an authorized event must be of the legal drinking age (21) to possess, consume, or transport alcoholic beverages.
- 2. All wine and cheese parties, theater receptions, pre- and post-game activities for athletic events, Homecoming, reunion activities, and all other events where the consumption of alcohol has been authorized must comply with all hosting responsibilities outlined in this policy, as well as approved University tailgate guidelines and regulations. These regulations are available through the Office of the Vice President for Student and Community Services.
- 3. No event involving alcohol will be permitted within University housing on the north side of campus, nor within the Quad or other open areas of the North Campus.
- 4. Unauthorized consumption, possession, selling, or serving of alcoholic beverages is prohibited.
- 5. Any person who is authorized to host an event with alcohol must follow all guidelines established by this policy and adhere to the section entitled “Hosting Responsibilities for an Event.”

6. The Vice President for Student and Community Services may suspend the privilege of serving alcoholic beverages on the campus by any group or organization for any time period considered appropriate when there is evidence that the group or organization has failed to cooperate with the University in achieving the objectives of this alcohol policy.

Hosting Responsibilities for an Event

Any person(s) who is authorized to host an event is responsible for the following:

1. Make appropriate arrangements to obtain all applicable permits and complete and submit a Monmouth University Alcohol Contract. A copy of these materials must be submitted to the Office of the Vice President for Student and Community Services at least two weeks in advance of the event.
2. If alcoholic beverages are being served at an event either through the cost of admission or on a cash basis, a permit from the New Jersey State Division of Alcoholic Beverage Control may be required. The cost associated with the attainment of such a license will be the responsibility of the host. The Office of the Vice President for Student and Community Services will assist a host in applying for such a license, and the license application must be made four weeks in advance of the event.
3. Assure that those persons consuming alcoholic beverages are of legal age.
4. Provide adequate safety and security as determined by the Vice President for Student and Community Services in consultation with the Chief of University Police and the event's sponsor.
5. The consumption of alcoholic beverages will take place only during the time frame authorized by the Vice President for Student and Community Services and within the designated area. The event must stop serving alcohol at least one half hour before the time that the event is scheduled to end. Any deviation from the established time frame or designated area will be a violation of this policy.
6. Ensure that provisions are made to regulate portions of alcoholic beverages that will be served during an event. Intoxicated persons should not be served. In addition, "drinking games" and shots are strictly prohibited.
7. The alcohol provided for the event is acquired through the University's Dining Service contract or via any means deemed appropriate by the Vice President for Student and Community Services.
8. Wristbands, provided by the host, will be issued at the entrance of the social event to all those persons of legal drinking age. Persons who are not wearing wristbands are not permitted to possess or obtain alcoholic beverages.
9. The host or host organization is responsible for the care of the facility and must make all arrangements to have the area cleaned.
10. It is the responsibility of the host to ensure that all state and local laws with regard to the possession or consumption of alcoholic beverages are being complied with. Failure to do so will result in disciplinary action taken against the host of the organization or the organization itself.
11. The host or a designee is responsible for being present at the event throughout the entire period that alcohol is being served or consumed. There are no exceptions to this policy.

PROHIBITION OF "OPEN" EVENTS AND CONSUMPTION

All University events on campus that involve the consumption of alcohol are limited to the members of the University and their invited guests.

EDUCATION AND PREVENTION

The education and prevention regarding the use and misuse of alcohol is a responsibility that is shared by the entire campus community. To ensure an understanding of this policy and compliance, the University has established a variety of programs and mechanisms to promote responsible consumption of alcohol and provide for adequate education regarding the effects of alcoholic beverages.

To accomplish this:

1. The prevention of behavior violating this policy and the abuse of alcoholic beverages will be coordinated by the Office of Student and Community Services.
2. The University will provide resources and time for the prevention of, and education concerning, conduct that violates this policy. The University will provide information to deans, Student Services personnel, directors, student organizations, and staff regarding student rights and responsibilities concerning this policy, the availability of personal counseling regarding alcohol abuse, and opportunities for alcohol-free sponsored events and programs.
3. The University will provide training to those students who work in a variety of "peer helping" roles on the University's campus that encompass referrals, resources, and methods of handling conduct covered in this policy.

AMENDMENTS TO THIS POLICY

All requests for amendments to this policy must be directed to the Office of the Vice President for Student and Community Services for consideration. Any changes to this policy will be made in accordance with policy implementation as outlined in the **Student Handbook**. For further information, see the Student Handbook section on "Sanctions" or the **Employee Handbook**.

Drug Policy

The use of drugs by students or employees can create conditions that are contrary to those deemed necessary for the maintenance of an optimal academic and social environment. Monmouth University affirms its responsibility to secure a safe, educational atmosphere by establishing the following policy:

The use, possession, or sale of illegal drugs or narcotics by any visitor or member of the University community will subject that individual to disciplinary action and legal prosecution under federal, state, or local statutes. The decision rendered shall be determined by the circumstances of the individual's involvement.

For further information, see the **Student Handbook** section on "Sanctions" or the **Employee Handbook**.

Sex Offenses

SEXUAL ASSAULT POLICY AND PROCEDURES

Monmouth University affirms the right of its students to participate in a community that is conducive to learning and personal growth. In order for this to be achieved, the environment on the campus needs to be one in which students feel safe and secure in their surroundings and free to explore the variety of opportunities available to them.

Acts of sexual assault or sexual offenses pose a serious threat to the spirit of community, and as such, Monmouth University prohibits all forms of sexual offenses and will endeavor to address these issues in the following manner.

NOTIFICATION PROCESS

Students who are victims of a sexual assault should report the assault to the University Police Department (if the act occurred on campus) as soon as possible. If the assault takes place off campus, the law enforcement agency with jurisdiction where the assault took place should be contacted as soon as possible. The University Police can and will assist in contacting the appropriate jurisdiction in the event an off-campus assault is reported to the University Police.

If an assault takes place at one of the University's off-campus facilities, such as Pier Village, Diplomat, or Fountain Gardens, the assault should be reported to the Long Branch Police Department, 344 Broadway, Long Branch, NJ 07740, or **732-222-1000**. Students and faculty are reminded that the West Long Branch Police have primary jurisdiction at the University's Psychological Counseling Academic Department and Physician Assistant Program site, which will be located at the University's off-site campus at the Monmouth Park Corporate Center, 185 State Highway 36 in West Long Branch. The West Long Branch Police can be reached at **732-229-5000**. Monmouth University **will** assist the student in notifying the proper authorities if the student requests the assistance of the Monmouth University Police Department.

It is important for the victim to seek medical attention. The University Police Department should be contacted immediately and will provide the student with transportation to the Monmouth Medical Center Emergency Room. It is

critical that this be done immediately to preserve evidence that may be needed to prove criminal sexual assault. If a student wishes to have someone accompany her or him to the hospital, the Director of Counseling and Psychological Services or a representative from the Office of the Vice President for Student and Community Services will be contacted to accompany the student.

It is in the victim's best interest to have the assault documented should a request be made that internal discipline charges be filed against the student accused of the assault for violating the Student Code of Conduct. Additionally, the Office of Student and Community Services should be contacted if another student was involved. The Director of Counseling and Psychological Services or a representative from the Office of the Vice President for Student and Community Services will assist a student in notifying the proper authorities if the student requests assistance.

PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION

A student who is a victim of a sexual offense committed by another student has the right to request that charges be filed against the offending student for violation of the Student Code of Conduct. A sexual offense is defined as a sexually related civil or criminal offense recognized under state law.

The Assistant Vice President for Student Services or another University official will conduct an investigation into the matter to ascertain the facts of the case. Both the student bringing the charges forward and the student charged with the violation have the right to submit written statements to establish their account of the event. If the official determines that the matter requires a hearing, one will be scheduled, and the presence of both the victim and the accused will be requested. In addition, both parties to the matter are entitled to have a member of the University community present to act as an advisor. Any person having specific knowledge of the matter will also be called as a witness.

At the conclusion of the hearing, when all testimony has been exhausted, a decision will be reached by the hearing panel. The victim and the accused will be notified in writing of the outcome of the disciplinary proceeding. Nothing in this

section shall be interpreted to authorize disclosure to anyone other than the victim or the accused.

EMPLOYEE VICTIMS OF SEXUAL OFFENSES

Employees who are victims of sexual assault should report the assault to their immediate supervisor and the University Police Department as soon as possible. It is important for the victim to seek immediate medical attention as soon as possible.

The Employee Assistance Program (EAP) provides counseling services to full-time employees who have been the victims of sexual assault. Employees also have access to a toll-free emergency hotline through the EAP program available twenty-four hours a day.

Employees can also contact "180 Turning Lives Around," which offers a twenty-four hour toll-free Crisis Hotline at **888-264-RAPE (7273)**. This service is free and confidential.

SANCTIONS FOR SEXUAL ASSAULTS

In accordance with the Student Code of Conduct, the following sanctions may be imposed by a hearing board or University official against a student found to have violated the sexual offense section in the code.

1. Education/Work Assignment

A requirement to participate in a campus educational program or activity or an assignment to perform community service work within a campus department.

2. Fine

A monetary fine may be imposed as part of a student's sanction. Fines are payable within a prescribed period of time to the Office of Student and Community Services.

3. Disciplinary Probation

May include, but is not limited to, the possible exclusion or restricted participation in privileges or extracurricular University activities for a specified period of time, including the possibility of more severe sanctions in the event of further violation of University regulations during the period of probation.

4. Residence Hall Probation

A defined period of time whereby a student living in residence is given an opportunity to modify his or her behavior prior to losing the privilege of living on campus. Further violation of the Student Code of Conduct or the terms and conditions of the Residence Hall Contract will result in suspension from residence.

5. Residence Hall Suspension

Separation from the residence halls for a defined period of time.

6. Residence Hall Expulsion

Permanent ban from living in the residence halls.

7. Suspension

Separation of the student from the University for a definite or indefinite period of time. This action will be on record in the disciplinary files of the Vice President for Student and Community Services.

8. Expulsion

Permanent separation of the student from the University. This action will be permanently recorded in the files maintained by the Vice President for Student and Community Services.

9. Letter of No Contact

A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, electronic, telephone, or third parties.

COUNSELING SERVICES

On campus, the Office of Counseling and Psychological Services provides counseling services to victims of sexual assault, as well as to victims of other crimes. Victims are encouraged to contact the Director of Counseling and Psychological Services at ext. **7517**, or **732-571-7517** from an off-campus telephone or cell phone, to set up a confidential appointment to discuss their feelings and concerns. This office can provide the emotional and psychological support that is necessary and, at the

student's request, will serve as an advocate for victims of sexual assault. The office is located on the third floor of the Rebecca Stafford Student Center.

At the victim's request, University personnel will also assist in arranging for such services from off-campus providers, including "180 Turning Lives Around," which offers a twenty-four hour toll-free Crisis Hotline at **888-264-RAPE (732-264-7273)** for victims of sexual assault. This service is free, confidential, and available to any member of the University community.

In addition, eligible, full-time employees and members of their families living in the same household are entitled to participate in the University's Employee Assistance Program. Horizon Behavioral Services, the carrier, will schedule appointments within close proximity to the University, or the employee's home (if available) for the employee's convenience.

Additionally, employees and their household family members have access to a toll-free emergency hotline—available twenty-four-hours a day, seven days a week. The University pays 100 percent of Employee Assistance Program premiums.

OTHER ASSISTANCE

In an effort to provide further assistance to a victim of a sexual assault, Monmouth University will, at the request of the victim, make adjustments in academic or living arrangements affecting one of the parties. In all likelihood, if the student accused of a sexual assault lives in the same area as the alleged victim, the accused student will be relocated on a permanent or temporary basis for the safety and security of all involved. Similar measures may also be made if the victim and the accused have classes scheduled together, provided an alternative course section is available.

EDUCATIONAL PROGRAMS

The University sponsors educational programs throughout the year to promote awareness of sexual assault, acquaintance rape, and other sexual offenses. Specific programs will be presented during the New Student Orientation program and twice a year as part of the Greek education program. Additional programs will be conducted by the Office of Counseling and Psychological Services and the Office of Student and Community Services. Printed material on the

subject will also be distributed to all incoming first-year students in the New Student Orientation packet and will be available at the Office of Student and Community Services, First Year at Monmouth, and the Office of Counseling and Psychological Services. Further information on the Sexual Assault Policy and Procedures may be obtained by contacting the Office of Student and Community Services, the University Police, or the Office of Counseling and Psychological Services.

REGISTERED SEX OFFENDERS

New Jersey law authorizes the Division of State Police to make available to the public over the Internet information about certain sex offenders required to register under Megan's Law. The sex offender Internet registry law can be found in the criminal justice code of the New Jersey statutes at 2C:7-12 to 19.

You can access the sex offender Web site at:

http://www.state.nj.us/njsp/info/reg_sexoffend.html.

SEXUAL HARASSMENT POLICIES AND PROCEDURES

Monmouth University has a strong commitment to maintaining a University free from all forms of discrimination, including sexual harassment. For further information regarding the University's Sexual Harassment policy and the University's procedures for prompt and equitable resolutions of complaints by faculty, students, and non-faculty employees, see the **Student Handbook** or the **Employee Handbook**.

The information contained herein is provided as Monmouth University's commitment to safety and is in compliance with the federal Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542, as amended into the Jeanne Clery Act of 1998.

This publication, which is provided to all employees and students registered as of September 1, 2012, is available on the World Wide Web at **<http://www.monmouth.edu/resources/mupd/safety.pdf>**. Additional copies are available upon request at the Office of Undergraduate Admission, the Office of Human Resources, and the Monmouth University Police Department. If you have questions regarding the content of this publication, please contact the police department at **732-571-4444**.

Victim's Bill of Rights

BILL OF RIGHTS

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

- on the campus of any public or independent institution of higher education in the state of New Jersey, and
- where the victim or alleged perpetrator is a student at that institution, and/or
- when the victim is a student involved in an off-campus sexual assault.

HUMAN DIGNITY RIGHTS

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

RIGHTS TO RESOURCES

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

CAMPUS JUDICIAL RIGHTS

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

LEGAL RIGHTS

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

CAMPUS INTERVENTION RIGHTS

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

STATUTORY MANDATES

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
- Each campus shall make every effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this act or in any "Campus Assault Victim's Bill of Rights" developed in accordance with the provisions of this act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities. For further information on the Sexual Assault Policy and Procedures, contact the University Police Department at 732-571-4444, the Office of Counseling and Psychological Services at 732-571-7517, the Office of Student and Community Services at 732-571-3417, or refer to the **Student Handbook** or **Employee Handbook**.

Missing Person Resident Student

PRINCIPLES WHICH GUIDE ACTION

When students come to reside at the University, they expect that they will be part of a safe community. When there is reason for concern regarding the absence of a student who resides on campus, University officials will make every effort to ascertain their whereabouts and to communicate that information to those who need to know. The right of each student to reasonable privacy will likewise be honored, respecting the student's rights granted under FERPA.

Monmouth University recommends that all students register a Confidential Contact who will be notified if a student has been determined as missing. The Confidential Contact form is sent out to all students residing on campus during the beginning of every academic semester. Students can also find this registration form through WebAdvisor listed under e-Forms if they choose to register a contact at a later date.

NOTIFICATION BY CREDIBLE SOURCE

The notification of an alleged missing person must come from a credible source: i.e., parent, boyfriend, girlfriend, significant other, roommate/apartment mate, employer, a University employee, and/or fellow member of a campus organization.

When there is reason to believe that a student is missing, that information will be reported to a "responsible party" (area coordinator or other appropriate administrator). The area coordinator on duty, in conjunction with a member of the Director's staff (Associate Vice President for Student Services, Associate Director, or Assistant Directors), will determine if the report is credible. Credibility will be determined by the reporting source as well as facts on hand.

ACTIVE INTERVENTION

In the case of an alleged missing person, the first coordinating official is the area coordinator on duty in consultation with a member of the Director's staff (Associate Vice President for Student Services, Associate Director, or Assistant Directors).

In any and all cases where the safety of the alleged missing person is in question, or it is believed criminal

activity has occurred, the Monmouth University Police Department shall be contacted immediately. The Monmouth University Police Department shall be the coordinating entity in such cases.

TIMELINE OF ACTION AFTER NOTIFICATION

After the area coordinator contacts student staff in the area in which the potential missing student resides, the student staff will do the following:

- Perform a health and welfare check of the room—identify if the student is there.
- Canvass the room/suite/wing/apartment and inquire if the student has been seen on campus.
- Document all information.

The area coordinator on duty/working with the student staff will do the following:

- A. Interview the residents within the room/suite/wing/apartment and determine:
 - Last sighting of missing student.
 - Areas where the student may visit/stay frequently.
 - If the student has a boyfriend/girlfriend/significant other that he/she stays with (on/off campus or at another institution).
 - If it is determined that the missing student's boyfriend, girlfriend, or significant other is at another institution, obtain the first and/or last name of that person.
 - If the students are aware of any issues/incidents that may have impacted the potential missing student within the past month.
- B. Review the Residential Life's CSS documentation to see if the student has had prior incidents or is at risk. If the student has been a part of the "at risk" population, the Director of Counseling and Psychological Services should be notified. The CSS notebook will be stored in the Office of Residential Life.
- C. Apprise a member of the Director's staff as to the situation and update on all information gathered.

- D. If listed on the Residence Hall Contract, attempt to contact student via his/her cell phone.
- E. Contact Health Services and determine if the student has been utilizing their services within the past five (5) days. After hours, or on weekends, the contact shall be the Director of Health Services.

The Director's staff will do the following:

- Using Datatel's User Interface, inquire if a student has purchased a meal plan; if so proceed to next step.
- Contact a manager of the Aramark staff at 732-222-1444 or ext. 2701. The management staff will determine the last time the student's meal plan was utilized. If the missing student has not purchased a resident meal plan (i.e., an apartment resident), inquire if he/she has purchased a non-resident meal plan. The activity of the student can be determined from this as well.
- Determine if the Vice President for Student and Community Services needs to be notified immediately, or during the next business day.
- If we have the name and institution of the missing person's partner (boyfriend, girlfriend, or significant other), an outreach to that institution may be made to see if the telephone number of that missing student's partner can be released to inquire if said student is there.

AFTER 12 HOURS

The student staff will do the following:

- Perform a health and welfare check.
- Canvass the room/suite/wing/apartment and see if the student was seen.
- Document all information and update the area coordinator on duty.

The area coordinator on duty will do the following:

- Update the Director's staff as to the progress of the student staff.
- Check students' class schedule/reach out to professors regarding attendance.

The Director's staff will:

- Notify the Monmouth University Police Department.
- Notify the Director of Counseling and Psychological Services about the missing resident student.
- Update the Vice President for Student and Community Services.
- Notify the student's academic advisor.
- Notify Health Services.
- At the time that a student is determined to be missing, in consultation with the Vice President for Student and Community Services, a member of Residential Life or MUPD will contact parents (if under 18 and not emancipated), or the appropriate emergency contact. Local police as well as registered contact persons will be notified of a missing student no later than 24 hours after a student has been determined to be missing.

The area coordinator of that specific area will do the following:

- Determine which residents are in need of outreach due to the impact of the missing student and provide support as needed.
- Work with the Monmouth University Police Department if needed, assisting in any capacity.
- Meet with building staff and communicate all pertinent information.

AFTER 24 HOURS

The student staff will do the following:

- Regardless of age, emancipation status, or having registered a confidential contact, local law enforcement will be notified of a missing on-campus student within 24 hours of disappearance.
- Perform a health and welfare check.
- Canvass the room/suite/wing/apartment and see if the student was seen.
- Document all information and update the area coordinator on duty.

The area coordinator on duty will do the following:

- Update the Director's staff as to the progress of the student staff.
- Check student's class schedule/reach out to professors regarding attendance.

The Director's staff will:

- Communicate with the Monmouth University Police Department.
- Contact a manager of the Aramark staff at 732-222-1444 or ext. 2701. The management staff will determine the last time the student's meal plan was utilized. If the missing student has not purchased a resident meal plan (i.e., an apartment resident), inquire if he/she has purchased a non-resident meal plan. The activity of the student can be determined from this as well.
- Update the Vice President for Student and Community Services.

The area coordinator of that specific area will do the following:

- Work with the Monmouth University Police Department if needed, assisting in any capacity.
- Meet with building staff and communicate all pertinent information.

AFTER 48 HOURS

The student staff will do the following:

- Perform a health and welfare check.
- Canvass the room/suite/wing/apartment and see if the student was seen.
- Document all information and update the area coordinator on duty.

The area coordinator on duty will do the following:

- Update the Director's staff as to the progress of the student staff.
- Check student's class schedule/reach out to professors regarding attendance.

The Director's staff will:

- Update the Monmouth University Police Department.
- Contact a manager of the Aramark staff at 732-222-1444 or ext. 2701. The management staff will determine the last time the student's meal plan was utilized. If the missing student has not purchased a resident meal plan (i.e., an apartment resident), inquire if he/she has purchased a non-resident meal plan. The activity of the student can be determined from this as well.
- Update the Vice President for Student and Community Services

The area coordinator of that specific area will do the following:

- Continue to provide support as needed.
- Work with the Monmouth University Police Department if needed, assisting in any capacity.
- Check with building staff and communicate all pertinent information.

AFTER 72 HOURS AND CONTINUING UNTIL DAY 6

All professional staff will do the following:

- Update student staff as information becomes available.
- Continue to refer students to counseling as needed.
- Continue to communicate with the Monmouth University Police, Health Services, and Aramark to share any appropriate information.

INTERVENTION IF STUDENT IS MISSING 7 DAYS OR MORE

- A. The Associate Vice President of Student Services will notify the Vice President for Student and Community Services to determine the course of action.
- B. The Vice President for Student and Community Services will convene:
 - Associate Vice President for Student Services
 - Director of Health Services

- Director of Psychological Services
- Registrar
- Monmouth University Police Department
- Any additional resources as determined appropriate by the Vice President for Student and Community Services

This group will determine and verify that the student has not been found. Furthermore, the future responsibility of each area will be determined.

- C. Residential Life will meet with affected students and a member of Psychological Services to debrief the students on the situation.
- D. Residential Life staff will continue to monitor the effect of the incident on the community and make appropriate referrals to the campus resources.

FOLLOW UP WHEN STUDENT IS FOUND

When the student is located, the Director's staff will do the following:

- Notify the Monmouth University Police Department.
- Notify the Vice President for Student and Community Services.

- Notify the student's academic advisor.
- Notify CSS.
- Notify the Director of Psychological Services.
- Notify Residential Life staff.
- Notify the Director of Health Services.
- Notify student staff.
- Meet with students and discuss incident.
- Determine impact on professional staff. Determine if any additional follow-up is needed.

The Residential Life Assistant of the specific area will:

- Assist in the assimilation of the "found" student.
- Determine if there is a need for any additional student staff and residents by:

1. CSS
2. Monmouth University Police Department
3. Health Services
4. Other departments/areas involved.



Missing Resident Student Procedures

SCHOOLS WITH A CAMPUS POLICE OR SECURITY DEPARTMENT

